



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:
Lillian Woo

Members:
Robert Ciolek
Hector Guenther
John Schoenherr
Ralph Krau
Joseph Mladinich
Melanie Powers
Tracey Brochu

Staff Liaison:
Mark Milne
Nathan Empey

Councilor Liaison:
Paula Schnepf

MEETING MINUTES

07.22.19

6:00 PM

Planning & Development Conference Room

Roll Call:

- CFAC Members Present: Hector Guenther, Lillian Woo, Robert Ciolek, Joseph Mladinich, Tracey Brochu, and John Schoenherr
- CFAC Members Absent: Melanie Powers and Ralph Krau
- Councilors Present: None
- Staff Present: Mark Milne, Director of Finance; Nathan Empey, Budget Analyst
- Other Present: None

Call to Order:

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

Act on Minutes:

The following minutes were approved by unanimous vote:

06.24.19

Comments:

Lillian W. wanted to thank John S. for his' leadership as the previous Chairperson. Lillian W. also wanted to welcome its newest member Tracey Brochu. Tracey B. noted she is a current employer of Johnson & Johnson as an analyst in IT.

Old Business:

Lillian W. initiated discussion on her' Barnstable Wastewater Management Plan Funding Suggestion. Lillian W. noted that CFAC was not asked to provide these funding principals, and that this introduction is to avoid push back. Lillian W. noted her suggestions do not change the substance of Bob's suggestions. Bob C. noted he is concern that some of the suggestions are not factually correct, and that we should table the funding principal's discussion until the next meeting to allow the Vice Chair and Chairperson to work out the details. The committee voted to table discussion on the matter until the next meeting.

New Business:

The committee reviewed it's CFAC Annual Report. Mark M. noted the instructions for this report have not even come out yet, and that CFAC is ahead of the game. Mark M. also noted the Town Manager is requesting that committees not provide missions statements within the annual reports, and that the Town Manager considers all boards and committees under the same government mission statement. Mark M. noted the Wastewater Treatment Plan needs to be changed to Comprehensive Wastewater Management Plan. Lillian W. also suggested we should add that CFAC was an observer at the Capital Improvements Plan Taskforce meeting. Mark M. noted we could bring this document back at the next meeting after the edits. Committee voted to bring this annual report back at the next meeting.

Mark M. reviewed CFAC's Financial Overview Report and asked for committee suggestions and comments. Mark M. noted we could leave the report as is and just update it or we can make some changes. Bob C. noted we should add a short summary of the wastewater plan. Mark M. noted we could update the economic development page to include the new Cape Plaza lease. Mark M. noted we could add the merger of the collectors and treasury operations, and that the Town Collector retired in May. John S. suggested that we keep changing the report. Mark M. suggested we add some budget history at the front of the report. John S. commented that we could show the town's budgets are consistently well-balanced. Mark M. commented we always keep revenue estimates conservative. Joseph M. asked should we get rid of the organizational chart? Hector G. commented that maybe we should include only a condensed version of the recent reorganization. Bob C. suggested we add a summary of the completed Hyannis Fire Station project. Hector G. suggested putting all the rewards on page 2 at the back of the report. Tracey B. responded we should keep the "AAA" up front with trending results. Hector G. noted we could add a statement noting we get these awards every year. Hector G. mentioned the property pie chart is difficult to read, it we could do something else. Mark M. suggested we could add a Cape Cod Peer Group comparison to the report. Hector G. asked could we truly make it an apples-to-apples comparison? Mark M. commented that the Department of Revenue collects all the data from Massachusetts towns, and provides comparable data. Tracey B. asked do we email this report to people? Mark M. commented that it is available on the town's website. Hector G. noted we do distribute hardcopies around town. Mark M. suggested someone from the committee could do a joint host on Channel 18. Mark M. noted we also let the councilors know, so that they can notify their constituency.

Mark M. review CFAC's Policy and Procedures with suggested edits.

- Members section part B to include "Office" to read Town Council Office shall be notified.
- Any registered voter should include any resident and be a registered voter.
- Appointment Committee to be replaced with Town Council Office.
- Meetings section to remove "Town" so that it reads Clerk to post agenda.

- Meeting noticed section to remove 5 days public and committee notice to 48 hours based on Open Meeting Law
- Agenda items to be provide to members at least five calendar days.

Matters not reasonably anticipated by the chair:

None

Discussion of topics for the next meeting:

Suggested topics for the Monday August 26th meeting includes voting on the Funding Principles for Barnstable, vote on CFAC Annual Report, vote on CFAC Policies and Procedures, and review Financial Overview Report.

Adjournment:

CFAC's next meeting with be Monday August 26, 2019 at 6:00pm.

List of documents handed out

1. 06.24.19 minutes
2. Barnstable Funding Principles
3. CFAC Financial Overview Report
4. CFAC Annual Report
5. CFAC Policy and Procedures