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MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, JULY 9, 2013
7:00 P.M.
TOWN HALL
130 MAIN STREET

Present: Paul Sylvia, Gene Parini, Tom Hickey, Ellen Yaffe, Richard Reilly, Linell Grundman, Matthew Terry and Anne Dessertine

Absent: Mike Dwyer

Also Present: Town Manager George Dunham; Selectman Chair Jim Pierce; School Committee Representative; Mary Stanley (Enterprise) and SCT

ITEM #1
CALL TO ORDER

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

Mr. Sylvia thanked Bill Diedering, Courtney Bridge and Linda Bliss for their time and service on the Finance Committee and noted that the three (3) new members of the Committee are Linell Grundman, Matthew Terry and Anne Dessertine. Linell Grundman and Matthew Terry introduced themselves.

Ms. Dessertine arrived a little late and introduced herself.

ITEM #2
REORGANIZATION

Mr. Dunham oversaw the initial reorganization asking for nominations for Chairman-
***MR. PARINI MADE A MOTION TO NOMINATE MR. SYLVIA FOR CHAIRMAN. SECONDED BY MR REILLY. THERE BEING NO OTHER NOMINATIONS...VOTE – UNANIMOUS.**

Mr. Sylvia expressed his appreciation for the Committee's support.

Mr. Sylvia asked for nominations for Vice-Chairman-
***MRS. GRUNDMAN MADE A MOTION TO NOMINATE MS. YAFFE FOR VICE-CHAIRMAN. SECONDED BY MR. TERRY. THERE BEING NO OTHER NOMINATIONS...VOTE - UNANIMOUS**

ITEM #3
REVIEW AND APPROVAL OF MINUTES

Minutes of March 5, 2013-
***MOTION WAS MADE BY MR. HICKEY TO APPROVE THE MINUTES OF MARCH 5, 2013. SECONDED BY MS. YAFFE. VOTE – UNANIMOUS MS. GRUNDMAN, MR. TERRY AND MS. DESSERTINE ABSTAINING**

Minutes of April 2, 2013-
***MOTION WAS MADE BY MR. PARINI TO APPROVE THE MINUTES OF APRIL 2, 2013. SECONDED BY MS. YAFFE. VOTE – UNANIMOUS MS. GRUNDMAN, MR. TERRY AND MS. DESSERTINE ABSTAINING**

Minutes of April 10, 2013-
***MOTION WAS MADE BY MR. HICKEY TO APPROVE THE MINUTES OF APRIL 10, 2013. SECONDED BY MR. PARINI. VOTE – UNANIMOUS MS. GRUNDMAN, MR. TERRY AND MS. DESSERTINE ABSTAINING.**

ITEM #4
TOWN MANAGER'S REPORT

Mr. Dunham gave an overview of the Reserve Fund Account explaining that FY '13 appropriation was $500,000. A $52,941.94 transfer was approved for the Facilities Dept. by the Finance Committee on February 5, 2013. Current requests including a brief explanation are as follows:

162 – Elections & Registrations	up to $ 24,000
210 – Police	up to $155,000
220 – Fire	up to $ 3,000
421 – Snow & Ice	up to $117,554.71
610 – Library	up to $ 6,000
Total	**$305,554.71**

Mr. Sylvia inquired about the new boat for the Fire Dept. Mr. Dunham noted that that is being paid 100% by the Federal Government...most of it through grant money.

***MOTION WAS MADE BY MS. YAFFE TO APPROVE ALL OF THE 'UP TO' RESERVE FUND TRANSFER REQUESTS AS LISTED FOR FY'13 IN THE AMOUNT OF $305,554.71. SECONDED BY MR. PARINI. VOTE - UNANIMOUS**

Mr. Dunham gave a brief update on the State Budget figures including Chapter 70 funding but not including Chapter 90 / Highway funding...that is separate. There probably won't be a need to go back to a Special Town Meeting to make adjustments.

Mr. Dunham noted that Michael Dwyer is stepping down from his role as FinCom Representative to the Capital Improvement Planning Committee (CIPC)...if anyone is interested in volunteering to serve.

-Brief overview on applying for grants and matching grants (referencing the Fire Dept. back packs). The Fire Dept. received a $350,000 grant with a 10% match from the Town. We have to come up with the $35,000. This may be brought up to the Finance Committee at the next meeting. The Adams Cultural Grant, through the state, with matching funds...$20,000 for the first year and then we can plan for it in future budgets.

Mr. Parini asked about the meals tax vote at Town Meeting. Mr. Dunham noted that we should not be doing anything with it right now but suggests that any funds the Town receives from it go to capital projects. We won't see any of this money until October 2013. The state collects it by quarters. After October 1 we will get our first money from it.

Ms. Grundman offered additional information about the Adams Cultural Grant as she was directly involved in writing the grant as it relates to the Sandwich Cultural District. A number of groups in Town have made contributions including the Friends of Town Hall and Friends of the Library.

Mr. Dunham noted that town roads and public infrastructure in general have great needs. A grant has been applied for through the Mass. School Building Assoc. (MSBA) for the school window sills on the A wing at the high school.

Mr. Reilly thanked Mr. Dunham for getting the Boardwalk repaired in a timely manner...given the amount of work that needed to be done as a result of the winter storms. Mr. Dunham noted that funds from the Department of Public Works (DPW), the Engineering and the Facilities Depts. budgets that made it possible.

ITEM #4
COMMITTEE

Sub-Committee Assignments-
-Capital Improvement Planning Committee (CIPA) – Rich Reilly
-Upper Cape Cod Regional Technical School Committee– meets once a month on a Thursday/ December, January & February are their budget meetings; Mike Degan recently replaced Penny Blackwell representing the Town of Sandwich on the UCCRTSC – **Sub-Committee person not assigned at this time**
-School Committee – Linell Grundman
-Board of Selectmen – Gene Parini

Future Meetings-
Mr. Sylvia asked all members to review their summer schedules and e-mail him about the weeks they are not available. He would like to plan a couple of meetings during the summer to look over planning for the future. Also, if there is any subject in particular any one would like to discuss.
Ms. Yaffe asked how the FinCom gets involved in the discussion about budget formulations...how do we get invited to that discussion.

Board of Selectmen Chairman, Jim Pierce noted that in September or October, as soon as the funds are certified, there will be a meeting.

Mr. Parini suggested that Tri-Board meetings would be a good idea to try again. Mr. Sylvia noted that we have tried it in the past and is willing to try it again.

Other-
Mr. Sylvia noted that he has the Finance Committee Information Handbook in disc form for each new member of the Finance Committee. It is from the Mass. Association of Town Finance Committees (through the Mass. Municipal Association/MMA).
Mr. Parini mentioned that that the MATFC offers workshops in the fall. He has attended a couple and found them informative.

ADJOURN

7:45 pm
***MOTION TO ADJOURN WAS MADE BY MS. DESSERTINE. SECONDED BY MR. PARINI VOTE – UNANIMOUS.**

Respectfully Submitted,

Diane M. Hanelt, Secretary

Approved: _____

Supporting Documents:
FY 2013 Reserve Fund Transfer Requests/Approvals