



The Town of Barnstable
Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:

Chris Lauzon

Members:

Vice Chair, Jim Sproul
Clerk, Jeremy Shea
Hector Guenther
Tom Keane
Chris King
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Betty Ludtke

MEETING MINUTES

Comprehensive Financial Advisory Committee

8.11.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/88194750860>

PHONE: 877-853-5257

Meeting ID: 881 9475 0860 Meeting ID: 844 9471 0671

Roll Call:

Chair Lauzon called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Chris Lauzon, Lillian Woo, Jim Sproul, Tom Keane, Chris King, Hector Guenther and Jeremy Shea
- Roll call and quorum verified by Jeremy Shea
- CFAC Members Absent: None
- Councilors Present: Betty Ludtke
- Staff Present: Mark Milne-Finance Director, Gareth Markwell-Deputy Finance Director
- Others Present: Paul Cincotta, Attorney Mike Ford, Mike Jackson, Holly Rogers, Bob Schulte, Eric Schwaab, and Heather Swenson

Public Comment: None

Public Comment:

Eric Schwaab:

- Mr. Schwaab requests members consider reviewing and updating the 2021 Memo that referenced the Comprehensive Wastewater Management Plan (VWMP) as concerns and questions have risen out of the Wilkens Development and its impact to residents and the Town as a whole.
- In his review of the numbers, it appears that single family homeowners are subsidizing multi-family housing units from Wilkens II alone, and this appears to be enough to change the fiscal benefit that the developers are claiming. He hopes that CFAC will consider passing judgment over to the Zoning Board of Appeals (ZBA) until they have had the opportunity for that review and update.

Councilor Betty Ludtke:

- Concurs with Mr. Schwaab's comments, with CFAC being asked to review what the developer has proposed, her concern is what is *not* in the letter.
- As the Town Council (TC) Ad Hoc committee is doing the 5-year review of the CWMP, there is a large number of multi-family housing being developed, and with the newly adopted flow neutral by the Town Council, this suggested review is important.

Lillian Woo:

- Would like to know if the TC would like CFAC to review and update the 2021 CWMP Financial Management Plan it developed

Chris Lauzon:

- Reminds members and public that CFAC's role is strictly advisory with no regulatory authority.
- CFAC was asked to review the numbers by the TC and the ZBA and see if they were reasonable as submitted by the developers.
- Chair Lauzon believes a broader review is warranted surrounding the wastewater issue(s) involved; and that CFAC's report should include advising the ZBA to examine those potential costs and revenue sources related to that.

Motion to approve the minutes of August 4, 2025, made by Lillian, seconded by Chris K.

Discussion: None

Roll call vote by Jeremy: Chris L. – yes, Lillian – yes, Jim – yes, Tom – yes, Chris K. – yes, Hector – abstained, Jeremy – abstained.

Minutes approved as submitted

Review and Adoption of Report on the Fiscal Impact Analysis for Phase II of the Wilkens Lane Residential Development

- Minor editorial changes
- Mentioning the potential fiscal impacts are significant and should be included as they are significant because of the size of the project; CFAC recommends ZBA explore all possible revenue sources related to the project.
- Suggest that the analysis includes language like *'in our analysis, one area that might be missing is the charges to New England Development (NED) related to connecting to the sewer, and the ongoing charges'*
- The report should be clear that CFAC is not advocating, only requesting that ZBA look further into the impact; it is an omission in the report from the developers and should be in CFAC's report
- Alternative language change *'In addition, commentators questioned the cost of wastewater disposal of Wilkens II; CFAC was not asked to analyze this issue, but rather defers the decision to the ZBA judgment'*
- The ultimate decision on the Special Permit lies with the ZBA, and it is up to them to decide if a more in-depth review is warranted. Should the Special Permit be denied, there is an appeal process
- It is recommended to include in the report that CFAC advises ZBA to ensure that a close review of all the data has been carried out, especially since it was not included in the data presented to CFAC to review. ZBA could acquire that data and request CFAC review it.
- Potentially include language in the report that the TC did not take CFAC's recommendation in 2021

- Should CFAC be provided with additional data, and be asked to provide another review, it is important to remember that CFAC is preparing to review the Operating Budgets and the Capital Improvement Plans. It could very well be done but it may be more beneficial to encourage a review at a later date and would still require another directive from the TC.
- Alternative language change reviewed again *'In addition, commentators questioned the cost of wastewater disposal of Wilkens II; CFAC was not asked to analyze this issue but rather defers to the ZBA judgment'*. This statement is firm that CFAC does not take a position.
- CFAC's charter states that CFAC advises the TC and the Town Manager on matters of long-range financial planning; with that statement it is suggested that CFAC should address the cost of wastewater.
- Brief discussion on the costs incurred for residents to connect to the sewer despite the TC reduced that assessment from \$17k to \$10k.
- Mark Milne provided a review of System Development Charges (SDC), and the difference between a SDC and Sewer Assessment charges.
 - * A SDC is a fee for paying into the existing capacity created in the sewer infrastructure.
 - * A commissioned study was done in 2019 when the CWMP was being developed and to calculate what an appropriate SDC would be.
 - * At that time the SDC was never adopted due to homeowners being charged with a sewer assessment to cover the cost of new infrastructure being created. It is important to note that sewer assessments are only charged for new infrastructure being built
 - * Wilkens II is not being charged a sewer assessment because they are connecting to existing infrastructure.
 - * If capturing an assessment fee for connecting to existing infrastructure, that is when the adoption of a SDC would be needed.
 - * A SDC implementation could be explored again, if the TC asks CFAC to do that in conjunction with DPW, it would require discussion, and would need to be uniformly applied to any entity connecting to existing infrastructure. Those connections would include a sewer assessment, a sewer connection cost, new utility bill, as well as a SDC for their share of the existing infrastructure they would be tying into.
 - * The existing plant can handle disposal but not collection which is why a new collection plant is being built.
 - * The discussion on SDC's may be needed with the number of new multi-family projects being developed.

Discussion:

- The 2021 report had a proposed stand-alone fee of \$1,600.00, at that time CFAC decided that that fee could be absorbed by the General Fund and not be confused with the larger sewer assessment cost. CFAC's position was to eliminate the SDC charge. It may be time for TC to ask CFAC to look at those charges again.
- Request for the previously suggested language addition to be added
- *'In addition, commentators questioned the cost of the wastewater disposal from Wilkens II, CFAC was not asked to analyze this issue but rather defers to the TC and the ZBA judgment'*
- Alternative language: *'In addition, commentators questioned the cost of wastewater disposal and questioned whether there should be a SDC levied on Wilkens II. CFAC was not asked to analyze this issue, but rather defers to the TC and the ZBA judgment'*
- The latter statement will be added to the report
- Attorney Ford's email stated that affordable unit tenants receive monthly credits towards utilities; this is not something for CFAC to decide, but could be reviewed if CFAC were asked to provide further review.
- Jeremy shared that the committee's production of this report in such a short amount of time is impressive, and clearly reflects what was asked of them by the TC

Motion to approve the report with the recommended edits made by Chris K., seconded by Tom

Roll call vote by Jeremy: Chris L. – yes, Lillian – yes, Jim – yes, Tom – yes, Chris K. – yes, Hector – yes, and Jeremy – yes
Report approved as edited

Once recommended edits are complete Tom will forward the final version to members, Mark will then distribute to members, as well as Superintendent Ahern, Barnstable Fire Chief Beal, Police Chief Challies, Finance Director Chris Dwelley, TC, ZBA, and the Developers. The report will be available to the public via the website as well.

Correspondence from Committee Members:

- Jeremy would like to see the development of a report from CFAC to the public to engage them more of what CFAC does.
 - * The annual Financial Overview Report will begin soon, this report is circulated to the public as are the minutes
 - * Member will likely revisit this and discuss further

Correspondence from Staff:

- The next scheduled CFAC meeting is on August 25th; and will be hosted by Deputy Finance Director Gareth Markwell in Marks absence; agenda will include a conversation about the next Financial Overview Report. Mark will circulate last year's report to members.

Matters not reasonably anticipated by the Chair: None

Closing public comment:

- Councilor Ludtke thanks members for their work in this review, and appreciates how well, and how quickly it was accomplished, and looks forward to it being presented to the TC.
- The TC Strategic Planning session begins on September 11th; the financial outlook of the Town is and should be paramount.

The next CFAC meeting is scheduled for August 25, 2025

Motion duly made by Tom Keane, seconded by Jim Sproul to adjourn the meeting

Roll Call vote by Jeremy: Chris L.-yes, Lillian – yes, Jim – yes, Chris K. – yes, Hector – yes, and Jeremy – yes

Meeting adjourned at 6:44pm

Respectfully submitted

Theresa M. Santos



2025.08.04 Minutes
CFAC Draft.pdf



8.8.25 Ledec Public
Comments Wilkens L



Public Comment
Email - 2025 08 11 -

Attachments: