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ORLEANS TOWN CLERK

K. Dery, Asst

FINANCE COMMITTEE MINUTES

The March 28, 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. Laurence Hayward, Mr. Joshua Larson, Mr. John Laurino, Mr. Paul Rooker, Mr. Rick Sigel and Mr. William Weil. Absent was member Mr. Dale Fuller.

Guests

Mr. Jon Fuller, Chairman of the Orleans Board of Selectmen

Public Comment 0:16 on video recording

Mr. Paul Fulcher spoke in response to questions raised in previous Financial Committee meetings about turn backs by the Parks and Beaches Department. He noted that the Parks and Beaches Department annually turns back money due to variations in salaries, as the flexibility of the positions allow employees to begin and leave at different times. The department prepares the budget in November, so does not yet know who will be returning, and what positions will be filled. This often leads to an excess of \$8,000 - \$12,000. The \$80,000 - \$90,000 turn back the Finance Committee had previously noted was a year in which one full time position was not filled. On average there is a turn back of \$30,000 - \$35,000 annually, as employees, many of whom are teachers, return and leave positions when it is convenient. This year the Department had more notice about who is returning, and already reflects the budget will have an excess of \$22,000 - \$35,000.

Mr. Fulcher also discussed the supposed cut of \$10,000 Mr. John Kelly made from this account to transfer to the overtime account. This information was incorrect, and in actuality nothing was cut, resulting in extra money in the budget. He also spoke about the discussion of a lifeguard at Pilgrim Lake for the recreation department. This position was cut as it can only be filled for five weeks in the year, due to people coming late or early. Additionally, the buoyed off areas allow no place to swim if swimming lessons are moved to Pilgrim Lake, making a hired lifeguard unnecessary.

Request for a reserve fund transfer: Building Code Board of Appeals 3:47 on video recording

On a motion made by Mr. Carron, seconded by Mr. Larson, approval for a reserve fund transfer for the Building Code Board was 8-0-0 approved.

Approval of Minutes 9:27 on video recording

On a motion made by Mr. Larson, seconded by Mr. Sigel, the minutes of the March 7th, 2013 Finance Committee meeting were approved 6-0-2 with Mr. Laurino and Mr. Weil abstaining from the vote.

On a motion made by Mr. Larson, seconded by Mr. Carron, the minutes of the March 14th, 2013 Finance Committee meeting were approved 8-0-0 as amended.

Debrief of March 20, 2013, joint BoS/FinCom budget review meeting on the Cape Cod Regional Technical High School and Nauset Regional Schools FY 2014 11:20 on video recording

The Finance Committee agreed they found the explanation of the region's capital plan beneficial, and they would like to learn more about the plan of approach to towns and how it measures to a strategic plan.

FY 2014 budget reviews 13:13 on video recording

Review of budget review status report

- The latest information received on budget item 122 was that the change was due to the number of hours increasing, not the cost.
- Telecommunications 123 has different funds due to the department's process of ordering and obtaining items.
- The GIS update expenditures will generate a 70-80% complete project after the fly over, and combined with the water department's GIS related activities will perfect the information software.
- Fire rescue 220 has installed the generator, and it is operational. It has not been fully paid for yet, but everything put aside for the generator purchase will be spent. Mr. Weil also noted it was necessary to hire a state certified EMT due to state requirements.
- Veterans 543 had a budget miscommunication between the Veteran Department and the Orleans Town, and the Veteran Department requires level funding at the same amount as last year's \$45,000 request.

Follow up on outstanding items on budgets reviewed previously

- Ms Holden-Kelly discussed the Board of Selectman's reactions to the Finance Committee's recommendations from November. She noted the Board responded with an open and thoughtful review of the recommendations and recognized what the Committee hoped to achieve with these suggestions.
- Mr. John Kelly spoke positively about reinstating a town insurance policy review with a panel of citizen volunteers. He noted the first step to enact this would be to review the old charge, and verify if people who are still in business could participate.

- The Board felt the pavement management and water quality drainage programs had received increased funding, but recognized they may need to accelerate the money that is available for the projects allotted for, and they will discuss the topic in the future.
- The Board also confirmed that it is not possible to borrow money to put in bank to get ahead of the process.
- They did sense the town vehicle fleets must be taken care of, and that will be a priority when the new DPW is in place.
- The Board felt the lab was a significant investment as it would be necessary to obtain someone with skills services to use the lab. The Town of Orleans will reach out to the Town of Chatham to see if they are interested in looking at the lab in July. The Board will then come to a final decision on the lab and if there is no use identified it will be taken apart.
- David Withrow explained the issue with the suggested concept of the budget being reformatted to centralize services is that the department of revenue requests they display separate departments. It would be possible to do, but someone would be needed to put together and centralize the documents.
- The Finance Committee was in agreement that it is beneficial to hold year-end reviews in September. They also felt it beneficial to have a mid year review in February, in order to look back and make improvements.

Articles for May 13, 2013. Annual and Special Town Meeting Warrants 30:27 on video recording

The Finance Committee stated they need only vote for recommended articles and articles that have significant financial impact to the Orleans Town.

On a motion made by Mr. Carron, seconded by Mr. Larson, the Finance Committee approved to accept reports of Town committees 8-0-0.

CPC Funding

- Ms Holden Kelly noted that the head of the CPC program provided additional information on the old firehouse project. Ms Holden-Kelly felt she and others on the Committee were under the impression that the initial phase of project was to perform the study in order to obtain historical state recognition. In fact, that step has already been completed, and the report is to pinpoint what functions the building can be used for while still being eligible to receive state historical funding.
- Mr. Laurino stated he did not support this large expenditure, and felt funds should be provided only after the study determined the possible buildings functions. He felt only after the building study had been completed should funding be provided for an RFP and specs be drawn up to begin the bid to restore the building. Mr. Carron responded it was up to the Board, not the Committee, to decide how to proceed, and while currently CPC funds would be expended on the project, the project could possibly be funded through the town

at some point. The Board will be the one to vote to defer, go forward, or end the project.

- Mr. Sigel noted he had been previously against the expenditures, but after visiting the project, felt it was a good method to revitalize downtown. He stated there had been years of discussion on what to use the building for but nothing was ever done, so it was best to go forward and use the building, and add to the downtown atmosphere. Since the CPC is funded through taxes matched through the state, they have certain rules on how the funds can be expended, and their funds are not in the town-operating budget. The Town also has no say in how the CPC funds are spent. The town can disagree with how the CPC is spending their money, and vote down a project to stop the CPC from spending anything, but the town can't regulate their expenditures.
- Mr. Rooker felt other options for the building have never been enacted and it was deteriorating, so it was better to renovate and utilize the building.
- Mr. Fuller added that in order to lease the building for 30 years the town may have to do an act of legislature.

On a motion made by Mr. Carron, seconded by Mr. Hayward, the Finance Committee approved funding CPC projects 7-1-0 with Mr. Laurino opposed.

On a motion made by Mr. Sigel, seconded by Mr. Weil, the Finance Committee approved to approve transfer funds from CPC to the Academy of Performing Arts 8-0-0 unanimously.

On a motion made by Mr. Carron, seconded by Mr. Hayward, the Finance Committee approved to delegate management of historic restrictions to CPC 7-0-1 with Mr. Larson abstaining.

On a motion made by Mr. Larson, seconded by Mr. Carron, the Finance Committee approved to fund water quality drainage improvements 8-0-0 unanimously.

On a motion made by Mr. Sigel, seconded by Mr. Hayward, the Finance Committee approved the town pavement management program 8-0-0 unanimously.

Storm Management Plan

- Mr. Larson stated he could not vote to approve funding the storm water management plan design and construction if the \$130,000 being spent for the GIS system is represented in the storm water number presented. He felt such a large expenditure should be funded as a capital purchase as it is a long life asset expenditure. He felt an expenditure of that size should be funded through the capital budget. Ms Holden-Kelly agreed to follow up on the pieces of the GIS funds.

On a motion made by Mr. Carron, seconded by Mr. Rooker , the Finance Committee approved to fund maintenance for dredging rock harbor 8-0-0.

The motion to approve the conservation mooring replacement program was withdrawn.

On a motion made by Mr. Carron, seconded by Mr. Hayward, the Finance Committee approved to accept transportation bond bill funds 8-0-0.

On a motion made by Mr. Carron, seconded by Mr. Weil , the Finance Committee approved to hold the state harmless for work 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Carron, the Finance Committee approved to authorize selling surplus equipment and to accept gifts 8-0-0.

On a motion made by Mr. Carron, seconded by Mr. Larson , the Finance Committee approved adopting revolving accounts 8-0-0.

On a motion made by Mr. Larson, seconded by Mr. Laurino, the Finance Committee approved to fund OPEB stabilization fund 8-0-0 unanimously.
- Mr. Larson felt the funds should be increased for this fund. Mr. Rooker added that the projected number should be mentioned in the warrant.

On a motion made by Mr. Sigel, seconded by Mr. Weil, the Finance Committee approved to fund the Building and Facility maintenance stabilization fund 8-0-0.

On a motion made by Mr. Larson, seconded by Mr. Weil, the Finance Committee approved to adopt the Nauset Regional School formula 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Carron, the Finance Committee approved to fund Human Services Agencies 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Hayward, the Finance Committee approved to fund elected officials salaries for FY14 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Carron, the Finance Committee approved to adopt a general bylaw for parking on Town Ways and Landings 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Hayward, the Finance Committee approved to adopt a general bylaw for fertilizer nitrogen control 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Larson, the Finance Committee approved to adopt a general bylaw for illicit discharge 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Larson, the Finance Committee approved the home rule petition for the additional all-alcoholic package store license 6-1-1 with Mr. Hayward opposed and Mr. Carron abstaining.

On a motion made by Mr. Carron, seconded by Mr. Weil, the Finance Committee approved to transfer water reserve for appropriations to water service 8-0-0.

On a motion made by Mr. Larson, seconded by Mr. Laurino, the Finance Committee approved the 3-year Nauset Beach agreement 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Larson, the Finance Committee approved the 30-year lease of sale of the Community Building 6-1-1, with Mr. Laurino opposed and Mr. Carron abstaining.

On a motion made by Mr. Larson, seconded by Mr. Carron, the Finance Committee approved to adopt the 2013 Pleasant Bay Resource Management Plan Update 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Weil, the Finance Committee approved the Habitat for Humanity open space plan 8-0-0.

On a motion made by Mr. Carron, seconded by Mr. Sigel, the Finance Committee approved to authorize funding for the planned School Resource Officer at the Middle School 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Carron, the Finance Committee approved to authorize streetlights at the new traffic rotary at the intersection of Highways 6 and 28 8-0-0.

On a motion made by Mr. Sigel, seconded by Mr. Larson, the Finance Committee approved to fund construction of a new snack shack at Skaket Beach 8-0-0.

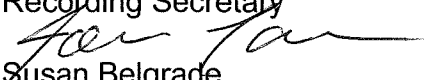
Adjournment 168:58 on video recording

Ms Holden-Kelly reminded the Committee of the importance of giving advance notice about attendance, in order to maintain the quorum.

There being no further business before the Committee, Mr. Larson moved to adjourn. Mr. Hayward seconded the motion and the meeting was adjourned at 9:49pm.

Respectfully submitted

Joshua Larson
Recording Secretary



Susan Belgrade
Temporary Recording Secretary

Next Meeting

Wednesday, April 3, 2013 at 7:30pm in the Nauset Room