Town of Orleans

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Finance Committee Meeting

19 School Road Orleans Massachusetts 02653-3699

MEETING MINUTES
April 14, 2022 - 7:00pm

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 7:00pm by Finance Committee Chairman Lynn Bruneau. Also present and thus constituting a quorum were Committee Clerk Tim Counihan and the following Committee members: Elaine Baird, Lou Ciavarra, Chris Kanaga, Ed Mahoney and Peter O'Meara. Nick Athanassiou and Constance Kremer were absent.

Guests: Mia Baumgarten from Media Ops provided technical support for the meeting.

-**Public Comment:** none this evening
-**Announcements** - Real Estate and Personal Property Tax bills were mailed in January, including the 4th quarter installment bill which is due on or before May 2. If you have misplaced or did not receive your bill in January, you can obtain a copy online from the Town website, or call the Tax office for the amount due. Bills can be paid online or by mailing payment or dropping payment off at Tax office or in the Drop Box at Town Hall.
- The Town's IT/Media Ops Dept is continuing their workshops to help community members learn more about the new website. "Drop in" workshops in the Marion Craine room at the Library on most Fridays in April; also 5/13; 5/20 and 6/3 and 6/17.
- Wastewater project info on the "Government" page on the Town website. Info about the Downtown project currently underway as well as plans for the next phase for the MHP area. If you have questions about connecting for the Downtown area w/ "first flush" scheduled for 9/1 or the next phase/MHP - contact the "Sewer Ombudsman" Reggie Donoghue. Contact nfo posted. Sewer system "Frequently Asked Questions (FAQs) distributed today and on Town website.
-On Tuesday, 4/26 - the Economic Development consultants "Streetsense" will be presenting their report in a Zoom meeting starting at 6pm - info on Planning Dept website.
-Voter registration for the Tuesday, May 17 local election ends next Tuesday, April 19 - register online through the Town website or in person at Town Hall. Voting on May 17 - Council on Aging - both precincts - from 7am to 8pm. This year - no longer an option for "No-Excuse Voting by Mail". Absentee voting available for those unable to get to the polls (housebound, out of town). Forms available online or from Town Clerk's office.
-Beach stickers and/or transfer station stickers - Applications by mail or online only this year - the sticker office will not be open for walk-in service this year. Further info on the Town website.
-Annual Town Meeting - Monday May 9 at 6pm in the gymnasium. Childcare will be provided. The printed Warrant s/be available next week. Meanwhile, Warrant is on the town website - posted this afternoon. Save the date and time for Town Meeting!

Review/Approval of Any Reserve Fund Transfer Requests
-Ms. Baird and Ms. Bruneau met w/ Fire Chief Geof Deering on Friday, 4/8/22 for an overall update.

Details from that meeting added to back end of Budget Review write-up - including details about pending need for Reserve Fund Transfer request to cover engine rebuild for oldest of 3 ambulances - total cost over $27k. Chief will be talking to John Kelly and Cathy Doane this week/next and tee-ing this up for approval at next week's Fin Comm meeting.

Review/Approval of Finance Committee Meeting Minutes
-4/7/22 Fin Comm meeting - draft received last evening - not yet edited; defer to next week

Town Meeting and Special Town Meeting

a. **Continue Voting on Town Meeting and Special Town Meeting Warrant Articles if Needed**

-Agenda item in case anyone wants to reconsider any votes; also to determine if there's new information on any Articles that might change our votes, or inform us re Articles not yet voted. Follow-up/Pending:
- Articles 46 and 47 - Fund Police and Fire Union Contracts - no new information yet
- Article 49 - Free Cash - ATM
- Article 50 - Blue Economy - Summary now available; email to Bill Amaru/Shellfish & Waterways - talked to him briefly this afternoon; he will have Vice Chaiman David Slack and/or Suzanne Phillips get in touch for more discussion. Could be that Town already has info - Harbormaster has info re moorings and shellfish licenses and commercial fishermen/women. Potential risk - too much of a good thing. Commercial fisherfolk already competing for space with tourists. What happens if over-improve? Will fishermen/women be forced out and lose livelihood? More info to follow w/ maybe in person discussion next week or following.
- STM 1 - Bills of Prior Years - $193 but could change
- STM 2- Fund Unanticipated Employee Buyouts - no number yet

- Continue discussion - Town/School Budget - Fin Comm voted to approve 8-0 on 4/7. Budget itself is contingent upon ballot approval of Prop 2 1/2 general override of $627k to cover unanticipated NRSD differential. Ballot wording is specific to NRSD differential, but arguably, it could be based on $285k for 3 new positions instead. Earlier draft Warrant Indices had several Warrant Article projects being funded by "free cash"; now only a few FY22 are - $1k plus unknown amount for Unanticipated Employee Buyouts. Still transfer of "free cash" to Town's General Stabilization Fund $244k. Wait to see if general override passes.

b. **Determine Follow-up Requirements/Interests**
-Based on discussion - what else do we want to know - from whom?

c. Begin to Confirm Which Articles Fin Comm Will Address at Town Meeting; ID Speakers
- Likely will speak to EFs, Town/School Budget and CIP all at once - and reference Fin Comm letter to the Warrant at the same time as in the recent past (Ms. Bruneau to speak on these Articles)

Follow-up - Ms. Bruneau will follow up, checking Warrant Article wording on a number of prior general override Articles (eg, list provided by John Kelly for 10/20/20 Fin Comm discussion) - were budgets tied to contingent liabilities? Mr. Counihan noted that funding NRSD costs was not "discretionary" (the Town is required to pay its share of these costs). Thus perhaps the general overnide should instead be tied to "discretionary" costs. Mr. Kanaga and Mr. O'Meara agreed with the need for transparency and communication with taxpayers/voters re the need for any such overrides.

-107 Main St - voted 1-5 against -- Ms. Bruneau will ask Ms. Kremer to address her "aye" vote; Mr. Counihan will speak to the "nay" votes. .
- Sewer Assessment Bylaw and Funding MHP ($32.9M) and reference to 3 Water Dept. related Articles - likely do these together. Likely Ms. Bruneau to address these Articles. Bylaw - 6-0-2; MHP money - 6-0-1.

-Mr. Mahoney commented that there has been a lack of transparency regarding costs for those who will not be sewered. Mr. Kanaga commented that although not everyone may be connecting, having clean water for all is important for the town. Mr. O'Meara commented that citizens need to be aware of how much it will cost to connect, so they aren't unprepared for total connection costs. Ms. Bruneau read the connection cost estimates from the sewer project "Frequently Asked Question" material distributed earlier today.

Continue Discussion - Budget Review Reports with Focus on Findings and Recommendations and Follow-up

Still a few more write-ups TBD - OES, NRSD, Cape Tech. And still trading emails with Mr. Mahoney re Water Dept. write-up.

Mr. Mahoney commented on Moorings and the allocation of time from various to the Moorings EF. He asked about the "charge" for each of the Enterprise Funds - and what services should be included in each - eg, how to separate Moorings from the Harbormaster budget. He also noted that the proposed fee for recreation moorings has risen from $120.00 to $155.00, when departmental expenses are only $3,090.00. He feels that the Finance Department should review these allocations, as the allocations seem to perfectly offset the revenues. Ms. Bruneau noted that FY23 EF subsidies, where needed are exactly the same as for FY22.

Mr. Counihan suggested that some of the time allocated to Moorings goes for water/boating safety. Mr. O'Meara concurred re the use of this allocated time as did Ms. Baird, noting that the Harbormaster patrolled twice daily in season. Mr. Mahoney noted that some of the Budget write-ups were limited (eg, Moorings, Harbormaster) and thus the roles/responsibilities were unclear.

How to organize 5-year look-ahead worksheet information? John Kelly had indicated 6 weeks ago that he would organize that information and present it to the Select Board for prioritizing but he hasn't done that. Perhaps Fin Comm could organize the information and combine it with key Budget Review findings and recommendations. Focus on big needs - Cons Comm funding for property management; COA; turnout gear for the Fire Dept. and figure out some spending priorities. And get it done in time for Fall Town Meeting. Is there anything that s/be funded in FY23 that isn't yet on the list? Fall TM could be time for more budget updates.

Fin Comm Budget Reviews - Ms. Bruneau suggested doing some at each of next 3 meetings before TM. Next week - Fire Chief re Reserve Fund Transfer plus Tom Finan for Fire/Rescue Station Feasibility Study Comm update. Also Blue Economy update next week or following week. Suggest starting with all of Ms. Baird-plus-teammates next week plus Mr. Counihan-with-teammates - that would be 7 (Health, Cons Comm, COA, Planning Board, Library, Assessor, MIS/Telecoms).
For April 28 - 5 EF's plus Buildings & Facilities and Recreation - that would be 7 more.
For May 5 - wrap it up with Water, 3 schools, Fire and Police, Tax/Treasurer and Town Clerk.

Continue Discussion - Fin Comm Focus/Priorities
- Revenue opportunities/funding sources

-Cannabis - timing? Who decides how much of revenue w/be used for what? If a Stabilization Fund for revenue, w/ need to name use(s) but perhaps c/be somewhat general
-Short-term rental impact fees for owners of multiple properties
-Property tax strategies/residential exemption tax (continuing Tim Counihan idea)
-Shellfish propagation (Chatham example) – multi-million dollar revenue project; program is self-sufficient
-Sale/lease of unused/under-utilized Town properties
-Parking programs (eg, Rock Harbor)
-Pay As You Throw for Transfer Station

-Off-hours utilization of OES facilities (like Cape Tech)

-Other financial topics - continued discussion along lines of recent "debt & taxes" discussion. What focus areas of use/value? What about exploring funding strategies for work-force housing? Funding for meals programs at OES?

-Gov. Prence / Community Center / Library / COA / Fire Station
-Long-term planning and coordination of various planning studies.
-Role in post-Town Meeting wastewater committee.
-Re-look at liaison roles and discussion priorities based in part of Budget Review results.

General Updates Including Recent Select Board/Other Meetings
-Select Board 4/13/22 - Meservey/Planning Director quarterly report - brief update re Streetsense/Econ Development - will present to public on 4/26/22 and to Select Board on 5/11/22; drafted paragraphs to start report; starts with sentence attributing initiative to Fin Comm
-Reference to seasonal housing survey - 52/62 responses - underwhelming response so no further Planning Board action at this time. Michael Herman questioned results - he's hearing high demand/high need. Likely disconnect between survey and community. Meservey noted maybe transition at Chamber at that time.
-Ref Lonnie's Pond - hired grower. Also $40k/year for UMass to monitor - unclear if that is just Lonnie's Pond monitoring or other water quality projects. Also question about when will we get nitrogen credit from state for this effort - TBD.
-Wastewater - coordination with Pleasant Bay Alliance. Also with UMass Amherst on updating Nauset Estuary data. KG asked about this - esp. re coordination with Eastham and sharing cost - getting that in writing. JK noted that post-TM, wastewater advisory committee will be created to work w/ "sewer czar" Mike Giggy. JK ref list of things to be done - unclear who has seen that list. JK/GM working on "charge" for that Committee.
-Gov Prence update - design workshop this past Monday - 65+ participants. Next - narrow to a few scenarios - mostly housing. Workshop was all about housing. Meff Runyon concern - 5.5 acres - how much asphalt for cars/parking? Could there be underground parking? Cost impact?
-Comm Center - have surveyed existing programs in town; consultant to survey needs/wants.
-107 Main St - state is looking favorably re supporting funding; recent tour?
-Cannabis - Seaside going through local permitting; Ember Gardens not yet - but latter is visible on State website - but not Seaside (confusing)
-Regulatory - bookstore at 94 Main Street; 2 more EV charging stations at Stop & Shop; meetings continue regarding Underground Mall; Beacon Room outdoor seating; TD Bank parking lot/drainage
-Assistant Planning Director - if approved at TM - focus w/be Econ Devel and grant writing
-Liaison reports – Kevin Galligan asked about potential impact of state legislature regarding cannabis host community agreements - TBD.

Finance Committee Liaison Reports
-Orleans Citizens' Forum - meeting on 4/28 at 4pm - Church of the Holy Spirit on Monument Road - focus on betterment and general override; Alan McClennen, Meff Runyon, John Kelly, Judith Schumacher and Lynn Bruneau (the latter speaking re Fin Comm perspective). Each to speak 10 minutes then Q&A.

Review Schedule and Items for Future Agendas
-Thurs, 4/21/22- OFD Chief Deering re Reserve Fund Transfer; Tom Finan re Fire/Rescue Feas Study Comm update; Budget Review discussions
-Thurs, 4/28/22 - OCF mtg at 4pm; Fin Comm at 7pm - more Budget Review discussions; confirm Fin Comm spkrs for TM and key message points
-Thurs, 5/5/22- more Budget Review discussions; final prep for Town Mtg
-Mon, 5/9/22- pre-meeting Fin Comm mtg at 5:30pm; TM at 6pm - NRMS Gymnasium

-Thurs, 5/19/22 - TM post-mortem; Tom Finan to Fin Comm w/ Fire/Rescue Feas Comm update

Adjourn: Motion by Mr. Mahoney to adjourn, second by Mr. Counihan. The vote was 7-0 with Mmes. Bruneau and Baird and Messrs. Ciavarra, Counihan, Kanaga, Mahoney and O'Meara all voting aye by roll-call.

The meeting was adjourned at 8:51pm,

Respectfully submitted,

Stacy Faber, Recording Secretary

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

1. April 14, 2022 Finance Committee meeting Agenda
2. Draft Warrant Index (dated 4/7/22)
3. Warrant Articles (dated 4/9/22 at sent to publisher)
4. Finance Committee FY23 Budget Review Write-Ups (drafts)
5. Select Board meeting packet for 4/13/22 Select Board meeting (Select Board website)

The minutes for the April 14, 2022 Finance Committee meeting were reviewed and approved at the April 28, 2022 meeting with minor edits. **Motion to approve by Ms. Baird; second by Mr. Counihan. The vote was 6-0-2 with Mmes. Baird and Bruneau and Messrs. Ciavarra, Counihan, Mahoney and O'Meara all voting aye by roll-call. Ms. Kremer and Mr. Athanassiou abstained as they were absent from the April 14 meeting. Mr. Kanaga had not yet arrived at the April 28 meeting, thus he was not present for the vote.**

Tim Counihan Clerk Finance Committee
Timothy R Counihan 5/2/22