



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chair:

Lillian Woo

#### Members:

Vice Chair, Ralph Krau  
Clerk, Hector Guenther  
John Schoenherr  
Melanie Powers  
Tracey Brochu

#### Staff Liaison:

Mark Milne  
Nathan Empey

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

06.22.20

6:00 PM

Zoom Meeting : <https://zoom.us/j/95366733599>

Meeting ID: 953 6673 3599

### Roll Call:

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Lillian Woo called the CFAC Zoom meeting to order at 6:00 PM.

- CFAC Members Present: Lillian Woo , Ralph Krau ,Hector Guenther, John Schoenherr, Tracey Brochu, and Melanie Powers
- CFAC Members Absent: None
- Councilors Present: None
- Staff Present: Mark Milne, Finance Director; Nathan Empey, Finance/Budget Analyst
- Other Present: None

### Act on Minutes:

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The following minutes were approved by unanimous vote:

06.08.2020

**Public Comments:**

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None

**Correspondence:**

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None

**Staff Report:**

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None

**Old Business:**

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Committee reviewed the drafted CFAC Report Operating Budget FY 2021 with the following comments and takeaways.

- Hector G. noted a revised CFAC Operating Report was circulated before the meeting and that some figures had been changed, and inquired if anything was material? Nathan E. responded some of the figures we're corrected to match Mark's presentation as well as what was included in the operating budget book.
- Tracy B. requested if the cover page could be changed to match what was used in the CFAC Capital Improvements Report? Tracy B. also noted we should be consistent when writing out the dollar values throughout the whole document.
- Tracy B. noted the word "reverse" in the second paragraph under Methodology sounds like Town Council reversed what we are saying. Ralph K. noted we should replace "reverse" with "change". "Change the order of the CFAC review".
- Hector G. asked if the Quality of Life in Strategic Plan is highlighted for any reason? Mark M. noted he put highlights throughout the document that he had questions on.
- Mark M. noted the language under Qualify of Life Strategic Plan reference Town Council's main priorities; however, it doesn't accurately reflect the Town Council's Strategic Plan. Mark M. noted council has nine focus areas and that they do not rank them. Melanie P. noted we could change "main priorities" to "including"? Nathan E. suggested we could replace "main priorities" with "such as".
- Tracy B. noted we should reword "Town of Barnstable's maintains its long tradition of fiscal accountability" to "a long standing tradition of fiscal responsibility". Lillian W. we can change it to "its long standing tradition".
- Tracy B. suggested we should include a link to the operating budget website under the paragraph fiscally sound.
- Mark M. noted under the fiscally sounds paragraph we should change the language "to replenish the reserves used to balance the FY 2021 budget, there is an anticipated \$3 million addition of reserves at the close of the FY 2020 budget."
- Lillian W. suggested we should add the links under the Open Budget section. Mark M. noted both a link to the Open Budget website and Operating Budget document.

- Mark M. noted he doesn't think we need the second to last sentence on page 2 "budget priorities remain focused on a health and safety, education, and a balance budget" because it's kind of the same thing on the previous page.
- Hector G. noted we should highlighted the town received a total of \$23 million in grant funding, which \$18 million is for the airport. Tracy B. noted the language seems to indicate the \$18 million is in addition to the \$23 million. Lillian W. noted we should change the language of the \$23 million to note \$18 million of it was granted to the airport. Mark M. noted there's also a distinction between awarded and received, and that we haven't received anything yet. Mark M. also noted many of these grants are specific to certain cost reimbursements. Mark M. noted FEMA is just an unknown at this point as it could take years to receive the funding. Tracy B. noted there should be a sentence noting we're not sure if we'll receive the full amount. Hector G. noted we should note these grants are subject to certain expenditures. Hector G. asked has the airport received the \$18 million grant? Mark M. noted we haven't, but it's more certain the airport is going to receive those funds versus the other grants. Melanie P. noted this section is theme of the report that there are many unknowns in our funding sources. Nathan E. noted we could enhanced the language to note that grant funding is tentative to several factors occurring over several years.
- John S. asked is it true "the firmly grounded usual process of revenues projections was disrupted"? Aren't they always firmly grounded? John S. noted he doesn't want people thinking this process wasn't as rigorous as any other fiscal year. Tracy B. noted we could remove "adverse health". Lillian W. noted we should change the language to "The town's revenue projections had to be adjusted downward because of the economic impact of COVID-19".
- Hector G. noted the second paragraph under revenue projections, "to assure investors of our municipal bonds" and take out the language "of our municipal bonds".
- Lillian W. opened comment on the recommendations. Mark M. responded on page 3 the town expects a surplus of \$1.579 million? Nathan E. responded that figure came from the budget book on page 70. Ralph K. noted the source of the figure could include a reference to the budget book. Mark M. noted we did note a revised number at the beginning of this document of \$3 million.
- Melanie P. noted we should change "Worldwide Pandemic" to "Global Pandemic".
- Hector G and Tracy P. noted this report is excellent with all the nitpicking.
- Melanie P. last sentence the "crisis strategy" ? Lillian W. noted we should just strikeout the word "Crisis"
- John S. noted CFAC's comment that supports the use of priority ranking of expenditures for FY 2022, and that regardless of the pandemic; it's important that we emphasize we should always be ranking our expenditures. Lillian W. responded that the last sentence says that. John S. noted then we should leave off the second half of that sentence. Lillian W. noted we are removing the sentence "To ensure future financial security for the Town of Barnstable, CFAC believes that priority ranking for expenditure requests can benefit future operating budgets and recommends its permanent use". Mark M. noted we don't rank expenditures like we do with capital projects, however, we do ask department manager's when submitting operating questions to rank them by priority, but we don't rank them across departments. Mark M. ask is CFAC recommending the Town start ranking operating expenditures like the capital program?
- Tracy B. noted in the school section we need to remove the one of the two "In addition". Melanie P. noted take out one of the "In additions" so that it starts with "In FY21".
- Hector G. noted delete the word "and" within the sentence "March and are continually".

- Tracy B. noted under the enterprise fund recommendations for golf courses get rid of the sentence “The courses are currently attractive to many, but” and start the sentence with “To remain competitive they must maintained at a high level”.
- Mark M. noted anytime you see the word General Fund reserves I would change that to “support”.
- Lillian W. noted in the final summary on the last line under operating budget, “budget” should be capitalized.
- Melanie P. asked Mark M. why the “budget is balanced without increasing taxes” is highlighted? Mark M. noted he highlighted it because taxes are going up. Lillian W. noted delete “without increasing taxes”.

Mark M. noted we could approve the amended report today pending Lillian’s final review before distribution to Town Council.

Tracy B. suggested we should review the Fiscal Policy Report at our next meeting. Ralph K. also suggested with move that review to the next meeting.

**New Business:**

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None

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

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None

**Adjournment:**

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Meeting adjourned at 8 p.m.

**List of documents handed out**

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1. 06.08.20 draft minutes
2. Drafted CFAC Report Operating Budget FY 2021

