



Town of Orleans
Finance Committee
19 School Road Orleans Massachusetts 02653

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

ORLEANS TOWN CLERK

Jeffrey Hugg
'23 FEB 27 4:23PM

i

MEETING MINUTES

Thursday, February 16, 2023 – 7:00 pm

This was a hybrid meeting of the Orleans Finance Committee, 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 7:00 pm by Finance Committee Chairman Nick Athanassiou. Also attending, and thus constituting a quorum were Committee Vice Chairman Chris Kanaga, Committee Clerk Elaine Baird and Committee members Lynn Bruneau, Tim Counihan, Constance Kremer (participating remotely), Alisa Magnotta (participating remotely) and Peter O'Meara (participating remotely). Ed Mahoney was absent from the meeting.

Guests: Select Board Chairwoman Andrea Reed, Vice Chairman Michael Herman, Clerk Mefford Runyon, and Select Board members Mark Mathison and Kevin Galligan. Also, Interim Town Administrator Charles Sumner (participating remotely) and Finance Director Cathy Doane. Peggy O'Sullivan from Media Operations provided technical support for this meeting.

Public Hearing "guests" included Snow Library Director Tavi Prugno; Library Trustee Steve Gass; and Alan McClennen (currently Chairman of the Board of Water & Sewer Commissioners and of the Affordable Housing Trust Board; former Select Board member and Chairman)

Public Comment: There were no public comments.

Announcements: There were no announcements.

(7:01 pm) Joint Meeting with Select Board:

Public Hearing on the FY25 – FY29 Capital Improvement Plan and the FY24 Capital Budget

Andrea Reed called the Select Board meeting to order, with a quorum at 7:01 pm. Finance Committee Chairman Athanassiou read the public hearing notice into the record and called the Public Hearing to order at 7:02 pm.

Mr. Athanassiou introduced the Finance Committee's FY25 – FY29 Capital Improvement Plan (CIP) and FY24 Capital Budget "Introductory Comments" presentation, which is available as a public document. Ms. Bruneau reviewed the 3 broad topics addressed at last year's CIP Public Hearing - Comprehensive Water Resources Management Plan; Department of Public Works (DPW) and Natural Resources; and Projects on the Horizon - with highlights from last year's discussion. Mr. Athanassiou then used the same 3 topics to show that priorities have changed in the past year, with new projects added to the list. Mr. Counihan then briefly outlined the 15-year capital and debt planning spreadsheet that he has drafted and shared with Fin Comm as a tool for driving discussion.

(7:20 pm) Interim Town Administrator Mr. Sumner, introduced himself and thanked everyone for their hard work in developing the CIP. He began his CIP presentation, which is also available as a public document. Proposed projects highlighted in the presentation included:

- Community Preservation Act - annual program activity funding;
- Comprehensive Water Resources Management Plan for sewer-related design/construction and permeable reactive barriers
- DPW and Natural Resources – including water quality drainage, the pavement management program, Rock Harbor commercial dock construction, Town Cove bulkhead, relocating the Nauset Beach buildings and replacing the Gavigan seasonal housing.
- Fire/Rescue – new fire station
- Water Department Asset Management – WTP access road improvement and rehab storage tanks
- Nauset Regional Schools – annual capital plan appropriation
- Veterans Memorial Park – renovation project
- Former Governor Prence Property – local affordable housing contribution
- Property acquisition – funding for general municipal purposes
- Town Building & Facilities Maintenance Program - annual appropriation
- Town Vehicle & Durable Equipment Replacement Program - annual appropriation

(7:55 pm) Mr. Sumner introduced his FY24 Capital Budget presentation, also, available as a public document. These projects for FY24 will appear in the May Town Meeting Warrant as individual Articles. Mr. Sumner noted that all projects that had been “adopted as part of last year’s CIP would require a 2/3 vote at Town Meeting. Any project NOT included in last year’s CIP would require a 3/4 at Town Meeting. If the project had been introduced last year but the dollars or scope or focus changed, it would only need a 2/3 vote at Town Meeting.

- Community Preservation Act - \$ TBD
- Comprehensive Water Resources Management Plan – \$3,166,800
- DPW and Natural Resources – \$2,550,172
- Fire/Rescue Station – \$ TBD
- Nauset Regional Schools annual capital plan project funding – \$120,792
- Snow Library - \$180,000
- Town Buildings & Facilities Maintenance Program – \$2,790,700 - check slide
- Town Vehicle & Equipment Replacement - \$1,082,000 - check slide
- Fire Department - Replace Aerial/Ladder Truck - \$1,600,000
- *Total FY24 - \$11,490,464*

Steven Gass, Library Trustee, asked about the increased cost in the new library feasibility and if it would require a 3/4 vote; Ms. Doane said no. Mr. Gass asked about the TBDs next to items in the Capital Budget. Mr. O’Meara suggested that updated figures be included for the projects that currently have TBDs. Ms. Bruneau asked for additional details as well, specifically with regard to the building security project.

Alan McClennen (Chairman of the Board of Water & Sewer Commissioners and of the Affordable Housing Trust Board as well as former Select Board member) referenced the Town Charter, sections 8-5-1 – 8-5-4, discussing the process and purpose of the CIP. He asked for further detail in the presentation. Ms. Bruneau asked if the most recent ratings report was available from

Standard & Poor's - she had looked on the Finance Director's website but hadn't found it. Ms. Doane said this was available on the website. Ms. Reed noted that March 9, 2023 is when the Warrant for the Annual Town Meeting must be completed. Ms. Reed thanked the Finance Committee for helping the Town think about doing things differently.

Motion to close the public hearing at 8:32 pm by Ms. Bruneau and seconded by Ms. Baird. The vote was 7-0-0 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Counihan, Kanaga, and O'Meara all voting "aye" by roll call vote. (Ms. Magnotta had left the meeting before the public hearing ended.)

Motion to close the Select Board meeting at 8:32pm by Mr. Herman and seconded by Ms. Reed. The vote was unanimous with Select Board members all voting "aye".

(8:34 pm) Review / Approval of Finance Committee Meeting Minutes – 02/09/23 if available.

- 2/09/23 – the minutes were unavailable for review.

(8:36 pm) Review / Continued Discussion of FY24 Budget Reviews / Update Liaison Assignments

Ms. Bruneau noted that the budget review write-ups for the Police Department and the Town Clerk's Office were distributed on Tuesday and are in the Fin Comm Drop Box.

Ms. Bruneau and Mr. Kanaga had met with Police Chief Scott MacDonald and Principal Account Clerk Jill Hull on February 3. As for most departments, salary increases are largely union-dependent. The major dollar increases in Operating Expenses were for Maintenance Contracts, Health-Related Services and Use of Force equipment. The Chief's primary concern is with regard to staffing - being able to hire and retain the best recruits. They are losing newer officers to other Cape departments for big salary increases and better benefits programs. Housing is of course another major concern.

Ms. Bruneau, Mr. O'Meara and Mr. Athanassiou met with Town Clerk Kelly Darling on February 8. Ms. Darling subsequently provided additional information regarding election and mail-in ballot data. The Clerk's Office has asked for an increase in the hours of their part-time clerk to further help with department requirements and to provide support for the Zoning Board of Appeals.

(8:51 pm) May 2023 TM "Warrant Watch": Discussion of Warrant Articles proposed and / or expected (possible invitations to others for updates)

Ms. Bruneau discussed a proposed Conservation Commission Warrant Article for \$75,000 to fund several projects, including wetlands restoration at Putnam Farm and Pilgrim Lake swim area restoration. She also noted that the Charter Review Committee will be presenting 3 Articles with Charter changes; noting a public hearing on February 27, 2023. Last, there are 2 articles from the Treasurer to adopt a specific Mass General Law for nominal compensation for the Treasurer and Assessor for obtaining professional certifications.

(8:53 pm) Updates

Update of Select Board Meeting discussions / decisions

Chairman Athanassiou discussed the Old Fire Station (44 Main Street) project and funding. Departmental budget reviews took place, as well. Natural Resources Manager Nate Sears provided an update on access to the Nauset Spit North.

Ms. Bruneau noted that the mail-in beach sticker program may be going to in-person and online purchases only.

Liaison Reports as appropriate – deferred given the late hour
Other general updates – there were no other general updates.

Review Schedule and Items for Future Agendas Including Others to Invite for Updates

- 3/16 – Cape Cod Tech presents budget and general update
- 3/23 – Orleans Elementary School presents budget
- 3/9 (tentative) – Ms. Doane and Mr. Sumner for Q&A; Budget and Warrant discussion
- CPC – TBD

Adjourn

Motion to adjourn by Mr. Counihan and seconded by Athanassiou. The vote was 7-0-0 with Mmes. Baird, Bruneau and Kremer, and Messrs. Athanassiou, Counihan, Kanaga, and O’Meara all voting “aye” by roll call vote. The meeting adjourned at 9:05pm.

Respectfully submitted,

Courtney Butler, Secretary

The documents listed below are all in the Finance Committee Drop Box except as noted:

1. February 16, 2023 Finance Committee meeting agenda
2. Public Hearing announcement for the 2/16/23 Public Hearing on FY25-FY29 CIP and FY24 Capital Budget
3. FY25 – FY29 Capital Improvement Plan (CIP) Finance Committee “Introductory Comments”
4. FY25 – FY29 Capital Improvement Plan (CIP) Presentation
5. FY24 Capital Budget Presentation
6. FY24 Police Department Budget Review
7. FY24 Town Clerk’s Office Budget Review

The minutes for the February 16, 2023 Finance Committee were reviewed and approved at the February 23, 2023 meeting. **Motion to approve by Ms. Bruneau; second by Ms. Baird. The vote was 5-0-1 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Counihan and O’Meara all voting “aye” by roll-call. Mr. Mahoney abstained as he was absent from the 2/16/23 meeting. Mr. Kanaga had not yet arrived at the 2/23/23 meeting in time to participate in the vote.**