



# 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  
Tom Keane  
Chris Lauzon  
James Sproul

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Craig Tamash

### MEETING MINUTES

## Comprehensive Financial Advisory Committee

### Meeting Minutes Operating Budget Subcommittee

04.29.2024

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/84841307092>

PHONE: 877-853-5257, Meeting ID: 848 4130 7092

#### Roll Call:

Sub Committee Chair Chuck McKenzie called the CFAC Operating Budget Subcommittee (OBSC) Zoom meeting to order at 6:02pm.

- CFAC Members Present: Lillian Woo, Jacky Johnson, Chris Lauzon, Jim Sproul, and Chuck Mc Kenzie,
- Roll call and quorum verified by Chuck McKenzie
- CFAC Members Absent: Hector Guenther, and Tom Keane
- Councilors Present: None
- Staff Present: Mark Milne – Director of Finance,
- Others Present: None

#### Public Comment

None

Motion duly made by Lillian, seconded by Christo approve the April 17, 2024, CFAC OBSC minutes.  
Roll call vote: Lillian-yes, Jacky-yes, Jim-yes, Chris-yes, and Chuck-yes.  
Vote is unanimous.

Motion duly made by Lillian, seconded by Chris to approve the April 22, 2024, CFAC OBSC minutes.  
Roll call vote: Lillian-yes, Jacky-yes, Jim-yes, Chris-yes, and Chuck-yes.  
Vote is unanimous.

### **Discussion and preparation of Operating Budget Subcommittee draft report:**

Review provided by Chuck McKenzie

It is noted that all financial data and relative links will be verified by Mark Milne and Gareth Markwell prior to finalization of the report.

#### Cover Page:

- Correct Town Council Liaison
- Minor grammatical and editing changes.

Page 2 – Editor’s notes for reference only

#### Page 3 Contents

- Remove CWMP
- Under Enterprise funds change Water Pollution Control to Sewer

Page 4 – Methodology - no changes

#### Page 5 – Overview

- Minor grammatical editing
- Change Water Pollution Control to Sewer

#### Page 6 – High level operating budget spotlight

- Request for review of ‘long term methodology’ language on line four (4)
- Bullet 2 – Chuck will send information to Mark who will offer alternative text, tracking edit changes to provide a more accurate reflection of what the numbers mean in the budget, returning updated version back to Chuck.
- Bullet 3 – pending dollars and percentages review by Mark and Gareth.
- Recommendation to name the bullet points for clearer reference for the reader (i.e. Largest Cost Centers, Enterprise Funds, State Aid, and Personnel). It would also be beneficial for the reader if each department could be bulleted with the dollar amounts next to them.

#### Page 7 - Revenue

- Figures will be verified by Gareth prior to finalization of the report.

#### Page 8 – Revenue continued

- Verbiage for the first line to be reviewed.
- Minor grammatical editing
- Clarification on Chapter 70 Aid, revenue goes to the municipality not the school district.
- Verbiage on first line under ‘Concern’ to be reworded.

#### Page 9 - General Fund

- Paragraph three (3), remove the first five (5) words, beginning the sentence with ‘Almost.’
- Minor grammatical and editing changes.

#### Page 10- General Fund continued

- Minor grammatical changes

Page 11 - Summary

- Recommendation to remove references to COVID

Page 12 – School Department

- The goal was to show the contribution for the Town was part of Chapter 70 Aid.
- Clarification of the difference between School enrollment and Foundation enrollment. Under the state description Foundation enrollment identifies the number of students within 16 categories such as English Language Learners (ELL), Economically Disadvantaged (ED), and Special Student. The actual description of what Foundation Enrollment can be obtained by inserting a link to Department of Education website.
- Actual numbers for the Chapter 70 Aid funds and the reasoning reviewed.
- Recommendation made to expand the category comparisons.
- The pending expiration of ESSER funds as identified by Superintendent Sara Ahern will be revisited for inclusion in the content. Jacky will review that video presentation and update the language for both ESSER funding expiration, increase of contractual services because of staffing shortages, increase in operating costs, and the need to use school savings funds to offset the elimination of those funds. The identification of those sources should also include Circuit Breaker, Savings, School Choice, and the General Fund.
- Jacky's focused goals was to identify that education was increasing, outweighing all other costs in the Operating Budget.
- Chuck will redraft the header language, the suggestion being Education and Municipal, and changing it to include FY25-FY29, with identified sources, and projections through FY29.

Page 13 – Highlights of the School's Operating Budget

- Category updates should include labeling the axis, column headers, year referenced as FY25.
- Minor grammatical editing
- Paragraph 1 should include the source. FY 25 grant information is not known at this time.
- Paragraph 2 requires additional data; suggestion included adding cost reductions such as the elimination of the School Attorney and other pieces that should be identified and included.
- A clearly defined conclusion of the analysis is recommended.
- Last paragraph, line five (5) – recommendation to eliminate the two (2) highlighted sentences starting with 'Investing...' , and then add a paragraph of a fact-based conclusion. The conclusion should include identifying the challenges and the long-term impact.
- Jacky's focus in working on this page, that by providing an idea for a solution as a citizen of the Town, it was an opportunity to express ourselves.
- Jacky to provide the update to chuck by Wednesday in preparation for Thursdays meeting.

Page 14 - DPW

- Content is updated from previous year, highlighting the challenges.
- Recommendation for full CFAC to have a discussion regarding a potential salary study relative to TOB in comparison with the private sector.
- Paragraph 3 – Water Pollution Control to be changed to Sewer.

Page 15 – DPW Continued - no changes.

Page 16 - Police

- The layout is clear.
- Brief discussion regarding BPD departing from Civil Service, and how BPD must have the three (3) disciplines clearly defined and in place.

Page 17 – Police continued - no changes.

Page 18 - Enterprise Funds

- Highlights include identifying upcoming major construction projects, and sewer commitments.
- Minor grammatical changes made.

Pages 19-24 – Enterprise Funds continued - no changes.

Page 25 -Analysis

- Content identifies funding sources, expenses, and percentages of fixed costs expenses FY25.
- Discussion regarding the impact of the change in TOB contribution to health insurance: April 30<sup>th</sup> is the last day of open enrollment, and Human Resources will be providing the numbers to Finance. It is noted that some employees have chosen to change to a higher deductible, more expensive plans.

Page 26 – Conclusion - no changes

Page 27 - Looking Ahead

- Inflation language is challenging, minor updates were made.

*Discussion:*

- Chuck has made note of all the recommended changes.
- School section: Chuck will send the section to both Jacky and Mark; section will be updated and sent back to Chuck to be incorporated back into the report.
- An updated report will be sent to members for further review at the 5/2/24 OBSC meeting.

Chuck has all recommended changes provided.

Correspondence from Committee Members - none

Communications from Staff - none

Matters not reasonably anticipated by the Chair - none

The next CFAC OBSC meeting is scheduled for 5/2/24

Motion duly made by Lillian, seconded by Chris to adjourn.

Roll Call vote by Chuck: Lillian-yes, Jim-yes, Jacky-yes Chris-yes and Chuck-yes

Meeting adjourned at 7:31pm.

Respectfully submitted.

Theresa M. Santos



CFAC Report on  
Proposed FY25 Opera

Attachments: