



23 JAN 24 8:55AM

SELECT BOARD MEETING
 Wednesday, January 18, 2023
 Nauset Room, Town Hall
MINUTES

A hybrid meeting of the Town of Orleans Select Board was held in the Nauset Room at Town Hall and via Zoom and Channel 18 at 4pm on January 18, 2023

In attendance were Select Board Chair Reed, Vice Chair Herman, Clerk Runyon, Mr. Galligan, and Mr. Mathison. The Director of Finance also attended the meeting. Interim Town Administrator Sumner attended via Zoom.

1. Call to Order - Ms. Reed called the meeting to order at 4pm.
2. Meet in Executive Session to discuss the purchase, exchange, lease, or value of real property located on Rt. 6A, Main St, and Tonset Rd.

Motion: Move to go into Executive Session to consider the purchase, exchange, lease, or value of real property and that the Chair declare that an open meeting may have a detrimental effect on the negotiating position of the body, and to reconvene in Open Session.

The chair declared that an open meeting may have a detrimental effect on the negotiating position of the body.

3. Collins Center Presentation of Recreation Organization and Staffing Study Report - Ms. Reed resumed the Open Session of the Board Meeting with nothing to report from the Executive Session. Mr. Colson, Ms. Roy, Mr. Tarr presented from the Collins Center for Public Management on the Orleans Recreation Department Organizational Study Report. Mr. Colson provided an overview of methods and goals for developing the draft report. The current operation and perceptions of the department were reviewed based on interviews and a public forum.

Recommendations covered four main areas: Staffing, Organizational Structure, Finance, and Programs. It was noted that comparable communities spend a significantly greater amount on staffing and are, therefore, able to spend a greater amount of time on financial planning, training and communication. Staffing: A Full-time Recreation Director with administrative, planning and communication skills is needed with sufficient support staff. Organization: It was suggested that Public Works is not the best place for Recreation. A Department of Community Life was recommended with a Community Life Working Group meeting regularly to help meet needs. Synergies could be developed among the Council on Aging, Recreation, Cultural District, and regional departments and organizations. Linking the Library, Schools, Veterans Services and Beaches/Natural Resources should all link with the Community Life Working Group.

Some recommendations were made to improve communication and collaboration across departments, other organizations, and not-for-profits and how to meet needs for more expansive recreational activities.

Finances were reviewed. Existing software offers opportunities to track programs and measure value but is being under-utilized. Consider whether fees can cover costs before

funding programs.

Essentially, the many recommendations were to make the department structure more beneficial. Tap into the public support for recreation, volunteers, and multigenerational opportunities. A communication strategy needs to be developed and followed reliably. A full time director would improve planning and accountability. Training in the use of existing software is needed as a priority. Financing of the recreation programs needs to be better understood. There was some discussion about the report and the example of the town of Marion, in particular. Regionalization was discussed briefly including a regional community center. The need for collaboration across resources was acknowledged as an opportunity. Clarification of the fee structure and the use of revolving funds was requested. The draft report will be posted until the final report is available.

4. Discussion of Recreation Director position and possible vote for increase in hours from 35 to 40 hours per week. Discussion touched upon the financial ability to cover an increase in hours, separation of the Recreation Department from DPW, and the desire to have an inclusive process.

Mr. Runyon moved to approve an increase from 35 to 40 hours per week for the Recreation Director. Mr. Herman seconded the motion. All voted in favor of the motion. Motion passed: 5-0-0.

5. Interim TA Overview of FY24 Budget and FY25 – FY29 Capital Improvements Plan - Mr. Sumner presented the draft Proposed Budget for FY24. He reminded the board of the Town's goal for the budget. The budget forecast includes the free cash balance of an estimated \$545K. Mr. Sumner also noted several expenses planned for during FY24. Budget forecasts for the schools are expected soon. He briefly reviewed the Enterprise Funds, but they have yet to put forecasts together. The Property Tax Levy will increase by 2.9%. Property tax rates increase by 0.8%. Non-property taxes, which make up 26.5% of total revenues, show a decrease from FY23. School budget numbers are still pending. Total debt service payments decrease by approximately \$351K. Mr. Sumner noted increases, decreases and variations in budgets for various departments and projects. The Select Board will meet in February and have a chance to discuss changes to fees and support levels for various Enterprise Funds. Overall, Mr. Sumner noted that priorities will have to be set because there is only a small amount available in unused levy capacity and only \$545K in free cash for programs or needs. An override may be the only alternative for tackling greater issues.

Next steps are to set a budget review schedule, transmit the budget to the Finance Committee and hold a Public Hearing with the Finance Committee on March 15, 2023.

Mr. Sumner then reviewed the Capital Improvements Plan for FY25-FY29. He listed proposed projects and budgets and reviewed the 10 Year Inventory & Replacement Schedule for vehicles and equipment. Next steps are to set a review schedule, transmit a copy to the Finance Committee within 30 days and a Feb 16, 2023 Joint Public Hearing with Finance Committee.

Mr. Runyon reminded everyone of the valuable assets of the other DPW property used for cold Storage and at the one at Bay Ridge and it was suggested these not be overlooked. The Library was also added to the list of considerations.

6. Possible vote to confirm support for the research and preparation of a year-round rental registration article for the Town Meeting. Discussion confirmed the need for data about rentals.

Mr. Mathison moved to vote to ask the Town Administrator and staff to do research and preparation of an article pertaining to registration of all rentals in Orleans. Mr. Runyon seconded the motion and noted Town Counsel could be consulted if needed in addition to staff. All voted in favor of the motion. Motion passed: 5-0-0.

7. Vote to issue letter of support for CPC application submitted by Orleans DPW for the historical renovation of the Town Bandstand. There was much discussion about the project. Some board members said they felt the project was not a good use of CPC funding and that \$55K was too much money for such a design project. It was suggested the project could be withdrawn at a later date if a superior solution and funding options became available. Mr. Mathison suggested the Bandstand should be maintained as a town resource through the Department of Public Works as part of a master plan to keep Town assets maintained. Mr. Runyon stated he would like the Bandstand project to move forward as a priority.

Mr. Galligan moved to approve a letter of support for the application to the CPC by the Orleans DPW for the historical renovation of the Town Bandstand. Mr. Runyon seconded the motion. Mr. Galligan, Mr. Runyon, and Ms. Reed voted in AYE in favor of the motion. Mr. Herman and Mr. Mathison voted NO on the motion. The letter of support was passed with a 3-2-0 vote.

8. Vote to call an annual Town Meeting for May 8th and Annual Town Election for May 16.

Mr. Galligan moved to vote to call the annual Town Meeting for May 8th and Annual Town Election for May 16th. Mr. Mathison seconded the motion. All voted in favor of the motion. Motion passed: 5-0-0.

9. Discussion and vote to approve a seasonal closure request for the Annual All Alcoholic Beverages License held by Ten Yen LLC, 56 Main Street, Michael Jacek, Manager –

Mr. Herman moved to vote to approve the request of Michael Jacek, owner/manager of Ten Yen LLC, dba Ten Yen, 56 Main Street to temporary close for business from January 9, 2023, to March 9, 2023, in accordance with the Town of Orleans Rules and Regulations of the Liquor Licensing Authority under M.G.L. Chapter 138. Mr. Mathison seconded the motion. All voted in favor of the motion. Motion carried: 5-0-0.

10. Liaison Reports

Mr. Galligan updated about Water & Sewer Commissioners.

Mr. Herman updated regarding solar usage in the town through the Climate & Energy Committee.

Mr. Herman mentioned the Conservation Commission and the wetland restoration at Putnam Farm and vegetation at Pilgrim Beach.

The 4th of July Committee is meeting again.

The Affordable Housing Trust Board met and will need to dispose of the property at the former Governor Prence site at the next Town meeting. Debate continues on how to address housing needs above 100% AMI.

Human Services will meet weekly through March.

Mr. Mathison advised OES is in the budget process.

11. Items for Future Agendas

Solar panels on Town buildings

Future potential funding for wastewater

Secession planning in the Town

Explore how to open a regional discussion on mental health, community centers, climate and energy solutions, recreation and various shared needs outside the scope of affordable housing and sewerage.

12. Adjourn

Mr. Herman moved to adjourn. Mr. Mathison seconded the motion. All voted in favor of the motion. Motion carried: 5-0-0.

*Respectfully submitted,
Jennifer Fountain*