



Town of Orleans

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Finance Committee Meeting

19 School Road Orleans Massachusetts 02653-3699

MEETING AGENDA

Thursday, January 6, 2022 - 7:00 p.m.

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ORLEANS TOWN CLERK
RCS
'22 FEB 2 12:01 PM

This was a virtual meeting of the Orleans Finance Committee convened via remote participation using "Zoom" webinar technology, with real-time public access provided by Orleans Channel 18 on the Town website and cable television

The meeting was called to order at 7pm by Finance Committee Chairman Lynn Bruneau. Also present and thus constituting a quorum were Vice Chairman Nick Athanassiou and Clerk Tim Counihan and the Committee members Elaine Baird, Chris Kanaga, Ed Mahoney and new Fin Comm member Constance Kramer. Peter O'Meara was absent.

Guests included Select Board member and Fin Comm Liaison Kevin Galligan as well as Fire Chief Geof Deering and Deputy Chief Tim Gula (for Reserve Fund transfer requests and Conservation Agent John Jannell. Open Space Committee Chair Robert Cunningham and Vice Chair Stephanie Gaskill and Committee member Lynn O'Connell. Also Conservation Commission Chair Ginny Farber and Commissioners Walter North and Judith Bruce. Rick Francolini had also logged into the meeting.

Sarah Eaton from Media Ops provided technical support for the meeting.

Public Comment – none this evening.

Announcements - Mr. Galligan stated that the Orleans Board of Health had voted to establish a mask mandate, effective 1/07/22, for all municipal buildings due to the current surge of COVID infections.

Other reminders - information available on Town website to sign-up for Universal Pre-K program; also information about the property tax work-off program for qualified seniors - up to \$1500/year for qualified senior homeowners. Also re COVID - testing each Tuesday from 9-10:30am at the DPW building; registration is required through the County website

Review/Approval of Any Reserve Fund Transfer Requests

Fin Comm Chairman Lynn Bruneau welcomed Fire Chief Geof Deering and Deputy Chief Tim Gula to answer any questions about their request for 2 Reserve Fund transfers. Information was shared with Fin Comm members on 1/06/22. We had seen these coming based on heads-up from the Chief a month or so ago.

-First request is to cover a budget short-fall of \$18k to help cover required Fire Academy training for 2 new department hires not funded for FY22 (budget cut). Combination of resignations/retirements, thus need new hires; union requirement for state Fire Academy training. Mr. Mahoney asked whether retirement had been anticipated. Chief Deering noted that retirement awareness came after budget was established.

Motion by Mr. Counihan to approve the \$18,000 Reserve Fund transfer request to cover Fire Academy training, second by Mr. Athanassiou. The vote was 7-0 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Counihan, Kanaga and Mahoney all voting aye by roll-call.

Second request - changes to HVAC set-up (to improve air circulation for health of building/occupants) have dramatically increased demands on electricity usage. Budget fully depleted. Can cover some of need through year-end with other sources but need another \$8,902.56 to cover estimated need through year-end. Mr. Mahoney noted the importance of including on-going O&M costs in estimating funding for new equipment - a good reminder for Fin Comm consideration heading into Budget season.

Motion by Mr. Counihan to approve the \$8,902.56 Reserve Fund transfer request to cover changes to HVAC-related increase in electricity usage, second by Mr. Athanassiou. The vote was 7-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Counihan, Kanaga and Mahoney all voting aye by roll-call.

Meet with Conservation Agent John Jannell and Representatives of the Conservation Commission and the Open Space Committee

Ms. Bruneau welcomed everyone to the Fin Comm meeting and noted the proposed focus for the meeting: roles and responsibilities, background, current focus/priorities, revenue and expenses and sources of funding (where appropriate), coordination w/ other groups (locally, regionally), and communication strategies. Also - "wish list" and future priorities.

Conservation Agent John Jannell provided background. His Department's role is to administer the State Wetlands Protection Act, both state and local requirements. They're the authority for issuing DEP permits in Orleans. Currently, they hold 270 acres on behalf of the Town, 15 of which are accessible to the public. Under MGL 48-C, the Commission is to hold these for the town. MGL 48-C is law that established Conservation Commissions and related laws for Conservation statewide. Orleans came adopted these measures via Article 33 at Town Meeting in 1960 (Ipswich was first, in 1957).

The local Wetlands bylaw is more rigorous - it mirrors the state law and strengthens the requirements.

Certification training (now on-line) is provided through the MA Association of Conservation Commissions - an 8-module training program w/ certification required for all Cons Comm members once appointed to the Commission.

The current focus of Cons Comm is updating and maintaining the land management plans for all of the parcels under their care. Fourteen of the 15 parcels have well-developed plans with the 15th (for 141 Portanimiticut) in draft. All of these properties are open space, open to passive recreation. MGL 48C provides some restrictions - for example, Cons Comm can't "hold" baseball fields. Properties include wetlands as well as walking/hiking trails.

Each year, Cons Comm puts together a prioritized list of property maintenance needs and sends that to DPW Director Tom Daley. Some "needs" can be addressed from spring through fall (eg, routine mowing); however, labor-intensive projects often must wait for the fall when resources are available. All properties have Cons Comm "liaisons".

Ms. Bruneau asked about the funding - are funds transferred from the Conservation budget to the DPW budget to pay for resources? Mr. Jannell noted that no funds change hands.

Cons Comm operates with 4 main accounts: Department budget (171) - with a side note, Mr. Jannell thanked Ms. Baird and Mr. Counihan for last year's Budget Review discussion when they noted that

there should be a line item in the Department budget for property maintenance/management. Last year, the Town Administrator agreed and added this line item for planned management. The rest of the budget is for Wetlands Protection Act compliance and mailing costs.

Mr. Mahoney asked about the annual cost of property maintenance. Mr. Jannell noted that these costs would be tracked in the DPW budget. Some additional money is available through specific gifts, but they don't normally do any direct fund-raising. Mr. Mahoney noted that the cost of a property acquisition normally doesn't include the cost of on-going/future O&M for the property - but it should.

Mr. Athanassiou asked specifically if the land management costs were tracked by DPW by project. Mr. Jannell said that perhaps they could "dollarize" the projects - estimate the costs. Also - how do they know whether projects are completed? Mr. Jannell noted that each year they start with last year's list, which serves as a starting point for what needs to be done. Anything not completed the prior year stays on the list. As noted, "project" work is typically scheduled in the fall and winter - "the "leaves off/no snow" period when resources are more available.

Mr. Kanaga asked about the availability of Americorps or other/volunteer resources to help with project/other maintenance work. Mr. Jannell noted that Americorps resources have been used in the past, particularly when dedicated resources have been assigned to the Town; however, more recently, Americorps work gets done by a project team (group project). Also - the Americorps resources are best used for "hand" work, rather than equipment.

More accounts: there's also a Wetlands filing fees account - when a resident/someone applies under the Wetlands Protection Act, these funds go into the Wetlands fund. Expenditures from this fund can be used for administration, legal defense & training. Cons Comm likes to maintain a balance of \$50k for legal defense. Use of these funds must be voted on by the Select Board and Cons Comm. Mr. Jannell noted that the Town Administrator takes \$10k per year out of this account for staff support.

Mr. Mahoney asked what Cons Comm might be sued for/about. Mr. Jannell noted that some of their decisions are "quasi-judicial" in the interpretation of state and local law and sometimes these decisions are contested by property owners. Special counsel may be required to help sort things out.

Mr. Jannell also noted that there is a Trust Fund that had been "filled" at one point by a one-time Warrant Article appropriation. The fund had been about \$50k but is now closer to \$28k. He uses this as a sort of "savings account" for emergency spending with Cons Comm deciding on the spending. Prior uses have included fixing a water main problem at the Hopkins Road gardens and providing cost-overrun funding for the ramp at Crystal Lake (due to an increase in lumber costs).

Mr. Counihan asked what Open Space acquires land for. Mr. Cunningham noted that recently the focus has been on "passive recreation" which might include the launching of kayaks/canoes. Mr. Counihan asked whether swimming was considered "passive recreation". Mr. North said swimming in general is, but not constructed swimming pools.

Mr. Counihan noted further that the pandemic has been tough on open space with more people using the properties and perhaps fewer resources available to maintain them. He noted that people continue to refer to what "used to be" - referring to swimming lessons and now the encroachment of invasives and also what Kent's Point used to look like. Thus the increased need for maintenance funding.

Mr. North noted that the original properties were purchased with Land Bank funding. The CPC continues to pay down that original debt. Passive recreation is supported with additional CPC funding. Acquisitions are "opportunistic" - depending on what's available. The Committees and Commissions are all volunteers - with much work governed by the Wetlands Protection Act.

Ms. Bruneau noted that thus there is little opportunity for strategic development/acquisition of these properties.

Mr. Galligan noted that he has continued to be involved with Sea Call Farm - an original Land Bank purchase and the site of a caretaker property. The house was renovated by a "friends" group.

Conservation Commission Chair Ginny Farber noted that the Conservation Department property maintenance funds (\$15k) have not been spent yet for FY22, however the plan is to use much of the money for removing the building at 141 Portanimitcut w/ additional support from DPW. The next capital funding challenge will be to extend the parking on the Christian property as required by the terms of the acquisition. Other work includes removal of invasives, maintenance of the Meadow on the Cove, and the Putnam Farm project.

The last of the 4 accounts is the revolving account. It's capped at \$25,000 annually. This is used for taking in receipts for 4 different properties (the farms/gardens, plus the Sea Call caretaker property itself). The account will have approximately a \$15,000 balance at the end of the fiscal year. The funds are used for the maintenance of these properties. Each "garden" is self-sufficient (with per-plot fees). These are revolving "funds" but not revenue accounts.

Separately - unlike the revolving fund, the Conservation Fund described above carries over from year to year and will likely have about \$15k at year-end.

Ms. Bruneau asks if there was a 503(c)3 set up for tax deduction purposes for those citizens who might donate a gift for specific use. Mr. Jannell responds that he's unsure. Mr. Kanaga responds that monies donated to a municipality are considered tax deductible. Mr. Jannell noted that there was a group of Sea Call Farm supporters who periodically provide additional funding.

Mr. Cunningham outlined the process for applying to the CPC for funding for property acquisitions. These applications could include on-going O&M costs and/or the build-out of trails or parking. However, he was unsure whether it w/be OK to pursue O&M /other funding in the property management plans. Ms. Farber noted that the CPC applications are different from the Cons Comm property management plans, which are very detailed and are developed after the Town owns the property. TBD how a CPC application w/ O&M funding might be tied to these plans.

Mr. Counihan discouraged the idea of seeking/relying on "friends" funding as a source of any significant funding for maintenance of Town properties, noting that the Town is responsible for this and the funds should be included in the annual Town budget for the Conservation Department and in the hours for DPW resources.

Judith Bruce, now an Associate member of the Conservation Commission, agreed that more funding is needed for property maintenance. Sea Call Farm receives occasional financial support from a "friends" group as well as "labor" from volunteers - but this can't be counted on. She supported the idea of budgets for the property management plans.

Mr. Cunningham noted that with the acquisition of 66 Portanimitcut, the Article detailed the work that needed to be done, including providing parking. It can be difficult to only/always rely on DPW resources.

Mr. Counihan applauded the (volunteer) efforts of Rick Francolini in helping to define the proposed build-out of Putnam Farm, where, in Mr. Counihan's view, the management plan wasn't being executed.

Mr. Jannell encouraged Mr. Cunningham and the Open Space Committee to look at O&M needs when

they are considering property acquisitions. He noted that Cons Comm had spent \$40k on work at Putnam Farm before Mr. Francolini became involved in the project planning effort. Putnam had been a nursery previously. Cons Comm has been working on the management plan over time - spending \$72k to “un-develop” the property with \$42k in contractor work plus help from DPW. For other recent acquisitions, they have been creating trails - which does not involve big costs, and the parking lot for 66 Portanimitcut is also not a big cost. Next year they plan to use the anticipated \$15k budget for work at 66 Portanimitcut.

Mr. Jannell suggested that going forward, it would be helpful to have more communication with the Open Space Committee, noting that open space is the “jewel in the crown” of Orleans.

Ms. Bruneau thanked Mr. Jannell and the Cons Comm and Open Space Committee representatives for their participation in tonight’s meeting. The guests signed off at about 8:40pm.

Fin Comm members then talked briefly about “what next” related to the topic. Ms. Baird noted the repeated references to “nostalgia” - where residents refer to swimming/lessons at Crystal Lake and a pristine Kent’s Point - but she noted that there were problems then too and noted the importance of facing forward. Mr. Athanassiou suggested a focus on managing costs and services as well as cost effectiveness. During the up-coming budget review process, Fin Comm can talk to DPW about the allocation/use of DPW resources in supporting other departments - how does this get budgeted each year? Ms. Baird noted that this isn’t just for land (property) management - but also for building property management (eg, vacant Bay Ridge Road properties).

Review/Approval of Finance Committee Meeting Minutes

Meeting Minutes from December 9, 2021

Motion by Ms. Baird to approve the inutes from December 9, 2021 Fin Comm meeting, second by Mr. Counihan. The vote was 7-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Counihan, Kanaga and Mahoney all voting aye by roll-call.

Meeting Minutes from December 30, 2021 - no draft available yet

Review/Approval of Draft Fin Comm 2021 Annual Report - due on 1/5/22

-Revised draft sent 12/29/21. However, based on last Fin Comm meeting (12/30/21) and last night’s (1/3/22) CRC meeting with David Lyttle participating in Public Comment on our behalf and strongly supporting the work that we’re doing, the suggestion for the CRC paragraph is to simply say that the Fin Comm suggestions for Charter changes do not change our role.

Mr. Counihan made a few minor suggestions just before tonight’s meeting that were discussed and most will be incorporated into the final document.

Motion by Mr. Athanassiou to approve the revised draft Fin Comm 2021 Annual Report as final; second by Ms. Baird. The vote was 7-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Counihan, Kanaga and Mahoney all voting aye by roll-call.

Ms. Bruneau will make the final changes and forward the document to Town Hall tomorrow with the required 2021 Fin Comm membership changes.

Review/Act on FY22 Finance Committee Priorities

- Update Fin Comm/Other Charter Review Meetings/Discussions - bottom line, as agreed at the 12/30/21 Fin Comm meeting with Town Moderator/Fin Comm appointing authority participating, David Lyttle joined last night’s CRC meeting during Public Comment and spoke in strong support of Fin Comm and what we’re doing/have been doing - all per the current Charter definition of Fin Comm’s

role. In his view, no changes are needed to 8-1-6 which defines the primary role of Fin Comm. Much discussion ensued, but in the end, the CRC conducted a preliminary vote (as they have been doing for other Charter changes over the past few months) and voted unanimously not to change 8-1-6.

-The material related to these meetings/discussions - including the 2010 emails/memos from John Kelly and Town Counsel Mike Ford - which we still haven't seen - will be posted on the CRC website.

- Gail Meyers Lavin referred to an email from John Kelly about Chapter 4 - Town Administrator - Section 3 on Duties - paragraph 4-3-2(c) which currently ends with a sentence that says "The TA, with the approval of the Board of Selectmen and the Finance Committee, shall have the authority under extraordinary circumstances to transfer funds within the budget as long as the total budget is not increased." This last sentence was apparently OK'd in TM - apparently in 1998 per the spreadsheet of changes - but it was rejected by the MA Atty General's office and thus it was never on the Town Ballot and should never have been included in the Charter. It will now be removed from the Charter on the Town website.

-The CRC has realized that they're running out of time between now and May Town Meeting. Gail Meyers Lavin noted that the Warrant closes for Committees and Board submissions on 2/21/22. So anything that they want to submit for May Town Meeting will have to be drafted, cleared with Town Counsel, discussed in a public hearing, and agreed with the Select Board - prior to 2/21/22. They talked of the possibility of 11-12 Warrant Articles because typically each topic/issue is its own Warrant Article. So they will likely start meeting almost weekly - minus the 2 holiday Mondays in Jan/Feb - just 5 dates. They are going to look at what they've done to date and to begin prioritizing issues, then draft Articles.

- Update FY22 Financial Reporting and FY23 Budget Process - November financial reports moved into the Drop Box, including Local Receipts and EF YTD reports. Mr. Athanassiou and Ms. Bruneau met with Tom Daley and Nate Sears on 1/4/22 to follow up on some EF reporting and budgeting questions. Very helpful meeting. Mr. Daley was ready for us - we worked through each of the 11/30/21 month-end EF appropriation reports - looking at YTD expenses and revenues. He had flagged the same questions that we had, confirming seasonality of some revenue lines and expenses (eg, timing/impact of beach and transfer station sticker sales). Some beach expenses are FY front-loaded with most expenses in July-Sept. Noted that a number of contracts now out to bid. Likely FY23 costs will be higher. Still checking on beach electricity. New food truck contracts - will pay more for electricity if park truck overnight. Lots of "lessons learned". Checking Rock Harbor electricity - prior year, discovered squatter; this year, increased boat usage - user fees cover electricity. May renew campaign for "pay as you throw" for Trans Station; meanwhile have improved signage; added books and fabric; trash still up. Glass goes to Rochester; crushed and resold to RBO for construction projects.

-Some "lessons learned" in EF budget process - will shift some hours/expenses among EF's for Natural Resources people and equipment (eg, between DPW and Moorings and Rock Harbor). Also reallocate sticker sales salaries (Trash/Beaches). Considering kiosks for Nauset and Rock Harbor.

-Separately - the FY23 Budget process starts soon - the Budget s/be available a week from tomorrow - TBD how that will be provided - whether electronic or hard-copy on that Friday. If hard-copy, Ms. Bruneau can pick up material for everyone for later pick-up at her house. The Budget will be presented to the Select Board on 1/19 - but TBD whether Fin Comm will be invited to participate - to be able to ask questions. We haven't been invited the past few years. At next week's meeting we can decide on a standard format for Budget review reporting. Relatively standard last year with a little more to do for financial info - particularly if/as we plan to post this info on the Fin Comm website.

- Update - Sewer Project and Wastewater Planning Communication Strategies - per discussion at Fin Comm meeting on 12/9/21, Ms. Bruneau provided input to BOWSC at their 12/15/21 monthly meeting re Fin Comm concerns/suggestions re need for more/timely communication for property owners - for Downtown as well as MHP/other future areas of Town - particularly re property owner costs - application fees, connection fees, pipes to street, possibility of pump if below grade, on-going usage-

based sewer charges (to be part of quarterly water bills). No action was taken. Perhaps a reminder to the Select Board to make something happen?

Motion by Mr. Kanaga for the Finance Committee to send a letter to the Select Board regarding the need for clear, timely communication regarding sewer-related capital costs and operating costs for impacted property owners as well as other sewer project information regarding future projects, second by Mr. Coughlin. The vote was 7-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Coughlin, Kanaga and Mahoney all voting aye by roll-call.

Ms. Bruneau will draft a letter and review it with 2 or 3 Fin Comm members over the weekend with a plan to send it to the Select Board by Monday, 1/10/22.

- Update - Other FY22 Finance Committee Discussions and Priorities

-Audit Reports for Y/E 6/30/21 are in the Fin Comm mailbox at Town Hall; unsure when or whether the Auditors will be presenting to Select Board. Remember that Town auditors Powers & Sullivan are same auditors that sign off on Wellfleet's financials - in fact, the same audit partner. Report includes standard statement on Internal Control over Financial Reporting & did not identify any deficiencies in internal control that they would consider to be material weaknesses.

Review/Act on Action Items / General Updates Including Recent Select Board Meetings

-Select Board 12/15/21 - first round of Fire Station Feasibility Study Committee interviews; second round this week and Committee members chosen; also Committee "charge" changed this week to allow for 7 members; as before - Chief and Ron Collins will be "ad hoc" members.

-Approved land disposition agreement for 107 Main Street which would convey property to HAC at closing; vote 4-0-1. Fine print in agreement, if something goes wrong, property reverts to AHTB.

-Reviewed draft Host Community Agreement with Seaside Joint Ventures - cannabis concern to be located on Lots Hollow Road - this one focused on Seaside as a manufacturing facility.

-Voted to sign CVEC agreement for 2 projects - roof project at DPW and ground-mount project at old composting site (that one subject to OKH approval). Both part of "Round 6" CVEC funding.

-Reference to Affordable Housing "tutorial" for Boards/Committees on 2/1/22 to establish common language. Alan McClennen noted this as reason for postponing Fin Comm meeting w/ AHC/AHTB on 1/13/22 and noted that Fin Comm would be invited to the 2/1/22 session.

-Town Administrator's Report - noted 4 new employees and 6 resignations. Mathison asked about exit interviews - apparently not performed consistently. John Kelly noted Orleans compensation is more competitive now though 1 FD to Yarmouth for more pay. KG noted guy hired as Wellfleet building inspector didn't stay as he couldn't find housing. Andrea Reed suggested future agenda about this - could Town supplement housing for some (eg, firefighters, OPD).

-Liaison reports - Climate Change - newly energized Committee - need to spend current grant money to get more; maybe add non-voting NRSD kid to Committee; working on net-zero bylaw (research; Ron Collins presentation). Mathison - Shellfish working on parking and landings. Meff - PB public hearing 1/25/22 re real estate/other signs.

-Select Board 1/5/22 - finished Fire Station Feasibility Study Comm interviews; voted to change Committee from 5 to 7 members. Report due date 8/1/22. Will vote on members at next meeting.

-Nauset Estuary Dredging discussion, agreed to wait pending Eastham report.

-Town Administrator report - working on contract w/ Sewer Contract Operations vendor. Funded from Stabilization Fund though need Town Meeting approval for spending.

-Liaison reports - M.Hermann is now Select Board liaison to Chamber of Commerce, opening line of communication (not all town businesses, but a start).

Finance Committee Liaison Reports

-NRSD/OES - will need new HS Principal; any news about sign-ups for Pre-K? Maybe in a December appropriations report (Town cost - not a school cost). OES numbers continue to decline - some perhaps

COVID related? But K jumped from 16 to 29. Total down from 175 to 164. No easy info on "home-schooled".

-Library/COA - still need appts to donate books. Sewer project construction at Town Green but also improving sidewalk/access to Library

-Rec Advisory Comm - pretty apparent that something needs to happen to resolve disconnect between Rec Dept and RAC. Likely Select Board needs to solve.

-BOWSC - noted about; but also - continued push for Eye-on-Water registration; critical for people to provide access info to town; no longer any (else not easy) write-off if excessive leaks whether leaky toilet or frozen pipes.

-CPC - this afternoon - brief review of FY23 project applications (17); project monitoring reports for prior FY projects FY19-FY22.

-AHC on Tuesday - met w/ Developer Chris DeSisto (Underground Mall buyer) - he had contacted them for opportunity. Provided prelim site plans. He working in construction for 30 yrs - mostly Boston though built a house in Wellfleet. Plan - 43 units (18 1-beds - 700SF; 25 2-beds - 900SF) in 6 bldgs on 3.65 acres. Plans to re-use existing bldgs.; however, underground parking (90 total spaces) with current asphalt replaced by greenery. Not a 40B project; privately funded. Will manage it themselves (living on-site) and hold onto property; all rental; workforce housing; rents TBD. Ref courtyard; 3 bldgs with 1 and 2-beds; 3 w/ 2-beds only; 3 stories, no elevators; 30' high; one section w/ 3-4' parapet to hide solar. Community room. Cape materials but not Cape dormers, etc. Green space for picnics, recreation, maybe pickleball, etc. Most units identical - no hierarchy. No plan for retail though ref to maybe day-care, early childhood. Five w/be "affordable". Will run own "lottery" but TBD. Meeting with OKH Committee on Thurs/Fri. Timeline TBD - "as long as it takes". Company - he himself plus few carpenters; workshop in Roxbury; sub-contracts. He will be on-site every day.

-Gov. Prence (from AHCmtg) - Fran McClennen reported: 1 response to RFI (Brian Sosner) - proposed mkt-rate condos developed for mixed income ownership. RFP - one strong response. GM confirmed that Committee is in charge of moving this along - consults work for Committee.

-Planning Board - Ms. Bruneau attended a couple of the "Streetsense" stakeholder meetings; sent summary notes to George Meservey at his request; next PB mtg is next Tuesday (1/11/22). Overall - disappointing turnout; not a lot of "strategic thinking". However, provided a bit of an opportunity for gripe session - did ID some of the challenges - opportunity for consultants to listen to small cross-section of residents and business owners. Perhaps some of this c/be addressed sooner - eg, need for better communication and a business-friendly Town Hall. Longer term TBD - econ vitality/econ development.

Review Schedule and Items for Future Agendas

-1/13/22 - regular Fin Comm mtg; AHC/AHTB participation postponed; focus on get-ready for FY23 Budget season

-1/14/22 - FY23 Budget and FY24-28 CIP due to Select Board and Fin Comm

-1/19/22 - FY23 Budget and FY24-28 CIP presented to Select Board; TBD whether Fin Comm will be invited to participate

-1/27/22 - first Fin Comm mtg w/ FY23 Budget in hand


-02/1/22 - Affordable Housing "tutorial" in person or Zoom session - 4:30pm

- Feb 2022 and March 2022 - weekly Fin Comm meetings

-Thurs, 2/17 - joint mtg w/ Select Board at Fin Comm, public hearing on FY24-28 CIP

-Wednes, 3/2 - joint mtg w/ Select Board hosted by Select Board; public hearing on FY23 Budget

Adjourn: Motion by Mr. Mahoney to adjourn, second by Ms. Baird. The vote was 7-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Counihan, Kanaga and Mahoney all voting aye by roll-call. The meeting was adjourned at 9:30pm.

Respectfully submitted, 
Timothy R. Counihan, Fin Com Clerk 2/2/22

Stacy Faber, Recording Secretary

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

1. January 6, 2022 Finance Committee meeting agenda
2. Fire Department Reserve Fund Transfer Request dated 1/4/22 (\$18k to help cover state Fire Academy training for new recruits plus \$8902.56 to cover electricity costs through year-end)
3. Open Space Acquisition History 1987-2020 (Open Space website)
4. Conservation, Recreation and Open Space Plan ("CROS" Plan) (Open Space website)
5. FY22 Conservation Department Budget and related YTD financial reports
6. 2021 Open Space Map (Conservation Commission website)
7. 2021/2022 Work List for Orleans Conservation Properties
8. CPA Application for Putnam Farm Project for FY23 CPA Funding (CPC website)
9. Conservation Commission Land Management Plans (Conservation Commission website)
10. Draft Land Management Plan for 141 Portanimitcut Road (Cons Commission website)
11. Regulations for Use of Lands under Management (Conservation Commission website)
12. Town of Orleans Wetlands Regulations / Chapter 196A (Conservation Commission website)
13. Open Space Committee Remarks for 1/6/22 Finance Committee Meeting
14. Draft minutes for the 12/9/21 Finance Committee meeting
15. Draft Finance Committee 2021 Annual Report
16. July 27, 2010 Memos from Town Administrator John Kelly and Town Counsel Mike Ford to the Select Board re the role of the Finance Committee
17. November month-end financial reports, including the Local Receipts Comparison report and the Enterprise Funds YTD reports
18. Town of Orleans Year-end 6/30/21 Audit Report from Powers & Sullivan (Finance Department)
19. Select Board meeting packet for 12/15/21 Select Board meeting (Select Board website)
20. Select Board meeting packet for 1/5/22 Select Board meeting (Select Board website)

The minutes for the January 6, 2022 Finance Committee meeting were reviewed and approved at the January 27, 2022 meeting. **Motion to approve by Mr. Counihan; second by Ms. Baird. The vote was 7-0-1 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Counihan, Kanaga and Mahoney all voting aye by roll-call. Mr. O'Meara abstained as he was absent from the January 6 meeting.**