



# 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

1.13.14

7:00 PM

Growth Management Conference Room

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

CFAC Members Absent: Stanley Hodkinson, Henry McClean

Councilors Present: None

Staff Present: Mark Milne - Finance Director, Deb Childs- Budget Analyst  
Dan Santos - Director Department of Public Works (DPW)

#### 1. Call to Order

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

#### 2. Act on Minutes

Motion made and seconded to approve the minutes of 12.09.13.

Vote: Approved, unanimous

#### 3. Communication From Committee Members

None

#### 4. Communication From Councilors and Staff

Mark announced that the new Town Council Liaison list was issued. He distributed a copy of the letter from the Town Council president announcing the appointments. John Norman has been appointed as the new liaison to the CFAC committee.

Mark reviewed that the Town Council will hold a joint meeting with the School Committee on 1/16/14. He will deliver a financial update at that meeting.

Mark noted that the annual financial audit was just completed. He will email the committee a copy of the CAFR ( Comprehensive Annual Financial Report).

Mark recently presented the Ten Year Forecast to the Town Council. There were no major items. He noted it provides a ten year look back, reviews the unfunded liabilities and discusses the unknown factors sewer planning may present in the future.

Mark mentioned that at the end of the month the Town Manager will be holding a hearing on changes to user fees. This covers calendar based charges.

Ralph inquired about resubmitting the CFAC recommendation to change the Ten Year Forecast to a Five Year Forecast.

Bob C. recommended a welcome letter be forwarded to the new council liaison.

All agreed. Laura will prepare a letter.

#### 5. New Business

##### Review of DPW Budget

Mark Milne introduced the Director of the Department of Public Works (DPW), Dan Santos.

Laura welcomed him to the meeting. She reviewed that the CFAC committee is trying to meet with Department heads during the budget cycle to review any upcoming budget issues.

Dan reviewed that the Operating Budget submitted for the DPW department is level funded at \$8.1 M. He noted that there were several decision packages submitted requesting an approx. \$1.2M more in funding. Dan explained that he prioritizes requests to be submitted to the Town Manager who in turn reviews for approval to include in the budget.

Some of the items being requested include : GPS ( Global Position System) systems for vehicles which he hopes can result in fuel savings and better snow plow management, funds to hire flaggers for police details, increase in seasonal wages, funds for maintenance and repair of some street lights and funds to hire a safety officer

Dan estimates they need an additional 10 to 50 % over the existing budget to effectively run the department.

Laura inquired if there is a strategic plan for the maintenance of buildings.

Dan reviewed that they are working on a GIS based program for the management of horizontal assets (roads etc.) and that Mark Ells is working on vertical assets ( buildings etc. ). They are trying to maximize available funds other than the general fund such as Chapter 90 funds and grants.

Dan noted they recently hired a new Assistant Director of DPW - Rob Steen.

Gregory Plunkett inquired about the Mosswood cemetery building improvement ; is there any opportunity to use the Kirkman Trust Fund funds.

Dan replied they are looking into that possibility.

Bob Ciolek inquired about the financial strategy once a new Solid Waste contract is in place?

Dan responded that he had made a recommendation to work with one of the contractors currently in discussions with the town. He noted that competition was helping the discussions. The Town Manager will have the final decision. Dan thinks the tipping fee will be closer to \$67 dollars a ton including transportation costs. He anticipates the sticker fee will potentially increase to \$220 from the current \$160.

Bob C. asked if the Town Council was still pursuing using one or more haulers for curbside pickup?

Dan replied no but indicated that may be something that would be pursued once a long term contract is in place.

Bob C inquired if the GPS would be used for private snow plow contractors?

Dan replied that they would like to but thinks it would be cellphone based. Right now they often spend a lot of time finding out where the contractors are and what routes have been completed.

Jacqueline inquired what percentage of plowers do the private contractors represent?

Dan answered 85 are private and about 40 are employees.

Ralph inquired how the snow budget was ?

Dan indicated they have used approx. \$500K of a \$600K budget so far.

Bob C. asked about the electric bills and if the town has seen a decrease in costs due to the credits being received for the solar panels and wind turbines.

Dan replied yes but they are still working through issues on the process and deferred to Mark Milne.

Mark indicated that the town has been working with NSTAR who has been slow to provide data on trying to reconcile the amount of energy being produced vs. the energy going into the grid and ultimately the credits being applied to the town's electric bills.

Additional discussion occurred on ways some private companies are managing the same issue. Laura mentioned Cape Cod Potato Chips and Shepley Wood Products having experience with solar arrays at the Airport.

Ralph inquired if the estimate of 1 mile of road repair equated to \$1 million was still true? If not, he requested the DPW staff re-estimate and provide a generic figure.

Ralph mentioned the 375<sup>th</sup> Town Celebrations and the resources it may require from the DPW department. How will the added costs be handled?

Dan replied he is hoping an account will be created for that specific purpose.

Mark confirmed that funds have been appropriated for those events in the FY14 budget and additional funds are anticipated for the FY15 budget.

Dan is requesting the position of a Safety Officer to provide training and oversight of current practice. Ralph inquired about the need for a safety officer when the town has been without one for so long?

Dan replied that we are skirting disaster as many accidents are occurring that should not be happening. The position would also support the tracking of various licensing requirements to insure employees have the correct licensing and it is up to date.

Bob C. mentioned the performance standards CFAC has been working with departments to develop and adopt.

Dan replied that he will be working with the Collins Center. The DPW department is completely on board with developing and using performance measures.

Lillian inquired if each department within DPW has its own management plan and goals.

Dan replied yes , they are outlined in the budget document.

There was some discussion on the CAC anticipated report on Waste Water Management and environmental impacts. Dan indicated that report would drive any action.

Bob inquired about funds requested to improve the functioning of the existing waste water plant.

Dan indicated that is in anticipation of changing standards due to emerging concerns with contaminants such as prescription drugs etc.

Jacqueline asked if there was a backlog of maintenance to town facilities ? If so, are the concerns getting worse.

Dan replied yes and yes.

Laura thanked Dan for attending the meeting.

#### FY15 CIP (Capital Improvement Plan) Budget

Bob C. indicated 3 of 4 members of the sub-committee had submitted their scores. All have been entered to a spreadsheet.

The report is due Feb 3<sup>rd</sup>.

Laura indicated if the information was forwarded to her by the 22<sup>nd</sup> she would prepare a report for review and approval at the next CFAC meeting.

Ralph mentioned that historically , members of the committee have met with the Town Manager to review the report.

Mark will work to coordinate a meeting between Feb 3<sup>rd</sup> and March 20<sup>th</sup> .

#### 6. Discussion

None

Meeting adjourned at 8:03 p.m.

Next Meeting - Monday, January 27th @ 7 p.m.