

**MINUTES
OF THE
FINANCE COMMITTEE**

**TUESDAY, APRIL 6, 2010
7:00 P.M.**

**SANDWICH TOWN HALL – CONFERENCE ROOM
34 QUAKER MEETINGHOUSE ROAD**
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Present: Glenn Pare', Bill Diederig, Tom Hickey, Paul Kilty, John Vibberts and Courtney Bridge

Absent – Paul Sylvia, Ellen Yaffe and Chip Cheney

Also Present: Town Manager George Dunham; Assistant Town Manager Doug Lapp; Chairman of the Board of Selectmen John Kennan, Tim Cooney of the Community Preservation Committee; Mary Stanley; SCT

**ITEM #1**

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

**ITEM #2**

**REVIEW AND APPROVAL OF MINUTES**

Minutes of March 23, 2010-

**\*MOTION WAS MADE BY MR. VIBBERTS TO APPROVE THE MINUTES OF MARCH 23, 2010 AS PRESENTED.  
SECONDED BY MR. HICKEY. VOTE – UNANIMOUS**

**ITEM #3**

**COMMUNITY PRESERVATION COMMITTEE UPDATE FOR ATM ARTICLES**

CPC Chairman Tim Cooney and member Dave DeConto were present and gave an overview of current Community Preservation Act funding recently recommended by the CPC for approval at the Annual Town Meeting for the following projects: Town Library Renovations - \$250,000; Town Hall Etchings/stencils & other items - \$100,000; Town Clerk/restoration & storage of vital records - \$93,000; Forestdale-Greenville Schoolhouse renovations - \$55,000; Shawme Dam bridge & fencing - \$12,000; Administrative budget for various items that are needed prior to a project process - \$75,000. Total recommendation is \$585,000. Each request has to be prioritized by the CPC. The CPC looks forward to another exciting year next year.

Mr. Pare' asked for clarification of the Library renovations. Mr. Cooney of the CPC offered that one part of the Library building is newer and the other part older. After getting the architectural reports back, if we determine to do one and not the other, that could compromise the other. It was hard to separate the jobs. There are a lot of issues associated with the water issue. The CPC had to decide how to mitigate the water issue. Landscaping and temporary piping will now compromise water flow. Now they are going to put individual pumps in various areas.

It was noted, in a discussion of CPA Funds, that project balances go back to the CPA fund...they do not go into the General Fund.

General discussion regarding funding projects for the CPA. There is some concern that, in the future, there may be less CPA funding available and there maybe land purchases that the town might want to consider.

Mr. Cooney noted that the CPA has touched everyone in Town on different projects. We want to try to do the right thing for everyone in Town and thinks that the CPA funding is in pretty good shape going forward.

Mr. Dunham offered additional funding information.

Mr. Diederig offered that, having served on the Land Bank Committee (prior to it being the CPC) and the CPC for a short time, there is a list of desirable pieces of land to purchase. If the CPC were to take the top three or four more desirable parcels, does the CPC know what a total would be to purchase those parcels?

Mr. Cooney noted that the CPC does not keep a list of desirable pieces of land but believes the Conservation Commission does.

Mr. Cooney mentioned that CPA funding has actually acquired a lot of the parcels that were on the list. In terms of what the CPC would be willing to allocate to the Town for consideration at a Town Meeting, the CPC does not have a specific budget for any particular piece of land. The CPC must allocate 10% of the annualized budget to three categories.

Mr. Diederig expressed concern that the CPC doesn't want to be in a situation if a piece of land comes available that the Town would like to purchase and find out there isn't enough funding from the CPA to do it.

Mr. Dunham noted that there are a couple of areas (of land) that are much larger that would be bigger than the CPA funding.

Mr. Diederig asked about a long range plan for the CPC.

Mr. Cooney offered that, at their meeting last night, the CPC was discussing this issue and thought it should have a plan for land...should the CPC be allocating an amount for a specific purchase? The Committee felt that was not the right way to go about it because it ties the Committees hands if something else comes up. The Committee is looking for more partnerships. The CPC does not want to be locked into anything for a specific purpose. That is not in the best interest of the Town.

It was noted that funding numbers for each category are included in the hand out from the CPC (Town of Sandwich – Estimated Community Preservation Act Calculations ((4/6/10210)). Mr. Cooney mentioned that the CPC has taken all this painstakingly into consideration. The number leans toward land because of several land purchases. The CPC has nine out of ten land purchases done. Mr. Cooney noted that the Shawme Dam project was showing a lot of foresight. All CPA projects and the funding are on the website including the status.

**ITEM #4**  
**TOWN MANAGER'S REPORT**

a. FY' 11 Budget Update – The Board of Selectmen will approve the final Annual Town Meeting Warrant at this Thursday night's meeting. Then it goes to Town Counsel for a final review and the following Thursday night the Board of Selectmen will sign the warrant.

Mr. Dunham gave an overview and there was a general discussion of Projected Revenues and Expenses – FY' 11 (Selectmen Supported 2/25/10 – GHD DRAFT – 4/6/2010); FY' 11 Budget Totals (GHD DRAFT – 4/6/2010); FY' 11 Capital Budget Summary (FINAL – 4/6/2010) (Approved by the Capital Improvement Planning Committee: March 15, 2010). Brief discussion regarding the \$34,480 – Sandwich High School Fields Maintenance (on the Projected Revenues and Expenses – FY' 11 sheet - under Expenses).

-Overview of the Annual Town Meeting Warrant-

The Committee agreed that, on the cover of the Warrant, all Finance Committee member names should include middle initials.

-Vote recommendations on Warrant Articles as needed:

Article #2 FY' 11 Budget:

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND APPROVAL OF THE FY'11 BUDGET AS PRESENTED IN THE WARRANT FOR THE MAY 3, 2010 ANNUAL TOWN MEETING. SECONDED BY MR. VIBBERTS. VOTE – UNANIMOUS**

Article #3 FY' 11 Capital Budget:

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND APPROVAL OF THE FY'11 CAPITAL BUDGET AS PRESENTED IN THE WARRANT FOR THE MAY 3, 2010 ANNUAL TOWN MEETING. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #4 Study of Henry T. Wing School Building Issues-

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND APPROVAL OF ARTICLE #4 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. VIBBERTS.**

Discussion-

It was agreed that the Finance Committee will be looking for a lot of detailed information from a study.

**VOTE – UNANIMOUS**

Article #5 Appropriation for Sandwich High School Maintenance of Exterior Fields-

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #5 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #6 FY' 10 Snow & Ice Deficit-

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #6 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING. VOTE – UNANIMOUS**

Article #7 FY' 10 Unemployment Deficit – Transfer from FY' 10 Health Insurance Appropriation-

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #7 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING.**

Discussion – At the Committee's request Mr. Dunham gave a more detailed overview.

**VOTE – UNANIMOUS**

Article #8 Hoxie House / Grist Mill Income Transfer –

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND APPROVAL OF ARTICLE #8 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #9 FY' 11 Golf Department Operating Budget-

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND APPROVAL OF ARTICLE #9 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. VIBBERTS.**

General discussion-

Mr. Kilty noted that he is going to vote in favor of this article with reservations. It has nothing to do with whether the Town should be in the golf business. It is to bring it to the attention of the Board of Selectmen. It is a business concern that needs to be addressed. The Board of Selectmen should really look into a really long range plan. Mr. Diederling mentioned that it is a microcosm of the over all budget. It might become necessary to look at this again.  
**VOTE – UNANIMOUS**

Article #10 Sandwich Promotions Fund Appropriation (VSB)-

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND APPROVAL OF ARTICLE #10 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #11 Chapter 90 State Aid to Highways Program-

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #11 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #12 Establish Variable Interest Rate for FY'11 Tax Deferral Program (Assessing)-

**\*MOTION WAS MADE BY MS. BRIDGE TO RECOMMEND APPROVAL OF ARTICLE #12 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. VIBBERTS. VOTE – UNANIMOUS**

Article #13 Establish Timeframe for Surviving Spouses of Veterans Program –

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #13 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING. VOTE – UNANIMOUS**

Article #14 Establishment of c 53E 1 / 2 Revolving Account for Town Hall Meeting Hall Monitors & Utility Expenses.

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND APPROVAL OF ARTICLE #14 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. VIBBERTS. VOTE – UNANIMOUS**

Article #15 Establishment of c.53E 1 / 2 Revolving Account for Shellfish Licenses.

**\*MOTION WAS MADE BY MS. BRIDGE TO RECOMMEND APPROVAL OF ARTICLE #15 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING. VOTE – UNANIMOUS**

Article #16 Transfer Funds for Boardwalk Repairs from Receipts Reserved for Appropriation Account.

**\*MOTION WAS MADE BY MR. HICKEY TO RECOMMEND APPROVAL OF ARTICLE #16 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING. VOTE – UNANIMOUS**

Article #17 Acceptance of M.G.L. c. 32B, Sec 20 – HASB 45 Trust Fund.

**\*MOTION WAS MADE BY MR. KILTY TO RECOMMEND APPROVAL OF ARTICLE #17 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MS. BRIDGE. VOTE – UNANIMOUS**

Article #18 Authorize Carry Over of School Building Rental Funds for School Building Maintenance & Upkeep – M.G.L. c.40 Sec 3.

**\*MOTION WAS MADE BY MR. HICKEY TO RECOMMEND APPROVAL OF ARTICLE #18 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING. VOTE – UNANIMOUS**

Articles # 19 – 24 are Community Preservation Articles

Article #19 CPA Fund Expenditure – Administrative Costs & 10% Allocations = \$75,000

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #19 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #20 CPA Fund Expenditure – Vital Records = \$93,000

**\*MOTION WAS MADE BY MR. KILTY TO RECOMMEND APPROVAL OF ARTICLE #20 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MS. BRIDGE. VOTE – UNANIMOUS**

Article #21 CPA Fund Expenditure – Greenville Schoolhouse = \$55,000

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #21 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING. VOTE – UNANIMOUS**

Article #22 CPA Fund Expenditure – Shawme Pond Dam Footbridge & Fencing = \$12,000

**\*MOTION WAS MADE BY MR. KILTY TO RECOMMEND APPROVAL OF ARTICLE #22 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. VIBBERTS. VOTE – UNANIMOUS**

Article #23 CPA Fund Expenditure – Library Roof = \$250,000

**\*MOTION WAS MADE BY MS. BRIDGE TO RECOMMEND APPROVAL OF ARTICLE #23 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #24 CPA Fund Expenditure – Town Hall Restoration = \$100,000

**\*MOTION WAS MADE BY MR. KILTY TO RECOMMEND APPROVAL OF ARTICLE #24 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. VIBBERTS.**

Brief Discussion –

Mr. Kilty noted that the Committee is not endorsing any specific project with this vote. We are looking at the fund and the availability of the funding. It is up to the Community Preservation Committee to be prepared to explain it, if needed, at Town Meeting.

**VOTE – UNANIMOUS**

Article #25 Authorization for Special Legislation on Future Use of Sandwich Hollows Golf Club Property -Recreational Uses.

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL OF ARTICLE #25 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Article #26 Authorization for Special Legislation on Future Use of Sandwich Hollows Golf Club Property – Lease Authority for Private Recreational Uses.

**\*MOTION WAS MADE BY MR. KILTY TO RECOMMEND APPROVAL OF ARTICLE #26 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MS. BRIDGE. VOTE – UNANIMOUS.**

NO VOTE NEED FOR ARTICLE #27

Article #28 Authorization to Sell Clark-Haddad Building on Dewey Avenue.

Overview by Town Manager. A sale of this property would be done by a Request For Proposal process. This has been discussed and recommended by the Capital Improvement Planning Committee.

Mr. Diederling - for clarification purposes, this article authorizes the Board of Selectmen to do the work.

Mr. Kilty – this can be on the warrant, but it will be up to the Board of Selectmen or a future Town Meeting vote.

It was noted that the Town Manager and the Board of Selectmen are the custodians over the property.

Mr. Hickey – I believe that no action is required.

Brief discussion.

**\*MOTION WAS MADE BY MR. PARE' TO RECOMMEND APPROVAL OF ARTICLE #28 AS PRESENTED IN THE MAY 3, 2010 ANNUAL TOWN MEETING WARRANT. SECONDED BY MR. DIEDERING.**

Further discussion-

Mr. Vibberts – doesn't think it is anything that the Finance Committee should be voting on.

Mr. Hickey – feels awkward about recommending something without any funding information.

Mr. Diederling – the building serves no purpose as it is. It is up to the Board of Selectmen to do the process.

Mr. Kilty – doesn't think the Finance Committee should be discussing this right now and agrees with Mr. Hickey. There is a motion made and a second with discussion to include Article #28 on the warrant. Doesn't think the article should be included.

We should sell the property if it does not fall into any plan we may have for town property.

Mr. Vibberts asked to move the question.

**\*MR. PARE' WITHDREW HIS MOTION.**

Mr. Diederling – should there be a second on the motion to withdraw?

Town Manager – more information can be gathered on this and a recommendation can be done the night of town meeting.

Mr. Pare' noted that there is no actual dollar number attached to this article.

Mr. Diederling withdrew the second on the motion to withdraw.

Mr. Pare' – there is no motion on the floor.

No action taken on this article right now.

**ITEM #5**  
**ADJOURNMENT**

**8:20 p.m.**

**\*MOTION TO ADJOURN WAS MADE BY MR. VIBBERTS. SECONDED BY MS. BRIDGE. VOTE – UNANIMOUS.**

Respectfully Submitted,

Diane M. Hanelt  
Secretary

Approved: \_\_\_\_\_