



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Subcommittee:

#### Chair:

Hector Guenther

#### Members:

John Schoenherr  
Melanie Powers  
Tracey Brochu

#### Staff Liaison:

Mark Milne  
Nathan Empey

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

03.16.22

9:00 AM

Zoom Meeting : <https://zoom.us/j/96187361333>

Meeting ID: 961 8736 1333

### Roll Call:

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Chair Hector G. called the CFAC Zoom meeting to order at 9:00 AM.

- CFAC Members Present: Melanie Powers, Hector Guenther, and Tracey Brochu
- CFAC Members Absent: John Schoenherr
- Councilors Present: None
- Staff Present: Mark Milne; Finance Director
- Other Present: None

### Act on Minutes:

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None

**Public Comments:**

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None

**Correspondence:**

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None

**Staff Report:**

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None

**New Business:**

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Chair Hector G. noted he circulated a drafted version 2 of the Capital Improvement Plan subcommittee report with some comments. Chair Hector G. noted he added material received from Tracey B. Chair Hector G. suggested the subcommittee could review all the edits to the drafted report and get some comments. Chair Hector G. noted the subcommittee could continue to work on their individual sections after the meeting, which can be added to the report before the next meeting.

Tracey B. updated the names and dates to the report cover letter. Hector G. noted we are hoping to approve this report at our April 4<sup>th</sup> CFAC meeting. Chair Hector G. suggested the first section can be deleted and any new additions added to the introduction section. Chair Hector G. suggested the report start with the introduction, and Melanie P. can add her comments about methodology and evaluation criteria. Melanie P. noted as opposed to adding it to the methodology section. Chair Hector G. noted some of the points could be covered in the introduction. Tracey B. suggested changing the introduction title to Introduction Methodology to create one grouping. Chair Hector G. and Tracey B. agreed, but noted there should also be a separate section for the evaluation criteria, but reduced. Chair Hector G. suggested to Melanie P. that in the capital budget document it notes the evaluation criteria was important, but the Town Manager also considered other factors when recommending projects. Chair Hector G. noted that when identifying alternative funding sources, it increases the chances of recommending a project. Chair Hector G. noted some of these other points should be included. Melanie P. agreed and that she was going to include narrative as to why the process is robust because it does not just include the evaluation criteria. Tracey B. agreed, but suggested the priorities be included somewhere in the narrative.

Chair Hector G. suggested moving the Town Manager's recommendation chart to the introduction section to give the reader an overview.

Tracey B. suggested in the recommendation box on page 3 it should still include that CFAC believes in the two-step process, which promotes better collaboration, that is the gist of this paragraph. Chair Hector G. suggested getting rid of the recommendation boxes. Tracey B. noted we should be careful because of the way the document morphs.

Chair Hector G. noted on page 4 that the project narratives will get replaced with the Enterprise Funds, General Fund, and Comprehensive Wastewater Management Plan (CWMP) narratives. Tracey B. noted the CWMP should be number one, which Chair Hector G. agreed. Chair Hector G. noted the CWMP is the biggest capital plan the town will face.

Chair Hector G. asked the subcommittee whether we should continue having a five-year plan section, if so, one of us we'll have to make changes? Tracey B. agreed we should keep this section and update it. Chair Hector G. suggested we reorder the table to have the CWMP first. Tracey B. agreed it should be consistent with the ordering within the report. Chair Hector G. noted we are going to hold off on this section until we receive the updated figures and the sections from each member.

Chair Hector G. noted the concluding comments section should all be one, as we do not need both a concluding comments and summary. Tracey B. noted it all can be one and things are going to change anyways. Melanie P. noted it should be readable, and that we have some commitment to educate the rest of the citizens. Melanie P. noted the more concise the better, but should get across the key points. Tracey B. noted we should add links in this report to help the reader go to other CFAC documents. Chair Hector G. agreed that this report is not just aimed at Town Council, but also the taxpayers.

Chair Hector G. suggested we setup some deadlines for each of our sections, which we should have a final draft by March 31<sup>st</sup> to give time for cleanup of the document before April 4<sup>th</sup>. Tracey B. asked do we plan to have our sections done for next week's meeting? Chair Hector G. noted if he can get the sections by Monday night, then he could update the document for next Wednesday's meeting. Chair Hector G. noted we should leave the sections to one page each? Tracey B. agreed it shouldn't be too long. Chair Hector G. noted that the previous report had five recommendation boxes, and that do we need these recommendation boxes? Tracey B. noted we can pull the narratives together and get rid of the recommendation boxes.

Chair Hector G. asked could we put in a ten-year CWMP capital projects growth chart? Director Mark M. noted the billion-dollar number is not real and would refrain from calling out a billion dollar number. Chair Hector G. noted we were only thinking over a ten-year cost. Director Mark M. noted over ten years is unpredictable with inflation, we start putting these numbers out people hold you to them. Director Mark M. suggested I would just stick with the five-year capital plan that has been issued. Melanie P. I think it is important to note the scale so that people aren't surprised by it, and that if we can manage it well in five year increments. Director Mark M. noted we still have a funding gap over the five years, so we need to find funding sources. Chair Hector G. noted he circulated to the subcommittee the Standard & Poor's town rating narrative, which notes the town's debt ratios could significantly weaken depending on the debt associated with sewer projects, and that the town plans to fund the CWMP through debt exclusion overrides, sewer assessments, tax rate increases, and federal funding. Chair Hector G. noted he finds this to be a very helpful comment and a snapshot on how to fund the CWMP. Tracey B. asked could we put in the Town Council adopted \$10,000 sewer assessment? Director Mark M. yes. Chair Hector G. asked didn't CFAC want the figure to be higher? Director Mark M. noted he gets phone calls from property owners concerned about the \$10,000 figure.

**Old 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

**List of documents handed out**

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1. CFAC Capital Subcommittee drafted capital report