



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

367 Main Street, Village of Hyannis, MA 02601

v. 508.862.4654 • f. 508.862.4717

www.town.barnstable.ma.us

CFAC Committee:

Chairman:

John Curtis, Chair

Members:

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

Staff Liaison:

Mark Milne

Councilor Liaison:

Richard Barry

CFAC MEETING MINUTES

4.06.09

7:00 PM

Growth Management Conference Room

CFAC Members Present: Bill Brower, Robert Ciolek, Laura Cronin, John Curtis, Stanley Hodkinson

CFAC Members Absent: Ralph Krau, Jim Sproul, Tom Michael

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 7:10 PM in the Growth Management Conference Room.

2. Act on Minutes

Motion made and seconded to accept minutes of 03.16.09.

Vote: Unanimous

3. Chairman's Comments

John C. welcomed Robert Ciolek, the newest member of the CFAC committee, to the meeting.

John made note of Dr. Patricia Grenier's presence at the workshop on 03.30.09. Dr. Grenier is open to working with the committee and welcomes their input.

4. Staff & Councilor Comments

Mark M. provided updated enrollment data for the schools as of 4.01.09. He also provided some information from the Massachusetts Building Authority with projected enrollments and commentary.

Mark M. supplied the revised Budget Calendar and reviewed the recent changes to the dates for the presentation of the FY10 Operating Budget to

the Town Council as well as the workshop dates.

Mark suggested the committee may want to provide their report on the budget to the Town Council at the last day of their workshops, May 28th.

Bill B. suggested a draft copy be provided on the final day of workshops with a final report provided on the first day of public comment.

Mark reviewed that the Town Council has a 45 day time period after receipt of the budget to approve it.

Mark suggested some members of the committee may wish to be present at the workshops to listen.

Mark reminded the committee that the FY10 CIP public hearings are scheduled for next Thursday evening 04.16.09.

John C. and Bill B. will plan to attend to be available for any questions in regards to the CFAC committee's report.

5. Old Business

Discuss next steps in review of the complete financial policy -

Bill B. recommended this be reviewed at the second meeting in June. The committee will review in the interim and brings comments to the June 15th meeting.

Results of Charter Commission meeting on 03.25.09 -

Laura C. reviewed that there were no questions from the committee. She did receive some inquiries from citizens about the CFAC committee. Laura directed them to the Town website for additional information. Some inquired as to when the CFAC meetings were aired on television? John C. inquired if there is a desire from the committee to review the option to be televised? This will be added to the next agenda for discussion.

Review and approval of letter to Charter Commission-

It was determined that this letter is no longer required.

Review of CFAC Calendar -

The committee agreed the action calendar provided by Mark was all set as is.

6. New Business

Update CFAC policies and procedures document dated 01.01.06 -

Bill B. noted the number of committee members needs to be updated to nine from seven.

John C. suggested the responsibility of finding new members to participate in sub committees or to join the committee be moved from under the Vice Chairman to all members of the committee.

The committee agreed to remove the term “standing” from the sub committee terminology.

Laura C. reviewed the open meeting law policies in regards to email communication and suggested the document include a section outlining that policy. Any decisions made via email need to be documented and approved in the next meetings minutes to avoid being in violation of the open meeting law. Email communication should be used primarily to disseminate information to committee members.

Mark M. suggested that the time frame for meeting notices and agendas should be changed from five days to 48 hours to be consistent with the open meeting laws.

Laura C. noted the date needs to be updated in section 11.

The edited version will be reviewed for approval at the next meeting.

CFAC meeting schedule-

The committee voted and approved to amend the April meeting schedule as follows:

- Add a meeting date of 04.13.09
- Cancel meeting date of 04.21.09
- Add a meeting date of 04.27.09

FY10 School Budget -

Mark M. will have additional information for the committee at the next meeting. The school committee is set to meet on Tuesday 04.07.09. A complete budget by site will then be available for the committee to review and discuss at the 04.13.09 meeting.

Next meeting is scheduled for Monday April 13th, 2009 in the Growth Management conference room.

Meeting adjourned at 8:20 PM.