BOARD OF SELECTMEN

MEETING MINUTES

January 29, 2014

Approved on March 19, 2014

A meeting of the Orleans Board of Selectmen was held on Wednesday, January 29, 2014 in the Nauset Room of the Town Hall. Present were Chairman Sims McGrath Jr., Vice-Chairman David M. Dunford, Clerk Jon R. Fuller, Selectmen Alan McClennen Jr., Town Administrator John Kell and Recording Secretary Kristen Holbrook.

Selectman John Hodgson III was not present for the meeting.

Chairman McGrath called the meeting to order at 6:35 PM.

FY15 Budget Review (all departments except Fire, Police, DPW & Natural Resources: (00:00:05)

Town Administrator John Kelly presented the Board with information on the budget review process and noted that any changes made by the Board during discussions will be tallied and listed separately. He also stated that a list of items the Board wishes to reconsider or revisit will be maintained as well.

Mr. Dunford asked for clarification on the free cash estimates in the out years.

* Selectmen/Town Administrator’s Budget

Mr. Dunford asked if Mr. Kelly was comfortable reducing the amount of funding for labor counsel. He replied that he is. Mr. McGrath asked if it was more economical to negotiate all of the contracts at once. Mr. Kelly stated that there is some saving in travel time as well as having a positive impact on the negotiating process.

* Telecom & Media Operations

The Board reviewed the proposed budgets for the telecommunications budget.

Mr. McClennen stated that he would like to see more transparency in Capital Outlay items. He also stated that he felt the items should be listed in the Capital Plan and that the Board should develop a policy to define and guide the capital plan. He also noted that the Capital expenditures that are funded with CPC money, should be noted appropriately as well.

Mr. Dunford stated that he felt that the Media Operations budget should be fully sustained by the franchise fees, so if the amount expended is more than the income from the fees, the budget should be cut.

Mr. Kelly explained that the funds cannot be used to fund internet services, but if the Board wished to consider creating a policy to insure that the Town is providing a level of service commensurate with income from franchise fees, then it would need to be discussed and investigated.

* Assessing

Major changes in this department are based on evaluation cycles. As FY15 is not an revaluation year the budget has been reduced in some areas.

Mr. Dunford asked why the budget for outside services has not been reduced as much or at all. Mr. Withrow noted that there are carry over expenses due to abatement applications and the fact that the tax rates are set in the fall and can be split between 2 years.

* Treasurer/Collector

Mr. Kelly explained that the department is undergoing a change in order to centralize the sticker collections. The money for sticker clerks has been removed from the Treasurer’s budget and placed in the Park’s Department.

* MIS

Mr. Kelly noted that the major change is due to the addition of the GIS software.

Mr. McClennen asked if software upgrades were budgeted for. Mr. Kelly replied that the funds are budgeted yearly and do take into account any anticipated upgrades to software.

Mr. Fuller stated that when the Board decided to bring the MIS items all into one budget, it was due to the fact that the Board was having a difficult time determining exactly how much was being spent on software and MIS items.

* Town Clerk

Mr. Kelly stated that the major changes to the Town Clerks budgets are due to two additional State Elections, all other numbers are unchanged.

* Conservation

Mr. Kelly noted that the budget for this department is driven largely by the number of applications.

* Town Meeting/Town Report

Mr. Kelly noted that the only changes are for the better pricing available for the printing of the Town Reports.

* Building

Major changes are due to costs for inspectional services as it is based on number of inspections performed.

* Building Code Board of Appeals

Mr. Kelly noted that the Committee only meets when applications are filed.

* Health

Changes made to reflect rate changes at the County level for inspectional services and budget amounts reduced for county health services (nurse) as the service is largely under utilized.

* Council on Aging

Mr. Kelly outlined budget shift for decreases in maintenance contracts for service and equipment and an increase for reallocation of an alarm service contract.

Mr. Kelly also noted that the Board will need to discuss, at a future meeting, the Day Center program and the fees for the service versus cost of the staffing for the service. Mr. Kelly stated that the program is currently running at a deficit and that the Board may wish to discuss the level of service provided and the number of non-residents utilizing the service.

* Veteran’s Services

Level funded for FY15 based on information received to date.

* Special Events

**On a motion by Mr. Fuller, and seconded by Mr. McClennen, the Board voted to add $1,000 to the FY15 budget for expenses related to the War of 1812 Bicentennial celebration.** The vote was 4-0-0.

* Principal Notes and Bonds

Finance Director David Withrow discussed the plan to roll over BANs and continue to pay down debt.

* Interest, Notes and Bond

No additional information needed.

* State Assessments

No additional information requested.

* County Assessments

Increase is due to COLA increases as a result of the contract settlements for Barnstable County Retirement.

* Insurance and Bonds

Changes to budget are due to estimated savings for Worker’s Compensation insurance as the result of a recent audit. Mr. Kelly noted that some of the insurance is for liability in the event of a large spill at Rock Harbor or another boat slip.

* Employee Health & Medicare

Mr. Kelly noted that the MHIG will be voting on rates later this month and it is believed that they will be voting an amount that is less than what is budgeted.

Any Other Items for Future Agendas: (02:35:17)

Chairman McGrath reviewed the upcoming agenda items for the Board.

Mr. McClennen asked if the Town Administrator would be providing any updates on the work being done by Stantec.

**On a motion by Mr. Dunford, and seconded by Mr. Fuller, the Board voted to letter of support for the Town of Wellfleet’s Oyster propagation program.**

**On a motion by Mr. Fuller, and seconded by Mr. Dunford, the Board voted to adjourn.** The vote was 4-0-0.

The meeting adjourned at 9:15 PM.

Respectfully submitted,

Kristen Holbrook

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 Jon R. Fuller, Clerk