

Town Clerk

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TOWN OF SANDWICH

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MINUTES  
OF THE  
FINANCE COMMITTEE  
TUESDAY, JULY 19, 2016  
7:00 P.M.  
TOWN HALL MEETING ROOM  
130 MAIN STREET, SANDWICH, MA

Present: Mark Snyder, Tom Witham, Matthew Anderson, Gwenn Dyson and Charles Holden

Absent: Bob Guerin, Jim Lehane, Rich Reilly and Laura Wing

Also Present: Town Manager George Dunham and SCT.

ITEM #1  
CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

Pledge of Allegiance.

Mr. Snyder welcomed the four new members...three of whom were able to attend tonight's meeting.

ITEM #2  
PUBLIC FORUM

None.

ITEM #3  
REVIEW AND APPROVAL OF MINUTES

Minutes of April 5, 2016 and May 17, 2016 not approved due lack of quorum of those present at the 4/5 and 5/17 meetings.

ITEM#4  
CORRESPONDENCE, STATEMENTS AND ANNOUNCEMENTS

None

ITEM #5  
WELCOME NEW MEMBERS AND DISTRIBUTE FINANCIAL SUMMARY HANDOUTS

Mr. Snyder welcomed the four new members earlier in the meeting and Mr. Dunham distributed the Financial Summary handouts.

ITEM #6  
TOWN MANAGER'S REPORT

- Suggested the new members familiarize themselves with the Town Charter.
- Will make copies of the FY16/17 budget available for the newest members.
- Copies of the current Association of Town Finance Committee handbooks (in disc form) have been ordered from Mass. Municipal Association (MMA)/Association of Town Finance Committees (ATFC). It gives a good overview. The information does not apply to every town but it is a good reference point.
- It was noted that the Town's Finance Director, Mimi Spahr could not be here tonight at she is teaching a class on Tuesday and Thursday nights during the summer.
- Overview of the budget deficit accounts and the Reserve Fund Transfers.



-\$500,000 is set aside to address any shortfalls during the year. The full amount of \$500,000 is still available because no funds were used during the year.

-FY'16 Reserve Fund Transfer Recommendations overview noting:

<u>Dept. #</u>	<u>Department</u>	<u>Requested "Up to Amount"</u>	<u>Actual Deficit</u>
Dept. 151	Legal & Professional Services	\$ 9,000	-\$ 7,699.47
Dept. 220	Fire	\$ 85,500	-\$ 82,856.73
Dept. 421	DPW/Snow & Ice	\$231,500	-\$230,502.76
Dept. 543	Veteran's Services	\$ 12,500	-\$ 10,742.49
	<b>TOTAL "UP TO AMOUNT"</b>	<b>\$400,000</b>	<b>-\$391,712.10</b>

The committee generally votes an "up to amount".

-An important reminder (noted at the bottom of the FY'16 Reserve Fund Transfer Recommendation list) – For the FY'17 Budget, we increased the appropriation to the Police Dept. by \$150,000, the Fire Dept. by \$50,000. And the DPW – Snow & Ice Account by \$150,000 because these have traditionally been our chronic deficit accounts. If this additional \$350,000 had been available for FY'16, our recommended FY'16 Reserve Fund Transfer would only have been \$138,500 instead of \$400,000. In short, the FY'17 Reserve Fund should be much more realistically funded and fiscally prudent than prior fiscal years.

-Mr. Witham – referring to the Reserve Fund Transfer list asked...is most of the public Safety request for overtime?

-Mr. Dunham – yes but, if vehicles break down etc. ...there are unforeseen expenses.

-Ms. Dyson asked about the Department of Public Works (DPW) Snow and Ice Deficit.

-Mr. Dunham noted that the State does not recommend fully budgeting this account because you may not use it...this is the best way to do it.

-Mr. Holden – inquired about the reason for the request for Reserve Fund Transfer for the Fire Dept.

-Mr. Dunham – it is mostly over time and equipment issues also.

-Mr. Holden – Is it the age of the equipment or extraordinary circumstances.

Mr. Dunham – yes...both.

**\*MOTION WAS MADE BY MR. WITHAM TO APPROVE THE FY'16 RESERVE FUND TRANSFERS UP TO THE AMOUNT OF \$400,000 AS PRESENTED. SECONDED BY MS. DYSON. VOTE – UNANIMOUS**

-Mr. Dunham gave an overview of Projected Revenues and Expenses – FY'17 (ATM Approved Budget – 5/2/16) noting that this is a pretty good summary of the town's budget.

-Overview of FY'17 Cherry Sheet Receipts (GHD Draft - 7/15/2016) noting that Chapter 70; School Lunch; School Choice Receiving Tuition; Public Libraries are not included in Discretionary Aid Calculation

-Overview of FY'17 Cherry Sheet Assessments (GHD Draft – 7/15/2016) noting that Tuition Assessment totals are subject to change until "final" charter and school choice sending figures are provided to the State DOE. Charter Schools are required to report to the DOE enrollment projections for the upcoming school year by March 15.

-Mr. Dunham gave a brief overview of the State budget process. We have heard that State revenues are down substantially.

A 1.5% increase in discretionary aid is not a lot but it is still positive.

It is too soon to tell what the State numbers will be.

-Mr. Dunham noted that Sue James, Chairman of the Board of Selectmen; Bob Guerin, Chairman of the Finance Committee and Jay McGrail, Chairman of the School Committee will be meeting on Thursday, August 25, 2016. Other Boards will be invited to talk over some things we see on the horizon.

**ITEM #7**  
**OLD BUSINESS**

None.

**ITEM #8**  
**NEW BUSINESS**

Mr. Witham would like to hear about the Board of Selectmen's plan about generating revenues beyond property taxes. The Golden Triangle deal is dead. Instead of just simply relying on property taxes...what thoughts are on the table?

**ITEM #11**  
**ADJOURNMENT**

**7:30 p.m. \*MOTION TO ADJOURN WAS MADE BY MR. WITHAM. SECONDED BY MS. DYSON.  
VOTE – UNANIMOUS.**

Respectfully Submitted,



Diane M. Hanelt, Secretary

Approved: 11/9/16

Supporting Documents:

- FY'16 Reserve Fund Transfer Recommendation
- Projected Revenues and Expenses – FY'17 (ATM Approved Budget – 5/2/16)
- FY'17 Cherry Sheet Receipts (GHD Draft 7/15/2016)
- FY'17 Cherry Sheet Assessments (GHD Draft 7/15/2016)
- Projected Revenues and Expenses – FY'17 (ATM Budget Adjusted with latest state budget – 5/17/16)