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TOWN OF ORLEANS
TOWN CLERKS OFFICE

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FINANCE COMMITTEE MINUTES

The March 17, 2011 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. Ed Barr, Mr. John Hodgson, and Mr. Paul Rooker. Members absent, Mr. Dale Fuller and Mr. Rick Sigel.

Guests:

Mr. Jon Fuller, Selectman Liaison
Diane Carreiro, Orleans Elementary School Principal

Public Comment:

None

<u>CPC Article</u>	<u>Chairman Julia Enroth</u>	<u>Budget Total \$728,002</u>
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Mr. Carron introduced Chairman Enroth who after introducing her committee members present reviewed the Community Preservation Act Program Budget for the upcoming fiscal year. The CPC reviewed and approved 5 projects, which included Sea Call Farm Pasture Restoration, Orleans Historical Society Photography Preservation and Property Septic System Survey, Snow Library digitization of the Cape Codder and Open Space Pre-Acquisition Fund.

The presentation was followed by several questions from Finance Committee members.

Chairman Enroth also indicated that the committee is presently wording an article that will loosen the restrictions originally set for the monies set aside for affordable housing. That article is not yet available for the Finance Committee's more in-depth review.

Approval of Minutes:

On a motion made by the secretary, seconded by Vice Chairman Holden-Kelly, the minutes of the February 28, 2011, Finance Committee meeting were approved as amended 6-0-0.

On a motion made by the Mr. Barr, seconded by Mr. Hodgson, the minutes of the March 9, 2011, Finance Committee meeting with the Orleans School Committee was approved as amended 5-0-1 (Mr. Carron abstained).



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On a motion made by the Mr. Barr, seconded by Vice Chairman Holden-Kelly, the minutes of the March 9, 2011, Finance Committee meeting Public Hearing with the Board of Selectman were approved as presented 5-0-1 (Mr. Carron abstained).

On a motion made by the Mr. Barr, seconded by Vice Chairman Holden-Kelly, the minutes of the March 9, 2011, Finance Committee meeting with the Board of Selectman to review the School Budgets was approved as presented 5-0-1 (Mr. Carron abstained).

On a motion made by the Mr. Barr, seconded by Chairman Hayward, the minutes of the March 10, 2011, Finance Committee meeting were approved as amended 5-0-1 (Mr. Carron abstained).

The Chairman then presented the Request for Transfer submitted by the Orleans elementary School Principal in the amount of \$21,500 to cover unanticipated Special Education expenses.

After much discussion and questioning, the Finance Committee;

On a Motion made by Vice Chairman Holden-Kelly and seconded by Mr. Rooker to approve the transfer request. Mr. Carron amended the motion to encumber the amount of \$21,500 pending further action (until such time as the School's Budget begins to show a deficit). The amendment was seconded by Mr. Hodgson and approved by both Vice Chairman Holden-Kelly and Mr. Rooker. The Finance committee approved the motion as amended 6-0-0.

The Chairman presented a transfer request in the amount of \$5,991.46 for Veterans, Department 543, Line item 577100. This request was a follow-up to an earlier in the year request,

A Motion made by Chairman Hayward, seconded by Mr. Hodgson to approve the transfer request in the amount of \$5,991.46 was approved 6-0-0.

Vice Chairman Holden-Kelly moved that the Finance Committee table the following budget:

- #192 Town Office Building in the amount of \$153,738.

The motion was seconded by Mr. Hodgson and approved 9-0-0.



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The Chairman asked Mr. Rooker to bring back to the committee further information on the replacement of the current Oil Tank which has caused several questions by the members.

Chairman Hayward moved that the Finance Committee approve the following budget:

- **#450 Water Department in the amount of \$1,068,915**

The motion was seconded by Mr. Barr.

There were several questions surrounding the Capital expense for the Backhoe/Truck, staffing and the possible effect of the DPW on the use of the equipment resources, but after much discussion, it was decided to table the motion until next week. The mover and seconder agreed.

Vice Chairman Holden-Kelly suggested we add to our follow-up list to determine what we will need to know to be informed on the town's vehicles.

Mr. Barr moved that the Finance Committee approve the following budget:

- **#510 Board of Health in the amount of \$260,687**

Mr. Barr reported back on the allocation of the Flu Vaccine and the impact on Nursing needs line item.

The motion was seconded by Mr. Hodgson and approved 6-0-0.

Chairman Hayward moved that the Finance Committee approve the following budget:

- **#840 Other Assessments in the amount of \$40,774**

The motion was seconded by Vice Chairman Holden-Kelly and approved 6-0-0.

Chairman Hayward opened the Finance Committee budget #131 for discussion surrounding the possible staffing of a clerical position in the budget. After a lengthy discussion,

A Motion was made by Mr. Carron to ask the Chairman to obtain from the Town Administrator the amount the committee should include as the per hour pay to be multiplied by the total hours the committee meets. The motion was seconded by Mr. Hodgson and approved 5-1-0 (with Chairman Hayward voted in the negative).



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Chairman Hayward opened for discussion the draft of the Annual Report of the Finance Committee. There was a lengthy discussion on the reports contents with the majority feeling the message needed to be personal so that the residents can relate to the message in their everyday life. i.e.; What jobs are coming to Orleans, Population and be sure to stress Long Term Fiscal Issues.

Other Business:

The committee reviewed a draft of the letter outlining the committee's concern and action in voting not to approve Budget #122 Selectman/Town Administrator.

Mr. Carron moved to approve the letter and signed by the Chairman as written. The motion was seconded by Vice Chairman Holden-Kelly and approved unanimously 6-0-0.

Board, Committee and Department Reports:

Vice Chairman Holden-Kelly reported that at the Board of Selectman's meeting they discussed and approved several fee structure increases that will be reviewed by our committee when the articles are presented. They also discussed the options for selling Water to Eastham.

Mr. Barr reported that the town received a \$10,000 grant to help defray the cost for brush removal in the water shed.

Mr. Rooker reported that the Solar Panels on the COA will be installed this week, with some funds remaining, they are researching the possibility to roll those funds into the purchase of a warranty.

Adjournment:

There being no further business before the committee the meeting was adjourned at 10:43 p.m.

Respectfully submitted

Mark E. Carron.
Secretary



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Next Meeting:

Thursday March 24, 2011 at 7:00pm in the Nauset room at the Town Office Building.

Handouts:

- Request for transfer department # 543 Veterans
- Request for transfer School Department
- Financial Plan dated 3/17/2011
- Budget Changes recap
- Draft Report of the Finance Committee

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
- Debrief on the Town Hearings on Budget and Capital Plan issues
- Discuss Finance Committee WEB site opportunities
- Review the importance of an MIS audit
- Review the merits of the towns participation in the RTA
- It was suggested that the committee add on to the list of future topics rolling salaries into Job Description – Both Chief's get paid under the Civil Defense Budget.
- It was suggested that the committee add reviewing the Unfunded Liability and the creation of "Trust Funds" to their list to follow-up.
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- It was asked to place the Putnam Property review on the follow-up list. Questions on why the extra money is needed should be reviewed.
- Look over list of Vehicles to determine information needed for next budget year.