



The Town of Barnstable
Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:

Chris Lauzon

Members:

Vice Chair, Jim Sproul
Clerk, Jeremy Shea
Hector Guenther
Tom Keane
Chris King
Frank Ward
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Betty Ludtke

MEETING MINUTES

Comprehensive Financial Advisory Committee

9.8.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/85660043360>

Phone: 877-853-5257

Meeting ID: 856 6004 3360

Roll Call:

Chair Lauzon called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Lillian Woo, Tom Keane, Jim Sproul, Chris King, Chris Lauzon, Frank Ward, and Jeremy Shea
** Hector Guenther arrived at 6:08pm
- Roll call and quorum verified by Jeremy Shea
- CFAC Members Absent: None
- Councilors Present: Betty Ludtke
- Staff Present: Gareth Markwell-Deputy Finance Director, Lynne Poyant-Director of Communications
- Others Present: None

Public Comment: None

Motion to approve the minutes of August 25, 2025, made by Chris King, seconded by Lillian Woo

Discussion: Minor editing changes

Roll call vote by Jerem: Tom-yes, Chris K.-yes, Chris L.-yes, Jim-yes, Frank-yes, Lillian-yes, and Jeremy-yes

Minutes approved as amended

Discussion on how committee could more effectively distribute information to the community

Chair Lauzon welcomes Communications Director Lynne Poyant

Over the past year, and at the previous CFAC meeting members expressed a desire to find ways to increase exposure for CFAC and the reports the committee produces.

Director Poyant shared the following:

- Currently information is shared on the TOB website, ENews, ENews webpage, as well as the ability to pick up hard copies at the public information booth at the main entryway at Town Hall.
- Obtaining the number of hits on the electronic access is not an option at this time as there is a fee associated for that information.
- Currently trying to get the number of hits per page, that information is not available at this time, but should be shortly.
- A push notification was done on the TOB app when things became available; the number of users increased to over 11k users.
- Interview segments on the Government Access Station is a good resource, would be beneficial and should include a staff member's presence as well. Town Talk segments run @15 to 30 minutes. Either Station Manager Sara Beal Fletcher or Content Manager Cathy Flynn would likely be the interviewers; members are encouraged to reach out to Lynn when they are ready to request interview time(s). Members are encouraged to provide some questions to the interviewers; however, the interviewers will also have questions of their own.
- When reports or other information becomes available, it is also shared through social media channels, the highest accessed ones are Facebook and Instagram; while the TOB is still on "X" (formerly Twitter) the TOB is considering leaving that platform. Any social media avenues used must be archivable, as all communications are public record; the TOB has a subscription with Archive Social to ensure this.
- The value of the ability to scan a QR code at public locations is not recommended due to potential hacking hazards.

Discussion

- Lynne will research whether the report can be sent directly to subscribers separate from existing avenues
- Councilor Ludtke believes that the highest issues of interest are geared to what affects individuals personally and financially.
- High interest areas also include Town Council (TC) elections, many not knowing that several Town Councilors are not running for re-election, housing, Great Streets
- Members mentioned and are encouraged to create 'pieces' or 'sound bytes' drawn from the report and request Cathy to prep it for distribution. A schedule could be created for distribution of topics, but it is important to remember that Communications staff need a few days for preparation on their end. Pieces could include 'did you know', graphs, school, CWMP, to name a few. Jeremy will provide those pieces to Communication staff.
- Suggested that CFAC bring before the TC points of interest meant to encourage engagement, examples could include the Split Tax Rate prior to the TC vote for residential exemption, CWMP, school budget with respect to its capital plan, and the amount of tax levied for fire districts vs. general tax rate for

police, fire districts are not subject to Proposition 2 ½.; keeping in mind that it would be the sharing of information, not advocating as residents would then advocate for themselves.

- Citizens need, and should be aware, and more informed of the progress projects
- Referendums dictate what staff can and cannot change, and those conversations would need review by the Legal department.
- Lynne shared how the CWMP project information was shared with residents; multiple webinars at a wide variety of times to accommodate people's busy schedules and those sessions allowed for residents to ask questions, mailings, and website. With many residents living either out-of-state or overseas, or properties owned by the TOB, those mailing lists have been updated to reflect that data. Should members want to address something related to the CWMP reaching out to DPW for potential funding assistance could be an option.

Lynne shares her appreciation for the invitation to share with members and is looking forward to hearing from Jeremy in the future

Members thank Lynne for her time and valuable input

Discussion on the Preparation of CFAC's Financial Overview Report for Fiscal Year 2026

Chair Lauzon shares appreciation to all members for their input and to Tom for compiling the data

Comments / Discussion:

- With very light editing it Tom stated that the report is 24 pages, it would be sensible to try and reduce it significantly, and members agree to not only reduce, but to make it more uniform
- Suggest summarizing the content, providing links for a condensed electronic version, and a larger printed version keeping in mind that printed versions do not have link capabilities.
- Create an Executive summary prior to the distribution of the report. Jim explored what other communities have, and will share town of Arlington's report with members
- Tom will work on the suggestions provided by members, provide that updated document to Chair Lauzon, and it should be ready for final approval at the September 22nd meeting.
- Purpose of the document is to highlight and summarize
- Lillian shared her notes and offered to help Tom if needed, suggesting removing the pie charts, reducing the font
- Members will wait for Tom's edited draft, and explore options for different formats for future reports
- Suggestion for the CIP portion to provide just the highlights, not including what was not funded; however, some members do feel that the reader should know what came forward and was not funded.
- Suggestion to change the data to fully allocated dollars; currently the focus is to produce and address fixed costs going forward.

Gareth provided a brief review of ??? see tape

Where the costs of allocating to specific departments – i.e. a department with 3 people vs. a department with 100 people – after that analysis, it was easier and more appropriate to categorize those costs in a fixed cost category.

It is easier for finance to manage

The other argument for centralizing could be that not everyone takes health insurance for the town – there are arguments for both sides

Can the term fixed cost name be changed to health insurance?

Costs rise – health insurance, post employee benefits,

For the purposes of this report – change it now or change it when the FY27 report is structured?
Practically speaking move forward as it

Correspondence from Committee Members:

* Lillian lillian on strategic plan meeting what issues will be included question to Gareth – he is not fully briefed on that meeting – defers to betty
betty – TC was asked for input, positive, negatives, challenges, opportunities, team building exercise, and discussions over a 3 hour meeting
not sure if there will be a discussion about fiscal policy
betty will send the agenda to chris who will share with members
- if it is different from what is on the website

Correspondence from Staff:

- Gareth – not finalized yet, but financial policy overview by mark and Gareth may be on the 9/18 TC meeting, agenda has not been finalized yet

As far as fy27 budget, town manager is about to issued directions to departments
Expecting a slightly accelerated cip in order to address concerns from school dept so they can access cip funds earlier and plan about a month ahead of normal .. there will be @2 or 3 ???
Tent sched – dec 2 for cip task force meeting – cfac usually sends a rep, gareth will confirm when time gets closer
Town manager @feb 20 submit cip budget to tc
Cfac – cip report to tc on @march 3, followed by 2 public hearings on 3/19 and 4/2

Operating budget dates will be finalized and forwarded to members by Gareth

Matters not reasonably anticipated by the Chair: None

Closing public comment: None

The next CFAC meeting is scheduled for September 8, 2025

Motion duly made by Lillian, seconded by Hector to adjourn the meeting
Roll Call vote by Jeremy: Hector-yes, Tom-yes, Chris K.-yes, Chris L.-yes, Jim-yes, Frank-yes, Lillian-yes, and Jeremy-yes
Meeting adjourned at 7:12pm

Respectfully submitted
Theresa M. Santos



2025.08.25 Minutes
CFAC Draft.pdf