



Town of Orleans

Finance Committee

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ORLEANS TOWN CLERK

Jennifer Heggen
23 MAY 5 11:28 AM

MEETING MINUTES

Thursday, April 13, 2023 – 6:15 pm

This was a hybrid meeting of the Orleans Finance Committee, convened in the Nauset Room at Town Hall, with remote participation provided by Zoom technology. Real-time public access was provided by Orleans Channel 18 on the Town website and cable television.

The meeting was called to order at 6:15 pm by Finance Committee Chairman Nick Athanassiou. Also attending and thus constituting a quorum were Committee Vice Chair Chris Kanaga (who arrived at 6:20pm), Committee Clerk Elaine Baird and Committee members Lynn Bruneau, Tim Counhan, Constance Kremer, Ed Mahoney and Peter O'Meara (participating remotely). Alisa Magnotta was absent.

Guests: Peggy O'Sullivan from Media Operations provided technical support for this meeting.

(0:15) Public Comment:

There were no public comments.

(00:30) Announcements:

Ms. Bruneau noted that the Tax Collector's office is reminding property owners that tax bills, mailed in January included the 4th Quarter installment bill which is due on or before May 1. If you have misplaced or did not receive your tax bill in January, you may obtain a copy online through from the Town website, or by calling the Tax Collector's office. Any questions, contact the Tax Collector's office.

Ms. Bruneau also noted that beach stickers and transfer station stickers will be available online and in-person at the Sticker Office (DPW Building, 40 Giddiah Hill Road) beginning the first week in May. The Sticker Office will be open Monday through Friday, 9am-1pm.

Ms. Kremer announced that there is a survey from the Cape Cod Young Professionals – "Shape Your Cape" – available on their website. They are seeking additional submissions. <https://capecodyoungprofessionals.org/2023-shape-the-cape-survey> from any/all age groups.

(2:00) Review / Approval of Finance Committee Meeting Minutes – 4/6/23

- **4/6/23** – Mr. Counihan moved to approve the minutes as drafted; Ms. Baird seconded. The vote was 6-0-1 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Counihan and O'Meara all voting "aye" by roll-call. Mr. Mahoney abstained as he was absent from the 4/6/23 meeting. Mr. Kanaga had not yet arrived at tonight's meeting in time to vote.

(5:00) Prepare questions for 4/20/23 meeting with Interim Town Administrator Charlie Sumner and Finance Director Cathy Doane

Ms. Bruneau noted the DPW Director Tom Daley will also be present at the 4/20/23 meeting to help address any questions related to the Enterprise Funds as well as DPW (one of the larger

Department budgets). Ms. Bruneau had shared a draft list of questions with Fin Comm members prior to tonight's meeting. Mr. Athanassiou added another Enterprise Fund strategy question and one related to reconciling apparently different operating budget totals. Mr. Counihan asked how many questions there might be in total, and how they would be divided among Fin Comm members. Mr. Athanassiou suggested that the focus should be on Town Meeting-related topics.

Mr. Counihan shared his questions which focused on Free Cash, the Finance Director's participating in Fin Comm meetings, and other experience with long-range planning and CIPs.

There was further discussion on the questions, which will be sent to Mr. Sumner, Ms. Doane and Mr. Daley ahead of the meeting on April 20. Ms. Bruneau will reorganize/re-order the draft questions based on tonight's discussion, incorporating suggestions/new questions from Fin Comm members and send the updated draft the Mr. Athanassiou over the weekend for any fine-tuning before he sends it on to Sumner, Doane and Daley and to the Finance Committee.

(45:00) Consider Fin Comm Town Meeting Warrant Article Discussion Points; Re-Vote Any Warrant Articles if/as Appropriate.

Fin Comm discussed which articles they will speak at Town Meeting. Mr. Mahoney asked to revote on Article 53 – Rental Registration Bylaw; however, it was suggested that a re-vote be deferred, pending a possible re-write of part of the Bylaw Article and full attendance of Fin Comm members.

There was discussion and then agreement on which articles will be spoken to at Town Meeting:

- Article 8-12 - Enterprise Fund Budgets - Mr. Counihan
- Articles 13 and 14 - Town/School Budget and CIP - Mr. Athanassiou
- Articles 16, 17, 18 - Fund various components of sewer project development (Phases I, II and III) - Ms. Bruneau
- Articles 21, 41, 43 and 49 - Fire Department Aerial Ladder Truck; Ambulance; Bunk/Locker Space Build-Out; Overtime - Ms. Bruneau
- Articles 31, 32, 60, 62, 63, 64 - Fund AHTB (original \$275K plus new \$225k); Special Legislation for Attainable Housing; Resolution to Support Housing Occupancy Deed Restriction; 2 Zoning Bylaws - Ms. Kremer
- Article 53 - Rental Registration Bylaw - Ms. Baird (presenting both "ayes" and "nays")
- Article 56 - Convey Gov. Prence Props. - Mr. Athanassiou ("ayes"); Mr. Mahoney ("nay")
- Special TM Article 3 - Free Cash Transfer - Mr. O'Meara or Ms. Bruneau

Write-ups of draft discussion points s/be shared at one or two Fin Comm meetings before Town Meeting, with presentations "timed" to keep things focused. Mr. Kanaga pointed out that Fin Comm clarification of Warrant Articles at Town Meeting can help to reduce otherwise lengthy discussion from the floor prior to voting on specific Articles.

(1:20:00) Updates

Update of Select Board Meeting discussions / decisions

Mr. Athanassiou reviewed the meeting, noting the interviews with Town Administrator candidates. Ms. Kremer asked who the top 2 contenders were for the Town Administrator position; Ms. Baird said that Donna Kalanick (Brewster) and Kim Newman (Mendon) were selected as the top two candidates with Ms. Newman as the candidate "preferred" by the Select Board. There was further discussion about the qualifications of the 2 candidates.

Liaison Reports as appropriate

Ms. Bruneau said that the Wastewater Management Advisory Committee continues to make progress and there will be discussion on the phases of the sewer projects at the Orleans Citizens' Forum next week. She is continuing to fight for further clarity re phase-by-phase project funding.

Mr. Athanassiou had distributed the material from the Planning Board that outlined the Planning Board "ask" for input from the Finance Committee, specific to one section of the Town's Comprehensive Plan as part of the just-now-getting-started effort to update the Comprehensive Plan (dating from 2006 with some updating in the interim). Various Town Boards and Committees are being asked to provide input on those sections of the Comp Plan that most closely pertain to the scope/focus of their Board/Committee. Accordingly, the Planning Board has asked Fin Comm for input on "Community Facilities and Services". Mr. Counihan noted that he has gone through the entire Comp Plan with notes/suggestions on most sections. Mr. Athanassiou suggested that after others had had a chance to review the material, we could determine how best to draft the Fin Comm response to the "ask".

Other general updates

The Fin Comm FY24 Annual Town Meeting letter has been well received by a number of Town officials who read it in the Warrant that went to press on Friday, April 7.

(1:50:00) Review Schedule and Items for Future Agendas

- April 20: Orleans Citizens' Forum; Nauset Room from 5-6:30pm and on Zoom and Channel 18; focus on key Warrant Articles
- April 20: Meet with Charlie Sumner, Cathy Doane and Tom Daley; Vote on Any Reserve Fund Transfer Requests
- April 27: Meet with AECOM/Others for Sewer Project/Planning Update; Finalize TM Warrant Article Discussion Roles and Focus of Key Points; Vote on Any Reserve Fund Transfer Requests
- May 4: Agree on TM Warrant Article Discussion Points; Any Final Voting/Re-Voting on Warrant Articles; Vote on Any Reserve Fund Transfer Requests
- May 8: Final Voting on TM Warrant Articles Prior to Town Meeting

Adjourn

Motion to adjourn by Mr. Counihan and seconded by Mr. Mahoney. The vote was 8-0-0 with Mmes. Baird, Bruneau, and Kremer and Messrs. Athanassiou, Counihan, O'Meara, Mahoney and Kanaga all voting "aye" by roll call. The meeting adjourned at 8:10pm.

Respectfully submitted,

Courtney Butler, Secretary

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

1. April 13, 2023 Finance Committee meeting agenda
2. Draft April 6, 2023 Fin Comm Meeting Minutes
3. Warrant Index for the May 2023 Town Meeting (from the 4/12/23 Select Board mtg)
4. Select Board meeting packet for the 4/12/23 Select Board meeting (Select Board website)
5. Draft Questions for 4/20/23 meeting with Interim Town Manager Charlie Sumner, Finance Director Cathy Doane and DPW Director Tom Daley

The minutes for the April 13, 2023 Finance Committee meeting were reviewed and approved at the April 20, 2023 meeting. The vote was 8-0 with Mmes. Baird, Bruneau and Magnotta and Messrs. Athanassiou, Counihan, Kanaga, Mahoney and O'Meara all voting "aye" by roll-call.