



Town of Orleans

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Finance Committee Meeting

19 School Road Orleans Massachusetts 02653-3699

MEETING MINUTES

Thursday, April 21 - 7:00 pm

East,
ORLEANS TOWN CLERK
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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 Vice Chairman Nick Athanassiou and Clerk Tim Counihan as well as Committee members Elaine Baird, Lou Ciavarra, Constance Kremer and Ed Mahoney. Chris Kanaga and Peter O'Meara were absent.

Guests: Select Board member and Fin Comm liaison Kevin Galligan; Fire Chief Geof Deering and Tom Finan, Chairman of the New Fire/Rescue Station Feasibility Study Committee. 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. Learn how to navigate the new website; how to sign up for alerts/notices; how to use the website on various devices; how to enroll for CivicReady and EyeOnWater. Also they will address any questions and catalogue feedback on the website.

- **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 recently and on Town website.

-Thursday, April 28 - Orleans Citizens' Forum will be sponsoring a pre-Town Meeting forum focused primarily on 2 key topics - sewer betterments for Downtown and MHP and on the \$627K general override triggered by the uptick in the number of Orleans students in NRMS and NRHS - shifting the allocation and increasing the Orleans share of the cost. Meeting from 4-5:30pm at the Church of the Holy Spirit on Monument Road.

-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.

-**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.

-BOWSC voted yesterday (4/20) to begin water use restrictions effective May 1 - through September

30 unless things change dramatically re the Town's water table. All non-essential water use restricted to 2 days a week; OK before 9am or after 5pm. OK to water new lawns/gardens. OK for hand-held hoses or drip irrigation.

-Fire Station tours - Friday 4/22 from 10am-noon; Tuesday, 4/26 from 6-9pm; more dates TBD.

-Saturday, 4/30 - from 10am-1pm - kick-off event at Veterans' Memorial Park at Academy Place to introduce plans for renovation and enhancement of the park. Tours, live music with schematic of the proposed changes. Intent - update/beautify the space, enable park-wide improvements to pay tribute to veterans of all wars.

-Annual Town Meeting - Monday May 9 at 6pm in the gymnasium. Childcare will be provided for children 3+ but need to pre-register. The printed Warrant is available at Town Hall or online. Save the date and time for Town Meeting!

Review/Approval of Any Reserve Fund Transfer Requests - Fire Department Request

Introduced the topic briefly at last week's Fin Comm meeting and forwarded the material from Fire Chief Geof Deering earlier this week. Chief Deering is here tonight to provide further detail and answer any questions.

Chief Deering explained that the oldest of their three ambulances (from 2015) needed repairs amounting to a total of \$27,054.84. This ambulance is not scheduled to be replaced until FY24. The lead time on replacement ambulances are approximately 2 years. The repair of this ambulance is imperative so there will be 3 ambulances on the road for the town of Orleans. It is currently off the road. After an initial local repair and a subsequent second major failure, it was towed to the dealer's site in Maine for repair.

Mr. Mahoney asked about the difference between the "amount to be expended" and the "amount to be transferred from Reserve" on the form - \$35.5k vs. \$27k. Chief Deering explained that another vehicle needs to be repaired, thus the total budget expenditure for vehicle repairs includes repairs between now and June 30, 2022 - thus the \$35k. The amount needed for the ambulance is \$27k as noted in the detail provided.

Chief Deering also noted that the replacement cycle for the three ambulances in Orleans is once every 9 years, as they are very costly. Around years 7-9, there are usually more challenges in repairing these vehicles. The wear and tear on ambulances is much more substantial than regular wear and tear on a normal car due to all the equipment, idling, etc. The last ambulance that was purchased and delivered in December '21 cost just under \$320K, but in FY24, the cost will likely be closer to \$400K with all the equipment needed.

Motion by Mr. Mahoney to approve the Fire Department reserve fund transfer request in the amount of \$27,054.84 for ambulance repairs, second by Mr. Athanassiou. The vote was 7-0 with Mmes. Bruneau, Baird and Kremer and Messrs. Athanassiou, Ciavarra, Counihan, and Mahoney all voting aye by roll-call.

Ms. Bruneau will sign and date the approved request form and take it to Town Hall (Finance Department) tomorrow morning. She will also provide a copy of the signed request for Chief Deering for his records.

Meet with Fire/Rescue Station Feasibility Study Committee Chairman Tom Finan/Others re Committee Efforts/Progress to Date

Ms. Bruneau welcomed Mr. Finan and noted that his update material had been shared with Finance Committee members earlier in the week (and posted it to the Fin Comm Drop Box). The location of the Feasibility Study Committee webpage on the Town website was also confirmed (for now, noted as the New Fire/Rescue . . . Committee - thus alphabetically under "New" instead of alphabetically under "Fire/Rescue"). Mr. Finan is working with Sarah Eaton to have it listed both ways.

Mr. Finan reviewed the update, which provided an annotated project timeline (beginning with the results of the initial Feasibility Study report last August), with key dates and project highlights.

- The report last August noted that the most financially sound approach is to select a site and build a new building while continuing to occupy the current building. Building a temporary facility and then abandoning it later w/be costly (\$3M+) and impractical.
- The October 2021 Town Meeting approved \$100k for a New Building Feasibility Study Architect but also specifically excluded NRSD property from consideration as a site.
- However, the Orleans Elementary School is interested in participating in the Study with their property (21 acres, owned by the Town by controlled by OES) considered as a potential site.
- Kaestle Boos Architects was selected in mid-February; the Feasibility Study Committee was organized in mid-January.
- An RFP, seeking other potential centrally located sites, was issued on March 2 but there were no responses with viable results by April 6. Meanwhile, the Committee had determined that none of the other Town-owned properties were workable (location, size, etc.). Thus the "default" location will be the OES site, pending the ability to "site" a new station there.
- Mr. Finan reviewed a number of recent and on-going public outreach initiatives - including the above-mentioned tours of the station as well as plans for creating a short video that w/ highlight some of the challenges in the existing facility. The video w/be posted on Channel 18. Key documents (eg, various reports and presentations and site plans) are posted on the Committees website.
- During the first week in April, Committee members toured 3 relatively new fire stations in neighboring towns (Brewster, Chatham and Hyannis) - noting that all had been designed to meet current and future needs; however, all were "down-sized" due to delays and rising construction costs. All ended up being built smaller than intended - for more money. And by 2022, all of them are out of space (living space, storage space).
- As of April 14, 2022, the Committee met and the architect is now on board. Their sole focus is on the OES property. If they find that the OES site is unsuitable, there is no other plan at this point.
- Timing: Fall Town Meeting'22 - request funding for Detailed Design and Project Management. Annual Town Meeting May'24 - have construction bids in hand, request funding for construction. November'25 - move into new station after 18 months of construction.
- After that, the current station w/be demolished and that site w/ become parking for the new fire station.

Mr. Mahoney asked if there's a feel for the total cost for the project. Mr. Finan stated that cost estimates will come out of the feasibility study. Mr. Mahoney asked about financing the project - Mr. Finan stated that it's up to the Town Administrator and Town Finance Director to determine and secure financing. With regard to grants for building new fire stations - Chief Deering stated that he's unsure about what grants would be available; however, they do keep an eye on grant opportunities.

Mr. Counihan asked why 139 Main Street is off the list. 139 Main Street is the location of the Town Hall "Annex" and also the site used by the Police Department as a temporary location when their new station was being built. Chief Deering noted the challenge of using Monument Road and exiting onto Route 28. Also, when looking at different sites, they tried to balance out response time.

Mr. Athanassiou noted that locating the fire station near its current site would be a huge safety asset to the NRMS as well as OES in case of an emergency. Mr. Finan agreed.

With regard to estimating the cost of a new station, Mr. Finan has spoken with Town Administrator John Kelly, and Mr. Kelly does not want to update the CIP until there are firm numbers from the architect for project design and construction.

A discussion ensued regarding the approximate cost of the 22,000 square foot facility that was recently

constructed in Dennis, and wondering the approximate cost per square foot of construction for a new station in Orleans. It was noted that the Dennis station is a second station - with no space for admin staff, and that likely there w/be other "program" differences as well - thus driving "per square foot" cost differences.

Mr. Counihan asked about the tennis courts currently located at the "back" of the OES property and whether they would be impacted by the siting of a new fire station on the OES property. Mr. Finan said that there would likely be no conflict - and noted that he would forward an earlier schematic to show a tentative layout for the new station on the property. He will also forward the notes from the OES School Committee from their January 24 meeting that included several pages of "considerations" and "Q&A" related to siting the new station on OES property.

Mr. Finan will return with the next Feasibility Committee update at the May 19 Fin Comm meeting.

Review/Approval of Finance Committee Meeting Minutes

Minutes from April 7, 2022

Motion by Ms. Baird to approve the April 7, 2022 meeting minutes, second by Ms. Kremer. The vote was 6-0-1 with Mmes. Bruneau, Baird and Kremer and Messrs. Athanassiou, Ciavarra, and Mahoney all voting aye by roll-call. Mr. Counihan abstained as he was absent from the April 7 meeting.

Minutes from April 14, 2022 - received this morning but not yet edited; defer to next week

Town Meeting and Special Town Meeting

Continue Voting on Town Meeting/Special Town Meeting Warrant Articles If Needed

Article 50 - "Fund Blue Economy Study on Economic Impact" - Ms. Bruneau talked to Bill Amaru, Chairman of the Shellfish & Waterways Committee, on 4/15/22. He's missed a few Committee meetings with hip replacement surgery but his Committee has NOT talked about Article 50/Blue Economy. In general, there's a potential risk in that increased use of facilities can make it harder for commercial fishermen/women - competing for space/use of facilities - exacerbates problems. COVID made it worse with increased traffic at landings/parking. Fishermen/women have managed to adapt but increased use could end up overwhelming facilities. He connected Ms. Bruneau w/ David Slack, Vice Chairman of Shellfish Committee. Email confirmed that they haven't talked about Article 50; no robust discussion re "blue economy"; however, they have been discussing ways to mitigate overcrowding and user conflict at landings. Also - met recently with a rep from Center for Coastal Studies - planning workshops for fishing industry and related groups. Amaru noted that likely Orleans Harbormaster already has lots of info needed for "blue economy" study - with counts of various licenses and permits - including moorings and beach parking as well as commercial fishing and shellfish licenses. This could be a "be careful what you wish for" situation - grant money could back-fire and create a "too much of a good thing" problem.

Motion by Ms. Baird to approve Article 50 - "Fund Blue Economy Study on Economic Impact", second by Mr. Counihan. The vote was 5-2 with Mmes. Baird and Kremer and Messrs. Athanassiou, Counihan and Ciavarra voting aye and Ms Bruneau and Mr. Mahoney voting nay, all by roll-call.

General Overrides - Ms. Bruneau did some research last weekend re general overrides previously voted by the Town. Results distributed on 4/16/22, confirming that language in Article 13 - Town/School Budget is pretty consistent with prior general override articles and that Town has done good-sized

overrides previously. Discovered that the John Kelly list of general overrides from 10/20/20 (discussed at a Fin Comm meeting at that time) was incomplete - several general overrides in the timeframe in the list were not included. Follow-up with Mr. Kelly after distribution of the research results, the Town did vote on May 2007 general override for \$48k even though there was no ballot on the back of the corresponding Warrant to provide assurance on this.

Article 16 - Fund HAC/107 Main Street - Ms. Bruneau forwarded a reply from Alan McClennen, Chairman of the Affordable Housing Trust Board, with an answer to the question regarding the request for a \$1M bond (Article 16) - what happens to the bond if the project fails? Mr. McClennen's reply outlined several scenarios, depending on timing.

Article 49 - "Free Cash Transfer to General Stabilization Fund" (\$244,683). The Article Summary notes that this will maintain the 14% targeted balance in the General Stabilization Fund; however, Ms. Bruneau wondered, why now? Why not wait until Fall Town Meeting - to let the dust settle on FY22 year-end and on the FY23 budget?

Motion by Ms. Kremer to approve Article 49 - "Free Cash Transfer to General Stabilization Fund"; second by Ms. Baird. The vote was 1-6 with Mr. Counihan voting aye and Mmes. Bruneau, Baird and Kremer and Messrs., Athanassiou, Clavarra and Mahoney voting nay, all by roll-call.

Continue Discussion re Fin Comm Speakers/Focus for Town Meeting

-Ms. Bruneau to talk once on EF's, Town/School budget, CIP - and key points from Fin Comm Letter to Warrant (Articles 8-14 plus Fin Comm Letter)

-Article 16 - Fund HAC/107 Main Street - Ms. Kremer for "aye" vote; Mr. Counihan "nay" votes

-Articles 18-22 - various MHP/sewer-related articles - Ms. Bruneau to talk once to support sewer assessment by law plus MHP-related Articles

-Article 49 - Free Cash Transfer - Ms. Bruneau to address "nay" votes

-Article 62 - Charter Amendment/Quorum - Ms. Baird to speak for "nay" votes (0-6 vote)

-STM Article 4 - electric charge stations - Mr. Mahoney likely will not speak to address "nay" votes

Continue Discussion re Fin Comm Budget Review Reports w/ Focus on Findings and Recommendations and Follow-Up - deferred to next week

-Discussion tonight was to start w/ Budget Reviews led by Ms. Baird/teammates and Mr. Counihan/teammates - thus Health Dept; Conservation; COA; Library; Planning Board

-Assessor; MIS/Telecoms/Media Ops

-Suggested for next week - finish anything from tonight; then 5 EF's plus Buildings & Facilities; Rec

-Finally May 5 - finish anything; then Water; 3 schools; Fire; Police; Tax/Treasurer and Town Clerk

-Talked about creating summary of 5-year look-ahead worksheets - what's the best way to do that?

- Some Departments/Committees not addressed this year - Shellfish & Harbormaster; Town Administrator; Finance Director; what others? "Late" for Budget purposes - but not too late for thinking ahead.

Continue Discussion re Fin Comm Focus/Priorities Going Forward

-Ms. Bruneau suggested that Fin Comm consider organizing "revenue roundtable" discussions, focused on a series of revenue-related topics that the Committee has been talking about (eg, short-term rental impact tax; selling or leasing under-utilized properties; a residential property exemption tax program structured to produce revenue, etc.)

-Consider talking to veterans of earlier Revenue Committee to confirm what they had pursue or not

-Further discussion deferred

General Updates Including Recent Select Board/Other Meetings

- Select Board 4/20/22 - started with 20 minute Exec Session - litigation regarding B'Well Holdings - nothing to report.
- Then Town Counsel on easement strategy for MHP project. John Kelly noted that Town has to demonstrate to State/SRF that Town has "control" of all easements - many more than Downtown - 21 private roads; 200+ properties; easements needed for all. However, alternate strategy recommended instead - do all of them at once under an "Order of Taking" - basically eminent domain. Avoids having to pay \$105 for each plus maybe additional \$105 for properties not "registered" w/ County. If "Order of Taking" - no need for appraisals. This would be done after Town Meeting, if TM approves MHP project. Town Counsel referred to sending letters to all property owners; John Kelly referenced having public forum for all involved - "same as last time". This time maybe getting it done sooner than for Downtown. Likely most properties/private roads already have easements regarding utilities/water service. M'Hermann - timely communication critical. Town Counsel - other towns do it this way too.
- Met w/ Tom Finan / Fire/Rescue Station Feasibility Study Comm (same as noted above).
- Approved landscaping master plan for Village Green next to Library - multi-phase, pending additional funding for some of build-out.
- Officially voted to sign and post Annual and Special TM Warrants and Election Warrant
- Updated Ag Comm charge - added 2 more assoc members (5+2)
- Liaison reports - NRSD - school choice will continue; building project - delay in situating trailers likely will move into them in October. M'Hermann - met with Chamber on Friday; they writing to Meservey as disappointed that Planning Board not pursuing seasonal housing; top priority for Chamber; survey failed to show this. M'Runyon asked about Recreation planning role - JKelly said that w/be advertising soon.
- Next week's meeting - Pre-Town meeting review (go through Warrant w/ Town Counsel, Moderator, Town Clerk); then Chatham; then Eversource.

Finance Committee Liaison Reports

- AHTB - email from Alan McClellan to answer to 107 Main Street bond question - 3 options (as noted above); also interesting to note that after May meeting, apparently they won't be meeting this summer (ref to taking the summer off)
- BOWSC - residuals project - Warrant Article was pulled - mismatch between anticipated cost and single bid - apparently disconnect in RFP re what was needed; TBD re going back to TM in Fall w/ revised plan; hydrant flushing is underway - schedule is on website; water use restrictions as noted above; collection system project on time; still 60 day delay w/ WWTF due to supply chain challenges - documenting to support schedule extension
- Planning Board - next Tuesday, 4/26 - Streetsense again re Econ Develop study results

Review Schedule and Items for Future Agendas

- Thurs, 4/28/22 - OCF mtg at 4pm, Church of the Holy Spirit; Fin Comm at 7pm, more Budget Review discussions; confirm Fin Comm speakers for TM and key message points
- Thurs, 5/5/22 - more Budget Review discussions; final prep for TM
- Mon, 5/9/22 - Fin Comm pre-mtg at 5:30pm then TM at 6pm in NRMS Gymnasium
- Thurs, 5/15/22 - TM post-mortem; Tom Finan to Fin Comm with Fire/Rescue feasibility Comm update

Adjourn: Motion by Mr. Mahoney to adjourn, second by Mr. Athanassiou. The vote was 7-0 with Mmes. Bruneau, Balrd and Kremer and Messrs. Athanassiou, Clavarra, Counihan and Mahoney all voting aye by roll-call. The meeting was adjourned at 9:21pm.

Respectfully submitted,

Stacy Faber, Recording Secretary

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

1. April 21, 2022 Finance Committee meeting agenda
2. Fire Department Reserve Fund transfer request for \$27,054.84 for ambulance engine repairs; request dated April 19, 2022 with supporting detail
3. New Fire/Rescue Station Feasibility Study Committee Update #1 for Select Board and Finance Committee - April 20 and April 21, 2022, respectively
4. Draft meeting minutes for the April 7, 2022 Finance Committee meeting
5. May 9, 2022 Annual Town Meeting Warrant
6. April 16, 2022 email from Lynn Bruneau to Finance Committee summarizing general override research
7. April 20, 2022 email from Alan McClennen, Chairman of the Affordable Housing Trust Board, responding to Fin Comm question re 107 Main Street \$1M bond Article 16 (what happens to bond if the project fails)
8. Select Board Meeting Packet for 4/20/22 Select Board Meeting (Select Board website)

The minutes for the April 21, 2022 Finance Committee meeting were reviewed and approved at the April 28, 2022 meeting. **Motion to approve by Ms. Baird; second by Mr. Counihan. The vote was 7-0-1 with Mmes. Baird, Bruneau and Kremer and Messrs. Athanassiou, Ciavarra, Counihan and Mahoney all voting aye by roll-call. Mr. O'Meara abstained as he was absent from the April 21 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 Couch 5/2/22