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TOWN OF SANDWICH

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**MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, SEPTEMBER 2, 2014
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA**

Present: Gene Parini, Linell Grundman, Tom Hickey, Mike Dwyer, Rich Reilly, Mark Snyder and Bob Guerin, Jim Lehane

Absent: Matt Terry

Also Present: Town Manager George Dunham, Selectman Jim Pierce, Jim Kinsella of the Sandwich Enterprise and SCT

ITEM #1
CALL TO ORDER

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

Mr. Parini welcomed the newest Finance Committee member Jim Lehane.
Mr. Parini thanked Tom Hickey for his service as Vice-Chairman under Ellen Yaffe, the former Chairman and for his long time continuing service to the Finance Committee.

ITEM #2
REVIEW AND APPROVAL OF MINUTES

Minutes of Tuesday, July 22, 2014-

***MOTION WAS MADE BY MS. GRUNDMAN TO APPROVE THE MINUTES OF JULY 22, 2014 AS PRESENTED. SECONDED BY MR. HICKEY. VOTE – MR. HICKEY, MR. PARINI, MR. DWYER, MS. GRUNDMAN, MR. GUERIN AND MR. SNYDER – IN FAVOR. MR. REILLY AND MR. LEHANE ABSTAINING**

ITEM#3
TOWN MANAGER UPDATES

- Budget Timeline- Mr. Dunham gave an overview of a proposed timeline for FY'16 Budget beginning in November – December, 2014 ~ the Town Manager discusses general budget process with the Board of Selectmen and the Finance Committee through May 4, 2015 when the Annual Town Meeting votes on the FY'16 Budget.
- Updates on Commercial Land sale RFP, Library HVAC and Marina Office Project-
 - Commercial Land sale RFP – A conditional award was made in mid-August to Robert P. Clark, Clark Consulting. Mike Dwyer was invited to sit in on a recent meeting to look at the proposals. It is estimated that the permitting process could take about 12 to 18 months and possibly a 12 to 18 months construction period...in a perfect world about three years. Waste water is the biggest issue. Traffic is another big issue.



- Library HVAC - the lowest bidder, Seekonk Heating service, got the bid with an anticipated completion date of January 2015. \$434,000 was the final base bid. Everything came in under budget.
 - Marina Office Project – None of this is coming from tax payer money. It is coming from money built up over time by the Marina. The project still needs Town Meeting vote. The Army Corp. approved and the project has been presented to the Board of Selectmen and they voted to support the conceptual work. \$2.5 million is the rough costs for everything. Probably with a 20 year debt exclusion. There are a number of projects that have already been completed such as the parking lot extension, extensive work on the bulk head, a winch was put in about a week ago to help off load product, a new dock system for two of the pilot boats. We can't borrow any money until the final project is done so we know how much the final costs are.
The Town has leased the marina from the Federal Government. The marina pays for all its own employees' health insurance. All the money has to stay with the marina and it is not tax payer money. Some projects that have had to be done off site in the past, we are now trying to do more at the marina.
- Public Road Bond – overview of presentation to the Selectmen at the August 21, 2014 meeting by the Department of Public Works Director. Main Street, Beale Avenue, Old County Road and the Public Library parking lot are at the top of the priority list at a cost of approximately \$1.3 Million. Priorities cost estimate (road and town facilities) just over \$5 million over all costs. Some Chapter 90 money. The state sends the town a letter advising how much money we are going to get. The DPW Director sends in request sheets and the state reimburses us. The pothole allotment...we got an additional \$120,000.
 - Sandwich High School A-Wing and Pool Repair updates-
There was a meeting held at the high school on Thursday last week everyone who attended was given an update. 90% of the work has been done on the A-Wing. It is estimated that around November 1 the work will be done in the pool area. School Facilities Director, Alan Hall, is still working on some of the RFP's. Money can be re-appropriated with a Town Meeting vote if there is any money left from the A-Wing and pool projects.
It is hoped that the outdoor track project will be opening around November 1.

In answer to Mr. Parini's question about the value of the Golden Triangle land (\$750,000) which is raw land owned by the Town and the sale of the land, the Town Manager noted that...the land is currently valued at \$750,000. An appraisal was done about 2 ½ years ago that was substantially higher than the \$750,000. Anytime we have gone out to bid there has not been a lot of interest. It was discussed that if the town accepts a lower price the town should not have to accept any of the financial responsibilities with permitting etc.

Mr. Hickey – have we talked about breaking up the parcel into smaller pieces?

The Town Manager noted that breaking up the parcel into small pieces has been discussed and there is an issue with breaking it up. Some of it is infrastructure issues and permitting. In terms of use, there is always concern about traffic with retail businesses and residential neighborhoods.

- FY'14 Free Cash Certification-
Per the Mass. DOR the amount of available 'Free Cash' as of July 1, 2014 is \$2,016,440. Town Manager noted that the fact that the tax payers pay their tax bills on time is the biggest impact on our free cash and mentioned that the town's Financial Director has noted that three reasons for the amount of 'Free Cash' for FY'14 is due to people buying more cars (approximately \$250,000 more in revenue); the Town Treasurer/Tax Collector, William

Jennings, overseeing of the tax title account. About \$500,000 brought in last year which is about \$300,000 more than the year before thanks to Mr. Jennings' due diligence. Mr. Dunham gave a brief overview of FY'15 Cherry Sheet Receipts (GHD Draft 9/2/14) noting the Charter Tuition Assessment Reimbursement for FY'14 was \$630,941 and for FY'15 it was \$414,762...a difference of \$216,179 less. Tuition Assessments for FY'14 were \$2,759,198 and for FY'15 the Tuition Assessments were \$3,048,954 a difference of \$289,756 additional.

ITEM #4 **ROLE OF THE FINANCE COMMITTEE**

Mr. Parini noted that Mr. Dunham has included information on the Role of the Finance Committee; the Town Charter regarding the Finance Committee, as well as information from the Finance Committee Handbook offered by the Association of Town Finance Committees (ATFC), in the packet for tonight's meeting.

Members of the Committee made several points –

- The Board of Selectmen is the policy making Board of the Town.
- The FinCom can ask for information from a town department in writing.
- FinCom members do not serve on any other Town Boards or Committees.

Mr. Parini noted that we usually meet with the departments with larger budgets such as the Police and Fire Depts., the DPW and the Schools. We should look at the bigger budgets as a full committee. The Schools would like the questions ahead of time and not have to answer questions 'on the fly'. Ms. Grundman noted that we are required to put their questions in writing per the Charter and suggested that the Committee may want to have its own budget time frame notifying the school department early on.

ITEM #5 **CODE OF CONDUCT**

The Town Manager provided a copy of the Code of Conduct for Town Boards and Committees in the FinCom packet for tonight's meeting.

It was noted that the purpose of the Finance Committee is to serve the best interest of the residents; treat everyone with respect and professionalism.

Even though FinCom members receive no compensation, it is an all-volunteer committee, the committee is held accountable.

ITEM #6 **FUTURE BUDGET REVIEW EFFORTS - GROUP vs. INDIVIDUAL FOCUS**

Mr. Snyder suggested a sub-committee of two or three members dealing directly with some of the larger budgets such as the Fire and Police Departments as well as the DPW and Schools to delve into them line by line.

Mr. Parini noted that we can do that all together.

Mr. Snyder noted that it is easier than all of us being involved in all of the budgets.

Ms. Grundman noted that it would be a big step away from what we are used to but, we currently have volunteers and professional paid staff working on the process. It also may eliminate staff from various departments coming to us.

Mr. Snyder - you are actually being an advocate for each department.

ITEM #7
GENERAL FINANCE COMMITTEE MEETING SCHEDULE –
1ST & 3RD TUESDAY OF EACH MONTH

It was discussed and agreed that, in general, until after the first of the year, the 1st & 3rd Tuesday of each month schedule is good for everyone; however, it was decided that the next meeting will be held on Tuesday, October 7, unless there is a reason to meet before.

Mr. Dwyer asked if the Committee would consider beginning future meetings with the Pledge of Allegiance. Everyone expressed approval.

***MOTION WAS MADE BY MR. DWYER TO CREATE AN ADGENDA ITEM FOR THE FINANCE COMMITTEE TO RECITE THE PLEDGE OF ALLEGIANCE AT THE BEGINNING OF EACH MEETING. SECONDED BY MS. GRUNDMAN. VOTE – UNANIMOUS.**

ITEM#8
COMMITTEE ASSIGNMENTS / ROLE

General discussion- Those who are currently representing the FinCom at various Board/Committee meetings will continue to do so i.e. – Mr. Dwyer / UCCRCTA; Ms. Grundman / Water Quality. Other Committees such as the School Committee, Board of Selectmen, SEIC, Community Preservation Committee and any others to be considered and discussed at a future date.

Mr. Snyder thanked Bud for all his reports.

Ms. Grundman noted that she serves as a Finance Committee member on the Mass.

Municipal Regional Policy and Administration Board – selected by the MMA Executive Board.

8:23p.m.

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

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: _____

10/7/14

Supporting Documents:

- Proposed Timeline for FY'16 Budget (GHD Draft – 8/26/14)
- Sandwich Town Charter (GHD Draft – 8/26/14) – Article # VII – Financial Provisions and Administration
- Award Letter to Clark Consulting LLC for Sale of Commercial Land
- 6/24/14 Letter from the Dept. of the Army to David Whearty re Proposal for New Marina Building location / Design Feasibility Study/Preliminary Project Cost Estimate/Marina Office Project Bond – Summary of Funding Options
- Public Roads & Infrastructure Improvements – August 21, 2014 BOS mtg.
- Town Charter excerpts relative to the Finance Committee
- Finance Committee Handbook excerpts / The Role of the Finance Committee/Code of Conduct for Town Boards and Committees– Revised October 2010