



# 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

08.21.2023

6:00 PM

**Zoom Meeting: Join Zoom Meeting:** <https://townofbarnstable-us.zoom.us/j/83173602515>  
**Meeting ID:** 831 7360 2515

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#### Roll Call:

Chair Lillian Woo called the CFAC Zoom meeting to order at 6:01PM  
Roll call and quorum verified by Clerk Chuck

- CFAC Members Present: Lillian Woo, Neil Kleinfeld, Chris Lauzon, Hector Guenther, Jacky Johnson, and Charles McKenzie
- CFAC Members Absent: Wendy Solomon
- Councilors Present: none
- Staff Present: Director of Finance, Mark Milne
- Other Present: None

#### Act on minutes:

No minutes to approve at this time

#### Public Comment

None

## Review Draft of FY24 Financial Overview Report

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Chair Woo stated that with the focus at the last meeting being content, this meeting will focus on editing. Each member will have an opportunity to provide their input; Neil is the scribe.

### Page 1: Community Profile

- Minor editing changes
- Community Profile and assessed value – will have ‘1’ added after the median value as well as the source cited.

### Page 2: Government Structure

- Compiled suggestions noted for review.
- Editing and grammatical changes
- Paragraph 2 - Delete Line 2 – Delete ‘divided all the way to the governance of the town...’ and substitute with ‘the Town has 13 precincts each with a Town Council member...’ as noted in the margin on the draft.
- Paragraph 3 – corrections completed as noted in the margin on the draft.
- Remove the Licensing Department as it no longer exists.
- Font should be consistent throughout the document.

### Page 3: General Fund Revenue and Expenditures

- Minor editing and grammatical changes
- General Fund Revenues – text in the description should match the text in both graphs.

### Page 4: General Fund Revenue and Expenditures cont’d.

- Minor editing and grammatical changes
- Per Mark, the budget book has amounts for Municipal Operations as \$46.7 million and Fixed Costs at \$54.6 million and should be reflected the same in this chart for consistency. Pie chart to be corrected as well.
- QR codes have been verified.
- Neil will address the text in the lower right corner of the two charts which is cut off.
- Mark advises that the categories in both Municipal and Fixed charts are flipped.

### Page 5: Enterprise Funds

- General Funds Cost chart – \$3.4 million represents the indirect cost charges that the general fund assigns to the enterprise fund operations for which the enterprise funds end up reimbursing the general fund.
- Minor editing and grammatical changes

### Page 6: Fire Districts

- Minor editing, grammatical and formatting changes
- Delete the last sentence on the page.
- The last paragraph on the page should be changed to read ‘the taxes levied by the fire districts...’.
- URL will be reinserted.

### Page 7:

- Minor editing and grammatical changes
- Previously suggestions as noted in the right margin have been inserted.

### Page 8:

- Font changed to accommodate all the text on one page; removing the blank line and bottom line in the last chart will allow for the Public Education header to be reinserted.

- Paragraph 1 - First sentence of first paragraph eliminate 'school district expenditure' and replace with 'local contribution'.
- Paragraph 2  
Reword the first sentence to start with 'The General Fund..'.  
Delete the last sentence
- Paragraph 5  
Reword the first sentence to read 'Forecasted K-12 is expected to stay essentially flat for the next few years.'  
Delete the word 'recently'.
- Combine paragraphs three (3) and four (4)
- Additional editing and grammatical changes

7:12pm – Hector excuses himself from the meeting.

Page 9: Property Taxes

- Minor editing and grammatical changes

Page 10: Comprehensive Wastewater Management Plan (CWMP)

- Editing and grammatical changes

Page 11: Comprehensive Wastewater Management Plan (CWMP) cont'd

- Editing and grammatical changes

Page 12: Financial Responsibility and Transparency

- Editing and grammatical changes
- Font change is needed to maintain consistency.
- CFAC email address is not accessible to members, it is monitored by Mark. Boards and Committees are not permitted to use the Gmail email as Town Councilors currently do. As the Town migrates to Microsoft 365 it is likely that the CFAC Chair will have access to the existing CFAC email box.

One the updates have been completed, the new version to be forwarded to Lillian.

It will then be sent out to members again to move forward for approval.

Reminder to all members to complete the Conflict-of-Interest training online by September 6<sup>th</sup>, sending your Certificate of Completion to Cindy Lovell in the Town Council office.

Mark suggested members review the presentation to the Town Council regarding the potential change to the current 50/50 health insurance contribution split for employees; and let him know if there are any questions.

Motion to adjourn the meeting by Neil, seconded by Chris

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

Meeting adjourned at 7:36pm

Respectfully submitted.

Theresa M. Santos



DRAFT-CFAC

Attachments: 8-25-2023-AM-3 (1).c