



# 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

08.28.2023

6:00 PM

Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/86991626651>

Zoom Meeting ID: Meeting ID: 869 9162 6651

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

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#### Act on minutes:

No minutes to approve at this time

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#### Public Comment

None

## **Staff Report:**

### **Overview of the Final Draft of FY24 Financial Report (attached)**

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Chair Woo provides the status and advises that members will be providing comments and further edits.

- Page 1: Minor grammatical editing; URL for Twitter is active.
- Page 2: Government structure section is good.
- Page 3: General revenue: Three main components of the general fund are underlined for identification and point of emphasis; the five (5) smaller revenue sources with no labels is because text would be far too small, therefore information can be accessed via the URL at the end of the section; minor grammatical editing.
- Page 4: Minor grammatical editing.
- Page 5: Enterprise fund – Excel link has rounding errors and total figure error to be corrected.
- Page 6: Fire Districts - Minor grammatical editing.
- Page 7: Capital Improvement Plan (CIP) – Minor grammatical editing
- Page 8: Public Education – Minor grammatical editing; percentage of foundation numbers corrected on last table.
- Page 9: Property Tax – Lillian provided the rewrite on the first two (2) paragraphs and will be substituted with existing language. Other minor grammatical editing.
- Page 10: Comprehensive Wastewater Management Plan (CWMP) – Grammatical editing.
- Page 11: CWMP continued:
  - \* Minor grammatical editing.
  - \* Language clarification under #4: First sentence under impact rewritten to say, “Four financial components that will impact a property owner...a property will see a sewer assessment, a cost to connect, an annual sewer fee and a property tax... ”.
  - \* Once a property owner connects to the sewer, property value increases.
  - \* Discussion: The Town has committed to date property taxes to this program of \$3.5 million annually; everyone is contributing to the cost of this program directly through a portion of the property tax bill they receive because there is a general fund subsidy. The property tax assessment is the only thing that affects all property owners, the remaining factors only apply to a property owner if they tie into the system.
  - \* Update the language after 8 to “These sources of revenue are estimated to provide more than fifty percent (50%) of the total program cost”.
- Page 12: Financial responsibility and Transparency
  - \* Accountable & Transparent: - Most the second paragraph to the top

Mark will speak to, and work with the printer regarding the accuracy of each QR code and URL within the document.

This is the first report that CFAC has completed on their own created this document.

A report on the result of the survey will also be needed.

Members are inclined to produce an additional fifty (50) copies to a total of three hundred fifty (350).

Covered areas:

Lillian – Hyannis and Centerville libraries and West Hyannisport Post Office

Hector - Osterville

Neil and Chris to split up Marstons Mills Barnstable and West Barnstable

Wendy - Cotuit

Jacky - Centerville

Each member will forward their distribution list to Lillian.

Chair Woo requests motion to approve:

Motion to approve the FY24 Financial Report made by Hector, seconded by Neil.

Vote call by Chuck: Lillian – yes, Hector – yes, Neil – yes, Chris – yes, Chuck – yes.

Approved unanimously with special thanks to both Neil and Lillian.

Chair Woo reminds members that Conflict-of-Interest training completion is due to be completed by September 6<sup>th</sup>.

**Review of Fiscal Year 2023 (FY23) Town Budget results provided by Mark:**

- General Fund:

Budgeted

\* \$6.7 million use of reserve.

We actually generated almost \$6 million surplus resulting in a \$12 million favorable budget variance

Revenue

\* Motor vehicle excise taxes performed well; actual receipts came in over \$2 million above estimation

\* Licenses and Permits \$2.6 million surplus

\* Building permits included a one-time large permit issued to Cape Cod Healthcare's new tower; this was close to \$900,000.00.

\* Investment income improved dramatically with a \$1.8 million surplus

Should revenue production continue future receipts estimates in establishing future budgets. It is good to see that revenues are performing well.

Intergovernmental deficit is revenue from reimbursements for Charter school estimates; we did not receive the amount that we were estimated to be distributed to the Town of Barnstable (TOB) in FY23; the assessments for Charter schools came in less also.

Included in property taxes are the FY23 levy that was assessed as well as levies from previous years that came in during FY23. Collection rates continue to be strong.

Expenditures: Most all returned appropriations were due to employee vacancies.

\* Health insurance and housing remain the two prominent factors in obtaining and retaining valuable employees.

\* Certain hybrid work environments do help in recruiting; not all departments have that capability.

\* Recruitment issues are not specific to Barnstable.

\* The only vote the Town Council had to take was to allow the Town Manager to negotiate something other than the 50/50 contribution split on employee health insurance while negotiating with unions. Changing the contribution rate effects reviewed. Additional difficult factors for this will include how many will obtain insurance if the employee cost decreases significantly, filled vacancies, future premium increases and more.

Mark will share presentation with CFAC at the next meeting.

Financial statements for the Department of Revenue are being assembled and will be submitted to get our free cash certified. We expect our free cash to go up and be certified in excess of \$30 million.

Enterprise funds saw similar increased results and are performing well.

- Solid Waste: Demolition materials resulted in increased revenue; corrugated cardboard is a smaller revenue generator; metals continue to bring in revenue as well.
- Water consumption has increased, detailed information is not currently available.
- Golf experienced a good year.
- HYCC is also seeing user groups return, which increases revenue.
- Marinas: dedicated transient program implemented. Prince Cove Marina acquisition has been paid in full. Bismore Harbor bulkhead will see a CIP request coming soon.

Comments / questions / responses:

- The Water Pollution Control enterprise fund budget will now include CWMP salaries as well as personnel costs for those that manage the facility on Bearses Way.

Next CFAC meeting will be held on September 11, 2023

Agenda items to include:

Employee Health Insurance by Mark Milne

## **Correspondence**

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None

The general member consensus for the next several meetings is that they will remain via zoom. Zoom meetings have become a more acceptable means of meeting for volunteer-based boards and committees and are acceptable until the end of March 2025. Statewide testimony before the state legislative group was given regarding permanently implementing this meeting format in future law.

There is currently one candidate for CFAC membership, a former CFAC Chair. He will be interviewed by the nominating committee on September 12<sup>th</sup> and if approved will be submitted to the Town Council for voting and could join by the end of October. There are currently two CFAC vacancies.

Request for Mark to request a presenter from DPW Director Santos and see if Griffin Beaudoin could be available to present an update on the CWMP progress.

Motion to adjourn the meeting by Chuck seconded by Neil  
Roll to adjourn called by Chuck: Lillian, Hector, Neil, Chris, and Hector  
Meeting adjourned at 7:49pm.

Respectfully submitted.  
Theresa M. Santos

Attachments:



FY25 General Fund  
Budget Projection CFA



CFAC Report  
Distribution Test (v9-2