



Maef

ORLEANS TOWN CLERK

'11 SEP 28 11:51AM

FINANCE COMMITTEE MINUTES

The July 28, 2011 meeting of the Orleans Finance Committee was convened by Chairman Ms. Gwen Holden-Kelly at 7:00 p.m. in the Nauset Room of the Orleans' Town Hall. Present constituting a quorum were Members, Mr. Dale Fuller, Mr. John Hodgson, Mr. Paul Rooker, Mr. Rick Sigel, and Mr. William Weil. Members absent were Mr. Ed Barr, Mr. Mark Carron, and Mr. Larry Hayward.

Guests:

Mr. Jon Fuller, Selectman liaison

Public Speak:

None

Liaison Assignments 02:02 on Video Tape

Chairman Ms. Holden-Kelly submitted the Fiscal Year 2012 liaison assignments. See attachment.

Future Agenda Topics Priority Items 03:35 on Video Tape

Chairman Ms. Holden-Kelly and Mr. Dale Fuller met with Mr. John Kelly to discuss the Finance Committee's priority future agenda topics. Mr. Kelly agreed to work with us setting up meetings with Mr. David Withrow, Mr. Ken Hull and Mr. Peter Van Dyke to educate ourselves on current issues so we can make better and timelier decisions. Items to be discussed are Fiscal year 2011 year-end financial report, unfunded liabilities, current status of the town's bonded indebtedness, annual town audit report, and property valuation and assessments.

Another topic is the open space land purchases. We will set-up a meeting with the Open Space Committee this coming September to discuss developing and implementing a process for ensuring that the Finance Committee receives timely notification and reasonable opportunity to review pending land initiatives.

The Finance Committee is to meet with Mr. Van Dyke to discuss the town's MIS security measures that are in place to protect the Town management information systems and the town's policy on periodic MIS security audits.

Chairman Ms. Holden-Kelly in speaking with Mr. Kelly stated that the committee would like to expand our joint meetings with town officials so that we may be better informed of issues and have the opportunity to ask questions. These joint sessions could be scheduled on Thursdays during the Finance Committee meetings. Mr. Dale Fuller spoke about the

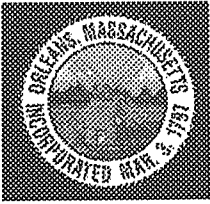


FINANCE COMMITTEE MINUTES

financial monthly expenditures report that we receive in a timely manner and asked Mr. Kelly for other reports that involve financial matters such as the ambulance cash flow analysis report, the quarterly comparison of local receipts, local receipts reports as issued, updates to the auto fleet schedule when issued, long term debt updates, and rolling forecast of year-end revenues and expenses when issued. Chairman Ms. Holden-Kelly mentioned that Mr. Kelly would supply the committee with the draft board policy concerning town fees so that we have a better understanding of how that process works. Mr. Dale Fuller stated that Mr. Kelly would supply the committee with a copy of the town bond book which shows the budgetary and financial works of the town which will help the committee in better understanding how things are done in town. We also requested a copy of the detail budget books when printed for the BOS and Mr. Kelly stated that he would look into this request.

NRSD Green Buildings Project Initiative 15:45 on Video Tape

Mr. Dale Fuller reported that Dr. Richard Hoffman gave a presentation to the BOS this past week and also with the other three towns concerning the project to replace the Nauset Regional School windows and roof. The 5.9 million dollar estimate is based on a visual inspection and not a detailed estimate so therefore the total cost could be more. He mentioned that Dr. Hoffman met with all the town administrators on May 18th to let them know he was applying for the State Green Buildings grant. All the town administrators were supportive of the project. Some issues that were brought up during the BOS presentation meetings were the short window in putting together a special town meeting and budget issues. Brewster stated that they felt the capital improvement costs should be spread equally between the towns and questioned the school choice students who are not included in the factor. They also mentioned the cost to hold a special town meeting. Eastham questioned whether any money could be used from the school budget. The answer was that there is none as the \$450,000 budgeted for repairs and improvements was used for smaller items throughout the year. A statement was made concerning the lack of a five year capital improvement plan during the question and answer period. Orleans asked as to the projected operating cost savings when the project is completed and it was stated that the analysis has not been done as of yet. Dr. Hoffman stated that the school is getting only 37% of the cost from the grant because it is based on the financial status of the towns and we are considered a wealthy area. A question was raised that if we use local contractors do we still need to pay the prevailing wages and the answer to that is yes which adds about 25 to 30% to the labor cost. Other unanswered questions were, "Is the grant money to be paid immediately or over the period of the bonding timeline; if three towns pass the article can the fourth town be forced to pay and what if the cost of the project exceeds the approved budgeted amount". Mr. Hodgson asked what impact would be incurred if there are enrollment changes causing one building to be shut down. Usually there can be many hooks with grants and we need to be diligent in checking into these before accepting a grant. At a meeting this past week with Dr. Hoffman and the



FINANCE COMMITTEE MINUTES

town administrators it was reported that Massachusetts School Building Authority has approved state funding to replace the windows, some exterior doors and the roof. The total maximum amount of the state reimbursement would come to \$2,423,070 if approved by the state. The MSBA also increased the project budget to \$6,702,800 which was based on similar projects and not based on construction documents or bids and therefore is subject to change. Some other topics we brought up were the cost difference of a Green project versus doing the project at current building standards, timeline factor in getting this project completed before the end the year, can the school pay for the special town meetings and elections that is incurred by the towns, are there any other additional grant funds available for this type of project, and can the town have enough timely information to make a decision to go ahead and approve a special town meeting for this project.

Fincom Issues: 41:30 on Video Tape

Mr. Hodgson reported that the Elementary school playground is closed and fenced off. Mr. Hodgson will keep us informed on any updates concerning the demolition and re-construction of the playground.

Mr. Dale Fuller reported that the Putnam property grant has been approved (total amount presently unknown) and the town might use those funds to pay off existing bond debt to save on higher interest costs.

Other Business: 44:30 on Video Tape

Chairman Ms. Holden-Kelly supplied a list of FY 2012 important dates (see attachment) and the next one coming up is the Joint Public Hearing on Budget Priorities on September 7, 2011. Also, Chairman Ms. Holden-Kelly reported that she scheduled all our meetings with the town clerk till June of 2012 and reserved the Nauset meeting room for every Thursday starting on the second week of January 2012 till the town meeting.

Boards, Committee and Department Reports: 47:29 on Video Tape

Mr. Sigel reported that at the last meeting of the Affordable Housing Committee they discussed the pros and cons of either renting or purchasing.

Mr. Rooker reported that the Renewable Energy Committee reported at their last meeting that they are planning a renewable energy panel discussion on September 29 at Snow Library where Mr. John Jannell will talk about the solar panel project at the COA building. There was a Cape and Vineyard Energy Cooperative (CVEC) presentation to the Water & Sewer Committee concerning the possible use of solar panels on one of the watershed buildings to generate electricity. The committee had many questions some of which were lease buyout options, net metering options, capacity and size of the panel



FINANCE COMMITTEE MINUTES

project, costs of electricity, and commitment questions. One question asked was whether the Town of Orleans is still a member of the CVEC and Mr. Jon Fuller stated that we are still a member.

Mr. Dale Fuller reported that at the special BOS meeting held on July 19, 2011 the access to Aspinet Road issues were reviewed. The town was notified by five land owners on Aspinet Road that they hired a security company to guard the entrance to the beach from Aspinet Road. The security company was instructed to only give beach access to the property owners and their guests on Aspinet Road, town park and town emergency vehicles. Since this road is the only viable secondary access to the beach the BOS voted unanimously to contact all the owners on Aspinet Road informing them that they are possibly going to request a limited use easement by Prescriptive Rights. This easement would have to be voted on at the next annual town meeting.

Mr. Jon Fuller stated the CWMP Draft Cape Cod Commission DRI Decisions and Conditions was reviewed and edited by the BOS at this meeting and they made some minor word changes. Both the Town and CCC had agreed to a sixty day extension to review this plan. Mr. Bill Weil stated that the largest issue was striking out the word "approval" for many of the line items as it was deemed not necessary to have the Cape Cod Commission approve these items but only review and give comments back to the Town if needed. As an example one item was sending an annual nitrogen sample report to the CCC for review and approval when in fact only a review and comments were deemed necessary.

Adjournment: 1:00:03 on Video Tape

There being no further business before the committee the meeting was adjourned at 8:03 p.m.

Respectfully submitted

William Weil
Secretary

Next Meeting:

Thursday August 11, 2011 at 7:00 pm in the Nauset Room at the Town Office Building.

Handouts:

- FY 2012 Finance Committee Liaison Assignments
- FY 2012 Important Dates



FINANCE COMMITTEE MINUTES

FY 2012 IMPORTANT DATES

BUDGET SCHEDULE

<i>Joint Public Hearing on Budget Priorities</i>	<i>September 7, 2011</i>	<i>Board of Selectmen Finance Committee</i>
<i>Town Administrator Budget Policy Recommendation to Board of Selectmen</i>	<i>September 21, 2011</i>	<i>Town Administrator</i>
<i>Budget Policy Draft Issued</i>	<i>October 5, 2011</i>	<i>Board of Selectmen</i>
<i>Budget Policy Final Approval</i>	<i>October 19, 2011</i>	<i>Board of Selectmen</i>
<i>Budget to Town Administrator</i>	<i>November 14, 2011</i>	<i>Department Managers</i>
<i>Budget to Board of Selectmen and Finance Committee</i>	<i>January 13, 2012</i>	<i>Town Administrator</i>
<i>Joint Public Hearing</i>	<i>March 7, 2012</i>	<i>Board of Selectmen Finance Committee</i>

CAPITAL IMPROVEMENT PLAN SCHEDULE

<i>Plan to Town Administrator</i>	<i>November 14, 2011</i>	<i>Department Managers</i>
<i>Plan to Board of Selectmen and Finance Committee</i>	<i>January 13, 2012</i>	<i>Town Administrator</i>
<i>Notice of Hearing on Plan</i>	<i>February 3, 2012</i>	<i>Town Administrator</i>
<i>Joint Public Hearing</i>	<i>February 15, 2012</i>	<i>Board of Selectmen/ Finance Committee</i>

MISCELLANEOUS

<i>Public Information Meeting</i>	<i>July 20, 2011</i>	<i>Board of Selectmen</i>
<i>Committee Orientation</i>	<i>September 26, 2011</i>	<i>Board of Selectmen, Town Administrator & Clerk</i>
<i>Annual Town Reports Due</i>	<i>January 6, 2012</i>	<i>All Dept. Managers, Committees, Commission & Board Chairs</i>



FINANCE COMMITTEE MINUTES

ANNUAL/SPECIAL TOWN MEETING SCHEDULE

<u>Action</u>	<u>Day and Date Required by</u>	<u>Action by</u>
<i>Call Meeting/ Election: vote</i>	<i>January 26, 2012</i>	<i>Board of Selectmen</i>
<i>Publish dates of Warrant Opening and Closing</i>	<i>February 3, 2012</i>	<i>Town Administrator</i>
<i>Opening of ATM Warrant</i>	<i>February 7, 2012 @ 8:30 a.m.</i>	<i>N/A</i>
<i>Closing for Depts., Committees,</i>	<i>February 24, 2012 @ 4:30 p.m</i>	<i>N/A</i>
<i>Closing of ATM Warrant</i>	<i>March 9, 2012 @ 4:30 p.m.</i>	<i>N/A</i>
<i>Opening of STM Warrant</i>	<i>March 9, 2012 @ 8:30 a.m.</i>	<i>N/A</i>
<i>Closing of STM Warrant</i>	<i>March 23, 2012 @ 4:30 p.m.</i>	<i>N/A</i>
<i>Warrant Article Recommendations Committee</i>	<i>April 6, 2012</i>	<i>Board of Selectmen/ Finance</i>
<i>Warrant to Printer</i>	<i>April 6, 2012</i>	<i>Town Administrator</i>
<i>Publishing of Warrant</i>	<i>April 20, 2012</i>	<i>Town Administrator</i>
<i>Annual Town Meeting</i>	<i>May 7, 2012</i>	<i>N/A</i>
<i>Annual Town Election</i>	<i>May 15, 2012</i>	<i>N/A</i>



FINANCE COMMITTEE MINUTES

ORLEANS FINANCE COMMITTEE FISCAL YEAR 2012 DEPARTMENT AND COMMITTEE LIAISON ASSIGNMENTS

DEPARTMENT(S) & ASSOCIATED BUDGET CODE(S)	COMMITTEE(S)	LEAD LIAISON	BACKUP LIAISON
<ul style="list-style-type: none"> • Town Adm. Depts. • MIS Systems • Finance Administration • Notes & Bonds • State Assessments • County Assessments 		Gwen Holden Kelly	Dale Fuller
<ul style="list-style-type: none"> • Police Department • Fire Department • Shellfish & Harbormaster 		Bill Weil	Paul Rooker
<ul style="list-style-type: none"> • Tree, Highway, Snow, Transfer Station 		Mark Carron	John Hodgson
<ul style="list-style-type: none"> • Health Department 	<ul style="list-style-type: none"> • Board of Health 	Dale Fuller	Bill Weil
<ul style="list-style-type: none"> • Town Buildings, Community Ctr., Windmill, Parks and Beaches 	<ul style="list-style-type: none"> • Renewable Energy Com 	Paul Rooker	Ed Barr
<ul style="list-style-type: none"> • Planning, Conservation, Building 	<ul style="list-style-type: none"> • Affordable Housing • Community Preservation Com 	Rick Sigel	Mark Carron



FINANCE COMMITTEE MINUTES

DEPARTMENT(S) (cont'd)	COMMITTEE(S) (cont'd)	LEAD LIAISON (cont'd)	BACKUP LIAISON (cont'd)
<ul style="list-style-type: none"> • Water Department 	<ul style="list-style-type: none"> • Board of Water and Sewer Commissioners 	Ed Barr	Gwen Holden Kelly
<ul style="list-style-type: none"> • Human Services • Council on Aging • Recreation • Snow Library 		Gwen Holden Kelly	Dale Fuller
<ul style="list-style-type: none"> • Nauset Regional School • Orleans Elementary School 	<ul style="list-style-type: none"> • Nauset Regional School Committee • Orleans Elementary School Com 	John Hodgson Larry Hayward	Rick Sigel