



# The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)  
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## 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:

Paula Schnepf

## MEETING MINUTES

01.08.18

6:00 PM

### Growth Management Conference Room

## Roll Call:

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- CFAC Members Present: Gregory Plunkett, Cynthia Crossman, Lillian Woo, John Schoenherr, and Allen Fullerton
- CFAC Members Absent: Joseph Mladinich, Robert Ciolek, and Ralph Krau
- Councilors Present: Paula Schnepf, Precinct 12
- Staff Present: Mark Milne, Finance Director, and Nathan Empey, Budget Analyst
- Other Present: None

## Call to Order:

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

## Act on Minutes:

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The following minutes were approved by unanimous vote:

12.11.17

## New Business:

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Mark M. reviewed the Capital Submission scoring process with the committee. Mark M. noted the review process was conducted differently than previous fiscal years. The first evaluation included a full day meeting allowing senior managers to present their top priority projects. This provided an opportunity for the Task Force to ask questions in a round robin format. Mark M. noted 41 out of 125 project submissions were presented at the meeting. This meeting evaluated the projects based on four priorities: Imperative, Essential, Important, and Desirable. Every Task Force member voted on the projects. Mark M. noted Town Hall Security Improvements and Senior Center Renovations scored the highest at the meeting. Allen F. asked how many scorers were at the meeting? Mark M. responded twelve scorers. John asked were there any guidelines? Mark M. responded each member was allowed one vote per project. The second evaluation scored the 41 projects based on the ten criteria matrix. Mark M. noted the first evaluation process made the second evaluation less time consuming for the senior managers because of a shorten list to review. The second evaluation ranked Public Roads Maintenance, Channel Dredging, and Barnstable High School Sports Fields Upgrades projects the highest. By averaging the two-evaluation rankings, Public Roads Maintenance is the highest rank project. This entire review process was for General Fund and Sewer Construction & Private Way Improvements Fund projects only.

Mark M. noted this new process created more operational awareness and good feedback by department managers. Mark M. also noted that a project ranked the highest in the evaluation process doesn't mean it will get funded. John S. asked how come the golf course project was included in the evaluation process if it is an enterprise fund? Mark M. responded the golf course cannot afford this project, so they are seeking other funding alternatives. Paula S. asked is the Hydrilla project a capital expense? Mark M. responded this was questioned at the meeting and we are looking into this as an operating expense.

Mark M. noted we still have a long way to go in the capital process, and that departments will be meeting with the Town Manager. Mark M. noted CFAC could invite department managers to discuss their top priority projects.

John S. asked are we better ahead because of this new evaluation process? Mark M. responded I think so, and that we are always trying to improve the process. In addition, it is important for department managers to hear each other's stories. Lillian W. asked did you find the departments got a better understanding of the projects? Mark M. responded yes.

Mark M. noted the next analysis is on what we can actually afford, and that the Capital Trust Fund has about \$10-\$11 million on average annual funding capacity. The Sewer Construction & Private Way Improvements Fund will help with some of these projects. There may be additional staff needed for DPW to help manage these projects. John S. asked are these additional costs presented when projects are presented? Mark M. responded only operating impact cost are discussed, not staffing levels, but if we get more aggressive with projects, we may have to include additional staffing.

Allen F. commented there are several sewer projects? Mark M. responded close to \$40 million, and the Marston Mills project could be considered sewer. Mark M. noted we have capacity at the plant, so there's opportunity to start addressing the 208 plan. Lillian W. asked is Town Council looking into the Water Resource Advisory Committee (WRAC) plan? Paula S. responded we are looking into this.

## Old Business:

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CFAC reviewed and approved the drafted CFAC Tax Exempt Properties letter to Town Council with the following suggested edit.

- Lillian W. noted the colon should be a comma on page 2

**Matters not reasonably anticipated by the chair:**

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None

**Discussion of topics for the next meeting:**

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Mark M. noted CFAC could invite the department managers to discuss their top priority capital projects for the next three meetings.

**Adjournment:**

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CFAC's next meeting will be Monday January 22, 2018 at 6:00pm.

**List of documents handed out**

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1. 12.11.17 Minutes
2. CFAC Drafted Letter to Town Council
3. Capital Improvements Plan Task Force Scoring Results
4. Task Force Scoring Sheet