

Town Clerk

TOWN CLERK
TOWN OF SANDWICH

FEB 03 2016

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MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, JANUARY 12, 2016
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA

Present: Linell Grundman, Bob Guerin, Rich Reilly, Mark Snyder, Matt Terry and Gene Parini

Absent: Mike Dwyer and Jim Lehane

Also Present: Town Manager George Dunham, Finance Director Mimi Spahr, Building Inspector Paul Spiro, Planning Director Blair Haney, Community Preservation Committee Chair Steve Hayes, Jim Pierce, Sandwich Enterprise Tao Woolfe and SCT.

ITEM #1
CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

Ms. Grundman spoke about the recent passing of Finance Committee member Tom Hickey. Mr. Dunham also spoke about Mr. Hickey and his many years of service to the Town in many capacities including the School Dept. as Director of Facilities from 1977 – 1994. He left Sandwich for Barnstable and retired. Tom served on the Sandwich School Building Committee. There were many issues during that project and when the Clerk of the Works left, Mr. Hickey stepped up to the plate as Clerk of the Works until the project was over. The project would not have been completed without him. His leadership and dedication avoided a large legal battle in this matter. He was a member of the FinCom starting in 2008. He drove for the Cape Cod Regional Transit Authority. A true gentleman. Always had the whole interest of the town at heart. Visiting hours are planned for this Thursday, January 14 from 4-8 pm and at 7 pm the Masonic Rite at the Nickerson-Bourne Funeral Home, 154 Rte. 6A, Sandwich.

Mr. Reilly offered that Tom took him under his wing when he was new on the FinCom. He was a scout master...a great man and will be missed.

Mr. Parini – It was a pleasure knowing Tom. Indeed, he was dedicated to the town as Mr. Dunham said. He will be very sorely missed.

Mr. Snyder – Tom was seventy-one years on this planet; 33rd degree Mason; always helpful and always a gentleman.

Ms. Grundman – condolences to Tom’s family and friends

Pledge of Allegiance.

ITEM #2
PUBLIC FORUM

None

ITEM #3
REVIEW AND APPROVAL OF MINUTES

Minutes of January 5, 2016, 2015-

***MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF JANUARY 5, 2016 AS PRESENTED. SECONDED BY MR. PARINI. VOTE – UNANIMOUS**

ITEM#4
TOWN MANAGER’S REPORT

-Update on the FY’17 Budget – nothing new to report. Detailed budget preparation. Met with Municipal Department Head recently...received their budget information back. It is a hair over 3%...but it will be 3% or



below. It is a level service budget. Will be able to get the budget binders out to everyone by the last week in January and will make the presentation the first week in February.

Mr. Parini – on the FY17 Budget... Surplus Revenue/Free Cash \$1.7m... that represents the amount of surplus revenue over expenses?

Mr. Dunham – It is very involved and the Town's Financial Director Mimi Spahr can explain it better... it is way more than that simple. It is very important to never over estimate your local receipts. Departments turn back unused money in the budget at the end of FY'16.

Mr. Parini – the local receipts came in one half million higher.

It was noted that at the December 3, 2015 meeting of the Board of Selectmen a 3% budget was approved. \$460,000 equals the 3%.

Mr. Dunham – in that ball park... make sure it is within Prop. 2 ½... do not exceed 3%.

Responding to a question from Mr. Parini, Mr. Dunham noted that we do budget in... the union agreements and any step increases; there will be more elections this year so the Town Clerk's budget will be slightly higher than some other years; minor wage increases budgeted for some seasonal personnel.

Mr. Parini noting the increase difference in the FY'17 budget compared to the FY'16 budget where did the Board of Selectmen think the increase to the School Dept. budget was going in their budget?

Mr. Dunham – they have not talked about that yet and won't 'til Mr. Dunham presents his budget.

Mr. Parini feels the Board of Selectmen did a dis-service to the residents... 3% increase without explaining what the town needs. Any talk on the effect will have on the annual tax bills? When the Board of Selectmen give guidelines they need to explain the process and criteria they use.

Mr. Dunham noted that the FY'17 operating budget and historical summary are included in the packets and will be in the budget.

Mr. Guerin asked Mr. Dunham 1) if we could pull together some historic information that shows us the tax rate... what home owners are paying and the breakdown or portion attributable to debt. Also, (2) if he could provide a copy of the policy on vehicle usage... how the fleet is managed and how it works with each department and accounting for personal usage, etc.

-Presentations from the Building Inspector, Paul Spiro and the Town Planner Blair Haney-

Mr. Dunham gave a brief overview and noted that he included information about the Building Dept. and Planning & Development in the FinCom packet for tonight's meeting.

Mr. Spiro explained that he wears many hats... reviews all plans so that a permit may be issued; inspections get done. Also the plumbing, gas and electrical inspections are done through this office. The Old Kings Highway Historical District... anything north of Rte. 6, zoning, in charge of overseeing Americans with Disabilities Act (ADA) issues.

Brendan Brides, Assistant Building Inspector and Michelle Raymond Office Manager are the other two personnel in the Building Inspectors Office.

The Town has 20,000 plus citizens and 12,000 plus structures.

Accolades to Office Manager Michelle Raymond. She has crossed trained the people in the office (Board of Health, Conservation Commission, Animal Control ((Administrative Assistants)) so if one of them is out of the office for any reason... someone can answer your questions, make an appointment for you etc.

Well over 3,000 building permits are processed... plumbing, gas and electrical inspections. We also do sign and fence viewing.

Revenues generated over \$308,000. We expect to up to \$340,000 this year... \$190,000 so far this year.

Mr. Dunham noted that he is impressed most about the shared services. Some of the department heads want their Administrative Assistant to spend more time of their own department doing minutes of meetings etc.

Jan Sebastian Drive has structural issues trying to find space.

It was noted that Mr. Spiro and Mr. Haney go to the most night meetings... similar to Mr. Dunham and Mr. Lapp.

Ms. Grundman spoke about meetings, asked about out of office meetings... in your office how many meetings are you supposed to be at?

Mr. Spiro – we are there to assist the regulatory boards. Mr. Brides has been trained on Historic things for the Old Kings Highway Historic District meetings. Mr. Spiro goes to all zoning meetings. Every week there are one or two meetings covered by a staff person to help the regulatory boards.

Mr. Snyder – considering the growth in the fee income, is there any discussion about bringing another person into the office?

Mr. Dunham noted that that money goes to the General Fund. Once it is certified it gets distributed to the town in general and schools etc.

It was noted that solar power inspections are big. New homes permits this year are up. Additions and alterations are always up. Commercial growth...four new buildings – new rebuilding at Spaulding Rehabilitation on the Service Road, a new restaurant at the site of the old freezer plant, Marina construction.

Mr. Guerin – also inquired about Department revenue and treatment of revenues when received. Whether or not there are alternative ways of treating them, almost everything has to go to the General Fund.

It was noted that there are laws that allow your schools to handle some funds differently. Medicare reimbursement from the schools come back to the town.

Motor vehicle excise is part of our revenue.

It was suggested that there is another way of doing this...you could set up an Enterprise Fund similar to the golf course and sanitation.

Mr. Dunham noted that it would not be something he or the Finance Director would recommend.

Ms. Grundman noted that we are not protecting the town's future the way we are going.

Mr. Blair Haney gave an overview of the Planning & Economic Development Department – He has been with the Town about 1 ½ years. The department handles the town's future. Looking down the road and prepare the town in many ways. We have an Assistant Town Planner and an Administrative Assistant and a part-time assistant. The Assistant Town Planner position was filled about six months ago...it is a new position which allows the Planner to look at long term planning, interpretation of zoning rules...sometime with the Building Inspector and/or Town Counsel) The Town Planner is the main liaison to boards and committees.

Office Manager Marilyn Bassett does the minutes, addresses issues at the counter. The Administrative Assistant answers the phone and assists with other things in the office. Josh Peters, Assistant Town Planner. The administrative staff will provide assistance to other offices. The Jan Sebastian Drive Building shares a lot of services. We do a lot of meetings each week. Coordinate with various departments when needed. A lot of action going on in the Marina area, NRG; the Marina Project; a new restaurant; hazard mitigation. Preparing payroll and invoices...we have a number of law suits we are working with and managing our files is no small task.

Mr. Snyder on the subject of Chapter 40B's...any coming to the town?

Mr. Haney – yes we work with that. We work with the Sandwich Housing Authority and the Cape Cod Commission to encourage affordable housing. There is nothing on file in front of us now.

Mr. Snyder – a plan for a school being built in a historic neighborhood.

Mr. Haney noted that through Mass. General Laws they are exempt from land use laws.

Mr. Snyder – are you involved at all with the proposed project at South Sandwich Village?

Mr. Haney – Yes, very involved...getting information out there. The Planning Board voted not to recommend this project at this time.

Mr. Parini inquired about document management...and record retention.

Mr. Dunham noted that it is done by each department.

Mr. Guerin noted the challenges associated with document production and paper file management and asked – are there efficiencies to be realized with document management...has anyone explored electronic records management software and office automation solutions?

Information noted about the site review process and setting up a site review committee.

Mr. Dunham noted that Mr. Haney and Mr. Spiro deal with town counsel the most (other than Mr. Dunham and Mr. Lapp). Time spent in the beginning doing it the right way saves you money down the road. That is where a lot of the legal money goes.

It was noted that all the easy house lots have been built on...there are now a lot of headaches with more troublesome lots.

Ms. Grundman – regarding 40B...asked about our percentage of affordable and 40B are where we are as a community.

Mr. Haney noted that it is difficult to do this because we are a community of mostly single family dwellings and that pre-dates the laws.

Mr. Dunham noted that the meeting schedule has been confirmed...the Town Clerk, Counsel on Aging and Nursing Departments will be coming in next week.

An update on the South Sandwich Village and NRG projects will be given next week.

ITEM #5
CHAIRMAN REPORT

There may be two more dates for the School Department to review their budget.

The School Committee is accepting questions from the Finance Committee. We received a part of the school budget.

-Mass. Municipal Association (MMA) update will forward to the membership tomorrow... voting on public records legislation. Please reach out to Senator deMacedo – no underfunding mandates for municipalities; give enough time to comply with mandates; fair enforcement.

Mr. Dunham noted that there was a concern about the turn-around time and it is very expensive. Seventy-Five percent of the work that we do...the Town Clerk's Office says it never gets picked up.

Ms. Grundman – The MMA helped to clean this up.

ITEM #6
OLD BUSINESS

Meeting data for Town Buildings –

E-mail received from Assistant Town Manager, Doug Lapp summarizing the difficulty the Town Clerk's Office...breaks out what total number of meetings...it doesn't include special meetings as opposed to standing meetings.

Mr. Parini asked why this data was compiled?

Ms. Grundman noted that there was an inquiry about how many meetings go on and where do they meet.

Finance Committee /School Committee Budget Review Subcommittee

-Ms. Grundman – is there an appetite for a sub-committee to work with the sub-committee of the School Committee...a liaison between this group and theirs could be effective.

-No Interest

Mr. Guerin – regarding the Budget Guidelines, if, through Bud, we can get a better picture and under pinings of the 3%.

Mr. Parini – Everyone should be working with the 3% guidelines.

ITEM #7
NEW BUSINESS

Capital Improvement Planning Committee updated at a future date

Community Preservation Committee update – Steve Hayes of the CPC gave an overview of the process of applying for Community Preservation Act (CPA) funding. Some of the projects the CPC funding has been used for are: The Hoxie House; the Wheel at the Dexter Grist Mill; the First Church; Maple Swamp; School Track project but could not be used for the artificial turf; the school play grounds; Town Neck Beach project; Clark Haddad Building; Lower Shawme Dam project.

Mr. Parini – Does the Board of Selectmen approve or recommend this funding to Town Meeting?

Mr. Hayes – the state does not require approval from the Board of Selectmen but the Charter does. The approval process varies. The application deadlines are basically... request for above \$50,000 must be submitted by November...a request for under \$50,000 the deadline is January so we can get the process done in time for Town Meeting. When a land purchase comes up we will deal with it whenever it comes up. We want to be in a position to deal with it when it comes available.

Mr. Guerin – Observed that it appears CPA requests are prioritized as they arrive and that there is no proactive planning or project identification by the committee.

Mr. Hayes noted that some of the criteria for a CPA application are that it has to be related to Historic, Community Housing, Open Space and Recreation.

Mr. Guerin – Noted that while the Finance Committee does not review CPA decisions per se, that certain/many CPA approved projects clearly have financial and budgetary impacts beyond the use of CPA moneys and that such associated spendings can impact the budget for years to come...and, accordingly, these CPA projects should come back to the Finance Committee for a review and assessment of the additional associated budget impacts.

Mr. Dunham – We can do that and noted that once a year the CPC holds a public hearing.

Mr. Hayes noted that they don't advertise but may consider it.

Ms. Grundman noted that rehabbing the Dewey Avenue Building...it would be helpful to have ancillary costs.

Mr. Snyder – this is a good opportunity to say thanks to your (CPC) staff and committee for helping with the Town Neck Beach issue.

ITEM #8
CLOSING REMARKS

Mr. Terry offered his thoughts regarding the meeting schedule. We didn't necessarily move this board forward tonight. We have similar meetings coming and if there is not a difference in the money, that is a lot of time for everyone. Maybe we should think about what the most appropriate use of our time is...since we have limited time and resources maybe we should spend our time on those budgets that are different than in past years.

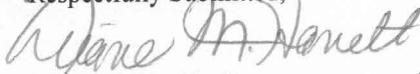
Ms. Grundman explained and noted that this was an opportunity to have the smaller budgets to offer their information.

Ms. Grundman thanked Mr. Dunham for arranging this schedule.

ITEM #9
ADJOURNMENT

**8:45 p.m. *MOTION TO ADJOURN WAS MADE BY MR. SNYDER. SECONDED BY MR. GEURIN.
VOTE – UNANIMOUS.**

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: _____

2/2/16

Supporting Documents:

- Notice regarding the passing of FinCom Member Tom Hickey
- Letter dated December 21, 2015 from the Finance Committee to Sandwich Dept. Heads
- Projected Revenues and Expenses – FY'17 GHD Draft 1/8/2016
- General Government Personnel By Department...FY'98 – FY'16
- Building Dept. information from Town's Web Site
- Town of Sandwich – Position Description Inspector of Buildings
- Department 241 – Inspections Dept. – Personnel GHD Draft 1/8/2016
- Department 241 – Inspections Dept. – Operating GHD Draft 1/8/2016
- Planning and Development Information for the Town's Web Site
- Town of Sandwich – Position Description Planning and Economic Development Director
- Department 175- Planning & Development Dept. – Personnel budget 1/8/2016
- Department 175 – Planning & Development Dept. – Operating Budget 1/8/2016
- Finance Committee Meeting Schedule – Winter 2016 – Tentative Agenda Topics
- E-mail from Doug Lapp to Linell Grundman 11/23/2015 re Committee Meeting Frequency Data
- Information from the Town By-Laws (May 4, 2015) regarding the Community Preservation Committee
- CPC Estimated Funding Schedule DRAFT 1/12/2016