



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

03.11.19

6:00 PM

Planning & Development Conference Room

Roll Call:

- CFAC Members Present: Hector Guenther, Allen Fullerton, Lillian Woo, Robert Ciolek, John Schoenherr, and Joseph Mladinich
- CFAC Members Absent: Ralph Krau
- Councilors Present: Paula Schnepf
- Staff Present: Mark Milne, Director of Finance; Nathan Empey, Budget Analyst; Rob Steen, Assistant Director of Public Works
- 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:

02.25.19

New Business:

Rob Steen, Assistant Director of Public Works reviewed the department's top priority operating budget requests for fiscal year 2020.

Priority 1 operating request is for mechanical and building repairs so that Structures & Grounds can manage unforeseen repairs as well as avoid emergency appropriations.

Priority 2 operating request is for mechanical repairs at the Hyannis Youth & Community Center, which covers all repairs to the ice surface systems and specialized things in the building.

Priority 3 operating request is for vehicle replacements. Rob S. noted this request has been reoccurring for the past 4 years, and that, annually DPW evaluates its list of vehicles. Mark M. noted DPW has the largest fleet in town.

Priority 4 is due to the new Safety Officer identifying a need to replenish AED devices throughout town buildings. These devices last between 8 to 10 years, however, batteries and pads may need to be replaced sooner. There are roughly 29 devices throughout town buildings.

Priority 5 grounds field maintenance personnel request. Structures & Grounds maintains public grounds with an existing crew. This request will create a seasonal crew to work with recreation properties throughout town, such as the Lombard Field improvements and new dog park. Public Works is actively pursuing materials for individual fields, and that based on the current field study, it may be more cost effective to conduct field maintenance internally rather than outsource. Rob S. noted this is because the cost to outsource would include profits, bonding requirements, and markups on materials. Paula S. asked does DPW provide school field maintenance as well? Rob S. responded the schools provide their own field maintenance. Hector G. asked how many municipal fields? Rob S. responded roughly 20 to 26 fields. Hector G. asked are these all sports fields? Rob S. responded some are tennis courts, but this figure does not include playgrounds. John S. asked how do you prioritize the fields? Rob S. responded the field study will answer the question how many fields do we need. DPW is maintaining all the fields about the same, but usage is not spread-out equally. Rob S. noted this study would help centralize our scheduling and manage our inventory more effectively. Bob C. asked do we seek companies to advertise at the fields to generate revenues? Rob S. responded we don't operate these fields, we maintain them.

Priority 6 software maintenance request to contract increases. The work order system was purchased in 2016, which contract rates had been fixed. Starting next fiscal year the contract rate is anticipated to increase 5%.

Priority 9 operating request is for Lombard Field Maintenance Equipment. This request is to maintain the grounds.

Priority 10 Leased property request to maintain town properties that are currently under lease agreements.

Priority 11 Barnstable Dog Park maintenance request to support the new dog park.

Paula S. asked does DPW have a regular storm water drainage program? Rob S. responded DPW has money available in many different places throughout the budget. Rob S. noted DPW owns a vacuum truck that can be used for emergencies. Rob S. noted DPW Engineering has a budget for large-scale projects if drainage systems fail. Municipal Separate Storm Sewer System (MS4) program will bring all the different pieces together. Paula S. asked has there been a reduction in the storm water budget? Mark M. responded we have been actually increasing this budget, and that there is an opportunity to create a storm water utility tax. Rob S. noted there are some storm water drainages on private roads, but DPW doesn't have

rights there, so it's an issue of private vs public roads. Mark M. noted weather and actions by neighbors play a role. Rob S. noted these systems are designed for 100-year storms, which are occurring more frequently, the system is not designed for that.

Hecter G. noted Town Council would need to consider three parts in the comprehensive wastewater management plan: sewer, water, and private roads. Rob S. agreed, and that there would need to be policy discussion on private roads ownership. Rob S. noted the current comprehensive plan includes full road pavement on all roads. Bob C. asked where are we with regulatory process? Rob S. responded we met with parties to see what the deadline is, a plan exists, and we're still on track to submit to Department of Environmental Protection (DEP) this fall.

Allen F. asked what's happening with the Mill Pond dredging? Rob S. noted start permitting next year. We are limited with physical dredging due to the seasons, but expect it to be completed over two winters. The question will be what to do with the soils because it can be expensive to get rid of. This is a non-traditional method.

John S. asked what's happening to the transfer station project? Rob S. noted the design is ready to go, but holding on as there is a desire to keep fees level. Changes to the transfer station are based on recycling, which has become costly to get rid of, if this continues we may have to change the design.

Committee members reviewed their drafted Annual Capital Improvements Report. Lillian W. agreed to update the drafted report for all suggested edits before redistribution for final approval at the next meeting.

Old Business:

None

Matters not reasonably anticipated by the chair:

None

Discussion of topics for the next meeting:

The committee will approve their Annual Capital Improvements Report at the next meeting.

Adjournment:

CFAC's next meeting will be Monday March 25, 2019 at 6:00pm.

List of documents handed out

1. 02.25.19 minutes