

Town Clerk

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TOWN OF SANDWICH

FEB 01 2013

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MINUTES  
OF THE  
FINANCE COMMITTEE  
TUESDAY, MARCH 27, 2012  
7:00 P.M.  
TOWN HALL  
130 MAIN STREET

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

Also Present: Town Manager George Dunham; Town Accountant Doreen Guild; Library Director Joanne Lamothe and Chairman of the Library Board of Trustees Mark Wiklund; retiring Superintendent of the Upper Cape Cod Regional Technical School Kevin C. Farr and Assistant Superintendent Robert Dutch, Sandwich Representatives to the UCCRVTs Committee Steven Chalke and Penny Blackwell; DPW Director/Town Engineer Paul Tilton, Community Preservation Committee Chairman Steve Hayes, Joseph Magni, Jr. of Vanasse Hangen Brustlin, Inc; Superintendent of Schools Richard Canfield and members of the School Committee; Selectmen Jim Pierce and Linell Grundman; SCT

ITEM #1  
CALL TO ORDER

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

ITEM #2  
REVIEW AND APPROVAL OF MINUTES

Minutes of October 4, 2011-

Page 3 at article #8...Ms. Bliss offered that sometimes it is...add the word *not*...easy to come up with a consensus statement...

**\*MOTION WAS MADE BY MR. SYLVIA TO APPROVE THE MINUTES OF OCTOBER 4, 2011 AS AMENDED. SECONDED BY MR. VIBBERTS. VOTE – UNANIMOUS MR. VIBBERTS, MS. YAFFE AND MR. HICKEY ABSTAINING**

Minutes of November 1, 2011-

**\*MOTION WAS MADE BY MR. VIBBERTS TO APPROVE THE MINUTES OF NOVEMBER 1, 2011 AS PRESENTED. SECONDED BY MS. BLISS. VOTE – UNANIMOUS MS. BRIDGE, MS. YAFFE AND MR. HICKEY ABSTAINING.**

Minutes of February 14, 2012-

**\*MOTION WAS MADE BY MR. SYLVIA TO APPROVE THE MINUTES OF FEBRUARY 14, 2012 AS PRESENTED. SECONDED BY MR. VIBBERTS. VOTE – UNANIMOUS MR. KILTY, MS. BLISS AND MS. BRIDGE ABSTAINING**

ITEM #3

Sandwich Public Library Budget-

Mr. Dunham gave an overview the Library budget and the proposed Library HVAC project. The Library Director has done an excellent job submitting a balanced FY'13 budget with a Town appropriation of \$918,962. The Library Director Joanne Lamothe and Chairman of the Library Board of Trustees Mark Wiklund were present to answer questions. The Library budget is offset, in part, by state aid to libraries. One of the requirements to receive the aid is that a library has to be open a certain number of hours per week. The Weston Fund is another source of income through their fundraising efforts etc. The Town Archivist position is funded by contributions made through fundraising by FOSTA (Friends of Sandwich Town Archives) which is then donated to the town for this purpose. This Town budget does not fund Sunday openings. Sunday hours are funded from local businesses and others. Other sources of income would be any late fees for return of books etc. Between 12 pm and 4 pm on Sundays the library is very busy. Mr. Dunham noted that state aid that goes towards the library has dropped by about 25% over the last few years.



The Friends of the Sandwich Public Library offer support with computers, copiers etc. which are available to the public...about \$25,000 a year. It was noted that the library is making every effort to keep up with technology. In response to a question raise about the budget numbers appearing to be the same at 2012, Ms. Lamothe noted that they chose to level fund operating expenses. The annual income from the Weston Fund is pretty much being spent. In the past there has been money left at the end of the year because of interest rate levels. Mr. Wiklund noted that the Library Board of Trustees is committed to helping the library serve the community. It was noted that the value of the Weston Fund is about half a million dollars. Mr. Wiklund mentioned that every year the Board of Trustees tries to lift the value by doing fundraising. Mr. Dunham noted that the members of the Weston Fund are elected each year.

Discussion regarding the Library HVAC system replacement project including the ARH Engineering, Inc. Fuel Cost Savings Report prepared by Dennis Gaudreau, PE dated January 12, 2012. The current system is a significant safety issue. There is asbestos there that has to be addressed also. There is no time frame for the project because, at this time, we do not have the funding but there should be no disruption in programming. Brief discussion about a plan to get the information out to the public prior to Town Meeting vote; a suggested five year plan and concern that the proposed HVAC system will support the building, not just the library, for many years to come.

#### Upper Cape Cod Regional Vocational Technical School Budget-

Superintendent of Schools Kevin C. Farr noted that he will be retiring at the end of this school year and introduced Assistant Superintendent Robert Dutch who gave an overview of the FY'13 budget. Mr. Farr explained that there is a slight increase under the superintendent's office due to the over lap of time that Kevin Farr and Robert Dutch will be in the same role for about 1 ½ months. Ms. Yaffe requested clarification regarding the amount of money budgeted for the overlap, as the amount in the budget seemed high. The Assessment for the Town of Sandwich for FY'13 is \$1,906,350.00 which represents \$1,797,163.00/Operating budget and \$109,187.00/Capital budget. General discussion.

Sandwich Representatives to the UCCRV School Committee Steven Chalke and Penny Blackwell were also present for this meeting.

#### Community Preservation Act Article /Town Hall Square Phase II Accessibility and Herring Run Preservation Project –

CPC Chairman Steve Hayes; DPW Director/Town Engineer Paul Tilton and Joseph Magni, Jr., Senior Project Manager, Highway and Municipal Engineering, Vanasse Hangen Brustlin, Inc.,(VHB) were present.

An overview of the current issues was given including pedestrian accessibility, the sidewalk, retaining wall, herring run, retaining wall at the fish ladder and the proposed Phase II Improvement Plan including a typical fountain plaza section, proposed pedestrian bridge and possible project schedule.

Note was made that they hope to go out to bid this summer with construction this fall to spring 2013.

Ms. Bridge suggested that an engraved brick project may be considered to offset the cost of the project.

Ms. Yaffe...this is phase II...if there had not been a phase I (the Town Hall Renovation project), would there be such a pressing need for this project?

Mr. Vibberts asked if anyone thought about parking across the street.

Mr. Tilton – yes, it is very expensive.

Mr. Diederling asked if the overall cost of the project could be reduced by some of the cosmetic items.

Mr. Magni noted that there is a risk in building it that way and it has to meet Americans with Disabilities Act (ADA) requirements.

Mr. Hayes noted that he is not sure if there are changes to the project that the CPC would support if. If we do a project, we need to do it right.

Mr. Magni mentioned that the construction cost total of \$346,825.82 is a very conservative budget.

It was suggested that a Phase III for parking would be very expensive and noted there will be no parking areas at the water bubbler area.

#### ITEM #4

#### TOWN MANAGER'S REPORT

Mr. Dunham gave an overview of the FY'13 budget. We have a positive budget balance of nearly \$215,000 because of the Snow & Ice account.

Mr. Dunham, Town Accountant Doreen Guild and other financial department heads recently met with the Mass. Department of Revenue following the annual audit of the town. We are at the top as the best financially managed town on Cape Cod.

#### ITEM #5

## DISCUSSION OF FY'13 BUDGET & RELATED ITEMS

### FY'13 School Dept. Operating Budget Discussion-

Superintendent Canfield was asked to clarify budget items such as net changes in staffing i.e. FTE etc.; the reduction of two work studies teachers and eight unsettled contracts.

Note was made that the school department is trying to look ahead for the year 2020. Staffing is adjusted according to student needs and also so that we will be ready for the number of students coming to us.

Superintendent Canfield clarified some of the Community School operations under the school department's umbrella.

On the matter of bullying in the schools, Supt. Canfield noted that it is clearly a challenge and they are working on it.

Referencing the Community School pool, it was noted that Mr. Dunham and Dr. Canfield will be meeting with the chairpersons of the Finance Committee, Board of Selectmen and School Committee so that everyone has the same information on this matter.

It was noted that the matter of School Choice will be discussed during the School Committee's meeting on Wednesday, April 4 at 7 p.m. The Finance Committee is invited to attend.

At this same meeting, Phil Poinelli from the architectural firm of Symmes Maini & McKee Associates, Inc. will be giving a presentation on the Wing School Project. Everyone should be hearing the report at the same time.

Brief discussion of the Recreation Basketball Reconciliation FY'10-FY'12 handout from Supt. Canfield.

Discussion of the School Dept. request to add an additional \$140,000 to their budget to avoid charging additional fees for various programs. Dr. Canfield noted that he is not in favor of fees of any kind.

**\*MOTION WAS MADE BY MR. VIBBERTS TO RECOMMEND TO THE BOARD OF SELECTMEN THAT AN ADDITIONAL \$140,000 TO BE ADDED TO THE SCHOOL DEPARTMENT BUDGET. SECONDED BY MR. HICKEY.**

Discussed various topics such as the source of the additional funding; what could happen if the Finance Committee does not approve the motion that is on the table right now; possible needs of other town departments.

**VOTE – MR. DIEDERING, MR. VIBBERTS, AND MR. KILTY / AYE**

**MR. PARINI, MS. YAFFE, MR. HICKEY, MS. BRIDGE AND MS. BLISS / NAY**

**MR. SILVIA HAD TO LEAVE THE MEETING PRIOR TO THIS VOTE.**

### **MOTION FAILED**

Mr. Dunham gave an overview of a list of additional General Government needs (GHD Draft 3/26/12).

Following a brief discussion,

**\*MOTION WAS MADE BY MR. DIEDERING TO RECOMMEND THAT THE BOARD OF SELECTMEN RECONSIDER THE INCREASE TO THE GENERAL GOVERNMENT OPERATING BUDGET FOR THE HIRING OF A PART-TIME ASSISTANT IN DEPARTMENT #410 ENGINEERING IN THE AMOUNT OF \$14,629 AND AN ASSISTANT IN THE INFORMATION TECHNOLOGY DEPARTMENT #197 IN THE AMOUNT OF \$55,000 FOR A TOTAL INCREASE OF \$69,629. SECONDED BY MR. VIBBERTS**

Brief discussion of the cost benefits and the possibility of sharing administrative support with other departments. It was noted that sharing of administrative support is already happening at the Town Offices at 16 Jan Sebastian Drive.

**VOTE: MR. DIEDERING / AYE MR. VIBBERTS, MR. KILTY, MS. BLISS, MS. BIRDGE, MR. HICKEY, MS. YAFFE AND MR. PARINI / NAY**

### **MOTION FAILED**

The Upper Cape Cod Regional Technical School assessment was discussed,

**\*MOTION WAS MADE BY MR. BRIDGE TO APPROVE THE UPPER CAPE COD REGIONAL TECHNICAL SCHOOL OPERATING BUDGET ASSESSMENT IN THE TOTAL AMOUNT OF \$1,906,350.00 AS PRESENTED. SECONDED BY MS. BLISS. VOTE – UNANIMOUS**

### Capital Budget-

**\*MOTION WAS MADE BY MR. KILTY TO APPROVE THE FY'13 CAPITAL BUDGET IN THE AMOUNT OF \$700,000 AS PRESENTED. SECONDED BY MS. YAFFE.**

Brief discussion regarding the time frame of the use of the Capital Budget

VOTE – UNANIMOUS.

Library HVAC project-

**\*MOTION WAS MADE BY MR. PARINI TO RECOMMEND PASSAGE OF A CAPITAL EXCLUSION IN THE AMOUNT OF \$500,000 FOR THE LIBRARY HVAC PROJECT. SECONDED BY MS. BRIDGE. VOTE – MR. DIEDERING, MR. VIBBERTS, MR. KILTY, MS. BLISS, MS. BRIDGE, MS. YAFFE AND MR. PARINI IN FAVOR MR. HICKEY OPPOSED.**

MOTION PASSED

Community Preservation Committee – Town Hall Phase II Project / \$350,000 Community PreservationA funded; retaining wall, bubbler, pedestrian access & drainage improvements.

**\*MOTION WAS MADE BY MS. BLISS TO RECOMMEND PASSAGE OF \$350,000 OF CPA FUNDING FOR TOWN HALL PHASE II PROJECT. SECONDED BY MR. VIBBERTS.**

Brief discussion on the cost of the project and the possibility of looking for additional sources of income to pay for it. Parking and handicap access concerns were also mentioned.

VOTE – MR. PARINI, MS. YAFFE AND MS. BLISS / AYE  
MR. HICKEY, MS. BRIDGE, MR. KILTY, MR. VIBBERTS AND MR. DIEDERING / NAY  
MR. SYLVIA NOT PRESENT

MOTION FAILED

ITEM #6

DRAFT LIST OF ATM WARRANT ARTICLES

To be discussed at next meeting.

ITEM #7

COMMITTEE UPDATES

None at this time.

ITEM #8

OTHER

None.

ITEM #9

ADJOURNMENT

10:50 P.M.

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

Respectfully Submitted,

*Diane M. Hanelt*  
Diane M. Hanelt, Secretary

Approved: July 24, 2012

Supporting Documents:

- Upper Cape Cod Regional Technical School FY'13 Proposed Budget Information
- (CPC) Historic Town Hall Square Phase II Accessibility and Herring Run Preservation Project
- Library Budget Information
- Projected Revenues and Expenses – FY'13 (GHD Draft – Selectmen 2.23.12 Vote – 3/26/2012)
- Additional General Government Budget Needs (GHD Draft 3/26/2012)
- Placement of Additional Funds in Operating Budgets
- FY'13 Capital Budget Summary
- Decisions for Finance Committee to Make For FY'13 Budget & Annual Town Meeting
- Index of Warrant Articles – May 7, 2012 ATM (GHD Draft 3/26/2012)