

Town Clerk

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TOWN OF SANDWICH

MAR 11 2015

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MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, FEBRUARY 24, 2015
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA

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

Absent: Matt Terry

Also Present: Town Manager George Dunham, Assistant Town Manager Doug Lapp, Financial Director/ Town Accountant Doreen Guild; Selectman Jim Pierce, Recreation Director Guy Boucher; DPW Director/Town Engineer Paul Tilton; SCT and Carl Johansen

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

No minutes presented for approval

Mr. Parini noted that Special Town Meeting was held last night and gave an overview.

ITEM #4
PUBLIC FORUM

Mr. Carl Johansen, Oxford Rd, concerned citizen great Town of Sandwich - spoke about Mass. General Laws, the Town Charter and the Town By Laws...Public forum guidelines and parameters.

Mr. Pierce mentioned that the Town Charter wording is that citizens must have a reasonable opportunity to discuss any matter under consideration. Maintain the 'no exchange' parameter under public forum...if someone comes to public forum on a matter he may not be prepared to respond to. The format used by the Board of Selectmen works reasonably well. No response even if the information presented is not correct.

Mr. Pierce noted that Town Manager Bud Dunham's daughter Katherine Dunham was named salutatorian for the 2015 graduating class.

Mr. Robert Vinciguerra – last night was a disrespectful debate. There was a lot of confusion between Articles #1 and #2. In the future there should be more of a united front.

ITEM #5
TOWN MANAGER UPDATES

- The summary page has not changed.
- If there are savings with the health insurance plan, the capital budget and snow & ice split the deficit.
- Confirmation possible on state aid number by the end of the month.
- The information in the packet is the same as last week.
- Recreation and DPW information is the same as what is in the budget binders.
- Proposed request for a Recreation Program Coordinator.



Mr. Lehane – all the articles not done last night will probably be on the Annual Town Meeting warrant?
Mr. Dunham – yes, all but possibly one zoning article may be reworded.

Mr. Dwyer – is the FinCom going to have the opportunity to review the MOU?
Mr. Dunham – it can be made available to you.
Ms. Grundman – thinks it is appropriate that the FinCom have a chance to review the MOU.

Recreation Director-

Guy Boucher requesting a new position...a curriculum coordinator. There are over eighty staff seasonally. We have served over \$8,000 participants over the last year in various programs that services all age groups. There is a need for after school programs. We could be more inclusive for special needs.
The Recreation Department runs the whole 4th of July Parade. We went to Oak Crest Cove (OCC)...we were in the basement of the Human Services Building before that. There was no space to run programs. The lodge at OCC is available for rent for citizens. March 24 registration for all day 'super fun' program. 128 children in the program. We work with Matt Bridges and special needs children. IEP in the morning and then in the afternoon they come to our program. We offer night time basketball for k-12.
The Dexter Grist Mill and the Hoxie House is under the Recreation Dept. also. It is time to request another position for the Recreation Dept. We will be developing programs for all the cabins at OCC.
Mr. Parini- will the cabins be rented out?
Mr. Boucher – Possibly for retreat weekends for fishing etc. We will be working with Sandwich Hollows Golf Course (SHGC) for outings.
Mr. Parini – is there any revenue generation with the programs.
Mr. Boucher – some, yes. We are not making a lot of money...through the revolving account.
Mr. Snyder – Credit to Mr. Boucher...amazing work done. He uses the internet. Thanked the Recreation Dept. for saving soccer. Concerned about the public at OCC meshing with children in the programs.
Mr. Boucher – we used to have work campers but we lost some of those people. We try to maintain the facility.
Mr. Snyder – it makes sense that the Recreation Dept. would need this extra position.
Mr. Lehane noted that Mr. Boucher has done a terrific job. Do you know how many children with challenges there are that could use these programs?
Mr. Boucher – we don't have any hard numbers but there is a great need.
Ms. Grundman – you do an outstanding job. About 20% of the Recreation Dept. budget is from the beach sticker account because the Rec. Dept. oversees things such as the life guards at the beaches.
Mr. Boucher – the work campers, we used to have, came out of the Conservation Dept.

Brief discussion on the beach restoration. Mr. Dunham noted that the town spent a lot of money filling the beach at Town Neck with sand and it all wasted away. The money was restricted to beach nourishment.

Mr. Guerin asked about property management at OCC and asked about an inventory of buildings on premise. Assessment of current status and what the plan is going forward. How salaries are managed through the departments. Do you have a wish list of items...so we can prioritize spending.

Mr. Dunham gave an overview of all the buildings at OCC. The Town's IT Dept., at this time it is a temporary office for the Marina and, of course, the Recreation Dept. is in the main lodge. There are seven cabins. Having four different vendors overseeing the cabins in the past has been a disaster. It is a blessing that Recreation is taking them over.

Responding to a questions about compensation of employees, Mr. Dunham noted that there is a classification and compensation plan. There is a process that potential employees go through, through the Human Resources Dept. and the Personnel Board. It was noted that the Town's Personnel Board is the most unassuming group of people in town.

Mr. Boucher noted that there are cabins (on the hill) that have no insulation so they cannot be used year round. The Town's Facilities Dept. does a great job at the OCC property.

Mr. Dwyer – what is the goal to allow you to do with another person on board?
Mr. Boucher – we will be able to allow more services to our residents.

Mr. Dwyer – When the Wing School closes will the Recreation Dept. be using the fields next? Will you be able to use the rooms in the school for projects?

Mr. Boucher – the fields and rooms are still under the school department so we would have to go through them. On the matter of the 4th of July Parade, Mr. Dwyer noted that it is a fantastic parade.

Mr. Hickey – congratulations on a well-run program. What do you offer during the winter?

Mr. Boucher – we have a number of classes. We have core programs that run year round. We have a 'Father/Daughter dance; a Mother/Son dance etc.

Ms. Grundman – What about use of the fields at the Wing School?

Mr. Dunham noted that the schools intend to use the fields.

Mr. Parini – how are all the Recreation programs marketed?

Mr. Boucher – in the newspapers, social media and e-mail. We put up signs where we can and flyers go home through the schools; any free resource and word of mouth.

DPW Director/Town Engineer-

Paul Tilton, DPW Director/Town Engineer gave a power point presentation explaining the Highway Dept. budget including public road & infrastructure improvements. Prioritizing road; Calendar year 2015 Projects (2015 ATM approval / \$1.3 M) Main Street, Beale Avenue, Old County Road and the Public Library parking lot; Pavement Management Update Study; Future Priorities (required Town Meeting Approval – Rte. 130, Boardwalk Road, Country Club Road, Holly Ridge Drive, Sandwich Hollows Drive, Beal Ave lot and/or Jan Sebastian Lot.; Chapter 90 – Focus on subdivisions – Canterbury Estates, Town Neck and Christopher Hollows. Future Funding Options / Capital Outlay – Continue Annual Request of \$1.3 M for 4 more years, Road Bond - \$5.2 m, Increase Annual Highway Operating Budget by \$300,000 through local funding of increased Ch. 90 funds; Private Roads- Lift Road Taking Moratorium (can be permanent or temporary), Road Taking Pros and Cons; Private Roads- Update policy and procedures for road taking, Need to increase annual highway budget over time to offset future additional maintenance needs. Department of Public Works Department Update (February 2015) and the responsibilities of each department (Highway, Parks, Sanitation and Engineering)

Mr. Tilton noted that we have some new street lights through the new LED program with the help of the Cape Cod Commission. It reduces costs by about half.

Discussion of the Snow & Ice account after storm JUNO.

Mr. Parini asked about the projects that the \$1.3M was approved for by the Annual Town Meeting for Beale Ave etc. Why weren't the jobs done sooner?

Mr. Tilton – the 375th and other processes.

Mr. Lehane – no major changes...savings from PAYT...thank you for a great presentation tonight.

Mr. Dunham noted that in the capital budget there is a request to replace a truck. We are chipping away at things.

Mr. Tilton noted the he tries to be frugal and not spend much money and stay within the budget.

Mr. Dwyer – Do you have a mechanic on staff?

Mr. Tilton – Yes, one person.

Mr. Hickey – nice presentation...asked about the size of the trucks that maintain the town's streets especially this time of the year.

Mr. Tilton – noted that we do have a few larger trucks and there are about nine contractors.

Mr. Hickey encouraged Mr. Tilton to consider a rotation of replacement of the trucks.

Mr. Snyder – great presentation. In the future the land fill gas connection system...do you know how much it will cost?

It was noted that it could cost \$50 to \$60 thousand.

In answer to Mr. Dwyer's inquiry about understanding what is under the roads, Mr. Tilton noted that they do use cameras and other equipment to decide what the road failures are.

Mr. Dunham noted that even when we get this road bond funding, roughly \$300,000, more funding is needed in the road bond category to keep the roads up.

Mr. Hickey asked about the cost estimate for the salt for the roads.

Mr. Tilton – cost estimate about \$90,000.

Mr. Dunham noted that the metal building goes back to the 1970's...there is lots of rust.

Mr. Tilton noted that they are 'chasing' salt and sand wherever they can get it right now. Some of our contractors took on more orders than they could handle.

ITEM #6
FINANCE COMMITTEE DISCUSSION

Next week's FinCom meeting will be a workshop format.

Mr. Dunham noted that it must be posted and open to the public.

Mr. Dwyer asked when the Committee will receive the School Department budget approved by the School Committee?

Mr. Parini noted that he will see if there is a final budget for the School Department.

Mr. Dwyer noted that the Finance Committee did not have any impact last year on the road bond. There was a warrant article that we made a recommendation on. May be we could be of assistance.

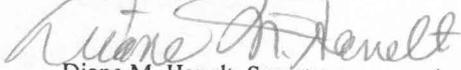
Mr. Parini gave a brief overview of the FinCom meeting schedule for March and April 2015.

ITEM #7
ADJOURN

9:38 p.m.

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

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: _____

3/10/15

Supporting Documents:

Projected Revenues and Expenses – FY'16 (GHD Draft 2/4/15)

FY'16 Budget Totals (GHD Draft 2/4/2015)

Town of Sandwich Position Description – Program Director – Recreation Dept.

Public Roads & Infrastructure Improvements (November 20, 2014 BOS Mtg)

DPW Update

Finance Committee Meeting Schedule March / April 2015