

**MINUTES  
OF THE  
FINANCE COMMITTEE**

**TUESDAY, MARCH 16, 2010  
7:00 P.M.**

**SANDWICH TOWN HALL – CONFERENCE ROOM  
34 QUAKER MEETINGHOUSE ROAD**

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Present: Glenn Pare', Bill Diederling, Tom Hickey, Paul Sylvia, Paul Kilty, John Vibberts, Ellen Yaffe, Courtney Bridge and Chip Cheney

Also Present: Town Manager George Dunham; Selectmen Jim Pierce and Linell Grundman; Paul Tilton, Director, Department of Public Works/Town Engineer; Interim Chief of Police Bob Pomeroy and Lieutenant David Guillemette; Fire Chief George Russell; SCT

**ITEM #1**

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

**ITEM #2**

**REVIEW AND APPROVAL OF MINUTES**

Minutes of Tuesday, March 9, 2010 –

**\*MOTION WAS MADE BY MS. YAFFE TO APPROVE THE MINUTES OF MARCH 9, 2010 AS PRESENTED. SECONDED BY MR. HICKEY. VOTE – UNANIMOUS MR. VIBBERTS, MR. PARE' AND MS. BRIDGE ABSTAINING**

**ITEM #3**

**TOWN MANAGER'S REPORT**

Mr. Dunham deferred his operating and capital budget reports to later in the meeting after the department heads report on their budgets.

c. Budget Discussion – Paul Tilton, Director Department of Public Works/Town Engineer

Mr. Dunham handed out information on all General Government FY' 11 budget totals. Mr. Tilton handed out – Sandwich Public Works Budget Discussion – Finance Committee Meeting, March 16, 2010 – and gave an overview of DPW Budget Issues 2010; DPW Construction Cost Increases (2008-2010); Pictures showing Pavement Condition Index (PCI) – Scale of 0 to 100; Pavement Management – Background (Pavement Deterioration Curve); Recommendations (Funding Scenarios/Pavement Only); Current vs. Recommended (Scenario Comparison – PCI/Pavement Only; Road Maintenance Funding for Surrounding Communities; Possible Road Bond & Operating Budget Increases; Solid Waste Disposal; SEMASS Tipping Fees.

It was noted that the current contract with SEMASS will expire in 2015. SEMASS wants to amend its contract with the cape towns. Tipping fees will be going up.

Transfer Station stickers will probably be going up accordingly

Mr. Tilton noted that being a member of the Solid Waste Advisory Committee (SWAC), gives the town more bargaining power on this issue with the help of the Cape Cod Commission. SWAC will hire an attorney and a professional negotiator within the next three months or so. This information is on the CC Commission's web site. Recycling decreases transfer station costs. Co-mingling paper generates money so we keep them separate and metal as well. There is an economic incentive to a program such as Pay-As-You-Throw. Overview of the Snow & Ice Account.

Brief discussion on Chapter 90 funding.

Brief discussion on the fact that deferred maintenance is now going to cost the Town more.

Mr. Hickey asked if Mr. Tilton had any thoughts on the use of Bourne's solid waste facility. Mr. Tilton noted that there is a very real possibility of using it. It is definitely a viable option. Bourne claims that they have space for twenty years of capacity.

Mr. Diederling, on the subject of roads maintenance, asked what the cost avoidance would be with maintaining the roads properly. Is there a PCI measuring system for the State? Mr. Tilton – yes, it is the same. Mr. Diederling asked

how our PCI compares with the world out side of Sandwich. Mr. Tilton noted that he is not sure but he is sure that the numbers are out there.

Further discussion on the maintenance of roads. It was noted that deferred maintenance just ends up costing us more.

Mr. Dunham noted that we have a total of seventeen people in the Parks and DPW...as a comparison, Bourne has seventy people.

Ms. Bridge asked if the DPW has an effective tracking program for all preventive maintenance?

Mr. Tilton noted that there is a pavement management system.

Ms. Bridge inquired if there is a schedule for certain roads at certain times?

Mr. Tilton – the roads are evaluated each year and adjustments are made accordingly.

I was suggested that it may make sense to do another study to see what it would cost the town now and then maybe five years from now.

Brief discussion on the effectiveness of the current skim coating process.

Discussion on the solid waste contract and the proposed amendment from SEMASS. Mr. Tilton noted that the reason a professional negotiator is being hired is because it is felt that all the towns involved can get a better deal.

Mr. Tilton noted that Sandwich has not signed anything yet. We do have the option of going to 2015 and either pay the price or we could get out of the business of trash. Bourne has said that they would be very competitive with SEMASS.

Mr. Vibberts asked when the SWAC plans to bring in the negotiator and attorney?

Mr. Tilton noted that the Cape Cod Commission is working on a Request for Proposal (RFP).

General discussion of transfer station fees.

#### d. Budget Discussion – Interim Chief of Police Bob Pomeroy and Lieutenant David Guillemette

Interim Chief Pomeroy gave an overview of the operating budget. Offered reasons for overtime and noted that, looking a Sergeant Nurse's budget presentation, sometimes the town is better off paying the overtime rather than hiring. Sergeant Nurse is currently serving in Afghanistan.

Mr. Pare' noted that previous Police Chiefs have said that we are woefully understaffed.

Interim Chief Pomeroy noted that, in his experiences working with other towns, he agrees.

General discussion regarding civilian dispatchers. Interim Chief Pomeroy noted that the job requires a lot of training and, in his experience, there is a lot of turn over. The costs would have to be evaluated very carefully.

Mr. Vibberts inquired about vehicle maintenance/repairs and how are they getting done.

Interim Chief Pomeroy noted that they are being done by private providers. The Police Department could consider hiring someone to do the repairs, but a number of things need to be considered such as benefits, equipment and location.

Mr. Kilty suggested that at some point in time we have to address the lack of staff in this department. We need more officers.

It was noted that a noted that an override would have to be considered in order to do this.

In a brief discussion of a possible future override, Mr. Diederling noted that there is a difference between an override to maintain and an override to maintain and add. You are then adding to the structural deficit. How long will an override last. It won't last as long if you are adding to it. These are realities.

Mr. Pare' noted that, in essence, we are doing deferred maintenance in the Police Department.

It was noted that public safety is an issue when you are understaffed.

Lieutenant Guillemette offered that projections look pretty good for this year based on the models we are looking at.

#### e. Budget Discussion – Fire Chief George Russell

Chief Russell gave the budget overview including personnel; scheduling; types of overtime; Station 1 Stand By Coverage; Station 3 Stand By Coverage; Reasons for Lost Time; Runs per Year 2000-2009; Summary of Use Fire Department Lease/Purchase Account; Current Salary & Overtime; Ambulance Projections.

Mr. Dunham gave an overview of the Ambulance Fund Account and noted that Town Meeting votes to transfer and spend the money in this account.

Mr. Vibberts - how does this fit into Capital Improvement Planning Committee funding.

Mr. Dunham noted that by using Ambulance Fund Account we take some things off the CIPC list.

Ms. Bridge asked how many volunteers the Fire Department has.

Chief Russell – Zero.

Mr. Dunham noted that there is a Forest Warden account and the Chief is the Forest Warden.

f. Other – None.

a. Town Manager's FY'11 Budget Updates deferred from earlier in the meeting-

Gave an overview of the FY'11 Capital Budget Summary – Total FY'11 Capital Expenses \$200,000 (Final – 3/16/10). The Capital Reserve Fund amount of \$4,000 are funds to be held for emergency/reserve purposes until released by CIPC and Town Manager and. The Task Force will be looking into the vehicle request from the Engineering Department (replace '98 Ford Escort Wagon w/4WD Hybrid) \$34,000. We are going with a 4WD drive to see if it works with the Green Communities Act). School & Accounting – Compatible Financial Software & Training \$6,000 Total Cost = \$70K with \$10K coming from prior software upgrade appropriation.

Ms. Bridge asked if there will be savings from the financial software system.

Mr. Dunham – will have the Town Account come in with that information.

The CIPC recently voted to approve this budget as presented.

Mr. Dunham gave an overview of Projected Revenues and Expenses – FY'11 (Selectmen Supported 2/25/10 – Draft – 3/16/10); FY'11 Budget Totals (GHD Draft – 3/16/10; Mass Department of Revenue, Division of Local Services, FY2011 Local Aid Estimates (FY2010 Cherry Sheet Estimate/FY'2011 Governor's Budget ((House 2))/Difference; E-mailed letter dated March 15, 2010 to Mr. Dunham from Laura Tassinari (Senator Murray's Office) re Local Aid outlook. Sandwich will receive \$6,466,418 in Chapter 70 (schools) funding. Unrestricted General Government Aid (UGGA) funding will be \$953,340. Mr. Dunham noted that we were planning to lose 5% there will only be an actual cut of 4%; however, Chapter 70 (schools) dropped by 7%.

General discussion.

Mr. Kilty suggested that the Committee needs to have input from the Board of Selectmen and the School Committee.

Mr. Dunham noted that the School Committee has been invited to attend next week's Finance Committee meeting.

Mr. Dunham suggested inviting the Library to attend next week's meeting also.

Mr. Diederling noted that he would not be able to support using local contribution funds to make up the difference in Chapter 70 State Aid. Mr. Vibberts and Mr. Kilty agreed.

Mr. Kilty suggested that we may be looking at next year supporting an override to address the understaffing issues with the Police, Fire and Department of Public Works. While Mr. Kilty is not an advocate of shifting the issue on to the people, there is going to have to be some type of multifaceted decision. Suggested structuring the question in tiers by departments. The tax payers need to be given the choice of what they want to spend their money on. We need to educate the public.

Mr. Pare' agreed. But, it lends to the bigger issues such as identifying issues and possible funding sources.

Ms. Yaffe noted that no override means substantial lay offs next year whatever we do we have to equate it with the loss of staff.

Mr. Pare' – There is a bigger challenge...what are the needs and what resources are there.

Ms. Yaffe – Thought an override would be to maintain what we have.

Mr. Diederling – It is.

Mr. Kilty noted that if you lay off staffing in certain departments, you are not going to offer that service. We need to decide core services.

Mr. Dunham offered that most all of our departments are small. For example, we have one Town Planner. No other town our size has one planner.

It was noted that the School Committee will be coming in to next week's meeting.

Mr. Dunham gave an overview of the Index of Warrant Articles for the May 3, 2010 Annual Town Meeting (GHD Draft 3/16/10).

Mr. Dunham gave an overview of Estimated Community Preservation Act Calculations (3/16/2010).

Mr. Kilty suggested that when the Finance Committee looks at the CPA articles again this year we look at the financial impact not at the merit of the project.

Regarding Article #9 – FY'11 Golf Department Budget, Mr. Kilty asked if the Committee is going to hear from the Golf Department before we decide to recommend the budget...or not?

It was noted that the Finance Committee needs to vote the budget by its April 6 meeting.

It was suggested that the Capital Improvement Planning Committee be invited to attend a Finance Committee meeting before the warrant is finalized.

Mr. Diederling note that the presentation the CIPC made at a recent Selectmen's meeting will be shown on the Sandwich Community TV (SCT). Suggested that members of the Committee view it if possible.

Mr. Dunham noted that, regarding a Pay-As-You-Throw program, the State recommends a member of the task force be from the Finance Committee. The members will probably be Assistant Town Manager Doug Lapp, DPW Director/Town Engineer Paul Tilton, a Finance Committee member, Frank Pannorfi and another resident member.

Mr. Pare' reminded the Committee that the 'Conflict of Interest' (test) must be completed on line.

Ms. Yaffe noted that the MMA will have a discussion group in Harwich on April 8 on 'The New Open Meeting Law'. This is free and all are invited to register and attend.

**ITEM #4**  
**ADJOURN**

**10:12 p.m.**

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

Respectfully Submitted,

Diane M. Hanelt  
Secretary

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