



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Lillian Woo

Members:

Vice Chair, Hector Guenther
Clerk, Chuck McKenzie
John Schoenherr
Melanie Powers
Tracey Brochu
Wendy Solomon
Ronald Fone

Staff Liaison:

Mark Milne
Nathan Empey

Councilor Liaison:

Paula Schnepf

MEETING MINUTES

03.14.22

6:00 PM

Zoom Meeting : <https://zoom.us/j/95614477886>

Meeting ID: 956 1447 7886

Roll Call:

Chair Lillian W. called the CFAC Zoom meeting to order at 6:00 PM. Clerk Chuck M. called the roll.

- CFAC Members Present: Lillian Woo, Melanie Powers, Hector Guenther, Wendy Solomon, Ronald Fone, Tracey Brochu, and Chuck McKenzie
- CFAC Members Absent: John Schoenherr
- Councilors Present: None
- Staff Present: Mark Milne; Finance Director
- Other Present: None

Act on Minutes:

The following minutes were approved by unanimous vote:

02.28.2022

Public Comments:

None

Correspondence:

None

Staff Report:

None

New Business:

Tracey B. noted because of some technical challenges the CFAC Capital Subcommittee was not able to meet at their previously scheduled March 11th meeting. Therefore, the subcommittee will take this opportunity to utilize our regularly scheduled meeting to review their memo.

Tracey B. noted she updated last year's subcommittee report and updated it for the new fiscal year and added the new members. Vice Chair Hector G. volunteered to be the chair of the subcommittee. Tracey B. noted last year's report included six examples, however, this year we should really focus on the Comprehensive Wastewater Management Plan (CWMP) because that is where the focus will be over the next few years. Vice Chair Hector G. agreed we should reduce the amount of examples. Tracey B. suggested someone else should be the scribe this year to ensure that next year someone from the committee understands how to update the report. Vice Chair Hector G. asked if each of the subcommittee members provided their own examples, how could we circulate that information without violating the open meeting law? Chair Lillian W. responded that when everyone writes up his or her section, the scribe can compile and send out the report, but no comments or edits can be made. Melanie P. responded that we could review the compiled report and come to the meeting with our own edits.

Vice Chair Hector G. noted he finds the current draft long and duplicative. Vice Chair Hector G. suggested deleting the Water Resources Advisory Committee narrative and start where it says introduction. Vice Chair Hector G. also noted the methodology section could be boiled down a bit. Vice Chair Hector G. asked the committee if the evaluation criteria should include more detail? Melanie P. noted the evaluation criteria is an important strength to the town's decision making, it should be acknowledged, but doesn't require extensive detail. Tracey B. suggested putting the evaluation scoring criteria within additional information and put a footnote referencing it under methodology. Vice Chair Hector G. responded that it was suggested the evaluation criteria is important to the reader. Melanie P. noted the evaluation criteria could be used as a way to frame our commenting and should be included in the narrative, but we could take out the round scoring criteria. Melanie P. suggested that she would review that section of the report. Melanie P. also suggested reviewing the next section that summarized the 5-year capital plan. Vice Chair Hector G. suggested we remove that comment that CFAC is interested in participating in the task 1 presentations. Vice Chair Hector G. noted John Schoenherr was pushing for a new criteria section, which has been added to the capital submission forms, so this recommendation was already added to the report. Chair Lillian W. noted this new criteria was to evaluate if the project achieved what it was supposed to do. Vice Chair Hector G. asked has the town done that in its planning? Director Mark M. responded that in every project submitted by departments, we added a new criterion to the data sheet; we asked every department to include the metrics that measures success of the project. Director Mark M. noted that by adding this criteria, we now have something to look back to when the project is completed. Vice Chair Hector G. asked where would we find these metrics? Director Mark M. noted the metrics were not included in the department's presentations, but were added to the data sheets. Vice Chair Hector G. noted since the town has already added the evaluation criteria, we no longer need this recommendation in the capital report? Tracey B. noted whatever was included in the data sheets for the recommended projects should be include in this report. Vice Chair Hector G. noted that John S. and others have

supported the criteria, and that this evaluation criterion has been adopted. Melanie P. asked was that the point of all the sections in the capital report was to adopt an evaluation criterion? Vice Chair Hector G. noted that was one of the points. Tracey B. agreed that it was a way for these projects to be evaluated, and if they have adopted it, then going forward you can take what they have adopted in put it in the report? Meanie P. asked since it was adopted, does it make sense to have one of these recommend projects from the report incorporated in the new report and indicate that the criteria has been adopted. Tracey B. noted that not every project has evaluation criteria.

Vice Hector G. suggested that we then retitle the Comments on Evaluation Criteria to Discussion of Main Projects? Melanie P. suggested Implementation of Main Projects. Vice Chair Hector G. noted we should review projects from the Town Manager's recommended list, but he thinks the existing five projects within the current capital report is too many. Chair Lillian W. agreed, but there three categories, so you might want to discuss one or two projects in each of those categories. Vice Chair Hector G. noted there could be three subsections of the discussion of projects. Wendy S. agreed to reviewing projects from each individual grouping, and that really worked well. Chair Lillian W. noted within the Town Manager's recommendations it includes funding sources, which should be included in the report. Vice Chair Hector G. agreed that funding sources should be discussed. Director Mark M. noted the recommended funding in FY 2023 appears to be less becomes it is mostly design projects, but you are going to see some very large construction projects the following year. Tracey B. agreed to review and update the CWMP section. Melanie P. agreed to review and update the methodology section. Vice Chair Hector G. noted he was interested in making comments on the Enterprise Fund projects. This would leave John S. to review and update the General Fund projects. Vice Chair Hector G. noted Ralph Krau was an advocate for including the Hyannis Youth & Community Center capital projects in the report and that it is worth adding it again. Vice Chair Hector G. noted we spent a lot of money building this facility that wasn't designed for the salt air environment. Director Mark M. responded that he does not know what the purpose is of continuing to repeat the HYCC review if your point was made last year, unless there is a specific recommendation. Melanie P. noted that it shows that we learned from the process and to say these are the things we are doing proactively. Wendy S. noted based on the presentation it was indicated the facility has significant rust degradation, and that fact cannot be ignored, but how do we remedy these mistakes going forward? Director Mark M. responded perhaps it wasn't a mistake and that it was a budget issue, should have asked for more money? Vice Chair Hector G. noted the facility was setup as an Enterprise Fund? Director Mark M. responded it was setup as an Enterprise Fund, but not necessarily meant to be self-supporting; it has been accounted this way to track what the General Fund subsidy needed to be.

Chair Lillian W. noted if the subcommittee cannot have a final report for the full committee review by March 28th, then we can setup a special meeting just to review the report for approval. Vice Chair Hector G. and Tracey B. noted we won't have time to discuss the report on March 28th. Wendy S. agreed the subcommittee should take the extra time to get the report done.

Committee agreed to meeting April 4th at 7pm for final review and approval of the Capital Subcommittee Report.

Old Business:

None

Matters not reasonably anticipated by the chair:

None

Adjournment:

Meeting adjourned

List of documents handed out

1. 02.28.22 draft minutes