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Town of Orleans

Finance Committee Minutes

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C. May

The December 12th meeting of the Orleans Finance Committee was convened by Chairman Ms. Gwen Holden Kelly at 7:00 p.m. in the Nauset Room of Orleans Town Hall. Present and constituting a quorum were members Mr. Mark Carron, Mr. Ralph Cuomo, Mr. Dale Fuller, Mr. Josh Larson, Mr. Peter O'Meara, Mr. Paul Rooker and Mr. Bill Weil. Mr. John Laurino was absent.

Guests

Chief Scott MacDonald, Orleans Police Department

Board of Selectmen Liaison: Alan McClennen

Public Comment

None

Ms. Holden Kelly introduced new recording secretary Nicole Smith. The Committee noted Ms. Smith's experience and credentials and welcomed her to the committee as recording secretary.

Orleans Police Department Report

Mr. Weil introduced Chief Scott MacDonald of the Orleans Police Department. Chief MacDonald will be providing an update on the current state of the department, where they have been and where they are going. Chief MacDonald stated he was fortunate to inherit a good group of employees and the first step was getting key people into positions and then hire their replacements. The department received fully funded planning assistance. They did a SWOT analysis: Strengths, Weakness, Opportunities and Threats. Assessments were done with 3 groups: citizens and business owners, non-ranking and civilian employees, and command staff. The chief was not involved in any assessment groups. There is a scheduled meeting for December 20th, 2013 with 14 volunteers within the police department that want to continue with the planning process. The 1st goal is to update the current mission and vision for the department then determine specific goals, followed by determining objectives and strategies to meet each specific goal. The strategic group is still in the process of developing the goals so he can't currently give specifics. In regards to the SWOT analysis areas to improve are relationship building with seniors and youth, bicycle safety, community relations training for summer employees, and develop a communications strategy. There will

be a working group in January to establish communications protocol including email and social media but not forgetting about those who don't use those. Other issues that came up were poor condition of the facility, officer safety in booking, inadequate HVAC system, problems that go along with a flat roof, A/V failures in the holding cells and a tired dispatch console. Inadequate staffing has become more apparent with complex crimes such as cyber-crimes and the increased drug problem on Cape. Ms. Holden Kelly asked if anything striking was found that was not anticipated. Chief MacDonald stated that the community recognized staffing needs. A lot of things were expected such as community outreach. Mr. Larson asked about possible regionalization. Chief MacDonald stated there are no numbers to analyze and there would have to be discussion specifically about Orleans with the sheriff and determine if it is the best option. The town would lose dispatchers and the station would be locked after hours when officers are out. A major issue is how to monitor prisoners and who would watch them without dispatchers. Pulling officers off the street or overtime is not cost effective. Orleans would be charged a per capita rate of \$16.21 per call for service. With about 14,000 calls per year that would be \$113,000. Plus it needs to be defined if that is all calls coming in or just calls that require service. There is possibly a financial benefit but the budget would likely look much different. In regards to summer staffing 18-20 year olds aren't likely to be able to function as full officers due to incomplete training and education. Summer officers could serve more of a community service role and be disarmed, in different uniforms, and have different job responsibilities. However, it is difficult to attract officers to Orleans if they are able to be armed and fully functioning in another town so pay would have to be comparable. Overall, Orleans is very active in regional activities. Mr. Carron stated that benefits could come from centralizing jails and sharing a court officer to get more man hours. Chief MacDonald stated that is possible but likely many years down the road. In general small communities will merge and then communities join one by one. Ms. Holden Kelly stated that starting by looking at service sharing is good and should keep that initiative alive. Mr. Rooker asked if there is a regional strategic plan. Chief MacDonald replied yes, but it is usually year by year. Mr. Rooker brought up that it can be difficult to develop the metrics associated with determining if a strategic plan is successful and if goals are being met. Chief MacDonald stated that finding ways to measure success is one of his goals. Mr. O'Meara asked if the cost implications of the goals/objectives will be clearly defined. Chief MacDonald said they will do homework and will be specific in identifying how they will operate. If there is a cost he will identify it. The department wants to know about potential costs beforehand in order to plan for future. Mr. Weil brought up mutual aid and costs with training with departments from multiple towns. Chief MacDonald said some costs are absorbed by the regional council. There needs to be work on planning for future events at school and other target areas. Mr. Larson asked if a resource officer will be in place at the elementary school. Chief MacDonald said he doesn't think it is necessary for a full time resource officer at the elementary school. The focus for an elementary school is an external threat and how to heighten security, whereas the middle and high schools may have threats more within school and may have a greater need for a full time resource officer. OES needs an officer assigned and to make frequent visits to make connections at the school. Ms.

Holden Kelly stated in regards to the mission statement that the employees need to be engaged in dialogue of their role in supporting the mission statement and to make sure they know they are doing their role. Chief MacDonald will make clear the expectations of employees and wants them to buy into the mission and believe in it. Mr. Carron asked what the current staff number is. The Chief said 22 on the books right now however, 2 are in the academy and 1 in training. He can justify an additional position and when it is ready he will present to the board.

Approval of Minutes

Motion to approve minutes from November 14, 2013 by Mr. Cuomo and seconded by Mr. Carron. Minutes were approved 6-0-2 with Mr. Rooker and Mr. O'Meara abstaining.

Finance Committee Reserve Fund

Mr. Cuomo stated that it is recommended that the reserve fund be a flat percentage. Ms. Holden suggested this be looked into further. Mr. Carron stated a percentage is less arbitrary and as the budget grows so would the reserve fund. Ms. Holden Kelly received a note after the November 14, 2013 meeting that the committee should review the status of the fund and that will be done at future meetings. There was \$115,000 in the fund then a transfer for \$40,000 was approved for the wastewater consultant, with an additional \$10,000 earmarked. \$75,000 remaining with \$10,000 earmarked makes \$65,000 available. Ms. Holden Kelly stated there are no legal implications to the earmarked money. If it came up that another area needed the money the board would be contacted to see the likely hood that they would need the earmarked funds. Mr. Larson asked what the sufficient conditions to remove the earmark were. Ms. Holden Kelly replied that reserve fund transfers are generally done in the end of the fiscal year and it is known if earmarked money will be needed. Mr. Carron stated that the \$10,000 wouldn't be given unless the regular budget was depleted; they continue to keep spending and the finance committee holds the money if they need it in the end. Mr. Rooker stated in general large amounts of the fund aren't transferred. Ms. Holden Kelly said it is used for overtime and snow and other small amounts. Mr. Rooker advised to remain conscientious of the balance and what is earmarked so that there aren't promises for money that is not there.

Annual Report

The submission of the calendar year 2013 Finance Committee report is due January 3rd. It will be submitted with members and the dates of their terms. **Motion to approve the annual report by Mr. Carron with and seconded by Mr. Weil. Approved 8-0-0.**

Town Budget

The finance committee is scheduled to receive the proposed town budget on January 15th. Mr. Fuller, Mr. O'Meara and Mr. Cuomo will take paper copies. The schedule for the joint

budget review sessions with Board of Selectmen is being reviewed. The largest departments that will be involved are still being determined.

Calendar Dates

-Committee members were given a tentative meeting dates list. It is possible that not all meetings will be needed. It is important to have quorum so committee members should send the dates they will be unavailable. If it appears that there will not be a quorum the meeting can be rescheduled in advance.

- An important dates list with Board of Selectman meeting assignments will be completed by next meeting. Mr. Carron asked for an opinion on doing a Saturday marathon session to get everything done at once. Ms. Holden Kelly will take that opportunity if it becomes available. Mr. Weil stated it could be difficult to find one date that everyone will be able to be present. Mr. Rooker said that a one day session creates a risk that the smaller budgets would not be reviewed. However, currently a lot of time is spent on things that are not important and the focus isn't on the big issues. Ms. Holden Kelly agrees but sometimes the small thing that was focused on ends up becoming substantial. Perhaps a marathon session would be good for large departments and then the others can be done at different times. Mr. Fuller mentioned fatigue and losing attention during a marathon session. Mr. Rooker mentioned it can also become more emotional. Mr. Carron suggested having a discussion with the chair of the Board of Selectman about their priorities. The Finance Committee could review budgets and routinely provide the BoS with any issues or questions that arise. It should be determined if the BoS would have comfort in reviewing large budgets jointly and then having Finance Committee review the smaller budgets and give approval.

Additional Items by Gwen Holden Kelly:

-There are opportunities to come to a compromise regarding Piping plovers and beach closures.

-The preliminary school budget will be in in January. The cost of the middle school roof project has increased from 1.6 million to 2.4 million. The issue is that between the 12th and 26th of November the figure changed and there has been no explanation as to why. Mr. Carron suggested that projects be scoped out with bids in hand before going to town meeting.

- Mr. Rooker had a question regarding nitrogen levels and whether they are getting better or worse. Mr. Carron said that topic came up in regards to Pleasant Bay and it will cost \$4,000-6,000 to re-do the model. Ms. Holden Kelly stated there has been an issue with the number of sampling stations. Mr. McClennen stated that in Pleasant Bay estuary there are 20 stations, sampled regularly 5-6 times per year. Results are published every 2 years with a year lag. CADMUS looked at all samples since 2007 and said it looked like a major part of Pleasant Bay water quality is improving some but there isn't enough information yet. Mr. Cuomo is concerned with the amounts of money the wastewater project is going to cost and the changes in that amount.

Board Reports

-Wastewater Management update by Mr. Carron: The main item was a discussion with the engineer who was hired to review project. There was a detailed review of the scope of work. The engineer mentioned concern with politics in town, the difficulty the town would have with the Namskaket site, and discussed an approach to meld the for and against sides together. He stressed starting with downtown. There is technology with regards to waste and grease and a lot of water can be reused to help self-sustain the plant. The plant can be designed for septic and sewage with no discharge. The engineer indicated concern with moving water from one watershed to another. He brought a sophisticated, non-threatening approach. There was some discussion about asking Chatham to join tri-town. The chair of the board expressed concern on how the Finance Committee will view a change in scope when another one was approved. Perhaps a vote should be taken to give them confidence to proceed. Ms. Holden Kelly stated it is more appropriate for them to come before the Finance Committee and discuss the change in scope. Mr. Larson asked what will come out of the engineer's work. Mr. Carron was unable to answer that. His impression is that if they adapt to the engineers report then the scope will change. He is helping the town to develop a scope of work that would then be bid out. Mr. Rooker stated that if they come back to ask for more money they should be asked for a forward projection of additional money possibly needed. Mr. Carron stated it doesn't appear they will ask for more money. Ms. Holden Kelly said they should come to the Finance Committee to discuss any change in scope in detail. BoS liason Mr. Allan McClennen gave a report: There is a meeting next week but it is unknown if the engineer's modifications will be ready, if not it will be by the next meeting. He does not believe that there will be a significant change in scope. The board will want to get answers to the questions people have been asking before presenting anything. Nothing will happen until the examinations of Skaket marsh. Tri town doesn't necessarily have to be shut down. There needs to be a study of alternative disposal sites. A downtown septic study has been started by staff. He believes that most of what was approved will likely stay the same.

- Ms. Holden Kelly stated that the Eastham BoS has written a letter to the Orleans BoS asking for a joint meeting to discuss the Rock Harbor reclassification and the northern part of Nauset spit and access for Eastham residents.

-Aspinet Road: Mr. Rooker said the lease may be extended from 1 year to 5 years.

-Board of Health Report given by Mr. Fuller: They would like to meet with the Board of Selectman on changing the fees at the transfer station or using pay as you throw.

-Nauset Regional School Committee report given by Mr. Larson: There were great MCAT results and it is a top tier school. Enrollment is stable and it does not appear they will breach the 22 person class size. The budget is on target and they have the flexibility to move money around. The draft capital plan had some items removed and they were advised to put them back instead of having transfer requests. The security system is not underway yet. Ms. Holden Kelly stated they should plan for adding a classroom and if we don't use it that is

better than it not being planned for. Mr. Larson said there would have to be an unforeseen enrollment increase for an additional classroom to be needed.

-Planning Board report by Mr. Carron: They are moving forward with marijuana zoning. They discussed limiting the number of trailers on business lots. They mentioned putting a limit on the size of homes.

Suggested Topics for Future Meetings

-Mr. Larson suggested the board discusses the capital improvement plan and purchasing vs. leasing.

-Town Assessor Kenneth J. Hull is being invited to come to a meeting on January 9th.

-The committee should discuss the potential benefits, fiscal and otherwise, to Orleans creating a Town wide wireless network to provide internet services to residents and visitors.

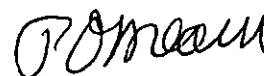
Adjournment

Motion to adjourn by Mr. Carron and seconded by Mr. Weil. The meeting was adjourned at 9:00 p.m.

Respectfully Submitted

Nicole Smith

Secretary



11/9/2014