

APPROVED: 5/6/

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TOWN OF ORLEANS
TOWN CLERKS OFFICE
K. Holden Kelly

FINANCE COMMITTEE MINUTES

The April 22, 2010, meeting of the Orleans Finance Committee was convened by Chairman Walter Bennett at 7:00 p.m. in the Nauset Room of the Orleans Town Hall. Present constituting a quorum were Mr. Bennett, Edwin Barr, Mark Fiegel, Dale Fuller, Laurence Hayward, John Hodgson, Gwen A. Holden Kelly, and Paul Rooker.

Approval of Minutes

On a motion made by Ms. Holden Kelly, the minutes of the April 8, 2010, Finance Committee meeting were approved (7-0-1).

Guests

Mark Carron, Board of Selectmen liaison to the Finance Committee, was in attendance at the meeting.

Guest Presentations

None

Old Business

Fire Department Overtime

Mr. Hayward reported that he had followed up with Orleans Fire Chief William P. Quinn, Jr., on the Finance Committee's concern regarding the method by which the amount of supplemental funds needed to accommodate a shortfall in the Department's overtime account have been calculated. During the Finance Committee's April 8th discussion of a reserve funds transfer request submitted by the Orleans Fire Department, the Finance Committee questioned the calculation of the Department's overtime needs based upon an averaging of monthly overtime expenditures, and noted its concern that, given the current demands on the Fire Department's overtime budget, the supplemental funds sought might be insufficient to meet the Department's needs in that budget category through action on the Department's fiscal year 2011 budget during Town Meeting. The Finance Committee then voted to ask Chief Quinn to recalculate the overtime funds projection for the remainder of fiscal year 2010 using median expenditures as the basis for that projection rather than average expenditures.

Mr. Hayward said that he recalculated the Department's overtime funding needs using the median rather than average expenditures and found that doing so did not result in a significant increase. However, he said that he did meet with Chief Quinn who told him that he had been asked by Town Administrator John Kelly to calculate a "worst-case" scenario using as a basis for doing so April, May, and June, the months in the three previous fiscal years in which overtime expenditures were highest. Using the figure resulting from this calculation, the amount of funding that would be required to meet the Department's overtime needs through June 30, the end of the current fiscal year, jumped from the current projection of \$90,000 to \$119,000. Chief Quinn said that he would be using the higher "worst case" figure as the basis for projecting overtime funding

requirements for the remainder of the current fiscal year rather than the average or median spending patterns. Mr. Hayward said that he also was advised that the Department does not anticipate coming back to the Finance Committee for any additional funds transfers from the Committee's reserve account, but would meet overtime costs through the end of the fiscal year with funds remaining in that account, insurance receipts, and transfers from the ambulance funds reserve account.

Orleans Board of Health Fees Review

Mr. Fuller reported that he had followed up with the Board of Health on the Finance Committee's April 8th vote to ask the Board to undertake a review of fees over which it has authority; reassess their adequacy; and consider any revisions or upgrades that it determines would be appropriate. Mr. Fuller explained that he had learned that it is the Board's policy to review its fee structure every three years. As the last review was completed in January 2008, he said, the Board, consistent with its policy, will be undertaking a review of its fees this year.

Mr. Fuller also advised Finance Committee members that the Board of Health will be looking into the possibility of implementing indexed fee increases in the intervening years between formal reviews of the fee structure. To that end, the Board will study fee increases in past years and determine whether it is possible to come up with a formula for calculating annual increases.

New Business

Request for Reserve Fund Transfer

On a motion made by Mr. Hayward, the Finance Committee approved the transfer of \$3,582.00 from the Committee's reserve account to accommodate a deficit in funds available to pay unemployment benefits for qualifying Town and school employees 8-0-0.

In his written request for the reserve funds transfer, Town Municipal Finance Director David A. Withrow advised the Committee that the \$3,582.00 in reserve funds requested reflected the actual unemployment compensation invoices received through April 10th, and that based upon claimants, an additional potential benefits payable of \$6,558.00 remains.

Finance Committee Town Meeting Floor Presentations

The Finance Committee listened to and critiqued remarks to be made by Committee members on the following Annual Town Meeting warrant articles that the Committee has decided to speak to during Town Meeting on May 10th:

- **Article 2: Fund FY11 Town/School Budget.**
 - ✓ Mr. Bennett for the Committee;
 - ✓ Mr. Hodgson on issues and concerns regarding the Town and School budgets that the Committee believes should receive future consideration.
- **Article 3: Adopt Capital Improvement Plan for FY12-FY16.**
 - ✓ Mr. Rooker for the Committee.
- **Article 5: Fund Water Quality Drainage Improvements.**

- ✓ Mr. Hodgson for the Committee.
- **Article 6:** *Fund Town Pavement Management Program.*
 - ✓ Ms. Holden Kelly for the Committee.
- **Article 7:** *Replace Fire Department Pumper Truck.*
 - ✓ Mr. Hayward for the Committee.
- **Article 8:** *Replace Highway Department Front End Loader.*
 - ✓ Mr. Fuller for the Committee.
- **Article 9:** *Replace I&M Plant Filter Membrane Rack.*
 - ✓ Mr. Barr for the Committee.
- **Article 10:** *Accept Local Option for Meals Tax.*
 - ✓ Mr. Bennett for those Committee members voting for the Article;
 - ✓ Mr. Fiegel for those Committee members voting against the Article.
- **Article 27:** *Acquire Conservation and Watershed Protection on Brewster Land.*
 - ✓ Mr. Fiegel for those Committee members voting for the Article
 - ✓ Ms. Holden Kelly for those Committee members voting against the Article.

The Finance Committee also plans to speak to three Articles on the Special Town Meeting warrant that the Committee has not voted on to date pending receipt of updated financial and other information. The Committee will make its recommendations on these Articles prior to or at the May 10th Special Town Meeting. Those Articles and scheduled presenters are as follows:

- **Article 6:** *Authorize Selectmen to sign CVEC power supply agreement.*
 - ✓ Subject to the outcome of the Committee vote, Mr. Rooker and/or Mr. Hayward.
- **Article 7:** *Acquire land owned by G.R.B.S Corp. on Beach Rd. & Hubler Ln.*
 - ✓ Subject to the outcome of the Committee vote, Ms. Holden Kelly and/or Mr. Hayward.
- **Article 8:** *Acquire land owned by Putnam Family, 50 Bridge Rd.*
 - ✓ Subject to the outcome of the Committee vote, Mr. Fuller and/or Mr. Bennett.

Reconsideration of Previous Action on Article 20 of the Annual Town Meeting Warrant
On a motion made by Mr. Hodgson, the Finance Committee voted, 8-0-0, to reconsider its action of April 1st on Article 20, *Fund Elected Officials Compensation* by which that that Article was approved on a vote of 8-0-0.

On a subsequent motion made by Mr. Hodgson, the Finance Committee voted, 7-0-1, to approve Article 20.

Discussion of Proposed Application to National Academy of Science

Mr. Fiegel advised the Finance Committee that the Board of Selectmen has been asked to consider pursuing application to the National Academy of Science (NAS) to evaluate the University of Massachusetts at Dartmouth, School for Marine Science and Technology's (SMASST) Linked-Model and is planning to take up that matter at a future meeting. Mr.

Fiegel asked whether the Finance Committee wished to consider going on record in support of such an initiative.

A motion was made by Mr. Fuller and duly seconded, expressing the Finance Committee's support for approaching the NAS to request that it undertake an evaluation of the SMAST Linked-Model. After further discussion, it was the consensus of the Committee that a vote on this matter should be postponed until the Committee had the opportunity to learn more about the project contemplated, as well as the NAS study process; protocols for securing the NAS' involvement; and requirements regarding financing such a study. **Following withdrawal of the motion and second, the Committee decided to ask Ron Collins, Town of Orleans project manager, to attend a future Finance Committee meeting to discuss the proposed NAS initiative.**

Board of Selectmen Reports

The following Committee members reported on the indicated meetings of the Orleans Board of Selectmen:

- Mr. Fuller, April 14, 2010, meeting;
- Mr. Fiegel, April 21, 2010, meeting.

Department and Committee Liaison Reports

Department Reports

None.

Committee Reports

Finance Committee members reported on meetings and activities of the following boards and committees:

- April 12, 2010, meeting of the Orleans Elementary School Committee (Mr. Hayward);
- April 15, 2010, meeting of the Orleans Board of Health (Mr. Fuller);
- April 21, 2010, meeting of the Orleans Board of Water and Sewer Commissioners (Mr. Barr);
- April 27, 2010, Orleans Community Preservation Committee site visit to Sea Call Farms (Ms. Holden Kelly).

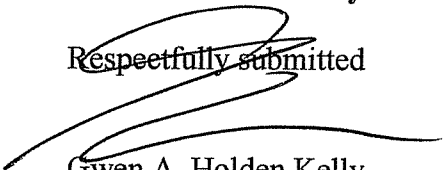
Future Meetings

The next meeting of the Finance Committee will be held Thursday, May 6th.

Adjournment

On a motion made by Mr. Fiegel, the meeting was adjourned at 9:34 p.m.

Respectfully submitted



Gwen A. Holden Kelly
Recording Secretary