



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chair:

Lillian Woo

#### Members:

Vice Chair, Hector Guenther  
Clerk, Chuck McKenzie  
Jacky Johnson  
Tom Keane  
Neil Kleinfeld  
Chris Lauzon  
James Sproul

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

#### Comprehensive Financial Advisory Committee Operating Budget Sub-committee

04.17.2024  
6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/83885886765>  
PHONE: 877-853-5257, Meeting ID: 838 8588 6765

#### Roll Call:

Clerk and Sub-Committee Chair Chuck McKenzie called the CFAC Zoom meeting to order at 6:00PM

- CFAC Members Present: Lillian Woo, Chris Lauzon, Jacky Johnson, Tom Keane, and Chuck McKenzie
- Roll call and quorum verified by Chuck McKenzie
- CFAC Members Absent: Hector Guenther, Neil Kleinfeld, Jim Sproul
- Councilors Present: Betty Ludtke, and Craig Tamash
- Staff Present: Mark Milne, Director of Finance, Dan Santos, Director of DPW
- Others Present:

#### Public Comment

None

#### Correspondence

None

## Department of Public Works FY25 General Fund Operating Budget – Review provided by

Included in the FY25 budget increase of \$242,355 (or 2.18%); changes proposed to the Town Council for the Operating Budget are as follows:

- Contractual personnel costs (COLA / Longevity / Department Head Overtime)
  - \* As part of the new bargaining contract, individual separate safety incentives have been removed and rolled into the longevity compensation. The Town of Barnstable (TOB) has one full-time Safety Officer who maintains safety standards.
  - \* Personnel budget has been reduced by \$300k due to lack of qualified candidates. Should a change in hiring take place, additional funds could be available through a special appropriation.
  - \* Hiring challenges remain due to competitive salary constraints, benefits, housing costs, and housing availability. Competing with all sectors for qualified candidates and meeting those hiring challenges is difficult. Working with Human Resources and Finance is ongoing for salary levels, vacation time, and reviewing job descriptions; there is minimal room to work within contract constraints. Filling seasonal positions is very challenging due to what private landscape companies offer. Both Grounds Crews and Professional positions remain understaffed. Outsourcing services are not always feasible or cost effective. Members suggest the possibility of a salary study.
- Expense increases in for utilities and portable facilities at the beaches.
- Operating capital remains the same.
- \$500k for vehicles: With over 150 pieces of equipment that require maintenance and replacement; this budget has remained level funded. Staff are creative and effective in working within the ‘used’ market, purchasing quality vehicles and equipment with an average savings of 50-60% lower than new purchase costs.
- Mechanical and building operating expenses cover maintenance, upgrades, and necessary replacements.

**Enterprise funds:** Decision packages are how funding is requested. Incorporating increases and capital operating requests as opposed to rolling into level funding budgets. All have been recommended for approval by the town Council (TC), funded with revenue that flows from the operation with no reserves being used.

### **Solid Waste:**

- Requested increase is based on use as identified in rate studies.
- “HARM” (hard to recycle materials) is seeking a \$40k increase. Items include refrigerators, tires, and electronics.
- MSW (municipal solid waste) disposal fee. Currently contracted out at an annual cost of \$33k. The current vendor for MSW is Harvey Industries. The contract expires in 2024 with potential extensions available; the contract will be reviewed to see if an extension is the best option, or if it should be re-bid. SEMASS is still being used for the waste from town buildings and beaches.
- \$40k for construction and demolition materials
- \$16k for salaries and wages per contractual increases
- Credit card service fees because of on-line permitting.
- \$5,500 increase for disposal of recycling materials.
- \$4k internet increase; better access and the newly implemented plate reader system.
- Other, smaller increases are seen in natural gas, pest control and miscellaneous vendors.

Discussion:

- Fuel costs: County bid has not been completed yet; any adjustment at this time is not known, however, we are not expecting significant changes.
- Electric vehicles (EV’s)
  - \* EV’s for police is not reliable or practical at this time

- \* DPW does have a few Hybrid vehicles
- \* Grants have been received for one (1) EV, and EV charging stations
- \* EV's for DPW are not currently possible, the technology is not there yet and DPW vehicles require the ability to have a plow attached.
- \* Another example would be the cost of an electric trash packer, which is double the price and not financially feasible at this time.

**Water Pollution Control:**

Three (3) decision packages have been submitted.

- \* \$100k increase to the annual plant equipment for maintenance, upgrades, and necessary replacements.
- \* \$30k increase to the Sludge disposal contract. The current contracted vendor hauls to a plant in Rhode Island, to date there are no other viable options, including potential changes to the WPC plant. The current programming remains the most cost effective.
- \* \$50k increase Stuart's Creek grinder pump; these are purchased by piece to ensure warranties are in effect.
- Newly proposed regulation changes on PFAS, specific to drinking water: Because of what the TOB is already doing, it won't change anything within the entity in the TOB, we are already treating to those levels. DPW cannot speak to the other water districts within the TOB, they may need to address the new regulation requirement.
- New regulations for wastewater will likely be coming as well.

**Water supply**

- \$287,432 Operations contract increase.
- \$166k Operating capital request is for repairs, maintenance, and upgrades, but also includes \$16k for required police details.
- Summer intern cost is also included.
- Brief update and review provided by Mark Milne included:
  - \* Debt service
  - \* CWMP Operating budget includes funding for 19 full-time positions.
  - \* New FY25 loans
  - \* \$4.2m transfer will continue and grow annually by \$750k to a total of \$5.75m (property tax contributions).

**Jacky departs at 6:42pm**

4/22/24 – Agenda will include School and Police

4/29/22 – Operating Budget Sub-Committee (OBSC) will review the draft document; final report is due on 5/13/24. Chuck will send out a few tentative dates for the OBSC to meet between 4/29/24 and 5/12/24. Meetings must meet time constraints for proper posting of meeting agendas.

Communications from Staff - none

Motion duly made by Lillian, seconded by Chris to adjourn.

Roll Call vote by Chuck: Lillian-yes, Chris-yes, Tom-yes, and Chuck-yes.

Meeting adjourned at 6:44pm.

Respectfully submitted.

Theresa M. Santos