



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
Jacky Johnson
Neil Kleinfeld
Chris Lauzon
Wendy Solomon

Staff Liaison:

Mark Milne

Councilor Liaison:

Paula Schnepf

MEETING MINUTES

03.27.2023

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/88675136148>

Meeting ID: 886 7513 6148

Roll Call:

Chair Lillian Woo called the CFAC Zoom meeting to order at 6:01PM

Roll call and quorum verified by Clerk Chuck McKenzie

- CFAC Members Present: Lillian Woo, Hector Guenther, Neil Kleinfeld, Wendy Solomon, Chris Lauzon, and Chuck McKenzie
- CFAC Members Absent: Jacky Johnson
- Councilors Present: Paula Schnepf
- Staff Present: Director of Finance, Mark Milne
Superintendent, Sara Ahern
Assistant Superintendent, Kristen Harmon
Deputy Finance Director Chris Dwelley
- Other Present: None

Act on minutes:

No minutes to approve at this time.

Public Comment

None

Chair Woo welcomes staff and provides a brief synopsis of what CFAC does and is doing.

FY 2024 Recommended Operating Budget as presented at the School Committee Public Hearing on March 15, 2023 **Sara Ahern, Superintendent of Schools**

While this presentation will cover a great deal of detail, more in-depth information can be obtained by viewing the video on the website: <https://streaming85.townofbarnstable.us/CablecastPublicSite/show/10424?channel=1>

- It is anticipated that the School Committee will vote on the budget on April 5th.
- The largest component of the budget is wages, inflationary factors on fuel, maintenance, and supplies. Services for students constitutes a large portion as well. Each school has a School Council where budget proposals are presented, reviewed, and vetted.
- Staffing increases requested; multi-lingual learners average 20%, which accounts for several translation position requests. Other para-professional support for younger students has been requested. The recruiting environment is competitive and remains challenging; specialized areas have experienced long vacancies.
- The priorities included in the budget included Equitable allocation of resources recruitment instructional resources, facilities-planning and space needs, and evidence-based program funding. Each request received was carefully reviewed, however, it is never possible to include all requests received.
- Student Opportunity Act (SOA) broken down:
 - * Chapter 70 Aid: determined by setting a foundation budget, determining equitable local contribution and the remainder is funded by Chapter 70 state aid. Foundation budget is the spending target imposed by the Education Reform Act and has recommended increases for students who are economically disadvantaged, in need of guidance and psychological services, with disabilities, English learners and health insurance and fixed costs. Not all communities receive *additional* Chapter 70 aid, those that do have a higher need. The town Charter states how and where Chapter 70 funding goes. Detailed explanation of general fund revenue growth and how those funds are applied, as well as what components are built into the foundation budget. provided by Mark.
 - * Required local contributions breakdown provided.
 - * Remain as Chapter 70 aid breakdown provided.
- Also provided are the enrollment trends. Many of those increases speak to the increase in Chapter 70 aid funding.
- A three (3) year spending plan was submitted in 2021. A new three (3) year plan will be submitted to the Department of Elementary and Secondary Education (DESE). in FY24. Annual amendments are submitted as required.
- Chris D. explains the proposed funding sources. Circuit breaker is the cost for Special Needs / Special Education costs, not all costs are covered, there is a threshold around reimbursements.
- Final summary:
 - * Recommended FY24 budget cost center and DESE Function codes explained
 - * Staffing needs and reasons elaborated: Increased opportunities at the Middle School, growing paraprofessionals into ESL teachers, providing for continuum of services in SPED.
- The grant funded column are funds already received.
- Operating expenses and inflationary costs reviewed.
- Sara and Kristen explain how ELL are accommodated within classrooms. MA has a sheltered English immersion model where students are learning English through their content areas and explicitly taught English by a teacher. Each student is assessed, and beginner students have more time with the ESL teacher explicitly learning English, as they get more proficient that time with an ESL teacher decreases and increases with a content teacher; and they continue to progress to mainstream learning.
- Enrollment gaps have seen a gradual recovery towards pre-pandemic numbers; the entire state continues to see decreased enrollment.

- Achievement / skills gap are being addressed within classrooms; additional vacation and summer remedial programming is well attended. Enrichment programs are designed with teacher passion built in to enhancing remedial areas.
- Additional cost efficiencies built into the FY24 budget explained.
- ELL's is seeing steady increases annually; that percentage has doubled since 2019.

Any follow-up questions can be directed to Mark who will work with Sara to obtain those answers.

Organization of the Operating Budget Subcommittee - Chuck

The report is due by May 15th, the last CFAC meeting before that due date is May 8th.

If the report is to be presented to CFAC on May 8th, the draft would need to be done by the beginning of May.

Two subcommittee meetings would be needed in April.

Dividing the tasks up work can begin – assignments as follows:

Chuck – Introduction, Methodology, Overview, Open budget, Revenue and Future Financial Needs

Lillian – Fixed Costs and Enterprise Funds

Neil – School

Chris – Police and DPW

Jacky – General Fund and CWMP

- Departments will be invited to provide their budget presentations.
- DPW and Police will be invited to present on April 10th, Mark will extend those invitations.
- Chuck will also serve as Scribe.
- The subcommittee will submit their write-ups to Chuck by April 14th and be prepared to meet on April 19th.
- The final draft will need to be presented to the full committee by May 8th.

Capital Improvement Plan Subcommittee draft report – Lillian

Members of this subcommittee are Wendy, Chuck, Hector, and Lillian

- Hector guided the committee's process, ensured every part was reviewed, discussed, and edited.
- Discussion included review, additional editing, and grammatical changes which were updated during the meeting.
 - * Introduction:
Language is comprehensive and straightforward. Clarification between last paragraph and following table, the table represents the submissions not the recommendations: table title to be inserted – *Five Year Aggregate Capital Budget Submission*. Language in the last paragraph on page two (2) changed to read 'CFAC expresses concern about the significant increase and the size of projected submissions for 2024 and the Town's ability to fund them. We believe that additional funding sources will be required going forward.'
- Minor editorial and grammatical changes.
- CWMP:
 - * Lillian recommends adding the following sentence for the benefit of the readers and residents to understand what they are getting 'This project will install not only the 5.3 miles of sewer, connect 350 properties to the municipal sewer (serving many more in the future), collect approximately 66,000 gallons of wastewater each day and remove 6.6 kg/day of nitrogen from the Centerville River watershed.' Hector will work further on that language and data details.
 - * The process is in place with DPW to not facilitate roadwork in areas where the sewer is being done so that it would have to be done again.
- General Funds is good.
- Enterprise Funds:
 - * Minor editing and grammatical changes.

** 8:02pm - Chuck leaves the meeting

* Page 7 - second to last paragraph – change ‘Hyannis Water System’ to ‘Water Supply’.

- Comments on Five Year Plan are good.
- Concluding comments
 - * Page 6 of last year’s report language beginning with ‘...in this report ...; this will be added.

The Next CFAC meeting is scheduled for April 10th.

Agenda to include - Discussion on FY 2024 Public Works Department Budgets – General Fund and Enterprise Funds
Discussion on FY 2024 Fixed Costs Budget and General Fund Revenue Projection
Finalize FY 2024 Capital Improvement Plan Subcommittee Report

Motion to adjourn the meeting by Hector, seconded by Wendy.

Roll to adjourn called by Hector: Lillian = yes, Neil = yes, Chris = yes, Wendy = yes, and Hector = yes

Meeting adjourned at 8:09pm.

Respectfully submitted.

Theresa M. Santos

Attachments:

APPROVED