

K. Derly, Asst.
'11 SEP 19 11:45AM

FINANCE COMMITTEE MINUTES

The June 23, 2011 meeting of the Orleans Finance Committee was convened by Chairman Hayward at 7:04 p.m. in the Nauset Room of the Orleans Town Hall. Present constituting a quorum were Chairman, Larry Hayward, Vice Chairman, Ms. Gwen Holden Kelly, Secretary, Mr. Mark Carron, Members, Mr. John Hodgson, Mr. Paul Rooker, Mr. Rick Sigel, Mr. William Weil and Mr. Ed Barr. Member absent, Mr. Dale Fuller.

Guests:

Jon Fuller, Selectman Liaison
Mr. David Withrow, Director of Finance

Public Speak:

None

Approval of Minutes: :40 on Video Tape

On a motion made by acting secretary, Mr. William Weil seconded by Vice Chairman Mrs. Holden-Kelly, the minutes of the June 9, 2011, Finance Committee meeting were approved 4-0-4 (Mr. Carron, Mr. Sigel, Mr. Rooker and Mr. Barr abstained).

Reserve Fund transfer Requests: 1:50 on Video Tape

Mr. Withrow reviewed the following transfer requests with the committee:

Department: 543	Line Item: #577100	Veterans Services
Transfer request	\$2,500.00	

Vice Chairman Holden-Kelly moved that the Fund Transfer Request for Veterans Services be approved in the amount of \$2,500.00. The motion was seconded by Chairman Hayward, and approved 8-0-0.

Department: 913	Line Item: #519100	Unemployment
Transfer request:	\$1,189.12	

Mr. Sigel moved that the Fund Transfer Request for Unemployment be approved in the amount of \$1,189.12. The motion was seconded by Mr. Hodgson, and approved 8-0-0.



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Department: 423 Line Item: Expense Snow Removal
Transfer request: \$25,413.02

Mr. Carron moved that the Fund Transfer Request for Snow Removal be approved in the amount of \$25,413.02. The motion was seconded by Mr. Rooker, and approved 8-0-0.

Review Budget Process of 2012: 25:25 on Video Tape

Vice Chairman Holden-Kelly recapped our budget process during fiscal year 2012. Mr. Sigel wanted to be sure the committee took into account the length of School Committee hearings when scheduling. Mr. Carron commented that he felt the process used during fiscal 2012 Budget Review helped educate the committee as a whole rather than individually as in prior years. Mr. Rooker suggested that perhaps on some larger budgets the Finance Committee Liaison bring issues to the committee before Department Heads are called before the Committee to help make the Finance Committee better informed.

Chairman Hayward asked the committee's feeling on the merits of voting on individual budgets. After a lengthy discussion it was the feeling of the members that voting on individual budgets vs. the overall budget was not effective.

Chairman Hayward also asked for feedback on the committee's process of presenting the pros and cons on articles. It was the feeling of the committee after discussion that presenting individual Pro and Con's was more effective.

Review "to Do" list: 46:45 on Video Tape

The committee reviewed the "Future Agenda Topics" list. See attached for revision.

Elementary School Playground: 99:40 on Video Tape

Mr. Hodgson informed the committee that currently the playground is closed during school hours, however, with school now closed it appears that the general public are still using the playground, even though it is posted, not to be used during school hours. After a lengthy discussion the following motion was voted:

Mr. Carron moved that the Finance Committee urge the Orleans Elementary School Committee to prohibit access to the Play Ground immediately. The motion was seconded by Vice Chairman Holden-Kelly and approved 8-0-0



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Other Business:

None

Boards, Committee and Department Reports: 113.57 on Video Tape

Mr. Carron reported on 6/15/11 BOS Meeting. Majority of the meeting was spent on Committee Appointments. There are currently several committee openings. The committee recognized two employees of the month. The Board met as Park Commissioners and voted Ms. Christie as their CPC representative. They reviewed the Town Administrator's performance which showed he fell within the good range of between 8-9. They approved the hiring of a new firefighter to take the place of a recent retiree. They also approved for another year to allow advertising on the COA vans. At the end of the meeting Mr. Dunford asked to see the RFP for Article 4. After a lengthy discussion it was determined that the board would receive a final copy, but will not be distributed until it is finalized.

Mr. Barr undated the committee on the Board of Health. The Board had County speakers review IA Systems. Overall it was stated that the 40 Orleans systems work well.

The Water/Sewer Commissioners discussed the installation of "High Speed" internet. The commissioners have a request to place two of the antennas on each of the water towers as back up for this new high speed internet plan.

Mr. Hodgson reported on the Regional School Committee which was informed at their last meeting that Orleans Representative Robert Jones as retired from the committee.

Mr. Rooker reported on the May 18th BOS meeting. The Board had a presentation on the Call charting Dash Board the Fire Department now has to report calls in more detail. He also reported that as Park Commissioners the Firebirds do not have permission to place their signs along Rt. 28, as it is on State Highway, and under the State's jurisdiction.

Mr. Sigel reported on the BOS meeting on 6/1/11. There was a lengthy discussion on the County's proposal to allow Wind Turbine's along Cape Cod Bay, right off Rock Harbor and within the lanes to enter and exit the harbor. The board expressed some concerns which they asked member McGrath to pass along to the subcommittee he sits on. There was also discussion on the Sand and Gravel replenishment.



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Adjournment: 152.28 on Video Tape

There being no further business before the committee the meeting was adjourned at 9:35 p.m.

Respectfully submitted

Mark E. Carron
Secretary

Next Meeting:

Thursday July 14 at 7:00 pm in the Nauset Room at the Town Office Building.

Handouts:

- Reserve Fund Transfers
- Future Agenda Topics



FINANCE COMMITTEE MINUTES

ORLEANS FINANCE COMMITTEE "FUTURE AGENDA TOPICS" LIST

As Recorded in April 28, 2011, FinCom Meeting Minutes, and amended during May 26, June 9, and June 23, 2011, Finance Committee Meetings

- **Unfunded retirement liabilities/unfunded insurance liabilities/creation of "trust funds":** Invite David Withrow to meet with the FinCom for briefing to help members become educated and have a better understanding of the aforementioned, including what is owed and how amounts owed are calculated; what is being done to address these issues; "invisible" implications of liabilities-related debt, e.g., on Town credit rating.
- **The Annual Town audit:** Invite David Withrow to meet with the FinCom to review the annual audit report. Look into whether there is any prohibition on the FinCom meeting annually with representatives of the firm that carries out the Town audit.
- **Property valuation and assessments:** Invite Ken Hull to meet with the FinCom to educate members on the assessment process with regard to both residential and commercial property, and the effect of fluctuations in property valuations on property taxes.
- **FinCom responsibilities:** Review Town Charter requirements concerning FinCom role and responsibilities associated with Town hearings on the budget and Capital Plan. (Dale Fuller)
- **FinCom Web postings:** Continue FinCom discussion of WEB site opportunities, focusing, in particular, what materials the Committee would like posted to the site and development of a process for getting these materials posted.
- **MIS audit:** Meet with Peter Van Dyke for briefing on security measures in place to protect Town management information systems. Discuss the advisability of periodic MIS security audits.
- **Regional Transportation Authority:** Pursue discussions with appropriate Town officials on the merits of continued Town financial investments in participation in the RTA. Seek out updated information on RTA ridership. Invite the RTA director to meet with the FinCom to discuss the performance and finances of the RTA system.
- **Civil Defense stipends:** Inquire concerning why the Police and Fire chiefs are compensated for their civil defense related-activities with stipends appropriated from the Civil Defense Budget and whether those responsibilities and payments could be integrated into these officials' respective job descriptions and salaries.
- **Old Kings Highway Historic District:** Consult with the Board of Selectmen on whether the benefits derived from participation in Old Kings Highway Historic District are sufficient to warrant continued participation or whether steps should be taken to withdraw the Town from the District.



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- **Land purchases:** Continue to explore development and implementation of a process for ensuring that the Finance Committee receives timely notification of, and reasonable opportunity to review, pending land purchase initiatives.
- **Vehicle maintenance and replacement:** Review list of Town-owned vehicles to identify information that the FinCom will need to inform its deliberations on vehicle-related spending for next the next budget year. Discuss process-related concerns regarding evaluation of the condition of Town-owned vehicles and development of the vehicle replacement schedule.
- **Town Meeting Article to Hold State Harmless:** Review the purpose of the "Hold Harmless" Article and the fiscal implications of declining to vote to approve it annually as some towns have chosen to do.
- **Fees for Town services:** Get educated on the current processes and timetables in place for re-evaluating Town service fees and implementing scheduled fee increases.
- **Snow removal:** Look into the status of Town officials' exploration of privatization of snow removal services and the use of "pretreatment" strategies.
- **Capital O&M:** Advise appropriate Town officials of the FinCom's desire for identification of, and earmarking of financial support for, O & M costs on all planned capital purchases in future budgets.



FINANCE COMMITTEE MINUTES

ORLEANS FINANCE COMMITTEE TOWN ISSUES/PROJECTS MONITORING

List of Issues/Projects and Assignments

- **Town pavement management and water quality drainage programs**
 - Dale Fuller
- **CWMP "Options" study**
 - Ed Barr
- **Town facilities study**
 - Bill Weil
- **School Choice study and reassessment of Nauset Regional Schools per pupil costs . . . and FinCom follow-up to gain insights into (1) impact of disparity between Choice program receipts and per pupil costs on NRS budget and, (2) use of Choice receipts**
 - Larry Hayward
- **Putnam property: Status of grant applications. Follow up on property clean-up activities funded under CPS Article approved at May 9, 2011, Town Meeting, and inquiries into what additional funds may be required for this property in future years**
 - Gwen Holden Kelly
- **OES playground replacement project**
 - John Hodgson
- **Standing-up of new DPW organization**
 - Mark Carron
- **Beach Road phase of "Coast-to-Coast" sidewalk project**
 - Rick Sigel
- **Development of a plan for financing CWMP implementation**
 - Paul Rooker
- **Land acquisition-related grants: Receipts and use of funds**
 - Dale Fuller
- **County ocean management policies**
 - John Hodgson