



ORLEANS TOWN CLERK
K. Darling
12 MAR 26 12:18PM

FINANCE COMMITTEE MINUTES

The March 8, 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. John Hodgson, Mr. Paul Rooker, Mr. Rick Sigel and Mr. William Weil. Members absent were Mr. Ed Barr.

Guests:

Mr. Jon Fuller, Selectmen liaison

Public Comment

None

Review of Handouts 00:40 on Video Tape

Chairman Ms. Gwen Holden-Kelly supplied the town local receipts schedule, Cape Cod Tech FY13 assessment, Finance Committee's (FinCom) follow-up list, and a letter from FinCom to the Board of Selectmen concerning issues with the FY14-FY18 Capital Improvement Plan.

Approval of Minutes 2:31 on Video Tape

On a motion made by Mr. Weil, seconded by Mr. Hayward, the minutes of the March 1st Finance Committee meeting was approved 7-0-1 with Mr. Hodgson abstaining.

On a motion made by Mr. Weil, seconded by Mr. Carron, the minutes of the February 29th Joint FY13 School Budget Finance Committee and Board of Selectmen hearing was approved 7-0-1 with Mr. Hodgson abstaining.

FY13 Budget Reviews 3:43 on Video Tape

Ms. Holden-Kelly and Mr. D. Fuller had met with the Water Department foreman Mr. Todd Bunzick and business manager Ms. Susan Brown to discuss the FY13 budget. Ms. Holden-Kelly felt that it was not necessary at this time for them to meet with the committee but may need to at a later date. Ms. Holden-Kelly reviewed the financial figures related to the renaming of the Department Manager and Business Manager positions to Superintendent and Assistant Superintendant in preparation for the proposed new Department of Public Works department. Ms. Holden-Kelly also mentioned the need for an increase of \$9,306 for a new seasonal employee to perform hydrant flushing duties. A question was raised on job qualifications required for these positions and how it could affect existing staff members filling the new positions. Mr. Jon Fuller stated that the Board of Water and Sewers Commissioners had recommended hiring a fully qualified



FINANCE COMMITTEE MINUTES

Water Superintendent. The BOS supports Mr. Kelly's recommendation in promoting the existing manager to that position. He also mentioned that due to the hiring freeze the BOS are leaning to promote within. We need to know the job descriptions and qualifications for these very important positions. Mr. Carron stated that his concern is since the superintendent position will also include the responsibility of the Waste Water/Sewer Department we need notify the Commissioners and BOS that we would support hiring and funding a qualified superintendent.

Mr. D. Fuller spoke about the \$3,462 increase in the repair/preventive maintenance budget was due to adding the police detail expenses into that line item. A question was raised as to what the town receives versus what the police officer is paid.

Mr. D. Fuller mentioned that the Water Department's FY13 electricity budget was formed by using a five year running average as per Mr. David Withrow and Mr. Kelly's recommendation. Ms. Holden-Kelly mentioned that the Water Department has no vehicles to be purchased in FY12 and they had pushed a new backhoe purchase to FY14. Ms. Brown stated that they now are planning to push the backhoe purchase even further out since they feel with some additional maintenance it can last longer. They are also planning to purchase a small excavator along with a small pickup truck and trailer in FY14.

Mr. D. Fuller mentioned that the \$12,000 listed under water main improvement is for replacing 2" pipes that are at the end of their useful life. Mr. D. Fuller also spoke about the water testing lab which is not being used. He was told they found sending it out was just as cost effective as doing it in-house. Mr. Hayward asked why not train an existing staff member or members to perform the testing rather than sending out water samples to an outside service. A question was raised as what the lab fees cost the town each year. A question was raised as to when the Water/Sewer Commissioners meets next.

Ms. Holden-Kelly stated that they will be meeting with the Recreation Department next week and will report on that.

Mr. D. Fuller spoke about the Sealer of Weights & Measures tests are directly billed to the owners of the inspected devices by Barnstable County therefore there is no cost to the Town.

Mr. Weil had supplied a budget follow-up list which Ms. Holden-Kelly she is maintaining. Also it was noted that added to the minutes will be a future long term follow-up list.

Mr. Carron reported that the Community Preservation Committee still has an open issue they are considering. It is combining their request for \$120,000 along with the \$120,000 request from the Open Space Committee. Mr. Carron stated that after the budget period are we going to schedule a meeting with the school committees. Mr. Hodgson will be



FINANCE COMMITTEE MINUTES

setting up a meeting with the School Board Committees and Officials of the Elementary and Regional Schools sometime in the future.

Mr. Hayward supplied a de-brief list of items that were raised at the joint FinCom/BOS meeting concerning the FY13 school budgets. Mr. Hayward stated that he supports having a follow-up joint FinCom/BOS school meeting before the Annual Town Meeting to answer our outstanding questions. The list of questions was given to Mr. J. Fuller asking him to have the BOS review the list and make any additions or corrections. Mr. J. Fuller agreed that we should include the Superintendent, principals, business managers and the school committee members be present for this meeting.

Review Draft CIP Letter to the BOS 78:10 on Video Tape

Mr. Carron authored a draft letter concerning issues with the FY14-FY18 CIP to be sent to the BOS and Mr. Kelly. The four topics listed are Dredging, Road Run Off, Waste Water Management, and Buildings. **Mr. Carron made a motion to approve the sending of the letter to the BOS in response to the joint FY13 CIP public hearing held on February 15, 2012 and authorizing the chair to sign the letter. It was approved 8-0-0.**

Boards, Committee and Department Reports: 84:30 on Video Tape

Mr. D. Fuller spoke about the Hubler property project. Mr. Kelly stated at the Board of Health meeting that they decided not to use the second floor of the motel office and only use the lower level to house seasonal workers. It was decided that Ms. Holden-Kelly will ask Mr. Kelly about the process and funding for this project and Mr. Rooker will ask Mr. Paul Fulcher what is the current status of the project. Ms. Holden-Kelly will also follow-up with Mr. Kelly on scheduling a tour of the Hubler and Gavigan properties.

Mr. Rooker mentioned his concern that we average about \$500,000 in turn backs each year which shows the budget process has too much leeway. Mr. Rooker and Mr. Carron will be looking into the details to ascertain where most of the turn back money is coming from.

Mr. Rooker spoke about the Renewable Energy Committee meeting that was just held today. Cape & Vineyard Electric Cooperative (CVEC) had supplied an analysis showing the cost savings for the town which will be incurred for the projects. The committee will be writing four articles. One will be the landfill solar project with CVEC which includes a power purchase agreement, second article will be the water shed area without a power purchase agreement with CVEC, the third article will be to present to the State authorization (Article 97) clearance to use the water shed area for solar panels, and the fourth article will fund a request for proposal for a solar panel project somewhere in the Town other than using CVEC as to ascertain a cost savings comparison.



FINANCE COMMITTEE MINUTES

New Business: 131:43 *on Video Tape*

Ms. Holden-Kelly reminded us that the facility tour is being held this Friday and the following Tuesday at 12:30PM.

Ms. Holden-Kelly reminded us that the Joint BOS/FinCom FY13 Budget meeting will be held on Wednesday March 14th at 7:30PM at Town Hall. It was noted that the architect will be presenting a briefing on the facility report at the beginning of the BOS meeting at 6:30PM.

Adjournment: 135:19 *on Video Tape*

There being no further business before the committee the meeting was adjourned at 9:16 p.m.

Respectfully submitted

William Weil

Secretary

Next Meetings:

BOS/FinCom Joint FY13 Budget Hearing March 14, 2012 at 7:30 pm in the Nauset Room at the Town Office Building.

March 15, 2012 at 7:00 pm in the Nauset Room at the Town Office Building.

Follow-Up Items

- Discussion of adequacy of existing business management resources in Fire Department and consideration of possible FinCom recommendation to the Board of Selectmen on this issue
- 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
- Discussion of possible FinCom recommendation to the Board of Selectmen regarding filling position of Water Superintendent
- Turn back issue averages \$500,000
- Tour the Water Facility