



# Town of Orleans

## Finance Committee

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ORLEANS TOWN CLERK

*Elaine Baird*  
23 APR 14 8:32 AM

### MEETING MINUTES

Thursday, April 6, 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 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 6:15 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, Alissa Magnotta and Tim Counihan. Committee Vice Chairman Chris Kanaga joined the meeting at 7:35 pm. Ed Mahoney and Peter O'Meara were absent.

**Guests:** Peggy O'Sullivan from Media Operations provided technical support for this meeting.

#### **(0:15) Public Comment:**

There were no public comments.

#### **(00:30) Announcements:**

Mr. Athanassiou noted that Media Operations Manager, Mia Baumgarten would be helping the Select Board and other Board/Committee members to prepare videos to present various warrant articles ahead of May Town Meeting for informing taxpayers/residents on key issues.

#### **(1:15) Review / Approval of Finance Committee Meeting Minutes – 3/30/23**

- 3/30/23 – Ms. Baird moved to approve the minutes as drafted; Mr. Counihan seconded. The vote was 6-0-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Messrs. Athanassiou and Counihan all voting “aye” by roll-call.

#### **(3:08) Review, discussion, vote on May 2023 TM Warrant Articles**

After last week's Fin Comm meeting, Ms. Bruneau had sent an email message to Interim Town Manager Charlie Sumner and Finance Director Cathy Doane with a number of questions regarding Warrant Articles that Fin Comm had not yet voted on. Ms. Bruneau had shared the reply from Ms. Doane and reviewed the additional follow-up from DPW Director Tom Daley and Select Board member Kevin Galligan re a few of these Article.

*Articles 8-12 - Fund Enterprise Fund Budgets for FY24 - Beaches Enterprise Fund Budget. Moorings Enterprise Fund Budget; Rock Harbor Boat Basin Enterprise Fund Budget; Fund Sewer Enterprise Fund Budget; Fund Transfer Station Enterprise Fund Budget. As for FY23, the Rock Harbor and Transfer Station Budgets include tax levy subsidies and the Sewer Budget includes a subsidy from the Wastewater Stabilization Fund. Debt service for 3 of the 5 Enterprise Funds continues to be funded by taxation (there is no debt service for the Moorings Enterprise Fund). Debt service for the Sewer Enterprise Fund is funded in part by taxation and in part by a transfer from the Wastewater Stabilization Fund. Fee changes are noted in the Warrant.*

**Mr. Coughlin moved to recommend the Enterprise Fund Budget Articles (numbered 8-12) as a block: Ms. Baird seconded. The vote was 6-0-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Messrs. Athanassiou and Coughlin all voting “aye” by roll-call.**

**Articles with 6-0-0 votes, all by roll-call. Motion to recommend by Mr. Coughlin and seconded by Ms. Baird. Fin Comm “aye” votes: Mmes. Baird, Bruneau, Kremer and Magnotta and Messrs. Athanassiou and Coughlin for each of the following Articles:**

- *Article 13 - Fund Town/School Budget FY24 (mixed funding sources)*
- *Article 14 - Capital Improvement Plan FY25 - FY29*
- *Article 17 - Fund Additional Costs for Phase I Downtown Area Sewer Collection System & Wastewater Treatment Plant and Effluent Disposal System (voted w/ Article 18). TBD whether additional funding c/be considered in the already-approved funding strategy for Phase I (eg, SRF and Cape & Islands funding programs).*
- *Article 18 - Fund Additional Costs for Phase II Mtg House Pond Area Sewer Coll. System Construction (voted w/ Article 17)). Phase II has not yet been formally approved by the State yet; thus additional costs should be included in funding strategies (eg, SRF and Cape & Islands funding programs).*
- *Article 27 - Fund Vehicle and Equipment Maintenance Stabilization fund. Follow-up clarified how the annual funding allocation currently works - seeming to favor those departments with substantial annual vehicle & equipment needs, with less available for departments with limited or only occasional needs.*

*Article 48 - Authorize Taking Wastewater Easement by Eminent Domain Rte 6A* will be voted at (immediately before) Town Meeting pending further clarity re the potential cost of this effort.

*Article 52 - Amend General Bylaw Ch. 40 - Personnel Bylaw / Classification/Comp. Plans.* **Motion by Mr. Coughlin to recommend; second by Ms. Baird. The vote was 7-0-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Messrs. Athanassiou, Coughlin and Kanaga all voting “aye” by roll-call.**

*Article 53 - Amend General Bylaw - Rental Registration Bylaw*

There was discussion about this proposed Article, eg, re the fines and offenses noted if a rental unit is not registered; what constitutes an “offense”. Further discussion about the Rental Registration program and its operation, should the Article be passed at Town Meeting.

**Mr. Coughlin moved to recommend Article 53 – Amend General Bylaw - Rental Registration Bylaw; Ms. Baird seconded. Roll-call vote: 3-3-1; with Ms. Magnotta, Ms. Kremer and Mr. Athanassiou voting “yes”; Ms. Baird, Ms. Bruneau and Mr. Kanaga voting “no”; Mr. Coughlin abstained.**

*Special Town Meeting Article 1 - Pay Bills of Prior Years* will be voted at (immediately before) Town Meeting, pending further updates to the detail/total.

***Special Town Meeting Articles* - motion to recommend each Article by Mr. Coughlin and seconded by Ms. Baird. All of the votes were 7-0-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Messrs. Athanassiou, Coughlin and Kanaga all voting “aye” by roll-call.**

- Article 2 - FY23 Budget Adjustments - the most recent changes to the FY23 Budget adjustment were clarified, noting a new total of \$92k.
- Article 5 - Fund Nauset Beach Retreat Master Plan & Facility Relocation Project - Ms. Bruneau had talked to DPW Director Tom Daley to confirm the scope of this project and the funding estimate.
- Article 8 - Rescind Debt Authorizations for Closed Projects - clarity provided by Finance Director Cathy Doane that although debt had been authorized, it hadn't been issued in full amounts - thus nothing to "give back".

Ms. Bruneau will forward the results of tonight's Fin Comm voting to the Assistant Town Manager for incorporation in the Warrant, which goes to press tomorrow (Friday, April 7, 2023).

**(1:00:00) Continue Discussion on Fin Comm Town Meeting "FY24 Annual Letter"**

Mr. Athanassiou had distributed the latest draft of the Annual Letter to Fin Comm prior to this evening's meeting. Further details and explanations were added to provide better information to voters. Members provided further revisions and comments that Mr. Athanassiou will incorporate.

**Ms. Baird moved to approve the letter, with revisions made tonight; Ms. Kremer seconded. The vote was 7-0-0 with Mmes. Baird, Bruneau, Kramer and Magnotta and Messrs. Athanassiou, Counihan and Kanaga all voting "aye" by roll-call.**

Mr. Athanassiou will make the final edits to the Fin Comm Letter and forward the final version to the Assistant Town Manager for incorporation in the Warrant, which goes to press tomorrow (Friday, April 7, 2023).

**(1:17:00) Updates**

Update of Select Board Meeting discussions / decisions

Ms. Bruneau noted that Peter Van Dyck and Mia Baumgarten provided a quarterly MIS update, including a demonstration of the new "Laserfiche" system that is currently being populated by a number of departments. Mr. Athanassiou noted that 4 "finalists" have been selected by the Town Manager Search Committee (he has served as an "ex officio" member of that Committee). The candidates will be in Town next week for one-on-one interviews on Tuesday and then public meeting interviews with the full Select Board together on Wednesday afternoon (1 to 5pm). At the end of that meeting, the Select Board may make their decision - again, in that public meeting.

(1:27:00) Liaison Reports as appropriate

Ms. Bruneau noted that she met with Mr. Sumner and members of the OES Committee to discuss funding strategies for the Universal Pre-K program, and potential additional uses for the funding if the full amount is not needed and/or if funding strategies identify way to "keep the money" from year-to-year.

Other General Updates

There were no other general updates.

**(1:42:00) Review Schedule and Items for Future Agendas including others to invite for updates**

- April 13: Brief meeting beginning at 6:15pm to prepare to 4/20 meeting w/ Charlie Sumner and Cathy Doane; also begin to discuss which Articles merit Fin Comm support or discussion at Town Meeting
- April 20: Meet with Charlie Sumner and Cathy Doane
- April 27: Meet with AECOM/Others for Sewer Project/Planning Update; Finalize TM Warrant Article Pro/Con- discussant roles
- May 1: Review TM Warrant Article Discussion Points
- May 8 - Prior to Town Meeting - final Fin Comm voting

**Adjourn**

**Motion to adjourn by Mr. Coughlin and second by Ms. Baird. The vote was 7-0-0 with Mmes. Baird, Bruneau, Kremer and Magnotta and Messrs. Athanassiou, Coughlin and Kanaga all voting “aye” by roll call. The meeting adjourned at 8:45pm.**

Respectfully submitted,

Courtney Butler, Secretary

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

1. April 6, 2023 Finance Committee meeting agenda
2. Draft March 30, 2023 Fin Comm Meeting Minutes
3. Draft Warrant Index for the May 2023 Town Meeting (from 4/5/23 Select Board mtg)
4. Select Board meeting packet for the 4/5/23 Select Board meeting (Select Board website)
5. Cathy Doane email of March 31, 2023 with replies to Fin Comm questions about specific Warrant Articles
6. FY24-FY33 Motor Vehicle & Durable Equipment Inventory and Replacement Schedule
7. Draft Fin Comm Annual Town Meeting Warrant Letter (FY24 Budget binders)

The minutes for the April 6, 2023 Finance Committee meeting were reviewed and approved at the April 13, 2023 meeting. **Motion to approve by Mr. Coughlin; second by Ms. Baird. The vote was 6-0-1 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Coughlin and O’Meara all voting “aye” by roll-call. Mr. Mahoney abstained as he was absent from the 4/6/23 meeting. Mr. Kanaga had not yet arrived at the 4/13/23 meeting when the Committee reviewed and approved the meeting minutes.**