



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:

John Schoenherr

Members:

Robert Ciolek
Ralph Krau
Lillian Woo
Joseph Mladinich
Allen Fullerton
Hector Guenther

Staff Liaison:

Mark Milne
Nathan Empey

Councilor Liaison:

Paula Schnepf

MEETING MINUTES

01.14.19

6:00 PM

Planning & Development Conference Room

Roll Call:

- CFAC Members Present: Hector Guenther, Allen Fullerton, Lillian Woo, Ralph Krau, John Schoenherr, and Joseph Mladinich
- CFAC Members Absent: Robert Ciolek
- Councilors Present: Paula Schnepf
- Staff Present: Mark Milne, Director of Finance; Nathan Empey, Budget Analyst; Dan Horn, Director of Marine & Environmental Affairs; Derek Lawson, Supervisor Harbormaster Division
- Other Present: None

Call to Order:

John Schoenherr called the CFAC meeting to order at 6:00 PM in the Planning & Development Conference Room at Town Hall.

Act on Minutes:

The following minutes were approved by unanimous vote:

12.10.18

New Business:

Ralph K. noted on behalf of the Barnstable Association Recreation Shellfish (BARS) wanted to congratulate Dan Horn and his' staff for outstanding work with the shellfish program. Ralph K. also noted it was wonderful to have Natural Resource's taxidermist display present during the Hyannis Open Street events.

Old Business:

Dan H. presented Marine & Environmental Affairs Department's operating and capital requests.

Priority 1: Seasonal Waterway Officer

Dan H. noted there were several fee increases approved this year as well as a new fee introduced. The new fee is for dingy storage. MEA plans to introduce a user fee at some point in the near future, which this position would help monitoring and enforce those fees. This request is for \$18,200 to cover 20 weeks.

Priority 2: Overtime Budget Increase

Dan H. indicated the MEA department has added two positions, but there was no added overtime to support contractual needs for the positions. In addition, the existing overtime budget is not keeping up with cost of living wage increases.

Priority 3: Aids to Navigation Upgrade

Dan H. noted this budget request is in its third year. This request replaces channel markers throughout Barnstable.

Priority 4: Animal Control Incident Tracking Software

Dan H. noted the department keeps a lot of records and incident reports. This request would provide software that could centralize all these records. Hector G. asked is this something you could do with spreadsheets? Dan H. responded we already do, but this software is more advanced at tracking and can be accessed anywhere.

Priority 5: Training

Dan H. noted the staff goes through an annual training process.

Priority 6: Patrol Vehicle

Dan H. noted this request would replace the shellfish truck, which gets used for towing every day.

Priority 7: Harbormaster Division Replacement of PSGP Cameras

Dan H. noted this request is to maintain the existing security cameras at the marinas, and that we try and replace a couple each year. Dan H. noted these cameras could also be used during emergencies to help coordinate a response effort.

Priority 8: Purchase a used vehicle from Marina Enterprise Fund

Derek L. noted the mooring officer uses an existing vehicle to haul moorings, and that not every staff person has a vehicle in the department. John S. asked how many mooring permits exist? Dan H. responded about 2,300 permits.

Sandy Neck Enterprise Fund Request

Priority 1: Vehicle Replacement

Dan H. noted this is an ongoing request to replace vehicles at Sandy Neck.

Priority 2: Phase II Radio Frequency Identification Device (RFID)

Dan H. noted Sandy Neck is implementing a RFID this year; the second phase would purchase monitoring devices and software. These devices would help better monitor and accurately record beach stickers and Off Road Vehicle permits.

Priority 3: Training and Uniform

Dan H. noted this request is for Natural Resource Officer Police academy and first responders training.

Priority 4: Rapid Rescue Response Vehicle

Dan H. noted this vehicle would allow for a faster response from the Sandy Neck building. Dan H. noted there has been an increase in shark activity at Cape Cod beaches. This rapid response vehicle is a 15ft inflatable boat. Ralph K. asked is there any grant funding available? Dan H. responded we are always looking for grant money, but not aware for this request.

Marina Enterprise Fund

Priority 1: Dock Replacement and Dock Maintenance

Derek L. noted dock replacement and maintenance is requested every year. Last year, some docks experienced ice damage. This coming fiscal year repairs would be made to Barnstable Harbor marina.

Priority 2: Purchase New Vehicle

Capital Project Requests

Priority 1: Dredging

Dan H. noted this continues the dredging program, and that we're currently in the process of dredging Cotuit Bay. This current project request is to be performed over three years. A comprehensive dredging study was conducted, which identified Barnstable's dredging needs. Joseph M. asked how much is this project? Dan H. responded about \$3,510,000, but this also includes dredging some other areas. Barnstable Harbor is dredged every 5 years. Hector G. asked how competitive are the bids for these projects? Dan H. responded we work with Barnstable County dredge, and that the more expense cost relate to disposing of contaminated sand. Paula K. asked is this project funded through the enterprise fund? Mark M. responded a combination of funds. Mark M. noted we are also looking at using the Comprehensive Water Quality Management Fund for those projects that show water quality improvements.

Priority 2: Blish Point

Dan H. noted this area has experienced server erosion. A few years ago, a soft solution was put in place, but we are looking for something more long term, maybe armor it. Ralph K. asked what do you mean by armor it? Dan H. responded probably a stonewall.

Priority 3: Phase III Repair MEA Building

This project is to make bathrooms and entrances ADA compliant.

Priority 4: Fish Ways - Long Pond and Mill Pond

Dan H. noted this request is for 2022, and that some grant money is helping with the project. There are a number of structural issues with the fish ways, and that we are looking for a more permanent solution.

Priority 5: Hyannis Break Water Repairs

Dan H. noted this project request has been in the capital program for 15 years. Due to the Steam Ship Authority accident, the breakwater had significant damage. Because of this, the Hyannis Civic Association has been talking with the waterways committee. There are over 200 moorings in that area, and there is concern of shoaling from sand filling in.

Priority 6: West Bay Breakwater

Dan H. noted it has been recommended to repair the breakwater structure, and that costs could be \$5,200,000 for construction.

Priority 7: Repairs to Scudder Lane Boat Ramp

Dan H. noted there has been significant damage to the boat ramp. The project is estimated to cost \$800,000 for construction and design.

Priority 8: Bayshore Road Hyannis

Dan H. noted this is an actively used boat ramp, and DPW is looking for improvements to storm water drainage there.

Priority 9: MEA Storage Facility

Dan H. noted this project would provide storage for boats, vehicles, and ATV's. Currently, MEA has been working with the state salt barn next to the property for some storage.

Priority 10: Centerville Herring Run Study

Dan H. noted the ground water is the highest it has ever been. This study would evaluate the herring run system. Sea levels are rising, which does have an effect on this. Our role is to manage the herring run flow through systems.

Sandy Neck Enterprise Fund Capital Projects

Priority 1: Parking lot and gatehouse relocation

Dan H. noted access roadway and gatehouse have experienced flooding. This project would relocate the gatehouse and potentially move the ORV trail.

Joseph M. asked is there a criterion that identifies capital vs operating request? Mark M. responded there is a \$50,000 threshold with an asset life of at least three years to be a capital project.

Paula S. reviewed the Town Council Strategic Plan with the committee. She noted this Strategic Plan was updated in the fall of last year. This is a two-year strategic plan and that not many changes were made. Paula S. noted this strategic plan is used as a guide for staff to follow. John S. asked would there be a sub assessment? Paula S. responded council members have agreed to meet periodically to see if we are on target with some of our goals.

Paula S. noted council is leaving the Quality of Life wheel unchanged. Paula discussed specific areas of the strategic plan. The strategic plan focuses on optimizing revenue in the town through new growth, communication with the new website layout, emphasis on transparency; maybe get all committees online for citizens to see. The other strategic areas include zoning opportunities, managing our many natural resources, creating unnecessary barriers in the permitting process, managing drinking water and emerging containments. Paula S. noted she hoped to take a more leadership role in the housing strategic plan by diversifying our communities. Joseph M. asked does council evaluate this strategy with certain goals? Paula S. responded that some councilors had discussed evaluating the plan periodically, and that we need to commit to doing that. John S. responded he estimated 42 strategies exist in this plan, which is a lot, and how does council manage it?

Mark M. reviewed new short-term rental legislation passed. Mark M. noted there is a lot regarding this, but he would only focus on the financial components, and that the Department of Revenue (DOR) has not issued technical guidance on this. The existing excise tax applies to short-term rentals; however, an additional 2.75% Cape Cod & Islands Water Protection Fund (CCIWPF) tax will be included and applied to all establishments. The combined state, local, and Water Protection Fund tax is 14.45%. The taxes are applicable to existing lodging, hotel/motels, however, exemptions to short-term properties renting out fewer than 14 days per calendar year and rooms for less than \$15 a day. The 2.75% will go to the specific CCIWPF, which will have one representative from each community. There is also an option for a local community impact fee of 3%, which needs to be voted on by Town Council. Paula S. asked where does the additional 3% tax go? Mark M. responded that no less than 35% of the tax must be dedicated to affordable housing and infrastructure improvements.

The CCIWPF board approves disbursements from the trust, however, up to 10% on annual revenue may be disbursed for agencies or institutions that evaluate and study water quality. A two-thirds vote is needed from the legislative body if a community wants to withdraw from the fund. Each community appoints one board member via board of selectman or town council. Every board member has an equal vote. Hector G. asked what kind of revenue do you anticipate this fund generating? Mark M. responded we don't know yet until the database gets established.

John S. asked any sense of staffing at the town level? Mark M. responded Inspectional Services Department may be most impacted.

Matters not reasonably anticipated by the chair:

None

Discussion of topics for the next meeting:

The committee will discuss the Capital Improvements Plan aggregate scoring results at the next meeting on January 14th.

Adjournment:

CFAC's next meeting will be Monday January 28, 2019 at 6:00pm.

List of documents handed out

1. 12.10.18 minutes
2. Town Council Strategic Plan
3. Short Term Rental Legislative Summary