



# 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  
Tom Keane  
Chris Lauzon  
James Sproul

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Craig Tamash

### MEETING MINUTES

## Comprehensive Financial Advisory Committee

05.13.2024

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/87808560991>

PHONE: 877-853-5257, Meeting ID: 878 0856 0991

### Roll Call:

Chair Woo called the CFAC Zoom meeting to order at 6:01pm.

- CFAC Members Present: Lillian Woo, Hector Guenther, Tom Keane, Jacky Johnson, and Chuck McKenzie. \* Chris Lauzon late arrival
- Roll call and quorum verified by Chuck McKenzie
- CFAC Members Absent: Jim Sproul
- Councilors Present: Gordon Starr
- Staff Present: Mark Milne, Director of Finance
- Others Present: None

### Public Comment:

- Councilor Starr: Recommends that CFAC review the Capital Improvement Plan (CIP) to focus on updating the adaptive Comprehensive Wastewater Management Plan (CWMP). Councilor Starr would like to see this on a future CFAC agenda and would like to see and know what a committee for this would look like. Chair Woo clarified that CFAC cannot take the initiative but does respond to requests from both the Town Council and the Town Manager.

Approval of the Operating Budget Subcommittee minutes for April 29<sup>th</sup>, May 2<sup>nd</sup>, and May 8<sup>th</sup> postponed to the next CFAC meeting.

### **Operating Budget Subcommittee Final Report**

Review provided by Chuck McKenzie

- The report is in final form and ready for review, apart from any last updates now.
- Special thanks to those who have contributed.

Cover Page: No further changes.

Table of Contents:

- For numeric purposes, the Table of Contents will serve as page one (1).

Methodology: No further changes

Overview:

- Diversity, Equity, and Inclusion (DEI) was identified as a priority and has been included in the Quality-of-Life Strategic Plan section.
- General fund projection numbers will be adjusted by Mark and forwarded to Chair Woo.

High Level comments:

- A newly implemented section to provide substance to the contents of the report.

Revenue:

- Special thanks to both Mark and Gareth who have been valuable in providing and verifying all the data.
- Brief review of the contents within the table.
- Recommended change in verbiage to the footnote on page 4 to reflect the language as noted directly from the Department of Revenue (DOR). As editor of the document, Chair Woo will make that change.
- Brief review on Ch. 70 aid and its importance within the town budget as it is further clarified under the school section in the report.

General Fund:

- Incorporation of content as derived from departmental interviews, Vineyard Wind, methodology for allocating the General Fund budget, as well as identifying that an economic downturn, which has not happened since 2008, and its effect on the budget was an important inclusion.
- Minor grammatical editing
- Recommend adding 'from solar panels at the Airport and Transportation facility' under Bullet 1.

School:

- The opening with a historical quote is both a new and welcoming introduction to this section.
- Highlighting the school budget allocations and summary is important.
- Minor grammatical edits identified.

- Mark will ask Chris Dwelley to provide the changes to the graph, and suggested editing under 'Suggested Leadership', and send it to Chair Woo.
- The three (3) focus categories identified by Superintendent Ahern have been included. English Language Learners (ELL), Economically Disadvantaged (ED) and Special Needs (Sped).

DPW:

- Brief discussion regarding the two (2) sentences about salary study and agreeing to leave them as is.

Police: No further changes

Enterprise funds:

- Each fund is discussed, with the addition of two major future costs and an analysis of sewer commitments going forward.
- Minor grammatical editing

Fixed costs

- Grammatical editing:
- \* The last sentence on page 21- add 'dollar' after revenue for clarification.
- \* The last sentence on page 21 – recommend verbiage change to 'the active employee health insurance cost may increase above the projected \$11.5m fixed cost budget.
- \* Page 24, paragraph two (2), line four (4) – change '*adjustments to*' to 'adjustments for'.

Looking ahead

- CWMP revenue sources have been updated.
- Inflation has proven to be a good topic, deserving of mention in the report.

Discussion:

- Special thanks to Tom and Jim for their assistance
- Recommend inclusion of both Gareth Markwell and Chris Dwelley in the Acknowledgement section.

Motion to approve the report as amended by Tom, seconded by Hector.

Roll call vote by Chuck: Lillian-yes, Hector-yes, Tom-yes, Chris-yes, Jacky-yes, and Chuck-yes.

Vote is unanimous.

Lillian will make the final changes and send them to Mark for final formatting.

The next CFAC meeting will be held on June 10<sup>th</sup>.

Agenda will include:

- Election of Officers
- CFAC Annual Report

Topics for future CFAC meetings:

- CFAC Mandate
- Members are encouraged to identify topics for future meetings and forward them to Mark,

The Operating Budget public hearings begin on June 6<sup>th</sup> and should be wrapped up by June 20<sup>th</sup>.

FY24 closing will take place in September.

No date has been set for providing a CWMP update workshop with the Town Council.

Mark would like to bring updated financing projections for all the changes over the past year to CFAC for review.

Correspondence from Committee Members - none

Communications from Staff - none

Matters not reasonably anticipated - none.

Closing public comment: Councilor Starr expressed thanks to CFAC for all their work.

Motion duly made by Hector, seconded by Tom to adjourn.

Roll Call vote by Chuck McKenzie: Lillian-yes, Hector-yes, Tom-yes, Chris-yes, Jacky-yes, and Chuck-yes.

Meeting adjourned at 6:48pm.

Respectfully submitted.

Theresa M. Santos



OBSC Report v8 for  
CFAC rvw May 13.doc

Attachments: