

Town Clerk

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

TOWN CLERK
TOWN OF SANDWICH

JAN 06 2015

8 H 30 M AM
RECEIVED & RECORDED

Present: Gene Parini, Rich Reilly, Mark Snyder, Bob Guerin and Jim Lehane

Absent: Linell Grundman, Tom Hickey, Mike Dwyer and Matt Terry

Also Present: Town Manager George Dunham, Finance Director/Town Accountant Doreen Guild, Selectman Chair. Ralph Vitacco, 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, October 7, 2014-

***MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF OCTOBER 7, 2014 AS PRESENTED. SECONDED BY MR. REILLY. VOTE – UNANIMOUS MR. GUERIN ABSTAINING**

ITEM #4
TOWN MANAGER REPORT

Overview of Proposed time line for FY'16 Budget-
In October 2014 the Town Manager & Superintendent of Schools met to discuss Free Cash Certification, Current Enrollment Figures and Estimates for upcoming budget. November & December, 2014 the Town Manager discusses the general government budget process with the Board of Selectmen and the Finance Committee.
Update on Public Safety Planning Group planning efforts (prioritized recommendations) presented to the Board of Selectmen at their October 9 meeting.
Board of Selectmen Workshop was held on November 10, 2014 (Executive Summary overview) –
Overview of Initiative #1 & #2. \$250,000 may be saved through the PAYT Program...no more tax money would be needed to operate the Sanitation Dept. - it would be self-sufficient and we could apply those funds to the New Operating Budget Funds Needed which would drop the total of the New Operating Budget Funds Needed to \$183,214 or 1.25% above the FY'15 General Government Budget. We will try to find the rest somewhere. We are trying to think outside of the box. There has been a Cape wide effort with all cape towns to try to reconfigure public safety dispatching. The State 911 has been given some grant money and they are working through the grant process with the Sheriff's Office. It is probably 4 – 5 years out at the earliest.



Mr. Parini – referencing Initiative #1, asked about funding to ‘man’ a sub-station at the high school.
Mr. Dunham – if funding is received to man a sub-station we would probably hire 12 people to add to the current staff. If we hire 4 earlier we will have to hire 8 more down the road.
Mr. Snyder – Will the additional hires reduce the overtime?
Mr. Dunham – It will reduce it per person...but that is hard to predict.
Brief, general discussion on the Police & Fire overtime. Mr. Dunham noted that when the Police and Fire Chiefs come in to a FinCom meeting to discuss their budgets they will go into greater detail.

Overview of Community Preservation Funds. Mr. Dunham gave an overview of a memo that was sent to Lisa Bates, Chairman of the CPC on September 30, 2014 requesting re-appropriation of CPA Beach Re-nourishment Funds. The CPC voted to support asking Town Meeting to re-appropriate it for beach reconstruction and not tie it to any grant. A \$300,000 coastal resiliency grant has been applied for which will require a \$100,000 local match which the re-appropriated funds could provide. Within at least three months the Army Corps. of Engineers will be getting money to dredge the canal. The Army Corps has been really helpful and working with us.

Mr. Reilly – did they give us any reason why the grant was turned down initially?

Mr. Dunham – not really, the reasons were not related to the project directly. There are only a very few towns on Cape that received any money.

-FEMA reimbursed for NEMO and Hurricane Sandy. It would make a big difference if we could get the dredging materials from the canal.

In response to a question raised by Mr. Parini regarding Community Preservation Act (CPA) funding, Mr. Dunham noted that approximately 1.2 to 1.3 million comes in for the 3% surcharge. About 2 million a year between what is raised and what the State gives us. Ms. Guild noted that we are still paying off bonds on CPA land purchases. Mr. Dunham offered that we are not exhausting it right now but we are a little depleted on this fund.

Brief discussion on the high school stadium project. Financing of the bonds will be brought to the Special Town Meeting in the spring.

Request for Comments for the Wing School are due at the Town Hall by December 10 with a goal of giving the information to the town next May 2015. Assistant Town Manager Doug Lapp is overseeing this. It has to be printed in the Central Register. At this time thirty-six companies have taken out specs on this project. Mr. Lapp and Mr. Dunham will be asking some people to serve on the committee.

Mr. Guerin – is it fair to say that there is a desire of going for municipal uses of the Wing School?

Mr. Dunham – there are lots of ideas out there and it is also possible that it may be so bad we may have to raise the building. But it may be critical to keep the fields. Doesn't think there are any preconceived ideas for the building. It would possibly be a lot more expensive if we were going to plan to use it for school purposes.

ITEM#5 **FINANCE COMMITTEE DISCUSSION**

2014 Finance Committee Handbook-

Mr. Parini handed out the 2014 handbook which he and Ms. Grundman picked up when they attended the recent Association of Town Finance Committee's Annual Fall Meeting.

Association of Town Finance Committees Meeting-

Mr. Parini gave a brief overview of one of the seminars he attended and compared it to the South Sandwich Village issue.

School Department Budget Workshops-

Mr. Parini noted that Ms. Grundman, Mr. Dunham and he met with Superintendent of Schools Dr. Canfield at the end of October to discuss the budget process... find a more efficient way to review the

School Dept. budget. The budget should be ready around December 17 or by the end of December. Proposed a workshop meeting of the Finance Committee and the School Committee on January 7, 2015 for a review of the initial budget with the School Committee. January 14th more of a back and forth dialogue with the School Committee. January 21 proposed a public hearing on the budget. January 28 a similar workshop going over the budget in more detail. After that if we have more questions we can submit them to the Superintendent through Mr. Parini. Thinks this is a good process.

Mr. Snyder – thinks that is a great plan.

Mr. Guerin – it is an excellent proposal. Could we submit suggestion that might be helpful in the budget process...to help facilitate the process. Would like to see percentage breakdowns similar to the Municipal Budget.

Mr. Parini – yes, and bring it forward at the workshops as well.

Mr. Parini attended the October School Reconfiguration meeting for the Oak Ridge School and Ms. Grundman attended the same meeting for the Forestdale School...due to the closure of the Wing School. The purpose of the meetings was to go over everything they will have to do to prepare the schools for the transition.

Mr. Guerin noted that he thought there was going to be a lot of money saved from the closing of the Wing School but with transitioning to just the Oak Ridge and Forestdale Schools, we need to know what is really going on and transparency.

Mr. Dunham - to repurpose the buildings...a rough number is \$250,000 in capital needs for each school. They need to have the money as soon as possible. It is looking like there might be some money (\$100 to \$150,000) left over from the high school projects and Town Counsel has said that we can use this money to get it to them sooner rather than later.

Mr. Reilly – any ideas when the pool will be ready?

Mr. Snyder noted that December 1st the pool is scheduled to open. Mr. Parini noted that he has the same information.

Mr. Snyder – they have not decided when the public will be using the pool.

Future Meeting Schedule-

Mr. Parini noted that the next meeting will be December 4 (tri-board with Board of Selectmen and School Committee). The Board of Selectmen to provide guidelines for the Municipal and School Budgets. Come and be prepared to ask questions etc.

Mr. Snyder – Would it be premature to expect the FY'16 budget by this meeting?

Mr. Dunham – yes, we will have something to look at but it certainly will not be the bottom line. Packets will be available in advance of the meeting.

By January we will probably be meeting on a weekly basis until just before Town Meeting...Monday, May 4, 2015.

Other-

Mr. Dunham – the October 1, 2014 school enrollment #'s for Upper Cape Cod Regional Technical School showed 7 students up this year. We will be assessed accordingly. The number should not be any more than what will be in the budget already.

HVAC Project-

Mr. Dunham noted that Mr. Lapp is the expert on this subject...attending weekly meetings. There is heat in certain areas of the building at this time. By December 17 the whole project should be complete. Mr. Dwyer asked how the traffic study for the Library is progressing. Did they hire a consultant? Mr. Dunham noted that they hired a waste water consultant. Not sure about a traffic consultant.

ITEM #6
ADJOURN

8:05 p.m.

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

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: 12/30/14

Supporting Documents:

- Proposed Timeline for FY'16 Budget
- Public Safety Planning Group Prioritized Recommendations
- Board of Selectmen Workshop – November 10, 2014
- Initiative #1
- Initiative #2 – background
- Initiative #2 – Summary
- Initiative #2 – Recommendations
- Memo to Lisa Bates, Chair, CPC re CPA Beach Nourishment Funds
- Town of Sandwich Summary for EPA Climate Change & Beach Erosion Meeting – Sept. 25 '14
- Town of Sandwich Request for Qualifications Wing School Feasibility Study 11/5/14
- Finance Committee Meeting Schedule Fall / Winter 2014 – 2015