

Clerk

TOWN CLERK
TOWN OF SANDWICH

FEB 07 2013

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MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, JANUARY 22, 2013
7:00 P.M.
TOWN HALL
130 MAIN STREET

Present: Gene Parini, Ellen Yaffe, Bill Diederling, Courtney Bridge, Tom Hickey, Richard Reilly, Mike Dwyer and Linda Bliss

Absent: Paul Sylvia

Also Present: Town Manager George Dunham; Assistant Town Manager Doug Lapp; Town Accountant Doreen Guild; SCT

ITEM #1
CALL TO ORDER

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

ITEM #2
REVIEW AND APPROVAL OF MINUTES

Minutes of December 18, 2012-

***MOTION WAS MADE BY MR. DIEDERING TO APPROVE THE MINUTES OF DECEMBER 18, 2012 AS PRESENTED. SECONDED BY MS. YAFFE. VOTE – UNANIMOUS**
Ms. Bliss, Mr. Dwyer and Mr. Reilly abstaining.

Minutes of March 7, 2012-

***MOTION WAS MADE BY MR. DIEDERING TO APPROVE THE MINUTES OF MARCH 7, 2012 AS PRESENTED. SECONDED BY MS. BLISS. VOTE – UNANIMOUS**
Ms. Yaffe and Mr. Diederling abstaining.

ITEM #3
TOWN MANAGER'S REPORT

Update FY'14 Budget-

Budgets must be submitted by February 1st...gave an overview to the Board of Selectmen last Thursday night. General government budgets were given back out to department heads last week for their review. Have not heard about any major changes.

Review of Projected Aggressive Revenues and Expenses - FY'14; FY'14 Budget Totals; FY'14 – Recommended General Government Budget – Summary of Significant Non-Personnel Related Budget Changes (Accounting -Town & School Audit Increase; Elections & Registrations – Fewer State & Federal Elections; Greenhead Fly – Increased Assessment; Historic District Committee – increased Regional Assessment); FY'14 Capital Budget Summary; FY'14 Budget Information – Financial History, Projections & Analysis / January 2013; Upcoming Major Issues for the Board of Selectmen and Proposed Upcoming Meeting School; Sandwich Public Safety Facility overview of presentation to the Board of Selectmen January 24; Long Range Capital Plan (GHD Draft 11/19/12); Robert Farm demolition costs update.
General discussion.

Overview of FY'14 General Government Operating Budget-

The Town Manager gave a preliminary overview and brief discussion.

Under the FY'14 Capital Budget Summary, the \$100,000 for the Library HVAC project (above the approved \$500,000 Capital Exclusion)...we don't know exactly how much work is going to be needed. The Assistant Town Manager noted that we will know more tomorrow, after a meeting with the engineers for the project, if the appropriation we have is not enough to do what needs to be done. We will have details on what we can or cannot do after the meeting. It was suggested that the engineers or other professionals might be invited to come in to a meeting. The Assistant Town Manager noted that we are trying to find the most cost effective way to fix the current system which has failed.

Selectmen Meeting Schedule through March-

It was noted that the FY'14 budgets are due to the Selectmen by February 1, 2013 and the Selectmen make their recommendation to the Finance Committee by March 1. During the first week in February the FY'14 budget is finalized with the Selectmen and



the FinCom. The warrant for the Annual Town Meeting is scheduled to be posted on April 19 for the Annual Town Meeting on Monday, May 6, 2013... Town Election on Thursday, May 9.

Capital Improvement Planning Committee-

The Town Manager gave an overview of the (CIPC) Long Range Plan and noted that they have done a lot of work looking at the Wing School. They have discussed whether it would be worth, in the future, tearing it down and starting over or fixing what we have.

It was noted that the School Department tracks school enrollment projections.

Note was made that questions about school budget and assessments be directed to the Finance Committee Chairman and the Town Manager.

Roberti Farm Demolition and Estimated Costs-

It was recently taken down. Possible potential Reserve Fund transfer request in the future.

The Town Manager noted that the FY'14 General Government budget is a level service budget.

Joint Public Safety Group Presentation to the Selectmen (1/24/13). It was noted that there is no plan for a Special Town Meeting or Special Election in January or February of 2013 for the proposed Public Safety Building. The plan is to present it at the Annual Town Meeting in May, 2013.

ITEM #4
COMMITTEE

Sub-Committee Reports-

Ms. Bridge (Tri-Board) – no meeting this week.

Mr. Parini (Upper Cape Cod Regional Vocational Technical School) – The UCCRVT school committee will meet on February 14.

Mr. Dwyer (Capital Improvement Planning Committee) – The CIPC will be meeting in two (2) days and will make a final presentation to the Board of Selectmen.

Future Meeting Schedule-

The next Finance Committee meeting will be scheduled for Tuesday, February 5 then weekly except for the School vacation week (Tuesday, Feb. 19).

The Town Manager asked if there are any particular departments the Committee wants him to schedule. Police, Fire, DPW and Schools will be coming in. Principal Assessor Ed Childs will be at the next meeting on the 5th.

ITEM #5
OTHER

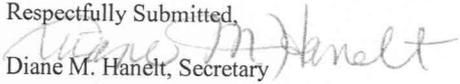
None.

ADJOURNMENT

8:15 P.M.

***MOTION TO ADJOURN WAS MADE BY MS. BRIDGE. SECONDED BY MR. DWYER. VOTE – UNANIMOUS.**

Respectfully Submitted,


Diane M. Hanelt, Secretary

Approved: As Presented 2/5/13

Supporting Documents:

Projected Aggressive Revenues and Expenses – FY'14 (GHD Aggressive Draft 1/18/2013)

FY'14 Budget Totals (GHD Draft 1/18/2013)

FY'14 Recommended General Government Budget (GHD Draft 1/18/2013)

FY'14 Capital Budget Summary (Draft 1/18/2013)

FY'14 Budget Information – Financial History, Projections & Analysis January 2013

Feasibility Study for a New Joint Sandwich Public Safety Facility (Kaestle Boos Assoc.). Follow up with BOS 1/24/2013

Long Range Capital Plan (GHD Draft 11/19/2012)

January 27, 2013 E-Mail from Assist. Town Manger to Town Manager re: Robert Farm Demo Costs – updated Calendar for Scheduling Future FinCom Meetings.