



# 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](http://www.town.barnstable.ma.us)  
Email: [cfac@town.barnstable.ma.us](mailto:cfac@town.barnstable.ma.us)

### CFAC Committee:

#### Chair:

Lillian Woo

#### Members:

Vice Chair, Hector Guenther  
Clerk, Chuck McKenzie  
Jacky Johnson  
Neil Kleinfeld  
Chris Lauzon  
Wendy Solomon

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

Comprehensive Financial Advisory Committee  
Capital Improvement Plan  
Sub-Committee Meeting  
03.22.2023  
6:00 PM

**Zoom Meeting:** <https://townofbarnstable-us.zoom.us/j/89758708798>

**Meeting ID:** 897 5870 8798

- CFAC CIP Subcommittee Members Present: Lillian Woo, Hector Guenther, Wendy Solomon, and Chuck McKenzie
- Councilors Present: Betty Ludtke
- Staff Present: Director of Finance, Mark Milne
- Other Present: None

#### Act on minutes:

No minutes to approve at this time.

#### Public Comment

None

## Review draft report of Capital Improvement Plan - Introduction and purpose provided by Hector

Discussion of second draft on the CFAC Report on the Town's proposed annual budget, specifically the projects that are recommended by the Town Manager to the Town Council.

CFAC has set up subcommittees to review and write a brief report to the Town Council and for the benefit of taxpayers, giving CFAC's independent review of the proposed Capital Budget and Operating Budget.

Initial comments:

The goal is to have this completed and fully approved by the full CFAC on April 10<sup>th</sup>.

Page 1

- No changes

Page 2

- Figures have been updated.
- Paragraph 1 – replace the word 'taxpayers' with 'residents'.
- Paragraph after bullets: Change the sentence to begin 'The CIP Task Force assigns the rolled-up priorities, not the Town Manager.'
- The last sentence to change 'Town Manager's' to 'Town Departments' and change the last word from 'recommendations' to 'submissions'.

Page 3:

- Previous comments and changes have been implemented.
- The first paragraph is good.
- Second paragraph, first sentence change 'capital budget' to 'capital plan'; 'FY24-FY28 CWMP Capital Plan includes 18 projects submitted by the Department of Public Works'.
- Betty recommends verifying the terminology with how DEP refers to the nitrogen issue.
- Wendy requests verifying the terminology from both DEP and CWMP
- Second sentence – Hector will work on the language here.
- Mark shares that the DEP regulations that are being focused on reducing the total maximum daily loads in our saltwater estuaries. Mark and Hector to work further on that language.
- CWMP paragraph 1: Language updated per Mark.

Page 4

- Additional grammatical editing.
- Add top bullet back 'Changes to the national, regional and local economies...'
- Change second to last bullet to 'Shifts in areas of greatest need based on the continual reviews embedded in our five-year planning process'.
- Third bullet – Lillian to rework the language and send it to Hector.
- Fifth bullet changed to read 'Barnstable voter referendum approval to fund CWMP projects...'

Page 5

CWMP cont'd.

- Discussion on the content.
  - \* There is both value and confusion in the language.
  - \* Message comes across with concerns

\* Inviting DPW to provide a review would be beneficial and would provide answers to the efficiencies and joining the two projects together.

- \* Factual statements, even direct ones, need to be stated. Those potential tax increases may be necessary in the absence of state and federal funds that have not yet materialized; the town continues to advocate for this. The original plan intended for the town to generate 50% of the resources to pay for the plan locally and that has been done; the remaining 50% would be a split between state and federal funds.
- Minor grammatical and editing changes.
- Add 'shared increased federal and state funding' to the first sentence in the last paragraph.

#### General Fund

- Minor editing and grammatical changes.
- All tracked changes have been incorporated.
- First paragraph, last sentence – after 'due to the amount of' add 'available'.
- Process, path, and efforts of funding of projects reviewed.

#### Page 6

- First paragraph, last sentence add 'for these reasons' at the end.

#### Enterprise Funds

- Minor editing and grammatical changes.
- Construction replacements do not pertain to pump stations.
- Change departments into bullet points, those bullets reflect what is being funded from reserves. Hector to send Mark the revised draft, he will then update the figures.
- Point of clarification – last paragraph, AD stands for Aeronautics Division

#### Page 7

- Minor editing and grammatical changes
- Last sentence in fourth paragraph change 'WS' to 'Hyannis Water System' because the funding comes from the Hyannis Water System Enterprise Fund, Hector and Lillian will review to ensure consistency.

#### Page 8

- Language update to the first sentence of the first paragraph – adding the word 'valuable' after 'Five-Year plan is a...'
- Hector requests subcommittee members to review the document one last time. With the next full CFAC meeting scheduled for March 27<sup>th</sup>, there will not be enough time to add additional review due to posting restraints. That meeting will include review of this document, presentation from the school department, and structure of the subcommittee for the Operating Budget. Lillian suggests using some language in the summary from page six (6) of last year's report under concluding remarks.
- Brief discussion on relevance of reference to private roads. Betty strongly believes this should remain. Hector suggests rephrasing the sentence and will do so. Mark suggests looking at the area of the report that speaks to the CWMP as that is where the issue of private roads becomes relevant. As sewer extensions are installed on private roads, with those roads being repaired to a more likely better condition, they may or may not be reviewed for taking as a public way by the Town.
- Last bullet – last sentence to be removed and replaced with 'CFAC supports the Town's continuing efforts to increase the Capital Trust Fund'.

The document does not need to be publicly posted for presentation to the full Committee. In the past the full Committee will take a vote to authorize the Subcommittee Chair the authority to do the final edits of the report; those edits will then be done, then the final report will be circulated to committee members, be posted to the public website,

submitted to the Town Council and the Town Manager. A notation on the document will be the date it was approved by CFAC. The final version will need to be completed by April 10<sup>th</sup>.

The next regular CFAC meeting is scheduled for March 27<sup>th</sup>.

Agenda items to include:

Presentation of the FY 2024 proposed School Department Budget – Sara Ahern, Superintendent of Schools

Review of the Capital Improvement Plan Subcommittee draft report

Organization of the Operating Budget Subcommittee

Meeting adjourned at 7:56pm

Respectfully submitted.

Theresa M. Santos

APPROVED