

MINUTES OF THE
FINANCE COMMITTEE
TUESDAY, MARCH 10, 2009
TOWN OFFICES
16 JAN SEBASTIAN DRIVE
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Present: Paul Kilty, John Vibberts, Hank Tuohy, Glenn Pare', Ellen Yaffe, Veronica Mooney and Tom Hickey, Ellen Scott and Bill Diederling

Also Present: Town Manager Bud Dunham, Selectmen Linell Grundman, John Kennan and Frank Pannorfi; Town Accountant Doreen Guild; Chief of Police Mike Miller, Lt. Dave Guillemette and Sgt Mike Nurse; Fire Chief George Russell and Deputy Fire Chief Tom Corriveau; SACAT

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

**ITEM #2**  
**APPROVAL OF MINUTES**

**Minutes of March 3, 2009-**

**\*MOTION WAS MADE BY MR. TUOHY TO APPROVE THE MINUTES OF MARCH 3, 2009 AS PRESENTED. SECONDED BY MR. VIBBERTS. VOTE – UNANIMOUS / MR. DIEDERING AND MS. SCOTT ABSTAINING**

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

-Next week the Department of Public Works and Finance Department heads will be coming to the Finance Committee meeting.  
-Director of Assessing, Ed Childs will come in the following week and the Library.  
-The Upper Cape Cod Regional Technical School will be in next week.  
-Attended the annual department meeting for veterans. Overview noting that Sidney Chase has been the Director for about thirty years. It would be a good idea to have them in at some point. About \$2 million to Sandwich residents alone.  
-Overview of budget update: Projected Revenues and Expenses – FY'10 (Selectmen Approved – 2/26/09) noting that this budget reflects deficit spending at just over \$2.7 million; Assumptions for Long Range Financial Plan – FY'10 – FY'13 (Draft 3/10/2009) Revenues/Expenses; Projected Revenues and Expenses = FY'08 to FY'13 (GHD Budget Est. -3/10/2009) Revenues/Expenses; Projected Revenues and Expenses – FY'08 to FY'13 (GHD Budget Est. – 3/10/2009 Note::; FY'10 Budget Totals (GHD Draft – 3/9/2009); Staffing Comparison (GHD Draft – 3/29/2009); color comparison of cape town with regard to full time/part time /population etc.  
Responses to recent Budget Questions / Health Insurance & Unemployment Costs. Mr. Barrette had asked at a recent Selectmen's meeting, about the FY'10 estimate of health insurance savings. That would be about \$12,000 per person saved. Brief mention of unemployment costs.  
State and Federal level unemployment benefits are going to be extended closer to a year. No big savings in the first year. Possibly in year two.

Mr. Kilty noted that this potentially puts us in a cash problem.

Mr. Diedering noted that anyone who watched the tri-board meeting a couple of weeks ago would get the impression that the town gets a wind fall if the school lays people off. That is not correct. There were twenty-six employees terminated on the school side. Twenty-seven new individuals were hired, which equals plus 1.

Mr. Dunham noted that, as requested, we got the list of employees let go and new hires from the school office for a comparison.

Mr. Diedering mentioned that the numbers don't match between the school and general government. If they are both right, we need to know why.

Ms. Yaffe noted that what we have is the result of something. What we really need to see is what has happened, the comings and goings i.e. chart the start balance etc. I think everyone is right but not all the numbers are on the table.

Mr. Tuohy noted that if the School Department laid off twenty-six people and the town picks up that tab, but they brought in an equal amount in new hires, that has to be considered in the budget.

Mr. Dunham noted that looking at the salary amounts, it looked like those let go were ½ to 2/3rds time and the hirees were full time.

Mr. Tuohy mention that we need to know each.

Mr. Diedering suggested that possibly the Town Manager is looking at numbers from May to October and the Schools are looking at number from October to October.

Mr. Kilty noted that he will send an e-mail to the Chairman of the School Committee Mr. Bob Guerin and included these pieces of information and ask him to clarify.

Mr. Kilty announced that there will be a meeting at the Upper Cape Cod Regional Technical School on Thursday, March 12, 2009 to discuss their budget.

There will be a workshop sponsored by the Association of Finance Committees on Monday, April 6 regarding budget cuts and library decertification.

An e--mail was received from Steve Chalk thanking Mr. Hank Tuohy for helping with the Strategic Plan.

Ms. Yaffe asked about timing for the warrant.

Mr. Dunham noted the warrant is due the last week in March or the first of April. April 7 would be the latest the Finance Committee can vote it. It has to be posted by the 17<sup>th</sup>.

#### **ITEM #4**

#### **PUBLIC SAFETY UPDATE/DISCUSSION**

Chief of Police Mike Miller, accompanied by Lt. Dave Guillemette and Sgt. Mike Nurse, offered a handout gave an overview of the Police Department budget including a Department Manning Overview; an Overview of Personnel; Level of Service Provided; Where is the Overtime Spent; Total Break Down of Overtime; 2008 Overtime Snap Shot (color pie graph); 2009 Overtime Snap Shot (color pie graph); Calls break down by Time (color chart); Arrest breakdown by Time (color chart); Total Offenses by Year (color chart); Grants that offset overtime

Chief Miller noted that Sandwich now has more population than Yarmouth. The department works a four days on 2 days off work shift. Regarding the level of service, the chief noted that he won't go below two cars on the road and most of the time the department is running with three. Over time happens when police personnel are out due to injury, military leave etc.

Sgt Nurse gave a brief overview of equipment maintenance.

K-9's have to go through up grades in training regularly.

Chief Miller mentioned that the extra money for events such as the 4<sup>th</sup> of July comes from Community Policing Grant funding from the State and that is being cut.

Sgt. Nurse noted that last year Reverse 911 was instituted.

Chief Miller gave an overview of the various training programs.

Mr. Hickey asked, referencing information under 'total break down of overtime', about suspension overtime.

Chief Miller responded that this to fill for someone who is out on disciplinary reasons.

Mr. Tuohy asked about the cadets when they are in their training program are they on payroll?

Sgt. Nurse – Yes, on probationary payroll.

In response to an inquiry about the availability of grant funding, Sgt. Nurse gave a brief overview of a few of the grants that may be available depending on the requirements of the grant. Some grants are specific to equipment etc.

Mr. Vibberts inquired about retroactive overtime.

Chief Miller noted that this refers to pay roll when negotiations are not completed.

Mr. Diedering congratulated the Sandwich Police Department on the drug bust a couple of weeks ago. Everything went well. On the over time issue, could you off set some of the over time by hiring some more full time officers? If you hired a couple of officers so that you can go up to four sector cars you would just go down to three. At what point would you actually save money?

Chief Miller explained the scheduling due to days off and vacations etc.

Mr. Pare' raised a question about the civil service process.

Chief Miller noted that civil services hiring is not a simple process. It takes about a year before the person is on any value or use to the department.

Referencing the recent drug bust it was noted that Sgt. O'Connell did the best he could with the coordination of the drug seizure.

Brief discussion regarding hiring civilian personnel for certain positions such as dispatcher during shifts.

Mr. Tuohy noted that last year there was discussion about four civilian dispatchers. What happened with that?

Mr. Dunham noted that we don't have the money. If we don't get an over ride we will be at two sector cars and the Forestdale Fire Station will be at risk of closing.

Note was made that the 4/2 (four days on/two days off) scheduling of the Police Department shifts is mandated by the unions and that 4/2 scheduling is the standard throughout the industry.

Ms. Yaffe noted that if we had the right number of police officers the over time would come down but in order to hire you have the money upfront.

Brief discussion of the comparative information of full time/part time sworn police officers, full time/ part time civilian police department employees, year round population etc. in various towns on Cape Cod.

Mr. Dunham noted that these numbers are the same for all departments in Sandwich. The general government departments process the Sandwich School department bills. No other towns on cape do this type of billing, etc.

Chief Miller offered statistical information noting that approximately 2,000 calls plus come in to the police station under 911. Those are not the every day calls. The regionalized department (the Sheriff's Dept) will not take this over. The County charges a fee.

Fire Chief Russell noted that if 911 goes you lose the grant money. There is no room in the county, he is full.

Mr. Vibberts noted that this is very much preparatory for next year. We are looking at a 2.7 million dollar deficit. We have a wind fall of 1.2 millions dollars from the land sale. What is the conversation going to be next year?

Chief Miller noted that, in a normal year, the police department \$80,000 to \$100,000 over. There are contractual issues. There will be those issues and the cost of arguing.

Mr. Hickey mentioned that it is important that the chief be here to explain the over time. People ask all the time why are we paying all this money. This has to be explained every year so that the people hear it again and again. All department heads to a great job and an exceptional job by the department heads. It is important to say it every year.

Mr. Vibberts mentioned that he is very impressed with what the Sandwich Police Department is doing with what it has. It is not safe...what's happening with this department.

**Chief George Russell and Deputy Chief Tom Corriveau-** gave an overview of the Fire Department including station assignment; Average Duration of Calls; Current Call/Response Stats; Multiple Calls; Services Offered; Fire Dept. Operations; Fire Prevention & Education; Technical Rescue Operations; Fire Dept. Coverage; overtime Appropriated vs Used; All 2008 Overtime in Hours (color pie chart); 2008 Overtime Not Reimbursed (color pie chart); Summary of Use Fire Dept. Lease/Purchase Account; Regionalization; Grants.

Chief Russell noted that the Fire Dept. is never fully shifted.

Mr. Vibberts asked how many people have to be on and ambulance when it responds to a call.

Chief Russell noted that for ALS (Advanced Life Support) at least three (3)...that is State mandated.

A general review of the over time graph.

Deputy Chief Corriveau noted that there a number of different reasons the department loses personnel and it takes a while to get a firefighter hired.

General review of the regionalization information. Chief Russell noted that we have regional teams all through the County. We hire off the County list. Mr. Diederling asked, on the examples of regionalization that are given, how does the Town of Sandwich pay for this? Chief Russell noted that it is part of the County Assessment. Mr. Dunham noted that all of the federally required training that is required by FEMA (Federal Emergency Management Association) is done by the County Fire Department. We could never do it on our own. It was noted that mutual aid is a trade off. Chief Russell mentioned that there is a County assessment and that goes to the Sheriff's Dept. that goes to the County Center. Dept Chief Corriveau noted that the Sandwich Fire Department regularly go to Bourne, West Barnstable and other area towns as part of the mutual aid system. A question was asked about when the dispatchers make the calls? Deputy Chief Corriveau noted that the call is mail as soon as we know they are going to the hospital we call someone in.

Mr. Hickey noted that as he understands it, the Fire Dept. has three men in an ambulance. Deputy Chief Corriveau noted that they like to have three people going to the hospital i.e. a driver (a paramedic) and two in the back (paramedics). Mr. Hickey offered that he knows we are looking at cuts, but has the Fire Dept. looked at the possibility of a roving paramedic. Deputy Chief Corriveau noted that the Department does that now.

It was noted that at least 80% of the people hired in the Fire Department over the last ten years are **Emergency Medical Technicians** not just paramedics.

Mr. Hickey asked why it seems the ladder truck responds to what seems like normal calls.

Deputy Chief Corriveau noted that the fire equipment that is closest is what is sent. We want to get ambulance personnel on scene as soon as possible.

Mr. Twohy inquired, is there a set fee that we charge to come out to a place in the Ridge Club to the general public. Deputy Chief Corriveau noted that when the Fire Dept. transports the fee is based on mileage.

Mr. Kilty noted that if the Fire Dept. responds to a 911 call, there is no charge.

Mr. Hickey mentioned that when the ambulance goes to the hospital there is a charge.

Mr. Hickey inquired what the possibility is of doing civilian dispatching for the Police and Fire Departments.

Deputy Chief Corriveau noted that we do have civilian dispatchers now.

Mr. Dunham mentioned that the shifts are different between the Police and Fire Departments and that would have to be considered. Four civilian dispatchers would cost less and let the officers go out on the road. These people do so much more the "just" dispatch. They are four of the 'unsung hero's' of the Town. They are really good. They know what they are doing.

General overview of grant money funds.

There was a brief discussion about air quality etc. at the Fire Station. Deputy Chief Corriveau noted that they hope to get some of the stimulus grant money.

Mr. Dunham noted that the Facilities Department also does a great deal of work at the Public Safety buildings. Ted Hamilton and the Sheriff's Dept. have fixed up stairs at cost only. Mr. Dunham mentioned that Ted Hamilton ran Hewlett Packard with five people. Mr. Kilty noted that we are going to do a tour of the Police and Fire Departments at sometime in the future. We have addressed the concerns of the conditions of the public safety buildings and the employees are very efficient

**ITEM #5**  
**FY'10 BUDGET DISCUSSION**

The budget has been presented. The Committee will review the information and be prepared to discuss it at the next meeting.

**ITEM #6**  
**ADJOURN**

**8:53 P.M.**

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

Respectfully Submitted,

Diane M. Hanelt  
Secretary