

TOWN CLERK  
TOWN OF SANDWICH

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THE  
FINANCE COMMITTEE  
TUESDAY, March 15, 2016  
7:00 P.M.  
TOWN HALL MEETING ROOM  
130 MAIN STREET, SANDWICH, MA

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

Absent: Bob Guerin, Mike Dwyer, Matt Terry

Also Present: Town Manager George Dunham, Board of Selectmen Chair Frank Pannorfi, Golf Director John Johnson, Interim Harbormaster Mick Dunning and SCT.

ITEM #1  
CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 7:05p.m.

Pledge of Allegiance.

ITEM #2  
PUBLIC FORUM

None

ITEM #3  
REVIEW AND APPROVAL OF MINUTES

Minutes of February 23, 2016-

**\*MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF FEBRUARY 23, 2016 AS PRESENTED. SECONDED BY MR. REILLY. VOTE - UNANIMOUS Mr. Witham abstaining**

Minutes of March 1, 2016-

**\*MOTION WAS MADE BY MR. SNYDER TO APPROVE THE MINUTES OF MARCH 1, 2016 AS PRESENTED. SECONDED BY MR. REILLY. VOTE - UNANIMOUS Mr. Lehane abstaining**

ITEM #4  
TOWN MANAGER'S REPORT

To follow after Staff Meeting.

ITEM #5  
STAFF MEETING

Board of Selectmen Chairman Frank Pannorfi - Treasurer's Office School Dept. Spending Report -  
Mr. Pannorfi gave an overview of several handouts noting that he and Mr. Dunham worked with Town Treasurer William Jennings' Office regarding school staffing data. The handouts include a spread sheet on School Payroll for FY'11, 12, 13, 14 and 15; YTD (Year To Date) Change on # of employees. Mr. Pannorfi noted that approximately six to seven weeks ago he got fed up and decided to try to find some sort of staffing information for the schools. This is the data we have been asking for for two years. This is not intended to embarrass anyone...just trying to understand school staffing numbers. This data has elevated my comfort level. We have gotten this off the payroll system for 2011, 2012, 2013, 2014 and 2015. The categories you see are the ones the schools asked for. October is the beginning of the budget season. The annual report is completed by the schools and submitted to the Dept. of Education (DOE) and we have a fixed # of population in the schools. This information gives you the number of employees and some trending information also.  
The Board of Selectmen will include this report in Bud's budget. The school budget did have all of this information but not in an aggregate form. I was pleasantly surprised to see this trend. The expectation is to lose an additional 510 students. With student #'s going down we would expect that employee #'s will go down correspondingly. Our current payroll system made it easier. All disqualifiers are listed on the left side of the page (i.e. Employee total less Subs, Coaching Comm. School, School Lunch).

Mr. Reilly, referencing the School payroll yearly comparisons, noted that there is only a difference of two (2) employees...471 / 469...the Wing School is closed and there is only two less employees. It looks odd.  
Mr. Pannorfi – not here to make any judgements...the numbers are what they are.  
Ms. Grundman noted that we have to make a better approach to next year's budget.

Mr. Dunham noted that Superintendent of Schools Dr. Canfield met with him today. He was unable to attend tonight's Finance Committee meeting so they went over this when they met. The School Dept. has been trying to mesh the payrolls. The Treasurer's office tried to go through and subtract out certain employees.

Mr. Pannorfi handed out and gave an overview of Chapter 70 Trends (Mass Dept. of Elementary and Secondary Education – 1/29/2016).

Mr. Parini – the FY17 budget just for salary is \$24,977,500 for the schools. It was noted that Dr. Canfield mentioned that the average increase for salaries is 6%. The Board of Selectmen guidance is up to 3% for the schools but the salaries increase is 6% average. It seems inequitable when we look at the increase on the school side. The system has enabled the process. Thinks all of this should be looked at before we get guidance.

Ms. Grundman – this reflects a process that has not changed.

Ms. Grundman noted that some long term planning should be discussed...there is a better way to talk about the budget.

Ms. Grundman – no one can dictate to the schools what they should be doing. Here is our starting point. From this point on we can start to build a better mouse trap.

Ms. Grundman – this shows why the local contribution needs to start changing.

Mr. Pannorfi – the vote on the Board of Selectmen was 3-2...Mr. Pannorfi and Mr. Beauchemin against it.

Mr. Pannorfi – asking the FinCom...how much do we spend in education... \$52,000,000. 80% of education is salary.

Ms. Grundman – we have fewer students and the salaries are growing.

Mr. Lehane thanked Mr. Pannorfi. Whenever we can get complicated data on one sheet this is very helpful.

The first question for next year's budget cycle...it would be very helpful for us to see the projections that the school department are making now on teachers and when a wave of them that will be coming up in the next year or two. Where will the school department provide us with those projections? How many teachers will be retiring in the next few years?

Mr. Witham – they could probably give you projections today but it is not legal for them to do that...they cannot go up to someone and ask "are you planning to retire". It is a floating number. In any budget there are controlled vs uncontrolled expenses. 85% of budget is maintenance then you are stuck and the only way that you can reduce that number is through staff cuts. I would encourage that communication...and early on. Looking forward to their projections...what are we doing regarding retirements. Better communication between the three boards (Selectmen, School Committee and Finance Committee) we might be able to initiate this better and work within the guidelines.

Mr. Pannorfi handed out and gave an overview of Road Bond Comparison FY2017.

On the matter of the road issues, the Board of Selectmen voted to support a \$1.3m Capital Outlay Exclusion with a goal to try to do that for at least four years.

It was noted that Mr. Tilton, Director of the DPW/Town Engineer said if he could get \$1.3m per year he could get the work done and then be doing up keep and maintenance.

General discussion on the condition of the roads and funding.

It was noted that we have put resources in such a hole without a road bond.

It was noted that the town is growing and we have not been able to keep up with things.

Question was raised about why the Selectmen did not vote to support a larger amount for the road bond.

Mr. Pannorfi – we felt it would have a hard time passing at the ballot.

Mr. Snyder noted that a couple of years ago the same thing came up...we are going to be in the same situation as last year if we don't do it.

Mr. Pannorfi – other Boards of Selectmen may feel differently about it in the future.

Sandwich Hollows Golf Director John Johnson gave an overview of the Golf Department and the budget – no tax money goes into the Golf budget. It is an eighteen hole municipal course. There are 35 employees in season. The pro shop is open 6 am – 6 pm. We are involved with the hotel partners program. In 2015 we sold 256 annual passes which stands for 304 members total. In October an RFP was issue the food and beverage and the Club House Sports Bar and Grille (Mark and Mary McGowan) were awarded the contract. They have been very successful at this location for the last several years.

We offer the Jane Frost course for golfers. For four years we have had the Sandwich Croquet Club. Sandwich High School, Upper Cape Cod Regional Vocational Technical School and Sacred Heart play at SHGC. We have security cameras installed to help. Spring 2016 Par 64 3,618 yards.

Ms. Grundman – what income do we get from the food vendors.

Mr. Johnson – 7% of gross sales and they pay a percentage of the utilities. \$51,300 brought in. The prior vendor brought in \$28,000.

Ms. Grundman – They are open for three meals a day.

It was noted that the restaurant has a group of people that are not golf related.

Mr. Dunham noted that we have been chipping away at the capital improvements. We are always trying to adjust. There is a thirty year bond...we are 17/18 year through it.

Mr. Snyder – I do not golf but people should know how great this place is.

Mr. Lehane – We are about half way through to owning the course.

Mr. Dunham noted that the town pays for it. Did learn through this that you never issue debt within 2 ½. \$425,000 will be freed up when it's all done.

Mr. Reilly – adding to what Mr. Snyder said...it is a great place.

Mr. Johnson noted that he can get passes for any member who would like to come. Everyone should come out and see the place. I'm there every day but Tuesday.

Mr. Dunham introduced Interim Sandwich Harbormaster, Mick Dunning thanking Mr. Dunning for everything he and his crew have done especially since Harbormaster David Whearty's death.

It was noted that John Kondratowicz (aka KZ) is the newest Harbormaster and he will start in September.

Mr. Dunning gave an overview of the Sandwich Marina and budget –15 part-time employees will be coming on board in the next few weeks. Will be adding another clerical person. The Marina leases the land from the Army Corps of Engineers. Overview of revenues for 2014 and 2015 as well as capital improvements and the new office. Recently replace e-dock completed at a cost of \$527,819. The new harbormaster building year to date \$846,568

Mr. Lehane – congratulations on the numbers. You have suffered through many years of antiquated building space.

Mr. Dunham noted that the Marina is a revolving account. In addition to the base budget we will then have to estimate what the payments will be going forward. By trying to present pay anything we can. January 1, 2017 possible do the bonding.

Ms. Grundman – You run a great operation at the Marina.

Mr. Dunham noted that we have not heard anything from the State but we should hear in time to share in the next week and a half. Still seems to be positive numbers and that is a good sign.

Mr. Parini – questions from the FY'17... home sales up about 6%.

Mr. Dunham – we should have better information for the actual will be after July 2017. Will check with Ed Childs, Assessing Director for the FY'17 projected tax rate and average sale.

Mr. Dunham offered responses to some questions posed by FinCom members at previous meetings –

- 1) What level of staffing for the Facilities Dept.-  
-One more full time assistant and a part time person in the office.
- 2) Have we looked at what it costs us for electrician services versus having someone on staff ?  
-Will look it up...if we are out sourcing and we could do it cheaper with someone on staff.
- 3) What is the per person cost for the Town for over sixty residents  
- Under \$40 per person per year. We are right in the middle of a break out of towns.
- 4) Where do we stand with the 'wish list' items \$500,000-  
-Police and Fire over time, DPW Snow & Ice, DPW Operating budget, IT position will be in the future.  
We need additional employees in some of the smaller departments. \$300,000 going forward in the DPW budget.

It was noted that there will be a meeting next week...March 22. Mr. Parini noted that he will not be able to attend.

#### Draft List of Annual Town Meeting Warrant Articles

Mr. Dunham gave an overview of the warrant articles. Articles 2 – 6 are all the budget articles that we have been talking about.

Articles 7, 8 & 9 are under the control of the Board of Selectmen.

Article 10 is a house keeping -School Department Cell Town Lease Transfer and Appropriation of Funds.

Article 11- Transfer to Stabilization.

Article 12 – Sandwich Promotion Fund Appropriation is related to the room's tax...a percentage of anything we ring in above \$160,000.

Article 13 – Chapter 90...State Aid to Highways Program.

Article 14 – Beach Re-nourishment Account Appropriate – this was established about three years ago...a percentage of the beach parking lot funds to the beach account.

Article 15 – 19 are CPA (Community Preservation Act) actual projects such as Lower Shawme Pond Dam, Grist Mill and related work; Clark-Haddad Building Restoration; Thornton Burgess Society Jam Kitchen Restoration; Cedarville Cemetery Improvements. Approximate numbers offered...will have better numbers for next week.

Articles 20 (CPA) - SHS Athletic Field Parking Lot improvement – taken off the list...not approved.

Article 21 (CPA) taken off the list...not approved.

Article 22 Public Road Taking – Aviator's Lane.

Article 23 – Authorize Selectmen to Grant Easement: Baksis Road to NRG Canal.

Article 24 – Transfer Care Custody and Control of Henry T. Wing School to Board of Selectmen.

Articles 25 – 28 – By-law changes under consideration. (Dune protection Bylaw; Animal control bylaw; public Consumption or Use of Marijuana; Synthetic Drugs. Article 28 - Synthetic Drugs is a Board of Health bylaw and will be taken off.

Article 29 - Elect Officers & Ballot Questions.

#### ITEM #4

#### TOWN MANAGER'S REPORT

Brief discussion on the Public Safety Building. Mr. Dunham noted that there will be information in the Selectmen's packet this week on the Public Safety Building potential.

Mr. Snyder – it concerns me that there are two different articles...one for the buildings and the other for the personnel...that doesn't work if one goes through and not the other.

Mr. Dunham explained they might ask for the money first for the buildings. The East Sandwich Fire station...there have to be some renovations done to it for about \$600,000 to \$800,000...rough estimate.

#### ITEM #6

#### OLD BUSINESS

Ms. Grundman noted that some questions from Tom Witham for the School Committee have been passed along to them including topics such as ESP staffing numbers; Athletic sports numbers breakdown as well as non-athletic sports groups, circuit breaker funds. We will await their answers.

#### Proposed School Department budget –

Ms. Grundman noted that schools will not be invited back to a meeting.

Meeting Schedule-

The Finance Committee will be meeting next week

Mr. Dunham noted that the Finance Committee has seen all municipal department heads as of tonight.

Ms. Grundman thanked Mr. Dunham and suggested that if anyone missed any of our meetings to look back on Sandwich Community TV for previous meetings.

**ITEM #7**  
**NEW BUSINESS**

None.

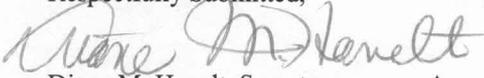
**CLOSING REMARKS**

None.

**ITEM #9**  
**ADJOURNMENT**

**8:50 p.m. \*MOTION TO ADJOURN WAS MADE BY MR. SNYDER. SECONDED BY MR. PARINI  
VOTE – UNANIMOUS.**

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: \_\_\_\_\_

3/29/16

Supporting Documents:

- School payroll comparisons October 2011, 2012, 2013, 2014, 2015 and YTD Change on # of Employees (Frank Pannorfi)
- Information regarding Sandwich Hollows Golf Club and the Golf Director's position
- Information regarding the Sandwich Marina and the Harbormaster position
- Projected Revenues and Expenses – FY'17 (Selectmen Recommendation Voted 2/25/2016)
- FY 17 Budget Totals (DHG Draft 3/4/2016)
- Recommended General Government Budget – Summary of Significant Budget Changes (+/- \$5,000) (GHD Draft 3/4/2016)
- General Government Operating Budget Needs – Prioritized Summary (GHD Draft 3/4/2016)
- Overall Budget Issues and Concerns (GHD Draft 3/4/2016)
- FY'17 Capital Budget Summary
- Index of Warrant Articles – May 2, 2016 Annual Town Meeting (GHD Draft 3/4/2016)
- Sandwich Public School Fiscal Year 2017 Budget – 1/27/16 Approved School Committee Budget
  - Budget Changes
  - New Spending FY17
  - FY17 Budget Unfilled Needs