



# 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  
Lillian Woo  
Joseph Mladinich  
Allen Fullerton  
Hector Guenther

### Staff Liaison:

Mark Milne  
Nathan Empey

### Councilor Liaison:

Paula Schnepf

## MEETING MINUTES

06.25.18

6:00 PM

### Planning & Development Conference Room

## Roll Call:

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- CFAC Members Present: John Schoenherr, Hector Guenther, Robert Ciolek, Allen Fullerton, Ralph Krau, Lillian Woo, and Cynthia Crossman
- CFAC Members Absent: Joseph Mladinich
- Councilors Present: None
- Staff Present: Mark Milne, Director of Finance, Nathan Empey, Budget Analyst
- Other Present: None

## Call to Order:

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

## Act on Minutes:

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The following minutes were approved by unanimous vote:

06.11.18

## New Business:

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John S. opened discussion on videotaping CFAC meetings. Mark M. noted Paula Schnepf wants the committee to consider videoing meetings, and that she cannot always be at the meetings. Mark M. noted the public would have a better sense on what the committee does from videos. Lillian W. asked do we need to change room for the meetings if videoed? Mark M. responded the Selectman's Conference Room and Town Council Hearing Room both have video monitoring. Ralph K. commented videoing CFAC meetings have never been requested in the last decade. Cynthia C. asked how many committees currently video their meetings? Mark M. responded quite a few. Bob C. suggested that the committee not video tape all the meetings, however, topics of immediate concern to the public could be videoed. The committee could select video tapping meetings based on topic. Ralph K. agreed that videoing only special topics make sense.

## Old Business:

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### Financial Overview Report Comments & Suggestions

#### On Page 8

- Bob C. commented that the plan of high school graduates shows a large change in enrollment for private colleges.
- Ralph K. suggested adding the term estimated or projected to the student enrollment chart to make it consistent with other charts.

#### On Page 2

- Hector G. noted the last paragraph in the bond rating section should read, "Not expected to change during the 2018/2019 fiscal year".

#### On Page 9

- Cynthia C. suggested removing the 2012 and 2013 fiscal years and adding the most recent years to the bonds outstanding chart.

#### On Page 10

- Hector G. suggested adding the Ten Pin Eatery address as well as spell out Cape Cod Five Savings Bank.

#### On Page 11

- Ralph K. noted it was mentioned in the last CFAC minutes to add libraries to the bullet points under quality of life, but was not included in the report. Mark M. responded libraries were not include because this section discussed the quality of life impact from the reorganization. Mark M. suggested we could add a separate section in bullet point form for quality of life. John S. noted it's not a direct relationship with the reorganization and quality of life. Mark M. responded we could add the Town Council quality of life diagram to the back cover and emphasis Town Council's main objectives. John S. noted we could add some tangible quality of life things, such as Community Service Officers and increased shellfish program.

### Policies & Procedures Comments & Suggestions

- Bob C. noted most of the changes to the report include correcting typos as well as updating committee responsibilities.
- Section 3 has been updated to include both the operating and capital budgets.
- Page 2 added 9 positions
- Page 3 added other duties requested by the chair
- Mark M. noted the clerk position should be added to subsection C2 for nominated positions.
- Add to the clerk responsibilities may provide oversight of taking the minutes.
- Removed taking conference calls since it violates policy.
- Agenda should be submitted 5 days prior to the meetings.
- Ralph K. noted regular meetings should be changed from 1<sup>st</sup> and 3<sup>rd</sup> to 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.

- John S. suggested removing authority on page 1
- John S. noted clerk should be added to Section 4 b.
- Mark M. suggested removing consultants from section 6 b.4 and adding “consultant individuals as appropriate to advise committee or subcommittee”.
- Mark M. suggested this report should be reviewed and updated once a year.

**Matters not reasonably anticipated by the chair:**

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None

**Discussion of topics for the next meeting:**

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Next meeting topics include: Review CFAC’s Annual Report to Town Council, approve the Financial Overview Report, approve CFAC’s Policies & Procedures, and Mark M. will provide an FY18 preliminary Budget results.

**Adjournment:**

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CFAC’s next meeting will be Monday July 16, 2018 at 6:00pm.

**List of documents handed out**

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1. 6.11.18 minutes
2. Drafted FY19 CFAC Financial Overview Report
3. CFAC Policies & Procedures
4. 10 Year Forecast Community Comparison