



# Town of Orleans

Tel (508) 240-3700  
Fax (508) 240-3388

Asst.  
ORLEANS TOWN CLERK  
[Signature]  
'22 FEB 23 10:33AM

## Finance Committee Meeting

19 School Road Orleans Massachusetts 02653-3699

### MEETING MINUTES

Thursday, January 27, 2022 - 7:00 p.m.

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 Committee Clerk Tim Counihan as well as Committee members Elaine Baird, Chris Kanaga, Constance Kramer, Ed Mahoney and Peter O'Meara.

**Guests:** Select Board member and Fin Comm Liaison Kevin Galligan, with Mia Baumgarten from Media Ops providing technical support.

**Public Comment:** none this evening

**Announcements:** Nomination papers are available from the Town Clerk's office for nearly a dozen elected offices for the Town election scheduled for Tuesday, May 17, 2022. Last day to obtain papers is 3/25/22 and last day to submit is 3/29/22.

-Contact the Town Administrator's office if you'd like to submit a citizen's petition for a Warrant Article for Town Meeting. The form and the petition procedure are posted on the Town website in the Town Meeting tab Due date with signatures is March 10, 2022.

-On February 1, 2022 at 4:30pm the Affordable Housing Committee is hosting a webinar on Affordable Housing. The first half of the program will feature Andrea Aldana from the Community Development Partnership providing an overview of affordable housing on the Cape, then Marsha Allgeier, the Orleans Affordable Housing Coordinator, providing an update on affordable housing in Orleans, followed by a Q&A session moderated by AHC Chairman Nancy Renn. All are welcome to participate.

### **Finance Committee Introductions / Further Discussion re Adding Bios to Fin Comm Website**

Each Fin Comm member provided brief background, education and career experience. When the new Town website launches in March, Fin Comm will plan to add short bio's for each member of the Finance Committee to the Fin Comm website. Tim Counihan will share some examples of short, focused bio's.

### **Review/Approval of Finance Committee Meeting Minutes**

-Review/Approval of the January 6, 2022 Meeting Minutes

**Motion by Mr. Counihan to approve the January 6, 2022 meeting minutes, second by Ms. Baird. The vote was 7-0-1 with Mmes. Bruneau, Baird and Kramer 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.**

-Review/Approval of the January 13, 2022 Meeting Minutes

**Motion by Ms. Baird to approve the January 13, 2022 meeting minutes, second by Mr. Counihan. The vote was 8-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Counihan, Kanaga, Mahoney and O'Meara all voting aye by roll-call.**

**Continue Discussion re FY23 Budget and FY24-28 CIP and Fin Comm Budget Review Process Including Budget Review Reporting**

-FY23 Budget material and CIP's all picked up/delivered. The BCD schedules that provide the detailed spreadsheets supporting each Dept's budget are in the Drop Box in the COMPLETE Budget/CIP version. Schedule B includes "Departmental Salaries and Wages" person by person, with budget numbers, longevity payments, current total and proposed total. Schedule C - "Resource Sheet" includes line-by-line detail for all of the proposed expenses. And then Schedule D pulls it all together with some summarization (eg, certain salary categories, certain expense categories, etc.) and shows this year and next year, the dollar change and the percent change. Consider pulling these schedules for the Departments that you're reviewing to see the calculated changes.

-Last meeting, Fin Comm talked about the Budget Review process and reporting. Information was provided that showed common themes in reporting from last year - perhaps a starting point for this year plus other topics for discussion with department managers. Consider any additional topics for discussion with most/all Departments and add these at next week's meeting.

-Very interesting to read the 5-year look-ahead forms/supplemental information - sometimes fairly extensive memos. In John Kelly's Budget Message in Section 1, at the bottom of page 4 when he's talking about Section 3 - the Department budget detail - he notes that the worksheets are included along with supporting documentation and then notes that he will provide his recommendations under separate cover for discussion with the Board during the budget review process. No mention of timing.

**Review/Act on FY22 Fin Comm Priorities/Action Items, Including Voting as Appropriate**

- Sewer Project and Wastewater Planning Communication Strategies - At the BOWSC meeting on 1/19/22, Alan McClennen talked about project costs/project history. Town Mtg approved money coming FROM that fund - money being spent - not money going into that fund. Money goes in from extra 2% hotel/motel tax (voted at May 2019 TM). Ms. Bruneau forwarded her email to all this week. Nothing back from Alan except reference to Stabilization Fund prepositions. He has also quoted numbers from Chatham - for gravity sewers, a median cost of \$8.5k - but doesn't say what this number includes - whether just the pipes from house to street - or also abandonment of septic system. We will need to be at the 2/9/22 joint meeting of the Select Board and the BOWSC.

-NRSD and OES Discussions - sent email to Judy Schumacher (OES School Committee) regarding school choice question; second reply this morning - still very busy with Superintendent selection; will get back to us then.

-OES - Fire Station - Sent Ron Collins presentation from prior OES meeting. OES did NOT yet vote on participation in Feasibility Study location process; OES Principal Elaine Pender outlined long list of considerations that c/be advantages/site improvements; will vote at next OES mtg. Meanwhile - working on budget; draft forwarded and in Drop Box. NRSD budget also forwarded and in Drop Box.

- FY22 Financial Reporting - monthly reports forwarded and in Drop Box. No reports yet on Local Receipts report or EF Revenue; 12/31/21 Appropriations could be helpful for Dept budget meetings. Also forwarded the quarterly Capital Project Fund reports - 17 of these - look at "Encumbrances" toward right side of reports to see what current spending is and also current Fund balances.

-Included 6/30/21 Audit Reports with the FY23 Budget material. Question had come up regarding auditor rotation. Did a bit of "research" on the Town website and found what I was looking for in the April 29, 2020 Select Board meeting minutes. That was when the Select Board interviewed 2 firms for the next 3-year contract. Powers & Sullivan was selected again by a vote of 3-1-1 (Cecil against; KG abstained). Previous auditors - Roselli, Clark & Associates (Woburn) had signed off through 6/30/16.

Then Powers & Sullivan signed a contract for 3 years through 6/30/19. Then re-select for 3 more years. They've done FY20 and FY21 so just one more year - 6/30/22. Interestingly - the firm that they were competing against 2 years ago (CLA Connect) would have been cheaper - \$30K/year. Powers & Sullivan is \$30.5k/yr. Due to the pandemic, they have not done an in-depth internal controls review of an individual department for the past 2 years. No word about when/whether the Auditors will present their Audit report to the Select Board.

-Conflict of Interest reporting - sent material from Molly Bates last Wednesday. Everyone needs to sign and return the acknowledgement page - or send an email with their acknowledgement. And 3 newest members actually need to complete the on-line training by 04/01/22.

### **General Updates Including Recent Select Board Meetings**

-Select Board Meeting 1/19/22 - started with Executive Session - meeting with Police Chief and Deputy for continued collective bargaining discussion re police union - nothing to report.

-Met with Town Counsel Mike Ford on several topics - final legal language for Land Disposition Agreement for 107 Main St. Voted to approve Local Initiative Program application for 107 Main St - clears the way for HAC to apply for funding; nothing said about who pays fees but looks like town. Also final legal language for Host Community Agreement for Seaside LLC manufacturing facility on Lots Hollow Road (cannabis). Also a discussion on boundary between Eastham and Orleans through Town Cove; Mike Ford said it is not the channel itself thus any dredging w/ not impact the boundary/create boundary dispute.

-Select Board also voted to approve \$11.5M in Bonds - 9 bidders; Fidelity best deal; 20 yrs at 1.636%. Prior - 11/20 - 1.62%; 1/19 - 1.84%; 11/17 - 2.5% (dollars not shown). Also \$14.973M in BANs on 1/3/22 maturing 1/27/23 - Net Interest Cost - Piper Sandler 0.326%. Other prior - 1/21 - 0.15%; 1/20 - 1.01%; 1/19 - 1.79%.

-Topic came up re debt doubling over next 2 years (as noted in S&P report) – Cathy Doane said it isn't budgeted that way; moving away from debt exclusion - but no further explanation/detail. Meff asked about the debt charts - but Cathy replied that she only updates that information once/year. She expects that interest rates eventually will go up. We can certainly ask more questions about this during the Budget public hearing on 03/02/22.

-Discussion about potential uses for regional COVID (ARPA) money but tabled discussion pending further information and other meetings coming up,

-Discussion on possible uses for cannabis revenue. Noted that Wellfleet got \$250k from 4 cannabis shops. Voted to put Article on Warrant to set up stabilization fund to accumulate revenue and then decide how to use it - but w/ take Town Mtg vote to spend it (from a Stabilization Fund).

-FY23 Budget presentation – John Kelly wasn't ready

-Fire Station Feasibility Study Committee was appointed. Discussion on the "charge" but not clear that any changes actually made at this time – John Kelly suggested that changes could be made later if/as needed - make a list of ideas (eg, adding an OES liaison; "green" considerations, etc.)

-Gov. Prence insurance update - canceled policy as was and signed up for new policy - general liability for the property but not the building - don't need damage coverage for buildings to be demolished. Not sure why agent didn't advise this 6-9 months ago.

-Liaison reports – Kevin Galligan on Cape & Islands – things are good, money is coming in. Statute provided for; went back to prior debt communities & granted subsidy under what they were allowed. County septic loan plan – urged County to expand eligibility of septic loan plan to help property owners to cover the costs of connection to sewer.

-Michael Hermann - Farmers Market to be at Old Fire House on Saturdays next 2 months - inside/out.

### **Finance Committee Liaison Reports Including Discussion - Fin Comm Liaison Role with Possible Vote re Any Changes to Wording**

-Liaison role - sent Fin Comm Liaison guidelines/role definition that was approved by Fin Comm on 9/24/20 and on website. Does it need to be updated? Suggestions by Ms. Baird and Mr. Athanassiou for simplifying third paragraph. Any other ideas? Not looking for a complete do-over. Roll-call vote on any changes and then will ask Sarah Eaton to put revised version onto website.

**Motion by Mr. Kanaga to approve the revised Fin Comm liaison role/definition; second by Ms. Baird. The vote was 8-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Counihan, Kanaga, Mahoney and O'Meara all voting aye by roll-call.**

**-Liaison Reports**

-NRSD/OES - NRSD selection of new Superintendent will be completed by tomorrow. Budget review continues for both NRSD and OES by respective School Committees.

-Library/COA - Elaine - COA flood update sent Monday; clean-up will take 3-4 months. Will be able to keep the day center program going sporadically in the meantime.

-BOWSC - sewer project update meetings today; will be changing unsightly vent pipe next to Library; 2 more weeks of parking lot interruptions - then s/be much less invasive. WWTF project about a month behind due to supply chain challenges.

-AHTB (next Tuesday, 1/18/22) - sent info regarding their catalogue of accomplishments on 1/14/22 - TBD re "where to go from here". Glosses over financial info. We could ask for this when we meet with them - this has been an issue in other towns. Update on 107 Main St. project from HAC rep but not much new news. Agenda included status of ADU's (Accessory Dwelling Units) in Orleans but very little track-able info about what and where and used by whom for what. Since 2016, 12 permitted. AHTB still to appear before CPC w/ request for funding/bonding.

-AHC-sponsored affordable housing webinar on 2/1/22 as noted during Announcements.

-CPC - (Meetings Thurs, 1/20/22 and 1/27/22) - bonding discussions very interesting/informative. Find and watch "bonding tutorial" - very helpful - good examples used to illustrate theory. At today's meeting, Town Treasurer Scott Walker "exercised" a bonding template "real time", using Orleans numbers. Also discussed "legal opinion" regarding bonding options.

-OPD/OFD - nothing additional.

-Gov. Prence - insurance issue resolved; working with consultant but also will be meeting with Planning Board to share ideas coming from Streetsense Econ Vitality project - thus perhaps other ideas - not just affordable housing.

-Planning Board (1/25/22) - "Streetsense" presentation; on PB website; welcome questions and comments/suggestions. Presented an initial "Diagnostic" based on 4 1-hour stakeholder meeting on 12/15/21 and a number of 1-on-1 interviews with others (not named) and other research. Did some comparison of Orleans vs. PTown, Chatham, Hyannis, Wellfleet, Harwich - things like accessibility, shopper friendliness. Also "graded" downtown Orleans vs. Town Cove/Rt. 6A - but some of that looked a bit odd too. Urge all to look at material and send any comments/ideas directly to George Meservey. Key finding - need for leadership; need for someone/some role or entity to pull it all together - to coordinate, to lead. Asked consultant to ID options for this. Also asked consultant to ID case studies as part of solution strategies - what are other comparable towns doing/have done - not just Cape towns but other seaside resort towns; best practices.

-Cons Comm/Open Space - anything new?

-Shellfish/Waterways - Ms. Bruneau reached out to Bill Amaru, Chair of Shellfish/Waterways to see if they might be interested in coming to a Fin Comm meeting as other Committees have done - copied Mathison and Nate Sears. Suggested that watching for Warrant Articles of specific interest. He will talk to his Committee at their next meeting.

-Charter Review (Mon, 1/24/22) - Fin Comm suggestions for changes are now in their on-line spreadsheet; however, some of them aren't captured very accurately in brief descriptions. Spent much of the meeting going through draft material on proposed changes. Public Hearing on 2/11/22 with Town Counsel review of their material before then (2/7/22). Then meeting with BOS on 3/2/22 - though that is public hearing on FY23 Budget. Some changes very simple - title of Town Administrator to Town Manager but not yet any role changes; several places to allow both Select Board and Fin Comm option to provide fliers at TM with info; change BOWSC to 7 plus 2 from 5 plus 2; limit TM speaking to 2 minutes instead of 5 (at Moderator discretion); Quorum - start with 100 but immediately go to zero; Town website key source of info instead of local papers; Select Board to issue Code of Conduct; define Emergency Planning group/role; many things not yet done - wait for Fall Town Meeting for more.

**Review Schedule and Items for Future Agendas**

-Tuesday, 2/1/22 - AHC hosts webinar on affordable housing

-Wednesday, 2/2/22 - FY23 Budget presentation at Select Board meeting

-Thursday, 2/3/22 - Fin Comm meeting; also every Thurs through Feb and March

-Wednesday, 2/9/22 - BOWSC at Select Board meeting re Betterment Assess, cost considerations

-Thursday, 2/17/22 - Fin Comm hosts public hearing on FY24-28 CIP, joint with Select Board

-Wednesday, 3/2/22 - Select Board hosts public hearing on FY23 Budget, joint with Fin Comm

**Adjourn: Motion by Mr. Counihan to adjourn, second by Mr. Athanassiou. The vote was 8-0 with Mmes. Bruneau, Baird and Kramer and Messrs. Athanassiou, Counihan, Kanaga, Mahoney and O'Meara all voting aye by roll-call.**

The meeting was adjourned at 8:52pm

Respectfully submitted,

Stacy Faber, Recording Secretary

**All documents listed below are in the Fin Comm Drop Box except as noted:**

1. January 27, 2022 Finance Committee meeting agenda
2. Citizen's Petition Form and Procedures for Town Meeting Warrant (Town Website)
3. Affordable Housing Webinar Scheduled for Tuesday, February 1, 2022 (AHC website)
4. Draft minutes for the 1/6/22 Finance Committee meeting
5. Draft minutes for the 1/13/22 Finance Committee meeting
6. FY23 Budget and FY24-28 CIP including BCD Schedules
7. 1/22/22 Lynn Bruneau email to BOWSC Chairman Alan McClennen re Wastewater Stabilization Fund use for sewer costs and prior discussions re sewer cost funding
8. Ron Collins presentation to the OES School Board re potential for siting a new Fire Station on OES property (1/10/22 OES meeting)
9. Planning Board Consultant "Streetsense" Diagnostic Report (Planning Board website)
10. Monthly Financial Reports forwarded by the Town Finance Department
11. Year-End 6/30/21 Annual Audit Report from Powers & Sullivan
12. Conflict of Interest Training/Sign-off Requirements Email from Molly Bates
13. Select Board meeting packet for 1/19/22 Select Board meeting (Select Board website)
14. Revised Fin Comm Liaison guidelines/role definition
15. Affordable Housing Trust Board 2021 "catalogue of accomplishments"

The minutes for the January 27, 2022 Finance Committee meeting were reviewed and approved at the February 10, 2022 meeting. **Motion to approve by Ms. Baird; second by Mr. Kanaga. The vote was 8-0 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Counihan, Kanaga, Mahoney and O'Meara all voting aye by roll-call.**

Signed: Timothy R Counihan Clerk  
Timothy R Counihan 2/22/22