

Town Clerk

TOWN CLERK
TOWN OF SANDWICH

MAR 24 2016

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**MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, March 8, 2016
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA**

Present: Linell Grundman, Gene Parini, Rich Reilly, Mark Snyder, Tom Witham

Absent: Bob Guerin, Mike Dwyer, Matt Terry, Jim Lehane

Also Present: Assistant Town Manager Doug Lapp, Finance Director Mimi Spahr, Facilities Director Ted Hamilton, IT Director Mike Twomey, Recreation Director Guy Boucher, Public Health Nurse Joanne Geake, Council on Aging Director Jan Timmons and SCT.

ITEM #1
CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 7:20p.m.

Pledge of Allegiance.

ITEM #2
PUBLIC FORUM

None

ITEM #3
REVIEW AND APPROVAL OF MINUTES

Ms. Grundman suggested skipping review and approval of minutes and holding them to the next meeting due to the fact that the meeting got a late start and we have more than the usual number of department heads presenting their budgets.

ITEM#4
CORRESPONDENCE STATEMENTS AND ANNOUNCEMENTS

- It was noted that the draft warrant articles for the Annual Town Meeting are in the packet
- The first Selectmen's meeting in April Health Director Dave Mason along with a representative from the Commission will present the WQAC (Water Quality Advisory Commission) Plan. We have been invited to attend and then Dave Mason will come to the next FinCom meeting.

ITEM #5
ASSISTANT TOWN MANAGER'S REPORT

- The Town Manager is in Boston on a legal case this week.
- We have five department heads here tonight to present their budget.
- We can run through the Warrant articles later in the meeting if you want.

Ms. Grundman noted that we are kind of doubled up on department heads tonight because one of our meetings was cancelled.

Mr. Parini – does the town have a projected tax rate for 2017 yet?

Mr. Lapp – not sure but will get back to you on that.

Facilities Director Ted Hamilton gave an overview of his department and budget– it is a five person department; two full time positions...himself and Building Maintenance Specialist Bill Sewall; 2 / 19 hours a week personnel and 1 / 14 hours a week custodial. We have 63 buildings including structures such as the beach houses, boat houses and structures at various conservation areas, Dexter Grist Mill, Hoxie House. We try to do a lot of 'in house' work; order cleaning supplies for all buildings; work with contractors and the bidding process. We oversee, for

maintenance purposes, the three fire stations, the police station both of which, of course, are open 24/7. We have had to repair HVAC systems often over the years. This fiscal year the Facilities budget is at \$175,000 which is a big help...In past years it had been at \$125,000. We do utility management...electric etc. This budget has not kept up with the cost of supplies and maintenance. Recently replaced the ADA (American's with Disabilities Act) access ramp at the Council on Aging (Human Services Building). We oversee the Oak Crest Cove buildings and grounds (85 acres), the field area where they have the Flea Market. We have some work campers that help also. We help with snow removal and trees down.

Our goal is long term solutions not short term fixes.

We keep a list of things that have to be done until we have the money to do the work.

Mr. Snyder – are there any grants available.

Mr. Hamilton – I have not found any for what we do.

Mr. Lapp – we take advantage of anything we can. National Grid and the Cape Light Compact help out sometimes.

Mr. Snyder – if the town had an infusion of cash, what kind of money would you need to do what needs to be done.

Mr. Hamilton – We had a lot of deferred maintenance when I first came to work for the town. The Sheriff's Dept. has helped a lot over time.

Mr. Hamilton – the Jan Sebastian Drive building (Inspections, Assessing, Planning & Zoning, and Engineering Depts.) was built as suites. The air conditioners all have to be replaced.

Mr. Snyder – Is your department working on the concept of consolidating departments into a building?

Mr. Hamilton – We have been working at that.

Mr. Snyder – is the Wing School part of your plan?

Mr. Hamilton – I am on that committee as well. The Public Safety Building is a little more important than refurbishing the Wing School.

Mr. Witham – what do you see as the biggest challenge for you to do your job?

Mr. Hamilton – we are running around all over town checking buildings etc. Our guide line is 'management by walking around'. Would like a larger department and access to appropriately skilled people. We have good relationships with carpenters that come and help us out...a good labor force is critical.

Mr. Witham – how many additional staff would you need...full time and part time would be a compliment to your staff?

Mr. Hamilton – maintenance is always the first to be cut.

Mr. Witham - What would you like to see your budget increased to...a number. I am not trying to steal from anyone else, I just want to understand. What level of staffing do you see would be critical to do your job? Your budget is underfunded...what would be the number for properly funding your budget?

Mr. Hamilton – the number to fund the budget would be based on the employees and the staff...a fully staffed maintenance department. I would like to have at least three full time custodians and some skilled tradesmen. We have gotten a lot of work done on the buildings for a lot less than most of the original quotes we've gotten for contracted work. It would be helpful to have more people to do that sort of work.

Mr. Witham asked Mr. Hamilton to, please, get that information to the FinCom.

Mr. Parini – You are working within your current budget...have you had to ask for more money?

Mr. Hamilton – no, because we stay within the budget. The COA just got a remodeling job done which included new windows, doors, a roof etc. We've done some work at the Fire and Police Departments with the help from the Sheriff's Department.

Mr. Lapp – A number of years ago we did hire a professional cost estimator. That is one of the reasons we came up with the \$125,000 for the Facilities Department. We all, affectionately, call Mr. Hamilton our 'MacIver'. He helped with the installation of the sound system etc. at Town Hall. It cost us a lot less because of Mr. Hamilton and his department do so much of the work.

IT (Information Technology) Director Mike Twomey gave an overview of his department and budget – it is a two person department...two full time people. We work with twenty-five town departments. We support every department with their technology needs...completely 'in-house'. The budget is for all our annual expenses. We

responsible for all telephones and cell phone expenses. The budget is approximate because sometimes we have expenses such as with the GeoTMS system, which is used in the building department (people can see pending application information and history), can fluctuate depending on usage. We try to budget for emergency situations such as...the whole phone system at the DPW failed and we had to replace the entire system because parts were not readily available.

Try to budget and plan for our software updates, etc. I am working with the new IT person in the School Department Bryce Harper. We are in the process of finalizing a part-time position for our IT Dept. The police dept. has been very generous about giving us their old vehicles. Mr. Twomey gave an overview of information he handed out to the membership (Information Technology Department – Fiscal Year 2016 – Current and Estimated Line Item Expenses including line items for Computer Software Maintenance, Telephone, CPU Repair / Purchase, Network Oversight).

Mr. Reilly – do you help the Police and Fire department with their IT issues?

Mr. Twomey – yes, when they need help but they pretty much handle things ‘in-house’. All the cruisers have PC’s in them. We are looking to replace them with Surface Pros. Deputy Chief Mike Nurse has one initially...that was a savings.

Recreation Director Guy Boucher gave an overview of his department and budget – Referencing the work and assistance the that the Recreation department receives from...the Facilities Dept. (Ted Hamilton), noted that the Recreation Dept. over sees operations at the grist mill and a quick story...there is a wood part that goes over the stones that broke and the mill cannot run without it...Ted fixed it. The IT Dept. is always there to help the Recreation Dept. do things out in the field when we are doing registrations etc. Two full time employees in the Recreation Dept....Recreation Director Guy Boucher and Assistant Director Janice Souza and one full time program coordinator. Referencing his handout Mr. Boucher gave an overview of the programs offered by the Recreation Dept.

We are located at the lodge at Oak Crest Cove. We help manage the area with the Facilities Dept. Recently converted one of the cabins (#7) on premise into another facilities place where we offer classes etc. Irish Step classes and other events and the general public can rent it out as well. We offer swimming classes and oversee the bath houses. We schedule and maintain all port-o-pots in town...this is about 30% of the budget during the summer. We oversee the Dexter Grist Mill and Hoxie House staff. I have learned how to ‘dress the stone’ that grinds the corn. We can now do that ‘in-house’. We like to think about ourselves...we are a ‘Jack of all trades’. The Recreation Dept. tries to offer something for everyone for programs.

We oversee the lifeguards. The minimum wage is increasing and we are trying to prepare for that. We are trying to have enough life guards. We want to be able to rotate them with the different beaches. We are paying them \$11.50 and surrounding towns are paying \$13.50.

We have an afternoon school program at the Oak Ridge and Forestdale Schools. We were working with the schools at no charge.

We offer a Youth Athletes program (Special Olympics) and the Challenge program. We have had the youngest and the oldest special Olympians in the same room...really great. We are always looking for volunteers. We are really proud of this program and the accomplishments.

The \$20,000 for the skate board park. It was originally put there to upgrade the park and keep it safe and insured. The Board of Selectmen decided last week to tear the skate board park down. The Board of Selectmen supported and asked that the \$20,000 stay in the account and put it toward the planning for a new park. It will be in a well trafficked and well lighted area but in a better location...the skate board park is much needed.

We have a revolving account which is where we live. Seasonal staff is paid from the beach account (beach sticker and daily passes) and we do have a donation account. We always try to break even. We always charge the least amount we can for our programs. At this time we are hiring our staff for the summer.

Mr. Snyder – you are having a hard time getting life guards...any thought about training life guards at the school?

Mr. Boucher - We are trying that and we hope that it will bear some fruit.

Mr. Snyder – The people who use the skate board park are all on social media today and are very upset. How soon do you think a new skate board park can be built?

Mr. Boucher noted that there will be a void in service...hopefully the \$20,000 will get things started. If we can get a grant...that would help. If I had to put a time frame on it...there could be some CPA (Community Preservation Act) funding but that would be a year out.

Mr. Snyder – are you looking for input from the community?

Mr. Boucher – Absolutely. This was not an abrupt decision. We have had meetings and public forums. We have talked about this for fifteen years. We cannot keep doing the same things and get the same results. I don't like to see anything like this go away but without liability insurance we cannot continue. People were adding new cement structures over time...we cannot remove them and we could not get insurance. We have not been successful protecting the property. The structure is in the wrong place and I could not support putting \$20,000 into a location which is in the wrong place.

Ms. Grundman noted that it is a liability issue...the insurance company will no longer insure us. We have to have safe places for the kids. We are trying to find a safer place for the kids to do this. We need to be constructive about this. I understand peoples' anger but that is not going to help us. We will eventually have to find a new place...please work toward that. People have brought out the point that there has never been a claim...that is true but we cannot get insurance for this.

Mr. Boucher noted that they also rent out (for a fee) the lodge at Oak Crest Cove.

Public Health Nurse Joanne Geake gave an overview of her department and budget- noting that Public Health is the science of protecting and improving the health of families and communities through promotion of healthy lifestyles, research for disease and injury prevention and detection and control of infectious diseases. Overall, the public Health is concerned with protecting the health of entire populations. These populations can be as small as a local neighborhood, or as big as an entire country or region of the world. Ms. Geake gave an overview of the general fund for the Public Health Nursing Dept. as it pertains to all immunizations noting that all immunizations are entered into the MIIS (Massachusetts Immunization Information System) by her. Overview (2014/2015) of the cost per shot, amount paid by insurance, administration fee, total insurance...Profit/Loss; Shot Clinics – 2014...general and donation accounts; shot Clinic – 2015...general and donation accounts; Insurance Payments 2014-2015 – General Fund; MAVEN (Massachusetts Virtual Epidemiologic Network); oversees the DME (Durable Medical Equipment) shed - people can borrow medical items such as wheel chairs, shower heads etc. We take blood pressures, we do home visits, walk-ins and medical calls; contracts with Medicare, Mass health, Mass. Dept. of Public Health, University of Massachusetts. Information from the Town of Sandwich Public Health Nursing Dept. website regarding Zika Virus, Flu shots, tick information etc., HPV and Gardasil 9.

Ms. Geake noted that all shots recommended by the CDC (Center for Disease Control) should be given for free...no matter whether you have insurance or not...if they are mandated. We have a large 65 and older population. Medicare won't pay for the Shingles shot.

Ms. Grundman noted – you have an amazing group of volunteers.

Mr. Snyder – I assume you must have money on hand to buy the shots...how much money do you have right now?
Ms. Geake – nothing...about \$42.00.

Ms. Geake noted that we also partner with the Substance Abuse Prevention program in town.

Council on Aging Director Jan Timmons gave an overview of her department and budget- The Council on Aging is located in the Human Services Building on Quaker Meetinghouse...at the entrance to the Oak Ridge School and noted that they identify the needs and services for our citizens. Her overview included the Mission Statement; Senior Center Philosophy & Definition of Senior Center; Programs and Services; Volunteer Opportunities; Report of the COA for the 2014 Annual Town Report; the 2015 Town Census – Age 60 and Over; Outreach Report – Over 60 Report (FY 16, 15, 14); Outreach Report Under 60 Report (FY 16, 15, 14); dollars Saved Clients Report –FY 15 – over age 60; Dollars saved Clients Report – FY15 – Under Age 60; Telephone Stats – 1995 – 2015; Program Stats – 1995-2015; Council on Aging Newsletter (Public 10 times/year)

Ms. Timmons noted that their budget is \$229,213 and they get a state grant of just under \$42,000. We use that to supplement our town budget.

-The Friends of the Council on Aging provides funding for some of our entertainment for the seniors, some items for our kitchen. They have pledged \$7,700.00 for the senior citizens' center.

-We have three full time staff, two grant funded positions. We have a Board of Directors that sets the policy for the COA.

-Global Petroleum for generously donates oil for residents and we oversee that donation account.

- We work very closely with the Police and Fire Departments.
 - Substance abuse is an issue for seniors as well.
 - We have a town funded van, a wheel chair assessable vehicle with a paid driver (CCRTA / Cape Cod Regional Transit Authority).
 - Purchased an all-wheel drive vehicle to transport people and we share it with the Town's Nursing Dept. Transportation is one of the fastest growing areas for us.
 - The tax credit program is available...seniors can volunteer in a Town department and get \$750 taken off one of their property tax bills.
 - The SHINE program offers Health Benefits Counseling – twice a month.
 - The Human Services Building is constantly being used.
 - Future Goals – Building a Senior Center dedicated to the needs of senior now and for the baby boomers and future generation.
 - Acknowledged her staff including Rita Wahlstedt, Outreach Coordinator; Mary Ellen Steeves; Patricia Ryan, Volunteer Coordinator; Mike Angelica; Al Nicolazzo and Ginger McElhinney.
- We also value our program participants.

Mr. Snyder – this department has saved seniors close to \$700,000 for various needs. What is the status of the new building?

Ms. Timmons – We are getting a feasibility update...it should be done by May. It will be presented to the Board of Selectmen and then this committee.

Ms. Grundman – Is there such a thing as a per-person over 60...what it costs the community...what it costs per person.

Ms. Timmons – I have it back at the office and will make it available to the Committee.

Town Clerk, Taylor White gave an overview of his department and budget -our budget it used for Election Day police details etc. An additional amount was added this year just in case it is needed and it gets return to if it is not needed. We do use volunteers when we can.

Mr. Parini – I know you have done a lot of work archiving.

Mr. White noted that with the help of CPC (Community Preservation Commission) funds, this Saturday, March 12 from 1- 2:30 at the library there will be a presentation of Russ Lovell's newest version of ...Sandwich: A Cape Cod Town. Mr. Lovell is planning to be there to sign copies.

Mr. Snyder – what kind of training do you go through to be a Town Clerk?

Mr. White – there is training and we attend conferences during the year. We do a lot of networking.

Ms. Grundman noted that the Town Clerk's Office takes care of the minutes of all Board and Committee meetings.

Mr. Snyder – can I make a motion to approve the minutes of the February 23 and March 3 meetings?

Ms. Grundman – I think we will hold them to the next meeting and hold discussion on the warrant articles for the next meeting also.

ITEM #6 OLD BUSINESS

On the matter of the School Budget, Ms. Grundman asked that if anyone still has questions to please submit them to her and she will get them to the School Department.

Mr. Witham – the School Department was asked to give their accounting of the \$1m saving from the Wing School. Just curious...if we could get the account...where is the money?

Ms. Grundman noted that she will check on that for the next meeting.

Again, on the matter of the School Budget, Ms. Grundman...do we need to have them come to a meeting to answer questions before we vote.

Mr. Snyder – I don't think we need them to come in.

Mr. Parini – some questions they can probably answer without them coming in...but not sure about all.

Mr. Grundman – please let me know for sure. If you want them in, we will have to schedule it before the end of this month.

It was noted that the Capital discussion will wait until next meeting.

Mr. Lapp – The Board of Selectmen have not made a decision on the big capital items. CPC improvements have been approved by the Board of Selectmen such as work at the Cedarville Cemetery. Last night the School Department withdrew their application for CPA funding for the Sandwich High School Athletic Field Parking Lot Improvements (Article #20 on the proposed May 2, 2016 Annual Town Meeting Warrant).

ITEM #7
NEW BUSINESS

None.

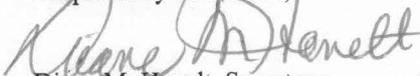
CLOSING REMARKS

None.

ITEM #9
ADJOURNMENT

**9:15 p.m. *MOTION TO ADJOURN WAS MADE BY MR. SNYDER. SECONDED BY MR. PARINI
VOTE – UNANIMOUS.**

Respectfully Submitted,


Diane M. Hanelt, Secretary

Approved: 3/22/16

Supporting Documents:

- Town of Sandwich - Position Description – Director of Public Facilities
- Facilities Department Summary of Building Repairs from Prior 5 – 7 years / updated 8/7/15
- Recreation Department summary of programs offered
- Information Technology Department budget summary
- Sandwich Public Health Nurse – Department/Budget Summary
- Sandwich Council on Aging – Department / Budget Summary
- Capital Budget Summary
- Index of Warrant Articles (May 2, 2016 Annual Town Meeting)
- School Budget information