

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

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BOARD OF
SELECTMEN

TOWN
MANAGER

BOARD OF SELECTMEN AGENDA

February 11, 2010 – 7:00 P.M.

Human Services Building – 270 Quaker Meetinghouse Road

1. Pledge of Allegiance
2. Review & Approval of Minutes
3. Town Manager Report
4. Correspondence / Statements / Announcements / Follow-up (*10 Minutes*)
5. Public Forum (*15 Minutes*)
6. Staff Meeting (*0 Minutes*)
7. Old Business (*45 Minutes*)
 - FY'11 Budget
 - Roberti Farm RFP Update
 - Other
8. New Business (*5 Minutes*)
 - Other
9. Public Forum
10. Closing Remarks
11. Executive Session
 - Disposition of Real Property
12. Adjournment

NEXT MEETING: Thursday, February 18, 2010, 7:00 P.M. – Human Services Building

PROJECTED REVENUES AND EXPENSES - FY'11
(With 2009 LRP Assumptions & Selectmen FY'11 Budget Directives)

REVENUES

<u>FY'11 Tax Levy:</u>		
FY'10 Levy Limit	43,634,101	
2.5% Increase	1,090,853	
Est. New Growth	500,000	
Excess Levy Reserve Est.	0	
Requested Operational Overrides	0	
County Assess. Outside 2.5: CCC	158,841	
Debt Outside 2.5 (- Non-Lewy & SBA)	1,308,046	46,691,840
<u>Other Revenue:</u>		
Land Bank Purchases	1,365,736	
School Building Authority Funding	1,418,438	
State Aid: Discretionary (-15.00%)	1,537,145	
State Ch. 70 Aid: School (0.00%)	6,735,852	
Estimated Local Receipts	4,800,000	
Ambulance Transportation Receipts	750,000	
Surplus Revenue: Certified	1,000,000	
Overlay Release	150,000	
Transfer from Stabilization Fund	1,250,000	19,007,171

Total Estimated Revenues

65,699,011

EXPENSES

<u>ReCap Sheet Items:</u>		
Abatements / Overlay	450,000	
County / State Assess. (10.00%)	1,410,201	1,860,201
<u>Town Meeting Items:</u>		
Group Health Insurance (8.00%)	8,478,000	
County Retirement Assess. (7.50%)	2,401,740	
Property & Liability Insurance (7.50%)	782,600	
Medicare (6.00%)	466,124	
Unemployment Account	100,000	
Debt: Long Term	4,536,977	
Debt: Short Term	75,000	
Reserve Fund	400,000	
Social Services	21,200	
Capital Budget	500,000	
FY'10 Snow & Ice Deficit	150,000	17,911,642
<u>Operating Budgets:</u>		
School Budget: Local (-1.00%)	23,440,687	
Ch. 70 (0.00%)	6,735,852	30,176,539
UCCRVTS Budget (15.00%)		1,811,357
General Gov't. Budget (-1.00%)		13,966,213

Total Estimated Expenses

65,725,952

ESTIMATED FY'11 BUDGET BALANCE

-26,941

<u>Stabilization Fund Balance:</u>	
Actual Balance on 1/1/10:	2,071,214
Proposed Transfer from Stabilization Fund:	-1,250,000
Projected Post ATM Balance:	821,214

<u>ESTIMATED FY'12 BUDGET BALANCE</u>	-2,340,643
<u>ESTIMATED FY'13 BUDGET BALANCE</u>	-3,295,305
<u>AVE. ANNUAL DEFICIT CHANGE FY'12-'14</u>	-1,028,153

Massachusetts Department of Revenue
 Division of Local Services
 FY2011 Local Aid Estimates

SANDWICH

	FY2010 Cherry Sheet Estimate	FY2011 Governor's Budget (House 2)	Difference
Education:			
Chapter 70	6,735,852	6,735,852	0
SFSF to Maintain Foundation Spending	0	0	0
Total Chapter 70	6,735,852	6,735,852	0
School Transportation	0	0	0
Retired Teachers' Pensions	0	0	0
Charter Tuition Reimbursement	136,770	340,159	203,389
Offset Receipts:			
School Lunch	12,112	10,109	-2,003
School Choice Receiving Tuition	0	78,500	78,500
Sub-Total, All Education Items	6,884,734	7,164,620	279,886
General Government:			
Unrestricted General Government Aid	993,063	993,063	0
Local Share of Racing Taxes	0	0	0
Regional Public Libraries	0	0	0
Police Career Incentive	18,422	9,231	-9,191
Urban Renewal Projects	0	0	0
Veterans' Benefits	4,891	17,011	12,120
State Owned Land	551,137	568,251	17,114
Exemptions: Vets, Blind, Surviving Spouses & Elderly	104,123	107,663	3,540
Offset Receipts:			
Public Libraries	17,269	17,515	246
Sub-Total, All General Government	1,688,905	1,712,734	23,829
Total Estimated Receipts	8,573,639	8,877,354	303,715

FY2011 Local Aid Assessments SANDWICH

	FY2011 FY2010 Cherry Sheet Estimate	Governor's Budget (House 2)		Difference
County Assessments:				
County Tax	289,026	296,252		7,226
Suffolk County Retirement	0	0		0
Sub-Total, County Assessments	289,026	296,252		7,226
State Assessments and Charges:				
Retired Employees Health Insurance	0	0		0
Retired Teachers Health Insurance	0	0		0
Mosquito Control Projects	85,905	87,949		2,044
Air Pollution Districts	7,120	7,267		147
Metropolitan Area Planning Council	0	0		0
Old Colony Planning Council	0	0		0
RMV Non-Renewal Surcharge	15,880	17,920		2,040
Sub-Total, State Assessments	108,905	113,136		4,231
Transportation Authorities:				
MBTA	0	0		0
Boston Metro. Transit District	0	0		0
Regional Transit	84,381	86,735		2,354
Sub-Total, Transportation Authorities	84,381	86,735		2,354
Annual Charges Against Receipts:				
Special Education	2,102	0		-2,102
STRAP Repayments	0	0		0
Sub-Total, Annual Charges	2,102	0		-2,102
Tuition Assessments				
School Choice Sending Tuition	208,664	169,000		-39,664
Charter School Sending Tuition	588,923	806,608		217,685
Essex County Tech Sending Tuition	0	0		0
Sub-Total, Tuition Assessments	797,587	975,608		178,021
Total Estimated Charges	1,282,001	1,471,731		189,730

For information about how the estimates were determined and what may cause them to change, click: [Local Aid Estimate Program Summary](#).

FY'11 BUDGET TOTALS

NO.	DEPARTMENT	FY10 APPROP	FY11 SALARY	FY11 OPER	FY11 TOTAL	% CHANGE
114	Moderator	1	1	0	1	0.00%
123	Select./Manager	382,310	329,035	53,350	382,385	0.02%
	Personnel Expen.	76,799	75,000	0	75,000	-2.34%
131	Finance Comm.	2,200	1,300	900	2,200	0.00%
135	Accounting	172,844	153,005	23,750	176,755	2.26%
141	Assessing	338,531	308,434	29,925	338,359	-0.05%
145	Treasurer	164,030	168,216	-450	167,766	2.28%
146	Tax Collector	229,981	188,920	46,900	235,820	2.54%
147	Tax Title	25,000	0	25,000	25,000	0.00%
151	Legal	225,000	0	225,000	225,000	0.00%
152	Human Resour.	143,842	135,842	8,000	143,842	0.00%
161	Town Clerk	153,934	152,450	3,600	156,050	1.37%
162	Elect. & Regist.	35,500	25,750	30,750	56,500	59.15%
171	Natural Resour.	233,008	214,186	19,600	233,786	0.33%
175	Plan. & Devel.	150,849	128,537	21,125	149,662	-0.79%
190	Facilities Mgmt.	410,784	152,104	297,500	449,604	9.45%
195	Town Reports	11,000	0	11,000	11,000	0.00%
196	Bind Records	1,000	0	1,000	1,000	0.00%
197	Info. Technology	331,156	92,856	238,300	331,156	0.00%
	Total 100s	3,087,769	2,125,636	1,035,250	3,160,886	2.37%
210	Police Dept.	3,058,024	2,800,539	244,215	3,044,754	-0.43%
220	Fire Dept.	3,631,921	3,303,977	353,800	3,657,777	0.71%
241	Inspections	229,480	214,663	16,105	230,768	0.56%
244	Sealer of W & M	1,200	0	1,200	1,200	0.00%
291	Emerg. Mgmt.	5,250	0	5,250	5,250	0.00%
294	Forest Warden	1,500	0	1,500	1,500	0.00%
297	Bourne Shellfish	4,000	0	4,000	4,000	0.00%
299	Greenhead Fly	1,500	0	1,500	1,500	0.00%
	Total 200s	6,932,875	6,319,179	627,570	6,946,749	0.20%
300	School Dept.	30,550,780	30,550,780	0	30,176,539	-1.22%
313	UCCRVTs	1,575,093	1,575,093	0	1,575,093	0.00%
	Total 300s	32,125,873	32,125,873	0	31,751,632	-1.16%

(Note: School Dep't. amount includes Ch. 70 aid.)

NO.	DEPARTMENT	FY10 APPROP	FY11 SALARY	FY11 OPER	FY11 TOTAL	% CHANGE
410	DPW - Engineer.	123,293	113,493	9,800	123,293	0.00%
420	DPW	1,478,417	951,954	558,525	1,510,479	2.17%
421	Snow & Ice	250,008	12,518	237,491	250,009	0.00%
424	Streetlights	30,000	0	30,000	30,000	0.00%
435	DPW - Sanitation	765,569	0	765,569	765,569	0.00%
Total 400s		2,647,287	1,077,965	1,601,385	2,679,350	1.21%
510	Health Dept.	166,464	158,339	9,125	167,464	0.60%
522	Nursing Dept.	126,322	106,165	12,200	118,365	-6.30%
541	COA	145,369	140,470	7,000	147,470	1.45%
543	Veterans	37,591	0	42,000	42,000	11.73%
Total 500s		475,746	404,974	70,325	475,299	-0.09%
610	Library	866,210	632,153	234,057	866,210	0.00%
630	Recreation	70,849	57,999	12,850	70,849	0.00%
650	DPW - Parks	13,850	0	13,850	13,850	0.00%
671	Hoxie / Grist Mill	0	0	0	0	#DIV/0!
693	Memorial Day	1,200	0	1,200	1,200	0.00%
694	Historic District	11,500	2,000	9,500	11,500	0.00%
Total 600s		963,609	692,152	271,457	963,609	0.00%
GEN. GOVT. TOTAL (no School)		14,107,286	10,619,906	3,605,987	14,225,893	0.84%
FY'11 Budget Instructions @ -1.0% =					<u>13,966,213</u>	
Draft Budget v. Budget Instrctions =					-259,680	
<u>(To be addressed through future budget adjustments.)</u>						
GRAND TOTAL (incl. School)		46,233,159	42,745,779	3,605,987	45,977,525	-0.55%

FY'11 RECOMMENDED GENERAL GOVERNMENT BUDGET

Summary of Significant Non-Personnel Related Budget Changes

(Step Increases Included - No Union Contract Resolutions Funded)

<u>Acct.</u>	<u>Budget - Line Item(s)</u>	<u>Change</u>
135	Accounting - Audit Contract	1,500
141	Assessing - Elected Salaries	-3,496
146	Collector - Postage	2,500
162	Elections & Registrations - State & Federal Elections	21,000
190	Facilities - Utilities (Electric & Heating Fuel)	24,000
420	DPW - Gasoline & Oil (Covers all Gen. Gov't. Departments)	27,650
543	Veterans - Benefits for Qualifying Vets	4,409
610	Library - Level-Funded per GHD	<u>0</u>
		77,563

FY'11 CAPITAL BUDGET SUMMARY

DRAFT #3 - 2/9/2010

Approved by Capital Improvement Planning Committee: _____, 2010

<u>DEPARTMENT</u>	<u>ITEM</u>	<u>COST</u>
PROJECTS >\$10,000		
<u>General Government:</u>		
161 TOWN CLERK	Replace Voting Machines	\$50,000
220 FIRE	Replace (4) Ambulance Defibrilators	\$110,000
410 ENGINEERING	Replace '98 Ford Escort Wagon	\$23,000
	<i>General Government Subtotal</i>	<u>\$183,000</u>
<u>School Department:</u>		
300 SCHOOL DEPARTMENT	1-Ton Dump / Rack Body Truck	\$40,000
	Financial Software Compatible w/Town (School, Acc't., Training)	\$70,000
	<i>School Department Subtotal</i>	<u>\$110,000</u>
	TOTAL > \$10,000 CAPITAL EXPENSES	\$293,000
PROJECTS <\$10,000		
<u>General Government:</u>		
541 COUNCIL ON AGING	Replace HSB Stackable Chairs	\$7,000
	<i>General Government Subtotal</i>	<u>\$7,000</u>
<u>School Department:</u>		
300 SCHOOL DEPARTMENT		
	<i>School Department Subtotal</i>	<u>\$0</u>
	TOTAL < \$10,000 CAPITAL EXPENSES	\$7,000
	RECOMMENDED FY'10 CAPITAL EXPENSES	\$300,000
	LESS AMBULANCE FUND TRANSFER	\$0
	TOTAL FY'11 CAPITAL - AMBULANCE FUND	\$300,000
	*CAPITAL RESERVE FUND	\$0
	TOTAL FY'11 CAPITAL EXPENSES	\$300,000

**Funds to be held for emergency/reserve purposes until released by CIPC and Town Manager.*