

APPROVED: 2/25/10 FEB 26 AM 10:15

FINANCE COMMITTEE MINUTES

The Feb. 11, 2010, meeting of the Orleans Finance Committee was convened by Committee Vice Chairman Laurence Hayward at 7:00 p.m. in the Nauset Room of the Orleans Town Hall. Present constituting a quorum were Mr. Hayward, Edwin Barr, Mark Fiegel, Dale Fuller, John Hodgson, Gwen A. Holden Kelly, and Rick Sigel.

Approval of Minutes

On a motion made by Ms. Holden Kelly, the minutes of the Jan. 21, 2010, meeting were approved 6-0-1, with Mr. Sigel abstaining.

Guests

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

Old Business

Fiscal Year 2011 Budget Review Process, Status, and Timetable:

Mr. Hayward reviewed the timetable and Finance Committee member department assignments for completing the Committee's review and recommendations concerning the proposed fiscal year 2011 Town budget. Committee members reported on the status of their respective consultations with Town department directors to complete assigned reviews.

An invitation will be extended to Town Administrator John Kelly to meet with the Committee at a future date to discuss the proposed fiscal year 2011 Town budget. Mr. Hayward noted that Town Municipal Finance Director David A. Withrow is scheduled to meet with the Committee on Feb. 25th to review the status of revenues and expenditures through the first half of fiscal year 2010. At the Committee's request, Mr. Withrow also will be invited to join Mr. Kelly when he meets with the Finance Committee.

Mr. Fuller reported that in the interest of making the best use of the Committee's time with Mr. Kelly, he is drafting a set of questions on items that might be addressed during that meeting. Mr. Fuller said that he will distribute the draft questions to Committee members for their review via email. He asked that Committee members provide him with any comments or suggestions that they may have on those draft questions by Friday, Feb. 18th so that a copy of the questions can be shared with Mr. Kelly in advance of his meeting with the Finance Committee.

The Committee also will extend an invitation to Julia Enroth, chairman of the Orleans Community Preservation Committee (CPC), to meet with the Finance Committee during its March 11, 2010, meeting. Ms. Enroth will brief Finance Committee members on the CPC's fiscal year 2011 grant funding recommendations and budget, which will be brought before Orleans voters at the May 2010 Town Meeting.

Draft Brochure for Feb. 24, 2010, Public Hearing on Capital Improvement Plan:
Mr. Barr reported that he was awaiting Mr. Kelly's comments on the draft brochure to solicit public participation in the Feb. 24, 2010, public hearing on the Capital Improvement Plan (CIP) for fiscal years 2012 through 2016.

New Business

Review of CIP Programs Changes:

The Finance Committee reviewed changes in programs recommended for inclusion in the CIP for fiscal years 2011 through 2013.

Request for Reserve Fund Transfer:

The Finance Committee considered a written request received from Mr. Withrow for approval of a transfer of \$6,556 from the Committee's reserve account to accommodate a deficit in funds available to pay unemployment benefits for qualifying seasonal employees who have been unable to find post-season employment and an individual who has been laid off by the Orleans Elementary School (OES). **On a motion made by Ms. Holden Kelly, the Finance Committee voted 7-0-0 to approve \$1,311.58 of the amount requested for payment of unemployment benefits to qualifying seasonal employees. The Finance Committee deferred action on the transfer of the remaining \$5,244.42 in reserve funds requested pending receipt of additional information concerning the circumstances that generated the need for the requested funds.**

Committee members noted that future reserve fund transfer requests may be needed to address deficits in funds available to pay for snow removal; fire department overtime; and repairs on the police department's heating system. In addition, Mr. Withrow advised in his memorandum transmitting the reserve funds transfer request, that further extensions of unemployment benefits by the state and federal governments likewise could create the need for additional reserve funds transfers.

"Back-up" Meeting Coverage Policy:

At Mr. Hayward's request, the Committee discussed the formulation of a temporary policy to provide for adequate meeting coverage if, as is anticipated to occur in the near future, health issues and/or travel plans result in the simultaneous absence of both the chairman and vice chairman from a meeting. **On a motion made by Mr. Hayward, the Committee voted 7-0-0 to create the position of Finance Committee assistant vice chairman to fill in for and assume the responsibilities of the vice chairman in his absence; appoint Mr. Fuller to the position of assistance vice chairman; and clarify that Ms. Holden Kelly, by virtue of her current position as Committee recording secretary, would fill in for and assume the responsibilities of the assistance vice chairman in his absence.**

Clarification of Policy on Weather-related Meeting Cancelations:

Mr. Hayward advised Committee members that the Finance Committee will follow the Board of Selectmen's policy regarding the handling of meeting cancelations in the event of inclement weather under which responsibility for deciding whether a Board meeting

should be canceled due to inclement weather is vested with the chairman of that body. Consistent with that policy, the Finance Committee chairman will decide by noon of the day in question whether a scheduled meeting will be cancelled for weather-related reasons. If the decision is to cancel a scheduled meeting, the chairman will advise the Town Clerk's office of that decision and contact Sarah Eaton, Orleans Media Coordinator, to ask that the cancellation be posted on the Town website. Finance Committee members also will be notified of a weather-related meeting cancellation by email and telephone as circumstances dictate.

Board of Selectmen Reports

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

- Ms. Holden Kelly, Jan. 27, 2010, meeting;
- Mr. Hodgson, Feb. 3, 2010, meeting;
- Mr. Sigel, Feb. 10, 2010, meeting.

Department and Committee Liaison Reports

Department Liaison Reports

Covered during discussion of Fiscal Year 2011 budget review process, status, and timetable under **Old Business**, above.

Committee Liaison Reports

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

- Jan. 28, Feb. 4, and Feb. 11, 2010, meetings of the Community Preservation Committee (Ms. Holden Kelly);
- Feb. 3, 2010, meeting of the Orleans Board of Water and Sewer Commissioners (Mr. Barr);
- Feb. 4, 2010, meeting of the Orleans Board of Health (Mr. Fuller);
- Feb. 4, 2010, meeting of the Nauset Regional School Committee (Mr. Hayward);
- Meeting of the Orleans Elementary School Committee (Mr. Hodgson).

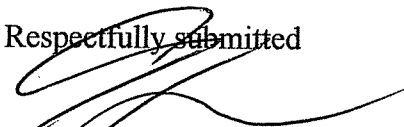
Next Meeting

The next meeting of the Finance Committee will be held on Thursday, Feb. 25th.

Adjournment

On a motion made by Mr. Fiegel, the meeting was adjourned at 8:25 p.m.

Respectfully submitted


Gwen A. Holden Kelly
Recording Secretary