



# Town of Orleans

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

## Finance Committee Meeting

19 School Road Orleans Massachusetts 02653-3699

MEETING MINUTES  
Thursday, June 9 - 7:00 pm

ASST  
ORLEANS TOWN CLERK  
E. C. S. 288  
7/11/22 2:40 PM

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 Vice Chairman Nicholas Anathannisou and Clerk Tim Counihan as well as Committee members Elaine Baird, Louis Ciavarra, Chris Kanaga, Constance Kremer, Ed Mahoney and Peter O’Meara.

Guests: Also in attendance was Select Board member and Fin Comm Liaison Kevin Galligan. Guests included Tom Parece, Sewer Project Director from AECOM and Ian Catlow, Sewer Project Director and Owner’s Project Manager from Tighe & Bond, as well as Alan McClennen, tonight in his capacity as Chairman of the Town’s Board of Water & Sewer Commissioners. Mia Baumgarten from Media Ops provided technical support for the meeting.

**Public Comment:** None this evening

**Announcements:** If you need help navigating the Town’s new website - there’s a button at the top of the page that you can click for a brief tutorial. Also - the IT/Media Ops department is hoping to schedule some in-person sessions at the COA over the summer to help people navigate the new website, how to sign up for alerts/notices, how to use the site on various devices, how to enroll in CivicReady (the emergency alert system) and EyeOnWater - and answer questions and catalogue feedback about website.

-Information re the Wastewater project on the Town’s website on the “Government” page – with information about the Downtown project currently underway as well as plans for the next phase for the MHP area. For any specific questions, contact the “Sewer Ombudsman” Reggie Donoghue - contact info posted on the website - phone and email. Updated “Sewer System FAQ” of Frequently Asked Questions about the project, betterment assessments and getting connected - also on the website.

-Reminder - 2022 beach stickers and transfer station stickers - applications mailed some weeks ago; also available on-line; no sticker office this year - all by mail or on-line. Further info on the Town website. Current stickers good through June 30.

- 4<sup>th</sup> of July weekend - fireworks are scheduled for Friday evening, July 1 - best viewing from Skaket Beach. Rain date w/be Tuesday, July 5. The 4<sup>th</sup> of July parade will be on July 4<sup>th</sup> - starting at 10am.

-Fall Town Meeting - mark your calendars - Monday, October 17 at the Middle School gymnasium. Early evening. Likely childcare will be provided.

-There are a number of opportunities available for participation in various Town Boards and Committees. A list of the opportunities/pending opportunities is available on the Town website - or by contacting Molly Bates in the Town Administrator’s office. Plenty of opportunity to get involved. And listening to some of the recent Select Board meetings, it sounds like there’s a renewed commitment for change with some of the Committees.

## **Meeting with AECOM and Tighe & Bond Representatives for an Update on Wastewater Projects and Planning -**

-Welcome to Tom Parece from AECOM, Ian Catlow from Tighe & Bond and to BOWSC Chairman Alan McCledden.

-Construction progress update (Ian Catlow, Tighe & Bond, Owner's Project Manager for the Town). Presentation document shared earlier w/ Fin Comm.

-Collection System - substantially complete w/ some final paving deferred to Fall (post-tourist season); waiting for parts to complete 3 pump stations; landscape plan finalized for Library site; August start-up contingent on parts for pumps

-Treatment Facility/Wick Wells - 75-80% of the budget completed. WWTF almost 95% completed w/ on-going plumbing, electrical and HVAC work. Equipment storage site - all exterior items completed (roof, siding); progress continues w/ interior of the building. Few change orders ongoing for the WWTF re excavation and site drainage and some interior changes. Operations Contract started 3/1/22 with Veolia (they bought Suez); no anticipated changes in the operational staff. Equipment start up is anticipated to commence in June 2022.

-Wastewater Master Planning update (Tom Parece, AECOM). Presentation document shared earlier with Fin Comm. Maps showing the Downtown Project and the Meetinghouse Pond (MHP) project; also other areas included in original Comprehensive Wastewater Management Plan (CWMP). The MHP project ranks 10<sup>th</sup> in the listing of 67 projects eligible for state funding (MA DEP State Revolving Fund - SRF) - and w/be the largest on the Cape.

-Mr. Parece reviewed the Consensus Agreement Funding and the "next steps" for the MHP project. Ms. Bruneau confirmed with Mr. Parece that all funding for Meetinghouse Pond is in place and there will be no additional funding asked for at the upcoming Fall Town Meeting, nor at the Annual Town Meeting in May 2023. However, he also said that with COVID and supply chain issues, this could change and make things more costly. Mr. Mahoney asked about the total costs of \$107M and how long Orleans tax payers have to repay this amount. Mr. Parece stated that the \$107M is correct, less the \$14mm in grants by the state, that it will take 33 years to pay this back. 8.8% of this will be picked up by Orleans tax payers. The Town's Wastewater Stabilization Fund (funded by short-term rental taxes) is expected to contribute \$1.5M annually - but this could be more if the short-term rental tax revenue increases. Mr. Counihan asked what the short-term rental tax contribution had been in the initial projections - and Mr. McCledden noted that initial projections used zero for that unknown contribution.-

-The contribution from the Cape Cod & Islands Clean Water Trust is 25% of the eligible cost for both the Downtown and the MHP projects. That contribution reduces the state loan for each project - "taken right off the top" with the contribution paid out over 4 years.

-Mr. Parece then reviewed the proposed "future expansion areas", noting that all 8 are in the original CWMP-approved plan. Prioritization of these individual projects c/be driven by the timing of the new Fire Station, freshwater pond needs, etc. Adding these 8 areas could result in 45% of the Town on sewers. Mr. Parece also reviewed the estimated wastewater flows for the 8 additional areas and the "probability of project costs" for each of them, including the number of properties included in each. The total cost in 2022 dollars w/be about \$80M. Six of the 8 projects are "smaller" in cost, but 2 are just over \$20M (Eldredge Park Way 2 and Tonset Road Area 2). Mr. Parece noted that these two could potentially be split into smaller projects.

-Mr. Parece outlined a "conceptual phasing plan" for sequencing the proposed projects, noting that some of the Uncle Harvey's Pond properties can be added to the MHP project. He also provided a

timeline for “next steps” for the proposed “Eldredge Park Way 1” project, which would include the Fire Station Property and the Orleans Elementary School. It could also potentially be extended to include the Middle School. The timeline includes funding for project design and bidding at the October Special Town Meeting - with construction funding either in October - or else at next May’s Annual Town Meeting. The application for SRF funding would be submitted next October (2023) with construction scheduled for the Spring of 2024 through the Fall of 2025.

-Mr. Parece discussed a number of potential impacts to the MHP project from wastewater system expansion areas, including a change in pipe sizes in a few areas to accommodate subsequent total flow. He also noted that in time, with the additional of additional areas and increased total flow, the WWTF will approach capacity. The Town will be required to expand the WWTF when processing capacity nears 80% (likely after the addition of Eldredge Park Way 1). However, the WWTF was designed to anticipate expansion with on-site space for expansion when needed. This would be a \$10’sM project.

-In response to a question raised during Public Comment at a recent Select Board meeting, Alan McClennen stated that the 107 Main Street project will be under construction within the next year, creating housing available in Spring 2024. If they have to wait on the sewer on Tonset 1, then the housing would be delayed 3-4 years.

-Ms. Bruneau asked whether the Betterment By-Law could be amended at a subsequent Town Meeting, noting that it had passed as written at the May Annual Town Meeting. Mr. McClennen noted that the By-Law was forward to the State Legislature on June 1.

-Ms. Bruneau outlined the role of the new Wastewater Management Advisory Committee which is being formed to carry forward the planning process for addressing the Town’s wastewater management requirements. A Finance Committee member of this new Committee would have an “ex officio” role (non-voting) due to the limitations of Fin Comm membership in/on other Town Boards/Committees. A key responsibility is updating the Town’s CWMP by the end of December 2022 as required by regulators.

**-Motion by Mr. Athanassiou to appoint Lynn Bruneau as the Finance Committee representative for the Wastewater Management Advisory committee, second by Ms. Baird. The vote was 9-0 with Mmes. Bruneau, Baird and Kremer and Messrs. Athanassiou, Ciavarra, Counihan, Kanaga, Mahoney and O’Meara all voting aye by roll-call.**

-Ms. Bruneau thanked Mr. Parece and Mr. McClennen for their help with the wastewater project and planning update, noting that they were welcome to join a Fin Comm meeting at any time for further updates (Mr. Catlow had left the meeting shortly after his presentation).

**Review/Approval of Finance Committee Meeting Minutes** from May 19, 2022. Meeting included Fire/Rescue feasibility Study update w/ Tom Finan, Fin Comm Town Meeting “post mortem” discussion, and the last of the Fin Comm budget review discussions.

**Motion by Mr. Mahoney to approve the meeting minutes from May 19, 2022, second by Ms. Baird. The vote was 8-0-1 with Mmes. Bruneau, Baird and Kremer and Messrs. Athanassiou, Ciavarra, Counihan, Kanaga and Mahoney all voting aye by roll-call. Mr. O’Meara abstained as he was absent from the May 19 meeting.**

**Follow-up - Fin Comm Budget Review Reports with Focus on Findings and Recommendations**

-Last meeting (5/19/22) Fin Comm agreed to post our Town Meeting “talking points” to the Fin Comm website. Ms. Bruneau will confirm write-ups with each of the speakers and ensure standardized headings (eg, Article numbers and names and speaker names) and then get it done.

-It was also agreed that this year we would not post Budget Review write-ups to the website with an

eye toward a more standardized approach for next year with a focus on key issues/brevity.

-Follow-up from Budget Reviews - incorrect Rec Dept fees have been corrected on Town website; Rec Dept organization study was approved at Town Meeting - RFP will go out for consultant.

-5-year look-ahead worksheets - sent list of all FY23 requests highlighted and FY23 known budgeted items highlighted (3 new positions; MIS \$250k for laser-fiche start) to Select Board Chair Andrea Reed and to John Kelly - asking what else has been funded and what else should be included in FY23 budget amendments for Fall Town Meeting (eg, COA phone system upgrade; OFD training and OT; etc.).

-Other "follow-up" - Tom Daley and Nate Sears coming to 6/23 Fin Comm meeting to talk about Enterprise Fund YTD results and FY23 budgets; hope to have May results by then (11 months) - will see how spring sticker sales are doing in making up potential revenue short-fall (esp beaches and transfer station); also will look for any expense challenges. Chance to see whether FY23 budgets are OK and whether changes s/be make now for Fall Town Meeting. Also - talk about renaming "Moorings" to include boating safety. Also consider status of beach parking planning.

### **Continue Discussion - Fin Comm Focus/Priorities Including Affordable Housing/ Affordable Living Programs and Capital Spending with Voting on "Next Steps" if/as Appropriate**

-Starting with Affordable Housing/Affordable Living - Ms. Bruneau provided a brief update on a recent meeting with Eastham Town Administrator Jacqui Beebe. She and Elaine Baird and Nick Athanassiou had met w/ Ms. Beebe a year ago re Eastham's universal pre-k program. Last year, we learned that Eastham had begun to establish a multi-faceted approach to family support programs. This year - we obtained copies of the Eastham Warrant for their May 2<sup>nd</sup> Town Meeting - with plenty of trigger points for our discussion with Jacqui Beebe, with much of the info that we were seeking provided in the Eastham Warrant.

-In the back of the Eastham Warrant - Appendix B is a chart that provides the "Elements of (the) Community Housing Plan" with 10 line items - each referring to a Warrant Article or part of the Budget, with the dollars shown for all but the line referring to 4 housing-oriented Zoning changes.

-One of those 10 things Orleans already has - funding for a Housing Coordinator - but the rest are pretty good ideas:

-Two Articles re special legislation; four are funded within the budget - eg, allocating Free Cash to housing-related programs; another for the purchase of property for rental housing at all levels; another for repairs and code upgrades to get housing ready for rental; another to help non-profits or private developers to convert existing short-term rental properties to year-round rentals and/or build new housing on vacant property - and then several Zoning Articles.

-At the back of the Warrant, there's a 12-page full-color attachment that provides a summary of what got done related to the Town's Strategic Plan during 2021 - including a number of housing-related efforts as well as family-friendly accomplishments.

-Article 10 - Authorize Special Legislation for the Creation of an Eastham Community Fund - establishing a fund to provide support for human service programs, emergency financial assistance and for the general well-being of its residents; and for the beautification and general support of programs and projects benefitting the community. Essentially - establishing a municipal 401(c)3 - that residents/others could donate to for general or specific initiatives. The Article suggests a Board appointed by the Select Board to establish policies and programs and make grants, etc. This would take over from the admin work currently done by the Town for the Family Support Package. This could be a way for half a dozen like-minded citizens to pool resources to fund housing for firefighters or police officers or teachers - sooner rather than later - certainly much sooner than Gov. Prence could be developed - and w/ private funding, rules get set by the donors (no lottery for occupancy). Fin Comm could champion this one.

-School lunches - during the pandemic - the past 2 years - the government has been funding free lunches for all school children - so the money allocated by Eastham hasn't been needed. But they're ready to provide free lunches for all Eastham children starting in the fall if needed - if federal or state funding isn't continued. At the state level - several articles in the Boston Globe recently about efforts to

continue state funding for free lunches - including an editorial in yesterday's paper. Unclear if we need to pursue this now - or if we wait to see what the state is going to do.

-A question for our Finance Director - for FY22 - the Warrant Article was for \$495k for Universal Pre-K in Orleans. As of Town Meeting, only 29 kids were enrolled through that program, which got started in November/December - after last Fall's Town Meeting. TBD whether as many as 66 kids will enroll for FY23 (the number used to establish the \$495k funding). But a couple of questions - what happens to any unspent money from FY22? And any from FY23? Is this money in a separate Universal Pre-K account that can be used as a "rainy day" fund? Or will any unspent balance be swept into the General Fund and disappear? We thought we understood that the way the Eastham account is set up, the money is separate, and is NOT swept into the General Fund. Part of the question - if the \$495k turns out to be more than needed - could a Warrant Article for Fall Town Meeting suggest broadening the use of that funding to also include free breakfast and lunch for all Orleans kids every day? The data that we received from Susan Murray, the NRSB Director of Nutrition, after our meeting with her in mid-May is a little confusing - but it looks like lunches and breakfasts c/be funded for something like \$100k-\$125k for the year - because at least some of the cost would still be eligible for reimbursement (based on economic needs of families). We have NOT yet talked to Gail Briere, OES School Committee Chair, about this. Or confirmed our understanding with Susan Murray. Or asked for accounting clarification from our Finance Director - or from the Eastham folks. But it's something to think about.

-Affordable Housing topic - on 5/31/22, an email was sent to Nancy Renn and Alan McClennen - the Chairs of the AHC and AHTB respectively - knowing that they had a joint meeting booked for this week (Tuesday, 6/7) and asking a few "what about" questions - noting that Fin Comm hadn't yet had this discussion because we were on a 3 week break between meetings. Specific questions about moving forward w/ a separate board for attainable housing - and funding for such a board. And also - should we be working on increasing the annual award to the AHTB from \$275k to as much as \$500k. At Tuesday's meeting, they did get into a discussion about additional funding sources and solutions and talked a bit about the gap between the 100% AMI and "the rest" of those who need help. Alan McClennen noted that the income limit for a single person is now \$76k for Barnstable Cty - which is more realistic than it had been. There was some reference to efforts in Nantucket and P'Town but no mention re what Eastham is doing. Fran McClennen noted that the state legislature is looking at the mansion tax idea - it's apparently getting some traction. How might we-the-Town (vs. we Fin Comm) get something done - sooner rather than later? Things like the special legislation initiatives including the Community Fund might send a helpful signal to our firefighters & police officers and teachers that we're working on it. We need to find out more about things like mortgage down payment programs. And does anyone have a mortgage down payment forgiveness program - and how would that work? What can we leverage? And can we get something done and into the Warrant by September 1? What next steps?

-Alan McClennen addressed a number of the Eastham initiatives. He said that like the Articles to petition the state legislature to change the community housing AMI limit from 100% to 200% was probably a non-starter, noting that this legislation has been in place since 1999 and that it is state-wide. He said it was unlikely that the CPC limit would be changed (however, just one of 2 petitions is focused on CPA/CPC funding).

-Next - he said that the AHC and AHTB agree that there are opportunities for dealing with attainable housing (100-200% AMI) and referenced 2 models. P'Town has a special trust for attainable housing, funded through one of their income streams. Nantucket added a provision to their existing AHTB to deal with attainable housing. Mr. McClennen suggested that in practice (eg, for a Gov. Prence project), you don't want to have two separate trust working against each other. The Orleans AHC and AHTB w/be working on a Warrant Article for Fall Town Meeting focused on this; however, funding is TBD.

-Next - he noted that Orleans has ADU's - allowed based on building permits. However, he noted that likely there are/will be issues in both Eastham and Orleans related to wastewater and nitrogen load limits that could restrict ADU proliferation. Also - nitrogen loading could also limit Eastham's plan

for 2-family homes on single family lots (too many bedrooms).

-Next - he looked at a number of the properties that Eastham has acquired - some taken by eminent domain. Some of them will have to be rehab'd. But the Town owns them - thus they will have to pay prevailing wage for any rehab work - at a 30% premium.

-Eastham and Wellfleet both have mortgage write-down programs. The challenge is finding houses at the right price to apply this too. Mr. McClennen used an example of a \$400k property - very few at that price in Orleans. Ms. Bruneau asked if costlier homes could be considered, with a mortgage write-down contributing to the affordability.

-Mr. McClennen noted that the AHTB already has a rehabilitation loan program. They work with HECH to identify appropriate houses and then the Trust provides the funds to do the work. If the properties are preserved, eventually, if the property is held long enough, the loan is forgiven. He said that the AHTB has "done some of those".

-Mr. McClennen said that Orleans already has an inclusionary zoning provision that says that 10% of the housing units have to be affordable if there are more than 10 units. Underground Mall - 44 units - 4 or 5 will be affordable; the rest, market rate. He also noted that "People are telling us that you can't afford to internally subsidize (projects) on Cape Cod because you can't get a high enough market rate." He describe 2 projects in Hyannis - Twin Brooks (golf course next to a conference center) and a Cape Cod Hospital site. The latter - 250-270 units with 10% to be affordable and 3% to be attainable through internal subsidization. He thinks there is a market on Cape Cod for this strategy.

-Mr. McClennen noted that during the COVID pandemic, the AHTB was prepared to provide rental assistance through the Homeless Prevention Council - but there were no applicants. Eastham has previously had a rental assistance program.

-He also agreed that increasing the annual Town contribution to the AHTB from \$275k to a higher number such as \$500k would be very welcome; however, he did not say whether AHC/AHTB w/be working on an Article to support this. Separately, he noted that the AHTB will be providing financial support to the AHC for updating AHC's housing information study.

-Ms. Bruneau noted that perhaps the AHC/AHTB c/ join Fin Comm for an update session later this summer. A detailed review of the AHTB's financials would be very welcome.

-Mr. Athanassiou referred again to the Eastham Warrant - noting the wealth of information that it contained, with good summaries of projects underway and anticipated - effectively "marketing" the Town's projects to the Town residents. Good explanations and analysis.

-Follow-up - contact OES School Committee Chairman Gail Briere re school lunches and use of any unspent Universal Pre-K funds. Confirming w/ the Town Finance Director what happens to any unused Universal Pre-K funds. Re the latter - Mr. Galligan has already sent an email to Town Hall to address this question.

-Separate topic - capital planning and longer-term capital planning. Tim Counihan has created a first draft of a 15-year capital plan - but not yet shared, pending discussion re "context"; also, as noted above, the Select Board and Town Hall may be making progress on this topic. Mr. Counihan then outlined his approach in creating a 15-year capital plan, the assumptions, the projects included, etc. Mr. O'Meara noted and often capital project O&M costs (on-going Operations & Maintenance costs) are forgotten - yet can be critical factor going forward. Ms. Bruneau will forward the draft document tomorrow, for further discussion at the next Fin Comm meeting.

Two more considerations - Ms. Bruneau noted that she had forwarded the Fin Comm summary of the FY23 Budget 5-year look-ahead worksheets to Select Board Chair Andrea Reed and Town Administrator John Kelly, asking the status of the FY23 funding requests - which were already included in the FY23 budget, and which others might be included in FY23 budget adjustments for Fall Town Meeting. Also - Ms. Reed has scheduled a meeting of Committee and Board Chairs for Friday, July 1 (and subsequent "first Fridays" of each month) for open discussions of topics of common interest/concern to the Board/Committee Chairs. Ms. Bruneau can take any Fin Comm-specific questions/concerns to that meeting.

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

-**Select Board meeting 6/1/22** - highlights: Public hearing on proposed seasonal parking rules; approved as recommended; mostly same but now no trailer parking in front of Town Hall; also flexibility for OPD “no parking” restrictions

-**Police Chief and Fire Chief quarterly reports** - both w/ stats and updates re staffing; MacDonald noted solar speed signs very effective - plan to buy more. Fire Chief - transports up almost 25% over same quarter a year ago; likely will increase once CHealthcare facility opens this summer (currently scheduled to be seasonal for emergency care and year-round for primary care). New housing will also add to call volumes. Two new firefighters; one opening with offer pending but can't train until next spring - no openings at Academy. Staffing – there should be 5-7 on duty all times. Could regionalize things like training, inspections, repairs.

-Meeting packet included list **Town Boards/Committees** with terms expiring highlighted; also flagged if asking for reappointment (for Select Board appointments). Vacancies flagged. Begin discussion regarding term limits/length of service. Separate Policy limits number of Boards/Committees except “best interest of town”. Several exceptions to this - serving on 3. Looking for ways to develop leadership/mentoring. Need to confirm/clarify interactions with Town staff.

-**Decided on October 17 for Fall/Special Town Mtg** w/ Town Election on December 6 (eg, any ballot questions from Warrant Articles).

-**Select Board meeting from 6/8/22** - DPW Director Tom Daley's quarterly report - update on various projects - kiosks/license plate recognition - late summer - unclear how payment would work; Rock Harbor Emergency Dredging completed in December 2021 came in under budget. Traffic Light should be solved by mid-October. Update on paving projects. Routes 28/39 round-about out to bid; begin work in fall - \$5.9M but bid is \$725k over planned amount per Kevin Galligan; however, gap to be covered by Transportation Improvement Pgm - not by Town. Storm drain projects out to bid/construct in fall - maybe grant for Cove Road work.

-**Natural resources** - update on beach openings; shark research at Nauset this summer w/ drones; Rock Harbor commercial bulkhead - grant for design and permitting - Fin Comm can ask more about this and Goose Hummock bulkhead work at 6/23 meeting w/ TD and Nate Sears.

-Water Dept projects moving ahead; Dept is down 3 people - hard to find qualified people.

-**Recreation** - hiring part-time Rec Program Coordinator (19.5 hrs/wk). Summer playground program at OES - July 5-Aug 12 for K-5 kids from 8am-noon; snack and lunch. Eastham program is 7:30am to EOD. Both towns - “gap” at end of August when programs end, before school starts. Also, programs likely will be impacted by construction of solar canopy over school bus parking at NRMS.

-**Ron Collins quarterly report** - brief update Fire/Rescue Feasibility Study - 2 town properties not suitable - way too small; uneven terrain. Architect working on suitability of OES.

-**Update on OES Roof & Windows feasibility study** - \$1.4M in CIP; coordinating with MSBA. Separate project for roof air handlers - feasibility study now - hope to have bid for Fall/Special Town Meeting.

-**Gov. Prence property** - have discovered vermiculite in ceilings - removal will add \$200k to demolition effort. To date - \$7k to cap gas service; another \$6k to town cost related to electric service and poles. Other costs and design fees add up to several K more than budgeted for demo design. Where does overrun funding come from? TBD.

-**Town Hall** - may use green community money to help pay for HVAC chiller replacement; no bids for \$40k study for renovating 139 Main Street Annex - nothing said about what next. TBD why Town isn't getting bids on RFPs for small projects.

-**COA - roof fixed** - no more leaks. Winter water pipe leak - \$85k in damage w/ \$5k deductible.

-**Rec - Town will do pickleball court work**; bids were way over budgeted amt (\$40k) - so Town is going to buy material and buy equipment and can control timing of work.

-Update info kiosk at Depot Square w/ money from Chamber (grant funding) though DPW will do site work. Unclear if Chamber grant will cover DPW costs or not.

-**Solar canopy at NRMS bus parking area** as noted above - starting July 5 - District project.

-Andrea referenced new Facilities Asst, although, Ron Collins is skeptical about finding someone. He is on NRSD search committee for that opportunity - so far no candidates for \$125k job.

- Edited and approved Wastewater Mgmt Advisory Committee Charge as noted above
- Approved "merged" Bike, Pedestrian, Traffic and Parking Study Committee charge - basically includes everything of both. Traffic and Parking will continue as separate committee for certain very specific duties.
- Changed end date of Community Ctr Feas Study Comm from 8/1 to 8/31 at Comm request. TBD if they plan to ask for something at Town Meeting - if so, Warrant closes on 9/2/22.
- Touched briefly on Cape & Islands Water Protection Fund Subsidy Awards - info that KG shared last Friday - Orleans to get 25% funding for MHP and PRBs (\$8.2M plus \$4.3M)
- Discussed schedule of important dates - Warrant closes Fri, 9/2; recommendations due following Wednesday (after Labor Day weekend) - 9/7 - same date as joint Fin Comm/Select Board meeting for Public Hearing on FY24 Budget Policy; Fin Comm mtg on Thurs, 9/8. Warrant to printer on Friday, 9/9. Fin Comm August meetings - currently 8/11 and 8/25. Last Fall, 25 Warrant Articles; Fin Comm got voting done in 2 meetings. If same size this year, likely could get it done in 2 meetings w/ Fin Comm voting starting as soon as we receive Warrant Articles. Theoretically we could add another meeting on Thursday, 9/1 if needed. Heads up - Ms. Baird will be away from 9/1 to 9/17 and Mr. Counihan from 9/2 to 9/20; please advise asap re any travel/away plans for late August/early September as a quorum will be needed for voting.
- Future Agendas - Meff Runyon would like to talk about short-term rental licensing in time to act at Fall TM and include Planning Board on broader issues (eg, signage - encroachment of commercial into residential areas). JK said that Town Counsel Mike Ford is working on general licensing bylaw but also ref'd zoning bylaw (re short-term rental considerations). Planning Board is scheduled to meet with the Select Board on 7/13/22. Consider annual registration fee, extra fees for same owner/multi-properties; zoning or rules for venue use.

#### **Finance Committee Liaison Reports**

- Charter Review - (Monday, 6/6) - updating Ch. 9 re Planning Dept; also new sentence re Emergency Preparedness; will talk again re Code of Conduct; at 6/27 mtg - focus again on Ch. 8 re Fin Comm suggestions though no mention of other Fin Comm suggestions in other Chapters; Town Meeting approved changing Town Administrator to Town Manager so now working on defining qualifications and duties w/ plan to take much of Ch. 4 out of Charter and put it instead into RFP and Contract for candidate. Ms. Bruneau will plan to go to 6/27 mtg in person - others too?
- Community Center - extended due date to 8/31 (instead of 8/1)
- BOWSC - Collection system on time with some paving in fall; WWTF - supply chain delays - working toward formal approval for extension; still plan on September completion
- NRSD/OES - NRMS Principal has resigned; hope to ID new one by July
- Snow Library - Ms. Bruneau distributed the Library Strategic Plan (dated mid-May 2022); consider inviting them to a Fin Comm meeting for further discussion about the Plan, needs, timing, funding.

#### **Review Schedule and Items for Future Agendas**

- Thursday, 6/23/22 - Tom Daley and Nate Sears regarding EF's; first of 2 year-end book-close efforts - moving money to balance the books (second will be on 7/14). Anyone with term ending 6/30 should contact Moderator David Lyttle if you would like to add another term - or if not so we can start FY23 with full Committee.
- Thursday, 7/14/22 - second of 2 year-end book-close efforts - review/approve transfers to balance books; also annual reorganization of Fin Comm.
- Thursday, 7/28/22 - Tom Finan returns; as of right now, Fin Comm returns to in-person meetings in the Nauset Room beginning 7/28
- August meetings - currently scheduled for 8/11 and 8/25
- Friday, 9/2/22 - Warrant closes
- Wednesday, 9/7/22 - joint Fin Comm and Select Board for Public Hearing on FY24 Budget Policy; also Warrant Article recommendations due
- Thursday, 9/8/22 - Fin Comm meeting - final voting on Warrant Articles for October Town Meeting
- Friday, 9/9/22 - Warrant goes to press



-Monday, 10/17/22 - Fall/Special Town Meeting

**Adjourn: Motion by Mr. Mahoney to adjourn, second by Mr. Athanassious. The vote was 8-0 with Mmes. Bruneau, Baird and Kremer and Messrs. Athanassiou, Ciavarra, Counihan, Mahoney and O'Meara all voting aye by roll-call. (Mr. Kanaga had left the meeting shortly before adjournment.)**

**The meeting was adjourned at 9:47pm**

Respectfully submitted,

Stacy Faber, Recording Secretary

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

1. June 9, 2022 Finance Committee meeting agenda
2. Wastewater Collection System & Treatment Facility Update (Tighe & Bond Presentation)
3. Wastewater Master Planning Update (AECOM Presentation)
4. Wastewater Management Advisory Committee "Charge" (Select Board Mtg Packet 6/8/22)
5. Draft Minutes for the May 19, 2022 Finance Committee Meeting
6. Highlighted FY23 look-ahead worksheet summary with memo to Select Board Chair Andrea Reed, asking about status of FY23 requests
7. Eastham Town Meeting Warrant from May 2022 Annual Town Meeting (Eastham website)
8. Select Board Meeting Packet for the meeting of 6/1/22 (Select Board website)
9. Select Board Meeting Packet for the meeting of 6/8/22 (Select Board website)

**The minutes for the June 9, 2022 Finance Committee meeting were reviewed and approved at the July 14, 2022 meeting. Motion to approve by Mr. Counihan, second by Ms. Baird. The vote was 7-0 with all Fin Comm members voting "aye" by roll-call.**