

Town Clerk

TOWN CLERK  
TOWN OF SANDWICH

FEB 07 2018

10 H 38 M 4 M of  
RECEIVED & RECORDED

MINUTES  
OF THE  
FINANCE COMMITTEE  
TUESDAY, JANUARY 9, 2018  
7:00 P.M.  
TOWN HALL MEETING ROOM  
130 MAIN STREET, SANDWICH, MA

Present: Robert Guerin, Mark Snyder, Rich Reilly, Charlie Holden, Matthew Anderson, Gwenn Dyson, Laura Wing, Jim Pierce and Dan Frye

Also Present: Town Manager George Dunham, Finance Director Mimi Spahr and SCTv

ITEM #1  
CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 7:00p.m.

Pledge of Allegiance

ITEM #2  
PUBLIC FORUM

None

ITEM #3  
REVIEW AND APPROVAL OF MINUTES

Minutes of December 12, 2017-

**MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF DECEMBER 12, 2017 AS PRESENTED. SECONDED BY MR. PIERCE. VOTE – 8-AYES 1 ABSTENTION/MR. REILLY**

ITEM #4  
CORRESPONDENCE, STATEMENTS AND ANNOUNCEMENTS

None.

ITEM#5  
TOWN MANAGER'S REPORT

Mr. Dunham gave an update on Projected General Fund Revenues and Expenses – FY'19 (GHD Draft 12/7/2017) - hi-lighting, under Revenues, Overlay Release dropped to \$50,000; under Expenses, County Retirement Assessment of \$3,842,992; and Capital Budget – down to \$1,006,610; General Gov't Budget (2.50%) \$17,097,905...FY'19 SAFER Offset (1.2%) \$210,000.

Mr. Dunham noted that the Governor's numbers won't be out until the end of the month. We will have to be flexible on this information.

Mr. Dunham gave a brief overview of the guidelines followed putting all this material together (Town Manager FY'19 Budget Preparation Tenets GHD Draft 12/11/17).

Scheduled to make the FY'19 Budget presentation to the Board of Selectmen on January 25.

Review and update of the Proposed Upcoming Finance Committee Meetings. Slight change...the School FY'19 Budget presentation will be done on February 6 instead of February 13 as Dr. Gould will be on vacation. So, the FY'19 Town Budget presentation will be done on February 13.

Brief discussions on the long term debt, the ambulance fund and local receipts as noted on the Projected General Fund Revenues and Expenses – FY'19 (GHD Draft 12/7/2017) information.

Mr. Dunham noted that he is not changing the amount for local receipts because there is some flexibility but not much.

Mr. Guerin inquired about the Capital Budget shown as \$1,006,610.00.

Mr. Dunham mentioned that, of that amount, \$125,000 is for the General Government facilities, \$125,000 is for the School facilities for a total of \$250,000. Small scale machine for the DPW; software to digitize records at Jan Sebastian Drive Offices - this will be used as a leverage...we will be applying for a grant to help with the software purchase; and other small type capital replacements.



Mr. Guerin suggested that it would be interesting to look out into the future 1, 3-5 years on the Capital Budget...what kind of things are out there. Are there any items looming on the horizon that may fail in the next three to five years? Perhaps we can have a discussion on how to capital plan for that.

Mr. Anderson, regarding the number for estimated new growth, asked... does that number ever change?

Mr. Dunham – yes, once we know better...that it would probably be about \$525 to \$550. Guessing that Director of Assessing Mr. Ed Childs would probably not be willing to go more than \$550. Mr. Childs looks at building permits, additions, etc.

Mr. Dunham noted that more than sixty percent (60%) of local receipts is just excise tax nothing to do with fees set by the town. Excise mailings come from the state. Less than 15% of the total is controlled by the town.

Mr. Pierce asked if there is any news on the power plant?

Mr. Dunham noted that they plan to ignore the court order and are pulling the big permits. They are going full speed ahead.

Mr. Pierce – are they paying for the permits?

Mr. Dunham – yes, but it is not a windfall.

Question was raised about revenues and the Stabilization Fund.

Mr. Dunham noted that the Stabilization Fund is used for one time uses it is not a rainy day fund. It is not for recurring uses. It could be used for something big that is not covered by insurance and it still requires Town Meeting approval. The best thing to do is, when the money comes in, to put some of the money from the power plant into the Stabilization Fund. We currently have \$1.6 million in the Stabilization Fund. We are trying to build it up to \$2.5M. Other towns have 6 – 8 million in their Stabilization Fund.

Mr. Snyder asked how the Town did in terms of damage from the storms. Do we have the money to fix what needs to be fixed?

Mr. Dunham – there is approximately 12' to 15' of the dunes lost. The three sets of stairs, one from the main boardwalk and the two from the walk-overs need to be replaced. The bigger concern is the Boardwalk's flat part. We probably won't know for a few weeks what the report will say. We are not through storm season yet so we don't want to have them repair right now. It cost about \$50,000 for the walk over stairs in the past.

Mr. Anderson asked...if and why would we use the Stabilization Fund?

Mr. Dunham – if it is a recurring cost we cannot use the Stabilization Fund.

Mr. Pierce noted that use of the Stabilization Fund requires a 2/3rds vote of town meeting.

Mr. Dunham – the biggest thing that would help us out is if the health insurance came in at 8% instead of 10%.

Mr. Frye inquired about the financial reports from the auditors.

Mr. Dunham and Ms. Spahr both responded that yes, we have the final report and will have it ready for the Committee shortly.

Mr. Guerin noted that we are looking for opportunities to improve.

#### ITEM #6 OLD BUSINESS

Mr. Guerin noted that he has put a draft letter together for the Annual Town Report. He has circulated it with the membership for the committee's input and gave it to Mr. Dunham. We will go over it at our next meeting.

Discussion about departments the committee would like to invite to meet with the Finance Committee.

Mr. Pierce suggested he would like to hear from the Upper Cape Cod Regional Technical School. Perhaps the committee can submit questions ahead of time. Would like to know about how many SPED administrators they have included in their budget for the approximately 700 students.

Mr. Guerin agreed and asked the FinCom to come up with some questions for the UCCRTS, submit the questions to him to compile and share them with Mr. Dunham and Mr. Dunham will extend an invitation to the UCCRTS.

Mr. Guerin noted that a lot of the information we were given tonight is still subject to change.

On the matter of the next FinCom meeting, Mr. Dunham suggested he didn't feel a need for a meeting on January 23. At this time, it was agreed that the next meeting will be held on Tuesday, February 6.

**ITEM #7**  
**NEW BUSINESS**

None.

**ITEM #8**  
**ADJOURNMENT**

**7:25p.m. \*MOTION TO ADJOURN WAS MADE BY MR. SNYDER. SECONDED BY MS. DYSON.  
VOTE – UNANIMOUS.**

Respectfully Submitted,

  
Diane M. Hanelt  
Secretary

Approved: 2/6/18

Supporting Documents:

- Projected General Fund Revenues and Expenses – FY'19 (GHD Draft - 12/7/2017)
- Town Manager FY'19 Budget Preparation Tenets (GHD Draft -12/1/2017)
- Proposed Upcoming Finance Committee Meetings