



# 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  
Chris Lauzon  
James Sproul

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Craig Tamash

### MEETING MINUTES

## Comprehensive Financial Advisory Committee

### Operating Budget Subcommittee

05.02.2024

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/84827066395>

PHONE: 877-853-5257, Meeting ID: 848 2706 6395

#### Roll Call:

Operating Budget Subcommittee Chair Chuck McKenzie called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Lillian Woo, Jacky Johnson, Jim Sproul, and Chuck McKenzie
- Roll call and quorum verified by Chuck McKenzie
- CFAC Members Absent: Chris Lauzon
- Councilors Present: **None**
- Staff Present: Gareth Markwell – Assistant Director of Finance
- Others Present: None

#### Public Comment

None

#### Correspondence

None

## Operating Budget Subcommittee draft report:

Discussion and review of draft version three (3) provided by Chuck McKenzie

- Updates to current data provided by Mark Milne and Gareth Markwell; additional changes to content based on revised numbers completed as well.
- Upon completion of this review, an updated draft will be sent to members.

Cover Page: No further changes.

Editors Notes: For reference only

Contents:

- Page numbers will be updated when the report is at the final stages of approval.
- Recommended that the content list be alphabetical.

Methodology: No further changes.

Overview:

- Gareth will confirm that an additional category was added by the Town Council for Diversity, Equity, and Inclusion (DEI). Once confirmed, Chuck will adjust the content.

High-Level Spotlight:

- Under employer recruiting and retention paragraph, clarification was requested as to whether the recruiting for Police actually impacts Cape Cod in comparison with larger cities. Chuck will follow up and adjust the language, if necessary, prior to finalization of the report.

Revenue: No further changes.

General Fund:

- Clarification provided regarding categories, one would be General Revenue Growth vs. Budget Growth including reserves and free cash. Data will be verified by Gareth and advise if changes to content needs to be updated. Chuck will review for clarity and adjust as necessary.

Summary: No further changes.

School:

- For the benefit of new Town Councilors, it is suggested that the FY24 percentages be included for reference.
- Minor editing and grammatical changes
- ESSER (COVID funding), English Language Learners (ELL), and Special Ed were the three (3) major concerns identified and submitted by Superintendent Ahern and should be addressed under *Highlights*.
- The updated 'highlights' graph will be inserted.
- Further changes should be sent to Chuck by next Tuesday morning (5/7) in preparation for the next subcommittee meeting on 5/8.
- Recommended that the last paragraph be retitled to *Conclusion*.

Discussion:

- Prior to beginning any new reports, it is suggested that members review the previous year's report, review it for content and layout, discuss and agree on what and how the report should portray information.

DPW:

- Minor formatting changes

Police: No further changes

Enterprise Funds: No further changes

Fixed Costs:

- Once the final numbers are available, those updates will be incorporated.

Expenditures: No further changes

Conclusion: No further changes

Looking Ahead: No further changes

Correspondence from Committee Members: None

Communications from Staff:

- Gareth confirmed that the official Budget book was sent to the printer on 5/1, a draft will be sent to members, hard copies should be available for Town Council by 5/8. Any members who would like a hard copy should request that from Mark Milne.

Matters not reasonably anticipated by the Chair: None

The next CFAC OBSC meeting is scheduled for Wednesday, May 8, 2024

Motion duly made by Lillian, seconded by Jacky to adjourn.

Roll Call vote by Chuck McKenzie: Lillian-yes, Jacky-yes, and Chuck McKenzie-yes.

Meeting adjourned at 6:48pm.

Respectfully submitted.

Theresa M. Santos



CFAC Report on  
Proposed FY25 OB v3

Attachments: