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**MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, OCTOBER 27, 2015
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA**

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

Absent: Matt Terry, Rich Riley

Also Present: Town Manager George Dunham, Finance Director Mimi Spahr, Fire Chief William Carrico 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 August 25, 2015-

***MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF AUGUST 25, 2015 AS PRESENTED. SECONDED BY MR. HICKEY. VOTE - UNANIMOUS MR. DWYER ABSTAINING**

**ITEM#4
PUBLIC FORUM**

None

**ITEM #5
TOWN MANAGER'S REPORT**

-Overview of Special Town Meeting Warrant for Monday, November 16, 2015 with particular attention to the first three articles because they are financial in nature:

- School Department Additional FY'16 Ch. 70 Appropriation
- Fire Department. Ambulance Appropriation from Ambulance Fund
- Golf Department Capital Appropriation from Enterprise Fund

-The whole beach project may require us to add another article to the warrant. We appropriated money at the October Special Town Meeting and a state grant. \$1.7 m was already transferred into the account for the project. When the bids were open today, the cost is substantially higher than what the Army Corps was anticipating. We don't have the official word on it yet. We know how expensive it would be if we tried to do it on our own.

Mr. Parini - would we have to have another Special Town Meeting?

Mr. Dunham - we are posted for the November 16th Special Town Meeting. We may add on an article to the five (5) already in the warrant.

The Army Corp may call us with the actual numbers tomorrow so we should have the number in time for the Special Town Meeting on November 16.

Mr. Lehane - is there time for the Army Corp to go out to bid again?

Mr. Dunham doesn't think so...and they are under a time constraint (the Army Corp) there is only a particular time frame for doing the dredging work.

Mr. Dunham - there were four (4) bids submitted to the Army Corps in a range from just under \$6m to over \$16m

Mr. Parini – So the additional money needed, will it come out of Community Preservation Act (CPA) money?
Mr. Dunham – it is a real possibility but there are other possibilities.

Mr. Parini noted that the Town Manager and administrators are to be commended.

Mr. Dwyer – the Town Manager is to be commended. As far as the funding, is there any chance Beacon Hill can help us out?

Town Manager – there may be money available...it depends on how fast can they get the money to us.

Town Manager - the contract was signed about a 1 ½ weeks ago so we are trying to get as much as we can and as fast as we can. More to follow.

Continued overview and recommended vote for financial articles on STM Warrant-
Article #1- Chapter 70 money for the School Dept. in the amount of \$74,425.00 must go to the School Dept. operating budget.

***MOTION WAS MADE BY MR. GUERIN TO RECOMMEND APPROVAL OF ARTICLE #1 AS PRESENTED IN THE NOVEMBER 16, 2015 SPECIAL TOWN MEETING WARRANT. SECONDED BY MR. SNYDER. VOTE – UNANIMOUS**

Article #2 - \$250,000 from the Ambulance Fund for the purpose of purchasing an ambulance and related supplies and equipment for the Fire Department.

It was noted that the Ambulance Capital Budget for FY15/FY16, \$160,000 was previously voted. We will be turning in the old ambulance.

Mr. Hickey asked what year the ambulance is that we will be turning in?

Fire Chief Carrico – 2008 with 155,000 miles.

Mr. Hickey – what gets taken out and what gets saved?

Chief Carrico – All the equipment inside the ambulance gets transferred...just the chassis will be turned in. We will be getting new radio equipment.

Mr. Hickey – looking for a rough number of how much equipment.

Chief Carrico – Approximately \$70,000 - \$80,000 worth of equipment on board that we will carry over to the new vehicle.

Mr. Parini - \$6,000 for the trade in on the old ambulance?

Chief Carrico – yes, not a lot of value to these trucks.

***MOTION WAS MADE BY MR. GUERIN TO RECOMMEND APPROVAL OF ARTICLE #2 AS PRESENTED IN THE NOVEMBER 16, 2015 SPECIAL TOWN MEETING WARRANT. SECONDED BY MR. SNYDER. VOTE – UNANIMOUS**

Article #3 - \$70,000.00 transfer from the Golf Enterprise Fund for the purpose of completing extraordinary repairs and improvements to the Sandwich Hollows Golf Clubhouse and golf course and for replacing maintenance and capital equipment for SHGC operations.

Mr. Dunham gave an overview noting that once the Enterprise Fund builds up there are a couple of transfers that have been requested. The current balance in the fund is approximately \$45,000. Looking for \$70,000 for a number of different repairs. One of the first items is clearing the tree from the power lines. Two quotes were received...one a little more than the other because one of the tree companies is taking down a little more trees than the other. Mr. Dunham noted that tonight is the Golf Director John Johnson's anniversary...Mr. Dunham told him to stay home.

The Sandwich Hollows Golf Course has been used as a model for other golf courses on Cape Cod.

The irrigation system goes back many years. We fix it 'as needed'...it limps along but seems to be doing fine...replacing parts and trying to make them last longer...this should buy us some time.

Mr. Dunham gave a general overview of the history of the Golf Course.

Mr. Lehane commended Golf Director John Johnson.

***MOTION WAS MADE BY MR. GUERIN TO RECOMMEND APPROVAL OF ARTICLE #3 -THIS GOLF ENTERPRISE FUND APPROPRIATION- AS PRESENTED IN THE NOVEMBER 16, 2015 SPECIAL TOWN MEETING WARRANT. SECONDED BY MR. SNYDER. VOTE – UNANIMOUS**

Mr. Guerin thanked the Town Manager for responding so quickly, prior to the meeting, to questions he had on some of the information presented in tonight's packet of back up information which was sent to the committee members for review prior to the meeting.

Mr. Dunham noted that the Capital Budget process will be done a little differently this year. Working with the department heads he will be using Capital Budget forms...similar to forms that were proposed for this purpose many years ago but never really implemented.

Mr. Hickey – do we know if the school department does the same thing?

Mr. Dunham mentioned that we will give the form to them.

Mr. Dunham – the Capital Improvement Planning Committee (CIPC) met last night and approved the articles that they needed to – on the STM Warrant.

Mr. Dunham – the Preparation Meeting for the Special Town Meeting will be held on Thursday afternoon, November 12 at 3:30 p.m. at the Town Hall.

A Finance Committee meeting will be posted for 6:30 p.m., just prior to the Special Town Meeting, to vote on any possible additional article on the STM Warrant.

Large Scale Capital Efforts – HT Wing School feasibility study and public safety planning-

Mr. Dunham noted that Todd Costa, an architect with Kaestle Boos, worked on the building reuse study. There are a number of options for varying amounts of money. Mr. Costa will attend the Board of Selectmen meeting on November 5 to give an overview.

A couple of options that are being considered such as reaching out to housing developers. Considering offering a tour of the old building and invite the FinCom and the CIPA.

We have a feel of what it will look like if it just sits there for a decade.

Ms. Grundman – do we expect that the Board of Selectmen will have some suggestions for this project?

Mr. Dunham – yes, probably,

Mr. Hickey feels that it is possible to bring all of the town offices together in this one building.

The first floor could fit all town offices and the schools central office.

It was noted that \$69m / \$71m would be the approximate cost to do that.

Mr. Snyder – have we looked at how much we would make if the town sold some of its current buildings?

Mr. Dunham – only with the public safety project and we have to look at the cost of having the whole building operational.

Ms. Grundman – the budget we voted at the Annual Town Meeting was “0” dollars out for the Wing School so we will have to consider that fact. The School Committee has an active group looking at the Wing School for this data.

Mr. Dwyer – the operating costs are staggering. \$45,650 cost to the town every month.

Ms. Grundman – that was the estimate of what the ‘dead’ building would cost...it costs the tax payers every day.

Mr. Hickey – there are at least four (4) areas where town offices are and that does not include the public safety departments. There have been committees looking...at a new home for public safety and is there any reason why you couldn't do it at Wing. Why throw it all away. Mr. Hickey noted that for eighteen (18) years he was responsible for the building. It will cost money to maintain the Wing School but the current town office buildings are costing us too.

Mr. Dunham – there is some interest...we are still trying to look at the site at Quaker Meetinghouse Road.

There is a cost to bring the Wing School up to code.

Mr. Snyder – has the committee looked at doing a private partnership. It possibly could cut costs substantially.

Mr. Dunham – yes, and we have also spoken with other towns. There has to be an investment from the town. There didn't seem to be any interest from the business/private sector...not much success. Some had success with condos.

Mr. Dwyer – there is a lot of competition for the public dollar. What about senior housing? It is an option worth pursuing if the Board of Selectmen wants to consider it.

Mr. Dunham – if we did a tour of the school, would 8 am work...with two weeks' notice?

Ms. Grundman suggested possibly a Saturday morning.

Update on the SSV project-

A Purchase and Sales Agreement was signed back in December. Estimated that it would take eighteen (18) months to get all the permits. One of the requirements of the bid specs was for them to give us a clear internal structure. We have not gotten any assurances from the group about going forward. The Planning Board voted to not recommend putting these articles on the warrant.

Mr. Dunham – Very much up in the air...we are waiting for clarity. They have not met a lot of things that need to be addressed.

Mr. Parini – a value of about \$3m. When will we see anything from this?

Mr. Dunham – There are permits etc. and we have a ways to go on this project.

Mr. Snyder – Eighteen (18) months to get permits...what is the amount of time for them to tell you that they will be backing out?

Mr. Dunham – not sure do to the time frame including the Cape Cod Commission.

Mr. Snyder- we are pretty much back to square one in spite of all the work done on it.

Mr. Dwyer – Re Clark Consulting...don't see a communication plan from them going forward. There seems to be a stall. May be a letter to them...'what's going on'?

Mr. Dunham noted that he has sent at least five correspondences.

Mr. Snyder – reach out to the Press...they have not done that.

Mr. Lehane thanked Paul Tilton and the Highway Dept. for their work on Beale Ave, Boardwalk Road and Old County Road. Mr. Lehane is a real fan of keeping up with infrastructure and not deferred maintenance.

ITEM #6 CHAIRMAN REPORT

Ms. Grundman gave an overview of various meetings she has attend recently i.e. Barnstable County Regional Substance Abuse; Barnstable County Water Quality; Homelessness; Sandwich Water Quality; Mass. Municipal Regional Policy.

Ms. Grundman and Mr. Guerin met with their counterparts with the School Committee. They found agreement on many subjects.

Mr. Parini offered kudos to Ms. Grundman and School Committee Chairman Nancy Crossman for coming together. Mr. Dwyer recognized their efforts also.

Ms. Grundman is working on meeting with the Finance Director for the General Government and the Schools, the Finance Committee and School Committee Chairs and the Town Manager.

Ms. Grundman recently attended the Association of Town Finance Committees Annual Meeting. Noted that the seminars offered a lot about policy; the seminars had excellent content and communications...best practices.

Referencing the very constructive meeting she and Bob Guerin had with the School Committee Chair Nancy Crossman and Vice-Chair Sean Rauch shortly after reorganization of both the School Committee and the FinCom

Ms. Grundman updated the Committee on topics discussed included in 'Chair Report 27 October Finance Committee Meeting'.

ITEM #7 OLD BUSINESS

FY'17 Budget Guidelines-

Ms. Grundman asked members of the FinCom to let her know if there is anything that we need to pursue...a wish list for the FinCom.

Mr. Dwyer – the Clark Haddad building was discussed last year. Could we send a letter to the Capital Improvement Planning Committee (CIPC) to see if they have a five (5) year plan. It seems there is no plan.

Ms. Grundman explained the CIPC application dateline and process.

Mr. Dunham – referencing the CIPC - noted that they hold an annual meeting to see how their people feel about things. Mr. Dunham can bring in a 'hit list'.

Mr. Dwyer – what about a discussion on the salt shed at the DPW.

Mr. Dunham gave an overview and explained that they are looking at that for the facility.

ITEM #8
NEW BUSINESS

Association of Town Finance Committees-
-Discussed earlier in this meeting under Chairman Report.

End of Fiscal Year School Report-
-Discussed earlier in this meeting under Chairman Report

Upcoming Meeting Dates-
-Discussion about Committee agenda items...protocols.
Mr. Guerin – do we want a certain amount of time to review any operating policy and information to review.
Ms. Grundman – School Committee gets issues presented on their agenda and they don't vote on it until it is on the agenda for a second time.

The Town's Finance Director Mimi Spahr will contact Michelle Austin at the schools for future discussions.

Ms. Grundman handed out options for future meeting dates i.e. either the 1st and 3rd Tuesdays or the 2nd and 4th Tuesdays starting in November and going forward up to May's Annual Town Meeting. The consensus was...four members prefer meeting on the 1st and 3rd Tuesday and three members prefer meeting on the 2nd and 4th Tuesday. There will not be a meeting on Tuesday, November 3.

Mr. Snyder - does the committee want to schedule a meeting before the Special Town Meeting.
Ms. Grundman – a FinCom meeting will be posted for Monday, November 16, 2015 6:30 p.m. at the Sandwich High School...just prior to the beginning of the Special Town Meeting.

It was noted that we would like to have our information for the meetings 6 days before the meeting. All questions should come through the Chairman because she may be able to answer questions without passing it along to staff.

ITEM #9
CLOSING REMARKS

None

ITEM #10
ADJOURNMENT

**8:50 p.m. *MOTION TO ADJOURN WAS MADE BY MR. SNYDER. SECONDED BY MR. DWYER.
VOTE – UNANIMOUS.**

Respectfully Submitted,


Diane M. Hanelt, Secretary

Approved: 1/5/16

Supporting Documents:

- November 16, 2015 Special Town Meeting Warrant
- FY'16 Cherry Sheet Receipts (GHD Draft 10/20/15)
- FY'16 Cherry Sheet Assessment (GHD Draft 10/20/15)
- Letter dated September 21, 2006 signed by the Board of Selectmen addressed to Dana Barrette, Chairman, School Committee and Hank Sennott, Chairman, Board of Selectmen regarding Standard Operating Procedures for School Dept. Annual Budgeting Process.
- Summary of Fire Dept. Ambulance Replacement (STM 11/16/15)
- Ambulance Receipt Account History
- Additional back up information regarding the Ambulance Replacement
 - E-mail quote from Autumn Anderson dated 9/29/15
 - Life Line Emergency Vehicles quote dated 9/30/15

- Golf Enterprise Fund Activity FY'11, '12, '13, '14 and '15
- SHGC 2015 Capital Improvements Summary
- SHGC 2015 Capital Improvements & Equipment
- SHGC -Barnes Tree Services, Inc. Quote dated 8/3/15
- SHGC Lavelle Tree Service (LTS) Estimate dated 9/2/15
- SHGC K & V Construction, Inc. Proposal dated 10/22/15
- SHGC Pastore Excavation Proposal dated 10/22/15
- SHGC information on Range Ball 6.5K Dispenser, Washers, Picker
- SHGC Quote from Automatic Pump Co. dated 9/5/15
- SHGC information on 2007 John Deere 3225C; 2003 John Deere 3235B
- SHGC information from Colonial DryJet and Turf dated 10/23/15
- SHGC Custom Soils Price Quote dated 10/23/15
- SHGC Proposal from Eagle Fence Company dated 10/23/15
- SHGC information from Northern Tool + Equipment
- SHGC Bouse House Quote dated 10/2/15
- Building Reuse Study – Henry T. Wing School
- Chair Report 27 October Finance Committee Meeting