



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chairman:

Bill Brower

Members:

Robert Ciolek
Laura Cronin
Stanley Hodkinson
Ralph Krau
Tom Michael

Staff Liaison:

Mark Milne

Councilor Liaison:

James Munafo Jr.

CFAC MEETING MINUTES

10.05.09

7:00 PM

Growth Management Conference Room

CFAC Members Present: Bill Brower, Laura Cronin, Ralph Krau, Tom Michael, Stanley Hodkinson, Robert Ciolek

CFAC Members Absent: None

Councilors Present: None

Staff Present: Mark Milne - Finance Director, Deb Childs - Finance/Budget Analyst

1. Call to Order

Upon a quorum duly present, Bill Brower called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room.

2. Act on Minutes

Motion made and seconded to accept minutes of 09.21.09 with typographical error on page 5 corrected.

Vote: Unanimous

3. Chairman, Staff & Councilor Comments

Mark Milne reviewed some recent items from the most recent Town Council meeting. \$3.1 Million was approved for the repair of the exterior of the Town Hall Building. A bond will be issued for \$1.3 million with the remainder coming from the Community Preservation Fund's surplus balance.

Ralph K. inquired if the \$3.1 M would cover all necessary repairs to the Town Hall and what was the timeframe for completion of any work?

Mark M. stated it would only cover exterior building repairs, no interior. He was unsure of the exact timeframe but thought the work may start by next spring and could last a year.

Mark M. reported that the sale of the Zambonis from the old rink resulted in \$31,000 that was re- appropriated to the HYCC.

The Town Council accepted Police Department ~~accepted a grants~~ for \$100K.

Mark reviewed that an RFP had been re-issued for the proposal of an operational audit of the Finance division. The proposals had been received today.

Laura C. inquired what the audit will cover?

Mark M. responded that the audit will be a review of the organization, looking for best practices and opportunities for improvements.

Mark M. mentioned that the Barnstable County Retirement system had received their actuarial report for January 2009. He expects to have a copy available for the next meeting. He believes Barnstable's assessment-pension liability has significantly increased which will contribute to higher pension assessments from the county retirement system.

Mark M. indicated the Water Board has received a presentation on their rate study. He expects there will be several alternative rates proposed for the Hyannis water system area. New recommendations for rates and fees to the Town Manager will likely occur toward the end of November to early December.

4. Old Business

Procurement -

Tom M. has met with David Anthony and reviewed his suggestions and questions from the committee regarding the initial draft document. David is putting together a final draft to present to the committee based on that input and expects to have it ready for the next meeting. Tom shared copies of the Massachusetts General Laws Requirements Matrix, a guideline for procurement.

Ten Year Forecast -

Mark M. noted that voters should be receiving their copies of the proposed new charter which does include a recommendation to change the Ten Year Forecast to a Five Year Forecast.

Ralph K. has an outline of procedures to be taken to implement that change if the charter is not approved.

Mark M. reviewed that the Governor and the State have declared that the 1st quarter revenues for FY10 are down by approx. \$230M. He anticipates that the Governor will seek 9C authority to make cuts to local aid. Similar to last year, Mark anticipates those cuts may be to Chapter 70 aid and/or grants. He recommends that the Town freeze all vacant positions and look closely at programs and services to see where funds can be saved.

The 1st quarter Motel/Hotel taxes are in and are approximately 10% lower than the prior fiscal year. If that trend continues it would equate to about \$160K in decreased revenue. The 2nd quarter is usually the largest so Mark would like to wait and see those numbers before determining if it is a trend.

Motor vehicle Excise bills should go ~~are set to go~~ out in January and a better indication as to where this revenue source is trending will be known then. The 1st quarter property tax was in line with last year. Mark will evaluate those after the 1st three quarters have been received. All other areas of revenue are down.

Fiscal year 2011 projections show a continued slide, Mark anticipates there will be considerations about eliminating more positions (vacant positions would be a priority). E and early retirement options can also be explored which are only cost effective offerings if they ~~do~~ not have a long term expense. He welcomes any suggestions.

Laura inquired who should they direct questions to concerning the rates and fee review.

Mark M. responded that they could be directed to him and he would facilitate getting them to the appropriate Department Heads.

Bill B. thinks that based on the current level of unemployment, lack of manufacturing growth that it will be five years or more for Massachusetts to see a relief.

Bob C. speculates that things may flatten out in 2012 and that it would be 2013 before we see any growth.

Mark M. informed the committee that the joint meeting of the School Committee and the Town Council would be held on the Oct. 15th Town Council meeting. This is earlier than usual as the meeting normally occurs some time in late December or early

January. He is not sure what to anticipate but will provide a presentation of the last Fiscal year as well as trend and projections for the revenues. Other topics may or may not include the 60/40 revenue sharing agreement, savings account use, local tax option review etc. He welcomes anyone who wishes to attend.

Tom M. thinks it will be a difficult process.

Bob C. inquired about the contract negotiations.

Mark M. reviewed that ~~all school employeethe teachers~~ contracts are expired but currently in negotiations and that the municipal contracts will expire in ~~June~~ 2010. He thinks the municipal ~~contract negotiationsng and review~~ will start shortly.

Laura C. inquired if the changes made last year are working for the schools. Are the numbers reflecting that?

Mark M. replied that the biggest savings would likely be reflected in the utility bills and they would know more in the winter months.

Laura C. inquired about any interest in the buildings that had been closed.

Mark M. responded that there was one proposal for the Cotuit site from the Waldorf School in Bourne, no proposals for the Osterville site and the Marstons Mills site RFP was extended.

Tom M. inquired if the schools were being actively marketed to attract proposals?

Mark M. indicated that the School Facilities Advisory Committee was overseeing the process and he was unsure if that was being done. He did think that was a good suggestion as a commercial real estate person may be able to advise them on potential suitable prospects. Mark did ~~mentioned~~ mention the sites are limited in use due to particular zoning laws.

Bob C. inquired if any Town administrative services needed more room?

Mark M. replied DPW would be a department in need of more space but they would ideally like to be situated on Rte 28 near the ~~Highway facilitiesStructures and Grounds~~ existing buildings.

Bob C. also mentioned non- profits and incubator type operations as a-possibilities.

Bill B. suggested technology oriented business, maybe potential start ups.

5. New Business

Sewer Sub- Committee Status Report-

Bob C. provided an overview. The sub-committee is still fact finding , it is going slow but the hope is it will pick up pace soon.

The sub-committee toured the Water Pollution Control Center on Sept. 23rd and met briefly with Mark Ells.

On Sept. 30th , the sub-committee held a meeting with Paul Niedzwiecki from the Cape Cod Commission. It was noted that an accurate summary of the meeting was outlined in David Still's article in The Barnstable Patriot.

Town Council has recommended a revitalized Community Advisory Committee work with the sub-committee. The sub-committee agreed to this but did not have further details or a time agenda.

Bob C. noted that as an individual, not representative of the committee, he attended a meeting at Congressman Delahunt's office that discussed if any federal funds are available and explored the idea of expediting the consideration of innovative and alternative systems.

Ralph K. has submitted to Mark Milne, Ruth Weil and Mark Ells a litany of questions. He inquired if Mark M. had a timeframe for receiving responses?

Mark M. commented that the questions submitted are excellent questions and it is a work in progress. Ruth W., Mark Ells and himself have met and reviewed, the questions have been split up for each for respond to particular ones. He anticipates it will be a few more weeks. He noted the many questions go beyond just financial issues.

Bob C. encouraged them to feel free to answer in piece mail and not wait to forward back one consolidated piece. He also suggests that one person be designated as the "keeper" of information so that reported facts will be consistent and any conclusions drawn will be based on correct data. The sub-committee members noted they had found some inconsistencies in the material they were reviewing which could be attributed to timing etc.

Ralph K. commented that if the sewerage in the future is to include Cotuit and Bearses Way, he believes other technologies and plant locations need to be considered.

Mark M. commented that emphasizes the need to have an advisory committee of citizens to resolve these other issues.

Hillard Welch from the Wequaquet Lake Protective Assoc. was in attendance and indicated the association is in support of sewerage to protect the land and water. He feels there is a lack of education to residents of town contributing to the inability to get something in place. He would like to have people understand why a sewer system is a necessity. He mentioned the Board of Health made a statement about failed systems but had not shut anyone down for a failed system. The Association tried to get everyone to pump their systems at least every two years. He noted there are still a lot of cesspools and inappropriate leeching fields where there is no requirement in town to update them. He also noted that many of the owners are elderly and many lots are small with insufficient land. A tight tank may be an option but would be very expensive and require annual emptying. Many homeowners don't want to spend the money. He noted the Association meets regularly with Mark Ells.

Bob C. welcomes any additional information the Association may be able to provide on the background of the sewerage effort.

Hillard also welcomes any information and offered the Association newsletter as a potential means of sharing information from the sub-committee.

6. Discussions

None

Next meeting is scheduled for Monday October 19, 2009 in the Growth Management conference room.

Meeting adjourned at 8:10 PM.