



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Hector Guenther

Members:

Vice Chair, Chuck McKenzie
Clerk, Chris Lauzon
Tom Keane
Chris King
Jeremy Shea
James Sproul
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Craig Tamash

MEETING MINUTES

Comprehensive Financial Advisory Committee

01.13.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/86259369196>

PHONE: 877-853-5257, Meeting ID: 862 5936 9196

Roll Call:

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

- CFAC Members Present: Hector Guenther, Chuck McKenzie, Lillian Woo, Jim Sproul, Tom Keane, Jeremy Shea, Chris King, and Chris Lauzon
- Roll call and quorum verified by Chris Lauzon
- CFAC Members Absent: None
- Councilors Present: None
- Staff Present: Mark Milne-Director of Finance, Sara Ahern-Superintendent Barnstable Public Schools, Chris Dwelley- Deputy Director of Finance for Barnstable Public Schools (BPS), and Doug Boulanger Facilities Director for BPS
- Others Present: None

Motion to approve the minutes of December 9, 2024, made by Tom Keane, seconded by Jim Sproul
Roll call vote by Chris Lauzon: Hector-yes, Chuck-yes, Lillian-yes, Jim-yes, Tom-yes, Jeremy-yes, Chris K-yes, and
Chris L.-yes
Discussion: None
Minutes approved as submitted

School Department officials on the FY 2026 Capital Improvement Plan (CIP) submissions and December 4, 2024, presentation to the School Committee on school facilities

Staff introductions provided by Sara Ahern

FY26 BPS CIP Requests (attached) - review provided by Sara Ahern, Doug Boulanger and Chris Dwelley

- 1: BHS Roof replacement has been moved to FY27. BPS intends to submit a statement of interest to the Massachusetts School Building Authority (MSBA) which has funding opportunities programs for large, costly projects. If accepted, assistance up to 50% is possible. BPS has received funding in the past for two (2) projects. The state is open to bundling funding resources, however including the Barnstable Intermediate School (BIS) and BHS microgrid grant projects are too early to be considered.
- 1A: (New) Barnstable United Elementary School (BUES) HVAC equipment has had numerous deficiencies identified by the state which have since been addressed at extensive costs; repairs are no longer considered a feasible means of effectiveness.
- 2A: (New) Patching and repair of existing parquet / rubber / plywood flooring is no longer an option, and it will be replaced bringing it to proper standards.
- 3: All schools will see pneumatic control systems replaced with Direct Digital Controls (DDC). A few of the benefits include energy efficiency as well as monitoring indoor air quality.
- 4: Replacement of seating lighting, sound system, fire curtain and carpeting in the Performing Arts Center (PAC) will result in better safety, and increased renter opportunities. Annual revenue is approximately \$30k, and those funds are dedicated to the PAC. Members discussed long-term renters, future marketability and fee reviews.
- 5: Patching and repair of the Barnstable West Barnstable (BWB) Elementary School gym floor is not effective for safety or costs.
- 6: All schools will receive mechanical upgrades resulting in increased efficiency and cost savings.
- 7A: Schools throughout the district will receive HVAC efficiency upgrades to address deficiencies.
- 8: Recommendation is to *not* repair and patch the existing floor at BIS for safety purposes.
- 9: New flooring at the BIS library will be either low maintenance rubber flooring or carpet tiling to ensure safety and cleanliness measures.
- 10: Majority of the existing doors at BHS are damaged beyond repair, and maintenance measures are becoming cost prohibitive.
- 11: Mason repair and repointing at BHS will address consistent maintenance needs. Other schools will have their masonry issues looked at as well.
- 12: The following items in the field house needing replacement as identified by the Fire Department include windows, interior equipment, closet / locker space, ceilings and doors.

- 13: The currently empty portable offices once used by Food Service and Transportation need to be removed for safety and security purposes.
- 14: New direct drive exhaust fans at BHS will ensure proper efficiency and introduce cost saving measures.
- 15: BUES – **complete the replacement of damaged ceiling tiles**
- 16 – BHS locker room renovations: increase efficient maintenance and cleanliness, increasing secure storage space. The goal is to combine this with the BHS bathroom renovations
- 17: District wide network infrastructure improvements district will aim to eliminate service outages and failures.
- 18: Over the next five (5) years, camera replacements and additions in nine (9) schools increasing safety and security measures. Currently footage is saved on the main server at BHS and can be accessed within a 30-day timeframe.
- 19: The current roof at the Centerville Elementary School (CES) roof continues to need patching and repair, it needs roof, membrane and shingle replacement.
- 20: The roof portion over the gymnasium and cafeteria at BWB is contributing to the issues of the gym floor, necessitating its replacement.

Discussion/ comments:

- This list is forward thinking to address much needed issues.
- As projects are approved and prioritized, implementation will accommodate work during non-student time as much as possible.
- MSBA has no restrictions on requests, and long-term issues are taken into consideration. Accelerated repair and Core Program are the two different programs offered by MSBA.
- A request has been made for a completed CIP request list.
- Projects that improve school morale vs. absolute necessary projects ranking briefly reviewed; safety and air quality drive the more crucial needs.
- Outside funding sources are always being sought and reviewed.
- Long term solutions being faced at many BPS facilities have and will continue to be reviewed by the Facility Subcommittee. K-3 schools need the most upkeep.
- Population changes specifically in the Hyannis area is the reason for a proposed idea of a new building consolidating two schools which would accommodate about 600 students in grades K-3. Should MSBA funds be approved this would look like a 10-year project and realign existing CIP projects. This project would likely require borrowing and debt exclusion.
- Attached to the minutes is a document titled Leveraging Debt Drop Off to Fund Capital; this document shows estimated costs of construction on a consolidated project, debt payments, property tax implications and potential savings.
- Buildings with the highest needs; new builds, renovations, and school consolidations discussed. A consolidated building would require a study to identify an appropriate location. Current facility improvement plans do not appear to dramatically increase student enrollment.
- A demographic report done in 2023 showed that the school age population forecast would remain relatively the same.

Capital Trust Fund (CTF) projections

Review provided by Mark Milne

- Background on CTF projections to absorb new projects financed with both cash and debt. Projections on capacity within the trust fund's ability to finance another \$15m annually in new borrowing authorizations for various projects. Commitment is in place for \$7m-\$9.5m over the next 10 years for public roads maintenance programs and augmenting the CWMP.
- Accumulated additional General Fund (GF) resources and directed them to the capital side of the budget; this includes the property tax revenue. Continue to plan on increasing that commitment.
- The full list of CPI projects is projected out to FY30. Every year the needs must be identified so when funding opportunities arise, we are ready.
- Projects that present an immediate public health and safety concern are prioritized, as well as a projects with a regulatory or a legal requirement
- Projects operating under enterprise funds built in, except for HYCC

Comments from members that attended the CIP meeting:

- Projects identified were based on a thorough review.
- The level of competency from department heads was appreciated
- Associated costs for the arts campus(es) on Pearl Street are exceptionally high as well.
- Accessibility throughout the town (sidewalks and curbing), cost effective measures, and where the funds are coming from to accomplish these needs, and continue to engage the community to build support.
- Information discussed tonight was and is valuable as CFAC begins to work through these requests.

Establish subcommittees for capital budget report and operating budget report

- CIP Subcommittee members will be Jim, Jeremy, and Chuck (quorum is 2)
- Operating subcommittee members will be Lillian, Chris K., Tom, and Chris L. (quorum is 3)
- Hector will float as needed
- Mark will review the due dates and provide a meeting schedule to members. Meetings will require a quorum and be noticed properly in accordance with Open Meeting Law.

2025 meeting calendar

Motion to approve the 2025 meeting calendar made by Lillian, seconded by Chris K

Vote: Hector-yes, Chuck-yes, Lillian-yes, Jim-yes, Tom-yes, Jeremy-yes, Chris K.-yes, and Chris L.-yes

Calendar approved

Correspondence from Committee Members

- Mark Milne will request the date of February 6th, for the presentation to the Town Council.
- Sidewalks are handled separately whether they are new or not.

Communications from Staff: None

Matters not reasonably anticipated by the Chair: None

Closing public comment: None

The next CFAC meeting is scheduled for January 27, 2025

Agenda items will include: DPW CIP, CWMP and high priority projects review with Director Dan Santos, Assistant Director Rob Steen, and Architect Mark Marinaccio.

Motion duly made by Lillian, seconded by Tom to adjourn the meeting.

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

Meeting adjourned at 8:06pm

Respectfully submitted

Theresa M. Santos

Attachments:



2024.12.09 Minutes
CFAC Draft..pdf



Barnstable - SBC Dec
Presentation FINAL.pptx



FY 2026 Capital Trust
Fund Cashflow Analysis



CFAC 2025 Meeting
Schedule.pdf



List of FY2026 BPS
CIP Requests - Sheet1



Leveraging Debt
Drop Off Presentation