



ORLEANS TOWN CLERK

K. Kelly, Asst.

'12 MAR 2 3:59PM

FINANCE COMMITTEE MINUTES

The February 23, 2012 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. Mark Carron, Mr. Dale Fuller, Mr. John Hodgson, Mr. Paul Rooker and Mr. William Weil. Members absent were Mr. Ed Barr, Mr. Larry Hayward and Mr. Rick Sigel.

Guests:

Mr. Jon Fuller, Selectmen liaison
Mr. Paul Fulcher, Orleans Parks & Beaches Superintendent

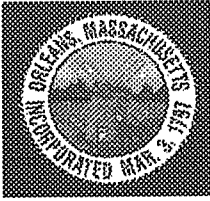
Public Comment

None

FY13 Parks & Beaches Budget Review 00:50 on Video Tape

Chairman Ms. Gwen Holden-Kelly introduced Mr. Paul Fulcher. Mr. Paul Rooker stated that he had interviewed Mr. Fulcher last week concerning budget items in 650 Parks & Beaches. Mr. Rooker began by stating that the salary was mainly flat from FY12 however the expenses for Pilgrim Lake lifeguards have been eliminated and was wondering if this would create safety issues. Mr. Fulcher said that Pilgrim Lake is not used as in the past due to mud and weeds overgrowing by the swimming access area. Mr. Rooker asked for an explanation about the increase for the seasonal workers. Mr. Fulcher replied that the town has purchased more properties over the years that need to be maintained as per grant funding requirements. Mr. Fulcher also explained that seasonal workers scheduled to work less than sixteen weeks in the Town sign a waiver that they are not eligible for unemployment benefits. Mr. D. Fuller questioned whether the town is liable for not having lifeguards at Pilgrim Lake. Mr. Fulcher stated that they do not charge for parking at Pilgrim Lake, have signs posted stating there are no lifeguards on duty and there are buoys marking the safe area (about four feet of water depth) for anyone who wants to swim. Mr. Carron asked what "MAX ND" shown in some of the salary lines in Appendix B stands for. Mr. Fulcher said he is not sure and will get back to him with an answer.

Concerning Expenses which show an overall increase of 6.06%, the Other Professional Services shows an increase of \$5,000 over last year's budget which is partly due to a State mandate for Wildlife Assessment for some of the new properties that the Town acquired. Another question from Mr. Rooker concerned the Long Life Equipment increase of \$3,500. Mr. Fulcher replied that their Organic Management program using only organic fertilizer requires composting equipment to create a liquid fertilizer that they can spray on the lawns avoiding runoff of nitrogen. Mr. Rooker stated that the Repair/Maintenance Public Property budget shows an increase of \$7,950. Mr. Fulcher replied it is mainly due to the increase of line painting costs for the Nauset Beach parking lot and



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the tennis courts. Mr. Fulcher also stated that he might have to take out the tennis court line painting and will be speaking with the Board of Selectmen to move this expenditure to FY14.

Mr. D. Fuller asked about the \$1,150 increase for the fly over of Nauset Beach for GIS and Mr. Fulcher said that he got that estimate from the Planning Board.

Mr. Hodgson asked about the grading of the town vehicles. He stated that the list of vehicles should show a more uniform description and condition such as make, model, year, size, drive train feature, mileage, and use. This information must be used whenever a vehicle is being referred to on a report for clarity purposes. Mr. Fulcher spoke about replacing the 2008 4x4 beach patrol truck which will cost about \$23,000 which includes the trade in value (about \$10,000) of the existing truck.

Mr. Carron asked Mr. Fulcher about the Hubler property which shows a Wildlife assessment of \$2,500 and \$2,500 for a drainage plan. Mr. Fulcher stated that the road needs to be replaced and therefore the need for the Wildlife assessment and engineering plans for drainage before the road can be replaced. Mr. Carron asked the cost estimate to replace the road and Mr. Fulcher said a rough guess of about \$20,000.

Ms. Holden-Kelly asked about the use of the Hubler property and the Gavigan property for housing the lifeguards. Mr. Fulcher stated that the town building department inspected the properties before the summer season and stated that they were OK to use for the summer but asked to hire an engineer to review the structures after the season which was done. The report basically showed that it was best to demolish the Gavigan cottages and renovate the Hubler property. The Hubler property has five cottages that are still using cesspools and would not be used for housing. The main building can house nine people and two more can be housed on the first floor of the Motel office building. A question was raised if \$35,000 is enough to repair the second floor of the motel office building which can house an additional eight people. Mr. Fulcher said yes and that it is up to the BOS to approve the funding before an RFP can be published. If it is not approved then Mr. Fulcher said he would have to have the stairs leading to the second floor blocked so that one no one can use it.

Concerning Capital Outlays, Mr. Fulcher stated that the Skaket Beach septic system was installed in the early 1970's and currently has issues. He recommends having it replaced before it is mandated. He has a \$75,000 balance in the capital budget and will need an additional \$60,000 to do this project in FY13. Also, the Skaket Beach snack bar needs to be replaced at an estimated cost of \$68,000. A lengthy discussion ensued concerning the merits of building a pavilion by the Nauset Beach snack shack. Mr. Fulcher said it will increase the revenue of the snack shack as many people come to visit the beach even if the weather is not ideal. The town receives 16% of the profit. The concession is currently up for bid for a ten year contract instead of a five year period. During the contract period



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the vendor is responsible for the maintenance of the building. All equipment inside the building is owned and maintained by the vendor. The town has agreed to update the electrical system at the Nauset Beach snack shack and Mr. Kelly stated they will have Cape Cod Tech do the work at a reduce cost.

Another item discussed was the electronic sign that notifies visitors on Route 6 by exit 12 of the open or closed status of the Nauset beach parking lot. It was stated it would be a good idea to have a remote control electronic sign so that it can be updated immediately and an employee doesn't have to manually change the sign as it is time consuming and dangerous. Also, another recommendation was made to have the status posted on the website as more people are using smart phones to obtain the latest information. Mr. Fulcher was asked about an audit taken that had concerns about the handling of the cash receipts from the beach parking lots. Mr. Fulcher stated that Mr. David Withrow is in the process of writing up new controls and procedures for this matter.

The 192 Town Office Building/Annex budget shows an increase of over \$8,900 due to the need to re-stretch many of the carpets in the building for safety reasons, installing new trim and a step by the School Street entrance door. The original step, which was not replaced when the Town hall was renovated, needs to be redone as it is not sloped correctly causing water to rot the door trim.

A discussion ensued concerning the need for a stabilization fund for repair and maintenance of the facilities. The town facility report that was recently completed should be available next week for everyone to review. From this report the BOS will be putting together a ten year funding plan to do the necessary repairs and/or renovations for seven of the town facilities. The BOS initially had planned to put \$300,000 in the expense budget for the next ten years to perform this work but that number might change due to the analysis supplied by the facility report.

Mr. D. Fuller asked about the status of the Community building and Mr. Fulcher stated that since the building bathrooms are open twenty four hours a day and need to be cleaned, his staff cannot handle the current workload due to cut backs in last year's budget. Mr. Fulcher said hiring an outside cleaning service is really needed. One side of the building is vacant and the town is trying to rent the available space to a company, preferably a non-profit. Mr. Carron asked why in the meantime we don't let a business community group use it for a meeting room. Mr. Fulcher said the town decided it would not be feasible due to heating and electrical costs.

Approval of Minutes 104:30 on Video Tape

On a motion made by Mr. Weil, seconded by Mr. Carron, the minutes of the February 16th Finance Committee meeting as amended was approved 6-0-0.



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Review of Upcoming Meetings: *105:55 on Video Tape*

Ms. Holden-Kelly stated that the joint meeting with the BOS and FINCOM to review the school budget will be held on Feb. 29th at 6:45PM and the public hearing with the BOS and FinCom to review the FY13 budget has been rescheduled to March 14th at 7:30PM. Also, Ms. Julia Enroth, Chair, Orleans Community Preservation Committee (CPC) has notified the committee that the CPC funding recommendations have been finalized and would like to meet with us at our next meeting on March 1st. The town is scheduling the public hearing concerning the warrant at its May 2nd meeting.

Fiscal Year 2013 Budget Review Schedule *109.27 on Video Tape*

Mr. D. Fuller reported on the Health Department FY13 budget and noted that the VNA budget was reduced by \$2,000 due to the low turnouts for flu shots and the previous year's actual expenses. He also mentioned that the salary figures shown in the budget are incorrect. Mr. Canning recognized this and has notified Mr. Kelly of the error. The salary line is understated by \$2,000. The correct number is \$209,622 with a 2.05% increase.

Mr. Weil reported on his meeting with Mr. Dawson Farber reviewing the Harbormaster/Shellfish budget. Mr. Weil asked what the status of FY12 Site Improvements funds in the amount of \$15,000 is for. Mr. Farber stated the \$15,000 will be used this coming spring to replace the fuel dispensers at Rock Harbor which are at the end of their useful life. Also, on the same budget line but for FY13, it shows \$35,000 to replace a 2004 ¾ ton truck. This seems like a lot of money for that size truck and Mr. Weil asked the condition of the vehicle. Mr. Farber stated that the truck's frame recently rusted through and has high mileage causing the need for replacement. Also part of the \$35,000 includes replacing five different types of radios that are used by the department. Mr. Weil asked about the reduction of the rental budget in the amount of \$2,473. Mr. Farber stated that they saved that much money in the rental fees for the rental of the portable toilets by signing a three year contract instead of a one year contract. Mr. Weil asked about the two 21' center console boats stored outside and asked if a shelter has ever been considered to house the boats and trucks. Mr. Farber stated that over the years this issue has come up including all the town's vehicles and is hoping that the town's facility report will have that recommendation in it.

Other Business: *121.23 on Video Tape*

Ms. Holden-Kelly reviewed with the committee the draft letter written by Mr. Weil thanking the citizens who attended and those who spoke at the joint BOS/FinCom Capital Improvement Plan (CIP) hearing. The committee approved the letter which will be



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submitted to the Cape Codder, Cape Cod Times and also a copy will be e-mailed to the five citizens named in the letter. Concerning our request for funding secretarial fees at our January through March 2013 meetings, Mr. Jon Fuller stated that the BOS asked Mr. John Kelly to put that on the budget review list for follow up. Ms. Holden-Kelly stated that since Mr. Hayward is absent we will review the school budgets at our next meeting. She will contact Mr. Hayward asking him to supply the committee with his summary notes prior to the meeting and she will try to find the web links that show the proposed school budgets and send them to the committee. Mr. Hodgson requested that we invite school officials to attend one of our meetings so we can discuss any issues we might have concerning the FY13 school budget.

New Business: 137:20 on Video Tape

Ms. Holden-Kelly stated that we will be meeting next week with Chief Bill Quinn to review the Fire Department FY13 budget and Ms. Julia Enroth will be reviewing the CPC recommendations for FY13.

Mr. Carron stated that we should extend an invite to all the school representatives to review the FY13 budget with the committee prior to the Town Meeting. Ms. Holden-Kelly asked Mr. Hodgson to obtain the names of the representatives and she will work out a schedule with Mr. D. Fuller.

Adjournment: 140:14 on Video Tape

There being no further business before the committee the meeting was adjourned at 9:20 p.m.

Respectfully submitted

William Weil
Secretary

Next Meetings:

School FY13 Budget Review Hearing with BOS & FinCom on February 29, 2012 at 6:45 pm in the Nauset Room at the Town Office Building.

Regular FinCom Meeting on March 1, 2012 at 7:00 pm in the Nauset Room at the Town Office Building.