

MINUTES

OF THE

FINANCE COMMITTEE
MEETING

TUESDAY, MARCH 22, 2011
7:00 P.M.

TOWN CLERK
TOWN OF SANDWICH

MAR 30 2011

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RECEIVED & RECORDED

OAK CREST COVE
34 QUAKER MEETING HOUSE ROAD, FORESTDALE

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

Absent: Linda Bliss

Also Present: Town Manager George Dunham; Assistant Town Manager Doug Lapp; Selectmen Linell Grundman, Jim Pierce and John Kennan; Fire Chief George Russell; Deputy Fire Chief Tom Corriveau; Police Chief Peter Wack; Paul Tilton, DPW Director/Town Engineer and SCT (Sandwich Community TV).

ITEM #1
CALL TO ORDER

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

ITEM #2
REVIEW AND APPROVAL OF MINUTES

Minutes of March 15, 2011-

Mr. Hickey noted that the last sentence under the Town Manager's report should be completed to read - Courtesy of the Marina (no taxpayer money) the Town Manager *passed out pens that light up red.*

*MOTION WAS MADE BY MR. VIBBERTS TO APPROVE THE MINUTES OF MARCH 15, 2011 AS AMENDED. SECONDED BY MR PARE'. VOTE - UNANIMOUS MS. BRIDGE AND MR. VIBBERTS ABSTAINING.

ITEM #3
TOWN MANAGER'S REPORT

It was agreed that the Town Manager would give his report later in the meeting after the joint presentations of the Police, Fire and DPW budgets.

ITEM #4
JOINT PRESENTATION ON POLICE, FIRE & DPW BUDGETS
POLICE CHIEF PETER WACK, FIRE CHIEF GEORGE RUSSELL, DPW DIRECTOR/TOWN ENGINEER PAUL TILTON

Mr. Dunham gave a brief overview noting that costs keep going up. Seventy percent of the General Government budget funds these three departments.

Fire Chief Russell handed out information and gave an overview of the 2010 budget including areas of concern i.e. overtime, response times, dispatch and public safety building; breakdown of FY'10 overtime in hours; breakdown of FY'10 overtime not reimbursed; shift lost time -- reason; Overtime Budgeted vs. Used; Runs per year 2000 - 2010. Discussion with particular attention to overtime, sick and vacation time and staffing.

Police Chief Wack gave an overview of his department noting that he has been Chief for eight months. We have an outstanding police department.

We have a School Resource Officer (SRO); thirty-four people in the department... we should have around forty-six. Overview of the budget including core overtime funding. We have officers actively serving in the military. We are in the process of hiring three officers trying - to get them through the police academy as soon as possible. We need to bring the staffing up.



The building is in dire need i.e. the jail cells and a general space issue.

General discussion regarding fees collected for various fines, overtime sick and vacation time and staffing. The potential need for additional dispatchers, if we get a joint public safety building, was mentioned. A growing drug problem with our kids was acknowledged.

Mr. Dunham noted that he can't stress enough how understaffed these departments, including the DPW, are.

Brief discussion on the breakeven point for the Police Dept.

Mr. Paul Tilton - DPW Director/Town Engineer handed out and gave an overview of Road Infrastructure Report; DPW Pavement Budget Issues 2011; DPW Pavement Funding Update; Possible Road Bond & Operating Budget Increases; Department of Public Works – Construction Cost Increases (2008 – 2010); graph of Pavement Deterioration Curve; Road Maintenance Funding for Surrounding Communities; graph of Road Condition – Current vs. Recommended.

General discussion.

-Mr. Dunham noted that \$300,000 more is needed in this operating budget and a 3.5 million dollar bond. The DPW is doing a great job with what they have. All town departments will always do everything we can with what they have.

-Mr. Vibberts noted and it was confirmed that the DPW maintains about 150 miles of public roads. A road bond would allow the DPW to bring the roads up to an acceptable level and then the increase to this budget is for upkeep and maintenance.

-Mr. Dunham explained a road bond process. 1996 (more than 14 years ago) since the last road bond.

-Mr. Diederling reaffirmed...3.5 million dollars in a bond to get the town roads up to an adequate level and then \$300,000 in the operating budget to maintain.

-Mr. Dunham – given the fact that our debt has gone down, this is the type of thing we should do.

-Mr. Diederling asked Mr. Dunham to come back to another meeting with some numbers.

Mr. Diederling noted that Mr. Dunham, Mr. Tilton, Police Chief Wack and Fire Chief Russell have made very compelling cases tonight and thanked them for attending the meeting.

ITEM #3
TOWN MANAGER'S REPORT
FROM EARLIER IN THE MEETING

Mr. Dunham handed out and gave an update of the FY'12 Budget including Projected Revenues and Expenses – FY'12 (GHD Draft 3/22/2011); FY'12 Budget Totals (GHD Draft 3/22/2011); FY'12 Recommended General Government Budget – Summary of Significant Non-Personnel Related Budget Changes (GHD Draft 3/22/2011); FY'12 Capital Budget Summary – Approved by Capital Improvement Planning Committee Feb. 14, 2011 (Final 3/22/2011); Ambulance Fund / Other Transfers (Final 3/22/2011); Reconciliation.

Snow & Ice Deficit update (General Fund information 3/22/2011); Index of Warrant Articles – May 2, 2011 Annual Town Meeting (GHD Draft 3/22/2011).

The Board of Selectmen voted to keep the total School appropriation the same. Upper Cape Cod Regional Technical School number is in at \$63,000.00 estimated budget. The current Snow and Ice deficit is approximately \$112,000.00 through this week. The Board of Selectmen shared the Finance Committee's concern about not touching the Reserve Fund. Noted that he, Doug Lapp, Town Treasurer Craig Mayen and Town Accountant Doreen Guild recently had a conference call with Standard & Poores regarding refinancing. Our current rating is AA. The Reserve Fund balance is currently \$350,000. \$40,000 for Mass. School Building Association (MSBA); the legal account will be another possible transfer and Police & Fire may need \$50,000.

Brief discussion on the Reserve Fund and Surplus Account.

-Mr. Vibberts, on the topic of the UCCRTS assessment, noted that he would like to challenge it.

-Mr. Diederling noted that the first question is where are they at foundation budget...there probably isn't much wiggle room and explained the process. That doesn't mean we shouldn't pursue it but, trying to get a majority of the towns that are unhappy is difficult.

-Mr. Kilty suggest hearing from UCCRTS.

-Mr. Dunham will contact UCCRTS Superintendent Kevin Farr for a meeting. Noted that all of the UCCRTS unions have taken a zero % for at least one year.

-Mr. Sylvia asked how much their budget has increased this year...not just the Sandwich portion but their budget total.

-Mr. Dunham – Their grand total budget for FY'11 is \$10,900,000. \$11,438,000 is proposed for FY'12. It is up about 4.9%.

Mr. Dunham noted that next week's Finance Committee meeting will be held at the newly renovated Town Hall Meeting Room, 130 Main Street. The budget hearing is scheduled for Tuesday, April 5 at Town Hall.

Draft List of Annual Town Meeting Articles – overview of warrant articles. It was noted that the Finance Committee will be voting on the Community Preservation Act articles.

-Mr. Kilty noted and it was agreed that the Finance Committee should make a recommendation on the article for funding for the Library.

Mr. Diederling -March 29/vote the budget recommendation and further discussion on the warrant articles. April 5/public hearing on the FY'12 Budget with the Board of Selectmen at Town Hall and after that to other Finance Committee business. April 12 is the drop dead date for voting on the warrant articles.

ITEM #5

OTHER

Mr. Diederling mentioned and there was a brief discussion on forming a committee with the School Committee and the Board of Selectmen to explore ways...various options including a central finance department. Also we could look at other ways to better communicate between the three boards and for numbers try to streamline that. Some people showed an interest and some people gave legitimate concerns. Since that night the School Committee has discussed it and is in favor and the Board of Selectmen has expressed an interest. Just bringing it up again in case you want to discuss it again.

-Mr. Vibberts referencing the Conference Committee and asked if it would be similar.

-Mr. Diederling – yes.

-Mr. Vibberts noted that to him this should come from the elected people and our Town Manager. Not against it is just how it is done.

-Mr. Diederling – The sub-committee would have to work with staff etc. there would have to be a collaboration.

-Mr. Pierce noted that Thursday the Board of Selectmen will be discussing the Long Range Plan. The first issue is discussing this and other things that will foster communication with the School Committee etc.

-Ms. Yaffe – it is a great idea to look at this once and for all but it is really the School and General Government staff that have to do it and they have to be mandated to do it. There could be a small subcommittee if they have questions. Come up with a design as to how it is going to work.

-Mr. Diederling – yes, and in terms of a centralized financial department...it is his understanding that the school department can opt out at any time. There would have to be a firm commitment.

-Mr. Pare' - both of the elected boards are on board and it is important to have a sense of clarity as to what is expected...to bring back some sort of a recommendation. There should be very specific things that will be mandated.

-Mr. Diederling – They should have a Charge of Duties. There are a couple of different ways of doing it.

-Mr. Pare' – We need to be clear about the objectives.

-Ms. Yaffe – What about the School Department opting out.

-Mr. Diederling – It is state law that they could opt out.

-Mr. Kilty – Doesn't see a need at this particular time for the Finance Committee to partake in this sub-committee. They may want to come to a Finance Committee meeting, if they would like our input...which is something they can take back with them.

-Mr. Dunham noted that the first thing we need to do is to get the schools and general government on the same computer system.

ITEM 6

ADJOURNMENT

9:16 p.m.

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

Respectfully Submitted,
Diane M. Hanelt
Secretary



Approved: March 29, 2011

Supporting Documents:

Town Manager-

Project Revenues & Expenses – FY'12 (GHD Draft 3/22/2011)

FY'12 Budget Totals (GHD Draft 3/22/2011)

FY'12 Recommended General Government Budget - Summary of Significant Non-Personnel

Related Budget Changes (GHD Draft 3/22/2011)

FY'12 Capital Budget Summary (GHD Draft 3/22/2011)

Ambulance Fund / Other Transfers (Final 3/22/2011)

Reconciliation

General Fund – Snow & Ice Deficit information

Index of Warrant Articles (GHD Draft 3/22/2011)

Fire Dept 2010 Budget Overview

Sandwich Public Works Road Infrastructure Report 2011