

APPROVED: 7/8/10

FINANCE COMMITTEE MINUTES

The June 24, 2010, meeting of the Orleans Finance Committee was convened by 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, Mark Fiegel, Dale Fuller, John Hodgson, Gwen A. Holden Kelly, Paul Rooker, and Rick Sigel.

Approval of Minutes

On a motion made by Ms. Holden Kelly, the minutes of the June 10, 2010, Finance Committee meeting were approved (6-0-1).

Guests

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

Old Business

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

Ms. Holden Kelly reviewed information gathered in her June 4th telephone conversation with Provincetown Finance Committee Chairman Tom Coen concerning that Town's experience with contracting with a private non-profit for ambulance services. She said that there are sharp differences between Orleans and Provincetown that would limit the direct applicability of the latter's experience to Orleans. However, certain aspects of Provincetown's experience in its efforts to improve service delivery while controlling cost could inform Orleans' deliberations in these regards. Ms. Holden Kelly said that she will continue to follow up on this topic and report back the Finance Committee when she has additional information to share.

Further discussion of town-to- town data comparisons was postponed to the next meeting owing to the absence of Committee Members Walter Bennett and Ed Barr, who had taken the lead on this initiative.

Review of Proposed FY 2012 Capital Projects Assignments

As follow up to discussion during the June 10th meeting, the Committee reviewed a list of members assigned to gather information on capital projects that were slated for fiscal year 2012 under the Capital Improvement Plan (CIP) that Orleans voters rejected and may be included in a revised CIP for presentation to Town voters next May. Those assignments were as follows:

- 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;

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- Rick Sigel: Replacement of Town Piers, Docks, and Ramps;
- Mr. Rooker: Wind Turbine (640KW).

New Business

Committee Reserve Fund

Fund Balance

Mr. Hayward reported that as of June 15th, the balance in the Finance Committee's reserve fund stands at \$72,553.42. That balance reflects expenditure to date of \$32,446.58 of the \$105,000 that was available in that account at the start of the current fiscal year.

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 \$1,705.00 from the Committee's reserve account to accommodate a deficit in funds available to pay unemployment benefits for qualifying Town and school employees (7-0-0).** In his written request for the reserve funds transfer, Mr. Withrow advised the Committee that the \$1,705.00 in reserve funds requested reflected the actual unemployment compensation invoices received through June 23rd. Mr. Hayward advised the Committee that an additional reserve fund transfer may be requested to cover benefits payable and invoiced prior to close out of the current fiscal year.
- *Postage Account Deficit:* **On a motion made by Mr. Fuller, the Finance Committee approved the transfer of \$190.93 from the Committee's reserve account to accommodate a deficit in Town Clerk's Office's postage account (7-0-0).** Mr. Hayward explained that the deficit is associated with the cost of postage for the mailing of expedited passport applications. While the Town Clerk's office actually has taken in more funds for processing expedited passport applications than the amount expended for postage, all income must be deposited in the general fund. Without approval at a future Town Meeting, no funds can be drawn from the general fund to offset any spending in excess of the amount that was approved for that line item for the current fiscal year.

Wastewater Management Issues Review

Mr. Hayward asked Committee members whether they individually feel sufficiently informed and up-to-date with regard to the wastewater management issues that are before the Town at present or believe they might benefit from the scheduling of a review of these topics. Committee members reported varying levels of familiarity and comfort with the range and status of wastewater management issues that are facing the Town.

It was the sense of the Committee members' discussion that they believe they should focus their actions in the wastewater management arena on those cost-related issues that are consistent with the Committee's charge under the Orleans Home Rule Charter, but they asserted that the Committee would need to more broadly explore the current array of

wastewater management issues in order to be able to effectively evaluate those that have fiscal implications.

Jon Fuller advised the Committee that he had attended a briefing by the Cape Cod Water Protection Collaborative on its cost comparison study of decentralized and centralized wastewater management systems applicable to Cape Cod communities. He said that he found the Collaborative's presentation, which it is planning to make in communities across the Cape, informative. Mr. Fuller said that the Board of Selectmen has invited Collaborative officials to come to Orleans, and, subject to the availability of key individuals associated with that study, tentatively has scheduled that presentation for Wednesday, June 30th during the Board's regularly scheduled weekly meeting. Mr. Fuller encouraged Finance Committee members to attend the Collaborative's briefing and agreed to confirm the scheduling of that briefing with Mr. Hayward when that information becomes available.

Recognition of Mark Fiegel

On behalf of the Committee, Mr. Hayward presented a plaque to outgoing Finance Committee member Mark Fiegel, acknowledging his six years of service to the Committee and thanking him for his numerous contributions to the Committee's deliberations during that period.

Asked to share "lessons learned" as a member of the Finance Committee, Mr. Fiegel stressed the importance of questioning the status quo; challenging assumptions; and validating arguments that are offered up in defense of sustaining existing conditions and practices.

Board of Selectmen Reports

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

- Mr. Fuller, June 9, 2010, meeting;
- Ms. Holden Kelly, June 16, 2010, meeting
- Mr. Hayward, June 23, 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:

- May 17, 2010, meeting of the Orleans Elementary School Committee (Mr. Hodgson);
- June 1 and June 17, 2010, meetings of the Orleans Renewable Energy/Wind Committee (Mr. Rooker);
- June 3, 2010, meeting of the Orleans Community Preservation Committee (Ms. Holden Kelly);

- June 3 and June 17, 2010, meetings of the Orleans Board of Health (Mr. Fuller);
- June 7, 2010, special meeting hosted by the Board of Selectmen for Town boards and committees, on Open Meeting Law changes (Ms. Holden Kelly)

Future Meetings

The next regular meeting of the Finance Committee will be held on Thursday, July 8th. A special meeting of the Finance Committee has been scheduled for Wednesday, July 14th at 5:00 p.m. in the Nauset Room for purposes of taking any required fiscal year 2010 year-end budget actions.

Mr. Hayward noted that Committee Recording Secretary Ms. Holden Kelly had prepared and emailed to Committee members a schedule of Finance Committee meetings to be held during the period July 1, 2010, to Dec. 31, 2010.

Adjournment

On a motion made by Mr. Fiegel, the meeting was adjourned at 8:13 p.m.

Respectfully submitted


Gwen A. Holden Kelly
Recording Secretary