



ORLEANS TOWN CLERK


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MINUTES

LONG RANGE CAPITAL PLANNING COMMITTEE

Tuesday September 26, 2023

Skaket Room, Town Hall

The meeting of the Town of Orleans Long Range Capital Planning Committee was held in the Skaket Room at Town Hall at 1:00pm on September 26, 2023.

In attendance were: Roger Pearson – Vice-Chair, John Ostman – Clerk and Alan McClennen - Member; Cathy Doane - Finance Director, Scott Walker – Town Treasurer, Mihaela Miteva – Licensing & Procurement Director, George Meservey – Director of Planning and Community Development and Mefford Runyon – Select Board Liaison.

Call to Order

The meeting was Called to Order at 1:01pm by the Vice-Chair.

Public comment

Review and acceptance of minutes from 9/12/23 meeting

Motion: On a motion by Alan McClennen, seconded by John Ostman, the Committee voted 3-0-0 to Approve the meeting minutes of September 12, 2023.

Review of Capital Project Request form

Reviewed CIP cover letter to Dept. Managers with added new 5th paragraph extending CIP to 20 years. Language was added to incorporate relevant Town Committees in the CIP circulation. (letter attached).

Reviewed Draft Town CIP Project Request forms for 1-5year(traditional) and 6-20 year (new) requests.

Reviewed the Capital Project Submission Form distributed by Cathy Doane found in the Capital Improvement Planning Guide from DLS/MA DOR.

Motion: On a motion by Alan McClennen, seconded by John Ostman, the Committee voted 3-0-0 to have Kim Newman, Mihaela Miteva and Cathy Doane work together to merge the DLS and Town CIP forms.

Final versions of the cover letter and CIP forms will be circulated for approval.

Letter and CIP Request forms are due for distribution to Dept. Heads and relevant Town Committees/Boards by Oct. 11, 2023.

Review of the Town's Fixed Assets

Deferred to later meeting.

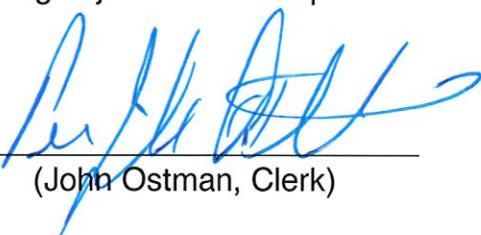
Items for future agendas

- Follow up on new CIP Forms
- Discussion of Stabilization Funds
- Discussion of Debt Policy (Oct. 24 meeting)
- Scott Walker and Cathy Doane lead a debt model discussion (Oct. 24 meeting)
- Review of projects underway
- Simplification/translation of Municipal terms

Adjourn

Motion: On a motion by John Ostman, seconded by Alan McClennen, the Committee voted 3-0-0 to adjourn the meeting.

The meeting adjourned at 1:49pm.

Signed: 
(John Ostman, Clerk)

Date: 10/24/23



Office of the Town Administrator

TO: All Department Managers
FROM: John F. Kelly, Town Administrator
RE: **ANNUAL BUDGET PREPARATION INSTRUCTIONS – FY24 Draft for FY 25**
DATE: October 11, 2022

On September 28, 2022, the Select Board adopted their Budget Policy for FY24, which is attached for reference. The Policy guidelines limit overall expenditures for non-school and school operations to a 3.5% increase next year. With a projected property tax increase of 9.6% next year, the Policy reflects the impact that debt exclusions may have on maintaining the current level of Town services.

Each Department Manager will be required to submit your respective budget requests that reflect current staffing levels, salary/wages, scheduled step increases and longevity bonuses where applicable. We have updated the FY24 Pay Scales to reflect the contractual increases of 3% for all union employees and a 3% general wage increase, for planning purposes, for all non-union employees. The general expense budget request should be limited to a 2.5% increase.

As part of the budget review process, we will continue to focus on planning for future growth potential over the next five years. This will include identifying costs or alternatives related to additional staffing, equipment or changes in the way that we deliver services to our residents as a result of new regulations, unfunded mandates, increased service level demands or to increase efficiencies. This exercise will address the need for succession planning in every department by identifying the resources (training, education, position reclassification, etc.) necessary to ensure a seamless transition due to planned retirements or resignations of key staff over the next five years.

In order to provide the Board with the type of information necessary for them to make informed decisions regarding additional funding needs in FY24 and beyond, I have included a worksheet for you to prepare that identifies your departmental projections over the next five years. This information will be used to prioritize additional funding requests for inclusion in Schedule A of your budget submissions.

Finally, with respect to the Capital Improvements Plan (CIP), we will continue to focus on

identifying, prioritizing and scheduling all major projects and purchases over the next five years. ***Additionally, with the establishment of a Long-Range Capital Planning Committee, the five (5) year CIP is the first five years of a twenty (20) year planning horizon for capital assets/projects. The schedules reflect this twenty-year planning horizon. The Department's relevant Town committee(s) should be included and/or communicated with in this planning.*** As part of this process, current schedules for Building/Facility Maintenance and Vehicle/Equipment Replacement will need to be updated for inclusion in the FY25 – FY29 CIP. Copies of these schedules will be distributed electronically via email later this week.

All of the required budget schedules and forms will be distributed electronically. Department Managers must submit budget requests, including all completed schedules and worksheets, electronically via email to gavery@town.orleans.ma.us. no later than on **Monday, November 7, 2022**. If you are responsible for more than one budget, please email each budget separately.