



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

367 Main Street, Village of Hyannis, MA 02601

v. 508.862.4654 • f. 508.862.4717
www.town.barnstable.ma.us
Email: cfac@town.barnstable.ma.us

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

04.24.2023

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, Jacky Johnson, Chris Lauzon, Neil Kleinfeld, and Chuck McKenzie
- CFAC Members Absent: Hector Guenther, Wendy Solomon,
- Councilors Present: Betty Ludtke, Gordon Starr and Paul Neary
- Staff Present: Director of Finance, Mark Milne
Chief Sonnabend, Barnstable Police Department
Ann Spillane, Finance and Support Services Director
- Other Present: None

Act on minutes:

No minutes to approve at this time.

Public Comment

None

FY 2024 Barnstable Police Department (BPD) Budget: Chief Sonnabend and Anne Spillane

Discussion:

Priorities and challenges:

Certification:

The state's mandated police reform requires that all police officers individually must be recertified every three (3) years. The group is broken into three (3) groups, and right now we are beginning the second segment. All departments must be recertified, however, there is no set date of completion for yet. BPD is working with an outside consultant to rewrite the manual and update those policies and procedures for compliance. Within each individual certification is tracking of training to ensure the minimum mandatory training is achieved for recertification.

Firearms licensing:

New requirements instituted in the middle of our budget year include interviewing all new firearms applicants and following up on them to ensure they are screened properly. This increases the amount of time spent processing applications.

Body Cameras:

No decision package has been finalized yet. Have been meeting with vendors to see the product(s) and review associated costs. Working on a draft policy with the union and considering a field test / pilot program and moving forward to implement.

Records requests:

The number of Freedom of Information Act (FOIA) requests has seen a large increase. Many are for disciplinary records and videos as mandated by the police reform law. BPD works with the Police Officers Standards and Training Post Commission (POST) to certify those records; these requests take time to ensure proper redaction for certification. Additional implemented tracking and training requirements must be submitted within a specific timeframe to both POST and the State.

Personnel:

Shortages exist within all departments of BPD. There are currently 10 vacancies plus five (5) out with injuries and three (3) currently in the academy; mandates for work have been implemented. Increased mental health awareness / related absences contribute to staffing as well.

Training:

Officers must leave shifts for mandated training; all of this contributes to overtime. Tracking training is done on three levels – 1. Sworn Officer position tracks all training; 2. Supervisors are responsible for tracking their staffs training; and 3. Each officer enters their own individual training into an electronic tracking system called ACADIS, it is the Academy Information System that is used to track training by the Municipal Police Training Committee POST reviews all training and recertification could be denied if standards are not met. If recertification is denied, BPD cannot hire them. Officers are required to complete 40 hours of mandatory training annually (also referred to as in-service requirement); the state provides 24 of those 40 hours of training at no cost and these classes can be done virtually. All these training requirements are done within and around ensuring enough personnel are out on the

road / in the community. Not all trainings are on-line, many are site specific. New state mandates have come forward for mandatory training for all sworn personnel for tasers, firearms weapons and other items.

On-going training is beneficial. Firearms training used to take place at the West Barnstable Shooting Range, since that closure, the Monument Beach Sportsman's Club is rented, however BPD competes with other departments for time to rent this space.

BPD is a Civil Service (CS) department, all hires must take the Civil Service exam. Lateral transfers are an option provided they are CS certified. CS had been voted on and approved by the Town Council decades ago. It is a program that was state implemented. Exploration in removing the CS requirement is under discussion but also requires both Union and Town Council approval; it is a formalized process. There are other departments in the state working towards CS removal. The Police Reform law has taken the disciplinary factor out of the Civil Service element.

IT:

The BPD is highly dependent on every aspect of technology. We now use an outside company called Ockers which handles all our IT needs. Rewiring and updates are extensive and on-going. This outsourcing allows us to monitor our equipment and plan for future replacements. The managed services part of the contract covers one staff member on-site 40 hours per week and 24-hour helpdesk available as well; this is negotiated annually. BPD is currently in year two (2) of a three (3) year leased equipment contract. The full contract cost is approximately \$302k.

Each active and pending grant was reviewed. Some grants have associated community partnerships.

BPD just finished a grant with the Collins Center to conduct a feasibility study for constructing and staffing a joint 911 communications center for Barnstable, Sandwich, and Yarmouth. The next phase would be entering into municipal agreements for looking at facility construction. We now dispatch police and fire; this is very successful with an improvement in services, reduction in call time and the move to professional dispatchers which allows officers to return to the field. The hope is to have the center located in the Town of Barnstable.

Funding:

Vehicle replacement has been challenging. The average cost per vehicle is around \$70k. Vehicle usage, fleet rotation, repair costs and future purchases reviewed.

IT managed services reviewed.

Training and respective funding reviewed.

Overtime budget increase reviewed.

Proposed Budget and proposed increases reviewed.

School Resource Officer staffing: 2 full time at Barnstable High School and 1 full time at Barnstable Intermediate School. We are seeking to use the COPS grant and put a full-time placement at Barnstable United Elementary School; as well as placing part-time Adopt-an-Officer placements in several other schools.

**FY 2024 Public Works Department Budgets – General Fund and Enterprise Funds:
DPW Director Dan Santos**

Water Supply Division:

One of three (3) enterprise accounts, and this one is primarily operated by a contractor. Contract services with Veolia have been in place since the inception of the purchase of the Former Barnstable Water Company in 2005. Updates and upgrades are ongoing. The advisory board reviews all budgets, revenues and capital budgets and makes recommendations to the Town Manager and Town Council. There are two (2) employees here: Hans Keijser is the supervisor; and a request has been made to make the existing 30-hour Administrative Assistant change to full time.

Explanation in the debt service Increase provided by Mark.

Water Pollution Control (WPC):

Operating capital covers equipment and replacement costs. Increases are non-discretionary and addresses necessities such as utility and fuel adjustments. Review of repairs and maintenance, sludge disposal / removal, chemical cost increases, plant equipment, remote treatment plant at Red Lilly Pond. The Marstons Mills plant will eventually be turned into a pump station.

Explanation of the CWMP budget incorporated into WPC provided by Mark. Costs for the CWMP come out of different funding sources; budgets were consolidated but costs are tracked separately. CWMP is the largest enterprise fund operation.

Solid Waste:

Increase in non-discretionary items, fuel, electricity, overtime (coverage for vacations and operations), parts. The largest non-personnel cost is trash disposal. We continue to monitor the best revenue stream for recyclables, and when that is not an option, we seek the most cost method possible.

The Energy and Infrastructure committee has been assisting in looking at food waste and reducing the amount of food waste that we remove from our trash and dispose of through compost operations. This has been met with some success. Information may be obtained on the food waste dehydrator; currently there are smaller versions at Barnstable High School and one elementary school.

DPW runs the HYCC facility (not the programming); this capital budget increased due to equipment / maintenance intensive needs, staffing challenges to assist in the maintenance of the building where applicable. Capital projects: Future replacement of failing systems to ensure peak efficiency.

DPW does assist with Golf operations regarding design and oversight of some projects.

General Fund budget:

Similar changes as the operating budget.

Equipment replacement in various town buildings.

Vehicle management has changed to ensure the most cost-effective measures possible.

Water sampling costs increased mostly from laboratory work for a better baseline of water quality.

Request for funds for the Opticom systems at traffic lights for emergency vehicles, minimizing delays for public safety personnel.

The biggest challenge is personnel, challenges exist with many barriers regardless of position. Salary and housing continue to be the main reason. Personnel deficiencies do not allow us to meet our mission. Outsourcing the duties is not cost effective, and not all those entities have the labor on hand to handle it either. Salaries are set by union contracts with collective bargaining agreements; there is very little room for change; step increases are at 2% annually. Different options are being explored, but that environment is constrictive. Employees have left for higher salaries and better health care costs as the primary factors. There is value to hiring and building within.

CFAC Subcommittee Update:

Progress continues; subcommittee members updating their pieces and incorporating the latest changes; and we anticipate the final draft to be ready for approval at the May CFAC meeting.

Next subcommittee meeting is scheduled for May 1st at 6:00pm.

The Next CFAC meeting is scheduled for May 8th.

Agenda to include - Update from Subcommittee on FY 2024 Operating Budget Report
Overview of Proposed FY 2024 Operating Budget from Finance Director

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

Roll to adjourn called by Chuck: Lillian = yes, Neil = yes, Jacky = yes, Chris = yes, and Chuck = yes

Meeting adjourned at 7:55pm

Respectfully submitted.

Theresa M. Santos



FY24 CFAC
Presentation.pdf

Attachments: