



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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Email: cfac@town.barnstable.ma.us

CFAC Committee:

Chair:

Laura Cronin

Members:

Robert Ciolek
Stanley Hodkinson
Ralph Krau
Henry McClean
Jacqueline Michelove

Staff Liaison:

Mark Milne

Councilor Liaison:

Richard Barry
James Tinsley

CFAC MEETING MINUTES

1.09.12

7:00 PM

SAB Conference Room

CFAC Members Present: Robert Ciolek, Jacqueline Michelove, Stanley Hodkinson, Ralph Krau, Henry McClean, Laura Cronin

CFAC Members Absent: None

Councilors Present: None

Staff Present: Mark Milne-Finance Director, Deb Childs - Finance/Budget Analyst

1. Call to Order

Upon a quorum duly present, Laura Cronin called the CFAC meeting to order at 7:00 PM in the SAB Conference Room.

Motion made and accepted to approve the minutes of 12.05.11.

Vote: Unanimous

2. Staff, Council & Chairman's Comments

Laura acknowledged receiving the resume of the newest accepted member to the CFAC committee - Mr. Gregory Plunkett. She will reach out to him this week and request he join the next meeting.

Laura informed the committee that she had received an invitation from the Acting Town Manager encouraging the committee's participation in the

newly established Barnstable IForum. He requested the committee members take the opportunity to review the site and help spread the word.

Laura also received communication from Councilor Janice Barton requesting a representative from CFAC to participate in the drafting of an RFP in regard to the Danforth Property in Marstons Mills. Stanley has volunteered to represent CFAC and will bring any information to future CFAC meetings.

Mark Milne indicated there will be more to come on the Barnstable IForum initiative. It is a tool put in place to solicit ideas from the community and reach out to those who may not be able to attend a meeting. An upcoming senior managers meeting is expected to provide more direction on the manager's roles in addressing comments.

Mark informed the committee that the annual audit has been completed. He has an electronic version that can be forwarded to the committee. He noted it is a 150 page document.

Old Business

Solid Waste Review Sub-Committee Status Report

Bob Ciolek reviewed that he had forwarded various emails to the sub-committee members. He attended the last REC meeting, the committee is deliberating in January and hope to vote on decisions by the end of January. One of the emails he forwarded is a memo from Rick Elhrick that is six to seven draft options for the REC to consider. Bob also sent a copy to Mark Ells and Mark Milne to keep them informed.

Bob hopes to close some open issues and update material received from Jackie on the Town of Plymouth, and information from Henry on the Town of Westford. Once the draft is ready he will review with the entire CFAC committee.

He suggested the SW sub-committee meet some time at the end of Jan, beginning of Feb to fine tune the report.

The sub-committee tentatively plans to meet on 1/30.

Laura inquired if the CFAC report needs to coincide with the REC report. Bob C. replied no.

Discussion continued on various factors and questions about potential models/suggestions from the REC.

Bob C. reviewed that CFAC will provide analysis of costs related to suggested models by the REC but ultimate decisions on action will be up to the Town Council.

CIP Sub-Committee updates

Mark reviewed that the CFAC CIP report will be due on Feb 24th. Mark inquired if the committee might like to invite any department heads in to discuss their budgets.

Stan, Henry and Laura will form the sub-committee.

Laura asked the members to return any comments to her by the 23rd. They will review comments on at the first meeting and February and decide on any department heads to invite.

A meeting with Tom Lynch will be coordinated once the report is finalized.

Mark reminded the committee that the General Fund is looking at utilizing unexpended funds from prior existing projects. No new bonds or borrowing is anticipated. Mark estimates there will be approx. \$1M available for non school projects and approx. \$300K for school projects. This is in addition to the \$3M roads program.

User Fee Proposal Follow up

The Acting Town Manager implemented all suggested fee changes with the exception of the Sandy Neck sticker for Sandwich residents. Details can be found on the town website.

Open Committee Positions

There are still two open positions. Mark Milne had a potential candidate to whom he sent an application. Laura commented that the expedited approval process for the newest member was appreciated.

New Business

FY13 Budget

Mark provided a handout with updated projections. He reviewed the handout.

Jacqui inquired about how to know what was voluntary versus mandated expenses. Mark replied that there were no voluntary.

Bob C. inquired about the decrease in debt service. Where there a number of loans expiring? Did Mark anticipate any significant borrowing for FY14 or FY15?

Mark replied yes several loans were expiring and no he did not anticipate any significant borrowing in FY14 or FY15. Reduction in debt service would result in a reduced withdrawal from the Trust Fund.

Jacqui inquired if there was any decrease or elimination of programs?

Mark replied no.

Laura inquired about the status of the FY12 current budget.

Mark replied it was fine with the exception of the Town Manager budget which would require a supplemental appropriation.

Councilor Liaisons

Laura inquired if another Town Councilor would be assigned to replace Richard Barry?

Mark was not aware of any reassignments at this time.

Laura will consider inquiring with the Town Council President.

3. Discussions

Bob Ciolek mentioned that Phil Boudreu from the CAC committee mentioned they will be meeting with the Town Council in the near future.

Ralph K. will be attending a luncheon on Jan 20th to hear an update on the Cape Cod Commission. He welcomes any questions the committee may wish to have brought to the meeting.

Meeting adjourned at 8:15 p.m.

Next Meeting - Monday, January 23rd @ 7 p.m.