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K. Kelly, Asst.
ORLEANS TOWN CLERK

FINANCE COMMITTEE MINUTES

The February 28th, 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. Mark Carron, Mr. Dale Fuller, Mr. Laurence Hayward, Mr. Joshua Larson and Mr. Rick Sigel. Absent were members Mr. John Laurino and Mr. William Weil. Mr. Paul Rooker was present via remote access, but was not counted among the quorum.

Guests

Jon Fuller, Chairman of the Orleans Board of Selectmen
Diane Carreiro, Principal of Orleans Elementary School
Mary Little, Orleans Elementary Committee Member
David Withrow, Orleans Director of Finance
Chief Scott MacDonald, Orleans Police Department
David Dunford, Board of Selectmen Committee Member
John Hodgson, Board of Selectmen Committee Member
Josh Stewart, Chairman of Orleans Elementary School Committee

Public Comment

None

Approval of Minutes 1:49 on video recording

On a motion made by Mr. Larson, seconded by Mr. D. Fuller, the minutes of the February 14th, 2013 Finance Committee meeting were approved unanimously 7-0-0.

On a motion made by Mr. Larson, seconded by Mr. D. Fuller, the minutes of the February 21st, 2013 Finance Committee meeting were approved 6-0-1 with Mr. Hayward abstaining.

Reserve Fund Transfer Request to Finance Phase 1 of Orleans Elementary Security Enhancements 2:40 on video recording

Mr. Jon Fuller, Chairman of the Orleans Board of Selectmen, stepped out of the meeting at 7:05 pm.

Orleans Elementary Principal Diane Carreiro opened the discussion by requesting \$20,000 for security enhancements for Orleans Elementary School.

Research and preparation for the Elementary School security plan:

- Met with consultant John Kelly, and the police and fire chief.
- Received quotes from four separate vendors who performed a walk through of the interior and exterior of the school. From these recommendations a five-phase plan to create a full security system were created.
- A vote by the school committee approved a need for \$20,000 to begin the security enhancements. However this is an unanticipated expense, and Principal Carreiro is not comfortable spending the remaining \$80,000 in school budget funds due to the probability of other unpredicted expenses.

Goals for optimal security:

- Secure the front door at the school entryway, as the doors currently do not lock.
- Remove the four current outdated cameras and install new interior and exterior cameras.
- Install new locks for the interior classroom doors and secondary exits in each classroom, as they currently only lock from the outside.
- Purchase security accessories such as walkie-talkies, lanyards, and badges for staff, window lettering and phones.
- Repair dead areas on speaker system.

While there was \$13,000 allotted for a five-year security plan, the need has become urgent, and more funds are required. Principal Carreiro noted the school has looked carefully at their budget when requesting these funds. While the school is respectful that the reserve money should be considered for the use of the entirety of the town, the need for these funds is vital to ensure the elementary schools safety. The reserve funds are necessary due to the immediate need to lock the front doors, and the rest of the security funding will be requested from a town article. The School Committee has voted to put together a warrant article for town meeting to pursue the remaining funding for the rest of project so everyone can feel comfortable and safe. Mr. Hayward summarized the reserve fund request as the need to replace cameras for better visibility and to lockdown doors.

Phase 1 Breakdown:

The phase 1 quote from the favored company was \$15,000 without the cameras. The additional purchase of card access and extra cameras brings the number to \$18,000-\$20,000. While the school has the wiring for the electric doors, they did not yet install the system. The \$20,000 would ensure the front doors lock, and set up a front entry camera system. The secretaries would then receive a desktop unit to monitor entries.

Principal Carreiro noted that different security companies had different types of equipment and recommendations, and she had to sit down with the Police Chief and decide which company would be selected. The response time and monthly fees have been considered, and they will soon select a company and begin the

published bidding process. Though reviewing the options one more time, the company to carry out Phase 1 has almost been determined.

Mr. Carron questioned Mr. Withrow on why these funds could not be received from a special town meeting article. An overview of the school budget shows there won't be a deficit if the money is spent on doors, and the school could manage until May. Mr. Withrow responded the school has an immediate need for this transfer, which is why they are coming to the Committee, and from his understanding the Principal does not wish to spend the remaining school funds, as they may be needed for other purposes. Mr. Carron then asked if the unanticipated door expenses could be funded from part of the working capital budget of \$15,000 that was set aside to replace the doors. Mr. Withrow responded that it may be possible, but he had to review the year of the plans. If the plans were out of date the Board of Selectmen could make changes if needed.

Ms Holden-Kelly supported the schools request, but felt they should only approve the request when a solid number was determined.

When questioned by a Board of Selectmen committee member about researching all the alternatives, Principal Carreiro assured the audience that it had been heavily researched. She consulted with a full round table including Mr. Kelly, the Police Chief, the Superintendent and security consultants. They have determined how to make the most responsible decision with the most current but fiscally responsible options. Her main concern would be that the security solution would be simplistic, functional, and cost effective.

The Police Chief then came forward to speak positively about Principal Carreiro. He noted she was doing a very thorough job and analysis, and he supports her decisions 100%. He felt it was not a question that they need to lock the elementary school front doors as soon as possible.

Finance Committee Vote on the Orleans Elementary School reserve transfer fund request 41:35 on video recording

On a motion made by Mr. Hayward, seconded by Mr. Larson, the request to approve the Orleans Elementary School reserve fund transfer request was opened for discussion to the board.

Mr. Sigel felt time was of the essence, and the school had researched the security enhancements well. He felt they had a definitive solid number, so the request should be approved. Ms Holden-Kelly agreed the request should be approved, but had the concern about agreeing on a specific number at this time. The transfer may go through and the school may find they need \$1,000 more. The Committee should make sure the school has the resources they need, which includes ensuring they get the maximum amount of money required.

Mr. Carron agreed, adding he wanted to hear back about the \$15,000, questioning why it couldn't be taken from the facility budget because the Board of Selectmen could approve in a case of an emergency a refund of the money spent. He especially felt with older buildings it would be difficult to determine the true costs until the installation had begun.

He assured Mr. Sigel that the Committee would approve the transfer, and the school could begin work immediately when they find the solid number they need. Ms Holden- Kelly agreed, and offered an amendment to the original proposal.

She made a motion to approve the initiative, but hold the amount until the school offers a firm number. This would allow the money to be transferred whenever required, as the approval was already granted. Mr. D. Fuller seconded the motion, and the amended motion was passed 7-0-0 unanimously.

Mr. Hayward clarified that the transfer funds in the amount of \$20,000 were put aside so they could not be used for any other town request. The money would be there when required, but if the cost was more than the school quoted they would have to put in another request for approval. If the cost was under or at the current price quote, the original request would allow them to get the funds without an additional request. Mr. Withrow added that the school could also pay the bill and then receive a transfer of the money from the town, as the money is guaranteed to be held for them. **The vote on the original motion as amended was passed 7-0-0.**

Jon Fuller returned to the meeting at 7:41pm.

Administrative Tasks 44:10 on video recording

- The proposal to the Board of Selectmen for a year round recording secretary has been added to list of the Board's items to be reviewed.
- On March 7th, 2013 there will be a meeting with Julia Enroth, Chairman of Community Preservation Committee.
- The meeting with the school district has been modified. Wednesday, March 13, 2013 there will still be a joint BoS/FinCom budget review meeting with Cape Cod Regional Technical High School and Orleans Elementary School. The Nauset Regional School District will not be available for the joint BoS/FinCom meeting on March 13, and will instead be at the March 20, 2013 joint meeting.
- Mary Little, Chairman of Human Resources Advisory Committee, will have a meeting with the Finance Committee on March 14th, 2013. Ms Holden-Kelly has put the materials from that committee into the drop box for review.

Continuation of FY14 Budget Reviews 46:36 on video recording

Board of Selectmen Meeting Review [Dale Fuller]

- Planning: The county and state no longer cover the cost of water sampling in certain areas that are no longer counted as bathing beaches, and there is a request to augment these samplings at the expense of town. This has been taken under advisement and discussion for a later date.
- The expense for a second town meeting may be removed from the budget if it proves to be unnecessary, which would remove costs from the town budget.
- There has been no budget change. The finance director noted to Mr. D. Fuller that buildings results are up, resulting in an increase in expenses for this year. Independent contractors are being used so they may go over their budget. Though not technically able to exceed the budget, it is difficult to determine how many electrical and plumbing fixes will be required. This does result in the town reimbursing these extra expenditures, but the reimbursed funds are not reflected in the budget itself.
- Shellfish: There is a question of overtime in this budget. There will be a discussion on how the money is apportioned.
- The street light bulb purchase has been pushed back for another year. The anticipated budget will not be seen, so the budget may have to be increased, and the town will probably do a three-year average. Ms Holden-Kelly added it would happen, but not until next spring at the earliest.
- Sewerage: In the past the budget has been a prudent number but it was voted by the Board of Selectmen to decrease the budget by \$10,000.
- The Water Department has two issues. They feel they must replace and authorize equipment before the DPW role is filled. Mr. D. Fuller felt they should authorize this or wait and make a decision about the new DPW director. An increase of 14% came under a lot of discussion, and past projects revenue expenses and rate reports have not been made available yet, so they must be reviewed before a decision can be made. Ms Holden-Kelly felt it was a positive to wait for the new DPW director before obtaining new equipment. She added the Board should also consider equipment requests by any agency, not just the water department. This should not be a punitive measure on all departments, but vehicles in departments such as parks and beaches and the harbormaster truck should perhaps be suspended.
- COA: There is a 0 base budget for this year in this department. There is a question on whether the budget is still appropriate for this department. There will be interim meetings to check in, but this discussion was tabled for the future.
- The Veteran budget request is 50% of last years request, and Mr. D. Fuller questioned if it was enough, and whether it should be revisited. The Board of Selectmen was also concerned and wanted to ensure the department was adequately funded. Due to the fluidity of the situation the Board wants to ensure a reserve transfer isn't requested in the future.
- Ms Holden-Kelly added that Mr. John Kelly is currently finalizing the DPW related changes. That should be completed this week, and then the Committee may get more detail on how the department is coming together.

Board, Committee, and Department Reports 81:16 on video recording

Liaison reports:

Renewable Energy Committee [Paul Rooker]

- Mr. Rooker was unable to attend, but the previous meetings main focus was the topic of solar vendors.

Board of Selectmen Report: Feb. 20, 2013; Feb. 27, 2013 [Gwen Holden Kelly]

- The Board did discuss the possibility of bringing in an expert on moorings to give a briefing. They are concerned about the financial impact on the boat yards that will have the moorings, but it won't be reviewed for this year. Ms Holden-Kelly will get more clarification on the topic.
- The Board would like to vote to continue discussing rates with SEMASS.
- Mr. John Kelly reported to Ms Holden-Kelly that the DPW Natural Resources position received 18 applications, and it will be narrowed down to 6-8 applications.
- Mr. J. Fuller added that the Board signed an agreement for fiscal years 12-15 with the police union. They will save an anticipated cost of \$2,000.

Board of Health [Dale Fuller]

- This department is important in ensuring local health regulations are followed in a wide spectrum from septic tank problems to restaurant cleanliness.
- The most important elements are education and working with the VNA to ensure vaccination clinics are taken care of. The budget issue was expenses under the nursing services. The town has paid the VNA \$14,000-16,000 annually, but in past years this amount has not been completely expended. The VNA's main expenditures are obtaining the flu vaccine and distributing it through flu clinics. Now the flu vaccine is much more common, and Medicare and Medicaide are reimbursing the flu vaccine purchases. This results in these clinics covering costs and charging less, while the services remain the same. The state is often also providing free vaccines.
- The new budget for the VNA of \$14,000 will be a more accurate allotment, as they plan to increase spending with focus on increasing education and the screening process.
- Mr. Carron requested that the Health Department be asked if they could show the data as the number of actual inspections done instead of the number of hours of work completed.

Board of Water & Sewer Commissioners [Gwen Holden Kelly]

- Ms Holden-Kelly noted though this department did not receive a grant, they might pursue an article for resources.
- The software they are obtaining is supposed to reduce cost and activities for monitoring GIS information. It will save time as it can create templates for reports for the state and allow the staff to devote time to activities that need to be done, instead of constantly producing state reports.
- Mr. Jon Fuller also added that if workers were out in the field they could add the info on their iPads and it would automatically update the central data files

without someone going from the field to the office to enter the data. The initial cost is substantial for the right software, but then there will be some savings from more efficient data transfer.

- Mr. Carron recommended monitoring the program, as some software requires a lot of time to enter all the data in order to maintain the program.

Community Preservation Committee [Mark Carron]

- Planning/Conservation - rental fees increased for Crystal Lake porta-potties.
- Mr. Sigel noted it was a good sign that conservation may need another full time employee next year, as there is an uptake in activity for filings for not only numbers but also complexity.

Cleaning and Community Development

- Pond testing was previously funded from an article, and that money is now gone. They are short \$6,000, with no funding source for this year, but it is not unanticipated, therefore cannot be seen as a reserve fund transfer request.
- The Board of Selectmen has docked this issue for discussion. It is also on the Finance Committee's list to follow up on the budget.
- Mr. D. Fuller felt that by adjusting other departments and better budgeting, such as looking at postage and printing costs, that expenditures can be reduced, and the money can be found.

Building

- There is virtually no change in the budget. There is an increase in electrical, but an increase in the budget is good as it means an increase in fees, though they are not reflected in the budget.

Nauset Regional School Committee (NRSC); NRSC Budget/Transportation Subcommittees; Orleans Elementary School Committee (OES) [Larry Hayward, Joshua Larson]

- Mr. Hayward noted he and Mr. Larson met with the Elementary Principal previously about the reserve fund amount and felt she was prepared with the information and gave specific detail.
- They Committee noted the security for the Middle School is in good shape. Officer Back has an office in the administration room of the high school, and the High School has a lockdown process, but it is difficult to physically secure the High School as it is an outside campus.
- Mr. Larson recommended to the Elementary School Principal that the facilities and buildings in their operating and capital budget should be put into the town's capital plan. Ms Holden-Kelly agreed that the Board of Selectmen wanted to do that, but Mr. Jon Fuller added the school's capital plan could be used in anyway the school wanted. Mr. Larson recognized this, but felt the capital items needed to be addressed and integrated. Ms Holden-Kelly agreed that they should communicate to Principal Carreiro and the superintendent that the town wants assurance that funds invested for capital are being used for that purpose.
- There is an interest in the acres behind the Orleans Elementary School for a

living area for those with autism in an area called Cape Cod Village. The only concern finance-wise would be they may want the land donated. Both the school and the Board of Selectmen would be required to approve this. Mr. Carron added that it might have to be considered for the Fire Department building as well. The Board of Selectmen feels it is too soon to make decision, and are waiting for town council to give information on the legalities to lease, donate, or sell the land. The Board will not see the advocates until the legalities are worked out, which will take more than a year.

- Mr. Larson noted that OES is paying benefits for 76 people. Ms Holden-Kelly recommended the school rethink its budget for multiple retirees retiring at the same time.
- Mr. Hayward added that the last OES school board meeting voted not to do school choice again this year. The three current choice students can choose to stay in the program, but it is not worthwhile to continue accepting new students.

Suggested topics for future meetings

Mr. Larson recommended the Committee consider the idea of free public Internet for everyone in town.

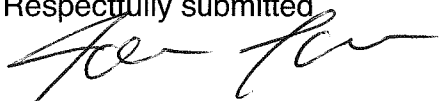
Future Meetings 123:05 on video recording

Ms Holden-Kelly reminded the Committee that the next meeting would be a joint public meeting with the Board of Selectmen to discuss the FY 2014 Town operating budget. This assembly will be held on March 6, 2013 in the Nauset Room. Ms Holden-Kelly also emphasized the importance of keeping the quorum for future meetings.

Adjournment 123:52 on video recording

There being no further business before the Committee, Ms Holden-Kelly moved to adjourn. Mr. Larson seconded the motion and the meeting was adjourned at 9:03 pm.

Respectfully submitted



Susan Belgrade
Temporary Recording Secretary

Next Meeting

Wednesday, March 6th, 2013