

Jeff Atzeni
ORLEANS TOWN CLERK



MINUTES

LONG RANGE CAPITAL PLANNING COMMITTEE

Monday August 21, 2023

Nauset Room, Town Hall

The first meeting of the Town of Orleans Long Range Capital Planning Committee was held in the Nauset Room at Town Hall at 3:00pm on August 21, 2023.

In attendance were Select Board Liaison: Mefford Runyon; Regular members: Alan McClennen, Tim Counihan, Roger Pearson and John Ostman; Finance Director: Cathy Doane; Director of Planning & Community Development: George Meservey; Chair of the Finance Committee: Nick Athanassiou; and Select Board Chair: Michael Herman.

The meeting was Called to Order at 3:00pm by Select Board Member Mefford Runyon in his capacity as temporary Chair.

Introduction of Members

Review of Committee Charge

General Questions and Comments

Committee Organization

Motion: On a motion by Roger Pearson, seconded by Alan McClennen, the Committee voted 4-0-0 to appoint Tim Counihan as Committee Chair.

Motion: On a motion by Alan McClennen, seconded by Tim Counihan, the Committee voted 4-0-0 to appoint Roger Pearson as Vice-Chair.

Motion: On a motion by Roger Pearson, seconded by Alan McClennen, the Committee voted 4-0-0 to appoint John Ostman as Clerk.

Establishment of Meeting Schedule

After some discussion, the Committee felt that meeting twice per month initially would give sufficient opportunity to successfully develop the 20-year Capital Improvements

Plan with a deliverable of the Five-year Capital Improvements Plan (CIP) for the Town's annual budget and Spring Town Meeting Warrant in January 2024.

Chair Counihan will look at the meeting schedules of the Town's Boards and Committees and develop a suggested meeting schedule to be circulated to Committee members for comment. Upon consensus, the Committee meeting schedule will be established and the next meeting date will be set.

Agendas and Minutes

The Chair will develop the agenda for the next meeting. The Clerk will write the Minutes for approval at the next meeting.

Items for Future Agendas

- The Committee asked that for the next meeting Finance Director Doane provide guidance in the following areas:
 1. Process for soliciting 20-year Capital Planning information from Town staff.
 2. Discussion of Debt models.
 3. Various Publications and Rules for municipal financial planning.
- Chair Counihan will provide an overview of his capital planning spreadsheet.

Adjourn

Motion: On a motion by the Chair, seconded by Alan McClennen, the Committee voted 4-0-0 to adjourn the meeting.

The meeting adjourned at 3:35pm.

Signed: 
(John Ostman, Clerk)

Date: 9/12/23