



**The Town of Barnstable**  
Comprehensive Financial Advisory Committee (CFAC)  
367 Main Street, Village of Hyannis, MA 02601  
v. 508.862.4654 • f. 508.862.4717  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)  
Email: [cfac@town.barnstable.ma.us](mailto:cfac@town.barnstable.ma.us)

CFAC Committee:

Chair:  
Lillian Woo

Members:  
Vice Chair, Ralph Krau  
Clerk, Hector Guenther  
John Schoenherr  
Joseph Mladinich  
Melanie Powers  
Tracey Brochu

Staff Liaison:  
Mark Milne  
Nathan Empey

Councilor Liaison:  
Paula Schnepf

**MEETING MINUTES**

01.13.20

6:00 PM

Planning & Development Conference Room

Roll Call:

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- CFAC Members Present: Ralph Krau ,Hector Guenther, Lillian Woo, Melanie Powers, John Schoenherr, Tracey Brochu, and Joseph Mladinich
- CFAC Members Absent: None
- Councilors Present: Paula Schnepf
- Staff Present: Mark Milne, Finance Director, Nathan Empey, Budget Analyst, and Dan Santos, Director of Public Works
- Other Present: None

Call to Order:

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Lillian Woo called the CFAC meeting to order at 6:00 PM in the Planning & Development Conference Room at Town Hall.

Act on Minutes:

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The following minutes were approved by unanimous vote:

12.09.19

## Comments:

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Lillian W. noted to the committee that CFAC meetings would start to be videoed. She also requested the members to introduce themselves for the first videoed meeting. Lillian W. read the committee's administrative procedures as indicated by town code and that CFAC is responsible with providing financial analysis and recommendations. Paula S. noted videoing these committee meetings shows the importance and value, and that Town Council is looking for open transparency across committees.

## Old Business:

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Lillian W. noted that Hector G. represented CFAC at the FY 2021 Capital Improvements Plan Taskforce Workshop. Hector G. noted there were about 20 to 25 people at the workshop to review the proposed capital projects, and that project cost ranged from \$30,000 to \$28 million. Hector G. noted that the sewer projects make up the highest cost. He noted that the process was very thorough and that every department presented their top priority projects, which after each project discussion workshop members would vote. Melanie P. asked how do they tally the votes? Mark M. responded that there is a chapter in the capital booklet that is dedicated to the scoring process; however, it's not the only process we use.

## New Business:

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Dan S. reviewed Public Works top 20 priority projects with the committee. He noted that the result from the first round of scoring doesn't necessarily mean the highest ranked projects will get funded. Dan S. noted that the public roads maintenance program is Public Works top priority, but it's rated fourth during the first round of scoring.

Dan S. noted if the committee would like, he could review the sewer projects as well as enterprise fund projects in the future.

1. Public Roads Maintenance Program has been funded every year for 10 or 12 years. Dan S. noted that things are getting more expensive, which is why the project cost request is up from the annual \$3.5 million in order to maintain the equivalent amount of quality work done. Dan S. noted this program is for road rehabilitation, and that doing a full depth reconstruction is more costly. This program can include crack sealing, overlay, traffic calming, and drainage. The drainage system is a big part of the program. There are 700 public roads in town. Dan S. noted this program is for increasing the road quality index up to 80 for a road surface rating. Joseph M. asked who rates the roads? Dan S. responded we have a consultant that comes in.
2. School Administration Building is being worked on in phases, which Dan S. noted it is very expensive to do it all at once. Dan S. noted the first phase would address the life safety issues, second phase pump controls and HVAC upgrades, and the final phase to replace the elevator and generator. Lillian W. asked what is the average life of a cooling system? Dan S. responded major components can last 20 to 30 years, but overtime once they breakdown it's hard to find parts.
3. Municipal MS4 is a federally mandated program for urban areas to manage and keep storm water out of surface water. Dan S. noted storm water has many pollutants and can contribute to cyanobacteria in our ponds. Dan S. noted we have to do this, and that it is costly. The town is large with 450 miles of roads. Dan S. noted public education is needed as many pollutants come from homes. Dan S. noted we have hundreds of catch basins in town that must function well. This year's project request is to update the storm water mapping. John S. asked is this just mandated for public roads? Dan S. responded it's something we're reviewing, but not clear. Ralph K. asked is there any federal funding? Dan S. responded no. Hector G. asked is this just design and planning funds? Dan S. noted there would be some operating impact in the future. John S. asked is there any time constraints? Dan S. responded yes and that Public Works has met the first deadline.
4. DPW Facility Upgrades. Dan S. noted the building facility is over 10 years old and that we consolidated the administration into the one building. There are no adequate restrooms. Dan S. noted the project

- would add upgrades to showers, bathrooms, and locker rooms at the facility. Dan S. noted with the comprehensive wastewater coming up, we anticipate hiring more technical engineers.
5. Town Hall Mechanical Improvements. Dan S. noted a few years ago, we took care of the masonry and windows, and that we have design funding for the bathrooms. Dan S. noted it doesn't make sense to just replace the heating system. This project would replace heating, fire suppression, and cooling systems. Dan S. also noted the building has a lot of asbestos. Ralph K. asked how long will this project take? Dan S. noted about 2 to 3 years.
  6. Town Hall Security would evaluate what's necessary for safety concerns due to current events, and that we need to protect the public space. This project would include adding metal detectors, monitoring systems, add a greeter in the building, and control floor access.
  7. Marston Mills demolition. Ralph K. asked is there asbestos in the building? Dan S. responded yes. Dan S. noted we previously received funding to remove the portables. This property has been vacant for over 10 years. The building was built in the 1950's and is pretty much done; it's becoming a nuisance due to a lot of problems there.
  8. Salt Shed Repairs. Dan S. noted the town has two salt sheds for snow and ice operations, which the town stores large quantities of salt. Dan S. noted the sheds are open and old, and that a structural evaluation is being done.
  9. Kalmas Road Entrance project is for pedestrian safety at the beach. This project will also address the traffic part with safe efficient operations.
  10. 200 Main Mansard Roof Replacement. It was noticed the shingles are falling off and plywood is rotting. There is also concern with the structure of the roof.
  11. Hyannis West End Rotary is poorly designed and that there is no pedestrian consideration. The Chapter 90 program of \$11 million is pretty much exhausted, but the town does receive about \$2 million a year from the state because the town has a large number of roads, which factors into the state distribution calculations.
  12. Snows Creek Culvert needs to be replaced to improve water quality by increasing flushing. Dan S. noted we might get a grant for this project.
  13. Oyster Harbor Bridge Study. The bridge was built in 1946 and will eventually need replacing. Dan S. noted the drawbridge parts are worn out, and that there are safety concerns.
  14. Old Town Hall was in built in 1926. Dan S. noted the mechanical system needs replacement. This is a leased building that we are required to make improvements.
  15. Culvert Improvements. Dan S. noted failure of the culverts would affect the roads.
  16. Emergency Generators is a four-year plan. Dan S. noted we run through scenarios with emergency response with a focus on public safety. Buildings such as School Administration and HYCC will have generators to serve a greater amount of people. Lillian W. asked would there be emergency generators in all the properties who need to use it? Dan S. responded places that need it and where people congregate. Lillian W. asked how many generators? Dan S. responded about six as well as some portable generators.
  17. Mosswood Cemetery Improvements. Dan S. noted the facility there has a small bathroom and is not handicap accessible.
  18. Parking Lot Maintenance. Dan S. noted the town has about 54 public parking lots. This project would provide reconstruction to repair them. John S. asked is it required to have electric vehicle power stations at public parking lots? Dan S. responded no.
  19. Cape Cod Airfield Hanger Repair. Dan S. noted the structure is in need of repair to continue its use. The airfield is 96 years old, and that it's a town lease property.
  20. Town Hall Complex Improvements - Dan S. noted this project would reconstruct the curbing, drainage, and lighting. Ralph K. asked if there was any consideration for a garage parking lot? Dan S. responded Public Works isn't considering that, but it may be a Planning & Development review.

Matters not reasonably anticipated by the chair:

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Mark M. noted that Town Council and Town Manager might ask CFAC to come back and update Bob Ciolek's Funding Principles Report, which was tabled by the committee, since it had been distributed to Town Council and Town Manager.

**Discussion of topics for the next meeting:**

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Meet with the School Department to discuss the capital project submissions on Monday January 27<sup>th</sup>.

**Adjournment:**

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**List of documents handed out**

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1. 12.09.19 minutes
2. Updated FY 2021 Capital Improvements Plan Schedule