



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chairman:

Laura Cronin

Members:

Robert Ciolek
Peter Eastman
Stanley Hodkinson
Ralph Krau
Henry McClean
Jacqueline Michelove

Staff Liaison:

Mark Milne

Councilor Liaison:

Richard Barry
James Tinsley

CFAC MEETING MINUTES

10.17.11

7:00 PM

Growth Management Conference Room

CFAC Members Present: Robert Ciolek, Laura Cronin, Jacqueline Michelove, Stanley Hodkinson, Ralph Krau

CFAC Members Absent: Peter Eastman, Henry McClean,

Councilors Present: Janice Barton

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

1. Call to Order

Upon a quorum duly present, Laura Cronin called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room.

Motion made and accepted to approve the minutes of 10.03.11.

Vote: Unanimous

2. Chairman's Comments

Laura C. announced that she had received a letter of resignation from Peter Eastman. Mark Milne has notified the Town Council office that the CFAC committee now has another opening. Laura questioned what efforts the committee could take to solicit volunteers? Laura volunteered to email the various civic associations about the openings in hopes of generating some interest.

Mark updated the committee that he heard from Kaitlin Lynch out of Senator Dan Wolfe's office that the bill to create a Sewer Trust Fund has its 3rd reading and is now sitting in the House Ways and Means committee. If approved and no amendments are made, the next step would be to send it to the Governor for his approval.

1. Old Business

Solid Waste Sub-committee

Bob Ciolek indicated the sub-committee is still awaiting completion of the REC committee's work.

Ralph inquired if the REC received the support of the Board of Health (BOH) in regards to their suggested change in the BOH's ordinance.

Bob replied an email had been forwarded to the BOH but no follow up as of yet had been received.

2. New Business

FY13 Budget

Mark Milne provided a draft of the FY13 Budget Calendar (Attachment A). The interim Town Manager will meet with the Town Council President to approve.

Mark reviewed the key dates for the CFAC committee.

11/21/11 Copies of the CIP program available for CFAC CIP sub-committee

2/24/12 CFAC CIP sub-committee report due

Mark addressed the timing issue of getting the budget to the committee. Due to the regulations in the Town Charter the Town Council has 45 days to approve the budget once it is submitted to them by the Town Manager. It is not feasible to provide the budget to CFAC prior to the Town Council receiving it.

Ralph inquired if it could be provided in piecemeal.

Mark replied yes that is how it has traditionally been handled providing pieces of the proposed budget to the committee for review.

Mark indicated he could bring revenue projections to the next meeting for discussion and review. The date of 5/17/12 is the planned date to present the proposed budget to the Town Council. They will then have 45 days, approximately the end of June to review and approve.

Mark mentioned that the Town Manager's office is trying to have other items limited from the Town Councils agenda for June so the meetings can be focused on the budget.

Operating Budget Sub-committee

Bob C. asked that sub-committee members review the information he provided via email and forward any comments and volunteer for any section that is of particular interest to them. He would like select a department for review and suggestion of performance measures as an addendum to the report; similar to what was done with the Regulatory Services dept. He would also like to follow up with Tom Geiler and Regulatory Services on their progress.

Laura indicated she would check in with Tom Geiler for availability to meet with the committee and provide an update.

Mark is targeting the 11/7 meeting to invite the Superintendent to attend.

Sewer Betterments

Mark provided a draft document (attachment B) outlining a request for special legislation for consideration by the Town Council. The request is asking the Town Council to submit a petition to the State to expand the amortization of sewer betterments from 20 years to 30 years and add a level payment amortization method on sewer betterments that get apportioned to future tax bills. This would decrease the annual impact to the homeowner but would increase the overall payment.

Bob C. questioned the 2% charge over the underlying debt? Was it necessary?

Through Group discussion the consensus was that it covers the administration expenses.

Bob also questioned if you could lower the interest rate to 3%?

Mark indicated he would need to rerun the numbers to see the impact.

Bob C. clarified that they would like to see analysis with a more concrete review of the costs needed to cover the Town's cost of the loan.

Mark hopes to get it on the agenda for the Town Council by Dec. or Jan. the next step would be sending it on to the legislature.

Mark is looking for CFAC feedback on the initiative.

Bob C. replied that he is willing to formalize a letter of support. He is in support of anything to save money to the taxpayer/homeowner.

3. Discussions

Laura inquired about who reviews any performance measure for a department? Is it done by the department itself?

Mark replied that as part of the budget process departments will be asked to provide any YTD information related to performance measures. Information would be shared but no formal audit of the data is done. Mark shared that other towns who have implemented performance measures have dedicated a full staff to the process. He cited the Boston website <http://www.cityofboston.gov/bar/home.asp> as an example.

Bob C. thought the data should be reviewed at the time of budget presentation.

Jacqueline inquired about the impact of Sturgis to the Barnstable school enrollment figures?

Mark replied he was not sure there is any direct correlation. A major factor in determining BHS operating costs is the level of diversification in curriculum. You may see smaller class sizes at Sturgis.

Bob C. commented there may be a potential need for regionalization of schools.

Mark replied one way to accomplish that is through school choice.

None

Meeting adjourned at 7:50 p.m.

Next Meeting - Monday, November 7th @ 7 p.m.