

K. Darby, Asst  
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## FINANCE COMMITTEE MINUTES

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The May 3, 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. Dale Fuller, Mr. Paul Rooker, Mr. Mark Carron, Mr. John Hodgson, Mr. Rick Sigel and Mr. William Weil. Members absent were; Mr. Larry Hayward and Mr. Ed Barr.

### **Guests:**

Mr. John Fuller, Selectmen liaison

### **Public Comment**

None

### **Handouts : 30 on Video Tape**

Chairman Holden-Kelly reviewed with the members all of the handouts which were attached to the agenda.

### **Approval of Minutes 1:41 on Video Tape**

On a motion made by Mr. Carron, seconded by Mr. D. Fuller, the minutes of the April 26th Finance Committee meeting was approved 5-0-1 with Mr. Weil abstaining.

### **Town Meeting Articles Review: 2:15 on Video Tape**

The committee will vote at the Town Meeting for Special Article 1 (Pay Bills of Prior Years) and Article 38 (Free Cash).

Mr. Carron moved to approve Special Article #2 (Transfer Article) now that section #3 has been updated to transfer \$110,000 into the Police Department salary account. The motion was seconded by Mr. Hodgson and was approved 6-0-0.

Mr. Carron moved to approve Article #5 (Fund Painting and Rehabilitation of Water Tank #2) in the amount of \$750,000. The motion was seconded by Mr. Hodgson and was approved 6-0-0.

Mr. Sigel requested that both Special Article #2 and Article #5 be reopened as he arrived late and would like to be included in the votes. Mr. Carron moved to reconsider the voting on Special Article #2 and Article #5, seconded by Mr. Hodgson and both articles were approved unanimously 7-0-0.



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**Mr. Carron moved to approve Article #31 (Demand Fees for Unpaid Bills). The motion was seconded by Mr. D. Fuller and approved 7-0-0.**

**Mr. Carron moved to approve Special Article #6 (Authorize Layout of Aspinet Road) and seconded by Mr. Hodgson.** Since the article is being revised to fund the appraisal of Aspinet Road in the amount of \$10,000, the committee decided to hold off voting on this article until we get a clarification of the revised article at the Town meeting. Ms. Holden-Kelly will ask the Town Clerk to see if the new wording of the article can be shown on the projection screen at the Town meeting to help the audience. **Mr. Carron moved to withdraw his motion and Mr. Hodgson withdrew his second.**

It was noted that the heading on the Article #2 in the warrant book showed the incorrect fiscal years as 2011 and 2012 instead of 2012 and 2013. Mr. Carron had asked what process was necessary to take out one line item in the budget and Ms. Holden-Kelly stated that we started a process this year to discuss issues with the Town Administrator and Board of Selectmen before the warrants are published. **Mr. Carron moved to approve Article #2 (Town/School Budget). The motion was seconded by Mr. D. Fuller and approved 7-0-0.**

**Mr. Carron moved to approve Article #3 Capital Improvement Plan (CIP). The motion was seconded by Mr. D. Fuller and approved 7-0-0.**

The committee discussed who would be speaking for some of the articles at the town meeting. Ms. Holden-Kelly stated that she would speak on behalf of Articles #2 and #3, Mr. Hodgson Articles #9, #15 and Special Article 2, Mr. Carron Special Article #5, Mr. Rooker Article #36, Mr. Sigel Article #6, Mr. Weil Articles #32 and #33, and Mr. D. Fuller Article #18. Mr. D. Fuller mentioned that the state aid for the schools could be about \$540,000 more than what was budgeted. He also mentioned that we still do not understand the school budget health care savings that have been projected and need to follow up on this matter. Mr. Carron stated that we should keep an eye on how the school surplus funds are managed next year.

The committee then discussed the articles that need to be presented at the town meeting. Concerning Article #2 Mr. Carron reported that in reviewing the town annual reports from 2009 to 2011, the (carryover) turn back figures posted were \$883,000, \$770,000 and \$800,000 respectfully. Mr. D. Fuller stated that the town departments need to forecast a budget based on previous actual expenses. A zero based accounting method should be considered for each department every few years to keep the carryovers at a safe minimum. It was noted that the process of zero based accounting is very difficult to implement.



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Discussing Article #3, Mr. Carron stated the town should enhance the water drainage budget for FY14 as that is a quick and cost effective way to keep our waters clean from contaminants. Also mentioned was that the town repaving schedule should coincide with the waste water piping schedule.

Mr. Rooker feels that the CIP should show the impact on the property taxes so when the public sees an item such the waste water project listed at \$42,000,000 listed in FY15 they will be able to see the tax impact to avoid any misunderstandings. We need to review the CIP process at a future date and will add this to our follow-up list.

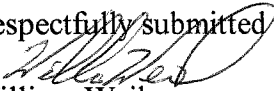
### **Boards, Committee and Department Reports:** *109:56 on Video Tape*

Chairman Holden-Kelly stated the town has recently instituted an Agriculture Advisory Committee which we agreed was a very good move. The BOS approved the promotions of Mr. Todd Bunzick to water superintendent and Ms. Brown Susan to assistant water superintendent.

Mr. D. Fuller stated the Board of Health (BOH) announced a health fair to be held on Thursday May 10<sup>th</sup> from 1:00 p.m. to 3:30 p.m. at the Council on Aging Senior Center. He also mentioned that he has a two page report that lists all the services the Visiting Nurse Association (VNA) supply which really shows the great value of this group to our citizens. Even though the cost of the VNA program has decreased, the services have increased due to better insurance claim procedures. At the BOH's last meeting it was mentioned that the committee will ask the town health agent to perform a study on the number of cesspools, 1,000 gallon and 1,500 gallon title five septic systems that are located in the Phase 1 of the waste water project.

### **Adjournment:** *123:35 on Video Tape*

**There being no further business before the committee the meeting was adjourned at 9:05 p.m.**

Respectfully submitted  
  
William Weil  
Secretary

### **Next Meeting:**

*Monday May 7, 2012 at 5:00 pm at the Middle School Building.*



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### **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
- Administration Costs for the OES
- Review CIP procedures