

Town Clerk

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TOWN OF SANDWICH

JAN 13 2016

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MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, JANUARY 5, 2016
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA

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

Absent: Tom Hickey and Matt Terry

Also Present: Town Manager George Dunham, Finance Director Mimi Spahr, Superintendent Bob Dutch of the Upper Cape Regional Technical School and UCCRTS School Committee Sandwich Representative Steve Chalke, Department of Natural Resources Director Mark Galkowski and Assistant Director David DeConto; Director of Health Department David Mason, Jim Pierce and SCT.

ITEM #1
CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 7:00 p.m.

ITEM #2
PUBLIC FORUM

None

ITEM #3
REVIEW AND APPROVAL OF MINUTES

Minutes of October 27, 2015-

*MOTION WAS MADE BY MR. LEHANE TO APPROVE THE MINUTES OF OCTOBER 27, 2015 AS PRESENTED. SECONDED BY MR. PARINI. VOTE - UNANIMOUS

ITEM#4
UPPER CAPE COD REGIONAL VOCATIONAL TECHNICAL SCHOOL
POTENTIAL UCCRVTS EXPANSION & FY'17 BUDGET

Superintendent Bob Dutch gave an overview of a proposed 'Expansion Update' including last seven years of enrollment; operating and capital assessments; capital projects; Cape & Islands Workforce Investment Area; Employment Projections 2012-2022; Community Long Range Plan; Community Long-Range Planning Committee Plan.

Due to the current enrollment, which exceeds the enrollment the school was built for, they have tried to create class room space by putting 'Annexes' on the property. The windows project and Waste Water Treatment capital projects are the only capital improvement expenses to the towns. The next project that will be happening is installing of solar canopies in the parking lots at no expense to the school. It will be a twenty (20) year lease, 50% power generated, 50% that will be sold to another entity. At the end of the lease they will take it away or we can purchase for a very small amount. The expansion is designed to reduce overcrowding not for increasing enrollment.

-Mr. Snyder inquired about the cost for the Sandwich percentage...why the difference.

-Mr. Dutch - the percentage of enrollment only shows the operating part of the budget...the capital is separate.

-Mr. Snyder - concerned about the percentage of students enrolled and percentage of capital assessments to our town. They don't match.

-Mr. Dutch noted that he will send information to the Town Manager to better explain.

-Mr. Dwyer - what numbers will you be coming in in March with...around 2M?

- Mr. Dutch – I do feel comfortable with that number but other things will also be involved.
- Mr. Dunham – A 7 ½ % increase agreed on last year.
- Mr. Parini – over a seven year period the total increase for students was four students. The overall total increase about twenty-five per year. Sandwich is considerably less.
- Mr. Dutch offered that the next project is creation of an IT Annex. Possibly ‘shovel in the ground’ by March and completion over the summer. \$350,000 to \$400,000 for 4,200 square feet. Engineering will be next...no time line at this time. In many cases it is driven by our revenue.
- Mr. Guerin – Good presentation...help me understand the assessment for Sandwich. The operation and capital budgets and then there are a series of capital projects. How much revenue does the school generate and how does that revenue impact (or not) how much the towns’ assessments are affected?
- Mr. Dutch – approximately \$250,000 in revenues generated through adult education (nursing and driver education programs particularly). Those monies are not used to offset the budget...they have nothing to do with the ‘day’ school students. All paid for by the revenues the programs generate. The UCCRVTs Committee does have authority over these monies.
- Mr. Guerin – somewhere in the revenues, is there interest that should be explored for the town?
- Ms. Grundman - \$250,000 is not used to offset the budget...wondering about that?
- Mr. Dutch – Through the Department of Education...that defines all of that. There is an audit of all review producing accounts. It is the UCCRVTs Committee’s choice. The towns are paying for the ‘day’ school programs only. Providing adult education is a choice...not a mandate.
- Mr. Snyder, again, raised a question about the percentage of the assessment.
- Mr. Dutch – I would like to have that conversation the next time we meet. Assessments are difficult to look at because they are driven by too many other issues (minimum net school spending and per pupil expenditures to name a couple). Thinks the school is doing a very good job of cost containment. The next time Mr. Dutch is in he will provide the Committee with hard numbers and the budget.
- Mr. Reilly – fifteen students on the wait list...is it a lottery?
- Mr. Dutch – No, there is an approved process. There is an entry test and the 180 highest scores first then a wait list in order of score.
- Mr. Dwyer – who is overseeing the IT project?
- Mr. Dutch – We have five different people on staff who are qualified and have authority to oversee it...plus.
- Mr. Snyder- Has been to the school a few times and the students are very proud to be there.
- Mr. Dutch – I think working on the buildings etc. makes them very proud to be part of it all.

ITEM #5
TOWN MANAGER’S REPORT

Overview –

Projected Revenues and Expenses FY’17; General Government Personnel By Department (year round, full-time equivalent –’98 to present); overview of Health Dept. (information from the Town’s website); position description Director of Public Health (currently David Mason); Dept. 510 BOH line item budget FY’11 – FY’16, salary and operating budgets; overview of Natural Resources Dept. (information from the Town’s website); position description Director of the Department of Natural Resources; Dept. 171 Natural Resources FY’11 – FY’16; salary and operating budgets; Dept. 830 Bourne Shellfish.

-A goal is to add some funding to the Stabilization Fund.

-Tomorrow there is an all department head meeting to work on the capital list.

-Plan to have the budget binders’ ready by February 1st.

-Per a request to have all town departments come in for an overview of their budgets...‘Finance Committee Meeting Schedule Winter 2016 TENTATIVE AGENDA TOPICS in packet.

-This is going to be a level service budget...no new personnel.

-The Sandwich Police and Fire Depts. are larger budgets.

-Director of Natural Resources, Mark Galkowski handed out and gave an overview of Dept. of Natural Resources Organization Table Current – 2016

-Mr. Parini, addressing the Town Manager, noted that the 2015 local receipts \$4,968,694 is pretty well on target for what was budgeted.

-Mr. Galkowski noted that for twenty-eight years he has been Director of Natural Resources which used to be the Conservation Commission. Gave an overview of the DNR Mission and responsibilities including but certainly not limited to Waterways, Shellfish, Conservation/Wetland Permitting, Conservation Lands Management, Land Acquisition. DNR also oversees Animal Control and other Special Projects. He has also worked very closely with the Town Manager on the Town Neck Beach permitting and construction project. Shellfish propagation, recreational shellfish, Herring Run maintenance (aside of the Town Hall), Upper Shawme Pond Fish Passage, turtle standings, work camper program which started up about ten years ago...great help to the town in many ways and the Army Corp uses them also. Also involved in fire management when needed. The Department of Natural Resources consists of Mr. Galkowski, the Assistant DNR Director David DeConto and Administrative Assistant Heidi Hawkins; John Pimental is the Animal Control Officer and this department does the administrative work for the Conservation Commission.

-Mr. Lehane, on the subject of the Old Harbor project, you have a very small department that does a lot. How do you protect all this sand investment? How do police the sand dunes and keep people from jumping off the dunes?

-Mr. Galkowski – It is difficult...what we need to have is a presence there all the time. It would be helpful to have some symbolic fencing...that would help. Dogs on the beach are a big issue and offered a story. We try to educate the people. Everyone needs to take a little bit of ownership.

-Mr. Dwyer – asked about the line item in budget 171 – Natural Resources Dept. for ‘night clerical’.

-Mr. Galkowski explained that the Administrative Assistant in the DNR attends night meeting and keeps track of the paper work.

-Mr. Reilly – On the topic of the oysters...is the Long Range Plan that the program be recreational?

-Mr. Galkowski – yes.

-Mr. Galkowski noted that the canal dredging and placement on Town Neck Beach is working as we speak.

-Mr. Snyder – Ryder Conservation Area...are we still planning to build a dog park there?

-Mr. Galkowski – Yes, we are hoping to have some Community Preservation Commission money for this but we need a design first and then look for additional funding.

-Mr. Snyder...is a 501C 3 an option?

-Mr. Galkowski – Sandwich Dog Owners Association...tried to start one...it did not go too far. Trying to make dog walks and exercises such as swimming areas for dogs. This is not allowed in Town right now.

-Ms. Grundman congratulated Mr. Galkowski on being named Sandwich’s Employee of the Year.

-Director of Public Health, David Mason noted that it is a three member elected Board of Health based on Mass. Laws. Regulations have to be advertised and then voted by the Board...they do not have to go to a Town Meeting vote. The department oversees, for health purposes, issues such as rental property issues, title V septic systems, minimum standards for human habitation, trash issues, and dog droppings.

A project we are working on right now is a Water Resource Management Plan with the Mass. Estuary Program. We have one hundred locations in town manned by volunteers for sampling. We received a grant. It is a three year sampling cycle at Old Harbor and Scorton Creek...we are in very good shape. Other towns have spent a lot of money (millions of dollars)...our grant was for \$400,000 Compare to \$2M received by other towns.

Working with the Cape Cod Commission and how we create relationships with other towns on water issues. Falmouth, Mashpee and Barnstable...we are all contributing to the conditions. General overview of the Waste Water Management Board.

We oversee barns and animal inspections, rabies bating program in the spring and fall. We are looking to work on amending some policies, issues with roosters in the area, continue working on CWRMP, sampling program.

The Health Department staff consists of three employees Director David Mason, Assistant Director Daren Meyer and Administrative Assistant Jennifer Woodbury.

Mr. Dunham hi-lighted that it is a three person department and noted that it is part of the Inspections Office and the people in that office are cross trained. We are trying to work on getting them time to work on their own department’s paper work but it is important for all of us to help each other.

Sandwich may be a text book case to try to figure out how multiple town departments work together to figure out the water shed issue etc.

There could be real issues if the state requires up dating to the waste water treatment facilities at our schools.

-Mr. Snyder noted that money raised from licensing goes to the general fund. Restaurants, Ice Cream stores... \$63,375.00 last year to the general fund, local receipts.

-Mr. Lehane noted that smaller departments are doing so much with so little. We do discuss where we are spending our money...deferred maintenance etc. These departments should be regularly commended for 'pulling rabbits out of hats'. The municipal side has more than sacrificed over the years so that we could get to a certain place with the school department. Would like to see a shift in the allocation of where the money goes.

-Mr. Dwyer...the treatment plants at the schools an issue?

-Mr. Mason...the life expectancy is coming due.

-Mr. Dwyer, on the topic of rentals, are there any teeth in the rules and regulations to govern realtors?

-Mr. Mason – yes. We are not looking to add one more permits, we are just trying to address a particular issue and to be compensated for all the time we spend with this.

-Mr. Mason, responding to a question from Mr. Reilly about Title V Septic issues, noted that the Health Dept./Board of Health are trying to create the solution not create more of a problem.

-Mr. Parini asked if Mr. Mason could go over a couple of regulations that possibly need to be amended.

-Mr. Mason, noting that some of our regulations go back to the early 1980's such as the Septic, Body Art, Compost Management, Food Establishments, Fuel Storage, Ground Water, Smoking, Livestock.

Mr. Mason noted that the firm of Wright Pierce has done the septic plan for the Golden Triangle land.

Mr. Dunham asked the FinCom to confirm that these are the type of presentations that, going forward, these are the type of presentations that want to hear at future meetings from other town department heads.

Mr. Parini noted he is interested in hearing about any significant changes.

Mr. Guerin noted that tonight is a model for all department heads going forward.

ITEM #6

CHAIRMAN REPORT

Ms. Grundman will be attending the Mass. Municipal Annual Meeting and Trade Show in Boston in January. Attended the December meeting for the FinCom at the State level. Information on Chapter 70 money formula. Attended the Community Preservation Commission meeting during which the Dewey Ave building was discussed. The School Committee is now meeting at Town Hall Auditorium on Wednesday nights. The Board of Selectmen decided not to attend tonight's meeting...the School Committee did not think it was right for them to weigh in on the UCCRVTs expansion.

ITEM #7

OLD BUSINESS

Dec. 3, 2015 Tri-Board Meeting-

Mr. Parini - over all it was a good discussion and exchange of ideas. Provide the criteria in developing the guidelines for the school and town budgets. Thought it answers were transparent. No criteria for the guidance. A three percent increase for the town and school budgets but no guidance as to how they arrived at the figure. That said...services level funded for the budget, disappointed for a lack of detailed analysis. The school received 1.12%; plus Chapter 70 money \$75,000 for 2015. They were level funded in a year that the school was closing the Wing School. The School Committee had additional money that they could use. Thinks that we should get a detailed analysis from the Board of Selectmen. We should recommend it...the residents have a right to know why the school dept. budget increased each year.

Ms. Grundman – Maybe at a joint meeting with the Board of Selectmen it would be good to ask some of these questions. We should look more realistically at...where do we really need to reinvest our money.

It was noted that the rate of inflation in this country is not 3%.

Ms. Grundman noted that it was a healthy conversation.

Mr. Parini noted the vast difference in the budget for the UCCRVTs and the Sandwich Public Schools.

Ms. Grundman noted that the UCCRVTs is governed by a legislative act...ill-conceived legislation and made of politicians with no appetite to change it.

Credit to Bud for his leadership.

Brief discussion on FinCom liaison positions to various other committees- Rich Reilly / Capital Improvement Planning Committee (CIPC). Ms. Grundman asked if Mr. Reilly would be prepared to give the Committee an update at next week's meeting; Mark Snyder / Community Preservation Committee (CPC); Linell Grundman / Water Quality Advisory Committee (WQRC); Linell Grundman / School Committee.

ITEM #8
NEW BUSINESS

Budget Conversation Schedule & Protocols-

-The School Committee is scheduled for one meeting...their budget will come the end of January.

-Mr. Guerin asked when we will see their budget for the first time.

-Ms. Grundman will find out.

-Mr. Guerin suggested seeing their budget before they vote it because we will only have the choice of voting for it or not without offering any suggestions. Will we have any influence on the School Dept. budget before they vote it?

-Mr. Snyder - how much input will we have into it before the School Committee budget is voted? There is some flexibility in our scheduling.

-Mr. Dwyer - when are we going to get their budget? It is all skewed...it looks like you are going against the schools and we don't have this same mechanism with the schools as we have with the municipal government. The School Dept. budget is always compared negatively to other budgets and we seem to be taking a passive role.

-Ms. Grundman - We will work very hard...do you want to meet more than once a week? We do have options.

-Mr. Reilly - We are looking for a draft of their budget before they vote it at the end of this month.

-Mr. Snyder - We want to look at it closely.

-Mr. Reilly - we can just walk in their office...if they don't want to give it to us.

-Ms. Grundman - our requests for the information must be through the Chairs.

It was noted that we can ask for it...that doesn't mean we will get it.

-Mr. Dwyer feels the workshops last year were helpful.

-Mr. Guerin - What does the FinCom want?

-Ms. Grundman- asked that everyone calm down.

-Mr. Guerin - What will you (Ms. Grundman) ask of the Chairman of the School Committee?

-Ms. Grundman - possibly for a work shop and a budget draft.

-Mr. Lehane - echoed Mr. Guerin's statement...we don't want to be in a place where the school department budget has already been voted when we get it.

-It was noted that the workshop was very good last year. Our only chance to get into the school department budget. They were open with the questions and answers.

-Without a workshop, we have no purpose.

-Ms. Grundman noted that she will ask the School Dept. for a draft budget and for a work shop and a joint meeting.

-Mr. Snyder - doesn't think there is any question that we will get what we ask for from the School Dept.

-Mr. Dunham noted that there is a section in the Town Charter that states the budget review process. February 1 the FinCom gets the final recommendations of what the people would like to have. The Board of Selectmen generally votes the end of March/the first of April.

-Mr. Dwyer - we don't have the same touch point with the school budget as we have with the municipal budget.

-Mr. Parini - is there any indication that the school committee will provide the information we are going to be looking for?

-Ms. Grundman - The School Committee wants to talk amongst themselves first...then to us.

-Ms. Grundman - as I understand it...the FinCom is looking for trends in their budget.

-Mr. Lehane asked if Mr. Dunham could regularly update us on two issues: The Golden Triangle (is there money there?) and the power plant negotiations.

-Ms. Grundman - there are options of meeting on the school vacation weeks and we could establish sub-committees.

-Ms. Grundman noted that any agenda items should be received not later than the Thursday before the meeting. Any new items for the next meeting?

ITEM #9
CLOSING REMARKS

None.

ITEM #10
ADJOURNMENT

9:40 p.m. *MOTION TO ADJOURN WAS MADE BY MR. DWYER. SECONDED BY MR. SNYDER.
VOTE – UNANIMOUS.

Respectfully Submitted,


Diane M. Hanelt, Secretary

Approved: 1/12/16

Supporting Documents:

- Expansion Update – Bob Dutch, Superintendent UCCRVTs
- Projected Revenues and Expenses – FY'17 (GHD Draft 1/5/2016)
- General Government Personnel by Department...FY'09 – FY'16
- Overview of Health Dept. information from Town's Website
- Town of Sandwich – Position Description – Director of Public Health
- Dept. 510 – Board of Health Budget breakdown 12/30/2015
- Overview of Natural Resources Dept. information from Town's Website
- Town of Sandwich- Position Description – Director of the Dept. of Natural Resources
- Dept. 171 – Natural Resources Dept. Budget breakdown 12/30/2015
- Dept. 171 – Bourne Shellfish Budget breakdown (Overseen by DNR) 12/30/2015
- Dept. of Natural Resources Organization Table 2016
- Finance Committee Meeting Schedule Winter 2016 – TENTATIVE Agenda Topics
- Letter from Sandwich Finance Committee Chair to Sandwich Department Heads 12/21/2015
- Color columned list of Municipal Town Departments and Budget Dept. #'s