



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
Tom Keane
Neil Kleinfeld
Chris Lauzon
James Sproul

Staff Liaison:

Mark Milne

Councilor Liaison:

Craig Tamash

MEETING MINUTES

Comprehensive Financial Advisory Committee

04.22.2024

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/83310727159>

PHONE: 877-853-5257, Meeting ID: 833 1072 7159

Roll Call:

Chair Lillian Woo called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Lillian Woo, Tom Keane, Chris Lauzon, Jacky Johnson, Jim Sproul, Hector Guenther, and Chuck McKenzie
- Roll call and quorum verified by Chuck McKenzie
- CFAC Members Absent: Neil Kleinfeld
- Councilors Present: Craig Tamash
- Staff Present: Mark Milne – Director of Finance, Gareth Markwell – Assistant Director of Finance, Jean Challies, Chief of Police, Anne Spillane – Director of Finance and Support Services, Superintendent Sara Ahern, Barnstable Public Schools, Chris Dwelley, Deputy Finance Director for Barnstable Public Schools.
- Others Present: None

Public Comment

None

Correspondence

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Chair Woo has advised members that she has received the resignation of Neil Kleinfeld, and shared gratitude for his tenure and efforts with the Committee.

Approval of minutes

Motion duly made by Hector Guenther, seconded by Chuck McKenzie to approve the minutes of March 25, 2024.

Roll call vote by Hector: Lillian-yes, Tom-yes, Chris-yes, Jim-yes, Jacky-yes, and Chuck-yes.

Vote is unanimous.

Motion duly made by Chris, seconded by Chuck to approve the minutes of April 8, 2024.

Roll call vote by Hector: Lillian-yes, Tom-yes, Chris-yes, Jim-yes, Jacky-yes, and Chuck-yes.

Vote is unanimous.

Police Department FY25 Operating Budget

Review presented and provided by Chief Jean Challies

- FY25 proposed budget is seeking an 8.74% increase for a total of \$18,709,328.
- Recommended requests include the following:
 - * \$577,500 for Vehicle replacements – 8 vehicles (5 patrol, 1 supervisor and 2 unmarked detective cars)
 - * \$95,887 for IT services and equipment, FY25 is the final year of the technology equipment purchase
 - * \$25k increase for training materials (red dot optics for firearms and training of firearms instructors)
 - * \$100k increase for overtime funding added to FY24, specific to training costs
 - * 420,307 to cover the increase in hardware/software maintenance
 - * \$109,089: Taser replacements – devices are outdated, and equipment must be leased as it can no longer be purchased. This will be an annual cost for the next five (5) years and includes maintenance and service for a total of 118 pieces of equipment.
 - * \$40k for Jail Attendants, this covers both salary increases and achieving competitive pay for retention purposes.
 - * \$115k for the purchase of Body Cameras. This includes both the licensing fee and data storage. This will also be a recurring cost for the next five (5) years. Every sworn officer will be wearing a body camera beginning in late April 2024. The chosen company offers a high-quality product, while also allowing for footage and digital evidence to be uploaded for seamless transfer.
- Seven (7) overt and covert cameras have been purchased as well as two (2) license plate readers. These items are important and will assist in investigations.
- A 501(c)(3) has been created for the purchase and care of a comfort dog, primarily in the schools but will also be assigned as necessary for other endeavors.
- Chief Challies explained the challenges in balancing the impacts of Police Reform requirements which include training, reporting process measures, requirements, and recertification requirements.
- * Recertifications take place annually for 1/3rd of the sworn officers at a time. The recertification process includes, but is not limited to social media review, training certifications and attestation of moral character by the Police Chief.
- The Barnstable Police Department (BPD) remains the only department on Cape Cod with a Civil Service (CS) recruitment requirement. This means it is bound by lengthy and cumbersome parameters. It is a once-a-year process which imposes time constraints on selection, process, and placement. Appeals through the CS Commission involve extensive oversight and is cumbersome and has created a hardship since police reform has seen a decline in those seeking to serve. The BPD still has 8 vacancies and 21 sworn officers from a variety of ranks are out on long term absences. These vacancies create an increase in overtime. Continuing efforts are ongoing to try and bring back those out on absences. Recruitment challenges include passion for the work, media environment, lengthy hiring process, housing, and some are just not qualified.

- Lateral transfers are one avenue being pursued to recruit new staff. This is a cost-saving measure due to shorter training needs and they can arrive in a more 'ready' status. Signing bonuses for lateral transfers are another option being reviewed.
- Community Events require manpower, and strains regular staffing patterns creating an increase in the overtime budget. BPD continues to try and meet the ever-growing event needs of all villages.
- Currently there are ten (10) active grants this year. These grants assist with Main Street seasonal officers, radios, enforcement activities, mental health related trainings, mental health co-response clinician in conjunction with Bay Cove resources, hiring of a 2nd clinician geared more towards follow-up, civilian dispatch staff salary assistance and training, quality assurance for emergency medical dispatch and medical director for the program, and the overt cameras purchase.
- Other grants include:
 - * Coverage for body worn cameras and respective equipment such as docking stations, chargers, and all other needs for the physical equipment. As referenced earlier, the other \$115k being asked for is for licensing and storage.
 - * The State 911 Communications center engineering and architectural services with a likely location near the BPD. This site will be a regional dispatch which includes Yarmouth and Sandwich.
- The COPS grant will cover \$250k partial salaries for two (2) full time officers, one (1) resource officer at the Barnstable United Elementary School (BUES), and one (1) patrol officer. Salaries will be phased in to reduce an immediate impact on the operating budget.

Discussion:

- BPD receives a significant amount of grant funding from State and Federal agencies, these critical funds provide public safety services. Without those funds services would either be cut, or the budget would need to be increased to maintain those services.
- There are two (2) additional sworn officers to the authorized strength list, the funding is from the COPS grant and will partially pay for these positions allowing the phasing of those costs into the operating budget over the next three (3) years.
- BPD personnel includes nine (9) females and @6 minority; it is important to note that this exact number is based on how the individuals identify themselves).
- CS selection list is pre-established by score, then by status. Children of officers killed in the line of duty, varied veteran statuses, then general population. Veterans receive preference. Should a department seek an applicant with special certifications, that request requires in-depth reasons as to why you are seeking to hire one specialty over someone else.
- The process to remove the BPD from Civil Service is lengthy, post removal processes must be clearly established.
- BPD currently has one (1) candidate scheduled to start the academy, two (2) in the academy and one (1) starting field training shortly.
- Chief Challies provided a review, as well as the pros and cons of the existing academies in Plymouth, Randolph, New Braintree, Lynn, and the soon-to-be Falmouth location which is due to break ground in July. The schedule for Plymouth academy is not lined up with the CS timeline, and the hope is that the Falmouth location will operate one that is, making the placement process more feasible.

Operating Budget Sub-Committee (OBSC) update provided by Chuck McKenzie

- First drafts are due to Chuck by 4/26/24, who will then compile and distribute prior to the 4/29/24 OBSC meeting.
- 5/1/24 and 5/8/24 are the next scheduled OBSC meeting dates; all CFAC members are welcome to attend.
- A full review will take place at the 5/6 CFAC meeting as the report must be finalized and ready for submission by 5/13/24.

- Jacky is waiting for information on a 5-year projection for all departments; working towards how the distribution is accomplished, comparing cost cutting measures with a goal of trying to provide an approach from a different perspective.

Member communications

- Lillian, Jim, and Chris attended the Water department tour. This was a very informative, productive, and impressive review of an amazing complex. With dedicated staff and a five (5) member board who are fully engaged in water quality not just in Hyannis, which serves over 7,000 customers, but throughout the TOB. The tour also covered the Straightway Filtration plant as outlined in the CIP. The existence of PFAS is negligible and the processing is state-of-the-art, reviewing the different stages of purification. Tours can be arranged by contacting Sam Wilson at samuel.b.wilson@gmail.com. Chuck will be touring on Sunday, 4/28/24 at 9:00am.

School Department FY25 Operating Budget as adopted by the Barnstable School Committee

Review provided by Sara Ahern, and Charis Dwellley

- The FY25 School budget was approved at the 4/3/24 School Committee meeting. The budget is seeing a 5% increase for a total of \$87m. Details are further available in the attached presentation document.
- Due to inflationary factors, BPS will see a reduction in Chapter 70 Aid funding despite the minimum aid per pupil seeing a slight increase.
- ESSER (COVID) funding is ceasing this September and BPS is seeking to retain some critical personnel. There are 28.5 positions covering mandated services for students and supporting those needs; those costs will be phased into the budget.
- Increases are applicable to salaries, tuition and transportation, technology leases and purchases, software, and utilities.
- Priorities include supporting the goals of the District Improvement Plan, the needs of the students, equitable allocation of resources, systems, facilities, and planning.
- Attention is given to the development of a conservative budget, especially with the expiration of ESSER funds, maintaining and improving sustainability, predictability, and transparency throughout the budget; all of which have been reviewed with the School Committee.
- A total of 108 submissions from 18 sites remains a priority. All sites were asked to consider reallocation of resources to meet a 5% cut.
- Operating budgets from the previous two (2) fiscal years reviewed (sources include savings / school choice / circuit breaker and general fund).
- Also reviewed were the FY25 funding sources, recommended investments.
- BPS is the first district to be accepted into the Coast Guard Jr. ROTC program. The Coast Guard is providing a large portion of this funding.
- Services review included the increase of High School population of the 18-22 age group, increase in mandated summer services and assistance needs, and streamlining translation services.
- The goal remains to not access the school savings account.
- Incremental increases to offset costs for athletic fees and transportation fees.
- To maintain current content, curriculum review in each area will be taking place over the next several years.
- Further review included a summary of offsets and reallocations; salaries and staffing while maintaining classroom requirements. Creating a sustainable budget for the next few years is challenging and concerning.

Discussion:

- A slight increase in the number of English Language Learner (ELL) students; a small decrease in Economically Disadvantaged (ED) students, although that number is a result from how reporting data is processed through Mass Health; and students on Individual Education Plans (IEP's). Chris will forward the current numbers to Mark who will then share them with committee members.
- \$2.4m is being used from the school savings account for FY25, these funds are generated from unspent operating budget funds and excess revenue, additional revenue beyond what has been estimated.

- Chapter 70 aid reduces the overall amount of the school budget.
- 82% of the budget relates to salaries, the net is from SPED, out-of-district students and transportation.
- FY26 and FY27 will continue to be reviewed as the incorporation of ESSER positions are phased into the operating budgets without relying on supplementation from the school savings account.
- State level Chapter 70 aid funding patterns need advocacy to bring it more in line with actual inflation figures.
- There are numerous unmet needs for buildings that need investment.
- Sara spoke about the staff grant writer, and how she brings in a tremendous amount funding for the school district. Chris Dwelley will provide details on grants to Mark for members. Grants are typically written for specific items, there are a few that may be used for more general uses.
- Mark explained how the post-employment trust funds work; investment income earned stays with that trust and adds to that asset value. Unfunded liability is currently at @\$100m.
- Review is ongoing to explore the sharing of staff over multiple sites, as well as the possibility of increasing staff with dual certifications and/or multiple skill sets through recruiting measures.
- Enrollment trends are seeing higher numbers in grades PreK through grade 3; the higher the grade, the lower the numbers get. There are currently 402 students in Grade 1, 399 in Grade 2 and 398 in Grade 3, while graduating a total of 355 students. There is currently a total of 4,830 students enrolled, which is 1% lower than last year.
- Other emerging needs are seen in technology safety, school security, building relationships, and psychological safety. BPS has been using an anonymous app “Say Something” which seems to be working well as alerts come in and are responded to. Physical security measures are in place, keeping in line with upgrades (security cameras, windows, doors, etc.) and safety training is ongoing.

Communications from Staff

- DPW is the first department to have CIPs reviewed for approval at the 4/25/24 Town Council meeting which begins at 6:00PM. Supplemental appropriations for FY24 will likely be taken first as they are time sensitive. Each CIP requires an individual vote.
- The TOB’s Munis program is moving to a web-based platform hosted by Tyler Technologies. This places all liability and security with them. Town governments and schools are more vulnerable to potential cyber-attacks are on the rise. The TOB is moving to reduce exposure across the board.

The next full CFAC meeting is anticipated to be on Monday, May 13th, this will be confirmed after the 4/29/24 OBSC meeting.

Motion duly made by Hector, seconded by Tom to adjourn.

Roll Call vote by Chuck: Lillian-yes, Hector-yes, Tom-yes, Chris-yes, Jim-yes, Jacky-yes, and Chuck-yes.

Meeting adjourned at 8:07pm

Respectfully submitted.

Theresa M. Santos

Attachments:



CFAC 2025 Final Presentation with Rev



Final Approved Budget April 22 2024.