



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)
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Email: cfac@town.barnstable.ma.us

CFAC Committee:

Chair:

Hector Guenther

Members:

Vice Chair, Chuck McKenzie

Clerk, Chris Lauzon

Tom Keane

Chris King

Jeremy Shea

James Sproul

Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Betty Ludtke

MEETING MINUTES

Comprehensive Financial Advisory Committee

04.14.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/86363638695>

PHONE: 877-853-5257, Meeting ID: 863 6363 8695

Roll Call:

Chair Guenther called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Hector Guenther, Chuck McKenzie, Lillian Woo, Jim Sproul, Tom Keane, Jeremy Shea, Chris K., and Chris L.
- Roll call and quorum verified by Chris L.
- CFAC Members Absent: None
- Councilors Present: Gordon Starr, Betty Ludtke
- Staff Present: Mark Milne-Finance Director, Dan Santos-DPW Director, Barnstable Police Department Chief Jean Challies, Deputy Chief Jen Ellis, Deputy Chief Mak Melly, Director of Finance and Support Services-Anne Spillane
- Others Present: None

Motion to approve the minutes of March 24, 2025, made by Lillian, seconded by Tom
Roll call vote by Chris L.: Hector-yes, Chuck-yes, Lillian-yes, Jim-yes, Tom-yes, Jeremy-yes, Chris K., and Chris L.-
yes
Minutes approved as submitted

Discussion on the Public Works Department Operating Budget

Review provided by DPW Director, Dan Santos

The decision package and operating requests if approved include escalators for both employment and maintenance contracts; increases in operating and utility expenses.

Enterprise Funds:

- HYCC: Increased staffing levels and payrate increases; Additional full-time facility supervisor; Credit card fees; Mechanical operating capital; Preventative maintenance agreement; General building supplies
- CWMP Program: Increases to personnel and additional vehicles which would also be available for plowing.
- Water Pollution Control (WPC): Equipment and critical component replacements and Stewarts Creek Grinder Pump replacements
- Water Supply Division; Year 17 increase in accordance with the Operations contract and Emergency repairs and Police details
- Solid Waste: Disposal fees; Construction and demolition; Recycling materials; Overtime; CHARM recycling disposal (hard to recycle materials); Uniforms; HVAC system replacement

Highway: Police details; Tree service contract; Road marking supplies, Osterville drawbridge maintenance, Sandy Neck trail repair program; Sandblast/paint (increases the lifespan of vehicles); Operating capital-vehicles; Stormwater project manager; Pond and lake water quality sample analysis

Structures & Grounds: Facilities operating capital; Gas utility; Supply budget; Building and facilities increase; Alarm repairs; Animal / pest control services

Discussion:

- Solid Waste: fee increases are implemented gradually; plate readers help offset staffing needs at the gate
- Sandy Neck: cottage tenants lease the land and pay taxes which is why DPW provides trail repairs
- Members thank Director Santos for his presentation, time and explanations.

Discussion on the Police Department Operating Budget

Review provided by Chief Jean Challies

FY26 Priorities, challenges and funding requests

- Recommended funding requests: Vehicle replacements; Increase in IT services and final year of technology equipment purchase; Training (mandatory and professional development); Increase in garage parts; Body worn camera redaction software (saves review time in preparation for volume of requests); department issued cell phones (allowing assistance when there is a language barrier); equipment (rifle racks and tactical drone); digital forensics additional training and equipment (plate readers / keys to unlock locked phones/etc.); marine unit (inhouse repairs and maintenance); community policing programs (Citizens Police Academy and Explorer programs)

- Body worn camera program was successfully implemented in May of 2024
- Personnel shortages due to long-term leave and absences have either a return date or have filed their retirement papers.
- The Town of Barnstable and Unions are working to remove BPD from the Civil Service

Challenges:

- Discovery requests / Rule 14
- Freedom of Information Act Requests (FOIR) have increased significantly
- Vacancies and recruitment: 14 vacancies, two (2) pending retirements, three (3) on military leave, and four (4) pending returns from leave/medical. Also looking at two (2) more vacancies, one for military and one for maternity.
- 2024 Overtime for community events reviewed
- Active grants and their purposes reviewed
- Pending grants in process reviewed
- Also reviewed were anticipated grant applications to become available in FY26

Discussion:

- Previous discussions on lateral transfers from other departments; a signing bonus was offered; however, those transfers must come from another Civil Service department. Housing and cost of living issues continue to be a hinderance Should BPD be removed from Civil Service; it is anticipated that lateral transfer issues will no longer be a concern.
- Councilor Ludtke requested opinion on purchasing an electric cruiser; previous hybrid vehicles proved ineffective for a town the size of Barnstable. BPD would not be ready to take on the repairs of an electric fleet either.
- Anticipated changes to staffing vacancies when BPD is no longer under Civil Service.
- Changing the housing distance requirements
- Members thank Chief Challies for her time and presentation, commending the prioritization of training and growth for staff.
- Cost for FOIR's
- Shared costs for the regional center (Sandwich / Yarmouth / Barnstable)
- Members thank Chief Challies and team for their presentation

Communications from Staff:

- The final Intended use Plan issued by the DEP included both projects that the TOB submitted. The DEP will continue to allow projects to carry over. The \$50m cap remains and funding is guaranteed for those projects. The 2026 plan may have changes in how funding is provided, however, a commitment was made to include conversations with all stakeholders.
- Operating budget discussions continue with Department Heads; requests are being evaluated with a focus on discretionary and non-discretionary requests, and what effect that will have on the use of reserves.
- Enterprise funds were finalized, Mark will share that information with the Operating Budget Subcommittee
- Budget book is scheduled to be submitted to the Town Council on May 14th
- The CFAC committee and members provide valuable ideas and input to the Finance staff and to the Town Council, and it is appreciated.

Correspondence from Committee Members:

- CFAC Capital Subcommittee presented their report to the Town Council; the presentation was well received, and Councilors were engaged.
- There has been no further discussion yet on whether DPW could assist with school facilities projects.
- Members are encouraged to reach out to potential new CFAC members to fill vacancies.

Matters not reasonably anticipated by the Chair: None

Closing public comment: None

The next CFAC meeting is scheduled for April 28, 2025

Motion duly made by Tom, seconded by Chris K. to adjourn

Roll Call vote by Chris L.: Hector-yes, Chuck-yes, Lillian-yes, Jim-yes, Tom-yes, Jeremy-yes, Chris K.-yes, and Chris K.-yes

Meeting adjourned at 8:03pm

Respectfully submitted

Theresa M. Santos



2025.03.24 Minutes
CFAC Draft.pdf



CFAC 2025 Final
Presentation 623pm.i

Attachments: