



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chairman:

John Curtis

#### Members:

Bill Brower  
Robert Ciolek  
Laura Cronin  
Stanley Hodkinson  
Ralph Krau  
Tom Michael

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

James Munafo Jr.

### CFAC MEETING MINUTES

6.15.09

7:00 PM

Growth Management Conference Room

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

CFAC Members Absent: John Curtis

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 (acting chair) 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 06.01.09.

Vote: Unanimous

#### 3. Chairman, Staff & Councilor Comments

Bill Brower and Bob Ciolek attended the recent Town Council Meeting. Bill noted it worked out very well as John Klimm invited Bill to join him at the table and included the CFAC report as part of the Town Managers overall presentation to the Council in regards to the FY10 Operating Budget.

Mark Milne reminded the committee they are moving to the summer meeting schedule and will only have two meetings between now and September. The committee action calendar notes these meetings would focus on the review of the financial policy. September should be the start of the review of the ten year forecast and long range plan issues. This would include the review of the prior year forecast and the assumptions it was based upon.

#### 4. Old Business

Ralph Krau spoke with both Leah Curtis and Jim Munafo about serving on the wastewater sub committee.

Bill B. wondered if there is a need to have a substitute available?

Laura C. is interested but would need to know more about the schedule prior to committing.

Mark M. indicated the sub committee is an ad-hoc committee without a set schedule at this time. He did think they would be meeting tonight to prepare for the discussions at Thursday's Town Council meeting where the Appropriation orders for Lake Wequaquet and Stewart's Creek on the agenda for review.

Mark reviewed the extent of the request and the impacts.

Tom M. inquired what the betterment cost would be and have customers been notified?

Mark M. reviewed that this review actually began almost seven years ago. The cost has doubled since the initial analysis. DPW has been doing mailings along with various communications. The topic is still open to discussion on alternate financing options. The Board of Health and DPW have received various calls both in support and against the project.

Tom M. inquired if there was a feel to how councilors were leaning?

Mark responded no. He thinks they are currently exploring all options.

Bill B. asked if the sub-committee will be looking to expand?

Mark responded no as it is already very large.

Rob Anderson a citizen in attendance at the meeting asked to comment. He inquired if anyone would be attending the upcoming meeting with the Town Council to ask questions about the topic. He has a plan B that he would like to present that he feels would cost less. He is looking to discover who is the correct person to speak with about his concerns.

Mark commented that the design firm of Stearns & Wheeler likely presented them with various design alternatives. Rob has good questions to ask at Thursday's council meeting.

Tom M. responded that it would serve Rob well to get a chance to talk with Mark Ells prior to the meeting as he may be able to answer many of the questions.

Ralph suggested Rob call Mark directly.

Dick Andres, a citizen in attendance noted that Chatham is completing a similar project but is adding the cost into the town wide taxes. He thought it may be worthwhile to review their process.

#### 5. New Business

Bill B. inquired if anyone had a chance to review the financial policies and if there was any thought on how to tackle? Sub-committee?

Bob C. inquire what the specific goal is?

Bill B. replied the goal is to go through, review the current document and provide any ideas or areas for improvement/change.

Mark M. commented that the document has not been edited in several years. The document is under Town Manager regulation and does not require Council action to change. It may require a public hearing for certain sections (i.e. rates). Mark did see some conflicting items in various sections as well as some repetition.

Bill B. inquired if the Administrative code overrules this document.

Mark M. replied yes he thought the Administrative code would overrule.

Ralph K. suggested a sub-committee.

Bill B. suggested breaking up sections for review.

Mark M. suggested dividing the document into three areas: Financial policies, Insurance, Investments.

Bob C. volunteered to tackle the Investments section.

Laura C. volunteered to review the Article IV.

Bill B. inquired if we need to be concerned with Article V CIP?

Mark M. commented it may be worthwhile to draft procedures of the forms sent to departments and the process taken.

Bill B. volunteered to do the CIP section.

Mark M. volunteered to have staff go through and provide commentary and edits.

Ralph K. inquired if an outside agent could review the insurance section?

Mark M commented it is a public document and did not see why not.

Ralph K. volunteered to take that section. He has a contact that will review but he will also request David Anthony provide feedback and comments as well.

Bill B. confirmed that Mark would try to get something from the staff prior to the 7/20 meeting, preferably 3-5 days prior.

## 6. Discussions

Ralph K. inquired if there was feedback on the CFAC presentation concerning the FY10 Operating budget.

Bill B. commented that Leah Curtis and Hank Farnham both acknowledged a job well done. Bob O'Brien commented that it was one of the best reports the committee had presented.

Bob C. commented that his observation would be that if the committee could provide some more lead time to the councilors for their review in the future it would be beneficial. He also inquired what the committee policy was in regards to following up on the issues presented in the report. How can we as a committee keep some of the issues on the front burner?

Tom M. commented that they could request of John Klimm as Town Manager what he would like to see updates on or pursued for status updates.

Bob C. suggested the committee ask Jim Munafo as liaison to inquire of the Council President what he sees as the priority issues to be followed up on.

Ralph K. suggested both options be followed to encourage discussion and “chatter”.

Bill B. noted some councilors commented that they didn’t realize who was on the CFAC committee. He requested we move forward with creating a document of the committee and their various backgrounds/resumes.

Deb C. volunteered to gather the documents and pursue.

Next meeting is scheduled for Monday July 20, 2009 in the Growth Management conference room.

Meeting adjourned at 8:00 PM.