



## FINANCE COMMITTEE MINUTES

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TOWN OF ORLEANS  
TOWN CLERKS OFFICE

The December 9, meeting of the Orleans Finance Committee was convened by Chairman Larry Hayward at 7:00 p.m. in the Nauset Room of the Orleans Town Hall. Present constituting a quorum were Chairman, Mr. Larry Hayward, Vice Chairman, MS. Gwen Holden Kelly, Secretary, Mr. Mark Carron, Members, Mr. Dale Fuller, Mr. Ed Barr, Mr. Walter Bennett, Mr. Rick Sigel and Mr. Paul Rooker. Absent member; Mr. John Hodgson.

### **Guests:**

Mr. Jon Fuller, Selectman Liaison

### **Approval of Minutes:**

**On a motion made by the secretary, seconded by Mr. Bennett, the minutes of the November 18, 2010, Finance Committee meeting were approved as amended 7-0-1 (with Mr. Sigel abstaining).**

### **Public Comment:**

There was no public comment.

### **Request for Transfer:**

Mr. Edward Marigan (sp??) came before the Finance Committee to request a transfer in the amount of \$23,000 to Department #542, Veteran Services, Line item # 577100. Mr. Marigan (SP??) indicated that two additional cases have been added to the town's allocation since the warrant was issued and approved at Town Meeting.

**On a motion made by Chairman Hayward , seconded by Vice Chairman Holden Kelly, to transfer \$11,000 of the \$23,000 until the need is determined later in the Fiscal Year, was approved unanimously 8-0-0.**

### **Review Q&A letter of November 22, 2010 with Town Administrator and Director of Finance:**

Question 1, pertained to the new increase in the meals tax. Mr. Kelly indicated that any additional revenue (estimated to be \$237,000) received from the sales tax in FY11 would be put into Free cash as per the action taken by the Board of Selectman. Mr. Kelly indicated that if local receipts fell short of their estimates these funds could be used to meet the shortfall.



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Vice Chairman Ms. Holden Kelly distributed to the committee the revised Budget Meeting Schedule. This followed a lengthy discussion on the best process and timing. No further action was taken, but the committee agreed with the schedule as presented.

### **2010 Annual Report to the voters:**

Chairman Hayward distributed the draft of the Finance Committee's report to all voters. The draft was accepted with a minor change for inclusion in the town's annual report for 2010.

### **Timetable for FinCom and BOS meetings in 2011:**

Chairman Hayward reviewed with the committee the process for coverage of the Board of Selectman's meetings through the budget season. The Chairman and Vice Chairman will cover the bi-weekly Board of Selectman's meetings. Finance Committee members would then cover the budget working meetings when their liaison budgets are on the schedule.

### **Other Business:**

Mr. Sigel asked that the committee consider placing on a future agenda the topic on the best use of the Finance Committee's web page on the Town's WEB site.

Mr. Carron asked if the Chairman could inquire into the status of enabling committee member's conference in on meetings when out of town.

The Chairman handed to committee members and article on sustaining Excellent Schools and Town Services. He also distributed to each member a CD containing the Finance Committee's handbook produced by Association of Town Finance Committees.

### **Board, Committee and Department Reports:**

Mr. Sigel reported that the committee is still having difficulty financing the Hinckley Housing project for future lottery winners. Harwich held an affordable housing lottery for rental units and received over 150 applicants with 50 qualifying.

Mr. Barr reported that the Board of Health plans to meet shortly with the Board of Selectman on January 5<sup>th</sup> to discuss the Transfer Station and its cost.



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### **Next Meeting:**

*Thursday, January 13, 2011 at 7:00in the Nauset room at the Town Office Building.*

### **Handouts:**

- BOS Coverage Schedule
- Finance Committee handbook on DVD
- Budget Meeting Schedule
- 2010 Finance Committee Annual Report
- Sustaining our Excellent Schools & Town Services

### **Future Agenda Topics:**

- Get detail on unfunded Retirement liabilities
- Get details on unfunded Insurance liabilities
- Invite Mark Budnick in to give report on expenditures
- Invite Ken Hull in to review drop in valuation/fluctuation
- Invite in Ed Daly to update the committee on the Orleans Peer Review
- School sustainability issues
- Debrief on the Town Hearings on Budget and Capital Plan issues
- Discuss Finance Committee WEB site opportunities