

**MINUTES
OF THE
FINANCE COMMITTEE**

**TUESDAY, AUGUST 31, 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 Kilty, Paul Sylvia, Ellen Yaffe, John Vibberts and Linda Bliss

Absent – Courtney Bridge

Also Present: Town Manager George Dunham, Town Accountant Doreen Guild; Assistant Town Manger Doug Lapp; Mary Stanley of the Enterprise; SCT

**ITEM #1**  
**CALL TO ORDER**

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

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

Minutes of July 27, 2010-

**\*MOTION WAS MADE BY MR. DIEDERING TO APPROVE THE MINUTES OF JULY 27, 2010 AS PRESENTED. SECONDED BY MS. YAFFE. VOTE – UNANIMOUS JOHN VIBBERTS ABSTAINING**

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

-Draft Special Town Meeting Warrant Articles: CIPC Debt Exclusion & Ch. 70 State Aid Reduction-

Mr. Dunham gave an overview of a list of potential STM Articles and noted a list of possible articles for Zoning, Town By-law and Town Charter changes for a potential winter 2011 STM (GHD Draft 8/31/2010).

-Overview of FY'11 Cherry Sheet Receipts and FY'11 Cherry Sheet Assessments (GHD Draft 8/31/2010)

Brief discussion on - the timing of a fall special town meeting; the wording of a ballot question for a debt exclusion; possibly reducing the Community Preservation Act money, which may be discussed again in the future; Proposed Article #4 – Authority to lease Town Land on Rte 130 - Mr. Hickey expressed concern about being sure not to land lock the remaining land the Town has left.

-Overview of Building Project List (Alternate)

-Town Staff Override Presentations to Board of Selectmen-

Mr. Dunham and Ms. Guild presented information previously offered at four Board of Selectmen meetings entitled 'Building a Better Sandwich'. **Presentation #1-** Overview / Building a Better Sandwich; Override Presentation Schedule; Goal of Presentations; Presentation of Information; What lies ahead for Sandwich; Focus of Future Presentations; Sandwich v. Similar Towns; Future Presentations; Role of Board of Selectmen & Staff.

**Presentation #2** – Revenues / Overview of Town Revenue "Where the money comes from"; Override Presentation Schedule; Sample Tax Bill; Sources of Revenue - where each dollar comes from; Sources of Revenue – Tax Bill Portion; Net Debt Outside of Prop. 2 1/2; Using Excess Levy Capacity; Average Tax Bills vs. State Average; Sandwich v Cape Towns; Year Round Demand for Services; Sandwich v. Cape Towns: Bourne; Sandwich v. Cape Towns: South Yarmouth; Sandwich v. South Shore Towns; Key Declining Revenue Sources; Changes in State Aid: Ch. 70; Changes in State Aid: Discretionary; Changes in State Aid; Decline in Total Local Receipts; Decline in Local Receipts – MV Excise; Investments Earnings; New Growth; Economic Development Realities; Recent Stabilization Fund Activity.

**Presentation #3** – Building a Better Sandwich – Expenses; Override Presentation Schedule; Introduction; Revenue Overview & Expense Intro; Where Each Dollar Goes; Expenses – Total General Government Staffing; Rising Expenses; Key Rising Expense Areas; Health Insurance Appropriation; Health Insurance (Cape Cod Municipal Health Group) CCMHG; Health Insurance Cost Containment Efforts; Health Insurance Constraints; Why a Retirement Plan; Barnstable County Retirement Assessment; Barnstable County Retirement Association; Barnstable County Retirement; Barnstable County Retirement Association; Unemployment Expenses; Unemployment; Upper Cape Cod Regional Vocational Technical School; Upper Cape Tech; School Out of District Assessment; Increasing Maintenance and Capital Costs.

**Presentation #4** – Summary & Conclusions; Building A Better Sandwich; Override Presentation Schedule; Goals of Presentations; Presentation of Information; Review of Prior Presentations; FY'10 Total General Government Staffing; Review of Prior Presentations – Revenues; Review of Prior Presentations – Expenses; Review of Prior Presentations – Net Debt Outside of Prop 2 ½; Why are we here now?; Likely Reductions Without Override; Role of Board of Selectmen & Staff; Future Policy Decisions for Selectmen.

Brief discussion on the structural deficit and the cost of educating our children. Ms. Yaffe suggested reducing the Town's contribution to the schools.

Mr. Pare' suggested he would like to see that same level of detailed comparisons to other towns shown in this presentation for the roads, public safety, understaffing etc. That level of detail is important when people are making a decision about an override.

It was noted that the next step is in the hands of the Board of Selectmen. Public forum(s) will probably be planned at some point.

Mr. Diederling – question about how long the override is going to last? The override has to be bigger than it needs to be in the first few years because of the structural deficit.

Mr. Diederling and Ms. Yaffe had questions about the timing.

Mr. Dunham noted that the Board of Selectmen committed to making a decision in November sometime so that they can give some instructions to the people making the budget.

Question was raised...isn't it the other way around, don't you need a budget to know how much of an override to ask for?

Mr. Pare' noted that we do have a basis...a history of budgets.

Mr. Dunham mentioned that we won't have real numbers until February. We usually show a level service budget. We will know more some time around November.

Mr. Diederling thinks we should look at what percentages will be necessary.

Ms. Yaffe – we know pretty well what the revenues will be for 2012.

Mr. Kilty - we are getting into more of a policy discussion. In consideration of an override failing, the Board of Selectmen has to consider how the numbers will be spent. This is not just a numbers game. There are very important services being performed by town employees.

Mr. Diederling noted that the Finance Committee is not involved in policy making. As a former selectman he wanted to get input from the Finance Committee. The Committee should be involved early on in the process.

Mr. Vibberts mentioned that, per a statement made by Mr. Pare' last year, the role of the Finance Committee is advice and consent. Mr. Pare' agreed.

Mr. Diederling offered that the Finance Committee is not making a policy, but he does think the Committee should be participating.

Mr. Pare' – the town has challenges among the Boards. This Committee cannot impose our opinion until we are asked.

Mr. Diederling – We might have agenda items in the near future...1) what should we be looking at for next year's operating budget and 2) is there any way that we could not have an override. I could propose a way.

Mr. Pare' noted that Mike Baker, Chairman of the Capital Improvement Planning Committee will be at our next meeting on September 7 to discuss the request for a debt exclusion for capital projects etc. and on September 21 a public forum is planned.

Brief discussion on the distribution of budget funds.

Mr. Dunham mentioned that the first or second week in October he could present what a level service budget would look like on the expenses side. By mid October we could have 95% of the budget ready that is given in February.

Brief discussion regarding what happens if the override fails.

At Mr. Sylvia's request, Ms. Guild will get the actual FY'10 numbers for the School Department budget, in particular the expenses.

**ITEM #4**

Other – None.

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

**9:20 p.m.**

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

Respectfully Submitted,

Diane M. Hanelt  
Secretary

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

List of Documents:

List of Potential \_\_\_\_\_, 2010 Special Town Meeting Articles

FY'11 Cherry Sheet Receipts (GHD Draft – 8/31/2010)

Building Project List (Alternate)

Draft Ballot Question Language for Debt Exclusion Article

Town Staff Override Presentations to Board of Selectmen / July 8, 2010 – August 19, 2010