



FINANCE COMMITTEE MINUTES

The January 10, 2013 meeting of the Orleans Finance Committee was convened by Chairman Ms Gwen Holden-Kelly at 7:00 pm in the Nauset Room of the Orleans Town Hall. Present and constituting a quorum were members Mr. Dale Fuller, Mr. Joshua Larson, Mr. Paul Rooker, and Mr. Rick Sigel. Absent were members Mr. Mark Carron, Mr. Larry Hayward, Mr. John Laurino, and Mr. William Weil.

Public Comment

None

Introduction of Susan Belgrade, Finance Committee Temporary Recording Secretary 0:20 on video recording

Ms Holden-Kelly introduced Ms Susan Belgrade as the new Temporary Recording Secretary for the Finance Committee during the budgeting process. The Chairman gave the Committee a brief overview of Ms Belgrade's education and experience. She also noted that Ms Belgrade's first official minutes taking will commence at the January 17 meeting of the Committee, and she will submit her draft minutes to Mr. Larson, who will remain responsible for reviewing, completing, and submitting the final minutes.

Approval of Minutes 5:00 on video recording

Mr. Larson moved that the Committee approve the minutes of the December 13, 2012 meeting. Mr. D. Fuller seconded the motion. The motion passed 5-0-0.

Status Update: School Security Issues 5:35 on video recording

Ms Holden-Kelly began the discussion of security at Nauset region schools by noting that recent events have re-focused the national discussion on safety in schools, and gave the floor to Mr. J. Fuller, Chairman of the Orleans Board of Selectmen and a private security consultant.

Mr. J. Fuller gave the Committee a briefing on recent discussions on school safety. He began by noting that extensive discussions on school safety began almost immediately after the Sandy Hook school shooting, but that these discussions were unfocused. He told the Committee that everyone involved in the discussions about school security wants to achieve a long-term, region-wide, coordinated solution to all aspects of school security, and that it would be very expensive and less effective to have each school attempt to address their security issues on their own. He said that several schools have

already implemented a number of simple steps to increase security such as properly locking doors and instituting video monitoring systems.

He emphasized that the overall solution needs to be addressed on a regional basis to make it as effective as possible, because a response to any such event would need to be region-wide. The Chief of Police raised with Mr. J. Fuller the issue of financing the position of Resource Officer at the Middle School. He described some of the difficulties with making the high school, with its "outside campus" design, more secure.

In his capacity as a security consultant, Mr. J. Fuller reviewed three schools, noting that the biggest issue with making the building more secure is access and how to control it through appropriate mechanical means and surveillance. He said that the principals of the schools have begun to take action and security consultants have been engaged to work on solutions for access control. He went on to say that access control for the district would be expensive but that it could be phased in over a period of years.

Ms Holden-Kelly continued the discussion by recommending members of the Committee to review a study by the Secret Service on threat assessment known as the "Safe Schools Study" on the Secret Service's website. Mr. J. Fuller concluded the discussion by stating that there are a number of threats to school safety, and that a comprehensive school safety plan addresses all of them. State Representative Sarah Peake will meet with the Board of Selectmen on February 6 to discuss the issue of school safety and how the state can help on this issue.

Administrative Items 19:10 on video recording

Finance Committee FY-2014 budget review schedule: Ms Holden-Kelly reviewed the schedule for review of the upcoming fiscal year's budget as follows:

- Budget to be made available for inspection on January 15.
- Committee members should pick up their budget books and review prior to January 17 meeting.
- January 17 Finance Committee meeting to discuss, among other items, the budget book.
- January 22 Joint Finance Committee/Board of Selectmen meeting (chaired by the Committee) for review of the budget.
- January 22 Committee meeting immediately following the joint budget review.
- January 23 Joint Finance Committee/Board of Selectmen meeting (chaired by the Board of Selectmen) for review of the budget. The Orleans Elementary School Committee will be invited to this meeting.
- January 30 Joint Finance Committee/Board of Selectmen meeting for review of the budget. The Chief of Police will be invited to this meeting.
- January 31 Joint Finance Committee/Board of Selectmen meeting for review of the budget. The Chief of the Fire Department will be invited to this meeting.

During the discussion of these meetings, the Committee addressed both the "Finance Committee 'important dates' list" as well as Board of Selectmen meeting coverage assignments (incorporated in "important dates" list).

Update on Fiscal Year-end Departmental Funds Turnbacks Analysis 26:30 on video recording

Mr. D. Fuller explained to the Committee some of the details of the turnback analysis, additional details of which will be made available to Committee members for purposes of budget review and analysis. Equally important for budget analysis is also capital outlays requests, he added. Unspent amounts from these requests cannot be turned back and are carried over to the next FY for the specific purpose they were assigned. It is not always clear why some of these funds need to be carried over, necessitating analysis of how these requests are made and approved to ensure minimum carryover.

Six-month expenditures for FY 2013 include a number of such carryovers, Mr. D. Fuller went on to explain, and some have been carried over for several years, including \$229,000 for the school district, for example. Mr. D. Fuller asked Committee members to keep the analyses of the turnbacks and the carryovers in mind when meeting with department heads during the budgeting process. He also added that he will provide Committee members with details on six-month spending by department for the purposes of further budget analysis.

Mr. D. Fuller also noted that the Committee also needs to be provided with the Vehicle List as part of the budgeting process.

Committee members then gave updates on a number of items as follows:

Finance Committee FY 2013 "issues list":

- MEP Report for Nauset Harbor Embayment System: Ms Holden-Kelly explained that the Board of Selectmen had received ASA's response to the memo from MEP about the original ASA report on January 2. Now constituting a complete report with appropriate responses and analyses, the Board of Selectmen will now forward all of this material to the Massachusetts Department of Environmental Protection for their review.
- Highway Department: Ms Holden-Kelly told the Committee that the Board of Selectmen at their January 2 meeting approved the first step in what should develop into a larger master plan to address storm water runoff and drainage in Orleans. by approving funding for an assessment of the existing drainage system, as well as of upcoming EPA regulations. This should, she explained, serve as the first step to the development of a comprehensive plan to address the town's drainage issues.
- The Committee went on to discuss whether or not in principle it makes sense for the town to commission a comprehensive GIS study of all the town's utilities infrastructure rather than simply focusing on the wastewater infrastructure, as in any case the

comprehensive wastewater plan will require a complete GIS study of all utilities. Mr. J. Fulling opined that this is such a critical part of the comprehensive wastewater plan that it should be funded by a separate article in the town's budget. Mr. Sigel asked instead if the money for such a study could simply be added to the overall town budget and then spent accordingly. The Committee agreed to take up this issue as part of the budgeting process

- On snow removal, Ms Holden-Kelly confirmed to the Committee that the Board of Selectmen had approved an article to request at Town Meeting \$40,700 for equipment to treat sand with salt brine to improve snow removal in Orleans.

Fire Department:

- Staffing and overtime study: Ms Holden-Kelly told the Committee that the Fire Chief had informed the town administration that the Fire Department would in all likelihood exceed the amount budgeted for overtime pay. The Committee had a brief discussion on how the town should manage the issue of the Fire Department regularly exceeding its overtime budget. Mr. J. Fuller told the Committee that the status of the proposed study meant to analyze this issue is uncertain for a number of reasons, and the issue is unlikely to be resolved until after an upcoming arbitration hearing on the town's new contract with the firefighters. There was also a brief discussion on payment to the town for ambulance calls.

Solar projects:

- Ms Holden-Kelly and Mr. Rooker led a brief discussion on CVEC and the town's solar energy projects RFP. Mr. Rooker confirmed that the only remaining land under consideration for solar assets is a piece of property near the water treatment plant, and that the town continues to work on an RFP for a new solar installation at that site. Mr. Rooker confirmed that the scale of the project is too small for CVEC, and thus the company has chosen not be involved in this new project.

Other:

- Regional dispatch: Mr. J. Fuller told the Committee that there are currently two proposals on the table for creating a regional dispatch center for emergency services, and it is possible that there will be a third. The central issue in all of these proposals of concern to emergency services is governance and ensuring that all towns are equally represented in any regional dispatch solution.
- Water: Ms Holden-Kelly informed the Committee that the painting of water tank #1 is complete and the tank is now full, and that a new RFP for the painting of tank #2 is in preparation.

Additional items:

- February 14 joint Board of Selectmen/Finance Committee public hearing on the Capital Improvement Plan: Ms Holden-Kelly told the Committee that at this meeting, there is generally significant interest in the current year's capital budget, but this question is rarely discussed because it is largely outside the scope of the meeting itself. So in response to the high level of interest, she informed the Committee that at

the February meeting, sufficient time will be dedicated to the current year's capital budget as well as to the longer-term Capital Improvement Plan.

- FinCom report for the Orleans Annual Town Report for calendar year 2012: Ms Holden-Kelly confirmed to the Committee that she submitted this report.

Board, Committee, and Department Reports

70:00 on video recording

- Renewable Energy Committee: Mr. Rooker reviewed the situation with CVEC and confirmed that the town is considering land near the water treatment plant for solar assets. The committee is still contemplating the next steps both with CVEC and the new solar project.
- Board of Selectmen: Ms Holden-Kelly noted that she has already described all of the relevant Board of Selectmen activities during the course of the current meeting.
- Board of Water & Sewer Commissioners: Ms Holden-Kelly briefly noted that the board has submitted its grant application for the asset management software package, but has been informed by the state that there is less grant money available than previously indicated. If the grant is not received, the board will purchase the software from its own funds.
- Community Preservation Committee: Ms Holden-Kelly referred to the minutes of this committee's most recent meeting, pointing out that the committee believes that it has sufficient funding for its four major projects, and that the larger issue for this committee is to determine whether or not they will use additional money to purchase a property under currently under consideration, or if they will use bond funding.
- Nauset Regional School Committee: Mr. Larson described the proceedings of the January 7 meeting of the Finance Subcommittee of the Regional School Committee, and highlighted the following points:
 - International students now represent an important source of revenue for the high school and Principal Conrad is expanding the school's efforts to recruit larger numbers of international exchange students. To that end, the high school is working with an international exchange program to recruit and identify more potential students from around the world to attend Nauset Regional High School as tuition-paying students.
 - Preliminary budget projections for the region were made available. With the emphasis at the state level on holding steady or even cutting funding for education, the district's focus was largely on finding sources of revenue to allow the district to increase spending sufficiently to maintain all services and to continue to offer new and better services. School choice plays a significant role in this, and both Superintendent Hoffman and Principal Conrad described their efforts to increase revenue by continuing to attract school choice students.
 - The Superintendent went on to describe other efforts to allow the district to have reasonable budgets in future years, including cost-cutting measures, negotiating favorable tuition rates for Provincetown and Truro students, using Excess and Deficiency funds more efficiently, and others. By focusing resources on increasing revenue, the district believes it can largely keep the assessments to the district towns in line with previous years while at the same time allow for reasonable budget increases.

Future Meetings 105:00 on video recording

Next Committee meeting - Thursday, January 17, 2013.

Ms Holden-Kelly asked Committee members to be mindful of the need for a quorum at all upcoming meetings and to warn well in advance if any plans changed that might make it difficult to reach a quorum.

Adjournment 106:00 on video recording

There being no further business before the Committee, Mr. Larson moved to adjourn. Mr. Sigel seconded the motion and the meeting was adjourned at 8:46 pm.

Respectfully submitted

A handwritten signature in cursive script, appearing to read 'Joe Larson', written in dark ink.

Joshua Larson
Secretary

Next Meeting

Thursday, January 17, 2013