

TOWN CLERK
TOWN OF SANDWICH

OCT 05 2011

3 H 35 M P M
RECEIVED & RECORDED

MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, SEPTEMBER 20, 2011
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET

Present: Bill Diederling, Paul Sylvia, Paul Kilty, John Vibberts, Tom Hickey, Linda Bliss, and Gene Parini

Absent: Ellen Yaffe and Courtney Bridge

Also Present: Town Manager George Dunham; Selectmen John Kennan, Linell Grundman and Jim Pierce; SCT

ITEM #1
CALL TO ORDER

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

ITEM #2
REVIEW AND APPROVAL OF MINUTES

Minutes of September 13, 2011-

***MOTION WAS MADE BY MR. PARINI TO APPROVE THE MINUTES OF SEPTEMBER 13, 2011 AS PRESENTED. SECONDED BY MR. KILTY. VOTE – UNANIMOUS MR. VIBBERTS ABSTAINING**

ITEM #3
TOWN MANAGER'S REPORT

-Update of the capital project with Mass. School Building Authority (MSBA) for the roofs at the Oakridge and Forestdale Schools. The project manager and the architect, with the School Departments permission, has approached the MSBA to try to get an extension of time on doing the work until next June when the schools are out due to the type of work that has to be done. At the School Committee meeting tomorrow night they may be taking a vote to ask the MSBA to expand the project to include the two wastewater treatment plants. If the School Committee votes it, the MSBA has to approve it and the goal is to get all the technical specs done by the end of the calendar year, issue the construction documents and the bids in January/February, award the contract well before school gets out so as soon as the kids are out they can get started

-Update of the bid process for the joint Public Safety Building. \$125,000 was appropriated at the Annual Town Meeting to fund the conceptual study that would lead to the schematic design and most importantly for the cost estimate and then answer a few policy issues in terms of joint dispatch etc. Primarily focused on the building. Kaestle Boos Assoc. was awarded the bid for the Public Safety Building. The Town Manager, Assistant Town Manager Doug Lapp, Fire Chief Russell, Police Chief Wack, Selectman Ralph Vitacco, John Juros of the Capital Improvement Planning Committee (CIPC) and Paul Spiro the Building Inspector meet every Friday with the representatives from Kaestle Boos. The plan is to have a full draft by the end of December and give the Board of Selectmen a report. The process is going very well. They have extensive questionnaires for the employees of the public safety departments to fill out. The contract is for roughly \$55,000 but there are five or six more things that will have to be done.

-The CIPC met yesterday and went through a list of potential warrant articles.

-Mr. Parini asked, on the subject of the Public Safety Building, will the firm be able to do everything that is needed for the project. Mr. Dunham – yes, we will have to hire a project manager eventually.

ITEM #4
FINANCE COMMITTEE ITEMS

Town Meeting Warrant Articles Discussed-

Mr. Dunham noted that the Board of Selectmen has not officially voted a date for the Special Town Meeting at this time but will probably be voting on Thursday night to hold it on Monday, November 7.

Overview of each article which the Finance Committee would vote a recommendation.

Article #1-

To increase the FY'12 School Dept. Appropriation to Match Chapter 70 Appropriation (\$34,049)

***MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND APPROVAL WARRANT ARTICLE #1 AS PRESENTED. SECONDED BY MR. KILTY. VOTE – UNANIMOUS**

Mr. Dunham offered additional information.

Article #2-

Appropriation for Sandwich Economic Initiative Corporation (SEIC) (\$50,000)

Mr. Dunham gave an overview referencing the Memorandum of Understanding between the Sandwich Board of Selectmen and the SEIC date June 16, 2011 in particular referencing item #9 - 'Subject to the availability of funds, the Board of Selectmen agrees to consider the submission of an appropriation request at the next annual or special town meeting in the amount of \$50,000 as a general grant to the SEIC to meet administrative and other expenses of the SEIC, subject to the execution of a grant agreement between the Board of Selectmen and the SEIC to be negotiated upon approval of the Town Meeting appropriation'.

***MOTION WAS MADE BY MR. KILTY TO RECOMMEND APPROVAL OF ARTICLE #2 AS PRESENTED. SECONDED BY MR. VIBBERTS.**

Mr. Hickey - is there a reason why the number \$50,000 was chosen?

Mr. Dunham - there was a lot of discussion about how much they should be given. The general consensus was that \$50,000 was reasonable.

Mr. Parini asked for an example of what some of the expenses are.

Mr. Dunham - the SEIC has tried to reach out to a number of organizations for funding from other sources and offered that the SEIC would have to rent some office space, possibly hire an office person and their related items and on occasion they may need some legal advice.

Mr. Kilty – what would be the account policies and procedures for oversight of the SEIC?

Mr. Dunham – the SEIC has a pro bono attorney. It would be handled like a CPA award...they have to apply for the money, the money has to be used for exactly what it is awarded for but we were trying not to pigeon hole them. The first page second paragraph of the Memo of Understanding referring to the body politic...

Mr. Kilty – will we be able to see how the money is spent in the future?

Mr. Dunham – yes.

Mr. Diederling – we want to be sure that the money is given out according to the grant.

Mr. Dunham – the Board of Selectmen will want to discuss exactly what will be applied for and what the money will be spent on.

Mr. Kilty is in favor of the SEIC in conjunction with the Local Comprehensive Plan (LCP).

Mr. Diederling asked where the money is coming from for this.

Mr. Dunham - \$124,000 is the balance in the current budget. That is where it is anticipated it will come from.

Mr. Vibberts is comfortable voting for this tonight. The Memorandum of Understanding is fine.

VOTE – UNANIMOUS

Article #3

Appropriation for Unemployment Account – Transfer from Group Health Insurance Account (\$75,000)

Mr. Dunham gave a brief overview and noted that he has spoken with the Town Accountant Doreen Guild about this matter.

***MOTION WAS MADE BY MR. KILTY TO RECOMMEND PASSAGE OF ARTICLE #3 AS PRESENTED. SECONDED BY MS. BLISS.**

Mr. Parini noted that there really isn't any way to deny this...it is required by law.

VOTE – UNANIMOUS

Article #4

Appropriation for Drainage Easement (\$25,000)-

Mr. Dunham gave an overview of a Tarragon Drive drainage easement noting that this issue has a long history. Alternative ways have been looked at to remedy this. This will be paid for through the legal budget'

\$50,000 donation was received from a major property owner in town. This money was put into the legal account. It is a great help. The total legal budget is \$250,000 so it was a large amount in one fell swoop.

Mr. Kilty – why not just pay for the drainage easement from the legal account.

Mr. Dunham – we can...was trying not to bring a lot of attention to the donation.

Mr. Parini – what would happen if we did not do this (the drainage easement)

Mr. Dunham – we would go to court and probably end up paying. It could end up costing the town more money by not appropriating this.

It was agreed that Article #4 should be taken of the warrant.

Article #5

Appropriation for School Department Boiler at Henry T. Wing School-

Mr. Dunham explained the need for the boiler and noted that there is a very real concern that if the current boiler dies during the winter... what do we do with 800 students? The result of a recent CIPC meeting is they voted to try to get some feed back on what our recommendations would be on this issue and how does that fit with the long term plans.

Mr. Kilty thinks this is pre-mature.

Mr. Vibberts, as a member of the CIPC, noted that in their vote it was mentioned that we were unable to make a recommendation without more documentation.

Further discussion on the boiler and the fact that the Wing School building will be used for some public building down the road...if it is not always a school.

Mr. Vibberts – for lack of information, what does a new boiler do to all the pipes in the building?

Mr. Hickey offered that the life expectancy of this type of a boiler is forty years...the Town has gotten that much and more. Thinks that the Town really should do this for the \$150,000 but the problems that you will run into if the boiler gives out...you do have to try to find room for 800 students.

Mr. Diederling suggested that this does not have to be voted on tonight.

Ms. Bliss – we need a solution for a longer time down the road.

Mr. Kilty – what is the funding source for this?

Mr. Dunham – we would probably have to look at our free cash appropriation for next year.

Mr. Kilty – this is not a surprise. This is something that should be done with due diligence and capital needs. We are stepping outside that process.

Mr. Kilty noted that when he used to sit on the CIPC he always noticed that the school seldom submitted capital requests...this should be one.

Mr. Vibberts – the question seems to be, should there be an appropriation vote through the town meeting for this boiler. The Finance Committee does not have all the information now. Thinks the \$150,000 is conservative. Doesn't think we are in a position to do this now.

Mr. Kilty – this discussion screams of a property asset management system.

Mr. Dunham – the School Department has to be the driver.

No decision made at this time.

Article #6

CPA Appropriations-

Mr. Dunham gave a brief overview of an application being submitted for the permitting of Beach Management Plan & Old Harbor Inlet Stabilization Projects and noted that this article will wait until he has a chance to discuss it further with the Board of Selectmen and the Community Preservation Committee.

ITEM #5

OTHER

Mr. Diederling – 'Committee Updates' will be added as a regular agenda item. Mr. Vibberts – the Capital Improvements Planning Committee (CIPC); Mr. Sylvia – Tri-Board Subcommittee; Mr. Hickey – Water Quality Advisory Committee (WQAC) Community Outreach Team (COT).

Mr. Sylvia – the first Tri-Board Subcommittee meeting will be held this Friday at the Town Hall Meeting Room at 11 a.m.

ITEM #6

NEXT MEETING DATE

The next Finance Committee meeting will be held on Tuesday, October 4, 2011. It was noted that any CPC articles will be updated at that time.

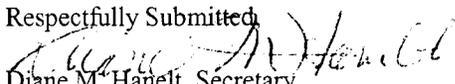
ITEM #7

ADJOURNED

8:13 p.m.

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

Respectfully Submitted,


Diane M. Hanfelt, Secretary

Approved: 10/1/11

Supporting Documents:

- List of Potential November 7, 2011 STM Articles (GHD Draft – 9/20/2011)
- FY'12 Cherry Sheet Receipts (GHD Draft 9/20/2011)
- FY'12 Cherry Sheet Assessments (GHD Draft 9/20/2011)
- Memorandum of Understanding between Sandwich Board of Selectmen and Sandwich Economic Initiative Committee – June 16, 2011
- Schedule of Bills Payable – Unemployment
- Sketch of Town of Sandwich Potential Drainage Easement – 33 Tarragon Drive (Sept. 14, 2011)
- E-mail correspondence from the School Superintendent Dr. Canfield to the Town Manager George Dunham 9/16/2011 re: Wing School Boiler.
- Application for Community Preservation Funding – Permitting of Beach Management Plan & Old Harbor Inlet Stabilization Projects.