



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chairman:

John Curtis, Chair

#### Members:

Bill Brower  
Laura Cronin  
Stanley Hodkinson  
Ralph Krau  
Tom Michael  
Jim Sproul

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Richard Barry

### CFAC MEETING MINUTES

3.09.09

7:00 PM

Growth Management Conference Room

CFAC Members Present: Bill Brower, Laura Cronin, John Curtis, Ralph Krau, Tom Michael, Jim Sproul

CFAC Members Absent: Stanley Hodkinson

Councilors Present: None

Staff Present: Mark Milne - Finance Director, Deb Childs - Finance/Budget Analyst

#### 1. Call to Order

Upon a quorum duly present, John Curtis called the CFAC meeting to order at 7:04 PM in the Growth Management Conference Room.

#### 2. Act on Minutes

Motion made and seconded to accept minutes of 02.17.09 with revision to note CFAC Members absent.

Vote: Unanimous

#### 3. Chairman's Comments

John C. stated it is critical the committee determine the actions to be taken in regard to the upcoming Charter Commission meeting on 03.11.09.

Bill B. added it was also critical to complete the CIP report.

#### 4. Staff & Councilor Comments

Mark M. clarified that the committee was submitting their review of the financial policies based on the summary file and would review the full policy at a later date.

Mark confirmed that all members had received the email response from Mark Ells in regards to the committee's questions on the status and progress of the roads program.

Mark distributed a document with notes from the staff at the Town Managers office with results of phone calls to the example towns identified by the committee as being a town with a city form of government as related to the committee's research for the Charter Commission. The document outlined the responses to the specific makeup of the finance committees and suggested the committee may wish to contact those towns to gather any additional detail.

Mark distributed the Ten year forecast. He would like to target the summer to discuss how CFAC could become more involved in the development of this report.

John C. commented it may be time to develop a longer term agenda for the committee.

Mark offered to review and draft a suggested long term agenda/ calendar for the committee to review at their next meeting.

Mark indicated the FY10 CIP report is ready to go to the printer and suggested that the CFAC CIP report be included as an appendix to this report rather than printed separately. The committee agreed. The report will be added as an appendix to the Town's FY10 CIP report book.

#### 5. Old Business

Review & approval of draft cover letter to accompany FY10 budget instructions & policies recommendations-

Motion made and approved to accept the cover letter. John C. signed. The letter will be forwarded with the accompanying report to the Town Manager.

Review & approval of recommended FY10 CIP requests -

Ralph K. commented on the meeting with the Town Manager. In regards to the Town Manager's questions as to why the Stuart Creeks project did not make the CFAC "short list", Ralph noted that at the time of the CFAC review the project had not secured grant funding and as a result would be rated lower. If a project confirms funding during the CIP review process, it would be helpful for the CFAC committee as well as the CIP task force to get notification so they could take that into consideration during their rating process.

Mark M agreed that was a good suggestion and he would make an effort to share that information as it becomes available.

Laura C. discussed the other comment by the Town Manager in regards to the CFAC funding recommendation for the roads program. He expressed concern that if you lower the contribution this year due to the fiscal constraints there may not be

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incentive to add it back in future years. Laura mentioned making a formal note as to why it was lower in this particular fiscal year.

Bill B. agrees it should be tied to the financial situation.

Mark M. questioned if the difference in money was moved to another specific project or spread amongst the remaining recommendations.

Laura C. confirmed it was spread amongst remaining recommendations.

Bill and Laura both noted that partial funding was recommended on various projects and it may or may not make sense to move forward with the specific project without full funding.

Motion made and accepted to approve the FY10 CIP report document.

Tom M. thanked and acknowledged the sub-committee for their hard work on this initiative.

## 6. New Business

Charter Commission Meeting, Thursday 03.12.09. John C inquired as to which committee members would be able to attend the meeting. Laura C., Ralph K., Tom M., John C. would attend. Bill B. will try to attend but could not confirm.

Discussion determined Laura C. would be the lead speaker.

Ralph K. brought up a question from the Hyannis Civic Association meeting as to whether it makes sense to suggest the committee be put into the charter without the word "Advisory".

John questioned would that imply the committee do something different than today. Ralph stated no.

Tom recommends the committee go into the meeting advocating what they have already stated in the letter and documentation provided to the Charter Commission.

Laura would like to outline the recommendation submitted, highlight by being in the charter the voters would have to vote it out to disband any finance committee as

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opposed to being in the administrative code as it is today, highlight the committee serves as main oversight committee on the taxpayers behalf.

Tom feels the committee needs to put a skeletal frame to identify what CFAC will do.

John C mentioned the need to anticipate the Charter Commission questions about comparison cities.

Laura stated there will never be a perfect match. As long as the state mandatory code is met the town decides on its own how to set up any finance committee.

Jim inquired if Ralph would be representing the CFAC view or the Hyannis Civic Association.

Ralph responded CFAC.

Mark M. question if the committee where not “advisory” what level of participation did the committee envision ? Would they attend the regular budget meetings during the workday or expect a summary meeting; perhaps once a week?

Ralph would envision summary meetings as practical and doable. Ralph thinks taxpayer oversight is warranted in the budget formation process.

Mark inquired if they would be providing suggestions or recommendations. He also inquired if the committee could be effective without the larger time and energy commitment to the budget process (i.e. weekly meetings etc).

Tom feels they would need to commit 1-2 members to the weekly meetings who could then bring back the information to the full committee.

John questioned if the format or time consideration are known for the Charter Commission meeting.

Laura responded they are not known.

Laura volunteered to put together a draft document outlining her anticipated comments for the Charter Commission meeting. She will forward for the committee’s review.

Mark offered several suggestions for areas where the committee may attempt to become more involved in the future:

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- ◆ 60/40 Revenue Sharing agreement
- ◆ Allocation of resources between the Operating and Capital Budget
- ◆ Analysis of cost of borrowing versus Pay as you go programs
- ◆ New program evaluation
- ◆ Financial Policy evaluation
- ◆ Development of reserve policies

Next meeting is scheduled for Monday March 16th, 2009 in the Growth Management conference room.

Meeting adjourned at 8:30 PM.