



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
Jacky Johnson
Neil Kleinfeld
Chris Lauzon
Wendy Solomon

Staff Liaison:

Mark Milne

Councilor Liaison:

Paula Schnepf

MEETING MINUTES

07.24.2023

6:00 PM

Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/86946013242>
Meeting ID: 869 4601 3242

Roll Call:

Chair Lillian Woo called the CFAC Zoom meeting to order at 6:00PM
Roll call and quorum verified by Clerk Chuck

- CFAC Members Present: Lillian Woo, Hector Guenther, Jacky Johnson, Neil Kleinfeld, Chris Lauzon, and Charles McKenzie
- CFAC Members Absent: Wendy Solomon
- Councilors Present: none
- Staff Present: Director of Finance, Mark Milne
Deputy Finance Director, Gareth Markwell
- Other Present: None

Act on minutes:

No minutes to approve at this time.

Public Comment

None

Welcome to Gareth Markwell, Deputy Finance Director

Election of Officers for FY24

Chair Woo advises that all members are eligible for any position regardless of tenure on CFAC

Motion to nominate Lillian to remain as Chair by Hector, seconded by Neil

Motion to close the nomination by Hector, seconded by Chris

Vote roll call by Chuck: Lillian – yes, Hector – yes, Neil – yes, Chris – yes, Jacky – yes, and Chuck – yes.

Unanimous

Motion to nominate Hector to remain as Vice Chair by Chuck, seconded by Neil

Vote roll call by Chuck: Lillian – yes, Hector – yes, Jacky -yes, Neil – yes, Chris – yes, and Chuck – yes

Unanimous

Motion to nominate Chuck to remain as Clerk seconded by Neil

Vote roll call by Chuck: Lillian – yes, Hector – yes, Jacky – yes, Neil – yes, and Chris – yes

Unanimous

Draft of FY24 Financial Overview Report

Version 2 – test up for review

Review of this draft is to review content; the next meeting will be for editing and grammatical changes.

First page:

- Top photograph to be updated.
- The title summarizes nicely what is contained in the report, it is and will be both reader and resident friendly.
- Numbers issues should be addressed during this review.
- The median resident assessed value number may be correct if condos are included, but it does not match the figure on page 19 of the Manager’s report; verification to be made by Mark. This figure comes from the information contained in the Data Cape Cod website created by the Cape Cod Commission.

Government Structure

- Editing and grammatical changes to be addressed at the next meeting.
- Information on the 33 Trust Funds can be found in the Town’s financial audit for specific details on what comprise trust funds as they are not part of the operating budget.
- The total town population should be changed to 48,556.
- Sentence structure will need to be reviewed.
- Change the last sentence to begin with “Expenditures for local schools, ...”

General Fund Revenue

- Consensus was to use rounded figures as opposed to exact for easier comprehension.
- Chose to show a trend over several years to clearly relay this information.
- Focus remains on major revenue for readers.

- Charts are clear and a good way to present the information for the average reader.
- Report should have a more objective focus as opposed to opinion.
- Chair Woo states that CFAC has never inserted itself or its opinions, support or otherwise in any reports. Support and advocacy for positions is welcomed by the Town Manager and the Town Council, trying to stay with the facts with this report.

General Fund Expenditures

- Education is identified as the largest expense.
- The chart separates the three expenditure categories with education being almost half of the expenses of the town.
- Data is presented clearly and represents how money is spent.
- QR code links to a two-page PDF for specific revenues and expenditures within the Town Managers proposal. Those pages also have a link to direct one to the Finance website and complete budget proposal.
- Gareth suggests that the PDF be placed on the Finance webpage and create a link to the document there.

Enterprise Funds

- Updated with data on the budget changes over the past year.
- FY23 report contained only direct costs; it is recommended that this report include both direct and indirect costs; Mark will verify those figures. This ties to the open budget website numbers for consistency.

Education

- Layout and content changed to be more user friendly.
- Within funding overview, it is recommended to insert a new paragraph that further explains the 2024 budget.
- Mark will share new enrollment projections with members for possible inclusion within the report.
- Chuck will forward to Lillian the repopulated tables reworked paragraph language for reinsertion.

Property Taxes

- Language remains the same as 2023; current figures to be updated by Mark.
- Lillian requests Mark to review Chucks reference to the sentence referring to residential exemptions be reviewed.
- Clarification needed for how and what is included in the tax chart. Past reports included the fire district tax rate for residential property. Another option would be to include five (5) different examples for each fire district to keep it as uncomplicated as possible here and include further detail under the page specific to Fire Districts. Updates on the property tax to be completed by Lillian, and fire tax to be updated by Neil.
- Footnote to be added under the chart identifying that Barnstable's rate includes an average fire district residential tax rate.
- The table allocation for estimated tax levy to the different departments to be removed.
- New property tax sources paragraph to remain.

Capital Investment section:

- Hector explains that data includes highlights on the five (5) year data, then shifts focus to FY24 spending for CWMP and Enterprise funds. CWMP FY25 shows a sizable spending increase from FY24.
- Language is also included for what CFAC supports and the importance of spending.
- Lillian suggests and Hector agrees to changing the beginning to start with FY24 spending prior to moving into FY25 so it is inline with the rest of the draft.
- Lillian suggests Hector possibly move some information into a chart to remain consistent for readers.
- All draft revisions to be sent to Lillian.

CWMP:

- Description was combined with Q & A, some of which need to be updated.
- The flow starts with a few opening paragraphs, background, why we have it, how we are financing it and ending with the impact on property owners.
- The top link referring to information about CWMP to be removed.
- Last line to read CWMP not CFAC.
- Neil suggests that for each section to lead in with the first paragraph should lead into what the FY24 expenditure is going to be for this. This page is designed to be the description of the program not for the funds which is what Hector is working on.

Mark clarifies for Hector that the new name for Park City Wind route under the CIP section is now called the Centerville Village Sewer Expansion; this has now been updated in the draft.

Transparency:

- QR code takes you to a quick three (3) question survey.
First question was how useful was this? Very Useful, Useful or Not Very Useful
Second is an open-ended question - What was most useful?
Third was also an open-ended question - What would you like to see added?
- Thought process was to see if it was useful or not and to see what other information they may be looking for.
- The link under Accountable & Transparent needs to be changed to the Finance website.

Lillian references her request to Mark, adding to the draft a financial funds flow chart clearly showing where we are getting money from and where it's going. Lillian will forward to members for review at the next meeting.

Neil explains the reasoning for wanting to display this information visually, breaking it into four (4) areas (Fire / General Fund / Education / Capital Investments) and placing it towards the front of the document.

Mark clarifies for the members that the printer can accommodate the relevant costs related to all the color within the document.

Lillian will obtain from Mark all the dollar changes made, and she will work up the Property Tax, insert the Fire; Chuck will rework the Education and then the updated version will also include Neil's chart.

The report is due to be ready for distribution in September.

Editing comments should be sent to Lillian who will incorporate, update, and provide to members prior to the next meeting scheduled at the end of August. All edits should not be sent in group format to avoid the potential for group deliberation. Additional editing and grammatical changes will be reviewed at that time also.

An additional CFAC meeting will be scheduled for August 14th to serve solely as an editing session for the draft. All suggested edits are to be sent to Lillian by Wednesday, August 9th.

Committee Correspondence:

Lillian:

Met with Chief Sonnabend who shared positive comments to the committee on the Operating Budget report for the Police Department; it was accurate and well-stated.

Hector: Requests from Mark what future agenda items may be.

Mark:

Information on the FY23 final results may be available for September.

Both a budget calendar and budget instructions update from Gareth and him which if ready will circulate for review, and a CWMP update.

Members are encouraged to look at the newly updated water resources website.

Kelly Collopy and Griffin Beaudoin will be extended invitations to attend CFAC and provide updates from their respective project areas.

Town Council had the first reading for the appropriation of riser installation on Strawberry Hill Road. This is the next phase of this project, and it will be up for a vote at the next Town Council meeting. Risers will allow people along that route to connect more easily because the sewer mains are believed to be deeper than Vineyard Winds duct bank, the deepest utility goes in first.

Neil:

The new water resources website is full of valuable and resident friendly information.

Motion to adjourn the meeting by Hector seconded by Chris

Roll to adjourn called by Chuck: Lillian, Hector, Jacky, Neil, Chris, Chuck

Meeting adjourned at 7:27pm

Respectfully submitted.

Theresa M. Santos



Test - FY 2024 CFAC
Overview draft file.doc

Attachments: