

BOARD OF SELECTMEN
SPECIAL BUDGET MEETING MINUTES

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February 7, 2012

Approved on March 14, 2012

A special budget meeting of the Orleans Board of Selectmen was held on Tuesday, February 7, 2012 in the Nauset Room of the Town Hall. Present were Chairwoman Margie Fulcher, Vice-Chairman Sims McGrath Jr., Clerk Jon R. Fuller, Selectman David M. Dunford, Selectwoman Susan B. Christie, Town Administrator John Kelly, Assistant Town Administrator Myra Suchenicz, Director of Municipal Finance David Withrow and Recording Secretary Kristen Holbrook.

Chairwoman Fulcher called the meeting to order at 9:05 am.

Meet with Fire Chief William: (00:00:14)

The Board met with Town of Orleans Fire Chief William Quinn and Deputy Fire Chief Anthony Pike to discuss the proposed Fire Department budget for FY2013.

Beginning with budget #220, Mrs. Fulcher asked Chief Quinn about the \$15,000 budgeted for non-union overtime. Mr. Kelly replied that a review of the Deputy's duties under the Fair Labor Standards Act is of the opinion that while the Chief is considered an exempt employee, the Deputy Fire Chief is not; therefore he is entitled to overtime.

Mrs. Fulcher stated that she felt this arrangement needed to be addressed.

Mr. Dunford asked why the budget for uniforms was such a large increase. Chief Quinn explained that the firefighter's turnout gear is at least 10 years old, and is beginning to deteriorate and the Department is beginning to replace them. It will be done over a three year period in order to mitigate the cost as much as possible.

Mr. McGrath asked what falls under the line item #530000 "Professional Services." Chief Quinn explained that this is the County Dispatch fees, Ambulance Billing fee, and the yearly fee for the billing company. Mr. Dunford asked for a bottom line for the new ambulances and new stretchers. Chief Quinn explained that last year the department had received a new hydraulic stretcher and wished to purchase two more. Also the Chief is looking to replace the old Ford ambulance with a new International. Mr. Dunford asked if all of these would be funded out of the ambulance receipts. Mr. Withrow replied yes.

In review of budget #221, the Board discussed the \$86,000 generator, driveway repair and roofing projects. Mr. Dunford asked what the assumptions were for heating and electrical costs for the upcoming year, and Mr. Withrow replied that the numbers were calculated using current rates.

Under budget #291 for Emergency Management the Board discussed the changes included for purchasing surplus equipment as had been discussed previously. Chief Quinn is

interested in purchasing a portable sign and a bucket truck.

Mr. Fuller stated that he would only be in favor of using the bucket truck training funds for non-fire department personnel. Chief Quinn further stated that he wants this truck as a shared resource for the entire town.

Mrs. Fulcher suggested that all of the departments consider budgeting funds for the purchase of a portable sign. Mr. Kelly explained that the programmable signs are selling at a price of \$27,000 for a new sign. Mr. Fuller stated that he supported the Chair's suggestion that the departments pool their budgets for the sign purchase.

The Board recessed for five minutes.

The Board reconvened at 10:20 am.

Department Budget Review #122: (00:00:10)

The Board was provided with back-up financial information, such as the latest version of the financial plan and fee schedules dating back to the beginning of the budget process. Mr. Withrow outlined the changes made to the financial plan due to the recent refunding of the Town's debt.

Mr. Withrow explained all of the changes to the financial plan.

Mr. Dunford asked for more information on item # 2, the Nauset Regional School District assumption for the Green Repair Project.

Town Administrator John Kelly reviewed the proposed Town Administrator and Board of Selectmen departmental budget for FY2013. Mr. Kelly stated that the proposed budget shows an increase in the legal budget due to the number of arbitrations and litigations that have happened in the past year. He stated that the Town is currently in negotiations with five bargaining units and Mr. Kelly does not feel that the number previously budget was sufficient.

Mrs. Fulcher noted that the arbitration and mediation services at the state level has been cut and the legal budget is only going to go up because it is becoming more likely that all of the hearings will be held in Boston.

The Board had no question in regards to budget #123 Telecommunications.

Mr. McGrath asked for the Media Coordinator's name to be changed to match on both sheets for budget #124 Media Operations for Channel 18 and website. Mr. Withrow noted that the salary increase listed is the step and longevity.

Budget #131 for the Finance Committee includes the reserve fund. Mr. Fuller asked for what "other professional services" line item was intended. Mr. Kelly replied that it is budgeted for legal services but has not been expended for some time. Mr. Fuller asked if the Finance Committee's request for a secretary during budget season was included in their proposed budget. Finance Committee Chair Gwen Holden-Kelly replied that it has not been included

as of this time. Mr. Kelly explained that increases to the Finance Department budget were due to the new audit contract.

The major change in budget #141 for the Assessing Department was due to moving a clerical position from the Assessing Department to the Treasurer/Collector. This change is also reflected in budget #145 Treasurer/Collector.


Budget #155 for Computer Services encompasses all computer equipment provided through MIS budget. Mrs. Fulcher asked if there should be more budgeted for improvements to the website to allow the MIS department to keep up with rapid changes in the industry. Mr. Dunford asked that the MIS department research the costs involved in teleconferencing equipment and e-board books or tablets. Mr. Fuller suggested that the Town is due for a review of the internet security.

Adjourn: (00:45:18)

On a motion by Mr. Dunford, and seconded by Mr. Fuller, the Board voted to adjourn.
The vote was 5-0-0.

Respectfully submitted,

Kristen Holbrook



Jon R. Fuller, Clerk

