

Town of Sandwich

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

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BOARD OF
SELECTMEN

TOWN
MANAGER

BOARD OF SELECTMEN AGENDA January 29, 2015 – 7:00 P.M. Sandwich Town Hall – 130 Main Street

1. Pledge of Allegiance
2. Review & Approval of Minutes (*Vote*)
3. Public Forum (*15 Minutes*)
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
6. Staff Meeting (*90 Minutes*)
 - Linell Grundman, Substance Abuse Prevention Task Force & Cape Cod Water Protection Collaborative – Updates & Recommended SAPTF Appointments (*Vote*)
 - Town Manager – Recommended FY'16 General Government Operating Budget & Related Information; FY'16 Budget Overview
 - Assistant Town Manager – Draft Public Safety Planning Presentation for STM
7. Old Business (*15 Minutes*)
 - February 9, 2014 Special Town Meeting
 - Other
8. New Business (*5 Minutes*)
 - Other
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Executive Session
(If Needed)
12. Adjournment

NEXT MEETING: Thursday, February 5, 2015, 7:00 P.M., Town Hall

Dunham, George

From: Dunham, George
Sent: Friday, January 16, 2015 3:44 PM
To: 'Linell Grundman'; Ralph Vitacco
Subject: RE: BOS

Hi Linell,

It will be the first item under Staff Meeting so if you're there by 7:15 p.m., that should be good. Thanks.

- Bud

-----Original Message-----

From: Linell Grundman [<mailto:grundmans@comcast.net>]
Sent: Friday, January 16, 2015 12:21 PM
To: Ralph Vitacco; Dunham, George
Subject: BOS

Please let me know as soon as you can that I will be on the agenda for 29 Jan. Reporting on the County Substance Abuse Council and the CCWPC. I appreciate it. Have a great weekend!

Linell

Sent from my iPhone

This email has been scanned by the Symantec Email Security.cloud service.
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**TOWN MANAGER
RECOMMENDED FY'16 BUDGET
PRESENTATION TO BOARD OF SELECTMEN**

January 29, 2015

FY'16 Budget Binders

- FY'16 Budget Binders

- Tab 1: Summary Information – Subject to Regular Changes; Includes Back-up from November 10, 2014 Selectmen Public Safety Planning Workshop
- Tab 2: CD of Entire Budget Binder – Also on Town Website (www.sandwichmass.org) with Direct Link on Homepage
- Tab 3: Financial History, Projections, & Analysis = “Town of Sandwich Financial Bible”
- Tab 4: FY'16 Capital Budget (Current Draft #3)
- Tab 5: FY'16 General Government Budget
- Tab 6: FY'16 School Department Budget
- Tab 7: FY'16 UCCRVTs Budget
- Tab 8: Miscellaneous Budget Information

FY'16 Budget Binders

Financial History, Projections & Analysis – Tab 3

- Key Summary Information – Tab 3 of Budget Binders
 - Executive Summary in Words – Updated for FY'16
 - Full Explanation of Revenues & Expenses
 - 20+ Years of Financial, Demographic, & Historic Data
 - Future Budget Projections
 - Explanation of Important Issues That Impact Budget the Most – Ex. Tuition Assessments
 - How Tightly Sandwich Budgets Compared to Neighboring Communities
 - How Lean Sandwich Operations are Compared to Similar Communities
 - Where Each Dollar Comes From & Where Each Dollar Goes
 - Updated Annually with New Issues Highlighted Each Year
 - Best Resource to Increase Knowledge of Sandwich's Finances & Demographics

FY'16 General Government Budget Overview

Capital Budget – Tab 4

- FY'16 Capital Budget – Still in Process
 - Current Balance = Very Close to Goal of Funding Net \$850,000 in Capital Improvements
 - Continued Commitment to Annually Fund \$125,000 in Building Maintenance Efforts
 - Following Vehicle Replacement Policy & Process
 - Following CIPC Capital Planning / Smoothing Guidelines
 - Will be Presenting Final Capital Budget to CIPC in February
 - School Department Capital Funding at February 9, 2015 Special Town Meeting (Separate from \$850,000 Above)

FY'16 General Government Operating Budget Overview – Tab 5

- FY'16 Budget Totals by Departmental Account
- FY'16 Budget Reflects:
 - 4.25% Increase Over FY'15
 - Primary Reason for Increase = Public Safety Initiatives
 - Constantly Considering New Ways of Providing Services & Addressing Problems
 - Takes Advantage of Departmental Reorganizations Where Possible
 - Addresses a Few Other Shortfalls in Key Personnel Areas in Addition to Public Safety
 - Takes Advantage of Successful Implementation of DPW – Sanitation Division Enterprise Fund - \$0 Tax Funding for Sanitation in FY'16
- Summary of Significant Budget Changes
- Needs Budget Summary

FY'16 General Government Budget Overview

Summary of Significant Budget Changes

<u>Acct.</u>	<u>Budget - Description</u>	<u>Change</u>
ALL	52.4 Weeks in Fiscal Year vs. Usual 52.2 Weeks	39,660
123	Manager - Net Personnel / Wage Adjustment; Meeting Expenses	7,621
147	Tax Title - Increase Due to Activity (Generates Revenue)	10,000
151	Legal - Contracted Professional Services	25,000
162	Elections & Registrations - Down Year in Normal Cycle	-16,500
190	Facilities Department - Town Hall Monitor Expenses	5,000
197	IT - Contracted Support Services	25,000
210	Police - More Realistically Fund Expenses	23,000
210	Police - (1) Detective	65,500
220	Fire - (4) EMS / Firefighters & OT (\$11,326 Above Original Est.)	279,326
210 & 220	Joint, Public Safety Civilian Dispatch (Net, Both Budgets)	99,714
435	Sanitation - Reduce Town Appropriation to Enterprise Fund	-250,058
522	PH Nurse - Increase Innoculation Purchases (Generates Revenue)	10,000
540	Social Services - Increase Grants; Add Local Funding Source	13,800
541	Council on Aging - Part-time Van Driver	12,500
610	Library - Reinstate Weston Memorial Fund Transfer; Actual vs. Est.	-12,500
630	Recreation - New Program Coordinator Position	41,600
650	DPW - Parks - Net Increase Tree Warden Expenses	7,000
671	Hoxie House / Grist Mill - Offset Decrease in Carryover Funds	20,000

FY'16 General Government Budget Overview

Needs Budget List – No Override

PRIORITIZED LIST OF NEW POSITIONS & SERVICES

(Does Not Include Benefit Costs)

<u>Rank:</u>	<u>Budget - Description</u>	<u>Fiscal Year</u>	<u>Amount:</u>
1.	175 - Assistant Town Planner	FY'15	45,000
2.	420 - (2) DPW Laborers & Reorganize Positions	FY'15	108,150
3.	410 - GIS Analyst / Engineering Assistant (Net of Existing P-T Clerk Position)	FY'15	31,150
4.	197 - Add'l. Funds to Cover IT Software Maintenance & Equipment Costs	FY'15	50,000
5.	610 - Reduce Library Dependence on Donation Funds & Weston Fund Uncertainties	FY'15	29,500
6.	210 - Police Detective	<u>FY'16</u>	65,500
7.	630 - Recreation Department Program Coordinator	<u>FY'16</u>	41,600
8.	541 - Increase Funded Hours of Council on Aging Drivers	<u>FY'16</u>	12,500
9.	171 - DNR Assistance & Conversion to F-T Animal Control Officer (\$50,000 Needed)	FY'15 - Partial	10,000
10.	420 - DPW Additional Operating Budget Funds for Road Infrastructure Improvements	No	300,000
11.	Various - Streamline Town Organizational Structure	No	200,000
12.	630 - Reduce Recreation Department Dependence on Beach Parking Account	No	103,000
13.	171 - Reduce DNR Dependence on Beach Parking Account	No	44,500
14.	123 - Special Projects / Procurement / Grants / CPA Position in Manager's Office	No	60,000

FY'16 General Government Budget Overview

Needs Budget List – Override Required...We Thought

OVERRIDE PARTIALLY REQUIRED - PRIORITIZED LIST OF NEW POSITIONS & SERVICES

(Includes Benefit Costs)

<u>Rank:</u>	<u>Budget - Description</u>	<u>Fiscal Year</u>	<u>Amount:</u>
1.	220 - 3rd Ambulance Crew - (12) Fire / EMS Staff (\$1,100,000 Needed Total)	<u>FY'16</u> (4 of 12)	326,000
2.	210 - 1 Additional Officer per Shift - (6) Police Officers - Amount = Net Cost	<u>FY'16</u>	172,214
3.	210 & 220 - Joint Civilian Dispatch - (5) Dispatchers	<u>FY'16</u>	(see #2)

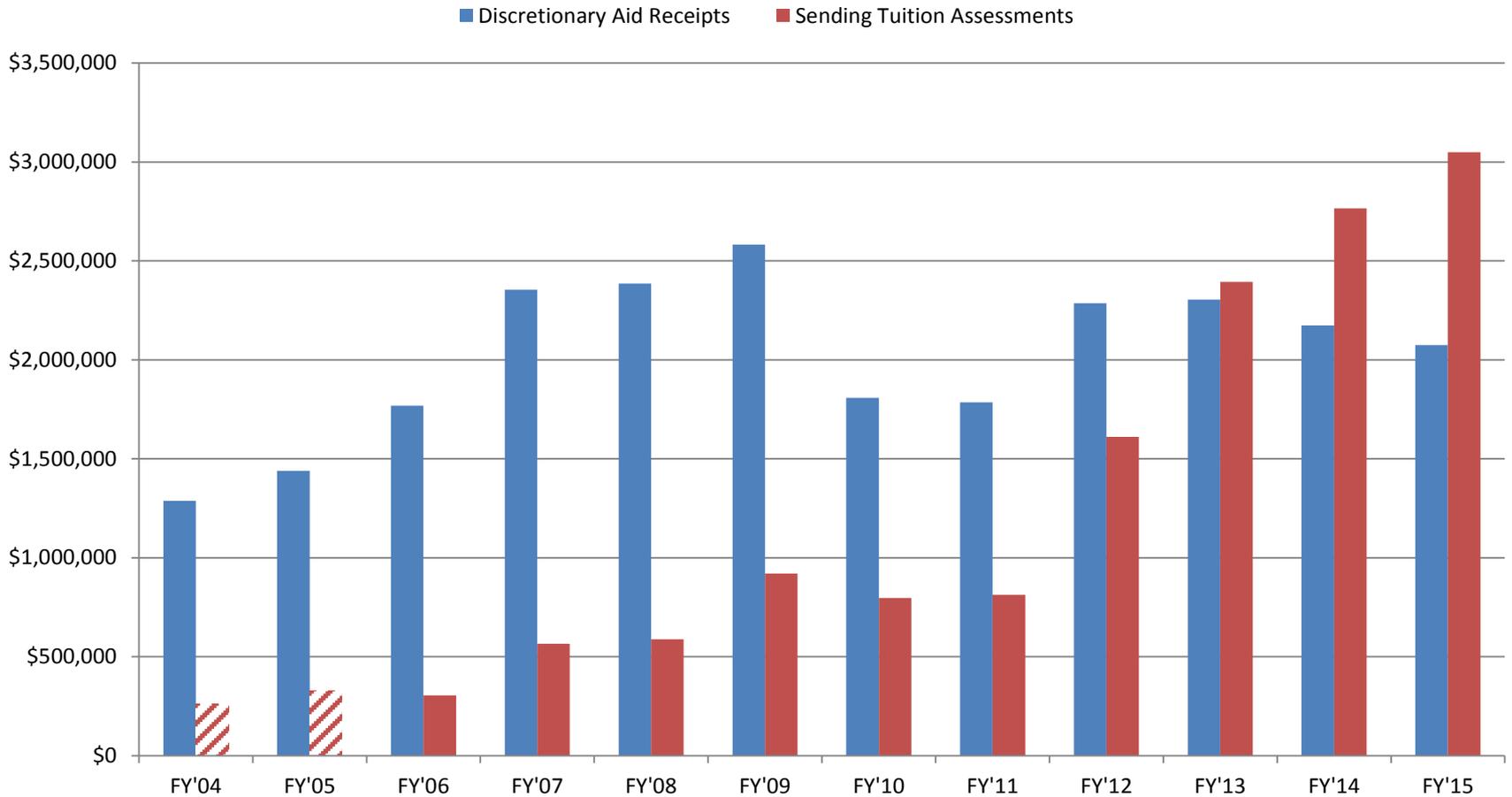
Tuition Assessments Budget History

THE Largest Budget Impact over Last Decade

- Tuition Assessments – Sandwich History
- Debtor Community: Tuition Assessments vs. Discretionary Aid
 - 1st Time in FY'13, Now \$1.0 Million Difference
 - \$2.0 Million Net Swing Since FY'12 = Staggering
- Today's Tuition Assessments of \$3.1 Million vs. Last Override in FY'06 of \$2.62 Million
- State Budget Process History – Won't Know Final Assessment Estimate Until After July 1

Tuition Assessments Budget History

THE Largest Budget Impact over Last Decade



FY'16 Budget Overview

FY'16 Projected Revenues & Expenses

- Changes Since Initial December 2014 FY'16 Projection
 - Final County Retirement Assessment = Lower (Good)
 - Group Health Insurance Projection = Higher (Bad)
 - Property & Liability Insurance = Lower (Good)
 - Transfer to Stabilization Fund Retained (Good)
 - Transfer to GASB 45 Fund Retained (Good)
- Outside of Our Control & Awaiting Greater Clarification
 - State Cherry Sheets: Discretionary Aid, Ch. 70 Aid, Tuition Assessments, Other Assessments
 - FY'15 Snow & Ice Deficit
 - UCCRCTS Budget Assessment

FY'16 Projected Revenues & Expenses

Current Projection

REVENUES

<u>FY'16 Tax Levy:</u>			
FY'15 Levy Limit	52,158,738		
2.5% Increase	1,303,968		
Est. New Growth	500,000		
Excess Levy Reserve Est.	0		
Overrides / Exclusions	0		
County Assess. Outside 2.5: CCC	162,847		
Debt Outside 2.5 (- Non-Levy & SBA)	1,022,574	55,148,128	
<u>Other Revenue:</u>			
Land Bank / CPA Debt	1,252,561		
School Building Authority Funding	1,279,534		
State Aid: Discretionary (0.00%)	2,074,733		
State Ch. 70 Aid: School (0.00%)	6,665,593		
Est. Local Receipts (<u>Includes</u> Meals Tax)	4,400,000		
Surplus Revenue / Free Cash	2,016,440		
Overlay Release	100,000		
Transfer from Stabilization Fund	0	<u>17,788,861</u>	
Total Estimated Revenues		72,936,989	

<u>Stabilization Fund Balance:</u>	
Actual Balance on 1/1/15:	1,022,450
Proposed Transfer To Stabil. Fund:	250,000
Projected Post ATM Balance:	<u>1,272,450</u>

EXPENSES

<u>ReCap Sheet Items:</u>			
State Assess: Tuition Assess (10.00%)	3,353,850		
State Assess: All Other (4.00%)	546,382		
Abatements / Overlay	400,000	4,300,232	
<u>Town Meeting Items:</u>			
Group Health Insur.+ Mitig. Plan (7.69%)	9,450,000		
County Retirement Assess. (5.38%)	3,147,347		
Property & Liability Insurance (3.03%)	850,000		
Medicare (6.00%)	623,778		
Unemployment Account	100,000		
Debt: Long Term	4,011,147		
Debt: Short Term	50,000		
Reserve Fund	500,000		
STM School Capital (from Free Cash)	275,000		
Capital Budget - Net	850,000		
Transfer to Stabilization Fund	250,000		
GASB 45 Appropriation	150,000		
FY'15 Snow & Ice Deficit	150,000	20,407,272	
<u>Operating Budgets:</u>			
School Budget: Local (-1.56%)	24,250,000		
Ch. 70 (0.00%)	6,665,593	30,915,593	
UCCRVTS Budget (7.50%)		1,965,568	
General Gov't. Budget (4.25%)		<u>15,345,157</u>	
Total Estimated Expenses		72,933,822	
ESTIMATED FY'16 BUDGET BALANCE			3,166

FY'16 Budget Overview

Items of Concern

- Local Receipts – Estimate Includes Full Meals Tax
 - Concern about Attempt to Divert Meals Tax Receipts Unbalancing Future Budgets
- Dependency on Departmental Offsets
 - Several Smaller General Government Departments Over Reliant on Outside Funds
- Estimated FY'16 Local Aid Receipts...Several Months To Go
- Estimated FY'16 Local Aid Assessments...Several Months To Go
- UCCRVTs Budget Estimate = “Safe”; Awaiting Final Budget Assessment Figure

FY'16 Budget Overview

- Reminder: FY'16 Budget Process has Several Months To Go Before Being Finalized for Town Meeting
- Estimated Revenue & Expenses will Change Regularly
- Eleventh Fiscal Year Without an Override
- Any Questions About the General Government Budget Recommendation or FY'16 Budget as a Whole?

THANK YOU!

Sandwich Public Safety Planning

Outreach Presentation

February 9, 2015

Background (Patrick Ellis?)

- Significant population increases since current buildings were built in the 1950's-70's
 - # of public safety calls increased significantly
- Buildings are too small & in wrong locations
 - Currently don't meet building & other codes
- Portions of East & South Sandwich are not receiving appropriate emergency services response times
- Board of Selectmen Priority
 - Will improve core municipal service
 - Will help enhance property values

Background (Sue James?)

- Town proposed a 2-station solution in May 2013
 - New joint HQ at corner of Quaker Meetinghouse Rd/Cotuit Rd
 - Substation at High School
- Outcome
 - Passed by simple majority at Town Meeting (not by the required 2/3rd majority)
 - Failed at the ballot

Lessons Learned (Frank Pannorfi?)

- Concerns from the Public:
 - Cost of the project (\$30M)
 - Loss of service to downtown area with 2-station plan
 - Feeling that Town leaders were not listening to residents/taxpayers
 - Wanted an alternative “plan B”

What We've Done Since May '13 (Jim Pierce?)

- Listened to resident/taxpayer input
- Gone 'back to the drawing board'
- Multiple public, televised presentations & workshops with Board of Selectmen
 - Transparent process
- ✓ Received unanimous direction from the Board for a 3-station solution

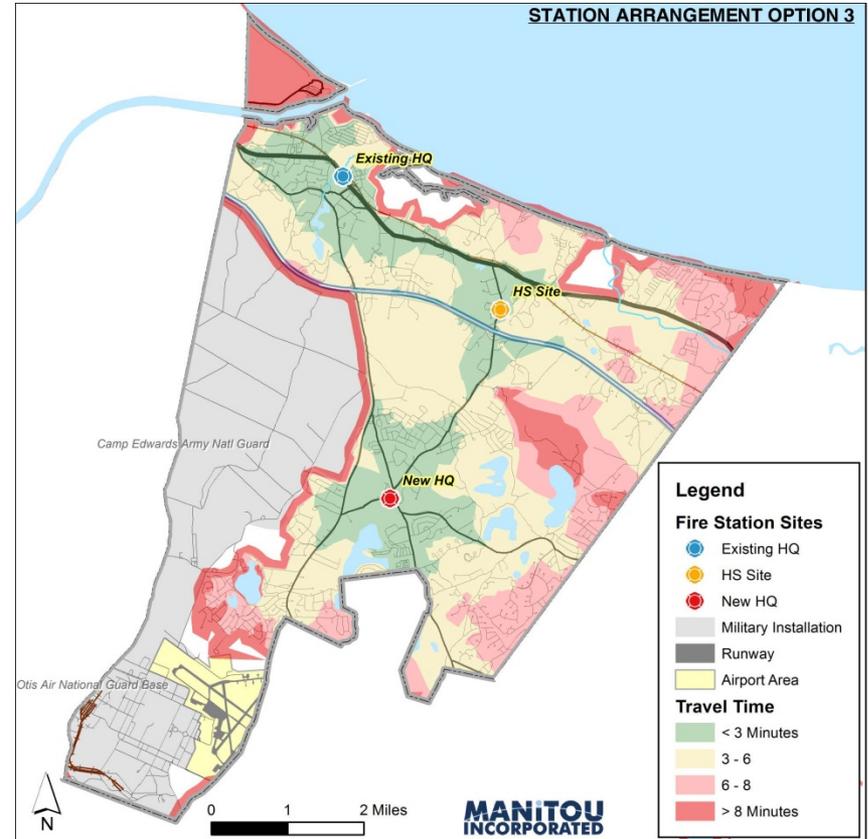
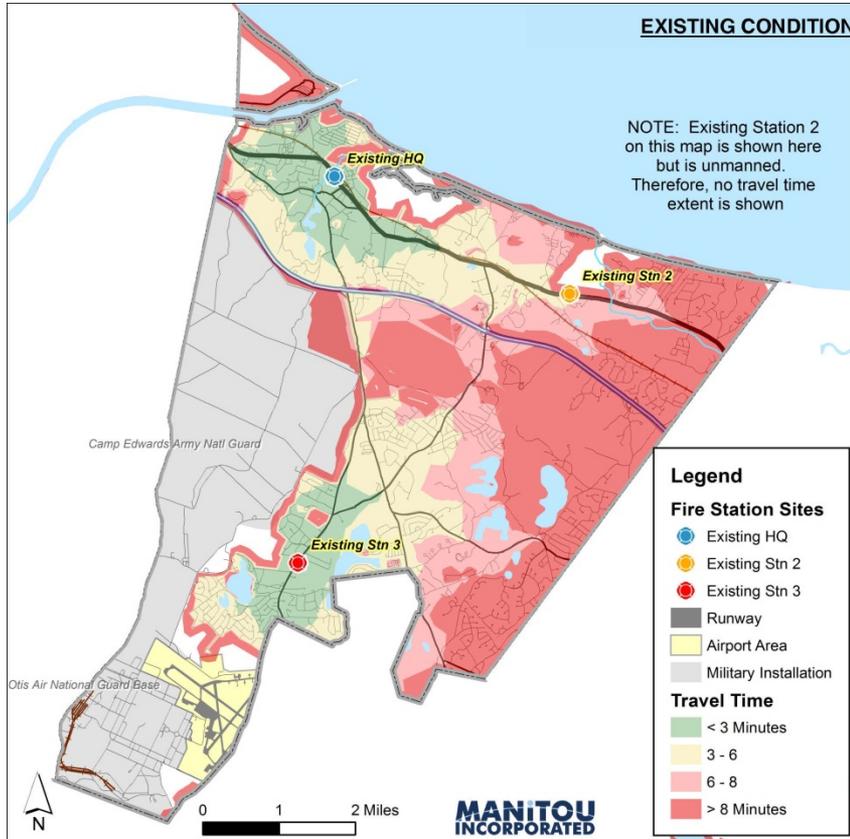
Current Situation (Ralph Vitacco?)

- Problems have not gone away:
 - Buildings are still too small & in wrong locations
 - Still can't meet building & other codes
 - Portions of East & South Sandwich are still not receiving appropriate emergency services response times
- Continue to fund necessary building repairs to keep buildings safe & minimally functional
 - Not the best use of our financial resources

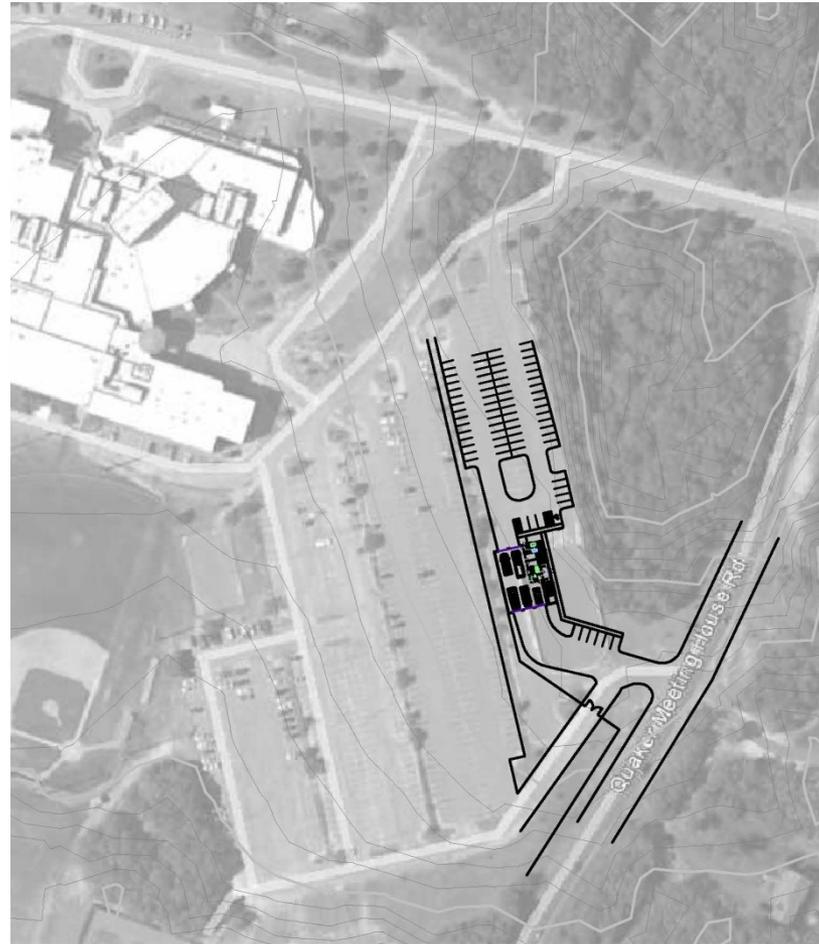
New Proposal (Chief Wack?)

- New HQ at corner of Quaker Meetinghouse & Cotuit Roads
 - Remains centrally located
 - Significantly reduced size by at least 45%
- New staffed substation in East Sandwich
 - High School site preferred to optimize response times
 - Reduced building footprint to maximize efficiency
- Retain current staffed downtown HQ building as new staffed downtown substation
 - Temporary, until new substation can be built next to DPW on Rt. 130 sometime in the future
 - Significant new addition from last proposal

Response Time Maps (Chief Carrico?)



Proposed East Sandwich Site Sandwich High School (Chief Carrcio)



New Proposal (Chief Carrico/Wack & Emer. Manag. Dir. Brian Gallant?)

- Implement joint civilian dispatch immediately in proposed FY16 budget
 - Still keep regional dispatch option open
 - Implementation decision is new since last proposal
- Will only hire additional firefighter/EMS personnel (8 in total) if the 3rd substation is approved and funded
 - New, as previous proposal would not have required additional personnel
 - Goal to avoid operational Prop 2 ½ override
- Includes appropriate Emergency Operations Center space

Cost (Bud?)

- \$27.4M
 - \$_____ average increase to annual tax bill
- Not a significant cost reduction:
 - Additional 3rd station added since last proposal increased costs
 - Overall public construction costs have increased since May '13
- ✓ The longer we wait, the more expensive it gets
 - + 6% increase per year since May '13

Next Steps (Sue James?)

- Additional community outreach
- Annual Town Meeting Warrant – May '15
- Annual Town Election Ballot – May '15
- Finalize architect's design & construction documents – Summer '15
- Go out to bid for construction – Winter '15
- Construction begins – Spring '16

- Questions?
- www.sandwichpublisafety.com