



Town of Barnstable
Comprehensive Financial Advisory Committee (CFAC)
Minutes – August 24, 2026

This meeting was held in person at 367 Main Street, in the Selectman's Conference Room, 2nd Floor Town Hall, with no remote participation.

Roll call by Jeremy Shea: Satchel Douglas, Chris King, Sherman Baldwin, Barry Conyers, Rimas Puskorius, John Virgona, Lillian Woo, and Jeremy Shea

With a quorum present, Chair Douglas called the meeting to order at 6:00pm and read the following: Please note that tonight's meeting is not being recorded, and will not be broadcast on Channel 18, however, in accordance with MGL Chapter 30A, s.20, I must inquire whether anyone else is recording this meeting and to please make their presence known.

No one present was recording the meeting.

Councilor's Present: Tom Keane

Staff Present: Deputy Finance Director-Gareth Markwell

Others Present: None

Public comment: None

Motion duly made by Lillian, seconded by Barry to approve the minutes of July 27, 2026.

Roll Call Vote by Jeremy: Sherman-yes, Barry-yes, Satchel-abstain, Chris-yes, Rimas-yes, John-yes, Lillian-yes, and Jeremy-yes

Minutes approved as submitted

Discussion on Improving the Efficiency of Meeting Process

- Process Goals
- General length of meetings: The goal is to create and try to adhere to start and end times, however, discussions can create both longer and shorter meetings
- Focus on measurable outcomes
- Amount of time spent on items, issues, and concerns
- Stay focused on the agenda
- Discussions are necessary, maintain focus on what is and should be conveyed to the public
- Chair to keep committee on track and on time
- Clarify to facilitate the agenda and discussion; identify any issues should they arise
- Share feedback and concerns with the Chair
- Dissemination of meeting materials prior to meetings so members can review and plan for addressing their perspectives, suggestions, and comments at the meeting. Past practice has been to discuss content prior to beginning a report, collect all ideas, create a draft, have the committee review the draft, and continue discussion and edits until it is finalized. Members are reminded that discussions outside normal meetings may potentially violate the Open Meeting Law. Comments on drafts may be sent to the creator with no expectation of conversation. Possibly dedicate one meeting to just discussion

Chair Douglas is appreciative of the comments and suggestions from all members

Review Drafts of Committee's FY27 Financial Overview Reports

Discussion:

- Clarification requested on what the end achievement of the report is to be
- The report is not mandatory, it was the result of a decision by the committee to provide a fact only overview to the general reader
- It is up to the committee to decide if they wish to change the format and content of the report; the intention is for those who do not want to read the entire ledger book.
- Review of length and content of past reports
- Members reviewed the content of the previously referenced report from the Town of Arlington; how precise it was, and seemingly comprehensible to the average reader
- Create this as an anchor report, followed by a report that looks further ahead and identifies financial challenges
- Members are reminded that the CFAC is an advisory committee, and forecasting is, and should be left up to Town Council (TC)
- Suggest that all facts be included in the report, not just a portion
- Suggest that it includes visuals of projects and successes; what was spent and where, and what needs to be done going forward. The public should understand that no mistakes were made, that things cost more, and that there is a difference between what monies are coming in and where there is not enough money to cover necessary projects. However, the report should cover the next five years and should not go beyond that at this time
- The focus is to consolidate and condense into a presentable, understandable, and relatable format
- How best to disseminate the report: Electronically, distributed to the community by members, including it in tax bill mailings; the content must be neutral and not advocacy
- Recommendations can be made to Councilor Keane, and brought to the TC
- The shared vision of the financial overview report would be roughly a four (4) page document prepared for the public
- Review of the *Looking Ahead* portions
- Chapters in the report will include (1) Intro, (2) General Fund, (3) CWMP, and (4) EF's and Schools; a large portion of the data will be converted to visual charts
- With the exceptions of HYCC and CWMP, all are self-sustaining and EF's are important to highlight. The Town has the most EF's in the state, and they are successful and a benefit to the community
- Each group will provide an updated piece, and send it to Sherman, who will then incorporate it into a report similar to that of the Town of Arlington.
- Timeline:
 - * Members are asked to send their updated sections to Sherman by August 31st, and let him know if you have a specific focus you wish to be highlighted
 - * Sherman will create editable graphs, and the updated draft will be sent to members by September 1st,
 - * Members will have time to review prior to the September 14th meeting
 - * Any changes, comments or edits can then be incorporated during the review

- Chris will address condensing down the Intro
- Members discussed whether the CWMP should be its own chapter
- Schools – suggestions included:
 - * Including Ch70 and TOB contributions to the school budget
 - * Identifying that our schools are not alone in facing such challenges, including comparisons of data from other schools
 - * Satchel is open to suggestions for a *Looking Ahead* section addition
 - * Include a data pie chart
- General Fund suggestions included:
 - * Graphic pie charts: one for the FY27 budget and a second for FY26 actuals

Communication from staff provided by Gareth:

- Working in three (3) FY's at this time; closing out FY26, and that will rollover around September 12th
- FY 27 is being implemented now
- FY28 – budget instructions are being finalized and going out to departments on September 21st. TC has not finalized a calendar yet, and it will be developed around that timeline. The goal is to bring the timetable up a little, so a CIP Task Force meeting will be held in early December, and likely be producing two (2) budgets; one with general operating and then one with further cuts in the event that preparation is needed by the moving of CWMP into the General Fund for future years

Matters not reasonably anticipated by the Chair: none

Next meeting is scheduled for 9/14/26

Motion duly made by Rimas, seconded by Chris to adjourn the meeting
Will all in favor, meeting was adjourned at 7:39pm

Respectfully submitted
Theresa M. Santos

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



2026.07.27 CFAC
Draft Minutes.pdf



2027 Financial
Overview Intro.pdf



FY2026-FY2027
General Fund Ledger



Financial Overview
Schools v2.pdf