



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Laura Cronin

Members:

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

Staff Liaison:

Mark Milne

Councilor Liaison:

John T. Norman

CFAC MEETING MINUTES

9.08.14

7:00 PM

Growth Management Conference Room

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

CFAC Members Absent: Jacqueline Michelove

Councilors Present: None

Staff Present: Mark Milne, Deb Childs

1. Call to Order

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

2. Act on Minutes

Postponed to next meeting to allow committee members time to review.

3. Communication from Committee Members/Councilors and Staff

Mark Milne mentioned there is an applicant for the committee that is in process of review for appointment. A first reading was presented at the last Town Council meeting; Mark will inquire with the Town Council office for a copy of her resume.

Bob Ciolek updated the committee on his attendance at the Roads Committee meetings. The meeting purpose was to review the proposed and suggested changes to the policy on the repair of private roads. The committee is suggesting changes to the policy which currently covers emergency repairs to private roads.

Laura inquired what the process was to implement changes. Mark Milne replied that an ordinance change would require a public hearing but a policy change would not.

It was noted that the home rule petition is still pending Senate approval and sign off from the Governor.

4. Old Business

Review of Draft Letter to Airport following up on meeting

Laura shared a draft letter. Suggestions were made for revisions. Laura will revise the letter based on the comments.

Update on work from the Collins Center on Performance Management

Mark noted that the focus has been on the DPW and Police departments. The approach has been to show the departments how to use the data they already have collected and suggesting new data they may want to collect.

The police department has been reviewing data related to overtime costs in an effort to find ways to reduce costs.

DPW has been looking at fleet maintenance, the system they use to track repairs vs. scheduled maintenance.

Bob inquired if there was a deadline for the work to be completed. Mark replied that there was no set deadline.

Ralph inquired what other departments may become involved.

Mark suggested Regulatory Services may be a candidate but he would defer to the Town Manager.

Laura inquired why there is no deadline.

Mark responded that they are still at a learning stage about collecting meaningful data. The Collins Center representative meets once a month with the departments. Mark did noted the Town has contracted with the Collins Center for additional year.

Henry asked if there was a project plan from the Collins Center?

Mark replied he could share a copy of the contract with CFAC.

Discuss preparing for FY16 Capital Budget Sub-committee

Discussion on what CFAC's goal is in reviewing the Capital Budget.

The committee agreed to review the Capital Budget itself and not the submitted individual plans prior to the budget being drafted.

Mark will follow up with Bob O'Brien and the Town Manager about how this may affect the budget calendar.

Ralph, Gregory , Bob and Henry represent CFAC on the CIP Budget Sub-committee.

7. Discussion

Bob Ciolek brought up a project from the McCormack Institute at UMASS Amherst which produced a report on Municipal Debt capacity. He recommended the committee review the report and see if it might be applicable to Barnstable.

Bob will send a copy of the report to the committee to review.

Mark commented that it could outline the impact to taxes and all Capital Improvement Plans.

The meeting adjourned at 8:15 p.m.

Next Meeting: CFAC will next meet on Monday, September 22, 2014 @ 7 p.m. at the Growth Management Conference Room, 3rd Floor, Town Hall.

DRAFT