



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chairman:

Bill Brower

#### Members:

Robert Ciolek  
Laura Cronin  
Stanley Hodkinson  
Ralph Krau  
Tom Michael

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Richard Barry  
James Munafo Jr.

### CFAC MEETING MINUTES

5.03.10

7:00 PM

Growth Management Conference Room

CFAC Members Present: Bill Brower, Robert Ciolek, Laura Cronin, Ralph Krau, Tom Michael

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, Bill Brower called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room.

#### 2. Act on Minutes

Motion made and accepted to approve the minutes of 04.05.10.

Vote: Unanimous

Motion made and accepted to approve the minutes of 04.20.10.

Vote: Unanimous

#### 3. Chairman, Staff & Councilor Comments

Mark Milne reviewed that the Town Council agenda for Thursday night includes the School CIP program. He indicated the budget will be submitted to Town Council. The budget is a maintenance budget intended to keep level services. There are no suggested cuts to the Town or School. The ARRA funding has been a big help to the Schools.

Mark reviewed that budget workshops will likely be planned for 5.20.10 and 5.27.10 as needed. Mark anticipates the public hearings beginning on 6.3.10. The CFAC report on the Operating budget would be due at that time. Mark encourage the committee to invite any Department Heads as needed to the 05.17.10 CFAC meeting to answers any questions the committee may have. Mark plans to send a summary document to the committee prior by Thursday.

Mark reviewed some key contributors to the balancing of the budget.

- The reduction in funding for the Quinn bill results in lowering Police salaries.
- Three positions from the Weights and Measures program were able to be shifted to the Revolving fund rather than the General Fund.

Mark informed the committee that the Audit of the Finance Division operation was complete. There will be a meeting next week with the staff to review the findings. The main points were efficiencies that could be gained from the MUNIS system, improved training of staff, and better documentation of policies and procedures.

Bill Brower was a member of the audit committee and feels the consultants did a good job. He felt there were good recommendations and analysis. No critical problems were defined just constructive advice.

Tom M. and Bob C. expressed congratulations to the Finance group.

Bill B. thanked Mark M. for his work and efforts.

#### 4. Old Business

Bob C. inquired about the status of Mr. Curran's application to the committee.

Bill B. does not have any updates from the appointments committee as to the status.

Laura C. inquired about the status of the recommendation for a letter to the Council in regards to the discussions with Ruth Weil and the topic of parking fees.

Bill B. updated Laura that at the last meeting he recommended the committee consider "other sources" of revenue as a topic for discussion in August to present a more comprehensive piece to the Council.

Laura C. agreed but noted that she does not want the topic to get "lost". She feels the committee needs to look "outside the box" for new revenue sources.

Bill B. commented that if parking fees were presented on their own they may be easier to dismiss.

Bob C. questioned if this will be a stand alone report from CFAC to the Town Council?

Bill B. replied yes.

Bob C. noted he thinks the committee will need to work closely with Mark M. so it can leverage his knowledge of past suggestions that have been presented and why they were rejected. Mark may be able to offer advice on each option.

## 5. New Business

### Open Meeting Law-

Mark M. updated the committee that effective July 1, 2010 there are some changes going into effect in regards to the Open Meeting Law. Ruth Weil is working to put together an outline of the changes and their impact.

The major changes Mark noted are:

- Posted agendas will need to include topics to be discussed.
- Any documents included as part of discussions need to be captured in the minutes.
- Postings need to be posted in public place with 24 hour access for 365 days a year; a website will not suffice.
- Saturdays will no longer count towards 48 hour notice of a meeting.

Mark will provide more details as available.

### Roger Parsons/Roads Projects Update -

Roger thanked the committee for their support of the Roads program. Roger has been a Senior Project Manager with the Town for approximately three years and has advocated for the integration of maintenance procedures with construction projects.

Roger reviewed the process that is taken to evaluate and determine which roads require repair. An extensive pavement management program (done by an outside company-VHB) has been in use for approx. 8-10 years as a planning purpose tool. One third of the public roads are reviewed per year so over the course of three years all public roads have been inspected. Roger noted that factors such as drainage which impacts the rate of decay of a road are not part of this review.

Roger indicated that “collector” roads would take precedence over an individual road. He hopes they may soon be able to focus more on neighborhood roads.

Roger reviewed the Osterville West Barnstable road as an example. The road has experienced rapid decay due to drainage issues.

Roger reviewed that the DPW staff works closely with other departments such as the Growth Management dept as well as with Utility companies to coordinate projects where possible. An example would be the Bearses Way Lighting and Streetscape project.

Laura C. questioned what has been achieved with the \$14M that has been funded over the past several years for roads? She questioned if village roads are being sacrificed for other projects?

Roger reviewed that the PCI ( pavement construction index) goal is for an average of 80. He indicated we are now averaging 80 even with increase labor and costs, shorter work calendar ( generally no construction work in the summer), and increases in deterioration of roads. Roger credits this to making the right decisions , choosing the right maintenance process for roads, and combining drainage improvements when possible.

Ralph K. commented that with the sewer projects pending for accepted and unaccepted roads, he feels it is critical we address the acceptance of private roads at the time of sewerage. He thinks the money spent later would be enormous and the pressure from citizens great. He recommends the private roads be accepted at time of sewerage with no betterment cost. He requests that Roger share that idea in any future discussions.

Roger responded that Mark Ells and himself sit on the roads committee for Town Council. In his experience, communities that move forward with large projects are benefited by upgrading the infrastructure at the same time.

Tom M. thought the Town Manager had taken a clear stance on this? When will a decision be made?

Mark M. indicated the Town Council sub-committee on sewer financing will be meeting again and had requested additional scenarios for review. Mark noted that many include the private road issue. The Town Manager and many of the councilors agree on the scenarios that include private roads.

Bob C. inquired if there was anything in documentation about Town Managers comments?

Mark M. replied no.

Town Council Sewer Sub Committee Letter-

Bob C. has drafted a letter on behalf of CFAC Clean Water Protection Sub-Committee which outlines a recommended funding method. He would like CFAC's approval to forward to the Town Council sub-committee.

Mark M. anticipates that the Town Council sub-committee will come up with a suggested formula for funding soon. He thinks the sub-committee is sensitive to the urgency of the issues. Mark suggested it may be wise to wait and allow the sub-committee some more time.

Bob C. disagrees and thinks it would be better to give them an opinion at the start of their deliberations than after.

Bill B. suggests seeing what happens at the Thursday meeting prior to providing.

Tom M. thinks the sub-committee should be happy to receive the input from the CFAC sub-committee after the time and effort they put into their review.

Laura C. values Mark's opinion but would still like to see action sooner than later.

The committee made a motion to vote to authorize Bill B. to present the letter to the Town Council sub-committee on Thursday with any amendments. Vote: Unanimous

6. Discussions

None

Meeting adjourned at 9:25 p.m.

Next meeting is scheduled for Monday, May 17th at 7 p.m.