



The Town of Barnstable
Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:

Chris Lauzon

Members:

Vice Chair, Jim Sproul
Clerk, Jeremy Shea
Chris King
Rimas Puskorius
Frank Ward
Lillian Woo

Staff Liaison:

Mark Milne

Councilor Liaison:

Betty Ludtke

MEETING MINUTES

Comprehensive Financial Advisory Committee

12.01.2025

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/84572676378>

PHONE: 877-853-5257

Meeting ID: 845 7267 6378

Roll Call:

Chair Lauzon called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Chris King, Chris Lauzon, Rimas Puskorius, Jim Sproul, Frank Ward, Lillian Woo, and Jeremy Shea
- Roll call and quorum verified by Jeremy Shea
- CFAC Members Absent: None
- Councilors Present: Betty Ludtke, Gordon Starr (late arrival)
- Staff Present: Finance Director-Mark Milne
- Others Present: None

Public Comment: None

Members welcome newly appointed member, Rimas Puskouris

Motion to approve the minutes of November 17, 2025, made by Chris K., seconded by Jeremy

Discussion: Minor editing changes

Roll call vote by Jeremy: Chirs K.-yes, Chris L.-yes, Rimas-abstain, Jim=yes, Frank=yes, Lillian-abstain, Jeremy=yes

Minutes approved as amended

Approve Calendar Year 2026 Meeting Schedule

Motion duly made to approve the 2026 meeting schedule as submitted by Lillian, seconded by Chris K.

Roll call vote by Jeremy: Chris K.-yes, Chris L.-yes, Rimas=yes, Jim=yes, Frank=yes, Lillian=yes, and Jeremy=yes

** Mark noted that emails for meeting dates will be forthcoming

Update on Capital Improvement Program (CIP) Submissions and Taskforce Document

Review provided by Mark

- The CIP document identifying projects was previously provided to members and is what the Taskforce members will be reviewing on 12/2/25 is just for FY27. This is a staff workshop and will be held from 9am-3pm on the 2nd floor of the JFK Museum.
- The Task Force is made up of Department Heads and key department members; they will be reviewing a total of 206 submissions totaling \$811m for the 5-year period of FY27-FY31.
- FY27 requests competing for GF resources total @\$160m for @94 projects; @\$90m for the GF, @\$19m for Enterprise Funds (EF) and @\$51 for the CWMP
- Should HYCC have any projects, they will be part of the discussion with the taskforce as they are the only EF that competes for GF funds
- School department submissions total @\$21m, most of which is for the roof projects at Barnstable High School (BHS) and Barnstable Intermediate School (BIS). Both have been accepted into the Accelerated Repair Program (ARP) through the Mass School Building Authority; we are waiting for the next steps; if these projects make the funding list will not be known for several months, the estimated share from the ARP could be 30-40%. The 12/11/25 Town Council (TC) agenda will include first readings for feasibility studies and schematic designs for both roof projects, \$350k each, and are the next stage in the ARP requirements.
- Also being discussed will be the existing resources already approved to date for CWMP projects for FY27 which have been worked into the funding model and are included; one is the Long Pond Sewer Construction project which is @\$43m.
- Each submission will be reviewed by the Taskforce, using a tool that identifies a set of ten (10) different criteria to create a priority ranking. It is not likely there will be enough time to address all 94 project submissions.
- The Taskforce is comprised of Department Heads and other key staff members within departments and provides opportunities for questions allowing more information for what projects entail. CFAC members have been invited to attend as observers to gain a better understanding of how funding recommendations are developed. This is an internal workshop for staff. Jeremy and Jim will be in attendance; the workshop will be available via Zoom should any other member wish to join in.
- The evaluation tool was implemented this year, created through ClearGov, an online webhosted, cloud-based system. This tool is more efficient as everything is online and has the ability for changes to be made. The document created from this and provided to members gives the project description, dollar amount, justification and more.

Discussion:

- The software will save time as users become more efficient in using it. It does have an annual fee and did provide training for Finance staff. The company has municipalities nationwide using it.
- The plan going forward is to develop the Operating Budget (OB) using this system as well, albeit with a different model. A personnel model is being used as well, and this can produce budgets for multiple years with existing contracts. A transparency module is also planned which will replace the existing open budget model. These different modules will take several years to fully implement; the programs are very intuitive.

- The budget can change; The TC President has asked Finance for a fiscal policy recommendation in January of 2026 to address the continued implementation of the CWMP. The plan is to also present options that both continue with the CWMP but maybe redirect currently committed general funds back to the operating side of the budget reducing dependency on reserves to balance the OB. Another piece would potentially allow us to take some GF reserves and add them to the Capital Trust Fund (CTF), therefore expanding the GF capital that currently has a limited amount of funding to deal with. Current estimates stand at @\$15m in new bond issues annually for the next five (5) years. This amount is far less than what is being asked for, but it is all that can be funded from the resources allocated to the capital side of the budget. If some GF reserves are taken and directed to the CTF it is possible a few more projects could be added; the fiscal policy discussion in January will have ideas presented for the TCs consideration.
- DEP has approved the plan to meet the maximum daily loads over the next 30 years; requiring that we continue with the implementation of the plan; stopping the plan has consequences from the regulators; as well as potential consequences like lawsuits.
- Depending on the feedback from the workshop presentation, the next step would be for Mark to present the TC recommendation to CFAC for review and then provide a summary report back to TC.
- CWMP projects are included in the document provided to members; Mark will provide members with information on which projects are part of the CWMP.
- Projects with multi-year funding are reviewed; construction costs are brought forward in one (1) year. An example would be channel dredging, one dredging project is funded at a time.
- The GF looks at @\$15m annually due to current limited funding. The focus is on assets with the potential for immediate failure; assets that have an immediate public health or safety issue associated with them, and projects that are grant funded and require a local match. The cap could go as high as \$20m, but that would depend on the urgency. Best practice is to allocate a certain percentage annually while trying to balance capital needs with operating needs.
- Once the ranking has been completed, it is then provided to the Town Manager; he will then meet with the DPW Director, School Superintendent and Airport Manager to talk about their project submissions, ensuring that no asset failure was omitted in the final recommendation. The TM will then make a recommendation for the projects he will bring forward to TC for consideration; that plan will be given to CFAC who will then review and produce a report based on the charge under the Administrative Code. That report will be presented to the TM and TC for the content and recommended funding for FY27
- Mark will provide the budget calendar to members, this will include March 3rd, which is the date that CFAC's report is presented to the TC

Subcommittee assignments reviewed by Mark:

- Rimas was assigned to the CIP Subcommittee
- CIP Subcommittee members will be meeting on Tuesdays at 4:00pm
- Mark will prepare a schedule for the CIP Subcommittee meetings which will be held via Zoom, and those invites will be coming shortly.

Further Discussion:

- Each department will have the opportunity to have their most important projects heard; Round 1 is the highest priority from each department, Round 2 is the second highest priority, etc.
- Concern raised regarding the ages of the BHS and BIS roofs; both are over 20 years old
- HYCC has had several roof repairs to avoid a complete roof replacement
- Mark will extend invites to DPW and School to present their highest priority projects to CFAC were valuable; members request both come back and present their highest priority projects for FY27 identified in January. Mark will make those presentation arrangements, and requests that members send him questions for them ahead of their presentation which will be answered and save time for additional discussion(s).

Correspondence from Committee Members:

- Social media update – Jeremy shares that trying to find various examples has been challenging, and he will continue to research
- Jim and Chris K. will try and have their one-page document ready at the next meeting

- Frank has requested that CFAC's FY26 OB report be updated on CFAC webpage, as well as requesting the Communications staff please update the member information list

Correspondence from Staff:

- There will be an annual joint meeting between TC and the School Committee on 12/4, that presentation will be for a review of the financial condition of the Town as required, and will be shared with members and placed on the 12/15 CFAC agenda
- Certification of property values from the DOR was received today, allowing the TC to vote on 12/4 on whether to adopt a split tax rate and a residential exemption, and at what percentage to move forward. It is an annual requirement and will be on the 12/4 TC agenda; this vote is necessary to produce a tax bill and will need to be delivered to the printer by 12/15 to be ready for mailing prior to the end of December ensuring 3rd quarter tax revenue is received in February. If tax bills are not mailed by 12/31 then only one tax bill can be issued and that would be due on May 1st; if this were to happen investment income would be diminished as the 3rd quarter tax payment would not come in until June.
- Discussion on Fire District (FD) voting; hearings for those five (5) FDs are scheduled to be done by 12/10. Decisions on what they will do with either a split tax rate or residential exemption will be made, submitted to the state in hopes of a quick turn-around and approving our tax rate recapitulations. Out of the six (6) FDs, only the Hyannis FD chooses a split tax rate, and only the TOB has adopted a residential exemption.
- Costs associated with the production of minimal tax bills against personnel costs for that work reviewed.
- The TOB did adopt the section of MA General Law where any personal property assessed at or below \$10k is not billed.
- Members request an invite be sent to each FDs to come and present to CFAC sometime in May, to explain their tax rate, what they do, how they collaborate, and help members gain a better understanding of their financial processes; noting that they are not subject to limiting increases. CFAC would then create a report for the benefit of residents.
- The TOB must bill FD taxes, it is mandated, those costs are paid by the TOB not the FDs, and those funds are received by the TOB and turned over to the FDs

Matters not reasonably anticipated by the Chair: None

Closing public comment: None

The next CFAC meeting is scheduled for December 15, 2025

Motion duly made by Lillian seconded by Rimas to adjourn the meeting

Roll Call vote by Jeremy: Chris K.-yes, Chirs L.-yes, Rimas-yes, Jim-yes, Frank-yes, Lillian-yes, and Jeremy-yes

Meeting adjourned at 7:04pm

Respectfully submitted

Theresa M. Santos



2025.11.17 Minutes
CFAC Draft.pdf



Taskforce Doc.pdf



CFAC 2026 Meeting
Schedule.pdf

[Fiscal Year 2027 CIP Taskforce](#)