



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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Email: cfac@town.barnstable.ma.us

CFAC Committee:

Chair:

Laura Cronin

Members:

Robert Ciolek
Stanley Hodkinson
Ralph Krau
Henry McClean
Jacqueline Michelove
Gregory Plunkett
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

James Tinsley
Debra Dagwan

CFAC MEETING MINUTES

12.09.13

7:00 PM

Growth Management Conference Room

CFAC Members Present: Gregory Plunkett, Lillian Woo, Laura Cronin, Jacqueline Michelove, Ralph Krau, Stanley Hodkinson, Henry McClean, Robert Ciolek

CFAC Members Absent: None

Councilors Present: None

Staff Present: Mark Milne - Finance Director, Deb Childs- Budget Analyst

Richard Scali - Interim Director Regulatory Services, Rob Gatewood - Conservation, Tom Mckean - Health

1. Call to Order

Laura Cronin called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room.

2. Act on Minutes

Motion made and seconded to approve the minutes of 11.25.13 as revised.

Vote: Approved, unanimous

3. Communication From Committee Members

Laura noted the town council is working with a consultant to review the whole administrative code. The town council chair has not yet been decided and committee liaisons will be pending. Laura suggested if anyone knows someone with an interest in serving on the CFAC committee or

any other committee they should recommend they submit an application to the appointments committee.

4. Communication From Councilors and Staff

None

5. New Business

Review of Regulatory Services FY14 Budget

Laura welcomed the members of the Regulatory Services Department to the meeting. She inquired if any committee members had direct questions they would like to ask.

Ralph K. inquired how the performance measures were being moved forward.

Tom McKean replied that the health division measures were good. Tom noted that the letters on failed septic systems were meeting the 10 day response time and that Beach water retesting was also occurring within 2 ½ hours ; two measures the committee had recommended.

Richard Scali replied that the four divisions within the department are trying to take the recommendations the CFAC committee had previously provided. Richard asked what the committee would like to see?

Ralph recommended the department tell about what they have done and be self-advocates, advertising their achievements.

Lillian inquired if they advertised in the local papers regarding beach water quality.

Tom responded that the information is available on-line at the town's website.

Jacqueline suggested posting notices on the gatehouse or bath house areas. Post the policy and the report/results.

Richard mentioned that they could work with sources like the Chamber of Commerce and Newspapers for opportunities.

Laura suggested they provide an update to the Town Council on their performance measures.

Richard noted the department is working towards increasing customer service. They are trying to create a more tangible customer service program to better identify where they are meeting and not meeting the needs of their customers.

Robert C. noted the CFAC committee recommendations are an attempt to convince departments to move away from quantitative to more qualitative measures. He encourages Regulatory Services to continue their work. He inquired if the department anticipates any significant changes in money or program direction or FY15.

Richard S. responded that all depends on the budgeted amount. They are currently planning on level funding for the next year. Some open positions may not be filled. He noted a few items

- outside the General Fund -Bismore Park will be replacing the parking machines
- E-Permitting is being pursued
- Tablet use being reviewed for inspectors versus paper reporting

Laura discussed the parking revenues and if there were any plans related to parking near the waterfront/downtown area.

Richard replied that Growth Management is currently conducting a study of the overall town parking plans.

Further discussion occurred on usability of machines for parking, handicap parking and parking compliance issues and PILOT (payment in lieu of taxes) program for non-tax paying properties. Some of the topics would require a strategic town measure.

Laura thanked the Regulatory Services members for their time in attending the meeting.

FY15 CIP (Capital Improvement Plan) Budget

Mark Milne provided the FY15 CIP budget sub-committee with handouts related to the suggested projects. He reviewed the information provided and timelines for the sub-committee.

Bob inquired about projects with a TBD amount. Mark responded he will provide as soon as available.

Mark will send the prior year CFAC report as a reference. He also noted he welcomes any suggestions to improve the process.

Bob C. inquired if Mark would be hosting an educational session for the Town Council on the CIP requests.

Mark will if requested.

Review of departments to invite to future meetings

The committee decided to invite the DPW (Department of Public Works) department next.

6. Discussion

Solid Waste

Bob C. inquired if there was any update on Solid Waste. He noted Dan Santos from DPW had provided a presentation a few weeks ago indicating parallel negotiations were occurring.

Mark M. replied the Town Council appears to be split on the approach to the issue but he does feel there is a sense of priority for the topic.

Bob C. asked Mark to keep them posted if there is a role for CFAC to play in the review.

December Meeting

The committee agreed to cancel the meeting scheduled for December 23rd.

None

Meeting adjourned at 8:52 p.m.

Next Meeting - Monday, January 13th @ 7 p.m.

7. Documents Distributed to Committee

CIP evaluation criteria
FY15 CIP requests