MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, FEBRUARY 4, 2020
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA

Present: Mark Snyder, Matt Anderson, Bob Guerin, Gwenn Dyson, Laura Wing, Nancy Crossman, James Pierce, James McCormick,

Absent: Victor Zukauskas

Also Present: Town Manager George Dunham, Finance Director William Jennings, Tao Woolfe/Enterprise 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 January 14, 2020
*MOTION WAS MADE BY MR. PIERCE TO APPROVE THE MINUTES OF JANUARY 14, 2020 AS PRESENTED. SECONDED BY MR. GUERIN.

VOTE – UNANIMOUS MR. ANDERSON AND MS. DYSON ABSTAINING

ITEM #4
CORRESPONDENCE, STATEMENTS AND ANNOUNCEMENTS

None

ITEM #5
TOWN MANAGER REPORT

Mr. Dunham presented a Power Point overview of the FY’21 General Government Budget and thanked Finance Director/Treasurer/Town Collector William Jennings, Assistant Town Manager Heather Harper, Director of Assessing Ed Childs, Town Accountant Kathleen Barrette, Human Resources Director Marie Buckner, Selectmen/Town Manager’s Office Manager, Kathy Coggeshall for all their assistant and Administrative Assistant Diane Hanelt for helping to put the Budget Binders together. Details of the information are noted under ‘Supporting Documents’ at the end of the minutes. Tab #3 – FY’21 Capital Budget – finalized internally. $976,112 in net capital improvements; Continued commitment to annually fund $125,000 each for Schools and Town building maintenance efforts; $283,000 for Fire EMS & Safety Equipment and public safety communication system improvements (Amb. Fund); $309,405 for DPW Equipment; $76,138 in IT & GIS improvements; $330,000 for School Dept. needs (phone & public announcement systems, vehicle replacements); Copy of approved departmental request forms on website and 10-year capital request projection. The Capital Improvement Planning Committee (CIPC) met last Monday and will meet again next Monday. Tab #4 is the General Government Operating Budget 3%.

Finance Committee 2/4/2020
Tabs 5 & 6 are the School Dept. and Upper Cape Cod Regional Technical School. Tab #7 - Miscellaneous Information and Summary Documents will be update as needed.
Overview of the Enterprise Funds – Sandwich Hollows Golf Club and the Marina
Overview of the Property and Liability Budget. OSHA compliance efforts.
Overview of Summary of Smaller Services and Funding -3%
Recent Progress on Prioritized Needs
Overview of Pie Chart of General Government Recent Staffing and Operating Budget Additions…the Fire Dept. being largest at $1,305,916.
Tab#7 – Miscellaneous / August 2016 Town Manager Summary of Recommended Organizational Streamlining and personnel needs. Town Treasurer’s official debt schedule with complete details.
Overview of Cherry Sheet information from the Governor’s Office. Final numbers probably sometime in the summer.
Brief overview of NRG Canal 3 funds.
Brief overview of Tuition Assessments, Charter School Assessments and Chapter 70 funding for the Schools.
Noted that Human Resources Director Marie Buckner and Finance Director/Treasurer/Town Collector Bill Jennings worked very hard on the change to Mass. Municipal Association (MMA) for the health insurance program. The monthly savings is about $90,000. The largest savings comes with the fact that two adults can sign up together without getting a family plan. The family plan is much more expensive.
Overview of FY’21 Projected Revenues and Expenses.
It was noted that some costs are out of our control. The assessment from the Upper Cape Cod Regional Technical School is a little more than a 1% decrease over last year.
Overview (in Pie Chart form)...Where does each dollar come from for the FY’21 Budget and How does each dollar get spent.
Brief overview and discussion of 100 Route 6A increase in construction costs. The Board of Selectmen approved an action plan.
Monday, March 23, 2020 date for Special Town Meeting
Brief overview of the Snow & Ice Account which is in good shape at this time.

Mr. Jennings - we are trying to help the town improve financially. We saved a lot with the health insurance cost cuts and we sold some Tax Title properties.

Mr. Guerin – our process going forward...there are meetings. We will have an opportunity to dig in on all the budgets.

Mr. Snyder – the School Dept. will be in next week.

Mr. Guerin noted that the School Dept. is having trouble with commitments they have made to employees through contracts. What are the School Committee and School Administration doing to address the issue if they are spending more money than they have. Does the municipal government have contractual obligations in excess of 3%?
Mr. Dunham noted that the schools are different than the municipal. When someone leaves a municipal position, we hire at less money.
Mr. Guerin, referencing the School Dept., noted that contracting in that manner is ill advised.
Mr. Guerin would like to better understand in greater detail how far off we are (on the numbers for 100 Route 6A) and would like to understand accountability…rather than just ‘we missed’.
Mr. Guerin pulled ten years of his own taxes for reference purposes and encourages this board to keep all this information in mind.
Mr. McCormick is the liaison for the school committee and noted that traditionally they have a 2% increase. If school teachers have step increases and then a degree they get more money. A teaching staff member could get a 5% increase and then each year an increase based on previous year’s base budget.
Mr. Guerin thanked Mr. Dunham…good summary…good work.
Ms. Crossman echoed Mr. Guerin’s comments to Mr. Dunham and noted that she appreciated the breakdown of the large and small budget changes…big help.
Ms. Crossman – is money that is coming back to the Wing School…their money?
Mr. Dunham – yes. We should try to get some of the money for the outside work in case our DPW has to maintain the fields at the Wing School in the future.
Ms. Crossman asked about the current solar projects.
Mr. Dunham noted that the Public Safety Building (Police parking lot) hoping to have a solar array installed as well as at the high school.
Mr. Anderson mentioned solar panels on the roofs at the schools?
Mr. Dunham noted that the incentives were not there at the time they were discussed so we did not do it.
Mr. Anderson – no up-front costs?
Mr. Dunham – no.

ITEM #6
OLD BUSINESS

Future Meetings:
Overview of FinCom meeting schedule going forward…next week, Tuesday, February 11, the School Committee and Superintendent will be coming in to present the FY’21 Budget. There will not be a meeting on February 18/ school vacation week. Then the Police & Fire Depts. will be in for their presentations as well as the Upper Cape Regional Technical School and the DPW. Potential Special Town Meeting on Monday, March 23. Monday, May 4 is the date for the Annual Town Meeting.

ITEM #7
NEW BUSINESS

Liaison Reports:
Ms. Crossman reported on the Capital Improvement Planning Committee’s recent meeting. The proposed CIPC list was presented. Because it was the first meeting with the list and we had questions and we will submit them to Assistant Town Manager Heather Harper. Hope to vote on it at next meeting on Monday.

Mr. Guerin asked about the schools…can you probe a little on what is the capital budget for the schools? Mr. McCormick, liaison to the School Dept. – The general government and school departments were to submit a 3% budget. The School Committee met and voted their budget. We have to work together on this. That was a public hearing they had on their budget.

ITEM #10
ADJOURNMENT

8:24 p.m. *MOTION TO ADJOURN WAS MADE BY MR. GUERIN . SECONDED BY MR. ANDERSON VOTE – UNANIMOUS.

Respectfully Submitted,

Diane M. Hanelt
Secretary

Approved: 2/11/2020

Supporting Documents:
-FY’21 Budget Overview
-FY’21 Budget Presentation Overview
-FY’21 Budget Binders
-Summary Information – Tab 1
-Financial History, Projections & Analysis – Tab 2 (including Table of Contents & Executive Summary pp. 2&3)
-Capital Budget – Tab 3
-General Government Operating Budget – Tab 4
- Pie Chart – What Makes Up The Town’s FY’20 Operating Budget
- FY’21 General Government Budget Overview – Summary of Significant Budget Changes at 3.00%
- FY’21 Enterprise Fund & Non-GG Operating Budgets – Summary of Significant Budget Changes
- FY’21 General Government Budget Overview / Summary of Smaller Service & Funding Changes at 3.00%
- FY’21 General Government Budget Overview / Long-Term Prioritized Needs Budget List
- Pie Chart - General Government – Recent Staffing & Operating Budget Additions – FY’15 – FY’21
- FY’21 Budget Binders Tabs 5, 6, 7 – Schools Budget, Upper Cape Cod Regional Technical School Budget, Miscellaneous.
- Overall Budget Issues & Concerns
- Tuition Assessments Budget History / THE largest Budget Impact over Last Decade, Line Chart of Tuition Assessments & Discretionary Aid Receipts FY’04 – Present
- Overall Budget Issues & Concerns
- Overall Budget Overview / FY’21 Projected General Fund Revenues & Expenses
  - Estimated FY’21 General Fund Tax Impacts / Additional Tax Costs for Ave. Value Home (AVH)
  - Pie Chart / Where Does Each Dollar the Town Received Come From? – FY’20
  - Pie Chart / Where Does Each Dollar the Town Spends Go? – FY’20
- 100 Route 6A Renovations / Selectmen’s Approved Action Plan / Primary Reasons Renovation Estimates Increased / How to Address Increased Renovations Costs / FY’21 Projected General Fund Revenues & Expenses – Funding of 100 Route 6A Renovations & Realistic Budgets
- FY’21 Budget Overview / Budget Issues to Monitor
- FY’21 Budget Overview / Reminder
- FY’21 Budget Overview / Recommendations
- FY’21 Budget (GHD Projected Draft – 1/29/2020) / Projected General Fund Revenues and Expenses – FY’21
- “Best of…” Compilation FY’21 Budget (GHD 100 Route 6A Balanced Draft “Best of…” 1/27/2020
- FY’21 General Fund Operating Budget Totals (GHD Draft – 1/29/2020) 3.00%
- FY’21 Cherry Sheet Receipts (GHD Draft – 1/29/2020)
- Index of Potential Warrant Articles (GHD Draft – 1/29/2020) – March 23, 2020 Special Town Meeting
- Proposed Upcoming Finance Committee Meetings (GHD Draft 1/2/20)