



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Hector Guenther

Members:

Vice Chair, Chuck McKenzie
Clerk, Chris Lauzon
Tom Keane
Jeremy Shea
James Sproul
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Craig Tamash

MEETING MINUTES

Comprehensive Financial Advisory Committee

08.26.2024

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/89214373979>

VIRTUAL MEETING: <https://townofbarnstable-us.zoom.us/j/89214373979>

PHONE: 877-853-5257, Meeting ID: 892 1437 3979

Roll Call:

Chair Guenther called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Hector Guenther, Chuck McKenzie, Lillian Woo, Jim Sproul, Tom Keane, Jeremy Shea and Chris Lauzon
- Roll call and quorum verified by Chris Lauzon
- CFAC Members Absent: None
- Councilors Present: None
- Staff Present: Mark Milne, Director of Finance
- Others Present: None

Chair Guenther requested anyone interested in recommending new CFAC members, please share their names and contact information.

Approval of minutes:

Motion duly made to approve the minutes of June 24, 2024, and July 22, 2024, made by Lillian Woo, seconded by Jim Sproul.

Roll Call Vote: Hector-yes, Chuck-yes, Lillian-yes, Jim-yes, Tom-yes and Chris-yes

Jeremy – abstains

Vote is unanimous

Discussion on the Preparation of the FY25 Financial Overview Report

Chair Guenther provided a status update noting that almost all the previously recommended changes and financial data updates have been incorporated

Page 1 - Cover

- Government Structure header removed
- Add 'document' after the word budget in the Community Profile box
- Citation to be updated

Page 2 – Government Structure

- Financial data has been updated
- Discussion and recommendations for language updates.
 - * First sentence in last paragraph to now read 'Expenditures for local schools is now the largest component of the Operating Budget'
 - * Mark clarified why Capital and Operating budgets are separate.
 - * Revenue language to be included as well.
- Chuck will address context and language and provide the updated version to Hector

Pages 3 and 4 – General Fund Revenues and Expenditures

- Exhibit to be updated to reflect FY25
- The chart in the upper right section is cumbersome
- Addition of pie chart clarifies information
- Chuck will address the content and suggestions creating a more simplified and clearer message

Page 5 – Public Education (moved up from Page 8, and subsequently deleting blank Page 9)

- The existing page 8 has become the new page 5
- Content has remained the same, the data has been reviewed by Chris for consistency
- Educational expenditures being paid for out of Circuit Breaker and School Choice. The language is clear for the average reader as to where the money comes from, what it is used for, and what the increases are.
- The newly included factors broken out for funding levels is clear
- Brief review of required funding requirements

Page 6 - Enterprise Fund Budgets

- Request “Note that...” be removed and start the sentence with “Three...”
- Request that the last sentence be changed to “...Marina Enterprise Fund because user fees do not cover all their costs”.

Page 7 - Fire Districts

- Minor grammatical changes
- Insert the word “both” after ‘provide’ on line one (1).
- Insert the word “The..” before ‘Village’ on line nine (9)
- Discussion and clarification on water bills, and how each Fire District sends their own water bills. Minor editing for clarity.

Page 8 – Capital Improvement Plan

- Minor grammatical editing
- Change the last sentence of paragraph four (4) to read “These projects will support the economic growth and vitality of the Town as well as enhance the quality of life for residents by expanding and maintaining the Town’s fixed assets and infrastructure.”
- Discussion on Capital Projects ‘submitted’ vs. ‘recommended’
 - * Delete ‘to fund 60 projects’ and remove the language on ‘submitted’ projects.
 - * Statement to be added regarding CWMP construction costs accounted for
- Chuck will reword the language and provide the updated page to members for review and comment.

Pages 9 and 10 - Property Taxes

- New format is conversational, informative and well done albeit lengthy
- Mark will send the most recent version to Tom who will address the content and condense down to one page

Pages 11 and 12 – CWMP

- Discussion:
 - * Recommend deleting the language for FY29 and direct the reader to the Barnstable Water Resources (BWR) website.
 - * Focus of the content is to address the two (2) questions; *When and I going to get sewerred, and how much is it going to cost?*
 - * A suggestion made to include a visual as opposed to a list of what is getting done in town, if possible, direct them to the map on the BWR website.
- Minor grammatical editing
- Updates to Footnotes to be corrected
- ‘When will my property be sewerred’ will be added back in.
- Discussion and clarification on what an unfunded federal mandate is.
- * Last sentence of paragraph one (1) to read “As an unfunded federal mandate, CWMP’s future funding will be a continuing financial challenge for the Town of Barnstable.”
 - * Including language relative to where other funding is coming from would be beneficial for the reader

- Changes made reviewed by Hector
- Minor editing changes incorporated
- Looking Ahead discussion:
 - * Should reflect that CFAC’s purview if financial review
 - * Should reflect the three (3) focus areas identified by the Town Manager Ells which were School, Roads and Water
 - * Members discuss and agree that the items should be reflective to the purview of CFAC.
 - * Costs relative to infrastructure challenges from climate resiliency would be a valuable inclusion.
 - * Section is meant to call out issues that are financial in nature that the TOB will need to deal with in the years ahead.
 - * Hector will revisit the section and revise.
- The QR code links to the survey to be deleted
- CFAC email address – change language to direct any questions to CFAC email address

Mark has completed the suggested changes brought forward.

Revised pages to be sent to Hector by Wednesday, September 4th; Hector will incorporate and circulate to members for review and discussion at the next CFAC meeting.

Discussion on CWMP Funding Model provided by Mark Milne

- The model was discussed with Town Council who then asked for CFAC to provide comments and concerns
- In ‘playing’ with the model, if a funding source were to be removed, the General Fund contribution would need to be changed to reflect that
- Hector requests members to play with the model and come to the next meeting with comments, concerns and suggestions prepared to discuss.

Correspondence from Committee Members:

* Lillian will be absent from CFAC beginning mid-September and return mid-November

Communications from Staff: none

Matters not reasonably anticipated by the Chair: none

Closing public comment: none

The next CFAC meeting will be held on September 9, 2024

Motion duly made by Lillian, seconded by Jim to adjourn the meeting.

Roll Call vote by Chris: Hector=yes, Chuck=yes, Lillian=yes, Jim=yes, Tom=yes, Jeremy=yes, and Chris=yes

Meeting adjourned at 7:53pm

Respectfully submitted

Theresa M. Santos

Attachments:



2024.06.24 Minutes
CFAC Draft.pdf



2024.07.22 Minutes
CFAC Draft.pdf



CFAC Overview FY
2025 v3 23 August 20

APPROVED