



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

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### CFAC Committee:

#### Chair:

John Schoenherr

#### Members:

Robert Ciolek  
Cynthia Crossman  
Ralph Krau  
Lillian Woo  
Joseph Mladinich  
Allen Fullerton

#### Staff Liaison:

Mark Milne  
Nathan Empey

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

02.26.18

6:00 PM

### Planning & Development Conference Room

#### Roll Call:

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- CFAC Members Present: Lillian Woo , John Schoenherr, Joseph Mladinich, Ralph Krau, and Allen Fullerton
- CFAC Members Absent: Robert Ciolek and Cynthia Crossman
- Councilors Present: None
- Staff Present: Mark Milne, Finance Director, and Nathan Empey, Budget Analyst, Daniel Santos, Director of Public Works, Lynne Poyant, Director of Community Services, Patti Machado, Recreation Director, Dan Horn, Marine & Environmental Affairs Director, Nina Coleman, Sandy Neck Beach Park Manager, Derek Lawson, Marina Manager and Assistant Harbormaster, Bruce McIntyre, Director of Golf Operations
- Other Present: None

#### Call to Order:

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John Schoenherr called the CFAC meeting to order at 6:00 PM in the Growth Management Conference Room of Town Hall.

#### Act on Minutes:

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The following minutes were approved by unanimous vote:

01.22.18

John S. gave his' sympathies to Gregory Plunkett's passing and that the committee would dearly miss him. Joseph M. suggested the committee could give a donation in honor of Gregory.

### New Business:

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Lynne P. opened discussion with Community Services capital project submissions and noted the Channel Dredging project is the department's top priority. The Channel Dredging project will be able to address some water quality and navigational issues. Dan H. noted the department has been working with Public Works on a Comprehensive Dredging Plan in order to receive a 10-year dredging permit. This dredge permit will focus on beach nourishment projects and will save the Town money. Dan H. noted the comprehensive plan involved looking at all the navigational channels, which there are about 12 to 13 different channels. Some of the water quality projects could benefit from the dredging plan. Dan H. noted the costs are expensive, with \$1 million for the first year, but we are looking at new fees to help cover cost. Dan S. noted the comprehensive plan would help the Town plan financially, and that it is important to have a good picture for the long-term. This program identifies all the needs and avoids surprises. Joseph M. asked how much does the master plan cost? Mark M. responded the study that was done is in excess of \$20 million. Mark M. noted think of the dredging plan program as being the roads maintenance program. Lynne P. noted the current dredging requests are for beach nourishment and do not include other disposals. Dan S. responded we look at alternative disposal sites, such as the shooting range and landfills. Ralph K. asked does the Town have equipment for the dredging? Dan S. responded Barnstable County would do the 10-year plan for beach nourishment.

The Craigville Bathhouse is the second project. Dan S. noted this project is for patching, striping, gates, guardrails and ADA access walks only.

The third project is for the Senior Center sprinkler system. Lynne P. noted the building was built in 1999, and that the dry sprinkler system has had a number of problems.

The golf course has two projects being recommended by the Town Manager. Bruce M. noted the Hyannis Maintenance Building Improvements and Olde Barnstable Club Facility Improvements. Bruce M. noted the Hyannis Maintenance Building was built in 1975 and needs a new roof. The trim is rotten, roof leaks, and rodents in the building. Bruce M. noted the Olde Barnstable project would replace flooring and furniture. Golf course reserves and remaining balances from previous projects will fund the cost. The golf courses will not assume any new debt. John S. asked if the kitchen equipment is being replaced? Bruce M. responded that's happening now, and that the restaurant owner is also putting in a sizable investment. John S. asked would restaurant furniture be replaced? Bruce M. responded most of the furniture on the outside deck. John S. asked has the golf courses seen a change in business demand with the sizable investments already? Bruce M. responded the Hyannis conference room is booking more weddings. Lillian W. asked are the two golf course finances kept separate? Bruce M. responded yes, but management is split between the two.

HYCC roof replacement project, which Dan S. noted the roof is a complicated structure that is deteriorating and leaking. The project submission would design all the roof replacement as well as provide temporary patches. The roof replacement will be conducted over several years. Lillian W. asked would this project strengthen the roof, so that solar panels can be installed? Dan S. responded we could look into it to determine if it is feasible.

The Sandy Neck Beach stabilization project is for design to relocate the parking lot. Nina C. noted we continue to put material in front of the dunes, and that those costs are not sustainable. Lynne P. noted there is money in the operating budget for sand management.

The Bismore Park bulkhead project repairs, which Dan H. noted that area hasn't been addressed since the 1990's. It was noted there is a lot of commercial use at the Hyannis Marina. Dan H. noted we do not want to

get into a dangerous situation. Derek L. also noted a lot of tourist use Bismore Park. Dan H. noted the bulkhead did have some repairs near the fishing boats 20 years ago.

Mark M. noted that most of these projects are included in the 5-year plan, and that the Capital booklet has been submitted to the Town Manager and Town Council. The remaining books should be ready by the end of the week.

Dan S. noted Public Works has three enterprise funds, two have submitted projects.

The Water Pollution Control projects include an Effluent Study and Design to assess the plants disposal capacity. Dan S. noted the waste plant currently handles 4.2 million gallons per day, but with more sewer projects coming, there is significant question if the sand beds have the same capacity. The second project is for Effluent Discharge, which would be looking for alternative disposal sites to maximize capacity. The third project is for Pleasant Street Utility and Road Upgrade to design, construct, and replace water lines, so that sewer can serve users for existing and future developments.

Dan S. noted there have been many issues with the fire department contaminations. The Water Supply Enterprise Fund will continue its annual \$1 million pipe replacement program, which started in 2007 based on a 30-year master plan. Dan S. noted this project fully funds a project engineer. The second project is for \$200,000 annual repairs and upgrades to existing wells, pump stations, buildings, and security at various well sites. The third project is for new well exploration. Dan S. noted this project would evaluate new water supplies and build new wells or fix contaminated areas. Dan S. noted Public Works is working closely with the Fish and Wildlife for new sources. Dan S. noted we are coming out of options for clean water on Cape. John S. asked does this project cover the entire Town? Dan S. responded yes. Dan S noted the next project would create a permanent interconnection with Centerville-Osterville-Marston Mills (COMM). The Town currently buys its water from Yarmouth. This project will help in case of emergencies, so that water can be shared with COMM.

Mark M. noted the Town has a special revenue fund known as the Sewer Construction and Private Way Maintenance Improvements Fund. There are four projects in the FY19 Capital Improvements Plan for design phases. The intent is to fund these projects out of this fund. Mark M. noted this should open up dialogue on betterments. Town Council did adopt of 50% betterment in 2010 for the Stewarts Creek project. Dan S. noted the Attucks Lane project would sewer the area and would keep Shallow Pond clean. Dan S. noted the Long Pond Area Sewer Expansion project would sewer areas close to estuaries, and is a \$17 million project. Dan S. noted the Phinney's Lane project would sewer both sides with a gravity sewer, which is the most cost effective way to move sewer. Dan S. noted the Old Kind's Road is a private road project in conjunction with Mashpee, which was awarded a grant. The Town will share 25% of the grant matching funds. Dan S. noted this private road meets the criteria to be funded through the special revenue fund.

Dan S. noted the annual Public Roads Maintenance project is for either complete road construction, crack sealing, or other repairs. The projects goal is to maintain our 450 miles of roads.

Dan S. noted Repairs to Bumps Rivers Bridge project would repair underneath instead of replacing the bridge. Costs were received from a number of consultants.

Sidewalks to be installed from Veterans to Kalmus. Raphl K. asked is there a timeframe to be completed? Dan S. responded 2020.

Joseph M. asked does Public Works use the same firms for capital projects? Dan S. responded no, and that we go out for bids finding the best designs and prices from firms.

Dan S. noted the DPW Office Facility project is a continuation of work at the facility. This project will construct locker rooms and move offices out of the trailers. Dan S. noted \$100,000 is for design and

\$900,000 for construction. John S. asked do we rent the trailers? Dan S. responded we own the trailers. Dan S. also noted Public Works has seen an increase in women employees at the work place, which need appropriate accommodations.

The Cape Airfield Fuel tank replacement would remove the underground tank with an above ground tank.

Dan S. noted the School Administration Building Mechanical Upgrades project would be conducted inside. This would include mechanical upgrades such as heating and emergency generator.

Marston Mills Elementary School Improvements will assess and remove hazardous materials in the primary building. Current state of the building is not suitable for renting. Dan S. noted we just removed the Osterville building, which is a good source for cost estimating this project.

Dan S. noted the Armory Building FY19 submission is for design. The building is currently inhabitable the way it is. Dan S. noted the \$667,000 is for design as well as identify and remove hazardous material. This would make the property leasable or if decided, move Town employees into the building. The project will include new plumbing and heating system. John S. asked how much parking is there? Dan S. responded not much, which is one reason it is not as marketable for leasing. The building has a capacity for 1,100 people.

Joseph M. commented that there seems to be a lot of design work in the FY19 Capital Improvements Plan, and asked are we going to be able to handle funding these projects in the future? Dan S. responded that we have a schedule, so that we can handle these projects. Mark M. noted we have a 5-year plan, which is about \$175 million of projects to fund.

John S. asked how confident are we the special revenue fund can handle the private roads and sewer projects? Mark M. noted there is a proposal to create a Cape-wide Trust Fund using taxes collected from seasonal rentals, but the concern is whether there will be equal sharing. Mark M. noted the Town needs to have shovel ready with projects to go for that source of funding. It is estimated the seasonal rental taxes could generate \$50 million a year, but it is uncertain the cost to administer collecting taxes from seasonal rentals.

Lillian W. asked has Town Council taking consideration of the Water Resource Advisory Committee's (WRAC) proposal? Dan S. responded the Town Manager did a presentation at the last Town Council meeting on putting that together.

Mark M. noted April 5<sup>th</sup> is the first public hearings on FY19 Capital Budget, and that CFAC should have a report ready by March 29<sup>th</sup>. Mark M. noted CFAC could write a report that reviews the capital budget process.

**Old Business:**

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None

**Matters not reasonably anticipated by the chair:**

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None

**Discussion of topics for the next meeting:**

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CFAC will review its' annual Capital Improvements Plan Report.

**Adjournment:**

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CFAC's next meeting will be Monday March 12, 2018 at 6:00pm.

**List of documents handed out**

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1. 01.22.18 Minutes
2. Community Services Department synopsis handout
3. Community Services list of FY19 capital project submissions