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TOWN OF SANDWICH

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**MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, OCTOBER 7, 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, Matt Terry, Mark Snyder and Jim Lehane

Absent: Bob Guerin

Also Present: Town Manager George Dunham, Superintendent of Schools Dr. Richard Canfield; School Department Facilities Director Alan Hall; Finance Director/Town Accountant Doreen Guild, Selectman Jim Pierce and SCT

ITEM #1
CALL TO ORDER

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

ITEM #2
PLEDGE OF ALLEGIANCE

ITEM #3
REVIEW AND APPROVAL OF MINUTES

Minutes of Tuesday, September 2, 2014-

***MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF SEPTEMBER 2, 2014 AS PRESENTED. SECONDED BY MS. GRUNDMAN. VOTE – UNANIMOUS MR. TERRY ABSTAINING**

Mr. Parini commented that the 375th Committee put on a great parade on September 13th. Thank you to Cynthia Russell, Bill Diederling and all the organizers. It was very entertaining.

Mr. Parini thanked Dr. Canfield and Mr. Hall for being here this evening and noted that there will be a change in the agenda...Dr. Canfield and Mr. Hall will be giving their update before the Town Manager's report.

ITEM #5
SUPERINTENDENT OF SCHOOLS UPDATES
DR. RICHARD CANFIELD & DIRECTOR OF SCHOOL FACILITIES ALAN HALL

Mr. Parini asked how the STEM Academy is working out and repairs to the pool etc. Dr. Canfield updated the Committee on a number of projects which the community has supported. The start of the school year got off to a really good start. We have happy kids, faculty and parents. We have

adjusted the issue with the buses. The STEM feedback has been fabulous. We have kind of changed the meaning of STEM from Science Technology Engineering Mathematics to Strategies That Engage Minds...in part because STEM also includes other areas such as the arts. The 7th and 8th graders moved to the high school attending the STEM Academy. The STEM Academy does not include school choice students. We do have a waiting list for school choice. The academy enrollment is up by about 25 students. We were projected to have 496, today we have 521. We have two reconfiguration planning teams...one at the Oak Ridge and one at the Forestdale School to reach out to the public for input. Mr. Parini offered to work with the team at Oak Ridge School and Ms. Grundman is working with the team at Forestdale School. The teams will be led by the principals at each of the schools.

Dr. Canfield introduced Mr. Alan Hall, Director of Facilities who updated the Committee on the A-wing window sills, the pool and the stadium projects.

The pool project including the HVAC System is about 75% complete...should be completed by the first or second week in November. The handicap access is being replaced. The Melanson family made a contribution of \$25,000 in memory of their son and brother, Chris. The check was presented for the starting blocks and lane lines at the pool. We are working on the hours for use of the pool by the public. Also would like to generate funds through the use of the pool by the public. The funds would go into the revolving account for future use for basic up keep and maintenance.

The A-wing project went out to bid twice. A lot of improvements were done to the A-wing to accommodate the STEM Academy. Everyone did an outstanding job.

The stadium project is moving along well. We meet with the committee members regularly. The lights are almost ready to be put up. The poly-turf is being installed. A Stadium Manager should be considered.

Mr. Dwyer – will you be looking for more money going forward?

Mr. Hall – We will be able to use the cell tower money initially but going forward we will have to come to the town for more money for up keep and maintenance. We will need the money and staff to maintain the stadium.

It was noted that there will be a reorganization of the Oak Ridge and Forestdale Schools and de-commissioning of the Wing School.

Mr. Hickey – is the School Department going to be taking care of collecting the money for facilities use such as the pool and the stadium? How are you going to do that?

Dr. Canfield – we are trying to recover from deferred maintenance. Thanks to Mr. Hall and his department we are. The School Department maintains a revolving account for facilities use.

Ms. Grundman noted that she is glad that the School Department is developing a revenue stream...it will be essential to the ongoing maintenance.

Mr. Lehane, speaking on behalf of the Stadium Committee, noted that the stadium seating is all ready to be put in place but the lights are in the area. After the lights go up then the stadium seating will go in. Athletic Administrator Neil Murphy was acknowledged for his work.

Mr. Parini – who may be renting the stadium?

Dr. Canfield – we have not seen any requests at this time. We need to make sure that the rules we have in place protect our very valuable asset.

Mr. Dwyer – Do you have to hire specific employees to oversee the turf?

Mr. Hall – maintenance will be done entirely by the custodial staff in house. That is the plan.

Dr. Canfield noted that there has been some concern expressed about what's happening with the Wing School. We are looking forward to having a conversation with town officials to help ensure that things go smoothly while there is a decision made as to what is going to happen to that building.
Mr. Dunham noted that we will be discussing what to do with the building long term.

ITEM#4
TOWN MANAGER REPORT

Update of Special Revenue Accounts-

Revolving Accounts for the East Boat Basin (Marina) and the Community School (Child Care Center, School for Early Learning, Driver's Education and the SHS Pool

Enterprise Funds for the Sandwich Hollows Golf Course (SHGC) and DPW (Sanitation)

Receipts Reserved for Appropriation Accounts - Money comes into account but can only be spent for the same purpose the money was raised for following a town meeting authorization...such as the Beach Parking Account, Ambulance Fund, SHS Cell Tower Lease etc.

Other Program Accounts Established by Mass. General Laws (no Town Meeting vote Required) – Recreation & COA Program Accounts; School Choice Fund & School Lunch Program Athletic Program Acct; Most Municipal Revenues = General Funds Receipts; most School Department Revenues = NOT General Fund Receipts.

Mr. Dunham noted that no General Fund tax payer money goes into the Marina. The Town charges the Marina, SHGC and the DPW/Sanitation Departments to do their payroll.

We generate roughly fifty thousand dollars from parking fees at the parking lots.

We are trying to get away from tax payer money - to get the enterprise fund for the DPW/Sanitation Department to fund it totally.

The Sandwich Hollows Golf Course is reminded not to spend more than what they take in so that they stay within their budget and are not dependent on tax payer money.

On the matter of Receipts Reserved for Appropriation Accounts- SHS cell tower income is restricted for use only on the sports fields.

Use of Other Program Accounts, does not require Town Meeting vote to establish. Items c. and d. are pretty important – any funds that come in, for example, through the Building Dept. go into the General Fund so anyone can use it.

Many years ago Mr. Dunham was advised...don't forget, never over estimate your local receipts, that is how towns get into trouble. The general fund receipts come from the General Government and goes to the schools also...is shared by all. The receipts from the schools just stay with the schools.

Regarding the Marina, Mr. Dunham noted that one of the first projects was replacing the docks. The Marina office building and garage project is being worked on. Some of the capital projects at the Marina are: Expanded the parking lot...added over fifty spaces; sidewalks and planted trees; install a commercial winch on the bulk head (we have forty-two commercial slip haulers); Pilot Boat Docks for two pilot boats; office building and garage complex.

Mr. Dwyer inquired about the PILOT Program (Payment In Lieu Of Taxes).

Mr. Dunham noted that the Spaulding Habilitation Hospital on the Service Road; Shawme Heights I & II and the Nye Family home on Old County Road participate in this program.

Mr. Dwyer inquired about the Meals Tax.

Mr. Dunham noted that page 1 of the Local Receipts Breakout as submitted to DOR (Actual Receipts FY'04 – FY'13, included in tonight's handout, does not show this because it did not exist in 2013. The Meals Tax goes to the General Fund...you cannot ear mark a general fund.

Mr. Dunham gave a brief history of the Marina office and garage project noting that Assistant Town Manager Doug Lapp and Harbormaster David Whearty have been working very hard on this. The actual work should only take about 9 – 12 months. We have to work out how long we can bond it for. We have to get permission from the Army Corps of Engineers to extend the lease. Mass. Development gave us a grant toward this project.

Brief overview of Community Preservation Funds-

\$75,000 annually for administrative costs; we pay for appraisals; the recreational group working on possible proposals at Sandwich Hollows Gold Course; the Clark-Haddad Building on Dewey Ave. We are doing our 'due diligence' right now.

The Town Clerk's Office is working with the Friends of the Sandwich Town Archives. We are looking for between \$25,000 and \$30,000 to create a digital copy of the books and then you could purchase a hard cover or a PDF.

We are working with Kirk Bosma of the Woods Whole Group on the area from Horizon's Restaurant to the Boardwalk...being careful where Old Harbor comes in. Kirk's mantra is Permits, Money...Sand.

Capital Improvement Planning Committee-

There are many projects being worked on such at the roads bonds, private road takings, the Wing School, the South Sandwich Village (SSV) Request For Proposals (RFP) – Clark Consulting was awarded it conditionally...the wastewater. 12 to 18 month time period projected for the permitting process.

Mr. Parini noted that the commercial land sale of South Sandwich Village...part of the \$150,000 payment that the Sandwich Economic Initiative Corporation (SEIC) would receive at the time of the Purchase & Sale Agreement...those funds would not be given until a P&S was signed.

It was noted that the P&S is still a couple of months away.

Mr. Lehane noted that the town is not under any obligation to fund the SEIC so the SEIC has to find funding. The \$150,000 would be used by the SEIC for maintenance.

ITEM #6

FINANCE COMMITTEE DISCUSSION

Mr. Parini noted that Dr. Canfield previously expressed a desire to meet with the Finance Committee and Bud. Mr. Parini and Ms. Grundman and Mr. Dunham met with the Superintendent of Schools. Some thought was given to having a tri-board meeting.

Ms. Grundman noted that Dr. Canfield would rather not present his budget six times. Thinks it would be effective to have a tri-board meeting.

Mr. Lehane noted that 68% of the budget goes to the schools. He would be in favor of maybe a tri-board meeting if we could get the information from the school department as early as possible and then come together and take as much time as we need even if it means another meeting than what we would normally have. Thinks that would be a helpful process depending on how soon we can get a complete budget.

Mr. Dunham noted that the budget comes out February 1. It is hard to say... 'that is definitely it' until we get the February 1 date.

Mr. Parini mentioned that we can discuss it again at another meeting. We don't have to decide tonight.

Ms. Grundman noted that the budget goes to the Selectmen first by February 1. If the tri-board meets before the formal budget is submitted on February 1 or after...that is the important discussion to have with Dr. Canfield.

Mr. Snyder – in terms of all the budgets are they all ready for February 1?

Mr. Dunham – Yes, another key meeting will be early December when the Selectmen give The Town Manager and the Superintendent of Schools their ‘marching orders’ i.e. percentage increase etc. There are also public hearings on the budget in February and April.

Mr. Snyder – subcommittees could study the larger budgets. We can meet with the Board of Selectmen and the School Committee to make sure we are all on the same page.

Mr. Parini – that would be a tri-board meeting. We have the department heads of the large budget come in and go over each line item. We need to discuss and make a decision about whether you want all departments to come in...even the smaller departments.

Ms. Grundman feels it is important that the different departments come in. The municipal side is providing more services and the school department and the schools have fewer students. Schedule all departments to come in so that can talk about what they are doing.

Mr. Dwyer – we need to get beyond the difference in the school budget. Our job is not to set policy but look at the budget and have structurally managed communication.

Mr. Lehane echoed Mr. Dwyer’s comments and thanked the Mr. Dunham for all his information and explanation of what everything means. If we could get some questions to the School Superintendent earlier such as - the Wing School...we know there will be some expenses to keep the heat on but there will also be some savings there, so certain expenses won’t be incurred. How much and where will they go in the budget.

Ms. Grundman – Where the savings are going to come from and to, was discussed last April. We should not meet with departments just to meet.

Mr. Snyder...we have a job to do...going over the budget. Sometimes the department heads/directors like to present their budgets. Agrees the meetings should be kept to a minimum but the more answers we get ahead of time the better.

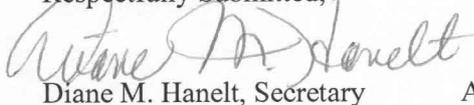
Mr. Parini...we will continue this discussion at the next meeting. We will probably be meeting the 1st and 3rd Tuesday; however, we won’t meet again until possibly the 1st Tuesday in November...to be decided.

ITEM #7
ADJOURN

9:10 p.m.

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

Respectfully Submitted,


Diane M. Hanelt, Secretary

Approved: 11/18/14

Supporting Documents:

- Municipal Special Revenue Accounts
- Local Receipts Breakout as Submitted to DOR
- Detail of Fees Charges Set by the Town