



# 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:

Betty Ludtke

## MEETING MINUTES

# Comprehensive Financial Advisory Committee

04.14.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/86363638695>  
PHONE: 877-853-5257, Meeting ID: 863 6363 8695

### 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 K., and Chris L.
- Roll call and quorum verified by Chris L.
- CFAC Members Absent: None
- Councilors Present: Gordon Starr, Betty Ludtke
- Staff Present: Mark Milne-Finance Director, Dan Santos-DPW Director, Barnstable Police Department Chief Jean Challies, Deputy Chief Jen Ellis, Deputy Chief Mak Mellyn, Director of Finance and Support Services-Anne Spillane
- Others Present: None

Motion to approve the minutes of March 24, 2025, made by Lillian, seconded by Tom

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

Minutes approved as submitted

#### **Discussion on the Public Works Department Operating Budget**

Review provided by DPW Director, Dan Santos

The decision package and operating requests if approved include escalators for both employment and maintenance contracts; increases in operating and utility expenses.

#### **Enterprise Funds:**

- HYCC: Increased staffing levels and payrate increases; Additional full-time facility supervisor; Credit card fees; Mechanical operating capital; Preventative maintenance agreement; General building supplies
- CWMP Program: Increases to personnel and additional vehicles which would also be available for plowing.
- Water Pollution Control (WPC): Equipment and critical component replacements and Stewarts Creek Grinder Pump replacements
- Water Supply Division; Year 17 increase in accordance with the Operations contract and Emergency repairs and Police details
- Solid Waste: Disposal fees; Construction and demolition; Recycling materials; Overtime; CHARM recycling disposal (hard to recycle materials); Uniforms; HVAC system replacement

Highway: Police details; Tree service contract; Road marking supplies, Osterville drawbridge maintenance, Sandy Neck trail repair program; Sandblast/paint (increases the lifespan of vehicles); Operating capital-vehicles; Stormwater project manager; Pond and lake water quality sample analysis

Structures & Grounds: Facilities operating capital; Gas utility; Supply budget; Building and facilities increase; Alarm repairs; Animal / pest control services

Discussion:

- Solid Waste: fee increases are implemented gradually; plate readers help offset staffing needs at the gate
- Sandy Neck: cottage tenants lease the land and pay taxes which is why DPW provides trail repairs
- Members thank Director Santos for his presentation, time and explanations.

#### **Discussion on the Police Department Operating Budget**

Review provided by Chief Jean Challies

FY26 Priorities, challenges and funding requests

- Recommended funding requests: Vehicle replacements; Increase in IT services and final year of technology equipment purchase; Training (mandatory and professional development); Increase in garage parts; Body worn camera redaction software (saves review time in preparation for volume of requests); department issued cell phones (allowing assistance when there is a language barrier); equipment (rifle racks and tactical drone); digital forensics additional training and equipment (plate readers / keys to unlock locked phones/etc. ); marine unit (inhouse repairs and maintenance); community policing programs (Citizens Police Academy and Explorer programs)

- Body worn camera program was successfully implemented in May of 2024
- Personnel shortages due to long-term leave and absences have either a return date or have filed their retirement papers.
- The Town of Barnstable and Unions are working to remove BPD from the Civil Service

#### Challenges:

- Discovery requests / Rule 14
- Freedom of Information Act Requests (FOIR) have increased significantly
- Vacancies and recruitment: 14 vacancies, two (2) pending retirements, three (3) on military leave, and four (4) pending returns from leave/medical. Also looking at two (2) more vacancies, one for military and one for maternity.
- 2024 Overtime for community events reviewed
- Active grants and their purposes reviewed
- Pending grants in process reviewed
- Also reviewed were anticipated grant applications to become available in FY26

#### Discussion:

- Previous discussions on lateral transfers from other departments; a signing bonus was offered; however, those transfers must come from another Civil Service department. Housing and cost of living issues continue to be a hinderance Should BPD be removed from Civil Service; it is anticipated that lateral transfer issues will no longer be a concern.
- Councilor Ludtke requested opinion on purchasing an electric cruiser; previous hybrid vehicles proved ineffective for a town the size of Barnstable. BPD would not be ready to take on the repairs of an electric fleet either.
- Anticipated changes to staffing vacancies when BPD is no longer under Civil Service.
- Changing the housing distance requirements
- Members thank Chief Challies for her time and presentation, commending the prioritization of training and growth for staff.
- Cost for FOIR's
- Shared costs for the regional center (Sandwich / Yarmouth / Barnstable)
- Members thank Chief Challies and team for their presentation

#### Communications from Staff:

- The final Intended use Plan issued by the DEP included both projects that the TOB submitted. The DEP will continue to allow projects to carry over. The \$50m cap remains and funding is guaranteed for those projects. The 2026 plan may have changes in how funding is provided, however, a commitment was made to include conversations with all stakeholders.
- Operating budget discussions continue with Department Heads; requests are being evaluated with a focus on discretionary and non-discretionary requests, and what effect that will have on the use of reserves.
- Enterprise funds were finalized, Mark will share that information with the Operating Budget Subcommittee
- Budget book is scheduled to be submitted to the Town Council on May 14th
- The CFAC committee and members provide valuable ideas and input to the Finance staff and to the Town Council, and it is appreciated.

Correspondence from Committee Members:

- CFAC Capital Subcommittee presented their report to the Town Council; the presentation was well received, and Councilors were engaged.
- There has been no further discussion yet on whether DPW could assist with school facilities projects.
- Members are encouraged to reach out to potential new CFAC members to fill vacancies.

Matters not reasonably anticipated by the Chair: None

Closing public comment: None

The next CFAC meeting is scheduled for April 28, 2025

Motion duly made by Tom, seconded by Chris K. to adjourn

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

Meeting adjourned at 8:03pm

Respectfully submitted

Theresa M. Santos



2025.03.24 Minutes  
CFAC Draft.pdf



CFAC 2025 Final  
Presentation 623pm.

Attachments: