



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:

John Schoenherr

Members:

Robert Ciolek
Ralph Krau
Lillian Woo
Joseph Mladinich
Allen Fullerton
Hector Guenther

Staff Liaison:

Mark Milne
Nathan Empey

Councilor Liaison:

Paula Schnepf

MEETING MINUTES

10.09.18

6:00 PM

Planning & Development Conference Room

Roll Call:

- CFAC Members Present: John Schoenherr, Hector Guenther, Allen Fullerton, Lillian Woo, and Joseph Mladinich
- CFAC Members Absent: Ralph Krau and Robert Ciolek
- Councilors Present: None
- Staff Present: Mark Milne, Director of Finance, Nathan Empey, Budget Analyst
- Other Present: None

Call to Order:

John Schoenherr called the CFAC meeting to order at 6:00 PM in the Growth Management Conference Room of Town Hall.

Act on Minutes:

The following minutes were approved by unanimous vote:

09.10.18

Old Business:

John S. mentioned that Councilor Paula Schnepf indicated Town Council's Strategic Plan may be approved soon, and that she could present it to CFAC. Mark M. responded that the Strategic Plan will not be approved until November 1st Town Council meeting.

New Business:

Mark M. reviewed a drafted capital project evaluation tool with the committee. Mark M. noted we have been talking about a new evaluation tool for years to score projects. The current process has become too cumbersome.

The drafted evaluation tool is based on degree of urgency, that is, categories are ranked by local or state law, public safety, economic advantage..etc. Mark M. noted this new evaluation tool tries to reference Town Council's Strategic Plan. This evaluation tool has not been approved yet, and that it would be presented to the Scoring Task Force for review. Mark M. noted Program/Function would be the hardest to approve. The Strategic Plan does not rank the categories presented in the evaluation tool.

Hector G. asked how do you rank projects from highest to lowest? Mark M. responded that the highest scoring project by the matrix is ranked the lowest. Mark M. also noted the highest ranked projects are not always approved.

Hector G. commented that housing is ranked least important program/function area? Why wouldn't this be ranked higher than recreation? Mark M. responded it becomes a challenge to agree on appropriate weights. Hector G. suggested housing should be ranked higher.

John S. asked has this evaluation tool been shared with others? Mark M. responded this has been shared with managers, which we are waiting on feedback. This evaluation tool will be reviewed at the workshop, but personnel bias is going to way heavy into this. John S. noted that these rankings might shift overtime. John S. noted the degree of urgency rankings could be aggregated into buckets.

Lillian W. asked could the evaluation tool only include the degree of urgency? Mark M. responded we did that last year. The task force scored the projects in the first round by degree of urgency and then scored those projects using the 10 criteria matrix in the second round.

John S. asked what is an example of a continuous usage project? Mark M. responded Town Hall versus a Beach Bathhouse project.

Mark M. noted this evaluation tool might receive a lot of resistance, but it would help if Town Council would priorities it's needs for the next two years. Joseph M. asked is there any way to get Town Council to priorities needs? Mark M. responded priorities are based on the interaction between Town Manager and Town Council, which is constantly an evolving dialogue. The situation in the community as well as council members is constantly changing, so priorities are hard to predict.

John S. asked do you share the task force scoring results? Mark M. responded yes, results are included in the capital booklet.

Mark M. noted that a CFAC member has been invited to attend the task force scoring workshop. Mark M. noted there are too many projects to talk about in one day, so the workshop focuses on top priority projects by departments. This workshop only includes the general fund projects.

Mark M. noted the committee's annual report is due at the end of the week. Joseph M. asked what is the annual report? Mark M. responded every department, board, and committee must submit an annual report to Town Council. CFAC can create a report to be approved at the next meeting.

Matters not reasonably anticipated by the chair:

None

Discussion of topics for the next meeting:

Meet with the Town Assessor, approve CFAC's annual report, and review the evaluation matrix further.

Adjournment:

CFAC's next meeting will be Monday October 22, 2018 at 6:00pm.

List of documents handed out

1. 9.10.18 minutes
2. Drafted Capital Program Project Matrix Evaluation Tool