

Town Clerk

TOWN CLERK
TOWN OF SANDWICH
MAR 16 2016
11:55 M AM 82
RECEIVED & RECORDED

**MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, FEBRUARY 23, 2016
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA**

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

Absent: Mike Dwyer, Matt Terry, Tom Whitham

Also Present: Town Manager George Dunham, Fire Chief Carrico, Chief of Police Peter Wack, Deputy Chief of Police Michael Nurse, Lt. Josh Bound, Jim Pierce and SCT.

ITEM #1
CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

Pledge of Allegiance.

ITEM #2
PUBLIC FORUM

None

ITEM #3
REVIEW AND APPROVAL OF MINUTES

Minutes of February 2, 2016-

*MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF FEBRUARY 2, 2016 AS PRESENTED. SECONDED BY MR. LEHANE. VOTE - UNANIMOUS

ITEM#4
CORRESPONDENCE STATEMENTS AND ANNOUNCEMENTS

None

ITEM #5
TOWN MANAGER'S REPORT

Update on the sand at the Town Neck Beach project noting that we did not get as much sand as we wanted but we are getting some money back. The sand we got actually was pushed to the front beach...we will get a piece of equipment in to move the sand around. We have asked the Army Corp to cancel the contract for the beach grass that cannot be planted. If we get the money back we can do it for far less than the 'Feds'. We do not have permission to put fencing in yet.

Information offered about the 111 plan. Permanent responsibility for the impact of the jetties installed one hundred years ago and the Canal Dredging 204.

Fire Chief Carrico presented the Fire Dept. budget - Operation and FY'17 Budget; Mission of the Fire Dept.; Overview of Personnel; Overview of Equipment; Department Schedule; Minimum Shift Coverage; Call Volume by Year; Calls By Day Of The Week - 2015; Cost to Hire & Train FF's; Overtime; Budget; Equipment; Supplies; FY'17 Anticipated Capital Needs; Station Issues; Grants.

-We just hired four new fire fighters at a cost of \$21,000 each. This does not include behind the scenes cost of health insurance etc.

-Where the money is going is into overtime - 43% over overtime is 'stand by coverage'; 6% to training to maintain certifications. This is what the ISO expects. We try to do as much training on duty as possible but sometimes we have to send them out for training because they have to know certain things but we don't have enough calls for some things on a regular basis.

- Budget overview from FY'13 including Reserve Fund Transfers.
- \$34,000 of above and beyond maintenance repairs. Maintaining ambulances is one of the biggest items.
- We try to live within our budget as much as possible.
- Projected purchases for the next many years - Radio replacements
- Anticipated Capital Needs – Lap Top Computers
- Station Issues – we are buying a smaller ambulance because we don't have enough space. We are throwing a lot of good money into bad buildings.
- Grants help us purchase a lot of our equipment.
- ISO (Insurance Service Office -training) rating would help the residents who live in East Sandwich with their house insurance rates. ISO provides a lot of good guidance to make the Fire Dept. a better place.

Mr. Lehane asked about the Ambulance Fund and what can be purchased with these funds...is it his understanding that you cannot purchase an ambulance with the funds?

Mr. Dunham noted that sometimes we delay a purchase until we have enough money in the Ambulance Fund.

Mr. Snyder asked about the dispatcher situation.

Chief Carrico noted that the dispatching is currently under the Police Chief. The Police and Fire Dispatch are in the Police Department.

Mr. Snyder – the radios that you are getting...are they compatible with the Police.

Chief Carrico – yes.

Mr. Parini – regarding the FY'16 budget over the FY'17 budget...the overall increase for the year is less than 2%...1.7%. That is a very minor increase.

Chief Carrico – Little cost savings because some of our Fire Fighters are no longer dispatchers.

Mr. Guerin thanked Chief Carrico for an excellent presentation. What affect does that have on over time and call back.

Chief Carrico explained...we will have a shift commander...the overtime line may get a little hairy if your call back people...come back. Meets with the Accounting Dept. regularly on the budget. March 18 we will have three new fire fighters graduate from the fire academy.

Mr. Guerin commenting on overtime and call back... you are seeing that the fills (on the call backs) are happening at a better rate...increased job satisfaction. Is there a particular number that you are shooting for?

Chief Carrico – there are a lot of factors such as sick time etc.

Mr. Guerin – Budget line items for these higher this year than in the past. What are the educational items that will drive that? Within the contract...if they get an A or B on the test they get money back; increase in their salary for training.

Mr. Dunham gave an overview of the Public Safety dispatching and the numbers for new hires. There are still some things that have to be worked out but we are working on it. It will be interesting to see a year from now. All this with would not have happened without the Deputy Fire Chief J.J. Burke, Deputy Chief of Police Mike Nurse, Human Resource Director Marie Buckner and the Dispatchers Union working together. They 'flipped the switch' two weeks ago. We set the bar higher in terms of emergency management...thanks to Emergency Management Director Brian Gallant. We check the egos at the door...thank you to both the Fire and Police Chief's and their staff for that.

-Police overtime is when someone covers another shift.

-Fire overtime is mostly on recalls.

-If we add three stations staffed for the Fire Dept. recall would be drastically reduced.

-Retired Chief of Police Mike Miller and current Chief of Police Peter Wack have both stated that the police department has never, for one day, been fully staffed...never had a full complement of workers.

Mr. Reilly – are there antique registration plates on the Studebaker?

Chief Carrico – no, it's a military vehicle, but the department does have two antique plates.

Chief of Police Peter Wack explained the Police Department 2016 Finance Committee Overview – Staffing; Statistics, Emergency Telecommunications Budget; recent Police Staffing Impacts; police Over-Time YTD; police Salary/OT Lines; Police Budget Projection.

- Deputy Chief of Police Michael Nurse, Lt. Jason Keene and Lt. Josh Bound are also present.
- Our building issues are regular and extreme.
- Commended Deputy Chief of Police Mike Nurse and Deputy Fire Chief John J. Burke as well as all the other people in the dispatch centers.
- Sandwich is a primary center for dispatching. The cost of training covered through a grant...sometimes there is a wait time for the funds.
- There are four sectors – the South side and Forestdale was one now it is two areas...then East Sandwich and Down Town.
- Quaker Meetinghouse Road public safety building will be considerably down sized from the larger public safety building originally considered.
- Radios...the State Police is going to a digital system. At some point we will need to replace a lot more radios...we will chip away at it about \$20,000 at a time.

Mr. Guerin – Referring to the line item for computer maintenance...what computers are you maintaining and how are you going to use this money?

Chief Wack – RMS (Records Management System) & CAD (Computer Aided Dispatch) Police and Fire are joint services.

Mr. Guerin – Addressing the Town Manager – asked how the town IT Department is helping with other departments and the connectiveness between the computer levels...on the school side that also is ‘tech’ expense and can we look at the coming together of both school and town IT stuff?

Mr. Dunham – IMC is one of the software systems that the Police and Fire are using for dispatch. Most of the time and part time in the IT Dept. we will be working with the public safety department. Deputy Chief Nurse is an expert in IT and when he retires we are all going to be in trouble. The school IT person and our IT person, Mike Twomey, have been working together at high level. Mike Twomey will be coming in in the near future.

Mr. Guerin noted that he heard that there are risks associate with outdated equipment.

Mr. Lehane – will all the equipment in the lower level of the Police Department go to the new building on Quaker Meetinghouse Road?

-We will try. There are eleven systems in the lower level and we need more people to know about the ‘tech’ stuff.

Ms. Grundman – We are still suffering from rapid growth. It is time to take care of these buildings. We do appreciate the cooperation of the two Chiefs.

Mr. Parini – on the matter of cruiser(s) you are planning on four new ones.
Chief Wack – maybe five depending on the trade in.

Ms. Grundman – why do the cruisers get turned over so often?
Chief Wack – Wear and tear...they are running 24/7. Almost 100,000 miles on them when they are turned in.

Town Manager updates – Health Insurance; the CIPC (Capital Improvement Planning Committee) supported the Capital Budget; Capital Budget Summary; Proposed funding opportunities; Overall Budget Issues and Concerns (Chronically Underfunded Operating Budget Accounts, Capital Needs, Employee-Related Costs & Employee / Debt Requirements). The DPW is generally the larger use of the Capital funding. Potential Solution to Address Chronic Operating Budget Shortfall Accounts (Problem, Goal, Proposed Solution, Comments, Conclusion, Attachments, Town of Sandwich Local Receipts (GHD Draft 2/5/16).

Trying to add an additional \$50,000 to the Fire and \$150,000 to the Police overtime accounts in an attempt to make the Reserve Fund a true Reserve Fund. Finance Director Mimi Spahr and I feel this should maintain our Free Cash Certification. It could also eliminate the Snow & Ice issue.

Finance Director noted that FEMA approved what we submitted at the end of January 2015. We should be getting a reimbursement back.

Mr. Dunham gave an overview of Projected Revenues and Expenses – FY'17 (GHD Draft 2/16/2016) with particular attention given to the changes under Revenues - Estimated New Growth; State Aid Discretionary; Estimated local Receipts and under Expenses – State Assessment; FY'16 Snow & Ice Deficit; Group Health Insurance; OPEB Trust Funds; Capital Budget; Transfer to Stabilization Fund; UCCRVTS Budget; General Government Budget.

Mr. Lehane – sounds like it was very well thought out...it's nice when you can get your goals.

Mr. Guerin – I echo those feelings. 3% seemed rich a few months ago. If we more realistically fund numbers, we need to make more realistic decisions about the budget.

Mr. Parini – Did we decide last year to deficit spend? Mr. Dunham – I think we did deficit fund but did not change the Reserve Fund at that time.

Ms. Grundman agreed with Mr. Guerin...we need to be more realistic about investing in the municipal side.

-General Update on FY'16 Financial Matters & Vote to Deficit Spend Snow & Ice Account- Mr. Dunham gave an overview of the letter to the Massachusetts Board of Library Commissioners dated October 6, 2015 regarding Town of Sandwich Public Library Fiscal Explanation. This letter set off a bell or something at the Commission that the town was not supporting the library. We got word that the Commission looked at our waiver request. We were asked if we want to appeal their decision whereby the library could lose its accreditation and we replied that yes, of course, we want to appeal. So, next Thursday, March 3 we go to the Commission meeting. Normally we would not get a decision for months; but, we got a letter today that they will give us a decision that day. We will go really well prepared. Noted that Assistant Town Manager Mr. Lapp, Director of Human Resources Ms. Buckner, Library Director Ms. Lamothe and Finance Director Mimi Spahr worked really hard on this. One thing that will be key and I am going to high-light are the funding sources for this library on the local level compared to the State level. Over ten years the state library commission has cut us. We had people in the public library that retired and the new people got less money.

Ms. Grundman noted that it is an antiquated formula at the state level.

Mr. Dunham noted that he is worried about the legal budget, possibly. We have never needed a Reserve Fund Transfer in the last five years.

The beach issues were 10's of \$1,000's of dollars. \$21,000 spent in one week and the insurance company paid for that. Through mid-February 43% of the legal budget has been spent but I know there are more expenses coming with the new library union workers I have had labor counsel involved from the beginning.

Mr. Snyder – can we list legal cases in the Annual Town Meeting Warrant?

Mr. Dunham - a lot of the legal matters are land use matters, personnel matter, 90% Police and Fire related.

Mr. Dunham noted that we just started \$250,000 Snow & Ice appropriation. It requires a vote of the Finance Committee to deficit spend this account.

Mr. Dunham gave a brief overview of the Snow & Ice Account ask asked for a vote from the Committee to allow deficit spending of this account.

****MOTION WAS MADE BY MR. GUERIN TO ALLOW DEFICITING SPENDING OF THE SNOW & ICE ACCOUNT. SECONDED BY MR REILLY. VOTE – UNANIMOUS.**

At 9 p.m. the Committee agreed to continue the meeting.

Mr. Dunham gave an overview of Cost Centers – 5 year average. Noted that we run the whole general government for less than what we paid for kids to go the charter school.

Finance Director Mimi Spahr gave an overview of The Calculation of Free Cash.

Mr. Dunham gave an overview of Tentative Agenda Dates and Topics.

Mr. Snyder - are there any plans for another road bond. Mr. Dunham noted that the Board of Selectmen will talk about that at Thursday night's meeting...a bigger road bond or smaller bonds more often.

Mr. Snyder – if you have not toured the Police and Fire Departments, I suggest you do that before Town Meeting.

Mr. Lehane asked about (Tab #5 in the Budget Binder) Account #540/Social Services - \$35,000 is the total amount of money...could you explain. Mr. Dunham – it is payment to those providers listed. The Council on Aging Director, Public Health Nurse oversees the RFP process each year. Everyone has to provide information about who is serviced from the Town. They have a contract with our office and they submit bills to our office. Gosnold is a big bill...it is staggering.

ITEM #6
OLD BUSINESS

Brief overview of Revised Meeting Schedule.

ITEM #7
NEW BUSINESS

None.

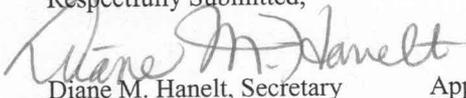
ITEM #8
CLOSING REMARKS

None.

ITEM #9
ADJOURNMENT

**9:12 p.m. *MOTION TO ADJOURN WAS MADE BY MR. SNYDER. SECONDED BY MR. PARINI
VOTE – UNANIMOUS.**

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: 3/15/16

Supporting Documents:

- Letter from Chairman of the Finance Committee to Sandwich Department Heads 12/2015
- Police and Fire Department Budget back up information
- Projected Revenues and Expenses – FY'17 (GHD Draft 2/16/2016)
- Free Cash information from Financial Director Mimi Spahr
- Upper Cape Tech FY'17 Approved Budget
- FinCom Winter 2016 Tentative Agenda Topics