



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Laura Cronin

Members:

Robert Ciolek
Stanley Hodkinson
Ralph Krau
Henry McClean
Jacqueline Michelove
Gregory Plunkett
Laurie Young

Staff Liaison:

Mark Milne

Councilor Liaison:

James Tinsley
Debra Dagwan

CFAC MEETING MINUTES

5.07.12

7:00 PM

Growth Management Conference Room

CFAC Members Present: Robert Ciolek, Jacqueline Michelove, Laura Cronin, Laurie Young, Ralph Krau, Henry McClean, Stanley Hodkinson

CFAC Members Absent: Gregory Plunkett

Councilors Present: None

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

1. Call to Order

Laura Cronin called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room.

2. Staff, Council & Chairman's Comments

Mark informed the committee that new town council liaisons had been appointed. Councilor Debra Dagwan and Councilor James Tinsley will serve as the liaisons to CFAC. Laura suggested preparing a letter of welcome to the councilors. All agreed. Laura will draft a letter.

Mark informed the committee that 3 members were up for re-appointment to the CFAC and all had agreed to renew their status.

Old Business

Solid Waste Review Sub-Committee Status Report

Bob C. reported that the REC continues to meet on the topic. They continue to try to schedule time before the Town Council. No written report has been produced yet. It appears they have narrowed the options to two - Curbside pickup with 3 districts or PAYT with existing users similar to the Town of Sandwich.

Mark commented that the DPW needs direction from the Town Council. The REC needs time before the Town Council to present and discuss the information so that the Town Council can take it under consideration.

Jacqueline inquired if there is any update on what is happening at the county level?

Bob C. replied that there is no significant progress. He noted a lot of activity in Falmouth and Bourne but no finalized actions.

Mark commented that Brewster had signed a new contract with SEMASS.

Danforth Property RFP process

Mark informed the committee that Councilor Barton had inquired if the committee would like to do an analysis of the best use for the property. He mentioned a current proposal related to farming. Is that a feasible option or best use of the section of land?

Bob C. asked if she was speaking on behalf of the Committee or Town Council.

Mark believes it is on behalf of the Committee.

Bob C. requested something in writing be provided with specifics of what is being requested and by whom i.e. Town Manager, Town Council, etc.

Stan commented that a letter has been received from the Homeowner's association near the land which vehemently opposes the farming idea.

Bob C. questioned if there are certain state laws governing what could or could not be done on the land.

Mark Milne stated Dave Houghton from the legal department could provide guidance on any specific regulations.

New Business

Performance Measures/Metrics

Bob C. had questions: Are we going to do anything? If yes, we will need to delegate the work and we will need to work fast. If we are to meet with a department head it would need to be in the next 2 - 2 ½ weeks as the operating budget report is usually submitted the 1st week in June.

Two candidates were offered for review - Libraries as within the Town Budget or MEA (a division of Community Services).

Laurie inquired what we are trying to accomplish with the measures.

Bob C. replied that CFAC is trying to encourage the administration to have measures of success in the budget across the town. Bob reviewed that the Town previously made the commitment to do performance measures. To date, they have asked departments to come up with their own.

Bob reviewed the work the committee completed last year with the Regulatory Services Department.

Laurie asked if it needed to be concurrent with the budget or could it be an ongoing process?

Laura C. hoped to have an update for budget but agreed it could be a supplemental program.

Mark Milne commented that this is a long range plan for the Town and thinks it would be helpful to have the committee work with the departments to develop and define meaningful measures. To date training sessions have been provided to departments but with the transitions occurring with the Town Manager role it has not been a priority for departments.

Ralph K. votes if committee pursues the process that the MEA department should be the choice.

Laura made a motion for the CFAC committee to review performance measures as related to the MEA department.

Ralph and Jacqueline seconded.

Vote: Unanimous approval

Bob C. notes there are six divisions within the MEA department, he asked the members of the Operating Budget sub-committee to each pick 2 that they would like to review. He suggested providing 3 to 6 performance measures.

The Operating Budget sub- committee decided to meet on 5/16. The meeting will be posted with the clerk's office once a room is booked.

Laura suggested an additional meeting in May to approve the Operating Budget report anticipated from the sub-committee. The meeting should be quick and only topic should be voting on the report. Tuesday 5/29 was selected. The meeting time and place will be posted once confirmed. This will allow for Laura to present the report to the Town Council at the 6/7 meeting.

Operating Budget

Mark Milne provided the committee members with a summary report of the proposed FY13 Operating Budget. Mark reviewed the highlights of the document with the committee. He welcomes any feedback or comments on the document.

Laura C. asked if the monies from the meals tax are still being transferred to a reserve for the Solid Waste Sewer projects.

Mark replied yes it was being transferred. He noted that legislation is still under review to establish the Sewer Trust Fund.

Laura inquired when the betterments for completed work would be assessed.

Mark responded that the work had not yet been completed. He is unsure of an exact date when the betterments will be assessed.

Jacqueline inquired about the request to extend the time of the betterment loans to reduce payments?

Mark replied that the request was still under review by the legislature.

Mark noted the Budget presentation to the Town Council is scheduled for May 17th and the Town Council June 6th meeting would be budget workshops.

3. Discussions

There was discussion about the windmills at the Waste Water Treatment plant and how energy credits are applied or credit received for energy produced. Who is responsible for managing the process?

Mark Milne suggested having the DPW or REC present on the topic. Mark recommends the committee put together a list of their questions ahead of any meeting.

Laura thought June or July would be a good time to invite them to a meeting.

Meeting adjourned at 8:40 p.m.

Next Meeting - Monday, May 21th @ 7 p.m.