



# Town of Orleans

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Tel (508) 240-3700  
Fax (508) 240-3388

## Finance Committee Meeting

19 School Road Orleans Massachusetts 02653-3699

### MEETING MINUTES

Thursday, January 19, 2023 - 7:00 pm

This was a hybrid meeting of the Orleans Finance Committee Meeting, convened in the Nauset Room at Town Hall, with remote participation also provided by Zoom technology. Real-time public access was provided by Orleans Channel 18 on the Town website and cable television.

The meeting was called to order at 7:10 pm by Finance Committee Chairman Nick Athanassiou. Also attending and thus constituting a quorum were Committee Clerk Elaine Baird and Committee members Lynn Bruneau, Constance Kremer (participating remotely) and Alisa Magnotta. Tim Counihan, Chris Kanaga, Ed Mahoney and Peter O'Meara were absent.

**Guests:** Peggy O'Sullivan from Media Ops provided technical support.

**Public Comment:** None this evening

**Announcements:** The Community Development Partnership (CDP) is holding a Zoom-based Housing, Open Space & Sustainable Communities Workshop on January 24. Email [pelinda@capecdp.org](mailto:pelinda@capecdp.org) to register.

-More MA DEP Zoom-based public hearings on the Proposed Water Quality Improvement Regulations - January 24 and January 25 at 6pm. Info on the APCC website. The comment period for these new regulations ends on January 31.

-Orleans Citizens' Forum scheduled for Thursday, 1/26 at the Council on Aging from 5-6:30pm. Focus on the future of Orleans, including updates on proposed Library, Fire Station, Gov. Prence and Community Center projects.

-The Town is looking for candidates for the new Long-Range Capital Planning Committee. Fill out a Citizens' Interest Form available on-line Also - 15+ openings on other Town Boards/Committees - listed on the Town website. Complete a Citizens' Interest form.

### Review/Approval of Finance Committee Meeting Minutes

-Thurs, 10/20/22 minutes - Motion to approve by Mr. Athanassiou; second by Ms. Baird. The vote was 5-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Mr. Athanassiou all voting "aye" by roll-call.

-Thurs, 11/3/22 minutes - Motion to approve by Mr. Athanassiou; second by Ms. Baird. The vote was 5-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Mr. Athanassiou all voting "aye" by roll-call.

-Thurs, 12/8/22 minutes - Motion to approve by Mr. Athanassiou; second by Ms. Baird. The vote was 5-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Mr. Athanassiou all voting "aye" by roll-call.

-Thurs, 12/15/22 minutes - Motion to approve by Mr. Athanassiou; second by Ms. Baird. The

vote was 5-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Mr. Athanassiou all voting "aye" by roll-call.

-Ms. Kremer is working on the 1/5/23 meeting minutes and hopes to have them completed by Fin Comm's meeting next week (1/26/23). Ms. Bruneau will draft minutes for tonight's meeting (1/19/23) to help keep current while the Committee is waiting for a new Recording Secretary.

**Review / Update Liaison Assignments / Roles in Preparation for FY24 Budget Reviews:  
Preliminary Discussion of Budget Review Strategy**

-Mr. Athanassiou had distributed an Excel spreadsheet with past/new Liaison assignments, updated earlier today - adding Ms. Baird to the Planning Department, OES and Building & Facilities review teams. Let Mr. Athanassiou know re any further changes.

-Discussion re the Budget Review process - interviews and reports. Ms. Bruneau noted that the hard-copy Budget material provided to Fin Comm members does not include all of the Budget "Schedules" for each of the Departments; however, the "missing" B and C and D schedules and the 5-year "look ahead" pages can be found in the pdf posted in the Fin Comm Drop Box. B - Salary Detail. C - Expense detail. D - comparison of FY23 to FY24 for Salary and Expense and Capital Expense sub-totals, with % changes.

-Also - previously we have had the monthly "Allocations" report (expense detail) by department as a reference but Ms. Bruneau has not yet found comparable detail in the new on-line financial reports. This information can be helpful in checking a departments YTD spending (eg, for electricity) against the FY23 budget and the FY24 budget - will they make it through this year? And is the FY24 budget reasonable? The expenses "checked" would of course vary by department.

-Ms. Bruneau also noted that relatively few of the department budgets include 5-year "look-ahead" forms this year compared to last year. TBD "why not?" Unclear if they didn't bother or if these reports were "filtered out" during the budget review process. Also 4-5 of the departments have 5-year "look-ahead" pages from the MIS Director Peter Van Dyck for \$35k for new phone systems in FY25. It looks like the cost of these new phone systems is being allocated to several departments - but we have no further information re the overall strategy yet.

-Ms. Magnotta asked how certain "administrative" costs are allocated to the departments - such as telecommunications. Ms. Bruneau noted that these costs w/be listed among the department expenses - eg, a line item for "Telecommunications". For some line items, you can see when (what year) the allocation begins - with no charges before a given year.

-Mr. Athanassiou continued, noting that the Budget Review reports s/be concise - with no need to repeat all of the detail in the budgets; focus on the most significant information. Ms. Bruneau noted that for most departments, Salaries are driven primarily by union contracts and also governed by the budget policy. Other, bigger changes might signal an addition or subtraction in resources. She also noted that the FY23 budgets have been adjusted to include approved headcount changes - eg, the Assistants in the Planning Department and Building & Facilities and the second Mechanic even though these roles have not yet been filled. Also an increase in the Finance Department for a Town Accountant at a higher level than the Principal Accounting Clerk. Also - at the October Town Meeting, a policy change added funding for overtime for clerks in several Town Hall departments instead of paid time off. These line item changes "show" in the department expense detail.

-Ms. Bruneau noted that the \$495k in funding for the Universal Pre-K program is now included in the Town Administrator's budget - as is the \$15k for the Senior Tax Work-Off Program. Both of these programs were previously funded by separate Warrant Articles, with the Universal Pre-K program funded initially by a Proposition 2 1/2 general override. The Universal Pre-K program was initially funded during the October 2021 Special Town meeting (for FY22) and then funded again at the May 2022 Annual Town Meeting (for FY23). When the FY22 funding was not fully utilized, the unused funding was "cleared" to the General Fund. And likely that will happen again in FY23 and FY24.

-Ms. Bruneau noted that she hasn't yet figured out/understood the difference between the Proposition 2 1/2 funding for OPEB and the Affordable Housing Trust Fund and that of the Universal Pre-K program. Why do the OPEB and AHTB "accounts" get to keep the money at year-end, even if it isn't

spent (in the case of the AHTB funding) - when any Universal Pre-K funding is “cleared” to the General Fund? With the Pre-K funding now “anchored” within the Town Administrator’s budget and “funded” from general override funds, it’s more understandable. But how could it be structured to preserve those funds for school-related programming?

-Perhaps a Warrant Article could be introduced to support the use of some of the \$495k Pre-K funding for other school-related programming. Mr. Athanassiou thought that it w/be simple to write such an Article. Ms. Magnotta agreed that it w/be good to get control over/understand the surplus.

-Continuing, Mr. Athanassiou noted that in the Budget discussions w/ Department managers, we often learn about other things not in the budgets or in the 5-year “look-ahead” forms. Ms. Bruneau clarified with examples - including the Town Clerks’ Office a few years ago - suggesting that they write to the Town Administrator and Select Board outlining the need for a part-time resource to help cover their work. Another example - Treasure/Tax Collector Scott Walked had lost some modest funding for supplemental resources to help cover a period of heavy “paper processing” in the summer when property tax bills and water bills come in at the same time. Fin Comm encouraged him to write a memo, outlining the need for this extra support - to help ensure the efficiency of department operations.

-Mr. Athanassiou noted that it’s important to document these suggestions/opportunities. Ms. Baird concurred, particularly re departmental efficiencies.

-Ms. Bruneau noted that some department decreases are noted to ensure compliance w/ budget policy guidelines. Mr. Athanassiou noted that some costs may be allocated centrally - without apparent regard for the receiving department’s budget limitations. Ms. Bruneau noted that the Water Dept (which is primarily self-funded - through water rates) had to cut anticipated maintenance projects because of budget policy limitations. Yet the Water Dept is responsible for ensuring clean water for all in the town - a highly regulated department. Why do the same rules apply to highly regulated departments? Another w/be the Health Department. One size s/ not fit all.

-Mr. Athanassiou noted that the budget reviews/reports are subsequently discussed during Fin Comm meetings and published with the Fin Comm minutes. Ms. Bruneau added that the “wish list” report forwarded by Cathy Doane after last night’s Select Board meeting includes items from the 5-year “look-ahead” reports from half a dozen departments. Over the next few weeks, any further “revenue” (eg, “give-backs” where a budgeted line item was over-estimated) will be added to the top section of the report and any additional “wish list” or other expenses will be added to the bottom section. The Select Board will begin to prioritize further spending, with some one-time projects perhaps to be funded from “free cash”. Fin Comm receives an updated copy of this report w/ each change.

-Ms. Magnotta asked if there is a “template” for the Fin Comm budget review write-ups. Ms. Baird noted that we have tried to suggest a template strategy in the past, but not all were able to comply.

-Ms. Kremer asked about documenting Fin Comm recommendations. Mr. Athanassiou suggested that we s/be able to document “recommendations” w/out appearing to be interfering w/ department operations. Ms. Baird noted that Fin Comm is reporting findings to the Town - not specifically to the Select Board; however, Ms. Bruneau noted that Fin Comm meetings and written materials are available to the public - and Town Hall. Mr. Athanassiou said that key Fin Comm findings and recommendations c/be summarized in a memo to the Select Board.

-Ms. Magnotta asked for clarity regarding Fin Comm recommendations. Ms. Bruneau referred again to the Town Clerks’ Office example noted above - where Fin Comm encouraged them to document their need for a part-time resource. This was documented in the Fin Comm write-up, and Fin Comm was copied on the Town Clerks’ memo to the Town Administrator.

-Mr. Athanassiou provided a separated example from several years ago where Fin Comm suggested combining 2 part-time Beach jobs that didn’t cover the full year into a single year-round job for approximately the same funding.

### **May 2023 TM “Warrant Watch”: Discussion of Warrant Articles proposed and / or expected**

-Mr. Athanassiou noted that we will likely keep a “Warrant Watch” on the Fin Comm agenda for the next few months. The list right now might include:

- Rental Program Registration (Short-Term as well as Year-Round Rentals) - the Select Board last night voted to further research the topic
- Meetinghouse Pond Sewer Project Funding - Ms. Bruneau will continue to provide interim updates on sewer projects/planning, with AECOM to be scheduled for more detail likely in March; important for Fin Comm to know and share info re who is paying how much for what
- “Phase 3” Sewer Project Funding Considerations (likely Pilgrim and Crystal Lake and environs)
- Gov. Prence Demolition Considerations - regardless of who does the work/when, the Town/taxpayers will end up footing the bill (larger or smaller)
- “Release” of Gov. Prence Property to a Developer
- New Fire Station Funding - Next Steps - whether the Station itself and/or property acquisition; included in CPC as TBD for FY’25
- Old Fire House / 44 Main Street - \$2.4M in CPC funding/bonding or the Capital Budget itself
- Other Affordable Housing considerations - eg, adding to annual funding for AHTB and/or other funding; maybe separate Trust for market-rate housing
- Other Capital Budget items which currently include \$7.8M for PRBs; \$6.7M for the fuel tanks at Rock Harbor; \$2M for the Old Fire House/44 Main Street; \$1.6M for a new Fire/Ladder Truck
- Potential Zoning amendments (primarily focused on easing housing-related restrictions)
- Potential Charter Changes
- “Warrant Watch” line items c/be updated w/ Liaison info or by inviting others to Fin Comm mtgs

**Preliminary Discussion of Fin Comm Letter to the May 2023 Town Meeting Warrant**

- Mr. Athanassiou had forwarded a copy of last year’s Fin Comm letter to the Town Meeting Warrant which included a focus on “Debt and Taxes” as well as an update on Enterprise Funds and Long-Term Planning. Ms. Bruneau noted that the “Debt and Taxes” section certainly attracted a lot of attention - but perhaps helped to trigger things like the new Debt Policy as well as the “Finance 101” and “Finance 102” presentations. There are also still echoes in other Committee/Board meetings of Fin Comm’s continued focus on Long-Term Planning and Economic Development/Economic Vitality so we must be making a difference. But what is it that we need to repeat or emphasize this year?
- Ms. Bruneau noted that both the AHC and the AHTB have monthly meetings, each for about an hour and a half. Yet everyone says we have a local and Cape-wide housing crisis. How are we going to solve a housing crisis w/ committees that meet monthly for an hour and a half? Great praise for the Town’s part-time Housing Coordinator, Marsha Allgeier - and the Planning Director George Meservey.
- Mr. Athanassiou noted that work seems to get done between meetings - but Ms. Bruneau noted, not much by the Committee members. She noted the work that Fin Comm gets done between meetings with focused “huddle” meetings (eg, support for RAC; the debt policy; the EF memo to the Select Board). Plus Fin Comm has weekly meetings from mid-January through April - usually 2+ hours each - with additional budget review meetings w/ department managers in between.
- Ms. Magnotta noted that AHC/AHTB are more dependent on staff support. Ms. Bruneau agreed - and wondered what Fin Comm could say about Housing in this year’s letter that could help to move the needle. She also noted that with a new Town Manager due about the same time as Town Meeting and the Warrant letter - the timing of such a letter c/be important/helpful. The Fin Comm letters look back - but also forward. Ms. Magnotta agreed on the value of nudging/educating voters - showing them what to pay attention to. Mr. Athanassiou noted the importance of/value in saying the same thing over and over again until you get through.
- What else in addition to housing? Related or unrelated? Schools? Planning? Growth? Economic development?
- Mr. Athanassiou noted the article in today’s Provincetown Independent about the declining school enrollment - focused primarily on Nauset but Eastham and east. The new high school (for 905 students) will likely have spare capacity - what could it be used for? Some ideas already - move the 8<sup>th</sup> graders from the Middle School; rent space to other groups. Also - soon OES may have its own issues re build/renovate. The OES accessibility study is due in April - maybe late to be included in

the Fin Comm letter - but c/be referenced. Unclear re the status of the talked-about "study" re the used of the NRMS/OES athletic fields.

-Likely the Long-Range Capital Planning Committee will have just begun. Likely Committee members to be named in February - not much work accomplished by April - but still c/be referenced and Fin Comm will have an "ex officio" member on that Committee.

-Ms. Kremer wanted to ensure that Fin Comm agendas include guests/speakers on urgent topics like housing and the Fire Station. Ms. Bruneau confirmed that that was part of the "Warrant Watch" plan.

-Mr. Athanassiou commented about the Rec Advisory Committee meeting this afternoon - wondering when the Town might start implementing the suggestions included in the Rec Department Organization Study report. Ms. Bruneau noted that at last night's Select Board meeting, it seemed that they might want to start with the "Working Group" idea before moving forward w/ a Community Life department. Mr. Athanassiou wondered about populating the "Working Group" - maybe w/ members from RAC and the Community Center Feasibility Study Committee to get things started.

-Ms. Magnotta asked again about the "Warrant Watch" - how would we do that? Ms. Bruneau said that it w/be on the Fin Comm agenda every week w/ updates from Fin Comm liaisons who go to/watch various Board/Committee meetings - but we can also bring people in if/as needed (eg, sewer project update). Mr. Athanassiou noted that CPC will have a Warrant Article - but as noted by Ms. Bruneau, we'd also like to hear from Scott Walker re how the bonding tool/spreadsheet works. And also to better understand CPC's financial status/forecast (that info is not readily available - CPC doesn't provide "meeting packets"). We might need to ask Cathy Doane to explain the CPC spreadsheet.

-Mr. Athanassiou mentioned AHTB's finances too - more to learn there as well.

-Ms. Magnotta asked when the Fin Comm letter to the Warrant w/be written. Mr. Athanassiou noted that it w/be due when the Warrant goes to press - thus likely written in March.

## Updates

### Update of Select Board Meeting discussions / decisions

-Wednes, 1/11/23 - Ms. Bruneau noted that featured speakers included Treasurer/Tax Collector Scott Walker re the BANs (approved \$17.4M sold by Jefferies w/ a Net Interest Cost of 2.9%) and ambulance fee hardship waivers. Also quarterly reports from Planning Director George Meservey, DPW Director Tom Daley and Building & Facilities Manager Ron Collins. All reports in the Select Board packet. Meservey's report noted that Ember Gardens has passed Site Plan Review and Architecture Review w/ condition of approval a recommendation for right turn only onto 6A. Also - Chase Bank has submitted an informal Site Plan for a retail bank at the former Hearth & Kettle. Also IFAW has submitted a Site Plan for a small animal rescue facility at the former Orleans Auto Supply on 6A (next to Kid & Kaboodle). Also ref to potential housing-related zoning changes.

-Re the Ron Collins report - his comments indicated that all was OK at the COA - when that may not be fully true based on emails exchanged between Ms. Baird and COA Director Judi Wilson. The COA has had to replace their commercial dishwasher and was hoping to add a hard-wired "surge protector" to protect the new dishwasher (and the phone system and computers) from further power surges. Some of the costs are being/have been covered by the COA "Friends" group. Most recently, after another failure, the dishwasher vendor suggested a different solution for sanitation instead of heat - using chemical sanitation instead. What isn't clear is the impact on the septic system w/ the COA located in/adjacent to a wetland.

-Ms. Baird and Ms. Kremer contributed to this discussion w/ much of the background provided by Ms. Baird. Part of Fin Comm's role is to monitor the Town's funding priorities. Ms. Kremer would like to be sure we add the COA to the Fin Comm agenda.

-Wednes, 1/18/23 - 1.5 hour Exec Session started the meeting but no info provided. The Collins Center for Public Mgmt then presented their report on their Rec Department Organization Study. Sixty-page report included in the Select Board packet - excellent, comprehensive report. Mr. Athanassiou considers it the best consultant report that he has seen provided for the Town - not just a

Power-Point based report but a fully researched report with findings and recommendations and Appendices w/ detail from interviews and the public forum. Report details the “background” and “context” for the report (including Town and department demographics), substantial data and analysis. Ms. Magnotta suggested keeping track of this firm. Ms. Bruneau noted that at last night’s Select Board meeting, Select Board Chair Andrea Reed suggested perhaps having the Collins Center performing a similar study for/of the Town Administrator’s “office”. TBD whether to do that now - or wait until after the new/next Town Administrator is named.

-Study results/recommendations/next steps - maybe start first with “Working Group” before shifting to a “Community Life” organization structure. However, meanwhile, urged taking Rec Dept out from under DPW. But unclear when - if before or after budget process - and w/ Rec Dept report directly to TA/TM? Mr. Athanassiou noted that during this afternoon’s RAC meeting, RAC Chair Tracy Murphy asked Select Board Liaison Meff Runyon about this - but he replied that they’re thinking about it.

-Budget/CIP presentation by Interim TM Charlie Sumner - same slide set as in prior years, with numbers changed. Caution - in the Budget pages - initial reference to the September Financial Plan when the projected tax rate as \$8.07. However, the January 2023 projected tax rate is \$6.28 - big difference - and confusing.

-Slide set is “as usual” w/ some pages focused on a few department increases/decreases. EF information shows some increases/decreases in Indirect Costs and Budgeted Surplus. Anticipate that all fee structures will be as last year, w/ Beaches and Mooring self-supporting and Rock Harbor and Transfer Station supported by the operating budget. Also - all debt service to be paid by Oper Bdgt.

-CIP - usual suspects - including ambulance (funded w/ ambulance reserves) and ladder truck (debt exclusion). Fire Station listed as “TBD” in FY25.

-Lengthy discussion re the Bandstand. Ended w/ split vote - 3-2 in favor of Select Board support for the application to the CPC for funding \$55k for design. Much discussion re perceived high cost for design and fear of potential high cost for actual construction for this.

### **Liaison Reports as appropriate**

-RAC (1/19/23) - reviewed Rec Dept organization study report/recommendations; outlined RAC recommendations for “next steps”

-CPC (1/12) - reviewed CHO request for funding to build a boathouse shelter for the Coast Guard Life Saving boat that currently “summers” at Rock Harbor. This could become a major attraction point for year-round vacationers. CPC money w/be small portion of funding needed, with more coming from grants/other sources. Also, very informative discussion re the Oddfellows Lodge (aka Northwest School House). This could be good space for the build-out of a Community Center (though likely no swimming pool...). We c/ have something more like Wellfleet’s Preservation Hall facility.

-CPC (1/19) - 44 Main Street discussion - Select Board Chair Andrea Reed represented the Select Board support for the application, with the Architect. One Committee question - how much of \$2.4M “ask” is for historic restoration vs. other aspects of the project. No answer given. Later in the CPC meeting, a discussion re “Financing and debt tolerance”. CPC now spends about 25% of their funds for debt service - is this OK or s/ they do more or less? Also some confusion re the CPC financial spreadsheet provided by Cathy Doane previously and about how much funding CPC actually has available for supporting projects for FY24.

-OTHER - including BOWSC, CRC, AHTB w/ Select Board (1/17); Planning Board; NRSD (1/12). Ms. Bruneau will provide further sewer/project update information for next week’s Fin Comm meeting. Re the current project - the “substantial completion” date is expected to be approx. 2/15 with notice to the Board of Health then to notify property owners that they have one year to connect.

### **Other general updates**

-Municipal Finance Management on-line course re resources and tools; Zoom on 1/25; noon-1:15pm  
-Mr. Athanassiou participated in the Town Administrator Search Committee organization meeting on 1/12 as Fin Comm’s “ex officio” representative on that Committee. Voted Mike Gradone as the Chair; Sue Meisinger as Vice-Chair. Search consultant Richard White introduced himself and his

search methods. Mr. Athanassiou believes that the Committee's role will kick in when the review of individual candidates starts before the final list is compiled. Discussion on the "job description" and the Charter description of Town Administrator/Town Manager role became the focus. Mr. Athanassiou pointed out that there is a new Charter draft with a revised role wording and that the Charter description is not the "outside envelope" of the person's span of responsibilities because the Select Board can and does delegate additional responsibilities to the TA/TM. Mr. Sumner agreed w/ this. Rick White's view is that the job description will outline qualifications and experience. Also will describe desirable skills and organizational role. Of course, the soft skills and personality are the important and tougher bits.

-The Search Committee is scheduled to be done with their work - the identification of 3 candidates to forward to the Select Board - by April 1. Theoretically, Charlie Sumner's contract as Interim Town Manager ends on March 31.

-Ms. Bruneau noted that Rick White will be at the CRC meeting on Monday, 1/30 (beginning at 5:30pm) for a discussion w/ the CRC re their view of the TM role and qualifications.

-On Friday 1/13, Mr. Athanassiou represented Fin Comm at an informal meeting with Select Board Chair Andrea Reed and the chair of the AHTB Allan McClennen, Planning Board Chair Debbie Oaks, John Ostman Planning Board member who is the lead on the new "Comprehensive Plan Light" effort, and Planning Director George Meservey. The group discussed the different angles from which the Select Board, Planning Board, and Fin Comm have been approaching the issue of a strategic/comprehensive plan. Agreed that Planning Board needs to take the lead on defining the effort that is starting in parallel with that of the Long-Range Capital Planning Committee (membership about to get appointed, Fin Comm will have an ex-officio member representation on that committee). Planning Board meets at 4pm on Tuesday, January 24 to "kick off" their proposed Comprehensive Plan effort. They will outline how they plan to engage key committees in the preparatory process (including Fin Comm).

-There was some question about what the Long-Term Planning Committee w/be doing without an updated Comprehensive Plan. However, Mr. Athanassiou pointed out that the Long-Term Capital Planning Committee could certainly start with the 5-year CIP and then add other known/anticipated projects - and later merge their results w/ the updated Comprehensive Plan.

-At the same meeting on 1/13, the group discussed organizing the Warrant along the lines of the "Comprehensive Plan" chapters. Not sure how this would map. Mr. Meservey pointed out that the Warrant already does have a flow/outline. Ms. Bruneau noted the value of "indexing" in the Eastham Warrant - Housing 1, 2, 3 and then Financing 4, 5, 6 - unlike the Orleans Warrant - 1-95. Ms. Magnotta suggested that any "order" in the Orleans Warrant isn't readily apparent. .

### **Review Schedule and Items for Future Agendas Including Discussion of Invitations for Updates**

-Thurs, 1/26/23 - Fin Comm meeting; Library Board of Trustees

-February, March and April - Fin Comm meetings scheduled for every Thursday at 7pm

-Discussion re invitations for February/March Fin Comm meetings. Mr. Athanassiou will send an updated calendar/schedule tomorrow/soon w/ an updated list. Invitations after that:

-Library Trustees - 1/26 (Joan Francolini through Mr. Athanassiou)

-Cape Tech - likely mid to late March (Ms. Bruneau to coordinate)

-Wastewater/Sewer Projects (Ms. Bruneau to coordinate - likely March)

-COA (Ms. Baird - maybe February)

-CPC/Bond Model (after CPC votes on project for Warrant Article; Mr. Athanassiou to contact Walter North on timing; also Scott Walker for Bond Model and maybe C.Doane for CPC finances)

-Housing/AHC/AHTB (Feb/March but likely closer to Warrant clarification)

-ConsComm (they tee-ing up an Article for support for property maintenance)

-Charlie Sumner/Cathy Doane (February - but after EF Budget meetings)

-Recreation - TBD (if/when/whom)

**Adjourn - Motion to adjourn by Mr. O'Meara, second by Mr. Mahoney. The vote was 6-0 with Mmes. Bruneau, Kremer and Magnotta and Messrs. Athanassiou, Mahoney and O'Meara all voting "aye" by roll-call. The meeting was adjourned at 8:26pm.**

Respectfully submitted,

Lynn Bruneau, Chairman Emerita

The documents listed below are all in the Fin Comm Drop Box except as noted:

1. January 19, 2023 Finance Committee meeting agenda
2. Draft minutes for the 1/20/22 Finance Committee meeting
3. Draft minutes for the 11/3/22 Finance Committee meeting
4. Draft minutes for the 12/8/22 Finance Committee meeting
5. Draft minutes for the 12/15/22 Finance Committee meeting
6. Updated Fin Comm Liaison Assignments for Budget Reviews
7. Guidelines for Fin Comm Budget Reviews - Interviews and Reporting
8. Fin Comm Letter to the May 2022 Annual Town Meeting Warrant
9. Select Board Meeting Packets for the 1/11/23 and the 1/18/23 Select Board meetings (Select Board website)

The minutes for the January 19, 2023 Finance Committee meeting were reviewed and approved at the January 26, 2023 meeting. **Motion to approve by Ms. Baird; second by Ms. Kremer. The vote was 5-0-3 with Mmes. Baird, Bruneau, Kremer and Magnotta and Mr. Athanassiou all voting "aye" by roll-call. Messs. Counihan, Mahoney and O'Meara abstained as they were absent from the January 19 meeting.**