

TOWN CLERK
TOWN OF SANDWICH

APR 07 2014

3 H 30 M P M
RECEIVED & RECORDED

MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, MARCH 18, 2014
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA

Present: Ellen Yaffe, Gene Parini, Tom Hickey, Mike Dwyer, Rich Reilly, Linell Grundman and Matthew Terry

Absent: Paul Sylvia and Anne Dessertine

Also Present: Assistant Town Manager Doug Lapp, Upper Cape Cod Regional Technical School Superintendent Robert Dutch, Steve Chalke (Sandwich Rep to UCCRTS Committee and Treasurer of the Budget Sub-Committee, Mike Degan (Sandwich Rep to UCCRTS Committee), Jim Kinsella - Enterprise and SCT.

ITEM #1
CALL TO ORDER

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

ITEM #2
REVIEW AND APPROVAL OF MINUTES

Minutes of Tuesday, March 4, 2014-

*MOTION WAS MADE BY MS. GRUNDMAN TO APPROVE THE MINUTES OF MARCH 4, 2014 AS PRESENTED. SECONDED BY MR. PARINI VOTE - UNANIMOUS Mr. Hickey - abstaining

ITEM #3
UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
FY'15 BUDGET

UCCRTS Superintendent Mr. Robert Dutch introduced Steve Chalke, one of two Sandwich Representatives to the UCCRTS Committee and Treasurer of the Budget Sub-Committee as well as Mike Degan, Sandwich Representative to the UCCRTS. Mr. Dutch gave an overview of the UCCRTS FY'15 Budget approved by the UCCRTS Committee including Major Budget Highlights; "Guiding Principles" for budget development; Administration Function; Instruction Function; Student Services Function; Operation Maintenance Function; Fixed Charges Function; Budgeted Revenue; Budgeted Transportation; LPN; Budgeted Capital; Enrollment Percentages of Operating Budget; Enrollment Percentages of Capital Budget; FY'15 Gross Foundation Budget \$12,387,806; FY'15 Gross Foundation Budget Increase \$391,753; Foundation Budget Percentage Increases; MCAS Percentages Scoring Advanced or Proficient; COHORT 2013 Graduation Rates; High School Drop Out Rates; Upper Cape Tech Seniors on Co-operative Placements; FY'15 Preliminary Chapter 70 (Apportionment of Local Contribution Across School Districts); FY'15 Sandwich Assessment; "ONE team building a strong foundation".

The total FY'15 assessment for the Town of Sandwich is \$1,828,435.00.

Ms. Grundman complimented Mr. Dutch and his team on the outstanding budget presentation...direct and to the point.



Mr. Dutch noted that both Mike and Steve, along with the entire committee, have emphasized transparency.

Mr. Reilly – what is the average class size?

Mr. Dutch – our target is 24 students to a class room. We usually have 26 – 28 with 700 students in the building...we don't have the space.

Mr. Reilly – do you have open houses?

Mr. Dutch – you can come any time. We have an open house for incoming students once a year but, come any time and have lunch. A tour is better during the day when the students are there and working...it is an open invitation.

Mr. Parini – seconded what Ms. Grundman said. Regarding the food in the Culinary Arts program...one evening last year he was at a meeting at the school and the Culinary Arts students had made an assortment of desserts...it was very good...wonderful job.

Mr. Dutch noted that the continuing education program LPN is a self-funded program but we are required to include it in the budget.

Mr. Parini – Anticipated transportation aid...where does that come from?

Mr. Dutch – from the state. They promise 100% reimbursement but it is never that much as a reimbursement.

Mr. Parini – How many students go on to secondary schooling – college?

Mr. Dutch – about 66 percent of our graduates go on to higher education...some are two year trade schools some are four years for nursing or engineering. About 32 percent go to work in a trade and about 2 percent go into military. The school does follow up at one year and five years after graduation. We try to match students to job trends when they first enter the school.

Ms. Yaffe – noted that the paper work that has been given to the FinCom tonight shows a \$2.7 million dollar assessment...that is a significant difference in the assessment information the Committee was previously given.

Mr. Dutch, after reviewing the information, confirmed that the \$1.28 assessment previously given is the correct amount and apologized for the error.

Ms. Yaffe noted that you can't really count on certain state money.

Mr. Dutch – we are confident that it is the anticipated Chapter 70 money. We are 99 percent sure on the transportation number.

Mr. Dwyer – thanked Mr. Dutch and his team and noted that he shares Ms. Grundman's comment and the transparency. Please explain a little more about the Competency Tracking System.

Mr. Dutch – offered additional information and noted that there are lots of certifications and accreditations that the students can acquire so that they will be employable and marketable.

Mr. Hickey – you have a fantastic presentation. The enlightenment we are getting is appreciated. Asked about the STEP and cost of living increases.

Mr. Dutch – the negotiated amount was 2 percent...but the increase is not the same for some people.

Mr. Hickey – is your budget driven by salaries?

Mr. Dutch – yes.

Mr. Hickey – how sure are you of the number coming from the state?

Mr. Dutch – Confident because it is on the Cherry sheet. The state has been pretty accurate on that particular number.

Mr. Hickey – given the fact that the walls of the school are bulging...what is your long range plan for finding room for all these students?

Mr. Dutch – we are in the process of developing a Long Range Plan with those thoughts in mind. The Sub-Committee will meet and present their suggested options to the UCCRTS Committee. There will be more immediate short term options; start to build larger 'out' buildings. We are working toward minimizing overcrowding. Many of our programs are still designed for men and we are close to fifty/fifty men and women students right now. We hope to plan expansions to offer diverse opportunities for all students. A 501C3 has been established to get started fundraising so it won't be quite as much a burden

on the towns. Although there is still interest growing in the UCCRTS we are all experiencing lower enrollments.

Ms. Yaffe – given the enrollments are going down in the schools, it is hard to understand your enrollments going up.

Have you looked into ‘green’ initiatives?

Mr. Dutch noted that they are working on net metering turbines also solar & thermal power. The roof is too old on the original building to put anything on it. We can only put equipment on the “out” buildings.

Ms. Yaffe asked about the I-PAD program.

Mr. Dutch – we started it about two years ago. When the school committee agreed I told them I would supply them with some data to see if it works. The data is significant. Prior to i-Pads approximately 9% of the sophomore class would fail classes. After a year only 2% failed. Students were engaged. They paid attention in class because it was electronic. They did their homework because it was electronic. It has had a very positive outcome. Was most concerned about the technical program such as auto but the steps are videoed and the teacher can come back and check what was done and how. With this coming budget every student will have an I-PAD. When they graduate they can buy it from us if they want. It costs them \$39.00 a year for insurance if it’s stolen...it’s covered.

Ms. Yaffe – Do you have stats on student graduation and dropout rates?

Mr. Dutch – these rates compare to the town schools.

Mr. Terry on the matter of capital expenses, do you anticipate anything in the next five years significant enough that the towns will be impacted?

Mr. Dutch – the roof...it is a fifteen year roof...there are numerous leaks - the estimated cost would be \$1.2 million. Once the waste water plant is complete we hope to put that money into the stabilization fund to try to offset the roof expenditures.

Mr. Parini inquired more about the waste water project.

Mr. Dutch – we were given five years to have it in place. We have 2 ½ years left. We might break ground by the end of April this year for the footings. Approximately \$1 million cost. \$775,000 in the stabilization fund we are pretty close to the dollar amount we need. Waste water system runs 24/7 and someone needs to be overseeing it. We are fortunate to have two people on staff who know how to do what has to be done so there should not be any additional cost. It is usually a \$100 thousand position.

Mr. Lapp noted that the carpentry students at the UCCRTS are making the bridge to be placed at the bubbler project beside town hall. Also, a new shed, made by the students, will be going in at the Police Department in the next week or so.

Several Finance Committee members asked about a tour of the UCCRTS. Mr. Dutch mentioned, again, come any time. A tour will be organized – contact Mr. Dutch, Mr. Chalke and Mr. Degan.

ITEM#4

ASSISTANT TOWN MANAGER’S REPORT

Mr. Lapp offered a handout including a copy of the letter from the UCCRTS dated February 25, 2014 regarding the total assessment for the Town; FY’15 budget information for UCCRTS - similar to what Mr. Dutch presented earlier in the meeting; Projected Revenues and Expenses – FY’15 (GHD BALANCED Draft – 3/10/2014; FY’15 Capital Budget Summary Draft #4; Index of Warrant Articles (for May 5, 2014 Annual Town Meeting) GHD Draft 3/14/2014; Capital Outlay Expenditure Exclusion Ballot Questions for May 8, 2014 Town Election. Mr. Lapp gave a brief overview noting that not much has changed.

Mr. Parini – what about the Selectmen’s workshop scheduled for this week?

Mr. Lapp – it is a workshop meeting with the Sandwich Economic Initiative Corporation (SEIC) to discuss communication between the town and the SEIC...the role of the SEIC and land issues such as the Golden Triangle land. There will be no public forum. It will be televised...it is a public meeting.

Ms. Yaffe – they are trying to decide how to work more effectively with the town.

The SEIC can be very beneficial to the town...we have to work out what the potential is. On the matter of the SEIC budget and their current balance...Mr. Terry noted that the consultant the SEIC hired knew how much money he had to work with.

Mr. Parini thought it would be a good idea for the FinCom to ask them to come in to talk with the FinCom.

Ms. Grundman noted that the communication piece is the key to the SEIC. How do we do this? They are not a town committee. We need to keep the dialogue going between the SEIC and the Board of Selectmen. How does a government entity work with a corporate entity? They both have the best interest of the town at heart. It is a relationship issue. Thinks the workshop meeting will be very constructive.

ITEM #5
COMMITTEE

Sub-Committee Reports-

Ms. Grundman – she and Mr. Pannorfi have a date to meet with the School Superintendent on March 25 at 1 pm at the Superintendent’s office.

Mr. Parini – at a recent Selectmen’s meeting during public forum, Ms. Yaffe spoke to the Board about the road bond issue and tried to convince them to approve the full amount of the road bond.

Ms. Grundman spoke about bond issues.

State Representative Randy Hunt gave a legislative update, Chapter 70 money and a substance abuse program were discussed.

Future Meeting Schedule-

If there is to be a meeting next week, March 25th, please send Ms. Yaffe any items to be discussed in the next day or two. The meeting must be posted by Friday, March 21 at 4 pm.

April 1st would be the next meeting after that.

Other –

None

ITEM #6
ADJOURN

8:17 p.m.

***MOTION TO ADJOURN WAS MADE BY MS. GRUNDMAN. SECONDED BY MR. PARINI VOTE – UNANIMOUS.**

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: 4/1/14

Supporting Documents:

FY’15 Budget Information for the Upper Cape Cod Regional Technical School as noted in the first paragraph under Item #3(UCCRTS – Superintendent’s Report)

FY’15 Budget Information as noted under Item #4 (Assistant Town Manager’s Report)