



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)
367 Main Street, Village of Hyannis, MA 02601

v. 508.862.4654 • f. 508.862.4717

www.town.barnstable.ma.us

Email: cfac@town.barnstable.ma.us

CFAC Committee:

Chair:

John Schoenherr

Members:

Robert Ciolek
Cynthia Crossman
Ralph Krau
Gregory Plunkett
Lillian Woo
Joseph Mladinich
Allen Fullerton
Vacant

Staff Liaison:

Mark Milne
Nathan Empey

Councilor Liaison:

John T. Norman

MEETING MINUTES

04.10.17

6:00 PM

Growth Management Conference Room

Roll Call:

- CFAC Members Present: Cynthia Crossman, John Schoenherr, Lillian Woo, Allen Fullerton, Ralph Krau, Joseph Mladinich, and Gregory Plunkett
- CFAC Members Absent: Robert Ciolek
- Councilors Present: None
- Staff Present: Mark Milne, Finance Director, Nathan Empey, Finance/Budget Analyst, Lynne Poyant, Community Services Director, Dan Han, Director of Marine & Environmental Affairs, Nina Coleman, Sandy Neck Park Manager, Bruce McIntyre, Director of Golf Operations

Call to Order:

John Schoenherr called the CFAC meeting to order at 6:00 PM in the Growth Management Conference Room of Town Hall.

Act on Minutes:

The following minutes were approved by unanimous vote:

Minutes 03.27.17

Old Business:

Ralph K. noted the CFAC subcommittee presented its annual CIP report to Town Council on Thursday March 23rd, and that it's time to start thinking about the operating budget report. Ralph K. suggested when presenting the annual operating report to Town Council that a power point presentation may be more effective in delivering the message. Lillian W. mentioned that some of the councilors supported CFAC's recommendation of a sponsorship program to help fund the school bleachers capital project. John S. suggested that maybe CFAC could present two main points in the operating budget report presentation to make the message more impactful. He also suggested creating an executive summary to go with the annual report. Lillian W. suggested maybe inviting the Town Council liaison to a CFAC meeting.

New Business:

Mark M. mentioned to committee members the entire capital improvement plan was approved by Town Council. He also mentioned that CFAC's presentation to council went well.

Lynne Poyant, Community Services Director reviewed the department's FY18 operating requests with committee members.

Lynne P. mentioned that all seasonal pay increase requests are mandatory by state law due to the \$1 minimum wage increase.

Bruce McIntyre discussed the Golf Course Enterprise Fund operating request to purchase new kitchen equipment at the Olde Barnstable Fairgrounds Clubhouse. This will help support the new restaurant establishment "Tavern on the Green". Total costs \$30,000.

Dan Horn discussed the Marina Enterprise Fund operating request, and that we will continue with the annual capital outlay of \$20,000 to repair docks and slips for the marinas.

Nina Coleman discussed Sandy Neck Enterprise Fund requests. The first request is for an Operations Supervisor position to help with the growth at Sandy Neck beach. This position would be second in command and manage seasonal staff and patrons. The second request is for a Radio Frequency Identification Device (RFID). This request will be used as a test site for potential use across all beach parking lots in Barnstable. This is a barcode system, which will allow staff to monitor traffic and quickly gather information on patrons. The third request is for the purchase of a used vehicle and John Deer tracker. The fourth request is for the Habitat Conservation Permit, which will allow Sandy Neck staff to use deterrent methods that will encourage endangered species to nest elsewhere. Gregory P. asked how does this method works? Nina C. responded we could alter the landscape of potential nesting areas. It was mentioned that some beaches on cape have had to close entirely because of nesting birds. This permit process will ensure Sandy Neck will not close due to these endangered birds nesting at Sandy Neck. The fifth request is for increased funding for police detail. The beach has seen significant increase in traffic. The police detail budget will provide for specialized monitoring of patrons for difficult situations. John S. asked if these are town police officers? Lynne P. responded yes, but retired police officers are also used.

Dan H. reviewed the Marine & Environmental Affairs operating requests. This includes a Natural Resource Aquaculture Specialist position to provide oversight of the shellfish industry. This position will be responsible for monitoring and recording catches. MEA's second request is for a six-month seasonal shellfish assistant. MEA is also requesting harbormaster-training funds. Every harbormaster must complete 150hours of state required training within two years of employment. The next request includes the annual capital outlay for navigational equipment. Wildcare Services is the final MEA request. This organization is potentially closing, which is going to cost MEA additional expense to transport animals off Cape for care.

Lynne P. reviewed the Recreation Divisions operating requests. Aquatics equipment has been an annual capital outlay that supports the purchase of picnic tables and bike racks for the beaches. The recreation divisions rescue tubes/life guard equipment is aging and they requesting funds to purchase new equipment. Recreation is requesting a gym divider for the school gymnasium. There is currently no divider for the volleyball league. John S. asked how much does recreation pay to use the gym. Lynne P. replied recreation just pays for the custodian, and not rent. The youth summit is typically funded through donations such as \$15,000 Lorusso Foundation and \$2,000 Kenney Foundation. These sources of funding are being reduced, so the recreation division is requesting from the town to help support the youth summit. Tennis court maintenance, the public has requested upkeep of the Osterville tennis courts. Methods of payments available for parking and beach stickers did not allow for the use of credit cards. The recreation division is moving toward allowing credit card use for such purchases. This request is for credit card fees associated with the payments. The Recreation Division is requesting Youth Outreach Coordinator position with counseling experience to assist the recreation director. It was noted the Recreation Division uses a van through the Sunshine program to transport adults with disability back and forth between homes, and that a future replacement vehicle is needed. MEA Education Outreach program provides educational presentations of local stuffed animals. Natural Resources conduct over a 100 presentations a year. This operating request will provide funds to increase the stock of stuffed animals in inventory. MEA is requesting an additional Natural Resource Officer (NRO). Dan H. noted the division already has two NRO's to cover the town, however, they often only have one at any given time do to vacation/days off.

John S. asked how predictable are the year-over-year revenue sources for Community Services? Lynne P. noted the beach-parking sticker sales had the best season. Mark M. noted this has been the best season ever, but we need to be cautious going forward.

Matters not reasonably anticipated by the chair:

John S. mentioned to committee members that he received an invitation letter from State Senator Julian Cyr, Democrat- Cape and Islands. It was noted that CFAC could potentially meet with the senator after the operating budget sometime in July or August.

Mark M. noted the final FY18 operating budget will be submitted to Town Council by May 4th. Mark M. noted the committee could reference past CFAC annual operating reports as a guide for this year's report. John S. asked is there any surprises in this year budget? Mark M. noted pension and healthcare costs are on the rise. This has limited what we can do with the budget. The town is currently in the process of negotiating with unions.

Discussion of topics for the next meeting:

CFAC's next meeting will be Monday April 24th at 6:00pm.

Adjournment:

The next meeting is April 24, 2017.

List of documents handed out

1. 03.27.17 Minutes
2. Community Services Department Operating Request Forms
3. Senate Julian Cyr Letter