

Town Clerk

TOWN CLERK
TOWN OF SANDWICH

MAR 11 2015

12 H 15 M P M
RECEIVED & RECORDED T

MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, MARCH 3, 2015
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

Absent: Matt Terry and Jim Lehane

Also Present: Town Manager George Dunham, Assistant Town Manager Doug Lapp, Selectman Jim Pierce; Jim Kinsella/Sandwich Enterprise; 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

Minutes of February 10, 2015-

***MOTION WAS MADE BY MS. GRUNDMAN TO APPROVE THE MINUTES OF FEBRUARY 10, 2015 AS PRESENTED. SECONDED BY MR. SNYDER. VOTE - UNANIMOUS**

ITEM#4
PUBLIC FORUM

Mr. Parini gave some back ground information on 'Public Forum' and noted that the Finance Committee will be following the guidelines the Board of Selectmen uses including limiting each speaker to roughly five (5) minutes.

-Carl Johansen, concerned citizen in the Town of Sandwich – spoke about Articles #1 & 2 as presented on the warrant for the most recent Special Town Meeting. Expressed concerned about the fact that not everyone was on board with the recommendations.

ITEM #5
TOWN MANAGER UPDATES

-Overview of Projected Revenue & Expenses – FY'16 (GHD Draft 2/27/15); FY'16 Health and Dental Insurance Rates (enrollments as of February 2015 with approved FY'16 Rates) – dropped by \$150,000. Some put into the capital budget and Snow & Ice budget received some of the money above the \$250,000 appropriated. With the new rates just voted on grade, total expenses are employees pay 25% and the Town pays 75%. We do get credited in part because departments such as the Marina pay their own health insurance. We have to have a mitigation plan in case people have expenses over what their insurance will cover.

In response to a comment made by Ms. Grundman, Mr. Dunham noted that we do have community school employees through the pre-school child care and that includes both current and retired employees.

Mr. Hickey – regarding health insurance premiums, have you found historically that new members joining in the middle of the year...is that growing over the years?

Mr. Dunham noted that we usually return some money from the health insurance account at the end of the year. The biggest thing that impacts it is when new positions are created.



Overview of FY'16 Budget Totals (GHD Draft 2/27/15); FY'16 Recommended General Government Budget - Summary of Significant Budget Changes (+/- \$5,000) (GHD Draft 2, 27/2015); Chapter 44 Section 31D – Snow & Ice Removal, Emergency Expenditures, Reporting Requirements.

Overview of Waterways funding. There is a boat excise tax that is collected. 50% goes to the General Fund and 50% goes to the Waterways fund. Sometimes the Conservation Dept. receives some of this money for the work campers. No real substantive changes.

Discussion on the infrastructure and road maintenance. At the last Selectmen's meeting one of the selectmen mentioned that the Governor's office released 50% of funding for roads. The Selectmen will talk about this again this Thursday night. Possibly discuss a road bond for roughly \$5 to \$5.5 million.

Overview of the Snow & Ice Account and explanation of a vote to deficit spend this account.

***MOTION WAS MADE BY MR. HICKEY TO APPROVE DEFICIT SPENDING OF THE SNOW AND ICE ACCOUNT. SECONDED BY MR. SNYDER.**

Discussion-

Mr. Guerin asked why we deficit spend the Snow & Ice Account rather than fund the account?

Mr. Dunham noted that Snow & Ice is the only account the State will allow this. If you fund it more realistically you are taking money from other departments.

We have not gotten any money from SANDY or NEMO yet. We might get some money for JUNO but it probably won't be 'til next year.

VOTE: UNANIMOUS

Mr. Dunham offered a Supplemental Handout and gave an overview. \$125,000 appropriated each year for the facilities department and library repairs *****highlighted in YELLOW*****. This number does not include the Wing School \$25M in repairs. Cut down to just under \$5.2 M turned down by voters. Add \$150,000 to facilities department to knock down some projects. We add \$25,000 to facilities and \$125,000 each year *****fine***** money was turned down. Jan Sebastian Drive exterior emergency egress needs to be replaced. ADA accessibility at the Human Services Building. A portable generator that can go between town buildings for back up. We have additional needs if anything comes in below price.

The Library issues back up information. Major problems with the elevator at a cost of about \$75,000 to \$85,000 dollars. A new 'cab' for the elevator would add \$15,000 to \$20,000. The capital figure right now is at \$85,000. Plan to upgrade the fire alarm system at the Library (this would all have to be bid out). The ambulance may last another year. By pulling the ambulance off the capital list but putting the chest compression units and the item to help lift the stretcher, this will help prevent back injuries, on the list. We will be able to fund both those things from the ambulance fund and then possibly build up the fund again...hopefully for an ambulance next year.

Brief discussion re Free Cash, Projected Revenues and Expenses and Reserve Fund balances.

Mr. Hickey asked how the things that are in the wind such as a new safety building, the Wing School being used for a Town Hall... would hate to see \$100,000 thrown into a building that will not be used in a few years is not a good idea. We may have to look at some sort of funding so we don't get dinged for the public safety building as they are.

Mr. Dwyer – Curious on the library spending and the town spending. Do we have any back up to see what the process is? Has been asking for it for a few years. We had a needs assessment done in about 2010 - \$25M in town managed buildings.

Mr. Dunham noted that that \$25M included schools but does not include trucks, cars and other equipment. The Committee might want to consider have Facilities Manager, Ted Hamilton in at a less busy time.

Mr. Parini – About \$24 - \$25M total debt?

Mr. Dunham – yes, about that.

Mr. Dunham noted that when we have had extra money we try to focus on capital matters.

Mr. Guerin - would like to take a look at the capital plan and other capital spending that is prioritized above other items.

Mr. Dunham noted that the Capital Improvement Planning Committee (CIPC) will be meeting soon but no date has been set yet.

Mr. Hickey – regarding the Wing School...having worked in that building for many years, don't let that building fall into disrepair. There is nothing to be afraid of in that building. We need to try to put all town departments under one roof.

Mr. Parini – Does the MOU have anything in it about maintenance?

Mr. Dunham – We don't know yet.

Mr. Hickey – If that building goes under used for 6 months it will start to go bad.

Mr. Pierce - the time line is to have something by the end of the summer. If the consultant comes back and says the building is not worth keeping, he is not going to go looking for another consultant.

***MOTION WAS MADE BY MR. SNYDER THAT THE FINANCE COMMITTEE BE GIVEN, FROM THE TOWN MANAGER AND THE SUPERINTENDENT OF SCHOOLS, A LIST OF ALL PRIOR TOWN MEETING ARTICLES THAT HAVE REMAINING FUNDS IN THEM. SECONDED BY MR. PARINI.**

General discussion-

Mr. Dwyer – noted that we can get a list, probably from the Town Manager...there is a larger question for the Board of Selectmen to decide...it is a policy concern.

Mr. Snyder – Prior articles with funding left in them with projects.

Mr. Snyder – there are times when this body can make a suggestion where the money comes from. There are things that you can do when you have the information.

Mr. Dunham – We can make a list of appropriations and balances. We do a clean out every couple of years...determining which projects are done etc.

Mr. Dwyer – suppose there is \$25,000 left over from an amount that was allowed. If the money is germane to what the voted was for and we know we will need the money so I would not return the money.

Mr. Dunham noted that we do transfer the balances that were left to pay the balance of the new things.

Mr. Hickey...why not, it doesn't hurt anything.

VOTE –MR. PARINI, MR. HICKEY, MR. REILLY, MR. SNYDER AND MR. GUERIN IN FAVOR. MR. DWYER AND MS. GRUNDMAN OPPOSED.

Mr. Guerin noted that he would like the meeting to stay on agenda.

ITEM #6 FINANCE COMMITTEE DISCUSSION

Public Forum Guidelines-

Mr. Parini gave an overview of the Public Forum guidelines used by the Board of Selectmen. The Selectmen have a five (5) minute limit for speakers. They don't engage anyone.

Ms. Grundman noted that she wants people to feel free to speak about issues that we are engaged in.

Mr. Dwyer –would restrict the discussion to that night's agenda. What does constitute exchange? Thinks response is ok. If you don't show up for the meeting, maybe we could have this exchange on line (software would probably be needed).

Mr. Hickey agrees with Mr. Dwyer; however, public forum is speaking about something that has happened on this committee. How can they discuss a matter on the agenda? It could be a financial issue, maybe from a previous meeting discussion.

Mr. Parini – it should not be limited to what is on the agenda. As long as it is a financial impact issue.

Mr. Snyder – the committee should be able to respond to a question but no debating with the person who is speaking.

Mr. Parini – doesn't think we should be able to answer questions.

Mr. Dwyer – If we are not going to answer someone...if we are asked a question and we don't respond?

Ms. Grundman noted that the public comment portion should be part of any meeting. She wouldn't go to any meeting without public comment. May be we should be a little more flexible.

Mr. Reilly – thinks he can count on one hand the number of times people have come to our meetings. Why are we beating this up? I am happy to listen to anyone.

Mr. Hickey – Should we have a give and take? What happens if they come up and talk about something such as how does this Committee feel about the purchase of the SSV South Sandwich Village (Golden Triangle Land) and you can't give them an answer.

Mr. Parini – feels there should not be an engagement in discussion.

***MOTION WAS MADE BY MS. GRUNDMAN THAT THE FINANCE COMMITTEE FOLLOW THE GUIDELINES USED BY THE BOARD OF SELECTMEN AND THE COMMITTEE WILL MAKE SURE THAT THE DISCUSSION HAS A FINANCIAL IMPACT ON THE TOWN ONLY. SECONDED BY MR. SNYDER.**

VOTE – MR. PARINI, MS. GRUNDMAN, MR. HICKEY, MR. REILLY, MR. SNYDER AND MR. GUERIN IN FAVOR. MR. DWYER OPPOSED

Town Budget Review Process – Department Heads

Mr. Parini noted that the Committee has interviewed the largest Financial Department heads and attended two workshops. The warrant article on the Annual Town Meeting warrant will include all those articles not voted at the Special Town Meeting.

Mr. Dunham – there is one Planning Board article the Planning Board may want to revisit for wording purpose. If there are any other department heads that you want to have come i.e the CIPC? We will schedule a special meeting.

Ms. Grundman – Assessing?

Mr. Parini – Capital budget – more information coming.

Mr. Parini – The Superintendent at Upper Cape Cod Regional Technical School (UCCRTS)?

Mr. Dunham will call him and invite him to attend an upcoming meeting.

Mr. Parini – re the Cherry Sheet receipts and the assessments.

Mr. Hickey – Would like to have Facilities Director Ted Hamilton in to discuss maintenance of buildings and capital requests. The Superintendent of the UCCRTS for an explanation of that budget.

Ms. Grundman – is there a plan for any addition(s) to the UCCRTS?

Mr. Dunham – there was something mentioned. Called Superintendent Bob Dutch...the assessment may be less than we have been given. If they do put an addition on, our assessment would go up. We went up about 7 students this year.

Mr. Dwyer – we are missing some information from the Sandwich schools.

It was noted that the questions were recently sent to the Superintendent. We should have them back shortly.

The MOU for the Wing School...can we sit down and talk about it? We know where the money is coming from but how is it going to be spent?

Mr. Dunham – regarding the MOU...the School Committee still has it. The Board of Selectmen have not discussed it yet.

Mr. Dwyer - How much money is the school is going to realize in user fees for the fields, the gym etc. We should put some plans together so that we will be better prepared.

Capital Project Budgeting –

Mr. Dwyer asked if a single budget format can be done? We need to discuss with the School Committee particularly the Capital Budget. We need to let people in the room. People don't respect this body. Financing, trust and verify. Doesn't see how we get out from underneath the lack of transparency. We need to make good recommendations on the process. We have become a rubber stamp. We don't get information we have asked for for three years. We have a \$72M budget and less than \$1M to capital. What projects should be done. We need to have them prioritized.

Mr. Parini – Perhaps we should attend a CIPC (Capital Improvement Planning Committee) meeting.

Mr. Dwyer thinks it starts with the Board of Selectmen.

Ms. Grundman – We should try to get all the right people together and decide the best roles and process. The political will has to be there to make any changes. If we can find a methodology...maybe a Steering Committee.

Mr. Dunham summarized requests made by the Committee– Capital appropriation balances; FY'16 Capital Budget; Cherry Sheet Revenues; invite Upper Cape Cod Regional Technical School (UCCRTS) to a FinCom meeting possibly March 31 or earlier, Assessing, Facilities Director Ted Hamilton, large debt needs and projects.

Mr. Snyder – what about the chairman and vice-chairman of the three boards meeting and get on the same page and share information.

Mr. Reilly – We spend a lot of time digging. There has to be a big picture somewhere...someone has to be accountable.

Mr. Parini – when the Board of Selectmen give budget guide lines, do they know the full impact of what they are doing. Maybe we can prioritize a list for all things.

Mr. Dwyer – as a tax payer, you have to make choices.

ITEM #7
ADJOURN

9:10 p.m.

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

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: 3/10/15

Supporting Documents:

Projected Revenues and Expenses – FY'16 (GHD Draft 2/27/15)

DY'16 Health and Dental Insurance Rates

FY'16 Budget Totals (GHD Draft 2/27/2015)

FY'16 Recommended General Government Budget (Summary of Significant Budget Changes +/- \$5,000)
(2/27/15)

MGL 44 Sec. 31D -Snow & Ice Removal, Emergency Expenditures, Reporting Requirements