MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, MARCH 10, 2020
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA

Present: Mark Snyder, Matt Anderson, Laura Wing, Nancy Crossman, Jim Pierce, James McCormick.

Absent: Bob Guerin and Gwenn Dyson

Also Present: Town Manager George Dunham, Finance Director William Jennings, Paul Tilton, DPW Director/Town Engineer, Tao Woolfe/Enterprise and SCTv.

ITEM #1
CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

Pledge of Allegiance

Mr. Snyder noted that this meeting is being recorded by SCTv for replay… it is not live.

ITEM #2
PUBLIC FORUM

None.

ITEM #3
REVIEW AND APPROVAL OF MINUTES


*MOTION WAS MADE BY MR. MCCORMICK TO APPROVE THE MINUTES OF MARCH 3, 2020 AS PRESENTED. SECONDED BY MS. CROSSMAN.
VOTE – UNANIMOUS

ITEM #4
CORRESPONDENCE, STATEMENTS AND ANNOUNCEMENTS

None

ITEM #5
TOWN MANAGER REPORT

-FY’21 Budget Presentation – Department of Public Works, DPW Director/Town Engineer Paul Tilton
Presentation items listed under Supporting Documentation.
Mr. Tilton thanked the FinCom for the opportunity to present tonight.
Overview of FY’21 DPW Budget/Capital Requests
Engineering Budget (NPDES Storm water Compliance) $40,000 requested; Highway Budget (OSHA compliance) $5,350 requested; Capital requests $308,605. The DPW completed over $3.6 million of infrastructure projects in 2019. This includes funding from federal and state grants, State Chapter 90 funds and the infrastructure Debt Exclusion (S6M for roads) approved at 2018 ATM.
Debt exclusions have made it possible for DPW to do long term projects that have been waiting a while. We are continuing to do this going forward. We are trying to knock off some of the drainage problem areas each year.
Assistant Town Engineer Sam Jensen oversees over a million dollars in grants. Sandy Neck Road project was completed last year. Sandwich High School parking lot including a solar project is in the process. The Boardwalk project is in process as well as a skate board park. The Service Road shared use path project is about 25% designed right now. Sandwich Hollows Golf Course parking lot improvements, solar project there also.

National Pollutant Discharge Elimination System (NPDES) permit – a $40,000 request for the Engineering Dept.

Request to increase the FY’21 operating budget by $5,350 to cover the costs related to OSHA for new standards...i.e uniforms, equipment, signs and training.

On the matter of Sanitation, we are in the middle of a ten year contract with SEMASS for hauling Municipal Solid Waste collected from Residents/Town Buildings/School Buildings and Big Belly Trash Containers.

Recycling fees continue to rise...increased Operating Costs and lost recycling Revenue results in annual $100,000 deficit. Commercial and Residential fees must increase to offset these costs. Increase in sticker fee from $60 to $80 will help offset annual deficit.

Overview of Proposed FY’21 Capital Requests – Ride-On Mower ($13,000); Crew Cab Pickup ($33,605); Dump Truck/Basic cleaner ($98,000); Backhoe/Loader ($139,800); DPW Facility Improvements Design ($25,000).

General overview of Future Budget Considerations.

Debt Exclusion funds previously voted at Town Meeting has been wonderful. We will get our roads into shape and good condition. It is really important to keep them up. Approximately $300,000 to $400,000 per year to keep them in good shape. Some funds have also been spent on the Boardwalk.

Mr. Snyder noted that some other landfills have places to exchange items.

It was noted that it can be a horror show and it costs more to have employees over see it.

Mr. McCormick asked how do you control fuel...how do we know how much the Police and Fire and Schools.

Mr. Dunham noted that, on the fuel, it was a night mare getting the bills. So, now, each department that refills has a ‘key’ system. The Marina and Sandwich Hollows Golf course are the only departments that don’t do it.

Mr. McCormick – Where are the checks and balances.

Mr. Dunham – There are a million checks and balances...they are detailed in the budget.

Mr. McCormick suggested that it is not the proper way to do checks and balances. The Auditors may like it because it is easier.

Mr. Anderson inquired about how often do we go over on gas?

Mr. Tilton – Not often. We are really tight with our budgets.

Mr. Dunham noted that we participate in Barnstable bids process. We get really good prices.

Mr. Snyder would like a copy of the print out that shows who uses how much fuel.

It was noted that Finance Director William Jennings and Town Accountant Kathleen Barrette oversee the individual budgets on a monthly basis.

Brief discussion on any unused funds at the end of a winter.

Mr. Dunham noted that what we don’t use goes back to the General Fund.

Mr. Tilton – We lost about $150,000 from the recycling end of things last year.

Brief discussion on DPW/Transfer Station staffing. DPW is lacking a bit. When the road bond runs out we will need to have some money and will need to hire people.

Ms. Crossman noted that, from the Capital prospective, last year the DPW stepped aside so other department could get what they needed. This year this Capital Improvement Planning Committee overwhelmingly voted the DWP Capital request...it is time they got the money.

Mr. Tilton offered some photos and a brief overview of some of the road projects also noting that they have improved public outreach...trying to keep the public informed.

Ms. Wing asked questions on recycling.

Mr. Tilton noted at we recycle through the Mass Dept. of Environmental Protection.
Ms. Crossman asked if there are plans for crosswalks and sidewalks.
Mr. Tilton noted that they are working on getting the town more accessible. We are working on installing sidewalks...that have to be Americans with Disabilities Act (ADA) compliant and that can be expensive.
Ms. Crossman expressed concern about walking to the new Town Hall on Rte. 6A.
Mr. Snyder asked for an update on the Boardwalk.
Mr. Tilton noted that it is going to be different. We are trying to preserve what we have. We want it to look good and last.
Mr. Snyder asked for a timeframe.
Mr. Tilton noted that they are hoping by the end of this year.
Mr. Snyder noted...State, Feds, Occupational Safety and Health Administration (OSHA) ‘unfunded’ mandates.
Mr. Tilton – yes.
Mr. Snyder applauded that a lot of the top people in your departments went without a raise this last year...thank you.
Mr. Jennings noted that the Mass. Department of Revenue (DOR) has a web site of statistics from towns and counties in the United States. Looking at our DPW, we are in line with Truro, Orleans and other lower Cape towns.

-FY’21 Budget Updates
Mr. Dunham gave a general update noting that the Veterans’ Services budget was bumped based on actual expenses.
Overview of FY’21 Budget Projected General Fund Revenues and Expenses – FY’21 (1/27/20)
Overview of FY’21 General Fund Operating Budget Totals (3/5/2020).
Overview of e-mail from Town Manager to Superintendent of Schools Dr. Pam Gould re the FY’21 School Budget noting that ‘last night the Board of Selectmen voted a total allocation for the School Department’s FY’21 budget that included a local contribution of 3.75%. When combined with level-funded Ch. 70 aid from FY’20, this equates to a total FY’21 School budget of $35,144,706. If we see an increase in Chapter 70 aid as expected, the Town’s local contribution will be reduced from its recommended appropriation of $27,992,918 commensurate with the increase in Chapter 70...’
Overview of Special Town Meeting Warrant.
Last week the sub-bids were open for the 100 Rte. 6A property. They seemed to be in line with estimates previously received. We extended the deadline for review from today to Friday at 2 pm. Next Tuesday we should have the number.
Mr. Snyder stated that next Tuesday we will vote on Article #1.
Mr. McCormick asked what the biggest issues on 100 Rte. 6A are.
Mr. Dunham noted – the HVAC and internal electric.
Mr. Dunham noted that the Warrant was signed and posted last Friday...Article 1 will be voted next week.
Site pictures presented with general overview of the expansion history over the years and proposed 3 phases of the Henry T. Wing residences renovations offered by SCG Development. Option Agreement expected Board of Selectmen to sign next Thursday (Article #10 on the STM Warrant).
Preparation Meeting, for Special Town Meeting, is scheduled for Friday, March 20 at 3:30pm in the auditorium at the Town Hall.
Mr. Snyder asked if there is a ‘backup’ if Article #1 (100 Rte. 6A) fails?
Mr. Dunham noted that we would have to rebid enough money to fix the first floor...not the second floor.
We would not vacate all three buildings.
Mr. Dunham suggested that, regarding the presented documents on the article for the Henry T. Wing School, if anyone has any questions, please let Mr. Dunham know.
Mr. Snyder said that next week we will go through the budget review and asked the membership to send him any questions.
ITEM #6
OLD BUSINESS

Proposed Upcoming Finance Committee Meetings
Brief review…Next meeting scheduled for Tuesday, March 17.

ITEM #7
NEW BUSINESS

Liaison Reports
Ms. Crossan noted that the Capital Improvement Planning Committee (CIPC) will be meeting next Monday.
Mr. McCormick noted that the School Committee will be meeting on Thursday to talk about the budget.

ITEM #8
ADJOURNMENT

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

Respectfully Submitted,

Diane M. Hanelt
Secretary

Supporting Documents:
- FY’21 DPW Budget / Capital Requests
- Infrastructure
- Sanitation
- Proposed FY’21 Capital Requests
- Future Budget Considerations
- Supplemental Information
  2019 DPW Grant Funds / Future Grants;
  2019 DPW Infrastructure Projects;
  DPW Drainage Improvement Cycle;
  DPW Communicaton & Public Outreach “News Flash”;
  DPW FY’21 Capital – Equipment to be replaced
- Snow & Ice Budget
- Streetlights budget
- Sanitation Division
- Parks Division
- FY’21 Capital Budget – Final Recommendation
- FY’21 Budget – Projected General Fund Revenues and Expenses – FY’21(GHD 100 Route 6A Balanced Draft 1/27/20)
- FY’21 General Fund Operating Budget Totals (GHD Draft 3/5/2020)
- FY’21 Recommended General Government Budget – Summary of Significant Budget Changes at 3.00% (+/- $10,000) (GHD Draft 3/5/2020)
- E-Mail dated March 6, 2020 from Town Manager to Superintendent re the School Budget
- STM Warrant, Monday, March 23, 2020
- Proposed upcoming Finance Committee Meetings (GHD Draft – 1/2/20)