



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

9.22.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/82380063982>

PHONE: 877-853-5257

Meeting ID: 823 8006 3982

Roll Call:

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

- CFAC Members Present: Hector Guenther, Tom Keane, Chris King, Chris Lauzon, Frank Ward, Lillian Woo, and Jeremy Shea
- Roll call and quorum verified by Jeremy Shea
- CFAC Members Absent: Jim Sproul
- Councilors Present: Betty Ludtke, and Kris Clark
- Staff Present: Finance Director-Mark Milne
- Others Present: None
- Public Comment: None

Motion to approve the minutes of September 8, 2025, made by Lillian Woo, seconded by Tom Keane
Roll call vote by Jeremy: Hector-yes, Tom-yes Chris K.-yes, Chris L.-yes, Frank-yes, Lillian-yes, and Jeremy-yes
Minutes approved as submitted

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

- The draft was distributed to members prior to the meeting
- Tom provided the draft to Mark Milne who updated the numbers.
- One change throughout the document under Enterprise Funds (EF); while full time employees (FTE's) are by department the revenues are separate. That data for FTE's in the draft will be pulled from the department sections and moved to the EF section along with the revenues for the EF's.
- Charts have been removed and replaced with tables, while the focus was greater on schools, not other departments the average reader would not have knowledge of those other departments, EF's and Fire Districts (FD's). These areas were added in so viewing the budget while in turn reducing the page count from 24 to 12
- Once additional changes have been completed after review and comments at this meeting, an updated draft will be provided to members in anticipation of approving the report at the October 14th meeting.

Comments and Discussion:

- Document is very comprehensive
- The descriptions above each topic are concise and well presented
- The goal was to create a document that was clearer for the average reader

Page 1: Cover

- Discussion of the intent of the title; title will be changed back to *Town of Barnstable Financial Overview Report Fiscal Year 2026*
- In paragraph one (1), add a second to read '*The report includes Revenue, Expenditures and Capital Spending*'
- Individually block the entries on the Table of Contents
- Updates to proposed figures for projects have been provided and noted by Mark
- Line six (6) in the Table of Contents will be changed to Capital Spending

Page 2: Summary

- Dollar amounts will be changed to millions simplifying the numbers, when viewing the department details under General Fund (GF) expenditures those figures will be broken out further
- Mark provided the actual figures for proposed projects
- It is important to include data for each department for both part- and full-time employees
- Suggestion made for data be shown as (1) Operating budget , (2) EF's, (3) Fire Districts, and (4) Capital Spending; it is pertinent to remember that a much more condensed document will be developed after this report.
- The EF detail will be moved to page eight (8)
- Minor editorial changes

Page 3: General Fund Revenues

- Add a net income figure for the Enterprise Fund in lieu of reference to page 8

Page 4: General Fund Expenditures

- Minor editorial changes
- Change title of Town Manager to Town Manager Department

Page 5: General Fund Expenditures (cont'd)

- Under Community Services, the budget presents dollars that do not include EF's but the FTE's do. When the revisions are updated, the dollars will remain the same, but FTE's related to both Golf and HYCC will be removed

Page 6: General Fund Expenditures (cont'd)

- Minor grammatical changes
- Review and discussion on school assessments

Page 7: General Fund Expenditures (cont'd)

- Tom requests figures from 2023 through and including 2026 and will then add that information into the table will add figures to the table noting which are estimates

Page 8: Enterprise Funds

- Tom will update to include FTE's
- Remove the reserves table and replace with language from page 27 of the original document, where the reserves come from, how they must be used, why they must stay with each Enterprise Fund, and why they cannot be moved into the General Fund. EF reserves are certified every July 1st

Page 9: Fire Districts

- Discussion on what data could and could not be included, noting that the Fire Districts separate from the TOB
- Hector will review each FD's website and compare data, and provide information to Tom, Chris L. and Mark
- Tom will address the language in sentence two (2)
- Should financial information be available from all FD's, it could be incorporated within the map

Page 10: Capital Improvement Plan

- Minor editorial changes
- Title name will change to Capital Spending
- Request for some of the major projects to be listed

Page 11: Comprehensive Wastewater Management Plan

- Link will be inserted into paragraph two (2)
- Paragraph three (3) last sentence under cost to be deleted
- Request for addition to language describing the three (3) component steps, (1) Assessment, (2) Cost to Connect, and (3) User Fee. The average annual fee is around \$450.00. That language could come from the water resources website.

Page 12: Looking Ahead

- Discussion and resolution to put the two bullets for Offshore Wind and Zoning from last year's report back in as they could have a fiscal impact. Tom will revisit and possibly include additional bullet items.
- Revisit the language in the first bullet, possibly *Funding for CWMP, new school buildings, and major school renovations over the next decade require careful financial planning...*
- Minor grammatical changes

Special thanks and appreciation to Tom for all his efforts

Correspondence from Committee Members:

- Request for review of Marks presentation to Town Council at the next CFAC meeting

Correspondence from Staff: None

Matters not reasonably anticipated by the Chair: None

Closing public comment: None

The next CFAC meeting is scheduled for *Tuesday, October 14th*

Motion duly made by Lillian, seconded by Hector

Roll Call vote by Jeremy: Hector-yes, Tom-yes, Chris K.-yes, Chris L.-yes, Frank-yes, Lillian-yes, and Jeremy-yes

Meeting adjourned at 7:53pm

Respectfully submitted

Theresa M. Santos



2025.09.08 Minutes
CFAC Draft.pdf



FY2026 CFAC
overview of budget -