



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

03.23.22

9:00 AM

Zoom Meeting : <https://zoom.us/j/98746967461>

Meeting ID: 987 4696 7461

Roll Call:

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: Nathan Empey; Finance/Budget Analyst
- Other Present: None

Act on Minutes:

The following minutes were approved by unanimous vote:

03.16.2022

Public Comments:

None

Correspondence:

None

Staff Report:

None

New Business:

Chair Hector G. noted the memo talks about the Town Manager's recommended projects that were included in the 400 Capital Improvement Plan document. Chair Hector G. noted since these are the numbers included in the memo, they should also be included in the tables within the report. Chair Hector G. noted it is important to note that there is a difference between what the departments have asked for verses what the Town Manager has approved. Chair Hector G. noted we are all facing the economic laws of scarcity. Tracey B. noted that is a wise thing to include. Melanie P. noted the Town Manager's recommendations should be in the first chart and mention between the two. Tracey B. noted there are budget constraints across departments, due to constraints; the Town Manager has to get things inline that are best for Barnstable.

Tracey B. asked if putting in a quote from the Barnstable Cape Cod Commission would be ok? Nathan E. noted as long as you referenced it.

Melanie P. asked do we need a couple of sentences on why it is important to have a five-year plan? Melanie P. noted it is important that the town look at the capital plan in five-year segments. Chair Hector G. responded it is important for the reader because they want to know where their money is going. Melanie P. noted she would include the narrative in the same section as the Town Manager recommendations. Melanie P. did note she took out a lot of comment from the original form. Tracey B. noted it is easy to read and didn't really want anything to change, however, the five-year plan section just before the chart should get updated. Melanie P. noted on page 4 General Fund section we have repeated the same evaluation criteria and that it felt repetitive. Tracey B. responded we can take the exact language from the Town Manager section, and we can get rid of it from the General Fund section. Melanie P. noted we could replace the bullets in the first section with the bullets on page 4 General Fund section.

Chair Hector G. noted could we change the sentence that says "CFAC would like to recognize the successful continuance". Melanie P. suggested we replace "would like to" with "recognizes". Chair Hector G. replaced the sentence with continuing successful process of reviewing and scoring. Tracey B. suggested replacing successful with effective. Melanie P. agreed to review the sentence after the meeting.

Chair Hector G. suggested changing the "and scoring engaging" with "by". Melanie P. responded the sentence is supposed to suggest that the process engages senior managers throughout the town.

Within the same paragraph, Chair Hector G. suggested removing the "impact on the" before the Town's strategic priorities. Tracey B. responded impact should be included because everything that is being scored is looking at how it is going to impact the Town, taking it back to the strategic plan.

Chair Hector G. noted Melanie P. section is very well done and is boiled down to its essentials.

Melanie P. noted after the bullet evaluation criteria, she is going to include narrative about the Town budget constraints and the economy. Tracey B. noted you should add in the five-year approach with the goal to maintain the strategic plan priorities. Tracey B. noted we are always looking past five years regarding the Town's strategic plan. Melanie P. noted we could include that there is a larger master plan over the horizon, but we are acknowledging that five years regarding numbers is about as far as we can go.

Chair Hector G. noted if the five-year submission chart needs to be updated? Budget Analyst Nathan E. noted the five-year capital plan table is what departments requested and will not match what the Town Manager is recommending. Melanie P. noted we need to distinguish the department request and the Town Manager recommendations. Chair Hector G. noted the Enterprise Fund summary chart totals \$21.6 million on page 52 of the CIP document. Budget Analyst Nathan E. noted the departments requested \$85.6 million in capital projects for FY 2023, but the Town Manager is only going to recommend \$54 million. Melanie P. noted we need to make that understandable to the readers. Tracey B. noted there is a chart that breaks down the Town Manager recommendations that shows the projects being recommended. Budget Analyst Nathan E. noted in Part IV the table of recommended projects is included, which I can distribute to Melanie P.

Chair Hector G. noted Tracey B. did a good job with her section. Tracey B. noted she added in some of the language from the Comprehensive Wastewater section in the document. Chair Hector G. asked should the tile be changed to the CWMP Fund? Tracey B. noted we shouldn't because the Town is using various special revenue funds to financially support this program. Tracey B. noted she thought it was important to show the 16 projects for the CWMP. Melanie P. noted it is a good idea because so many people are starting to talk about the CWMP. Chair Hector G. noted Nathan E. would review the document for numbers and cleanliness.

Melanie P. noted the bullet points should be the same active tense within the CWMP section so that all of them have impact, so that we can read all bullet points as sentences.

Tracey B. noted the bullet format in the General Fund section should match the others.

Chair Hector G. asked should we call the Concluding Comments title Summary? Melanie P. noted this section is more about concluding comment than a summary. Tracey B. asked if we were getting rid of the boxes? Melanie P. suggests we discuss it conceptually before we remove the language. Chair Hector G. asked if the private roads should be include in this memo, however, noted it is an important issue. Tracey B. noted the private roads were from last year, and that this section hasn't been updated. Tracey B. noted the concluding comments section has to discuss what we discussed in the other sections. Tracey B. noted we should include that we do have issues with private roads, which is also in conjunction with Vineyard Wind construction projects. Tracey B. noted we are looking at opening up the road; we are doing sewerage and repairs at the same time. Melanie P. noted she could condense the concluding part, but are we also going to move the five-year plan to the front of the report? Tracey B. agreed because we are just saying the same thing.

Chair Hector G. noted he is going to delete a couple of the recommendation boxes and recirculate to the group to make any changes to each of our sections. Tracey B. noted we should go through each of the sections so that we have edits ready for the next meeting.

Chair Hector G. noted before he got involved with municipal finance he didn't know what an Enterprise Fund is. Melanie P. agreed, but would like to have a clear definition included in the report. Tracey B. noted the Enterprise Funds have to be approved annually, and that we should say that. Budget Analyst Nathan E. suggested using the word appropriated instead of approved.

Old Business:

None

Matters not reasonably anticipated by the chair:

None

Adjournment:

Meeting adjourned

List of documents handed out

1. CFAC Capital Subcommittee drafted capital report