



The Town of Barnstable  
**Comprehensive Financial Advisory Committee (CFAC)**  
**367 Main Street, Village of Hyannis, MA 02601**

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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**

**06.09.2025**

**6:00 PM**

**Join Zoom Meeting:** <https://townofbarnstable-us.zoom.us/j/81695968175>

**PHONE:** 877-853-5257, Meeting ID: 816 9596 8175

**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, Chris King, and Chris Lauzon
- Roll call and quorum verified by Chirs Lauzon
- CFAC Members Absent: Jeremy Shea
- Councilors Present: Betty Ludtke
- Staff Present: Mark Milne-Finance Director
- Others Present: None

Motion to approve the minutes of May 27, 2025, made by Lillian Woo, seconded by Tom Keane

Discussion: None

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

Minutes approved as submitted

### ***Funding Model for the Comprehensive Financial Advisory Committee (CFAC)***

Review provided by Finance Director, Mark Milne

- Page 1 is the first worksheet, also referred to as the *Dashboard*; the top left corner is where assumptions can be changed.
- The current data reflects the following:
  - \* A decrease of 10% in FY26 to lodging, meals and vacation rental taxes in the event of a slowdown during the summer of 2025.
  - \* No contribution from New England Wind 1 in the event the project does not evolve.
  - \* No adoption of a flow neutral policy that would make the town eligible for 0% financing through the state revolving loan fund. Please note that the Town of Barnstable (TOB) does anticipate a Town Council (TC) vote to adopt a flow neutral policy. The first reading is at the June 26<sup>th</sup> meeting; with a vote anticipated at the July 17<sup>th</sup> meeting.
  - \* Only projects authorized to date, including the FY26 projects, are included in the funding model as presented.
- The lower graph shows available resources annually exceeding subsequent commitments, and newly added outstanding debt. The volume of dollars to be borrowed shows total growth to over \$200m by FY32, this is the last year of loans for all projects approved through 2026. The graph does not include any funding for projects for FY27 through and including FY30.
- By changing the data, the following scenarios are an example of changes and their impacts:
  - \* Projects may or may not be able to be funded
  - \* Funding sources removed
  - \* Adoption of flow neutral policy which would allow more projects in outer years to be funded
  - \* Changing inflation factors
  - \* Sewer assessments could be changed; all programs for sewer and water infrastructure are funded through the State Revolving Loan Funds.
- Stressors on the Operating Budget (OB) would result when more funds are put into the Capital Programs
- A Proposition 2 ½ override which must be brought before voters after TC recommendation could be sought to provide more funding for the CWMP, however, an operating override has no guarantee that it would stay with its original purpose unlike a debt exclusion.
- Debt Exclusion override could be requested, which has a limited time period. If all the projects identified by DPW for FY27 through FY30 were to be funded, they may require a debt exclusion if there are other negative factors introduced to the assumptions.
- Host Community Agreements (HCA) purposes were discussed
- The Water Infrastructure Investment Fund (WIIF) is capped at 3% and works similar to how the Community Preservation Fund works. This would require a townwide initiative on the ballot. Mark has been asked to include a WIIF in the model.
- There is no flexibility on debt service payments

Discussion:

- The Town of Barnstable is the only community on the cape with dedicated funds
- If asked, CFAC could review the impact to the residents regarding the cap on sewer assessments. The three options for residents are (1) pay in full when billed, (2) choose to spread payments over 30 years on their tax

bills, or (3) pay a portion and spread the remainder over and up to 30 years. Financing connection costs are available through Cape Cod Five and Barnstable County to name just a few.

- Suggestions were made for this model to be used and reviewed more frequently.
  - \* A fiscal policy workshop is scheduled for July and may be a good time for another review of this model.
  - \* Mark will inquire with TC leadership to ask if CFAC members may attend the workshop, sharing the importance of impacts and changes
  - \* Members agree to share the model and how the model shows effects if no action were to be taken.
  - \* Councilor Ludke prefers an approach where the costs are shared by all, as water quality is imperative for everyone.

Motion duly made by Hector to revise the base case by inserting line 12 on the dashboard the line item, appropriate fiscal year project requests, tick all those boxes yes through 2030, seconded by Lillian

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

Motion passed.

- Request for Mark to circulate a revised model with the requested change

### ***Discussion on Election Process for Chair, Vice Chair and Secretary***

Process reviewed by Mark

\* Committee elections should take place annually, and ideally so that the fiscal year begins with elected officers in place; CFAC officer elections will be on the June 23<sup>rd</sup> agenda.

\* Elections for CFAC include Chair, Vice Chair and Clerk

\* Members bring forth a nomination, in which a member may either accept or decline

\* Members then vote, and the newly elected officers assume that role at the following meeting.

- Members shared discussion on the following:
  - \* Nomination procedures
  - \* Campaigning for support
  - \* Election process and potential for change in that process
  - \* Sharing interest in a position to request a nomination
  - \* Role of Chair

Motion duly made by Jim to keep the election process the same and review the process for potential changes in the process for the following year.

Discussion:

- Suggested changing the process to an honorary position, which would require lengthier discussion
- Suggested changing the process to where all members had the opportunity to serve.

Motion seconded by Tom to leave the upcoming election alone and evaluate alternative approaches for future elections.

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

Motion approved.

Members willing to serve in an officer position include Chris Lauzon and Hector Guenther, remaining members do not wish to serve as an officer. Hector will reach out to Jeremy and inquire as to his interest in serving.

Correspondence from Committee Members: none

Communications from Staff:

- Cape Cod Gateway Airport has withdrawn its hard stand project from the TC agenda due to language issues within the grant assurances.
- Dollar amounts are anticipated to drop a little on grant assurances
- It is anticipated that the OB appropriations will be finalized at the June 26<sup>th</sup> TC meeting
- Special thanks to Chris L. for his presentation to the TC

Matters not reasonably anticipated by the Chair:

- Special thanks to Chuck for his tireless efforts on CFAC, his participation has been greatly appreciated, and his valuable input and presence will be missed.

Closing public comment: None

The next CFAC meeting is scheduled for June 23, 2025

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, Chris K.-yes, and Chris L.-yes

Meeting adjourned at 7:53pm

Respectfully submitted

Theresa M. Santos



2025.05.27 Minutes  
CFAC Draft.pdf



CFAC Officer Election  
Remarks\_060925 (00



CWMP Funding  
Model\_FY26 Base Ca:

Attachments:

APPROVED