



The Town of Barnstable
Comprehensive Financial Advisory Committee (CFAC)
367 Main Street, Village of Hyannis, MA 02601
v. 508.862.4654 • f. 508.862.4717
www.town.barnstable.ma.us
Email: cfac@town.barnstable.ma.us

CFAC Committee:

Chair:

Chris Lauzon

Members:

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

Staff Liaison:

Mark Milne

Councilor Liaison:

Betty Ludtke

MEETING MINUTES

Comprehensive Financial Advisory Committee

8.25.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/84114953450>

PHONE: 877-853-5257

Meeting ID: 841 1495 3450

Roll Call:

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

- CFAC Members Present: Hector Guenther, Tom Keane, Chris King, Chris Lauzon, Jim Sproul, Frank Ward, Lillian Woo, and Jeremy Shea
- Roll call and quorum verified by Jeremy Shea
- CFAC Members Absent: None
- Councilors Present: Betty Ludtke, and Paul Neary
- Staff Present: Gareth Markwell-Deputy Finance Director
- Others Present: None

Public Comment: None

Motion to approve the minutes of August 11, 2025, made by Hector, seconded by Lillian

Discussion: Minor editing changes

Roll call vote by Jeremy: Hector-yes, Tom-yes, Chris K.-yes, Chris L.- yes, Jim-yes, Frank-Abstain, Lillian-yes, and Jeremy-yes

Minutes approved as amended

Follow-up from CFAC's report to Town Council (TC) and Zoning Board of Appeals (ZBA)

Chair Lauzon expressed gratitude to all members for their hard work on the Fiscal Analysis for Wilkens II Development. Chair Lauzon attended the ZBA meeting and the Special Permit was approved; he believes that the additional revenue given to the Town of Barnstable (TOB) is largely in part to CFAC's work; the Developers were not obligated to pay this increase but chose to do so after CFAC's analysis and public input was completed.

Councilor Ludtke shares Chair Lauzon's comments, adding that the report was thorough, outstanding and greatly appreciated by Council members, also agreeing that CFAC is largely responsible for the Developers paying more.

Jim shared his thanks to Councilor Ludtke's comments about CFAC to the TC

Preparation of CFAC's Financial Overview Report for Fiscal Year 2026

Upon members reviewing the FY25 report, Chair Lauzon asks if any members wish to make changes in either content or format.

Discussion:

- Chris K. requests a brief overview of the report, and expectations for those members who have not participated in its development previously.
- Overview
 - * The report is not required but is a summary of the Operating Budget (OB), Capital Improvement Plan (CIP), and General Fund (GF), school system, and fire districts with a goal to make the information more understandable to the average reader. This report is more concentrated than the other reports that CFAC produces.
 - * This report was introduced about 16 years ago, always well received by the public because it is a review of all the revenue and how it is spent.
 - * With the addition of the Comprehensive Wastewater Management Program (CWMP), and Looking Ahead sections, the content is beneficial to readers. The reports' headings, content and data have been refined over the years.
 - * The GF's page chart is very compressed and difficult to read. With digital documents more widely available, it would be nice to make it bigger, making it easier for the reader to digest the information.
 - * The substance is great and should be in both a print and digital format
 - * It would be nice to know if there was capability to know about online access / readership
 - * Last year, 500 copies of the 12-page full-color document were printed at a cost of about \$1250.00
 - * Suggestion to replace information on the main page with an Executive Summary style introduction
 - * The product content is great, maybe change the charting format
 - * Engage all forms of social media available to share the document
 - * Create a presentation to be aired on Channel 18
 - * Members request that the Communications Director Lynne Poyant, and DPW Communications Manager Kelly Collopy be invited to the next CFAC meeting to help members learn how many ways this document can be shared with the public. To also help understand what, if any hindrance there is in adding the document to Enews as opposed to a link to the document itself.

- * How would / could CFAC learn about how the public is engaged with the document; explore methods other than print version.
- * Jeremy will reach out to respective teachers at Barnstable High School (BHS) about engaging and collaborating with students involved in programs related to business and social media and see if they can and would like to offer a way to achieve higher readership and engagement from the public.
- * Suggestion to see if the report can be a stand-alone email sent to all ENews readers to broaden distribution
- Gareth will extend the invitation to Lynne and Kelly
- The report should be ready by early October
- Formatting discussion and comments:
 - * Frank suggests changing the format, highlight the topic and bullet the data so the language is more digestible for the average person. It should be developed with a focus on ensuring the average citizen can relate to the language.
 - * Jim suggests an Executive Summary
 - * Potential to create a different format than that of how the TOB reports is produced. Gareth shares that as part of the budget document there is a 52-page summary of the OB
 - * Brief discussion about the content on the school page of the report; listing count of students by year, adding staffing levels, etc.
- Segment assignments:
 - * *Lillian*: CWMP
 - * *Chris K.*: Enterprise Funds, and General Fund Revenue and Expenditures
 - * *Jim*: Property Taxes
 - * *Hector*: Looking Ahead, and Fire Districts
 - * *Tom*: Education
 - * *Jeremy*: CIP
 - * *Chris*: Government Structure
- Assignees will develop a draft, send to both Chris L. and Tom; Tom will compile into one document.
- This report is meant to be a broad overview, not in-depth details
- As drafts are developed, members are requested to think about their section, and if charts are to be included, possibly changing those graphics and what the best option would be for the average reader.
- Fire districts data may be obtained at each fire department, possibly on their respective websites.
- Looking Ahead should refer to sections of 2026 reports for both the CIP and OB
- Drafts should be ready by next meeting
- Frank will create a draft of what he envisions the document to be, and will send that draft to Chris L., who will then distribute it to members.
- Councilor Neary requests a copy of the Wilkens II analysis report, and CFAC's budget report

Correspondence from Committee Members:

* Jim reiterates his vision for the creation of a document with more visual graphics, and avenues to expand CFAC's exposure to the public; and also create a quarterly report or newsletter; he will investigate this further. Hector suggests exploring websites of other towns and how they convey their information to the public.

Correspondence from Staff:

- The FY27 Budget Action Calendar is being assembled, and the Town Manager will distribute those instructions to departments around mid-September. The Finance Department is looking to accelerate the CIP process, hoping to get it passed through the TC sooner so departments can begin to address their capital programs over the summer. This would allow more time between for the TC to address other business before the review of the OB begins. Gareth will send the draft to Chair Lauzon who will distribute to members.
- Councilor Neary shares that TC elections are approaching, and those interested need to get their papers into the Town Clerks office by September 12th; trying to entice people to get involved.

Matters not reasonably anticipated by the Chair: None

Closing public comment: None

The next CFAC meeting is scheduled for September 8, 2025

Motion duly made by Hector, seconded by Lillian to adjourn the meeting

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

Meeting adjourned at 7:04PM

Respectfully submitted

Theresa M. Santos



2025.08.11 Minutes
CFAC Draft.pdf



CFAC Overview FY
2025 - FINAL 5.pdf

Attachments: