

Town Clerk

TOWN CLERK  
TOWN OF SANDWICH

FEB 11 2015

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**MINUTES  
OF THE  
FINANCE COMMITTEE  
TUESDAY, FEBRUARY 3, 2015  
7:00 P.M.  
TOWN HALL MEETING ROOM  
130 MAIN STREET, SANDWICH, MA**

Present: Gene Parini, Linell Grundman, Tom Hickey, Matt Terry, Mark Snyder, Bob Guerin and Jim Lehane

Absent: Mike Dwyer and Rich Reilly

Also Present: Town Manager George Dunham, Assistant Town Manager Doug Lapp, Financial Director/ Town Accountant Doreen Guild 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, January 20, 2015-

**\*MOTION WAS MADE BY MS. GRUNDMAN TO APPROVE THE MINUTES OF JANUARY 20, 2015 AS PRESENTED. SECONDED BY MR. LEHANE.  
VOTE – MR. PARINI, MS. GRUNDMAN, MR. TERRY, MR. GUERIN AND MR. LEHANE IN FAVOR. MR. SNYDER AND MR. HICKEY ABSTAINING**

Mr. Parini noted that, going forward, let's keep on topic.  
Ms. Grundman noted that she hears from people in the community who are hungry for good discussion.

**ITEM#4**  
**TOWN MANAGER UPDATES**

FY'16 Budget Presentation & Distribution of Budget Binders-  
Mr. Dunham gave an overview of the information contained in the FY'16 Budget Binders including the Financial History, Projections & Analysis; FY'16 General Government Budget Overview – Capital Budget; FY'16 General Government Operating Budget Overview; FY'16 General Government Budget Overview – Summary of Significant Budget Changes; FY'16 General Government Budget Overview – Needs Budget List – No Override; FY'16 General Government Budget Overview – Needs Budget List – Override Required... We Thought; Tuition Assessments Budget History- THE Largest Budget Impact Over the Last Decade; FY'16 Budget Overview – FY'16 Projects Revenues and Expenses; FY'16 Projected Revenues & Expenses – Current Projection; FY'16 Budget Overview – Items of Concern.  
Each line item has four years of history  
A pdf with the FY'16 General Government is in the budget binder.



The budget is also on the town's web site.

We may get the information from the Upper Cape Cod Regional Technical School late February or early March.

We will be looking for extra capital funding for communications for emergency management.

This budget reflects a 4.25% increase over the FY'15 budget. The increase is primarily in the public safety initiative.

In FY'16 there will be no more tax money going to the sanitation budget due to PAYT (Pay As You Throw).

Overview of the summary of significant changes to the budget. ..all increases are included in the 4.25%.

Elections & Registration line item showing a change of -\$16,500 because FY'16 is a lower year for expenditures. According to the Town Clerk's Office, it costs between \$2,500 to \$3,500 for a Town Meeting. Elections cost between \$8,000 and \$10,000.

Sanitation reduction of -\$250,058 due to PAYT...it is self-supportive.

The Council on Aging is requesting to add another part time driver.

Mr. Snyder noted that the Recreation Dept. does a really nice job...is that a revolving account?

Mr. Dunham – just for the mini programs. We do transfer funds out of the Beach Parking Account to the Recreation Account because Recreation oversees the life guards.

Mr. Snyder – do you expect more programs out of a full time employee?

Mr. Dunham noted that he will have the Recreation Director, Guy Boucher, come in to a future meeting to give the details.

Mr. Hickey – referencing the public safety accounts (#210 & 220) asked if the numbers include health insurance benefits etc.

Mr. Dunham – It is included in another account.

Ms. Grundman initiated a property values and taxes discussion. If we had fewer people in town do we look more closely at bigger questions and commercial taxes?

Mr. Dunham – we can invite Principal Assessor, Ed Childs to come in to discuss this in detail.

Mr. Dunham noted that the town received an assessment of just over \$90,000 from the state for the regional transit. The Sandwich RTA route has been very successful. The formula for this is very fair...based on the number of riders and miles traveled.

Overview of the Needs Budget List –

Mr. Dunham credited to DPW Director and Town Engineer Paul Tilton and the PAYT program.

Mr. Dunham thanked Assistant Town Manager Doug Lapp, Financial Director/Town Accountant Doreen Guild and Human Resources Director Marie Buckner for their assistance with collecting the budget data.

On the matter of public safety dispatch, Mr. Parini asked – if we went toward the Barnstable County dispatching, when could that happen.

Mr. Dunham – not for several years...FY'19 or FY'20...best case scenario and we would only switch if we saved money and got the same good service.

Ms. Grundman – where do the employees land if this happens.

Mr. Dunham – the employees would be state employees. We could see a savings there. There would be an over site board.

Ms. Grundman – there is no guarantee of a position for the employee in municipal government?

Mr. Dunham – no.

On the matter of Tuition Assessments, the Town Manager noted that we will not have a final assessment until after July 1. There are 661 Sandwich students who are getting an education outside of Sandwich these days.

**Projected Revenues and Expenses-**

Mr. Dunham gave a general overview and noted that it will possibly be two weeks before we have any Snow & Ice numbers.

Mr. Dunham has spoken with Upper Cape Cod Regional Technical School Superintendent Bob Dutch who advises that the numbers look ok.

Mr. Dunham gave an overview of FY'16 Budget Overview – Items of Concern such as Local Receipts – Estimate includes Full Meals Tax; Dependency on Departmental Offsets; Estimated FY'16 Local Aid Receipts...Several Months To Go; Estimated FY'16 Local Aid Assessments...Several Months To Go; UCCRTS Budget Estimate = “Safe”, Awaiting Final Budget Assessment Figure.

Mr. Snyder would like Mr. Tilton to come in to a meeting and asked if he has adequate equipment and man power to handle these storms?

Mr. Dunham – we are ok on the day to day basis. We see it most when things are really busy such as this storm. Some of the equipment spends a lot of time down. The smaller trucks just could not handle the storms we have just had so they sent out the big trucks. Public Safety did over 100 calls and some calls during the height of the storm time period.

At the request of members of the committee Mr. Dunham offered information on GASB 45 and Tuition Assessments.

Ms. Grundman noted that there is a public hearing on Saturday, February 7 at the Dennis/Yarmouth High School at 11 am regarding foundation funding.

**Storm Update-**

- Costs won't be available for a couple of weeks.
- The State has asked for some numbers from the Towns.
- The Sandwich Police Dept. had about \$25,000 in overtime; the Fire Dept. had about \$24,000 in overtime. The DPW is still working on numbers.
- We are still waiting for funding from the State for 'Sandy' and 'NEMO'.
- Overview of some recent photos show on power point of Mill Creek. We are still assessing the overall picture. The big discussion is over the beach and 'mother nature'.

The Army Corps of Engineers plans to dredge the canal this year. There will be an expense to the town.

Mr. Dunham noted that there were 500 hours of volunteer hours through Emergency Management for these storms.

Mr. Parini noted that he has provided Joan Caulkins, Administrative Assistant in the School Superintendent's Office with all the contact information for the members of the Finance Committee so the FinCom members should receive the School Committee meeting notices etc. directly

**ITEM #5**  
**FINANCE COMMITTEE DISCUSSION**

MOU (Memorandum of Understanding) with School Department and Town over the H.T. Wing School.

Mr. Dunham explained the MOU and attachments (Exhibit A – H. T. Wing Transition Plan; General Government Concerns; Recommended Transition Plan & Estimated Timeline). The Wing School budget data time line should be pretty accurate. Should have a report back from this the end of the summer. Mike Dwyer is serving on the committee.

Ms. Grundman – there must be a proposed dollar amount.

Mr. Dunham – about \$200,000 to \$250,000.

Mr. Parini – plus the maintaining of the fields...maybe the low \$300,000's...maintaining the fields and heating system.

Ms. Grundman – does it come under facilities use account for the schools.

Ms. Guild – they have a facilities revolving account.

Mr. Lehane spoke about information that was discussed at the recent workshop.

Ms. Grundman concerned about the cost to keep that building open. Are there any savings there? Will the MOU be specific about costs etc.?

#### Public Forum –

Ms. Grundman noted that traditionally the Finance Committee has not had a public forum. Has spoken with Town Clerk Taylor White about this and he agreed with Ms. Grundman that it was a good idea to have 'public comment' on the agenda.

Mr. Parini noted that it would be interesting to.

After a brief discussion it was thought to be best at the beginning of a Finance Committee meeting.

**\*MOTION WAS MADE BY MS. GRUNDMAN THAT THE FINANCE COMMITTEE INCLUDE 'PUBLIC COMMENT' TO THE FINANCE COMMITTEE AGENDAS GOING FORWARD. SECONDED BY MR. SNYDER.**

**VOTE – UNANIMOUS**

#### School Budget Discussion / Review of Questions –

Mr. Parini suggested that the Committee take a look at the enrollment information etc. given and sent any questions to him and he will forward them to Superintendent Dr. Canfield.

Mr. Snyder – how sure are we that he will answer and if not, I ask that he be here to answer them in person.

Mr. Parini – His commitment to the Finance Committee would be we would present him with a list of questions and he will answer those questions and give them back to us and if we have follow up questions to forward to him.

Discussion as to which municipal departments the Committee wants to meet with. It was agreed that the Police, Fire and DPW should be invited to attend a future meeting.

Mr. Terry suggested inviting the Superintendent of the Upper Cape Cod Regional Technical School to a future meeting.

Mr. Snyder suggested an invitation to Recreation Director, Guy Boucher to talk about his programs.

Mr. Dunham noted that he will invite the Police and Fire to attend the same night.

Ms. Grundman suggested possible the public safety building group.

Mr. Guerin – what are we going to do with the MOU...if anything? Are we going to express an opinion, endorse it?

Ms. Grundman thinks the Finance Committee should make a recommendation because of the financial implications.

Mr. Parini agreed.

Mr. Guerin – if we could get a written explanation from the superintendent about the Wing School and how the costs were arrived at for a municipal building. Refresher question on the school budget. Staffing information over some historic time...i.e. 1, 3, 5 years.

Mr. Parini – next meeting we will have to set aside some time to review his answers and try to get some consensus.

It was noted that by April 1 the committee has to supply its recommendations to the Board of Selectmen for the budget as presented.

Mr. Snyder suggested the possibility of putting the Selectmen and Finance Committee recommendations in column form.

Mr. Dunham noted that there is seldom a difference.

Mr. Parini noted that the Special Town Meeting will be held next Monday evening, February 9 at 7 p.m. in the Sandwich High School Auditorium. He will be on the stage along with Ms. Grundman. If anyone else is interested please let him know.

Ms. Grundman mentioned that she attended the Mass. Municipal Annual Meeting and Trade Show recently. It was really good. She attended a workshop on 'Town Committees Collaborating and Communicating'.

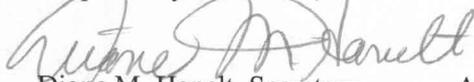
Next meeting is planned for Tuesday, February 10.

**ITEM #6**  
**ADJOURN**

**9:05 p.m.**

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

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: 2/10/15

Supporting Documents:

- Town Manager's Recommended FY'16 Budget – January 29, 2015  
Budget Binders – including General Government Operating Budget, Capital Budget, Tuition Assessments; FY'16 Project Revenues & Expenses; Items of Concern
- MOU – H.T. Wing School
- Exhibit A – H.T. Wing Transition Plan (GHD Draft 2/2/15); General Government Concerns; Recommended Transition Plan & Estimated Timeline