



# 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

1.14.13

7:00 PM

Growth Management Conference Room

CFAC Members Present: Laura Cronin, Robert Ciolek, Gregory Plunkett, Henry McClean, Ralph Krau, Stanley Hodkinson

CFAC Members Absent: Jacqueline Michelove, Laurie Young

Councilors Present: None

Staff Present: Mark Milne - Finance Director; Deb Childs - Finance/Budget Analyst; Mark Ells - Assistant Town Manager; Roger Parsons - Town Engineer

#### 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 informed the committee that Jacqueline Michelove would be on in indefinite leave from the committee.

The committee had no objections to keeping Jacqueline on the committee and allowing her to contribute as she can via emails.

The committee did recommend that the chairman pursue the status of the current additional vacant position to see if it could be filled.

Mark Milne acknowledged he had forwarded an email to the committee members with the ten-year forecast. He has hardcopy reports should anyone need one.

Ralph inquired if there was any update on moving it to a five year forecast?

Mark replied there was nothing currently in process to change it.

Mark Milne informed the committee that a workshop will be held on Jan. 31<sup>st</sup> on Solid Waste. Mark Ells will be providing updates on the topic to help educate the Town Council on the options being reviewed. It is an open meeting and will be held in the Selectman's conference room.

### 3. Act on Minutes

Motion made and seconded to approve the minutes of 12.04.12.

Vote: Unanimous

### 4. Old Business

None

### 5. New Business

#### FY14 DPW CIP Requests

Mark Ells and Roger Parsons reviewed the methodology and process for the review and submittal of CIP requests for the DPW Department - both general fund and enterprise funds.

Roger reviewed a new asset management system they are putting into place to assist in the public roads program. The new program includes video of the road surfaces.

Mark Ells indicated it should help provide better common bidding and coordination of services.

Laura inquired about the cost of the program.

Roger responded it was \$200,000. There is no built in maintenance fee or licensing fee but there could be some fees for training and advice.

Henry inquired if the new software could be used in the future to assess and prioritize the private roads and if so was that a consideration for the future?

Roger replied yes to both questions.

Discussion ensued about the status of private roads and any foreseeable action on the taking of private roads.

Laura inquired if any betterments are in process to take Private Roads?

Roger replied there are a few in progress, Thornton Dr and one in the Point Hill area.

Ralph commented on a program Billerica put in place that required utilities to replace the road from curb to curb if they perform work recently after a road has been repaved. He recommended Barnstable pursue a similar initiative.

Mark Ells commented he would review with legal.

Mark noted that a roads committee did significant work back in the 90's on the private road topic. He has a copy of that committee's report if any one would like a copy. He noted the money amounts have changed but the issues have not and the general framework of the report has merit.

Laura thanked Mark and Roger for attending the meeting.

#### FY14 CIP Budget Sub Committee

Henry has several questions, Laura recommended he compile a list and forward to Mark via email.

The sub-committee deadline is Feb. 21<sup>st</sup>. Laura suggests the sub-committee have the report ready to review for the Feb. 11<sup>th</sup> CFAC meeting.

Gregory P. has numerous questions as well on the process of review. Bob C. volunteered to meet with Greg and review his questions.

#### 6. Discussion

The school department will attend the Jan. 28<sup>th</sup> CFAC meeting to review their CIP requests. The Superintendent and Director of Facilities are expected.

Mark Milne noted that this Thursday night is the joint meeting of the School Committee and Town Council to review budget information.

Meeting adjourned at 8:24 p.m.

Next Meeting - Monday, January 28th @ 7 p.m.

#### Document List:

The following documents were distributed at the meeting.

BETA Asset Management Software Presentation.pdf