



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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Email: cfac@town.barnstable.ma.us

CFAC Committee:

Chair:

Lillian Woo

Members:

Vice Chair, Hector Guenther
Clerk, Chuck McKenzie
John Schoenherr
Melanie Powers
Tracey Brochu
Wendy Solomon
Ronal Fone

Staff Liaison:

Mark Milne
Nathan Empey

Councilor Liaison:

Paula Schnepf

MEETING MINUTES

10.12.21

6:00 PM

Zoom Meeting : <https://zoom.us/j/98885837321>

Meeting ID: 988 8583 7321

Roll Call:

Chair Lillian W. called the CFAC Zoom meeting to order at 6:00 PM. Vice Chair Hector G. called the roll.

- CFAC Members Present: Lillian Woo, Hector Guenther, Melanie Powers, Wendy Solomon, John Schoenherr, and Ronal Fone
- CFAC Members Absent: Chuck McKenzie and Tracey Brochu
- Councilors Present: None
- Staff Present: Mark Milne; Finance Director, Nathan Empey; Finance/Budget Analyst
- Other Present: None

Act on Minutes:

The following minutes were approved by unanimous vote:

09.27.2021

Public Comments:

None

Correspondence:

None

Old Business:

None

New Business:

Chair Lillian W. requested feedback from the committee about the operating and capital budget evaluation process and provide any suggestions on how to make it better. Chair Lillian W. also noted the committee needs to decide on which departments to meet and discuss their operating and capital budgets.

Wendy S. responded the process has gone fairly well, but sending out the financial documents in advance as well as if we can gain more knowledge would be really helpful. Wendy S. noted there are so many projects and that more detail could be provided.

Melanie P. also noted the process is very helpful; however, she could use a very high macro view on what we do to know where we fit into the budget decision making process. Melanie P. noted it would be helpful to know who uses our reviews and what they do with it.

Vice Chair Hector G. noted the process works well and if something is going to be presented, it would be helpful to receive the materials in advance. Vice Chair Hector G. noted as far as the budget process, it is good to know where we fit in. Chair Lillian W. asked do you have any insights from attending last year's CIP taskforce workshop? Vice Chair Hector G. responded the main insight was how involved the process was and how departments made comments on all projects even if they were not directly involved in that project. Chair Lillian W. agreed that departments gave a different perspective on projects that they were not even involved in.

John S. noted there are a lot of good things about the process. John S. noted it is an open process and that there are plenty of opportunities to ask and learn about the budgets. John S. noted the key thing is to continue to focus on what the committee is purposed to do in creating the reports and not lose track of that. John S. noted it would be help to ask the finance department and the consumers on how we are doing with our reports. How beneficial is this to them?

Chair Lillian W. noted we are charged with reviewing the operating and capital budgets, which are forwarded to us by the Town Manager. Chair Lillian W. noted if we have any recommendations we forward it back to the Town Manager as a supplemental with the budget documents to Town Council.

Chair Lillian W. asked what departments would you like to have make presentations to us? Vice Chair Hector G. noted we have the Comprehensive Wastewater Management Plan (CWMP) on the way, perhaps we could have one of the project managers who are actively involved in managing the CWMP process? Chair Lillian W. noted as long as it falls within the capital projects. Melanie P. asked have we ever had anyone from the airport present to the committee given the large grant money that they have received? John S. noted there is an airport commission and that we may be duplicating their review process. Director Mark M. noted the big three are schools, public works, and police. Chair Lillian W. noted we can decide at our next meeting who to invite.

John S. noted he has always worked on the operating budget and would like an opportunity to work on capital. Vice Chair Hector G. also wanted to work on the capital review.

Capital Subcommittee: John S., Hector G., Melanie P., Tracey B.

Operating Subcommittee: Wendy S., Chuck M., Rone F., Lillian W.

CIP Taskforce Workshop: Melanie P.

The annually required joint committee meeting between the school committee and Town Council will be next Thursday's to review the financial condition of the town. Director Mark M. noted we can review the presentation at our next meeting; it will be very similar to past presentations. Chair Lillian W. noted if Town Council wants us to comment on the presentation, they will ask us. Director Mark M. responded the committee is charged to comment on the operating and capital budget.

Matters not reasonably anticipated by the chair:

None

Adjournment:

Meeting adjourned

List of documents handed out

1. 09.27.21 draft minutes