

FEB 03 2016

4 H 10 M P M
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MINUTES BOARD OF SELECTMEN DECEMBER 3, 2015
130 Main Street, Sandwich, MA 02563
7:00 p.m.

Present for the Board of Selectmen: Frank Pannorfi, Susan James, Ralph Vitacco, Patrick Ellis Peter Beauchemin

Town Manager George Dunham, Assistant Town Manager Douglas Lapp, Carl Johansen, Linell Grundman, Mr. and Mrs. Stainbrook, John Santoro, School Committee, Finance Committee, Superintendent Canfield, Business Manager/finance Director Michelle Austin, Director of Assessing Ed Childs, Finance Director Mimi Spahr

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES

No minutes were presented for approval.

PUBLIC FORUM

1. Mr. Carl Johansen spoke about the discussion at the last Board meeting between Mr. Tilton and Mr. Ellis.
2. Mrs. Grundman, as a representative of the Substance Abuse Task Force, reported that the Task force successfully launched an Underage Drinking Campaign. She noted 100% cooperation from all our business to display materials for this campaign. She thanked the school nurses, new committee, Sandwich Waves for Hope and the Kiwanis. Also, the Town Hall Preservation Trust launched its season for the Glasstown Stage and getting ready for its fourth production. Sandwich Soul will be performing on Saturday, December 12 at 7:00 p.m.
3. Don Stainbrook spoke about the citizens' petition which was approved at Town Meeting regarding the Heritage Adventure Park. He noted the citizens who spoke against the petition.

TOWN MANAGER'S REPORT

At the May Town meeting funds were approved for a feasibility study for a bathhouse and concession at Town Neck. The RFQ was issued and due back the end of December and will hopefully make an award in January/February.

Firefighter Michael Harrington again collected Toys for Tots for the fifth year. There is a collection box at Town Hall for donations.

KBS, the Town's architect helping us with the Wing School listed nine options and they are interested in wrapping up and issuing a report.

Last week Mr. Dunham and Mr. DeConto met with the Town Manager in Bourne regarding the beach sticker situation. Mr. Dunham will run it by the Board under Old Business.

CORRESPONDENCE/STATEMENTS/ANNOUNCEMENTS

Mr. Pannorfi thanked the Garden Club for their annual beautification of the second floor of Town Hall. Mr. Pannorfi read a letter sent to the Board by Mary McMullin, a student at Oak Ridge School. The Board received a letter of appreciation for their letter of support to the Global Jewish Advocacy. It was mentioned in the December 10 *Boston Globe*.

PUBLIC HEARING – Change of Description of Licensed Premises – Merchant’s Square Liquors

Mr. Pannorfi read the hearing notice. **Mrs. James moved to open the public hearing. Mr. Vitacco seconded. Unanimous.** Mr. Santoro explained he recently added an 819 square foot second floor to his business to be used for storage only. No public comment. **Mrs. James moved to close the hearing. Mr. Vitacco seconded. Unanimous.**

Mrs. James moved to approve the request to change the description of Premises for Merchant’s Square Liquors, 8 Merchants Sq. Unit 1 to include an 819square foot second floor for storage only. Mr. Vitacco seconded. Unanimous.

7:25 p.m. PUBLIC HEARING Class II Used Car Dealer’s License – Juliano Santos owner.

The applicant was not present so the topic was passed on at this time.

JOINT MEETING – BOARD OF SELECTMEN/SCHOOL COMMITTEE/FINANCE COMMITTEE

Mr. Dunham opened the budget discussion by reviewing and explaining the budget spreadsheet and back-up information. Plugging in the assumptions as a result of the meeting in June and given slightly better revenues, at present the budget looks better than anticipated, or seen in previous years. There are concerns about budget line items that we do not control and these need to be watched carefully. If these change, the items we do control will need to be altered to balance the budget.

Mr. Pannorfi began the discussion by asking the Board’s opinion about what was presented. Mr. Vitacco stated that he thought the 3% for both municipal and school was a good starting point for discussion. What needs to be considered is whether departments can live with that and still provide appropriate services. Mrs. James stated that she was interested in a later letter from Mr. Dunham about looking at increasing services in some of the smaller Town departments. She would like to know to what departments he is referring and what is needed. She has no problem with considering incremental financing to address some of the needs, but wants to see more detail. Mr. Ellis stated that no override would be required if the budgets as Mr. Dunham illustrated were followed. Mr. Pannorfi stated that he would rather begin with a level services budget for both municipal and school.

Mr. Pannorfi asked for comments from the Finance Committee. Ms. Grundman expressed concern about the rhetoric using “Town Side” and “School Side”; the budget should not be a matter of taking from one to give to the other and back again. She also stated that the municipal budget needs to address increased services for some departments because level services are not enough. Mr. Guerin thinks that a 3% budget assumption is too “rich”. He would prefer to start with a 2 ½% assumption, then revise upward if necessary. He expressed concern about the citizens on fixed income. Mr. Dwyer suggests that the budget needs to be more predictable and efficient. Approximately 70% of the budget is comprised of costs that are under our control, such as salaries and other personnel-associated items. He also stated that if the law requires a limit of 2 ½%, then the budget should be no more than that.

Mrs. James stated that she wanted to be sure that everyone understands that the law does not address an overall budget increase, but an increase in the tax levy of no more than 2 ½ percent. Because of new

growth and other revenues the overall budget can exceed 2 ½ % without requiring an override. She states that the terminology must be precise, so it is not misleading. Mr. Dunham agreed. He stated that he has done some calculations of the projected cost of level services over the past several years, and these costs generally do not exceed an overall budget increase of 3%. Mr. Ellis stated that we need to send a strong message to the voters that the goal is to stay within the limits of 2 ½%. This especially important because of some potential capital items that might affect the tax rate. Stability of the tax rate is the goal. Mr. Vitacco asked if there is an increase in our uncontrollable expenses if the recommended 3% has accounted for that. He also said that the professionals know what needs to be funded and how much it would cost. He asked both Mr. Dunham and Dr. Canfield if the 3% assumption would address their needs. Dr. Canfield spoke about retaining programs promised to parents, but that it will be challenging and might require eliminating some programs.

Mr. Pannorfi asked the Board for some direction. Mr. Vitacco said he thought the 3% guidance was appropriate. Mr. Ellis wants to go with the 2 ½% and see what can be worked out. Mr. Pannorfi wanted to begin with level services, but cap at 3%. There was discussion about how that could work if cost of level services came in a higher than 3%. If that were the case, then a decrease in services would occur if 3% was the cap.

Mrs. James moved that to start, we look at a budget no higher than 3% overall, exclusive of Upper Cape. Mr. Viatcco seconded. Mrs. James said the budget assumptions in the past have worked well. She also was not opposed to beginning to see what 2 ½% would provide, if that was what others wanted. Mrs. James reported that she had looked at the median income of Sandwich residents and that is was significantly higher than the state average, so while it is important to consider residents on fixed incomes, they do not represent the whole Town. Mr. Ellis stated that Sandwich is one of the youngest towns on the Cape. Mr. Pannorfi stated that we have the most school children. Mr. Vitacco asked whether the costs of the police department reorganization were taken into consideration in the 3%; Mr. Dunham responded that they are.

Motion failed: Mr. Pannorfi, Mr. Ellis, and Mr. Beauchemin opposed. Mrs. James and Mr. Vitacco in favor.

Mr. Pannorfi moved to begin with a level services budget to be capped at 3%. He suggested beginning with the services funded last year, not with what we think is needed. **There was no second to this motion.**

Mr. Ellis moved to authorize the Town Manager to develop a budget that stays within the Proposition 2 ½ % levy limit and that any extraordinary expenses be outside of the budget to be brought to the Board as a policy decision in the future. Seconded by Mrs. James. Mr. Vitacco asked whether this motion makes sense to achieve objectives. Mr. Beauchemin asked whether this meant a 2 ½% increase overall. Mr. Pannorfi clarified that the overall increase would include the increase in the levy of 2 ½% plus new growth. Mrs. James said that 3% overall is as high as the overall budget could go without an override.

Motion passed: Mr. Pannorfi, Mrs. James, Mr. Vitacco, and Mr. Ellis in favor. Mr. Beauchemin opposed.

PUBLIC HEARING

8:30 p.m. Director of Assessing Ed Childs gave his presentation on the FY16 Classification Workshop. THE Board of Assessors voted at their December 1, 2015 meeting to recommend:

- Adoption of a factor of 1 for the FY2016 tax rate
- With No Residential Exemption

- No Small Commercial Exemption
- No Open space Discount

No public comment.

Mrs. James moved that the Board of Selectmen Adopt a Factor of 1 for the FY2016 tax rate, with No Residential Exemption, No Small Commercial Exemption, and No Open Space Discount. Mr. Vitacco seconded. Unanimous.

Mrs. James moved to close the public hearing. Mr. Vitacco seconded. Unanimous.

OLD BUSINESS

1. **Mrs. James moved to appoint Amanda Sullivan, Kevin Sareault, Lee Rindfuss, Woody Mitchell and Sue James as Liaison to the Bikeway/Pedestrian Committee. Mr. Vitacco seconded. Unanimous.**
2. Mr. Dunham reviewed the memo regarding the Police Department Re-organization.
3. Regarding the Wing School Feasibility Study – Mr. Ellis said he thought it would be best to channel the focus on three of the nine options. The first being tear the whole thing down and replant the site, the second to demolish all but the 1927 building with no restoration and replant the site; and, third to demolish all but the auditorium of the 1927 building, fit out with added restrooms and replant the site. The Board would still like to know the market of a private developer acquiring the property. Mrs. James said the Board cannot proceed and not even market until the school declares the property surplus.
4. On Monday, Dave DeConto and Mr. Dunham met with officials from Bourne regarding the beach sticker issue. The tentative agreement is a two-year trial and granting up to 200 stickers for Bourne residents. They are still working on the details.

NEW BUSINESS

1. **Mrs. James moved to approve list of 2016 Annual Liquor License Renewals as presented. Mr. Vitacco seconded. Unanimous.**

PUBLIC FORUM

None

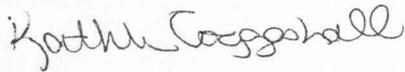
CLOSING REMARKS

None

ADJOURNMENT

9:43 p.m. **Mrs. James moved to adjourn. Mr. Vitacco seconded. Unanimous.**

Respectfully submitted,



Kathleen Coggeshall

Supporting Documents:

1. Public hearing notice – John J. Santoro – Merchants Square Liquors
2. Application for Change of Description of License – Merchants Square Liquors
3. Application for Class II license – Juliano P. Santos
4. FY71 Budget Meeting – Board of Selectmen, School Committee, Finance Committee
5. Proposed timeline for FY17 Budget with Town Charter Budget Language
6. FY16 Budget Approved at Annual Town Meeting
7. FY16 Budget Amended to reflect “Final” FY16 State Budget
8. Assumptions for future Budget Planning Projections
9. FY’17 Draft Budget Using Long-Term Assumptions
10. FY16 Free Cash Certification from State Department of Revenue 11.10.15
11. FY17 Draft Budget Using Certified Free Cash Amount
12. Excerpts from Foundation Budget Review Commission Report 10.30.15
13. FY15 School Year-End Report – Relevant Net School Spending Pages
14. Ch. 70 Trends Report – Sandwich Public Schools
15. Ch. 70 Trends Report – Upper Cape Cod Regional Vocational Technical School
16. Ch.70 trends Report – State Total
17. Potential UCCRVTS Expansion Plans
18. FY16 Classification Workshop (11 pages)
19. Bike Committee recommended appointments and resumes (5 pages)
20. Memo from G. Dunham re; Recommended Police Department Reorganization and Relationship to General Government Funding Concerns (5 pages)
21. Sandwich Police Department Organizational Chart Current
22. Sandwich Police Department Organizational Chart Proposed
23. Position Description – Deputy Police Chief (3 pages)
24. Position Description – Training and Community Services lieutenant (4 pages)
25. Position Description – Patrol Operations Lieutenant (4 pages)
26. 2016 Liquor License Renewal list dated November 30, 2015 (4 pages)