



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
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

James Tinsley
Debra Dagwan

CFAC MEETING MINUTES

6.24.13

7:00 PM

Growth Management Conference Room

CFAC Members Present: Robert Ciolek, Ralph Krau, Gregory Plunkett, Jacqueline Michelove, Lillian Woo

CFAC Members Absent: Stanley Hodkinson, Laura Cronin, Henry McClean

Councilors Present: None

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

1. Call to Order

Robert Ciolek called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room. Robert welcomed Lillian Woo who was recently sworn in as the newest CFAC committee member.

2. Act on Minutes

Motion made and seconded to approve the minutes of 5.28.13.

Vote: Approved, unanimous

3. Communication From Committee Members

None

4. Communication From Councilors and Staff

Mark Milne informed the committee that the FY13 was finished and approved.

Mark noted that Bud Breault and Ron Persuitte from the Airport commented on the CFAC report. Their comments were focused on the Revenues and not having an opportunity to respond to the report.

Mark recommends the committee invite them to a CFAC meeting to discuss and review. Mark will pursue setting up a time.

Jacqueline inquired if there were any comments about the Fire Districts.

Mark responded that the Councilors made not of the independence of the Fire Districts.

Mark noted that the Town Manager has applied for a grant to participate in a Municipal Performance Management Program. He will update the committee if and when acceptance is granted.

Bob C. inquired if there was any response on how to achieve a 50 % recycling rate.

Mark replied no.

5. Old Business

Solid Waste Sub-Committee update

There were no updates from the sub-committee.

Operating Budget Sub-committee

Bob C. reviewed that the Operating Budget Sub- Committee had completed its task for the FY14 Budget.

6. New Business

Mark notes he plans to bring forward to the Town Manager and Town Council a GFOA (Government Finance Official Association) letter of information regarding Municipal bonds. Mark asked if CFAC would like to support the effort.

Bob Ciolek motioned to provide support. Ralph Krau seconded the motion. Vote: Unanimous.

Operating Budget Changes

Mark presented documents that implement some of the suggested changes to the Operating Budget made by CFAC.

The first is a more detailed explanation of what comprises the Net Assets for the enterprise fund operations and what portion is available for appropriation. The second is the inclusion of benefit costs by department.

Mark noted that the DLS(Division of Local Services) has made note of the same issue for Net Assets and is likely to start including their methodology behind the calculation of surplus funds in future certifications.

Bob C thanked Mark for the update.

Jacqueline noted that they had concerns when benefit costs were not included in the budget document for the School Department and wanted to make sure the costs were being shared with DESE (Department Elementary Secondary Education).

Mark stated that the data was still reported to DESE the only change had been to the budget presentation.

6. Discussion

Ralph K inquired about future subjects for CFAC to review.

Mark mentioned he would inquire with the Town Manager about the possibility of a group meeting with the Town Council to discuss and review Enterprise Funds.

Meeting adjourned at 7:30 p.m.

Next Meeting - Monday, July 22nd @ 7 p.m.

7. Documents Distributed to Committee

Sample Budget with Employee Benefit Allocation included.

Sample Net Asset Overview