



ORLEANS TOWN CLERK  
'12 MAR 9 12:10PM

*CD Macey*

## FINANCE COMMITTEE MINUTES

The March 1, 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. Larry Hayward, Mr. Paul Rooker, Mr. Rick Sigel and Mr. William Weil. Members absent were Mr. Ed Barr, and Mr. John Hodgson.

### **Guests:**

Mr. Jon Fuller, Selectmen liaison  
Ms. Julia Enroth, Chair, Orleans Community Preservation Committee (CPC)  
Chief Bill Quinn, Orleans Fire Rescue Department  
Deputy Chief Tony Pike, Orleans Fire Rescue Department

### **Public Comment**

None

### **FY13 CPC Article Review 00:40 on Video Tape**

Chairman Ms. Gwen Holden-Kelly introduced Ms. Julia Enroth, Chair, CPC. Ms. Enroth reviewed the warrant article and spoke in detail of Project #2 in the amount of \$615,000 to purchase property and fees to turn over property ownership to Habitat for Humanity (HFH) to build five affordable homes while not disturbing the existing farmhouse. HFH will submit an RFP to find a responsible party to take over the farmhouse and have a preservation restriction on that property. HFH will incur all costs to build the five homes. Any land not used for the five homes will be turned over to town for open space land. Project # 4 concerns the Odd Fellows Hall Renovation, in which Ms. Enroth stated they approved only \$56,900 and not the full amount requested which was \$121,662. They eliminated \$64,762 which was for the development of a commercial kitchen as the CPC felt that was not an appropriate use of the CPA funds. Project #5 concerning the purchase of the Fleck property in the amount of \$550,000, the Orleans Conservation Trust will pay \$120,000, the Open Space Committee (OCT) will submit a separate Article for \$120,000, and the remaining \$310,000 will be obtained through the private fund raising efforts of the OCT.

Mr. Carron asked Ms. Enroth to review another Article concerning the pay off of a bond that will impact the CPC funds. Ms. Enroth stated that they will take the funds needed for their portion to pay off the bond from their unrestricted account.

### **FY13 Fire Rescue Department Budget Review 25:37 on Video Tape**

Ms. Holden-Kelly introduced both Chief Quinn and Deputy Chief Pike. Mr. Weil opened the discussion concerning the Chiefs retro holiday pay that was not paid over the past



## FINANCE COMMITTEE MINUTES

---

three years in the amount of \$16,482. Chief Quinn explained that for the past three years the Board of Selectmen would not let him increase the budget line item so therefore there were not enough funds for his holiday pay. With his new employment contract signed this year it was stipulated that the money owed was to be paid in FY13. Mr. Weil asked about the need to have three EMT personnel in an ambulance. Chief Quinn gave a full description of when either two or three EMT's are needed due to the needs of the patient being transported as per state guidelines and regulations. The issue of hiring additional help was discussed especially concerning how it might affect the overtime budget.

Mr. D. Fuller asked about the non-union overtime which is a new line item in the budget. This overtime is to pay the Deputy Chief for his overtime that is incurred each year and was separated from the fire overtime. Mr. D. Fuller asked why the new line item shows \$4,921 expended in 2011 and \$4,762 in 2012. Chief Quinn will follow-up on a clarification on this matter with Mr. David Withrow.

Mr. Hayward asked the cost of the new ambulance and Chief Quinn said it is about \$265,000 which includes new radios for the truck and replaces the 2005 Ford (listed as 2006) with an International diesel model 3300. Mr. Hayward stated that the vehicle inventory shown in the equipment replacement list does not appear to be correct and Chief Quinn said he will have it corrected.

Mr. Carron asked about the possibility of using the old box from the ambulance and just replacing the chassis. Chief Quinn gave an explanation as to the wear and tear of the box which can lead up to failing state inspections and/or the truck manufacturer changes to the size of the chassis making the switch incompatible. It was noted that Brewster is in the process of trying this and Chief Quinn will keep in touch to see if it successful. It is possible that you may get to use the box for two cycles and save about \$100,000.

Mr. D. Fuller asked why the EMT recertification shows ten personnel each year when they have only five EMTs and they only have to be recertified every other year. The Camera Film Developing line item should be renamed Camera Supplies, the reference to "3 for new ladder truck" under the Radios line item should be taken out, and in the Equipment section the descriptions for the replacement of Hoses and Defibrillators are incorrect as the quantity and cost do not add up.

Mr. Sigel asked about who does all the bookkeeping and ordering for over \$600,000 of supplies each year. Chief Quinn stated that a part time EMS officer handles the inventory and purchasing of medical supplies, the mechanical coordinator officer purchases lubricants and parts for the vehicles and the Deputy Chief handles all the other supplies while the Chief does the bookkeeping.

Concerning the need for \$8,000 to hire an engineer for the design to replace the old backup generator which is going to be placed outside of the building was discussed.



## FINANCE COMMITTEE MINUTES

---

Chief Quinn stated that it was his mistake as he did not know that an engineering survey was needed when he put in for the \$50,000 in FY12 to replace the generator. Chief Quinn stated the engineering survey is already in progress as he was able to use the funds already approved in FY12 for the replacement but will need the additional \$8,000 before he can complete the project.

Ms. Holden-Kelly stated that the BOS are looking into combining funds from the Emergency Management and the Parks & Beaches budget to purchase a new remote control portable sign/trailer. We discussed the need for four generators to power traffic lights during outages (the cost and ability to retrofit the existing electronics has not been determined and, since the town owns only one light, permission from the state to utilize the generators for their owned lights has not been obtained), and the need for a line truck which can be procured from the government surplus program at no cost other than getting it recertified and training personnel to operate it.

Mr. Carron asked why the fire station has three boats in the parking lot. Chief Quinn said one boat was procured from the government surplus at no cost to the town that is worth \$750,000 as it falls under the safe harbor act. This is a 2008 fully enclosed fast boat that can be used for emergencies and is a shared resource within the town. Chief Quinn said one boat is a 19 foot Mako that is over twenty years old and needs to be replaced. The other boat is a rib boat (inflatable) which is stored indoors. Chief Quinn stated that he has put in an Article request for funding to purchase two used motors to power the fast boat. If approved he can place a Port Security grant request for two new motors which usually takes two to three years before it is granted. Questions were raised concerning the upkeep and operation of such a boat and needs to be addressed in the budget on an ongoing basis.

### **Review of Handouts: 117:22 on Video Tape**

Ms. Holden-Kelly reported that last night the BOS approved our \$960 request to fund secretarial services for our January through March meetings next year in our FY13 budget. Also, Ms. Holden-Kelly supplied from Mr. Withrow the latest Financial Plan, an estimate of the town's group health savings reform, a request for transfer from our reserve fund, and an update from Mr. John Kelly showing that the actual school group health plan savings estimated at \$260,690 and not the \$60,000 that was stated the meeting last night with Superintendent Hoffman.

### **Approval of Minutes 121:07 on Video Tape**

**On a motion made by Mr. Weil, seconded by Mr. Carron, the minutes of the February 23rd Finance Committee meeting was approved as amended 5-0-2 with Mr. Hayward and Mr. Sigel abstaining.** Mr. Carron mentioned the need to create and maintain a follow-up list of items in the minutes and at the same time be briefer on the details within the minutes.



## FINANCE COMMITTEE MINUTES

---

### **Agenda Items to be Rescheduled: 127:39 on Video Tape**

Ms. Holden-Kelly stated that due to time issues we will reschedule to next week's meeting the following items:

Review of the Capital Improvement Plan to make recommendations to the BOS

Debrief the joint FinCom/BOS hearing concerning the school budget

Board Committee Department reports for Affordable Housing, Board of Water & Sewer Commissioners, Community Preservation Committee, and the Nauset Regional and Orleans Elementary School Committees

### **Other Business 131:16 on Video Tape**

Ms. Holden-Kelly received from Mr. Withrow a request for \$3,261.28 to cover expenses for unemployment invoices up to February 28 from our reserve fund. It was noted that up to another \$14,000 might be needed to cover all expenses to June 2012. **Mr. Hayward made a motion to approve the request for transfer from the Finance reserve fund in the amount of \$3,261.28 to cover the unemployment invoices up to February 28, 2012, seconded by Mr. Carron and approved 7-0-0.** Ms. Holden-Kelly noted that our current balance in the reserve fund is \$115,108.56.

### **Fiscal Year 13 Budget Reviews 142:08 on Video Tape**

Mr. Sigel stated that maybe we should offer to fund \$6,000 from our reserve fund to cover the Fire Department's request for the engineering survey needed before they can purchase and install a new generator thereby saving about \$2,000 that was added into the FY13 request to cover inflation for the project being delayed a year. Mr. Carron asked if they need an Article to move capital expense funds into capital outlay. We need to ask Mr. Kelly how this is being accomplished without an Article.

Mr. Carron spoke about the turn-back dollars in the budget each year and it was agreed to develop a two year list by department looking for trends. Mr. D. Fuller stated that we should also show carryover figures and would work with Mr. Carron to develop this list.

Mr. Sigel reported on FY13 budget departments Conservation (171), Planning/Community Development (175), Building (241), and Building Code of Appeals (242). The 35% increase in the Planning expense (175) was due to the growing usage of the GIS requests and water sampling testing to support Marine/Fresh Water Quality Task Force activities.



## FINANCE COMMITTEE MINUTES

---

Mr. D. Fuller explained that the reason why the reduction in VNA expenses for FY13 was mainly due to better refunds for services rendered from the insurance companies for items such as the flu shot program.

### **Boards, Committee and Department Reports:** *170:12 on Video Tape*

Mr. Rooker reported that the Renewable Energy Committee will be having a special meeting this coming Monday at 4:00PM to review the Cape Cod Light Compact proposal and discuss the merits whether it is the most beneficial option for the town solar panel project.

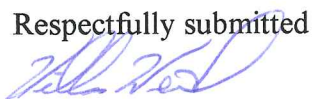
### **New Business:** *171:43 on Video Tape*

Ms. Holden-Kelly stated that we will be meeting next week with the Water Department Officials and that the Joint FinCom/BOS Budget public hearing will be held at 7:30PM on March 14.

### **Adjournment:** *173:50 on Video Tape*

There being no further business before the committee the meeting was adjourned at 9:54 p.m.

Respectfully submitted

  
William Weil  
Secretary

### **Next Meeting:**

*March 8, 2012 at 7:00 pm in the Nauset Room at the Town Office Building.*

### **Follow-Up Items**

- Review the possible need for a business manager for the Fire Department
- Chief Quinn – report on Brewster's use of a new ambulance using an existing box
- Better understanding of the flow of income generated by fees.
- Review merits of staying involved in the Old Kings Highway Historical District
- Financial concerns with vehicle and equipment replacement list