MINUTES
OF THE
FINANCE COMMITTEE
TUESDAY, MARCH 3, 2020
7:00 P.M.
TOWN HALL MEETING ROOM
130 MAIN STREET, SANDWICH, MA

Present: Mark Snyder, Matt Anderson, Bob Guerin, Laura Wing, Nancy Crossman, James McCormick, Jim Pierce.

Absent: Megan Terrio and Gwenn Dyson

Also Present: Town Manager George Dunham, Finance Director William Jennings, Upper Cape Cod Regional Technical School Superintendent Dr. Robert Dutch, Assistant Superintendent Roger Forget and members of the UCCRTS Committee, Tao Woolfe/Enterprise and SCTv.

ITEM #1
CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

Pledge of Allegiance

ITEM #2
PUBLIC FORUM

None.

ITEM #3
REVIEW AND APPROVAL OF MINUTES

Minutes of February 25, 2020-

*MOTION WAS MADE BY MR. ANDERSON TO APPROVE THE MINUTES OF FEBRUARY 25, 2020 AS PRESENTED. SECONDED BY MR. PIERCE.

VOTE – UNANIMOUS

ITEM #4
CORRESPONDENCE, STATEMENTS AND ANNOUNCEMENTS

None

ITEM #5
UPPER CAPE COD REGIONAL TECHNICAL SCHOOL FY’2021 BUDGET PRESENTATION – SUPERINTENDENT OF SCHOOLS DR. BOB DUTCHE

Superintendent Dr. Robert Dutch and Assistant Superintendent Roger Forget presented the FY’21 Preliminary Budget. All documentation listed under ‘Supporting Documents’. Dr. Dutch will be retiring at the end of this year.

General discussion on budget information presented. Dr. Dutch noted that once we make our presentation, we don’t change anything...we won’t come back to you for additional money.

Mr. McCormick – what do you do with medical expenses?

Dr. Dutch – we anticipate what the medical will be and figure it into the budget.

-There is an increase in the teacher line item. We will need an additional person in HVAC class; two SPED instructors not anticipated last year anticipated in the budget this year.

Mr. Snyder asked how much in salary, steps and lanes increases were for the average teacher.

Dr. Dutch – Includes ‘steps’ and any other increases...there are seventy-four teachers on staff.

Mr. McCormick – we need to see what the bottom line is...i.e. steps, longevity, etc.

Mr. Forget...the percentages will be provided.
Guidance counselor will be retiring and the new person coming in will cost less money. Athletics increased with more students playing and more coaches. Heat and utilities stays the same. Maintenance of buildings about the same. Employee’s benefits increase…increase in workers’ compensation. No increase in the health insurance through Cape Cod Health.

Foundation budget is $15,566,251…budget increase over last year of $619,271.

Ms. Wing – how many students from Sandwich?

Mr. Forget – 115 students from Sandwich.

Brief discussion on the Transportation budget. FY’21 Total Transportation budget $1,087,882 with anticipated aide the Net Transportation Budget is $210,143.

Slight increase to the LPN (Licensed Practical Nurse) Program.

FY’21 Capital Budget - $337,000; FY’21 Stabilization preliminary for FY’21 $100,000; FY’21 Bond Interest $7,000. Overview of school improvements i.e. security Enhancements; completion of Wellness Center; Capital Skill Grant – Marine Equipment $260,000 and Physical Therapy/Athletic Training Equipment $236,516; Health Careers/LPN Expansion; Vet Tech Building

Mr. Guerin noted…nice job on the grant writing.

Overview of various projects UCCRV School has done around towns i.e. Carpentry, Environmental and Info Technology, Horticulture and Marine.

Dr. Dutch – if you have projects, please let us know.

Overview of FY’21 Enrollment by town and percentages of Operating Budget / Capital Budget. Viewing the ‘pie’ Chart, the largest amount is for salaries.

Ms. Crossman asked when teacher contracts expire.

Dr. Dutch – we have two more years.

Mr. Snyder is impressed with what the UCCRV School is doing…thank you. Are there any new programs?

Dr. Dutch – We continue to look for employment opportunities for our students.

Mr. Snyder – what about the Wellness Center.

Dr. Dutch – we applied for a grant.

Ms. Crossman – noted that, while looking at their website, she had seen that they have a land-use subcommittee and wondered what kind of plans they had. Hoping they would consider adding a playing field specifically for girls sports.

Mr. Forget – we would like to support that. We would also like to invite everyone for a tour of the campus…just let us know when it would be convenient.

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**ITEM#6**

**TOWN MANAGER REPORT**

Mr. Dunham noted that Bob Dutch was great to work with.

-FY’21 Budget Update

-Special Town Meeting Warrant – Except Article #1 the FinCom has voted it recommendation on all other articles

-Sub-Bids for 100 Route 6A were opened today.

-Bids for 100 Route 6A to be open next Tuesday.

-Numbers in time for the Special Town Meeting

-The Board of Selectmen will sign the Warrant this Thursday and it will be posted on Friday.

-The Department of Public Works (DPW)/Highway Dept. will be in next week. They will have a tally of grants through the Engineering Dept. We keep track of grants…they just don’t show in the budget.

Mr. Guerin asked if there is a plan of any presentation of actuals for the warrant.

Mr. Dunham – yes, and for the Wing School also

In response to a question raised by Mr. Guerin, Mr. Dunham noted that the Capital Planning Committee will meeting on March 16.
ITEM #7
OLD BUSINESS

Future Meeting Schedule - Overview

ITEM #8
NEW BUSINESS

Liaison Reports –
None

ITEM #9
ADJOURNMENT

7:50p.m. *MOTION TO ADJOURN WAS MADE BY MR. ANDERSON. SECONDED BY MR. PIERCE VOTE – UNANIMOUS.

Respectfully Submitted,

[Signature]
Diane M. Hanelt
Secretary

Approved: ____________

[Signature]

Supporting Documents:
- FY’21 Preliminary Budget
- Budget Sub-Committee
- Upper Cape Tech 50th – Bright Past / Brilliant Future
- FY’21 Budget Highlights
  - Chapter 70 Increase
  - School Choice Student Increase
  - NO Health Insurance Increase
  - Administration Replacements
  - Staffing increase
- Per Pupil Comparisons
- FY’21 Administration
- FY’21 Instruction
- FY’21 Student Services
- FY’21 Operations & Maintenance
- FY’21 Fixed Charges – Employment Benefits, Other Insurance Programs and School Choice
- FY’21 Revenue
- FY’21 Transportation
- FY’21 LPN – LPN Program
- FY’21 Capital
- FY’20 Building Improvements
- UCT Around Town
- FY’21 Enrollment / Percentages of Operating Budget
- FY’21 Enrollment / Percentages of Capital Budget
- Upper Cape Cod Regional Technical School FY’21 Gross Foundation Budget in ‘Pie’ form $15,566,251
- Upper Cape Cod Regional Technical School FY’21 Gross Foundation Budget Increase in “Pie” form $619,271
- Budgeted Per Pupil Investment FY’17 – FY’21
- Funding Trends (as budgeted)
- FY’20 to FE21 Change 673,040
- FY’21 Budget Update (GHD 100 Route 6A Balanced Draft 1/27/2020)
- FY’21 General Fund Operating Budget Totals (GHD Draft 2/27/2020)
- FY'21 Recommended General Government Budget (GHD Draft – 2/27/2020) – Summary of Significant Budget Changes at 3.00% (+/- $10,000)
- Funding Outside of General Government Operating Budget – Summary of Significant Budget Changes (+/- $10,000) (GHD Draft 2.27.2020)
- FY'21 Capital Budget – Final Recommendation (GHD Draft 2/10/2020)
- Special Town Meeting Warrant – Monday, May 23, 2020 7 pm Sandwich High School Auditorium
- Proposed Upcoming Finance Committee Meetings (GHD Draft 1/2/20)