



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
Vacant

Staff Liaison:

Mark Milne
Nathan Empey

Councilor Liaison:

John T. Norman

MEETING MINUTES

03.27.17

6:00 PM

Growth Management Conference Room

Roll Call:

- CFAC Members Present: Cynthia Crossman, John Schoenherr, Lillian Woo, Allen Fullerton, Ralph Krau, Robert Ciolek, and Gregory Plunkett
- CFAC Members Absent: Joseph Mladinich
- Councilors Present: None
- Staff Present: Mark Milne, Finance Director, Nathan Empey, Finance/Budget Analyst, Dan Santos, Director of Public Works

Call to Order:

John Schoenherr called the CFAC meeting to order at 6:00 PM in the Growth Management Conference Room of Town Hall.

Act on Minutes:

The following minutes were approved by unanimous vote:

Minutes 02.13.17

Old Business:

- None

New Business:

Dan Santos, Director of Public Works (DPW) reviewed both the departments' general fund and enterprise funds FY18 Operating Budget requests by priority with committee members.

DPW requests on an annual basis operating capital funds to replace vehicles that have reached end of life. DPW is requesting \$500,000 that can be used to purchase new or used vehicles. The town is able to purchase used vehicles from the federal government in order to save on cost. Public Works vehicle inventory is separated between snow/ice removal and construction. Snow removal equipment experiences salty conditions throughout the winter, and therefore, deteriorates at an abnormal rate. Many public works employees use these vehicles on a daily basis.

Building and mechanical systems operating capital is another annual operating request. Public Works is requesting \$91,000 for building repairs and mechanical equipment replacement for town facilities.

Public Works has initiated GPS tracking which monitors vehicle locations. The request is for \$40,000 to cover an annual service with the service provider.

The town leases several properties, which require annual maintenance. This request is for \$25,000 for repair and maintenance for these leased buildings.

Work Order System request will centralize DPW's work orders, so that it is more user friendly way and compatible across divisions. This work order system will also allow residences of Barnstable to add requests. The \$45,000 associated with this request is an annual service fee.

Public Works seeks to hire a Senior Project Engineer to be exclusively involved with water and sewer 208 Plan.

DPW is requesting \$35,000 to replace fuel pumps at its main office facility.

There is a request for \$10,000 to support the new Safety Training Officer with a budget to purchase training materials.

Structures and grounds are responsible for maintaining and monitoring town wide public bathrooms. This request is for an increase in overtime by \$10,000 to support non-normal work hours and weekends. Ralph asked if these public bathrooms are closed during Jan- March? Dan S. replied yes.

DPW is requesting to move its part-time energy coordinator position to full-time. It was noted this request could be funded by both general fund and enterprise funds.

Road markings request for centerline strip aids and sidewalk paintings on public roads. Dan S. noted this request should help with completing these road marking projects in the spring rather than fall season.

New state regulations have determined street sweeping material is now considered a contaminate material. This operating request will help provide funding to properly dispose of the material. DPW is requesting \$42,000.

Traffic light material request of \$7,000. This will support traffic light signal repairs. Public Works has repaired several private roads in the past. This request is for funding to maintain those private roads. DPW is requesting \$76,850 for this initiative.

DPW will be overseeing the maintenance of the Hyannis Youth Community Center Facility. DPW is requesting an operating capital budget of \$25,000. Dan S. noted they have hired a lead custodian and lead Zamboni operator to help support the facility.

The Water Supply Enterprise Fund is requesting monies of \$177,655 for contract cost to purchase water from Suez, \$210,000 for carbon filters, \$9,000 Mill Pond annual easement, \$160,000 for operating capital to support emergency repairs and improvements, and \$1,020,000 water purchase from Yarmouth. Dan S. noted we need to purchase water from Yarmouth until the Marse Well becomes functional. The final request is for legal fees associated with the lawsuit against the Barnstable Country Fire Training Academy.

Ralph asked if DPW is requesting to hire two or three more employees? Dan S. responded just the one Project Manager. Mark M. noted 1.5 full time equivalent (FTE) employees within the operating requests, and 2 fte's at HYCC.

Mark M. noted that within these operating requests the \$500,000 for vehicle replacements is an example of rolling stock previously mentioned in CFAC's annual capital reports.

Mark M. noted the snow & ice removal budget needs to be increased. Our annual deficits are running too large to use our reserves. The budget could potentially be increased by \$500,000 to match the annual returned appropriations. The budget increase cannot be done within one fiscal year because it will affect the operating budget. John S. asked how much has the town spent already this fiscal year? Mark M. noted about \$2 million to date. Dan S. noted they have secondary contractors on standby, which can cost up to \$400,000 per snowstorm. Cynthia C. asked does the snow removal budget include removal of trees? Dan S. noted if it's from the storm then yes.

Ralph K. reviewed the subcommittee's Annual Capital Improvements Report with committee members. He noted the subcommittee would meet with the Town Manager on Thursday March 30th to review the report. Ralph mentioned some of the key points recommended were to increase the contributions to the capital trust fund. Mark M. recommended using a percentage as a base for contributions, for example, the town already contribute to the capital trust fund at 2 ½ percent per year in line with proposition 2 ½.

Bob C. noted his concern with the golf courses capital projects because they cannot be used for construction purposes. Ralph K. read the town attorney's response regarding the purpose of the Hyannis Golf Course "The golf course is subject to a declaration of restriction dated September 3, 2008 recorded on September 4, 2008 in Book 23135, Page 320 entered into by agreement with the Mass. Attorney General's Office dedicating and restricting the land to a natural, scenic or open condition for land bank purposes, which include recreation, subject to the provisions of Article 97 of the Amendments to the Massachusetts Constitution. There are exceptions such as utility easements, leased land, buildings, etc.". Bob C. noted the golf course is not an essential purpose in government, and that it's a lucrative location for private economic development.

Bob C. noted that the private roads program is not making it easier for the town, and that we are sliding in the wrong direction by repairing additional private roads. In addition, the legislation has no specific criteria for determining if a private road qualifies for repair. Much of DPW's basis for private road repairs includes traffic counts, which is not defined in the language of the legislation. John S. asked what is the private benefit of having these roads repaired? Bob C. noted potential improvements in home valuations. Bob C. noted we need to include specific criteria in the legislation for private roads, and that if CFAC doesn't raise this issue, who will?

One member of the sub-committee disagreed with the recommendations for both the Golf Course matter and the Private Road repair program.

Ralph K. commented that Lillian Woo did a tremendous job reviewing and editing the annual capital report.

CFAC committee voted unanimously to approve the subcommittee's annual capital improvements report.

Matters not reasonably anticipated by the chair:

- None

Discussion of topics for the next meeting:

CFAC will invite Community Services Department to review fiscal 2018 operating budget requests.

Adjournment:

The next meeting is April 10, 2017.

List of documents handed out

1. 02.13.17 Minutes
2. Department of Public Works Operating Request Forms
3. CFAC Subcommittee Capital Improvements Annual Report