



# The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)  
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## CFAC Committee:

### Chair:

John Schoenherr

### Members:

Robert Ciolek  
Ralph Krau  
Lillian Woo  
Joseph Mladinich  
Allen Fullerton  
Hector Guenther

### Staff Liaison:

Mark Milne  
Nathan Empey

### Councilor Liaison:

Paula Schnepf

## MEETING MINUTES

12.10.18

6:00 PM

### Planning & Development Conference Room

## Roll Call:

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- CFAC Members Present: Hector Guenther, Allen Fullerton, Lillian Woo, Ralph Krau, Robert Ciolek, John Schoenherr, and Joseph Mladinich
- CFAC Members Absent: None
- Councilors Present: None
- Staff Present: Mark Milne, Director of Finance, Nathan Empey, Budget Analyst, Meg-Mayo Brown, School Superintendent, Gareth Markwell, Deputy Finance Director, David Kanyock, School Facilities Manager
- Other Present: None

## Call to Order:

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John Schoenherr called the CFAC meeting to order at 6:00 PM in the Planning & Development Conference Room at Town Hall.

## Act on Minutes:

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The following minutes were approved by unanimous vote:

11.26.18

## Old Business:

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Mark M. noted Lillian W. attended the Capital Workshop as CFAC's representative. Mark M. stated the workshop provided an opportunity for department's to present their top priority capital projects.

Lillian W. commented the workshop department head's interaction was positive and helpful. Department manager's discussed how each other's project impacted and meshed with their operations.

Joseph M. asked what is the next process? Mark M. responded department manager's would rate the projects through a second round of scoring and conduct individual meetings with department heads.

John S. asked any feedback as this is the second year conducting this workshop? Mark M. responded there was immediate feedback. There was some confusion at the meeting this year with a mismatch between a department's priorities and fiscal year funding request. Mark M. indicated that next year they might just prioritize the projects and not have the fiscal year funding layout. There also needs to be more cooperation between departments deciding which projects should come forward and their prioritization. Mark M. noted there needs to be more consideration with programmatic needs vs asset condition.

## New Business:

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David K., School Facilities Manager reviewed the schools five-year capital plan focusing on their current needs.

### Comments & Takeaways

#### Priority 1: Sports Field Upgrades

David K. noted this project is part of a three-phase master plan. The project request would be for improvements to the baseball fields and soccer fields. Improvements include grading, irrigation, and a new sprinkler system. John S. asked could the fields be rented out after the upgrades, and therefore, gets more play? David K. responded the fields could be rented out, but isn't always conducive to more play. David K. also noted there is no security at the fields to manage public use. Gareth M. noted it is a balancing act to have public access to those fields. David K. noted the new fields would be fenced in with locks and signs. Meg B. commented we anticipate more rental income with the baseball fields. Joseph M. asked what's the \$47,000 for O&M? David K. responded that is operating cost for field maintenance.

#### Priority 2: Communication and Video Surveillance Improvements

David K. noted this is an ongoing project updating the schools with the latest communication and surveillance technology. Barnstable High School technology improvements were completed last summer. David K. noted the existing systems at the schools are over 20 years old, and that it is difficult to get parts. Bob C. asked who monitors the security systems? David K. responded the high school decks are not monitored. Meg B. responded doors are monitored with ID cards at the high school. All students and visitors have to wear ID badges. In addition, human resources provide staff training. Barnstable United School should be completed over Christmas break.

#### Priority 3: Barnstable High School Synthetic Turf Replacement

David K. noted this project will replace the existing synthetic sports turf at the Barnstable High School. David K. noted the existing turf field is groomed every five to six weeks with hardness testing; however, it is becoming increasingly difficult to properly groom. Hector G. asked if the public could have access to the football field, but not the baseball fields? David K. responded the running track is there, and that public

access was part of the appropriation. Lillian W. asked does the synthetic turf have a 10-year useful life? David K. responded yes.

#### Priority 4: Mechanical Upgrades

David K. noted this is an ongoing project request of \$250,000 a year to upgrade aging mechanical systems. David K. noted these systems could typically last 40 to 50 years. Hector G. asked is all facilities natural gas? David K. responded that one facility still has oil. There is also Massachusetts School Building Authority funding available for boiler replacements.

#### Priority 5 & 6: Unit Ventilator Replacements

David K. noted this is an ongoing project to replace aging rooftop ventilators, and that three ventilators would be replaced next year. David K. noted that most air-conditioning units do not work properly. John S. asked what is the lifespan of these ventilators? David K. responded about 50 years, and they come with high efficiency motors.

#### Priority 7: Comprehensive Facilities Assessment

David K. noted this project is requesting an assessment of the school district facilities as well as enrolment trends, with a long-range outlook of 10 to 20 years.

#### Priority 8: Painting Improvements

David K. noted this project would contract out painting improvements to districtwide facilities. Joseph M. asked should this be a capital project? David K. responded we try to do small paint jobs internally, but contract out large jobs. Mark M. noted this question came up during the workshop, if certain projects are going to be repetitive, we may find a way to include them into operating.

#### Priority 9: Hyannis West Roof Replacement

David K. noted this project would replace the existing shingle roof with shingles anticipated to last 40 years.

Joseph M. commented many of these projects look like operating cost. Mark M. noted the capital program requirement is expenditures of at least \$50,000 with a three-year life span. Hector G. asked has anything been approved? Mark M. responded nothing has been approved yet. John S. asked have these projects been presented at the workshop? Mark M. responded their top ten projects.

Lillian W. asked what happens to the rental income received from the fields? Mark M. responded it goes into the school's revolving fund.

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

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Mark M. noted Town Council approved a 20% residential exemption with a factor of 1 tax rate at the last meeting. This is similar to the past 10 years. Mark M. noted the tax rate has been approved by the state, and that tax bills should be going out soon.

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

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The committee could discuss the Town Council Strategic Plan at the next meeting on January 14<sup>th</sup>.

#### Adjournment:

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CFAC's next meeting will be Monday January 14, 2019 at 6:00pm.

List of documents handed out

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1. 11.26.18 minutes
2. Town Council Strategic Plan
3. School Department Capital Improvements Plan