



TOWN OF ORLEANS
TOWN CLERKS OFFICE

APPROVED: 6/24/10

10 JUN 28 AM 9:30

FINANCE COMMITTEE MINUTES

The June 10, 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 May 27, 2010, Finance Committee meeting were approved (6-0-2).

Guests

Jon R. Fuller, Board of Selectmen liaison to the Finance Committee, was in attendance at the meeting.

Mr. Bennett advised the Committee that, owing to scheduling conflicts, Town Municipal Finance Director David A. Withrow and Town Administrator John F. Kelly were unable to join the Committee for the evening's meeting. Mr. Withrow's update on revenue projections; year-to-date expenditures; and the closeout of capital projects will be rescheduled for a future Committee meeting.

Old Business

Status Up-date on List of Board of Selectmen-identified Budget Issues

Mr. Fuller reported that, as requested by the Finance Committee, he had forwarded to Board of Selectmen Chairwoman Margie Fulcher and Mr. Kelly a list that he had been maintaining of budget-related items that the Board of Selectmen had agreed over the past year to target for future discussion. He said that he had spoken briefly with Mrs. Fulcher about the list, but to date had not had the opportunity to discuss that document with Mr. Kelly. Mr. Fuller said that, as asked by the Finance Committee, he will provide monthly updates on the status of any Board actions on the items on that list.

Continuation of Town-to-Town Data Comparisons/Performance Benchmarks Discussion

Finance Committee members reviewed demographic; economic; and other data for Orleans, four other Cape Cod towns, and one off-Cape Massachusetts community with a population comparable to that of Orleans. Prepared by Mr. Bennett and Mr. Barr, this work comprised a preliminary step in the Committee's look at town-to-town comparisons as the basis for developing a system of performance benchmarks. Conceptually, these benchmarks could be used as a tool for the Finance Committee to gauge quality versus cost in making recommendations and taking actions on budget matters and identifying the most promising and potentially cost effective strategies for meeting service needs and demands. The Committee will continue its exploration of this topic in future meetings.

New Business

Requests for Reserve Fund Transfers

The Finance Committee reviewed and acted upon two requests for funds transfers from the Committee's reserve account. Those items and the actions taken were as follows:

- **Unemployment benefits payment: On a motion made by Ms. Holden Kelly, the Finance Committee approved the transfer of \$4,506.00 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, Mr. Withrow advised the Committee that the \$4,506.00 in reserve funds requested reflected the actual unemployment compensation invoices received through June 7th, and that based upon claimants, an additional potential benefits payable of \$10,284.00 remains.
- **Town Buildings Existing Conditions Assessment/Feasibility Study: The Finance Committee defeated, 3-5-0, a motion made by Mr. Hayward to approve, subject to Town Counsel's review and concurrence as to legality, the transfer of \$20,000.00 from the Committee's reserve account to be applied to the cost of conducting existing conditions needs assessments and use feasibility studies of four Town building and facility projects.**

Review of Proposed FY 2012 Capital Projects

The Committee reviewed a list of capital projects that were slated for fiscal year 2012 under the Capital Improvement Plan (CIP) that Orleans voters rejected at Town Meeting on May 10th. The following Committee members agreed to gather information on the indicated projects to aid the Committee in evaluating their inclusion in a revised CIP for presentation to Town voters next May:

- Mr. Barr: I&M Plant Filter Membrane Rack Replacement;
- Mr. Fuller: New Department of Public Works Facility Design
- Mr. Hayward: Wastewater Management Technical Review and Cost Analysis of CWMP Options;
- Mr. Hodgson: Police Department Architectural Design;
- Ms. Holden Kelly: Highway Department Drainage Improvements/Town Management Program and Town Pavement Management Program;
- Rick Sigel: Replacement of Town Piers, Docks, and Ramps;
- Mr. Rooker: Wind Turbine (640KW).

Review of Revised Local Receipts Reporting Format

The Committee reviewed a revised format developed by Mr. Withrow for use in reporting to the Board of Selectmen and the Finance Committee on local receipts. It was the consensus of the Committee that ambulance reserve fund receipts also should be included in that report.

Issues/Items with Implications for Achieving Sustainable Budget Cuts

Mr. Bennett provided Committee members with a list that he had prepared of items/issues that impact on the Town of Orleans' ability to achieve sustainable budget reductions. He asked that Committee members review the list and provide him with any additions or deletions they might recommend.

Mr. Fuller suggested that the Committee's deliberations regarding strategies for achieving a sustainable budget should not be confined to a focus on increasing revenues and cutting expenses, but encompass an evaluation of underlying business processes -- the tasks and activities of the business of government and the existing systems by which these tasks and activities currently are carried out.

Board of Selectmen Reports

Postponed to the next meeting.

Department and Committee Liaison Reports

Department Reports

None.

Committee Reports

Postponed to the next meeting.

Future Meetings

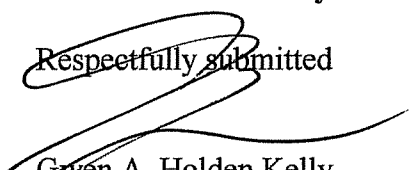
The next regular meeting of the Finance Committee will be held on Thursday, June 24th.

Mr. Bennett said that the Finance Committee will need to meet with Mr. Withrow just prior to the July 15th closeout of the fiscal year 2010 budget for purposes of taking any required year-end budget actions. With the Committee's concurrence, Mr. Bennett asked that Ms. Holden-Kelly schedule a special meeting of the Finance Committee for Wednesday, July 14th at 5:00 p.m. and that she confirm that meeting and advise Committee members in which Town Hall meeting room the meeting will be held via email.

Adjournment

On a motion made by Mr. Fiegel, the meeting was adjourned at 8:30 p.m.

Respectfully submitted



Gwen A. Holden Kelly
Recording Secretary