



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Hector Guenther

Members:

Vice Chair, Chuck McKenzie
Clerk, Chris Lauzon
Tom Keane
Chris King
Jeremy Shea
James Sproul
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Betty Ludtke

MEETING MINUTES

Comprehensive Financial Advisory Committee

02.24.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/83115351037>

PHONE: 877-853-5257, Meeting ID: 831 1535 1037

Roll Call:

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

- CFAC Members Present: Hector Guenther, Chuck McKenzie, Lillian Woo, Jim Sproul, Tom Keane, Jeremy Shea, Chris King, Jim Sproul, and Chris Lauzon
- Roll call and quorum verified by Chris Lauzon
- CFAC Members Absent: None
- Councilors Present: None
- Staff Present: Mark Milne-Finance Director, Jim Benoit-Director Information Technology
- Others Present: None

Discussion on file sharing for Board Members

Overview provided by Jim Benoit

- Liquid Files is the current file sharing platform and does not have a per-user fee. It is an online depository where members can upload, organize, share and edit files. It is recommended that folders be created and used as a depository for the drafts until the document is ready for approval.
- Appropriate measures need to be taken to ensure Open Meeting Law (OML) guidelines are followed. Liquid files may not be used as a discussion platform. Members may work within the file, view and provide edits without conversation. Any work within the files requires the sharing of that work or those changes during a public meeting.
- CFAC would be the first committee to utilize this platform.
- The best practice would be for a member to send an email advising other members that a document is ready for edits.
- Mark will provide member email addresses to Jim so access accounts can be set up. It is recommended for a point person be designated to manage the file folder structure.
- Visual overview provided: Sign in with email and password; a file was created titled Comprehensive Financial Advisory Committee (click the file); options to Upload file, Upload folder, Create folder, or Download as Zip file. All documents are scanned for viruses and malware. And the platform supports all document formats.

Motion to approve the minutes of February 10, 2025, made by Tom, seconded by Lillian

Discussion:

- Correct the position of Jen Cullum from Town Councilor to School Committee Chair
- Editorial corrections

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

Approved as amended

Review List of Proposed FY 2026 Capital Projects

Review provided by Mark

- A document which included all the capital submissions for the five (5) year plan was provided to members on February 17th. This document highlighted those projects being brought forward for recommended funding. This information comes from the Capital Improvement Plan (CIP) book currently being drafted, and where the Town Managers' recommendations are included.
- A total of eight(8) Enterprise Fund projects for a total of about \$8.8m.
 - * Two (2) of the recommended projects under Solid Waste will be postponed until FY27, that total equals \$200k.
 - * One (1) project at the Airport will be funded through a grant from both FAA and MA DOT with a small contribution from reserves
 - * Other projects include Old Barnstable Fairgrounds. Prince Cove Marina, HYCC facility mechanical improvements, public water system pipe improvement, well and pump upgrades and continuation of pump rehabilitation for sewer infrastructure and fence replacement at Water Pollution Control facility.
- General Fund projects remain the same as what was distributed to members on February 17th. There are about 40 projects listed categorized according to infrastructure, facilities, waterways, water quality and school facilities for a total of about \$26m. Many of these projects are financed with new

borrowing authorizations as well as about \$6.5m in reserves. Normally funding for projects under \$250k are funded out of Capital or Capital Trust Fund (CTF) reserves.

- Other funding sources include: \$416k from Waterways Improvement Fund to replace a patrol vessel for the Harbormaster; \$780k of remaining balances from completed projects. These funds will be repurposed and directed to new projects.
- Comprehensive Wastewater Management Plan (CWMP): The total cost of the Capital Program is \$101m, and the CWMP portion \$66m.
- The South portion of the Centerville sewer expansion and Phinney's Lane neighborhoods are two (2) big projects; both of which are listed on the DEP's 2025 Intended Use Plan making them eligible for financing through the State Revolving Fund (SRF) as well as a 25% subsidy from the Cape & Islands Water Protection Fund.
- Currently, necessary resources are available to repay all the borrowing authorizations, as well as cash projects listed. There will be no borrowing for design planning costs.
- Mark will provide members with the PDF version which is due to be available on March 3rd and provided for submission to the Town Council and to CFAC. Members should let Mark know if they want a hard copy of the final budget book. Efforts continue to increase the electronic availability to reduce printing costs.
- Several other projects will be brought forward to request funding from the Community Preservation Committee (CPC). CPC filing process reviewed, with final approval coming from the Town Council.
- Submission to the Kirkman Trust Fund (KTF) Advisory Committee will be made for the Mosswood Columbarium. KTF filing process reviewed, with final approval coming from the Town Manager.
- Public Roads program will receive a dedicated portion of the new revenue the state receives from the MA Millionaire's tax. The FY26 State budget proposal does include continuation of this program funding,
- The main funding mechanism for the General Fund (GF) program comes from the CTF. When the annual cash flow analysis was reviewed with the CIP Subcommittee, the capacity was a target of about \$15m in new CTF. A recession of about \$4m in existing borrowing authorizations for projects that have not gone forward will be brought before the Town Council. Those funds will be used for FY26 projects.
- The goal for cash usage was to use no more than \$2m of school savings, and \$2m of municipal savings to fund the smaller CIP items under the General Fund.
- Review of projects that must be moved to a future fiscal year.
- Some considerations for project funding include the capabilities of just how many projects existing staff can feasibly manage. Some projects may not actually be ready to move forward either.

Update on the Development of the FY 2026 Operating Budget (OB)

Review provided by Mark

- As the CIP is being finalized, the development of the OB begins.
- Salaries for existing positions have been costed out
- Funding requirements for major assessments have just been received; one of which is the assessment for the Cape Cod Regional Technical High School (CCRTHS) which increased about 3% or just over \$600k. Factors for that increase include about a 6% budget increase and the impact on the attending number of Barnstable students. The cost per student at Barnstable High School is lower than the cost per student at CCRTHS. Despite receiving state funding, the remaining budget shortfall gets allocated

out to the community where the student comes from. The State's budget proposal has been presented and will likely change after the legislative process has been completed.

* An article in the Boston Globe spoke to how students are accepted into technical schools, potentially changing it to a lottery type system, and recognizing that not enough students are graduating to meet the needs in trades.

- Pension assessment from the Barnstable County Retirement Association is 3% higher than originally anticipated. The total number of active employees participating is a higher percentage than the previous year, and their investment return fell short of their goal as well.
- The Cape Cod Municipal Health Group voted for a premium increase, however, that percentage is 6.5%, which is 2.5% lower than anticipated.
- The next bond issue is scheduled for May and is in process. Meetings will be scheduled to review whether funding for new positions is possible. The school department public meetings have had discussions around positions that are no longer funded by pandemic related grants.
- The goal for both municipal and school budgeting is to balance the budget without dependence on existing reserves. A budget using some reserves will be brought forward with an objective to not relying on the reserves in the future.
- Enterprise funds have a public rate hearing scheduled in March. In working with the outside consultant on the projection models the increase is projected to be about 4.5% for water, 5% for sewer, and the amount for solid waste is not yet known. All capital items have been filtered into those rate projections.
- Data for the OB, revenue and fixed cost projections will be provided to members as they are developed.

Correspondence from Committee Members:

- The CIP subcommittee met last week, reviewed initial edits, the next meeting is scheduled for Tuesday, 2/25/25 at 6:00pm.

Communications from Staff: None

Matters not reasonably anticipated by the Chair:

- Discussion on potential impacts from federal funding cuts.

Closing public comment: None

The next CFAC meeting is scheduled for March 10, 2025

- Gareth Markwell will chair the meeting in Mark's absence
- Lillian is unable to attend

Motion duly made by Lillian, seconded by Tom to adjourn the meeting.

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

Meeting adjourned at 7:08pm

Respectfully submitted

Theresa M. Santos



2025.02.10 Minutes
CFAC Draft.pdf



FY26 Recommended
CIP.pdf

Attachments:

APPROVED