



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chair:

Hector Guenther

#### Members:

Vice Chair, Chuck McKenzie  
Clerk, Chris Lauzon  
Jacky Johnson  
Tom Keane  
James Sproul

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Craig Tamash

### MEETING MINUTES

## Comprehensive Financial Advisory Committee

06.24.2024

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/85009887575>

PHONE: 877-853-5257

Meeting ID: 850 0988 7575

#### Roll Call:

Chair Guenther called the CFAC Zoom meeting to order at 6:01pm

- CFAC Members Present: Lillian Woo, Tom Keane, Jim Sproul, Jacky Johnson, Chris Lauzon, and Hector Guenther
- Roll call and quorum verified by Hector Guenther
- CFAC Members Absent: Chuck McKenzie
- Councilors Present: Gordon Starr
- Staff Present: Mark Milne, Director of Finance
- Others Present: None

Motion duly made by Hector Guenther, seconded by Jim Sproul, to approve the June 10, 2024, CFAC minutes.  
Roll Call Vote: Lillian-yes, Chris-yes, Jacky-yes, Jim-yes, Tom-yes, and Hector-yes  
Vote: Unanimous

### Discussion on the Preparation of the FY25 Financial Overview Report

Chair Woo requested and received evaluation review from newest members Tom and Jim.

Comments:

- Tom: Report is both direct and clear with good graphics; it speaks to transparency. From a resident's point of view the presentation is direct and lays the groundwork to find further detailed information.
- Jim: Report is very well done; graphics hold the reader's attention throughout. Even though it was not completely necessary additional information on schools' general expenditures.
- Links were added to locate further information; the QR codes provided by Neil Kleinfeld were also added

Discussion:

- Being a committee report, sections could be expanded; each Subcommittee had a Chair; the process going forward will now be turned over to newly elected Chair, Hector.
- Hector would like to see a new section *Looking Ahead*; these topics can include both issues that the Town and the Town Council will be facing and relative implications, i.e. Comprehensive Wastewater Management Plan (CWMP) and its increasing debt, School Capital Budget and associated repairs/replacements, workforce housing, employee benefits and healthcare costs to name a few. To add the *Looking Ahead* portion, other areas could be condensed. With the format remaining the same in most areas it may be feasible to replace some content with links to free up space while condensing other areas; those areas include Fire Districts, Property Taxes, Government Structure, and others. Introducing other new topics could include Private Roads, and the unsustainable path of the Town drawing on reserve funds.
- Further discussion is warranted to find additional ways of distributing the report. Survey responses were few and there is no data available on the number of people who read it. Last year 300 reports were printed. Members are encouraged to share ideas on how to increase availability. The Communications Director provided the report from all available Town sources. All CFAC Subcommittee reports are available on-line for anyone to access. The report is developed through the summer and ready for printing in September. Utilizing Channel 18 for CFAC member(s) to be interviewed is another valuable resource. The amount to be printed this year has not yet been determined.
- Assignments for report review and updating:
  - \* Hector will draft the *Looking Ahead* portion from the two (2) Subcommittee reports so that the amount of space needed to include that will determine how much content will need to be condensed.
  - \* Lillian – CWMP
  - \* Jim – School
  - \* Tom – Property Taxes
  - \* Chris – Fire districts and Capital Improvement Plan (CIP)
  - \* Jacky – General Fund revenue and expenditures
  - \* Last page will remain the same
  - \* Hector will work with Chuck on the remaining items to be reviewed, Government Structure and Enterprise Funds.

- Members are requested to submit their recommendations to Hector by July 15<sup>th</sup> in preparation for review at the July 22<sup>nd</sup> CFAC meeting. Hector will then work with Tom for potential style changes.

Communications from Staff:

- Mark Milne will let Chris Dwelley know that Jim will be reaching out regarding the school portion in the report.
- The next Town Council meeting is scheduled for June 27<sup>th</sup>

Councilor Starr:

- The report is good, it speaks to future discussion on the possibility / pending debt exclusion; that conversation should take place after Mark's presentation to town council in July.

Matters not reasonably anticipated by the Chair:

- Lillian will bring the draft letter to Neil Kleinfeld at the next CFAC meeting.
- Membership reappointments for both Hector and Jacky should be coming before the Town Council; once those two appointments are approved, they will need to be sworn in.

Closing public comment: None

The next CFAC meeting will be held on July 22, 2024.

Motion duly made by Hector, seconded by Chris to adjourn the meeting.

Roll Call vote by Hector: Jacky-yes, Tom-yes, Jim-yes, Chris-yes, Lillian-yes, and Hector-yes  
Meeting adjourned at 6:44pm.

Respectfully submitted.

Theresa M. Santos



2024.06.10 Minutes  
CFAC Draft.pdf

Attachments: