



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chair:

Lillian Woo

#### Members:

Vice Chair, Hector Guenther  
Clerk, Chuck McKenzie  
John Schoenherr  
Melanie Powers  
Tracey Brochu  
Wendy Solomon

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

06/13/2022

6:00 PM

Zoom Meeting : : <https://townofbarnstable-us.zoom.us/j/81904539158>

Meeting ID: 819 0453 9158

### Roll Call: 6:06 PM

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Chair Woo called the CFAC Zoom meeting to order at 6:06 PM. Clerk Chuck M. called the roll.

- CFAC Members Present: Tracey Brochu, Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, and Lillian Woo
- CFAC Members Absent: Melanie Powers
- Councilors Present: None
- Staff Present: Director of Finance Mark Milne, Rachael Toolas, Treasury Supervisor
- Other Present: None

### Approval of Minutes

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**April 25, 2022** - Approval of minutes were postponed.

**May 9, 2022** – Hector Guenther motioned to accept the May 9, 2022 minutes, Chuck McKenzie seconded.

#### **Vote:**

**Aye:** Tracey Brochu, Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, and Lillian Woo

**Nay:** None

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**Public Comment:**

None

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**Correspondence:**

None

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**Communication from Staff:**

Director Milne states that the Town Council has approved the entire FY23 Operating Budget except for the Airport Enterprise Fund due to staff not being available. This Thursday, June 16, the final budget hearing will be complete which will include the Airport Enterprise. All proposed items have been approved with the exception of the airport. CFAC's work in reviewing the budget and producing the report has helped the Council with their process. Thank you to the Committee for their time and efforts.

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**Old Business:****CFAC's Financial Overview Report**

The CFAC Committee continues to edit and prepare the Financial Overview Report of the FY2023 budget.

The question was raised as to when the FY23 draft needed to be complete. It will be near the end of the summer. Fiscal Year 2022 still needs to close. Once that occurs, then it will take 6-8 weeks to reconcile FY22 before the Committee can complete the report. Early September is when the report should be ready to publish. Director Milne shares his screen so that the committee can discuss edits to the report.

Pg.1 Discussion to confirm the data for the 2021 population and the median income for the Town.

Pg. 2 Lillian Woo will be moving the open budget section to be located below Financial Accountability. Melanie Powers will be submitting a draft for the section on COVID.

Pg. 3 Mark Milne has updated the budget history.

Pg. 4 Government Structure – John Schoenherr will be updating the section and the current charts

Pg. 5 Property Tax Tables updated, mention Vineyard Wind

Pg. 6 General Funding Chuck updated numbers and not much needs to change on wording, Chapter 70A should be mentioned under Public Education again. Lillian Woo will draft the page.

Pg. 7 FY23 updated info

Pg. 8 Enterprise Fund – Hector Guenther will be updating wording, Mark Milne makes changes in real time for the Committee

Pg. 9,10 Comprehensive Wastewater Management Plan – Tracey Brochu and the committee discussed the importance and impactful significance this project will have on the Town of Barnstable. There was conversation as to changing its placement in the report so that it is not located at the end of the document. A possible location would be after the General Fund. Additionally, in order to conserve space because of the amount of important information, the idea to eliminate the table and insert a link to the website was decided.

The Question and Answer section of CWMP has been updated by Mark Milne as the latest information. This section is complete.

Committee members should come prepared to discuss their assigned section for the next meeting on June 27<sup>th</sup>.

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**New Business: 7:25 PM****Election of Chair, Vice-Chair and Secretary**

Hector Guenther made a motion to nominate Lillian Woo to continue as Chair of the CFAC , Wendy Solomon seconded.

**Vote:**

**Aye:** Tracey Brochu, Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, and Lillian Woo

**Nay:** None

Chair Woo made a motion to nominate Hector Guenther as Vice Chair, Chuck McKenzie seconded.

Wendy Solomon made a motion to nominate Chuck McKenzie to continue as Clerk, Hector Guenther seconded.

**Vote :**

**Aye:** Tracey Brochu, Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, and Lillian Woo

**Nay:** None

Tracey Brochu will not be continuing for another term with Committee. The Chair and members express their appreciation for Tracey's contribution to the Advisory Committee.

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

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None

**Adjournment: 7:30 PM**

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Hector Guenther made a motion to adjourn the meeting, Wendy Solomon seconded.

**Vote:** All in favor

**List of documents handed out:**

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FY23 Financial Overview Report Draft