Date Approved: 11-10-10
VOTE: 8-0-0

Town of Brewster
Minutes of the Finance Committee
October 20, 2010

Members present: Don Schober, Mike Fitzgerald, Lisa Gerrish, Dennis Hanson, Dan Guertin, Herb Montgomery, Rebecca Smith, Howard Bender and Su Ballantine

In attendance: Selectmen Liaison Greg Levasseur, Paul Hush (Chair- CPC), John O'Reilly (Chair-Brewster Elem. School Committee), Dr. Richard Hoffman (Superintendent of Schools), and Mr. Hans Baumhauer (Nauset Business Manager)

Documents: 2010.10.06.001
2010.10.06.002

Chairman Don Schober called the meeting to order at 6:00PM

Article #5 Community Preservation Act Funding- Paul Hush

1. Historic Preservation	
a. Brewster Cemetery Commission: Headstone preservation	$18,000.00
2. Reserve Funds	
a. Open Space	$78,563.00
b. Historic Preservation	$15,708.00
c. Community Housing	$15,708.00
Total	$127,979.00

BREWSTER TOWN CLERK
'10 NOV15 10:05AM

Paul Hush explained each funding section as listed above.

Hanson- How was the % of allocations established?
Hush- By a vote of Town Meeting when CPC was first approved it was allocated 50/10/10/30. Value of the allocation is good; everyone has a part.
Hanson- 5.1.a is strictly for the cemetery at Brewster Meeting House?
Hush- no, all five cemeteries.
Ballantine- State matching funds lag; do we have use of these funds now and payback later?
Hush- Originally matched by State on 3% of real estate transactions. Originally 100% match, during the downturn last year was 42%, this year may be 30%. There is a bill in the legislature to increase to 7.5% of sales.
Guertin- any other allocations in the works?
Hush- now only the cemetery, in May there may be more projects.
Fitzgerald- Total funding is $700,000-800,000. What is the debt number?
Hush-I don't have that information with me.
Schober-In the spring, Lisa Souve brings in the spreadsheet with all debt v purchases. Have the Board of Selectmen voted?
Greg Levasseur- yes, 5-0-0 unanimous.

MOTION made by Dennis Hanson to **approve Article #5** as printed in the Town Warrant.
Second by Lisa Gerrish
VOTE: 9-0-0

Article #4.5 a-n Elementary School Department- John O'Reilly (Chairman), Dr. Richard Hoffman (Superintendent Of Schools)

a. SB Septic System Repair Project	$5,900.00
b. HVAC Maintenance & Repairs	$50,000.00
c. Technology Project	$20,000.00

d. Eddy Design & Replacement of Smoke Detectors	$17,500.00
e. Window Screen Replacement Project	$10,000.00
g. SB Repaair Central Clock System	$12,500.00
h. Eddy Replace Gym/Café Doors	$20,500.00
i. Eddy School Maintenance Equipment	$10,000.00
k. SB Replace Water Fountains in Gym	$10,000.00
l. SB Painting Project	$10,000.00

John O'Reilly went through the following; a. SB Septic System Repair Project, b. HVAC Maintenance & Repairs, d. Eddy Design & Replacement of Smoke Detectors and h. Eddy Replace Gym/Café Doors. These 4 items total about $100,000. which we were asked to keep within.

a. $5,900.00 over the summer the system needed maintenance and repairs; not in failure.
d. $20,000. Replacement is a safety issue
b. $50,000. Repairs
h. $22,500. Can not be locked, security issue. This aas put aside when switch of the building was being discussed.

Ballantine-I understand smoke detectors but do you have CO2 detectors?
O'Reilly- don't know
Levasseur-not part of the safety program, used in places where there is sleeping.
Ballantine-I may revisit this.
Montgomery-Has the Building Needs Committee been involved?
O'Reilly- they have not been asked, but it makes sense.
Gerrish- Is the HAVC for both schools?
O'Reilly- Eddy only
Schober- With only these 4; anything at risk?
O'Reilly- Certainly all are needed, but we targeted $100,000.
Levasseur-This Capital Plan is in excess by $241,000. Water and Fire are self funded, BOS and DPW take the balance
Bender- If you had to give up one, which would it be?
O'Reilly- h; but debatable as it is a security issue.
Schober- Have you received enrollment figures?
O'Reilly-457; k-76, not including pre-K (38). Eddy was 251 last year, 247 now.
Schober- did you address the part-time teachers?
O'Reilly- Dr. Hoffman will talk about that.

Dr. Hoffman arrived at 6:30

O'Reilly- The School Committee has not formally prioritized.
Hanson- In terms of a-n; how did that list come to Charlie?
O'Reilly- our Capital Plan.
Hanson- My concern, some things that expensive. should be prepared early enough for a timely review of Fin Com.
Schober- still questioning the numbers; Total 457?
Hoffman- enrollment figures differ, corrections have been made, the numbers are accurate
Schober-what is the benefits % total of the line item?
Hoffman- the benefits % of the total budget; 2011-11 will be 22% of total, now it is 17.9% of total
Schober- Part time employees; under 20 hours; Town employees receive no benefits. Interesting that part time teachers receive benefit packages. That could be $143,000. spent elsewhere.
Hoffman-we have not looked into this totally, this is an area we will look at carefully.
Hanson- Who is ultimately responsible? Principal or central administration
Hoffman-both; Principal is the hiring agent, central admin. Position is control
Hanson-If the Principal makes a request, Business Agent looks it over and adds a line item?
Bender- We need to take a hard look at part time employees health benefits.

Fitzgerald- Health benefits are a critical part, this must be part of the negotiation.
Montgomery-It is not the Towns responsibility to pay health insurance for the family.
Schober- This is a tough subject. Did you add Kindergarten into enrollment figures? Has the % of Special Needs increased?
Hoffman-4 Kindergarten classes = 76, No dramatic changes (17% range) on ed plans. Next budget cycle we will do a complete review of Special Needs. There are new laws vs. the medical side paid by insurance.
Schober- Things are changing
Hoffman- Tricky issue; % of regular education budget increases, % of Special Needs increases.
Schober-The Fin Com would be interested in a Special Ed meeting. We had one a few years ago that was very informative
Hoffman-sense of trends, Speech and Language and Occupational Therapy issues.
Schober-We would like to do this before the FY11 budget season.
Montgomery- This is off the subject; but we struggled with the budget last year. I know we are part of a regional contract and the Brewster schools could not give back. Are they separate bargaining units? Who has control of the elementary school negotiations?
O'Reilly- Brewster School Committee negotiates with the Brewster Elementary Schools. All schools have to agree.
Gerrish- transportation is an issue, has it been worked out?
Hoffman-99% of the problems; some routes were too long, we are working on this. Most have been resolved. I am giving you advanced notice; in November were will be discussing changing how we operate the buses. Possible Middle and High School combined and K-5 together. Possibly starting the elementary schools earlier, middle and high school later. This must be thoroughly thought out with public and School Committee consultation.
Fitzgerald- Have you looked at "use fees"?
Hoffman-"building use fees" is being looked at now, no student fees on the horizon. User fees are low- haven't been changed in a long time.
Bender- are terms "contract" and "agreement" the same?
Hoffman-contract is a labor contract, agreement (passed in 1971 at Town Meeting) all regional school district. Handled by collective bargaining.
We are trying to build a "maintenance budget" to make it as easy to understand as possible.
Discussion on money spent on professional development and computers etc.
Budget looks OK but close.
Guertin-School choice; grades 6-12 at $5,000 per student per year?
Hoffman- We (Administrators) have n=been pushing to raise this since 1995 but it is going no where. It is a concern. We are doing a cost benefit analysis. High School had an number of additional choice students. Twelve from Provincetown for one year. 7-12 tuition agreement with Truro.
Guertin- It seems that the member town is paying the burden.
Hanson- Are you looking at a "green repair" program? Has anything been put into this program? There are grants available- any status?
Hoffman- Green repair is a new initiative- funded but at what level? We have several large projects; all windows, roof and heating system. These have been submitted for Nauset Regional.
Hanson- I see a tremendous amount of resources to help write and meet the deadlines- use the retirement community.
Fitzgerald-what is the current bid on heating oil?
Hoffman- Locked at $2.49
Fitzgerald- what is electric?
Hoffman- Cape Compact 8.9
Fitzgerald-There are more competitive companies; look into <u>South Jersey Electric</u>
Bender-Regarding school choice; are all schools $5,000.?
Hoffman- YES, it benefits Truro. Provincetown is guaranteed seats but class selection is different.
Schober-We choose not to do elementary school, can we change choice at Middle or High School?
Hoffman- We figure how many seats per grade then it is advertised and a date set.
Hanson-Any numbers on how many go out of district?
Hoffman-Not a lot but yes we have the numbers. Charter School has a different arrangement ($18,000- 19,000.)
Hanson- We would like to see the figures how many go out of system.
Hoffman- We had a reduction on the "cherry" sheet.
Baumhauer- what are you asking for? Money amount in and out? This can be done.
Schober- Would you consider regionalizing with Chatham or Harwich?
Hoffman- No phone calls regarding increasing regionalization
Gerrish- regarding Nutritional Services?
Hoffman- robust wellness program, reasonable lunch for $2.00

Guertin- Have they abolished sodas?
Hoffman-YES

Other Business

Next Meeting: **Wednesday, November 10, 2010 at 6:00PM**

MOTION made by Howard Bender to **adjourn** at 7:30PM
Second by Lisa Gerrish
VOTE: 9-0-0

Respectfully submitted,

Marilyn Mooers, Recording Secretary