

MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, SEPTEMBER 16, 2008
TOWN OFFICES
16 JAN SEBASTIAN DRIVE
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Present: Paul Kilty, John Vibberts, Bill Diederling, Ellen Scott, Ellen Yaffe and Lou Cerrone

Absent: Glenn Pare', Veronica Mooney and Hank Tuohy

Also Present: Mr. Dunham

Meeting called to order at 7:08 p.m.

**ITEM #2**  
**REVIEW AND APPROVAL OF MINUTES**

Approval of minutes of September 2, 2008-

Correction on page #3, second sentence change the word commend to comment.

**\*MOTION WAS MADE BY MR. VIBBERTS TO APPROVE THE MINUTES OF SEPTEMBER 2, 2008 AS AMENDED. SECONDED BY MR. DIEDERING. VOTE – UNANIMOUS MR. CERRONE ABSTAINING.**

**ITEM#3**  
**TOWN MANAGER'S REPORT**

Deferred to later in the meeting.

**ITEM #4**  
**OLD BUSINESS**

Discussion regarding the School District's Budget and Finance Committee Requests-

Mr. Kilty noted that the draft packet of budget materials requested from the School Dept. by the FinCom dated 9/10/08 has been given to the School Committee and forwarded to School Business Manager, Rick Reino for their review and discussion. Mr. Kilty has not heard back from the Business Manager. An e-mail was received last week from the Chairman of the School Committee, Bob Guerin. Basically, the School Committee does not feel the need to do a 'needs' budget but agreed to do a cost analysis.

General discussion regarding assigning a liaison from the Finance Committee to the School Committee. Is it beneficial for this year?

Mr. Vibberts noted that he doesn't feel it is as good an idea as others do. The Finance Committee should be an impartial group and doesn't he want an advocate for any of the department budgets. The FinCom needs to go overboard in being impartial.

Ms. Yaffe mentioned that the liaison concept is important especially with complex numbers in budgets such as the Schools.

Mr. Vibberts suggested that that is more than a liaison. It is a review with the participation of the Finance Committee. The FinCom is not in a position of doing some of the digging that is necessary.

Mr. Diederling agrees with Mr. Vibberts about the advocacy idea. There is a liaison role, someone who would attend the School Committee meetings but doesn't feel the need to go through the School Department budget with a fine tooth comb.

Ms. Yaffe suggested that Ms. Scott and Mr. Diederling should be the advocates.

Ms. Scott noted that she did the same thing that Mr. Diederling or the Town Manager did last year. How much of this information is the Finance Committee responsibility to prepare? If we have everything we need then it is up to us to do the work to dissect it.

Ms. Yaffe thinks the Committee needs all the information we request for analysis.

Mr. Vibberts noted that the Superintendent's office was not represented at last week's FinCom meeting.

Mr. Cerrone mentioned that the FinCom needs the School Department's budget in the same form as it gets the General Government's budget.

Mr. Vibberts noted that a lot has to do with how some information is available to the FinCom from the School Department. The FinCom may be able to do this review in stages.

It was agreed that there will not be a Finance Committee liaison to the School Dept. this year.

Continuation of general discussion of draft – Budget Materials Requested from the School Dept. by the FinCom (9/10/08).

The Finance Committee agreed to go with information from the School Committee in response to item #4 An "Additional Needs List" and forgo item #6 A needs budget.

Ms. Yaffe asked for numbers for level services, that does not have to be a lot of detail, then add 3.5% and we'll see what the gap is and it is up to them to adjust their budget down as needed.

Mr. Diederling noted that item #5 – a level -service budget, is not a starting point, he feels it is a reference. The first things that are cut will be the first things on the needs list.

Discussion on the definition of level service.

General discussion on a needs budget.

Mr. Kilty noted that a strategic plan is important because it helps to define what core needs are and suggested that this is something the School Committee must do.

Ms. Scott suggested that the School Committee needs to show the School Dept. budget as it was presented last year and then show what the new budget will be.

Ms. Yaffe suggested reviewing the history of revenue projects. The FinCom should ask to see the trends for '07, '08, '09 and '10 analysis. Once a base line is in place all they have to do to tack on each year and the FinCom should expect it in format similar to the General Government presentation.

Ms. Scott offered some information she got off the Dept. of Education website.

It was noted that there is a reporting lag on the DOE website.

General discussion updating the list of budget materials request from the School Dept.

Ms. Yaffe suggested the budget breakdown of costs should be broken down by schools.

Mr. Diederling does not see a benefit to summary sheets.

Mr. Vibberts would like to know about timing and have a budget flow chart.

It was noted that budgets are supposed to be submitted by February 1.

Once the changes have been made to this draft list, Mr. Kilty will send it out to all FinCom members for review and then vote on it at a future meeting.

**ITEM #3**  
**TOWN MANAGER'S REPORT**  
**(DEFERRED FROM EARLIER IN THIS MEETING)**

Mr. Dunham - a Reserve Fund transfer request for an HVC system at the Library will be submitted in the near future.

It was suggested that, if there is a heating issue at the Library, it may be more important to take care of this right now. Funding it through the Stabilization Fund might be considered.

-Special Town Meeting has been scheduled for Monday, October 27, 2008 at 7 p.m. at the Sandwich High School Auditorium. Once the Board of Selectmen has finalized the articles for the warrant the Town Manager will review the warrant with the Finance Committee.

-The Library CLAMS bill was between \$15,000 and \$20,000. Mr. Twomey, the IT Director, worked hard on this and got the bill down to about \$1,500.00

-Update on the bill for the piping plover project.

**ITEM #6**  
**ADJOURNMENT**

**8:15 P.M.**

**\*MOTION TO ADJOURN WAS MADE BY MR. CERRONE. SECONDED BY MR. VIBBERTS.  
VOTE - UNANIMOUS**

Respectfully Submitted,

Diane M. Hanelt  
Secretary