



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
Barry Conyers
Satchel Douglas
Chris King
Rimas Puskorius
John Virgona
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Betty Ludtke

MEETING MINUTES

Comprehensive Financial Advisory Committee

06.22.2026

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/89836549796>

PHONE: 877-853-5257

Meeting ID: 898 3654 9796

Roll Call:

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

CFAC Members Present: Barry Conyers, Satchel Douglas, Chirs King, Chris Lauzon, Rimas Puskorius, John Virgona, Lillian Woo, and Jeremy Shea

- Roll call and quorum verified by Jeremy Shea
- CFAC Members absent: Jim Sproul
- Councilors Present: Kris Clark, Betty Ludtke (late arrival)
- Staff Present: Finance Director-Mark Milne, Town Attorney-Karen Nober
- Others Present: None
- Public Comment: None

Motion to approve the minutes of June 8, 2026, made by Lillian, seconded by Chris K.

Discussion: None

Roll call vote by Jeremy: Barry-yes, Satchel-yes, Chris K.-yes, Chris L.-yes, Rimas-yes, John-yes, Lillian-yes, and Jeremy-yes

Minutes approved as submitted

Discussion on Campaign Finance Laws with Town Attorney Karen Nober

The following details are a revised version of what was shared with the Town Council (TC) recently

- Promoting or opposing a ballot question is considered election related political activity; it is governed by both the State Campaign Finance Law (CFL), and the State Conflict of Interest Law (COI)
- It is recommended for members to view the advisories on both the Ethics Commission and Office of Campaign and Political Finance websites
- Karen's memo provided to members includes advice from both agencies mentioned above combined into one document; she recommends reviewing the materials on both websites and encourages reaching out to the agencies if you have or want further information, clarification and advice
- As discussions in town have included an anticipated ballot question for a Debt Exclusion (DE), it should be assumed that the laws apply now
- Both COI and CF laws govern what employees can say and do in their official capacities and using public resources.
 - * The thought process best used would be to think about while in a public capacity, what kind of statements you are allowed to make, and what are you allowed to use public resources to do.
 - * All public employees are permitted to engage in political activity in their personal, private activity on their own time as long as it is without use of their title or other public resources
 - * Special municipal employees (committee members) have fewer restrictions under the COI law than paid employees. Again, reach out to either state commissions for advice if you wish to be involved in a personal capacity or planning to serve as an agent or spokesperson for a ballot question initiative
 - * Public resources mean anything paid for by the taxpayer
 - * Public resources may never be used for political purposes
 - * Elected officials and appointed policy making individuals are expected to inform and guide public debate on public issues, they can discuss and take certain actions regarding ballot questions
 - * Not every board member would be considered a policy making official if their board were not involved in a ballot question
 - * Where CFAC member roles are to advise the TC on budgetary and other financial matters; each of you would be considered a policy making individual for a DE ballot question.
 - * Members can: vote to take a position as a board; make a statement such as "I support / or oppose this ballot question because..." if the ballot initiative is within your position of responsibility ; discuss in a forum; advocate for a recommended vote to the TC; use public resources to *inform*
 - * Members cannot use their position or title to advocate or vote in a particular way; use public resources (government website, town email, letterhead, title, etc.) to advocate as a board for support or opposition of a ballot question; use public funds for distribution of unsolicited information to voters regardless of if the information is factual
- The Office of Political Campaign and Finance (OPCF) does advise checking in with them prior to any press release
- Recommended language when speaking about a ballot initiative would be "*I am speaking in my personal capacity, not as a committee member*"
- Recommended language when speaking as an advisory committee member on documents produced by the committee "*This is our analysis... state facts*". Do not leave anything open to interpretation that you are suggesting something
- Should an ethics violation occur, and is reported, it will be investigated by the Ethics Commission. Innocent oversights are reviewed; more serious situations could result in a fine and / or prosecution.

- The OCPF does advocate handing it over to a ballot initiative committee, a political campaign committee separate from the town
- It is best to stick to an objective analysis, letting people see for themselves. The goal is to not tell people how to vote, let statements be supported with fact. Laws apply when the question is on the ballot, when the initiative is ready, guidance of laws apply.

Members thank Karen for her time

Debriefing from Subcommittee Members on Presentation made at the June 11th Town Council Meeting on CFAC's Operating Budget Report

Presentation to the TC was made by Lillian and Chirs K.; Chair Lauzon was also present

- Special thanks to Jim Sproul for creating the visual presentation; it provided TC with all figures and main focus points in each area
- Councilors were engaged, asked interesting questions and had thoughtful discussions particularly around the WIIF, the 60/40 School/Town share in the budget, and potential hiring bonuses
- Discussion around potential hiring bonuses included issues of attainable housing, contract terms, salaries competitive with industry standards
- The presentation clearly identified the need for town revenue to be increased for the Operating Budget (OB), and that TC did not have a firm idea of the impact of WIIF or DE
- Members are encouraged to watch that presentation, and CFAC received praises for both the CIP and OB review

Continue Discussion on Meeting Format for FY27 – Remote vs. In-person Review Updated

- Mark explained the difficulties in trying to accommodate hybrid meetings; limited meeting room options and additional staff required to run necessary equipment. Hybrid meetings do require TC President approval; if approved for one board / committee it must be available to all. Currently, TC is the only group holding hybrid meetings, all others are either in-person or fully remote
- Space could be available for quarterly in person meetings
- Members discussed the benefits and hinderances of hybrid meetings, in-person quarterly meetings, and schedule changes
- Any remote participation in a meeting requires security measures to be in place
- With FY26 closing, savings from vacancies are not immediately available for staff support to continue providing minutes is not available. Creation of minutes going forward would either fall to the Clerk or use of the AI tools withing Zoom would be used
- Representative from the Finance department will be assigned by Mark for in-person meetings
- It is important to note that in-person meetings are not always recorded; recording of meetings is permissible if someone wanted to record a meeting, they are required to make themselves known at the beginning of each meeting.

Motion duly made by John to have in-person meetings in August, and every three (3) months thereafter

Discussion:

- Benefits of in-person meetings

Motion was amended by John, seconded by Satchel to hold the first in-person meeting on August 24th, followed by the first meeting of the month every three (3) months

Discussion:

- Members share thoughts on advocating for in-person meetings; impacts and logistics of availability for face-to-face meetings, additional staffing needs; in-person meetings are possible, hybrid meetings are not; quarterly in-person meetings are beneficial
- Meeting dates, locations and types can always be changed with a motion from members.
- In-person meetings can be used to focus on specific items, i.e. use August to work on the pending TC workshop to be held in September

Review of pending motion: To begin quarterly meetings in person on August 24th, followed by the first meeting of the month every three months thereafter; November, February and May

Roll call vote by Jeremy: Barry-yes, Satchel-yes, Chris K.-no, Chris L.-yes, Rimas-yes, John-yes, Lillian-abstain, and Jeremy-yes

Motion passes

Quarterly in-person meetings to begin on August 24th

Review Updated Funding Model for the Comprehensive Wastewater Management Plan (CWMP)

At the last meeting Lillian volunteered to draft the update of the funding model

- Members were asked to read the last report and send comments and suggestions; members were thanked for sending in thoughtful and helpful comments
- Request for Mark to share the scope and limitations of the report to be made by CFAC as some suggestions go beyond 20 years, and determining new ways to fund and manage is not possible at this time.
- Mark refers members to the last report done, to see how it was approached, and to take a similar approach again. The financial management of the program was broken down into five (5) year increments because it is manageable. As new projects come annually, the model is updated annually; he is looking for feedback on the functionality only of the model and asking if there are other factors that can be incorporated.
 - * The model includes several different scenarios, with or without wind project contributions
 - * There are many hypotheticals built in so it can be changed to show best/worst/most likely cases of what could happen
- Value of a strategic perspective on the TC on decisions they are making
- CFAC's goal is to help TC figure out how to move forward by providing a review of both the WIIF and DE options
- There are two (2) other capital considerations, Barnstable High School and the Barnstable Intermediate School are under feasibility study and schematic design for new roofs; both of which are undergoing the grant process through the Mass School Building Authority which will hopefully offset a portion of the construction costs; there are no construction cost estimates yet and neither of which are within our current funding capacity
- A DE should be project specific; collaboration between the two is challenging
- July's TC meeting will have a broader discussion on the CWMP, other capital and the OB
- Suggestion made to create a funding model tool for the school, as combining them into one model is not feasible
- The model reported on last year did not have a graduated WIIF or a strong DE for review
- The task for this year is to look at the WIIF and DE, or the Cape and Islands Water Protection Fund (CIWPF); suggestion was made to create a matrix for TC to visualize the best way to proceed
- The CIWPF pays out when projects actually begin
- Either the WIIF or DE would allow for the General Fund contribution to be reduced, if only a little
- TC agenda will have an item changing the ordinance to set an automatic annual assessment increase of \$500
- If nothing changes, assessments could go up to \$100k
- Stopping the CWMP is not an option, it would result in not being eligible for the States Revolving Loan Fund Program, court action, and increased costs
- The variables in last years report are a constant this year and will continue to provide revenue for the CWMP, but it is not enough, and showing no DE or WIIF clearly shows it is not enough
- CFAC needs to explain what the DE implications are, when the taxes will be imposed on the residents; the WIIF includes what and who will be affected
- Validating the model is important, members can prepare the numbers so Councilors don't have to do it
- Recommendation made to look at finances from a strategic standpoint and utilize experience of John and Rimas and put a procedure together to audit the model

- Providing a report to TC in August does not allow sufficient time to audit the model; using the same assumptions in the latest version, produce a draft knowing that it may need changes in the future is the recommendation; stating the knowns and unknowns.
- The model was created by Mark, tested by a few members, and is well built.
- For the purpose of the report, make recommendations based on the model, include what a DE does, what a WIIF does, what they do combined, and what happens if they are not
- It is not CFAC's role to audit the tool, the model is the approach
- Committee can choose to move forward with the report or not; take more time if needed; ultimately be comfortable with whatever is decided
- Marks presentation to the TC on 1/8/26, was to review the functionality of the tool that is being used to measure the financial solvency of the CWMP.
- Lillian will draft the report and bring it back to full committee for final review at the next meeting, clarifying that the funding model is going to evaluate the measure of our financial solvency and the town's ability to pay the debt.

Correspondence from Committee Members: None

Correspondence from staff:

- The 6/25 TC meeting will be wrapping up the FY27 OB public hearings; only smaller department approvals remain; there were no changes to budgets
- Barnstable Police Department will be keeping the \$6k in additional funding in the budget for the flock cameras; however, the BPD will not be moving forward with those until further discussion with the TC takes place

Matters not reasonably anticipated by the Chair: None

The next CFAC meeting is scheduled for

Thank you chris for being chair

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

Roll call vote by Jeremy: Barry-yes, Satchel-yes, Chris K.-yes, Chris L.-yes, Rimas-yes, John-yes, Lillian-yes, and Jeremy-yes
Meeting adjourned at 8:11pm

Respectfully submitted

Theresa M. Santos

This meeting was recorded and is available at <https://townofbarnstable.us/boardscommittees/CFAC>



2026.06.22 CFAC
Agenda.pdf



2026.06.08 Minutes
CFAC Draft.pdf



2026-04-08
updated FINAL ballot



CWMP Funding
Model_FY27-FY31 CI