



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chair:

Lillian Woo

#### Members:

Vice Chair, Hector Guenther  
Clerk, Chuck McKenzie  
Jacky Johnson  
Neil Kleinfeld  
Chris Lauzon  
Wendy Solomon

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

#### Comprehensive Financial Advisory Committee Capital Improvement Plan Sub-Committee Meeting

03.16.2023  
6:00 PM

**Zoom Meeting:** <https://townofbarnstable-us.zoom.us/j/89274789553>

**Meeting ID:** 892 7478 9553

- **CFAC CIP Subcommittee Members Present:** Chuck McKenzie, Wendy Solomon, Lillian Woo, and Hector Guenther
- **Councilors Present:** Betty Ludtke
- **Staff Present:** Director of Finance, Mark Milne
- **Other Present:** None

#### Act on minutes:

No minutes to approve at this time.

#### Public Comment

None

## Review draft report on the proposed FY 2024 Capital Improvement Budget and FY 2024 to FY 2028 Capital Improvement Plan – Hector

Confirm that work is on version 3a which was sent out earlier today. Hector will try to make the changes as the members work through the document.

### Page 1

- Page is good, no changes.

### Page 2

- Paragraph two (2) - change 'is endorsed' to 'is approved.'
- Paragraph three (3) – Start the sentence with 'For several years...'; then after 'review session' add in 'of the CIP task force'; at the end of that sentence, delete the remainder of the paragraph.
- Minor editing and grammatical changes
- Paragraph four (4) - change the beginning of the sentence to read 'CFAC recognizes and commends the annual process.' And delete the remainder of that sentence. The remainder of the language to be moved up and placed under paragraph two (2).

### Page 3

- First paragraph under the table
  - \* Delete the first part of the second sentence and begin it with 'CWMP'.
  - \* Delete 'rolled up'.
- Last paragraph, line two (2) – delete the word 'consideration'.

### Page 4

- First sentence paragraph one (1) – Begin the sentence with 'The Comprehensive...'; delete 'ever for the' and replace with 'by'.
- Fourth sentence changed to read 'Approval of CWMP construction projects and funding of these projects will require major capital investments over its projected 30-year construction period.' Then add in 'Possible sources of funding include the Town's General Fund...'
- Last sentence of paragraph two (2) – change 'prospective Debt Exclusion' and replace with 'a possible Debt Exclusion Override...'
- Third paragraph – delete the words 'by far'; add an additional sentence at the end to read 'It will also require installation of at least five (5) new pump stations.'
- A short new paragraph may be inserted with the quote from page 72 of the Town Manager report.

### Page 5

- The first sentence under the table – change 'is poised' to 'will take up'.
- Discussion surrounding the language in the first sentence of the second paragraph under the table. Sentence changed to read 'CFAC supports Town managements continued evaluation of sewer projects across a range of criteria'.

#### Sewer capital spending

- First paragraph under last bullet – just keep the first sentence and delete the remainder of that paragraph.

\*\* Mark excuses himself to attend Town Council.

- Further discussion on the value of keeping the text mentioning the sewer and wind projects together. Lillian would like to delete the following three paragraphs, and by doing that CFAC remains objective. Chuck would like to defer to Mark regarding this content remaining as it is. Hector deleted two of the controversial paragraphs and would like the members to review the remaining content and bring their thoughts and comments to the

next subcommittee meeting. Lillian would like to see the last paragraph brought up and inserted after the first sentence in the first paragraph. Hector will take all comments under review and consider revisions.

Page 6

- Categories changed somewhat and updated; a section has been added regarding recommended projects.
- Wendy will request Mark to verify the figures.
- Minor editing and grammatical changes completed, Hector will review for consistencies and justifications in text.

Page 7

Enterprise Funds is good.

Page 8

- Paragraph under table, line three (3) – delete the word ‘ambitious’.

Page 9

- Line 4 – change the word ‘hinges’ to ‘depends’.
- Organic Revenue Growth explained: The economic term for increased use or purchases as opposed to just raising prices.
- Minor editing and grammatical changes.
- Last paragraph above Concluding Comments change the first sentence to read ‘It is virtually impossible to forecast these assumptions ...’.

Concluding Comments

- Chuck requests other members to read and review his comments and provide input.
- Point of clarification on hydrologic balances - it means the balances in the water of the various minerals and components. An important component of an ecosystem and water that is working.

Hector will review and implement the comments, changes and edits and will send it back out at the beginning of next week.

The next CFAC CIP Subcommittee meeting is scheduled for March 22<sup>nd</sup>; subcommittee members should be prepared to agree on a final subcommittee draft including the final Concluding Comments section. That final draft will need to be sent to Mark so he can then send it to full CFAC.

The next regular CFAC meeting is scheduled for March 27<sup>th</sup>.

Meeting adjourned at 7:26pm

Respectfully submitted.  
Theresa M. Santos