



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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Email: cfac@town.barnstable.ma.us

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

5.29.12

7:00 PM

Growth Management Conference Room

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

CFAC Members Absent: Henry McClean

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

Laura discussed the recent email communications from Town Clerk Linda Hutchenrider regarding board/committee email communications. A separate email address has been established for boards and committees to use as a cc in their communications. These have been established in an effort to facilitate the processing of any FOI requests related to a particular committee or board.

Mark Milne clarified that emails of substantive matter should be copied to the address.

Laura inquired about the CFAC mailbox and monitoring, previously handled by Bill Brower. Mark will follow up with Laura and provided instructions on accessing and monitoring the mailbox.

Old Business

FY13 Operating Budget Report

Bob C. thanked Mark Milne for his time in reading the report and providing commentary on the report. Bob had forwarded a draft of the report including Mark's comments to the committee.

Bob proceeded through the report to review areas in question. Bob and Mark will work to correct the numbers for looking back at FY10 for comparison of revenues.

Bob will update the report to reflect that a surplus of \$2.4 M occurred in FY11.

Bob noted agreement with Mark's comments on recommending someone be appointed to take charge of the performance measures initiative, possible from the Town Manager's office. All agreed this would provide a higher level of responsibility and demonstrate the administrations buys in.

Ralph commented on the suggestion for training in this area and recommended it be sooner rather than later.

Discussion continued regarding the Town Council policy to maintain a 4% budget reserve.

Mark reviewed that 4% is on the low side compared to recommendation from GFOA (Government Finance Officers Association) which is 15%. Mark also indicated lowering the policy could lead to a weakening of the Town's bond rating over time.

Mark did note the reserve balance is over 4%.

Bob C. agreed to remove the recommendation but still thinks the capital needs of the town and it's assets are a high priority and long term projects need to be addressed. He will reword this section.

Jacqueline inquired how far over 4% the reserve is?

Mark replied it is somewhere around 12-15%.

Review of the budget format change regarding health insurance expenditures occurred.

Mark Milne's comments indicated further explanation of the changes could have been included in the budget. He noted that the prior years had been restated. Mark commented that this section represents a significant portion of the budget and an unfunded liability. By segregating the information, it was thought it would highlight the costs. Mark suggested providing a crosswalk to connect the overall cost to departments.

The committee agreed to disagree. The consensus of the committee is that the costs should be put back into the department budgets.

Bob C. will update the report to include EMT services in the section regarding independent districts.

Discussion occurred on whether or not to include Appendix A regarding Performance Measures and the MEA division of the Community Services Department.

Consensus is to keep it in the report.

Bob C. will make agreed upon changes and forward a final draft for delivery.

Motion made to approve the report with various amendments.

Vote: Unanimous; report approved.

3. Discussions

None

Meeting adjourned at 8:22 p.m.

Next Meeting - Monday, June 4th @ 7 p.m.