



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Laura Cronin

Members:

Robert Ciolek
Ralph Krau
Henry McClean
Jacqueline Michelove
Gregory Plunkett
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

John T. Norman

CFAC MEETING MINUTES

5.27.14

7:00 PM

Growth Management Conference Room

CFAC Members Present: Laura Cronin, Gregory Plunkett, Lillian Woo, Robert Ciolek, Jacqueline Michelove

CFAC Members Absent: Ralph Krau, Henry McClean

Councilors Present: None

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

1. Call to Order

Laura Cronin called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room of Town Hall.

2. Act on Minutes

Minutes of 5.14.14 approved.

Vote: Unanimous

3. Communication From Committee Members

None

4. Communication From Councilors and Staff

None

5. Old Business

FY15 Operating Budget Sub-Committee Update

The sub-committee met and reviewed the summary date. They formulated a list of questions and items that require clarification.

The sub-committee did not come out with any big issues. Their plan is similar to last year to see where CFAC can add value to an item of discussion.

Bob C. recommended that they make note of what the administration has adopted from last year's analysis. More will be likely to read the report if they know it is having an impact. For example, the recasting of the budget departments to again include the employee benefit information.

Jacqueline questioned why that was not in the proposed budget.

Mark replied that the budget it in the overall and track for the actual per department. The actual would help with any cost of service analysis for a department.

Laura started to review the committee questions.

School Budget - The subcommittee was looking for updated information in regards to students and enrollment.

Mark provided enrollment figures to the sub-committee.

Laura is interested to see how accurate the projections are to actuals and will review the historical information.

Some discussion occurred on changing demographic and student enrollment.

There was some question as to if departments are reviewed throughout the year. Are newly developed departments reviewed to see if there is a “return on investment” .

Jacqueline commented on some positions being transferred out of departments and wondering why they were put there in the first place.

Mark reviewed the changes to the Growth Management Property Management role , the addition of an Administrative Assistant to Community Services, and the movement of the Traffic Engineer from Growth Management to DPW due to noted duplication of efforts with the Town Engineer. These changes hope to better align the positions.

Questions regarding residual on-going and long term costs of projects and how they are reviewed at the time of a capital project. Example: Streetlights in downtown area that maintenance costs have been assumed by the Town.

Bob C. recommended reviewing the enabling act to see what it says about the law.

Mark commented he was not involved in the project and cannot answer the questions.

Recycling Revenue - Mark noted that recycling is not a 100% cost recovery. It is a service provided free of charge. The major source of revenue is any metals . The second source is bottle donations which is usually designated for a charitable organization.

Jacqueline questioned staffing costs and the schedule being open seven days a week.

Mark noted that could be reviewed to if there might be a benefit to changing the current schedule.

Mark also noted that there was some discussion amongst Town Councilors about opening a second recycling site and that they are exploring the factors involved.

Solar Energy -

Discussion on the impact to budgets. The wind turbine projects should result in a decrease to the electricity budgets.

Laura inquired would it be helpful to see the financial benefit promoted or advertised within the budgets?

Mark suggested the CVEC (Cape & Vineyard Electric Cooperative, Inc.) come to a Town Council meeting to present the financial benefit to the Town of Barnstable. He could then put that information into the budget.

Water Supply Fund - question on the increase contract expenses.

Mark noted that there is an outside contractor that provide management oversight on a day to day basis. A new water storage unit was constructed and needs to be monitored.

Lillian commented that the new format of the budget book was much better.

6. New Business

None

7. Discussion

Mark noted that the Budget presentations will begin at the June 5th Town Council meeting. The sub-committee could attend and present their report.

Motion made to authorize the Operating budget sub-committee to prepare and present a report to the Town Manager.

Approved

Vote: Unanimous

The meeting adjourned at 8:40 p.m.

Next Meeting: CFAC will next meet on Monday, June 9th, 2014 @ 7 p.m. at the Growth Management Conference Room, 3rd Floor, Town Hall.

DRAFT