



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:

John Schoenherr

Members:

Robert Ciolek
Cynthia Crossman
Ralph Krau
Gregory Plunkett
Lillian Woo
Joseph Mladinich
Allen Fullerton

Staff Liaison:

Mark Milne

Councilor Liaison:

John T. Norman

MEETING MINUTES

12.12.16

7:00 PM

Growth Management Conference Room

CFAC Members Present: Cynthia Crossman, John Schoenherr, Gregory Plunkett, Lillian Woo, Robert Ciolek, Ralph Krau, and Allen Fullerton

CFAC Members Absent: Joseph Mladinich

Councilors Present:

Staff Present: Mark Milne, Director of Finance, Nathan Empey, Finance/Budget Analyst, Dan Santos, Public Works Director

1. Call to Order

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

2. New Business

Dan Santos Public Works Director reviewed the departments' top 17 capital project submissions based on priority. These top projects focus on town safety, American with Disabilities (ADA) compliance, and infrastructure restoration.

The first project is the Public Road Maintenance program, which cost \$3.2 million and has been in the capital plan a number of years. Town council has been supporting this project annually. Barnstable has 700 public roads for a total of 260 miles. This is the ninth consecutive year for the Public Roads Maintenance program without a cost increase. The current project submission suggests raising the cost in the outer years to reflect inflation. Ralph K. asked does it cost \$1 million per mile for road maintenance? Dan S. replied \$1 million for total reconstruction is a rule of thumb. Dan S. noted that every three years DPW conducts a road assessment to evaluate needed road repairs, which also helps support the use of numerical scoring and cost estimates. Identifying a road needing small repairs will save money down the road. The longer to wait on road repairs can be costly and require full road reconstruction. The goal is to conduct more maintenance and less reconstruction. John S. commented that National Grid is putting natural gas piping throughout our public roads. Dan S. noted DPW and the utility companies meet with our staff to coordinate efforts, and that some projects require the utility company to do a full curve-to-curve payment of roads where natural gas piping is being installed.

Sidewalks & Guardrails is an annual capital project to replace old guardrail and improve sidewalk layouts. Barnstable has over 9 miles of old steel cable guardrail.

Town Hall toilet renovations will improve restrooms throughout the building. This capital submission is a continuation of projects implemented at town hall. The stairwells, heating system, and clerk's office have been renovated. Ralph K. asked would this project be done in-house or contracted? Dan S. replied contracted.

Sidewalks on Pitchers Way will provide pedestrian access for residents. An unfortunate pedestrian fatality on this section highlights the need for a sidewalk. The cost of the project is \$595k.

Cotuit Enhanced ADA Compliant Pedestrian Crossing is a collaboration project with the Growth Management department. This will provide a permanent upgrade that will provide traffic calming. Cost of the project is \$110K.

Town Hall & School Admin Building Masonry Sealer will seal cracks on the exterior of the buildings. These porous bricks require patching every 6 to 8 years.

Private Road Repair is for common usage roads by the public. Currently 90 private roads in Barnstable meet common usage criteria. Lillian W. asked has the private roads program expanded. Dan S. noted repairs were done to four private roads last year and two private roads this year through the capital improvements plan. The current capital submission is for a couple of roads. Dan S. noted that last year DPW received supplemental funding to assess private roads. John S. asked how many out of the 90 private roads require repairs? Dan S. noted about 25 roads. Bob C. suggested maybe including the common usage criteria within the legislative language.

Town Hall parking hasn't been renovated for a number of years. There is limit lighting and lack of drainage. In addition, the parking experiences a lot of use during the nights for committee meetings, and thus lighting is needed.

Town Hall, Student Admin Building, 200 Main Street, and HYCC are being evaluated for security implementation. Dan S. noted the projects would assess how well we are managing to keep the premises safe for employees and citizens. This has been a collaborative effort with the police department over the last year to come up with ideas.

Hyannis Main Street West End Rotary project is for design and permitting. The rotary is in horrible condition and will need repairs.

Scudder Lane Boat Ramp project will remove the existing asphalt and replace with concrete. Commercial grant holders use the boat ramp. DPW has been taking on a number of boat ramp projects.

Parking lot maintenance program will cost \$2.5 million over 5 years. The town has 50 parking lots. The parking lots need emergency maintenance, but not full resurfacing.

ADA Compliance Pedestrian Crossing & Sidewalks project will evaluate and provide proper signage and signals where needed through Barnstable.

Barnstable Shooting Range project includes lead reclamation, reconfiguration, shooting range premises and safety improvements. The shooting range has had an environmental assessment, which lead contamination needs to be removed. John S. asked when do you think the shooting range will reopened? Dan S. replied maybe next fall or later.

JFK Plaza replacement will include design, demolition, and construction. There are many trip hazards. This project would replace the whole plaza.

Mosswood Cemetery Building Improvements project will renovate and convert restrooms to be ADA compliant. There is potential for Kirkman Trust to finance the project.

DPW Offices Phase III Construction is a continuation from previous projects. This project will get rid of the trailer on the premises, add showers, locker rooms, restrooms, and add office space for employees at the facility.

There are no capital project submissions for the Solid Waste Enterprise Fund.

Water Pollution Control top 3 capital projects based on priority include: Pump Station Evaluation, New Vehicle, and Treatment Plant Simulation Model. The model will be an analytical tool that allows all components of the plant to be monitored, which would increase efficiency.

Water Supply Enterprise Fund (WSEF) has great interest because of the contamination issues. Due to this, there are projects included in the capital improvements plan focused on solutions. WSEF first priority project is to buyout of 3 leases for filter equipment being used at the Mary Dunn 1, 2 & 3 wells. The estimated payback period is 2.5 years. Another project includes reactivating wells not deemed contaminated, it may be cheaper to add a well to the water system than purchase water from neighboring towns.

Mark M. reviewed the Capital Trust Fund (CTF) with committee members. The CTF is considered a debt service fund for the capital program, however, is not a 100% bond financed program. The FY18-27 CTF analysis shows the fund can handle a total of \$10.7 million in bond and cash withdrawals annually. The CTF received transfers from the general fund, which increases 2.5% annually in line with proposition 2 ½. Betterments are also contributed to the CTF. In FY17, the CTF received a one-time contribution amount of \$3.5 million from the tax overlay account accumulated from 2011 to 2015. The Board of Assessors had agreed to release those funds to the CTF. Mark M. noted the CTF has a debt restriction that cannot exceed 80% of the amount in the fund. Bob C. asked is this a state code? Mark M. replied local town code. Mark M. noted there are expiring deb exclusions related to the high school and middle school constructions projects. These debts are expected to expire in 2020, or \$1.4 million off the tax levy. Any new debt exclusions will require public vote.

John S. reviewed the Drafted CFAC Meeting Schedule with the committee. It was suggested to change the meeting times from 7pm to 6pm and remove Dec 26 meeting from the calendar.

3. Other matters not reasonably anticipated by the chair

4. Discussion of topics for the next meeting

The next meeting is January 9, 2017. Potential topics include review task force scoring results, and meet with Airport Enterprise Fund and Community Services managers to review capital project submissions.

5. Adjournment

List of documents handed out

1. Draft 2017 Meeting Schedule
2. Public Works FY18 Project Listing
3. Capital Trust Fund Analysis Handout