



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
Cynthia Crossman
Ralph Krau
Jacqueline Michelove
Gregory Plunkett
Lillian Woo
John Schoenherr

Staff Liaison:

Mark Milne

Councilor Liaison:

John T. Norman

CFAC MEETING MINUTES

06.22.15

7:00 PM

Growth Management Conference Room

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

CFAC Members Absent: Cynthia Crossman

Councilors Present: None

Staff Present: Mark Milne, Nathan Empey,

1. Call to Order

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

2. Act on Minutes

The following minutes were approved by unanimous vote:

06.08.15

3. Communication from Committee Members/Councilors and Staff

Mark noted Town Council approved the remaining operating budget appropriations for Public Works, Libraries grants, and Community Services Department. However, there is proposal by the Senior Services Division to end the Adult Social Day Program due to lack of participation. The funding source for this program is pay-as-you-use. This program does not provide medical support (no registered nurses), and had averaged 8 to 12 participants a week but participation has declined significantly. Due to lack of participation and pay-as-you-use funding source, the program is no longer viable as being self-supporting. From this, Town Council has expressed interest in keeping the adult social day program open, but through tax subsidization. This will require a supplemental appropriation for FY16. The program has been in existence for fifteen years.

CFAC Comments:

Bob C. commented that the program be moved to a facility where medical services can be available.

John S. mentioned churches and colleges might be interested in offering the program services instead of hospitals. In addition, there may be potential demand for the program in the future.

Ralph K. commented the adult program paid staff for some dates during the winter without participants. This is a pay-as-you-use program instead of pay-by-slots. Some dates during the winter made it difficult for participants to attend the program.

4. Old Business

Mark noted Cape Cod Commission would discuss the 208 Plan for Barnstable County Wednesday June 24th. The presentation on nitrogen responsibilities, benefits of collaboration, and completion of an official 208 Plan a year from now.

5. New Business

CFAC continued discussion on the Citizen's Information Report. The report will focus on mainly financial information used to inform the Town of Barnstable's current and future citizens. Mark requested the report be easy to understand by its users. Mark had sent an email to CFAC members with common questions that citizens might ask a realtor to help facilitate brainstorming.

Suggestions & Takeaways

- a) John S. asked what the common denominator reflects Barnstable's Quality of Life. How much of the budget is directly affecting the Quality of Life? Laura C. mentioned the Community Impact Unit as an example for a common denominator.
- b) Bob C. mentioned public polling as a source of measurement. From this, Lillian W. suggested keeping the questions open-ended. The Town of Barnstable had public polling's in the past. Mark noted possible proposal to the Town Manager for future public polling.
- c) Laura C. discussed including water as a source of information in the report. This would include answering questions that citizen's may ask such as, how do they test

the water? What do the charges mean on the water bills, or how do citizens pay their water bills? Mark suggested water information to include companies that service the various areas in town.

- d) Ralph K. suggested including a list of the various schools.
- e) Lillian W. mentioned it would be helpful to have a map locating the various facilities such as, schools, water districts, precincts.
- f) Mark noted Proposition 2 ½ examples within the report to help inform readers concerned with properties tax increases greater than 2.5%.

There are numerous avenues and timing methods for distributing the Citizen's Information Report. John S. suggested either by printing or online. Mark mentioned opportunities to sign up for a mailer either quarterly or annually. Bob C. commented that a quarterly report offers more in-depth information. There is potential for an annual report that CFAC would update. Ralph K. suggested including the report through the Barnstable Patriot.

Mark noted a final report be completed first quarter, end of September.

CFAC Subcommittee: Lillian Woo, Cynthia Crossman, and John Schoenherr

6. Discussion

Mark noted next meeting topic of discussion would continue on assigned project and review Financial Overview report by subcommittee. The meeting adjourned at 8:30 p.m.

Next Meeting: CFAC will have its next meet on Monday July 27, 2014 @ 7 p.m. at the Growth Management Conference Room, 3rd Floor, at Town Hall.

Summary Annual Financial Report

Highlights financial and other information of public interest

- Form of government
- Services provided
 - General fund services
 - Enterprise fund services
 - Separate fire & water districts
 - Libraries
- Things to do – top attractions, etc.
- Property tax information
 - Proposition 2 ½
 - Median tax bill
 - Tax rates
 - Top 10 taxpayers
 - How to read a tax bill
 - Assessed valuation by class
- Debt information
 - What's a general obligation bond?
 - Summary retirement schedule
- Capital Improvements
 - Projects completed
 - New projects approved
- Summary financials based on CAFR
 - Net position
 - Revenue sources
 - Where the money goes
 - Surplus funds
- Demographics
 - Population, unemployment rate, median household income, major employers
- Trust funds
- Major grants received in the year
- Peer Group Comparison

Milne, Mark

From: John Schoenherr <schoenherr.john@gmail.com>
Sent: Monday, June 22, 2015 5:28 PM
To: Milne, Mark
Subject: Re: summay annual financial report

Mark,

Your starting list covers all the major topics. Several other ideas to consider are:

1. Summary / overview of solar project. Scope, cost to town, benefit to town, etc.
2. Long term capital goals
3. Top 2 or 3 greatest budget challenges in the year(s) ahead
4. Degree of independence of Enterprise Funds from taxpayer money
5. Safety metrics - such as crime, fire, avg distance to hospital
6. "Quality of Life" metrics - these may already be covered in Demographics
 - # of beaches
 - # of marinas, boat ramps, moorings
 - # of golf courses (public and private)
 - # of parks, tennis courts, basketball courts, etc.
 - # Miles of hiking, biking, etc
 - # of restaurants, bars, etc.
 - # of grocery stores
 - # of stock and community theaters
 - # of professional, semi-professional, and amateur musical groups
 - # Cape League Baseball teams
 - # of physicians, dentists, and other medical professionals
 - # acres of protected land
 - # airports and other forms of public transportation
 - # continuing education classes

This list could go on for ever, thanks to the town being the commercial hub of the Cape.

See you tonight.

John

On Tue, Jun 9, 2015 at 10:27 AM, Milne, Mark <Mark.Milne@town.barnstable.ma.us> wrote:

As we discussed last night here is a list of items we could include in a summary annual financial report. As a citizen and taxpayer, please let me know if it captures what you think would be the areas of interest. I was