



TOWN OF ORLEANS

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SELECT BOARD
TOWN
ADMINISTRATOR

SELECT BOARD MEETING

Wednesday, August 2, 2023
Nauset Room, Town Hall

or

Join Zoom Webinar via Computer or Mobile Device: <https://us02web.zoom.us/j/86299691137>

Dial in via Phone: (646) 558-8656; Webinar ID: 862 9969 1137

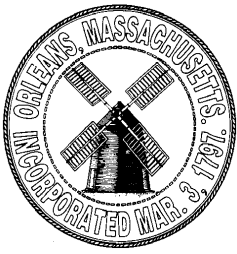
AGENDA

- 4:30 p.m. 1. Call to Order
2. Public Comment
 3. Meet with Collins Center – Compensation Review Full-Time Salary Survey
 4. Joint Meeting with Orleans Elementary School Committee
 - a. School Committee Interviews – Kathy McNamara
 5. Joint meeting with Orleans Elementary School and Finance Committee
 - a. Capital Asset Assessment Presentation by Habeeb & Associates
 6. Snow Library Feasibility Study Task Force Interviews – Jeanne McNett, Steve Gass, Cheryl Bryan, Gerry Grenier, Mary Mador, John Londa
 7. Meet with Board of Water and Sewer Commissioners
 - a. Quarterly Update on Downtown Sewer and Meeting House Pond Sewer Projects
 8. Meet with 4th of July Committee Chair for year-end update
 9. Vote to consider Halloween Stroll on October 28th, 2023 from 2pm – 4pm on Main Street
 10. Discussion and vote to support CPC Application regarding reuse of 18-21 Bay Ridge Lane for Recreation
 11. Review and possible vote to accept FY24 Select Board Goals
 12. Vote to approve revisions to Long Range Capital Planning Committee charge
 13. Approval of Minutes
 - a. March 1, 2023
 - b. March 8, 2023
 - c. March 15, 2023
 - d. March 21, 2023
 13. Liaison Reports and Member Updates
 14. Items for Future Agendas
 15. Adjourn

'23 JUL 28 1:10PM
SCS
ORLEANS TOWN CLERK

Note: In accordance with the Town Charter, the Select Board shall act as Park Commissioners, and in this capacity may from time to time consider matters not specifically referenced as such on the regular agenda.

"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

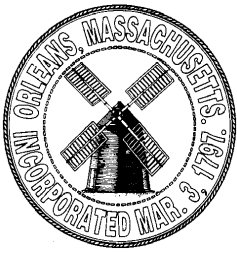


SELECT BOARD
AGENDA ACTION REQUEST
August 2, 2023

**OFFICE OF THE
TOWN
ADMINISTRATOR**

PUBLIC COMMENT

REQUESTED BY:	Select Board
DESIRED ACTION:	Public comment via in-person and/or remote participation
PROPOSED MOTION:	N/A



SELECT BOARD
AGENDA ACTION REQUEST
August 2, 2023

**OFFICE OF THE
TOWN
ADMINISTRATOR**

COLLINS CENTER PRESENTATION

REQUESTED BY:	Collins Center
DESIRED ACTION:	Meet with Mary Aicardi from the Collins Center for a presentation of the Full Time Compensation Salary Study Survey
PROPOSED MOTION:	n/a

**TOWN OF ORLEANS
COMPENSATION REVIEW
FULL TIME SALARY SURVEY
JULY 2023**

Edward J. Collins, Jr. Center for Public Management

MCCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES



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Executive Summary

The Town retained the Edward J. Collins, Jr. Center for Public Management (Collins Center) to conduct a classification and compensation study. The first phase of the study was to do a salary survey, update position descriptions and recommend a compensation plan for seasonal recreation positions. The second phase is to create position descriptions and classify part time positions. The Third phase is to conduct a salary survey for full time positions. This memorandum is to summarize the full time salary survey.

Market Salary Survey

The Collins Center collected data from Cape Cod municipalities to assess the labor market wages for seasonal positions. The Towns that participated in the survey were Barnstable, Bourne, Brewster, Chatham, Dennis, Falmouth, Harwich, Provincetown, Sandwich, Wellfleet and Yarmouth.

The Town of Orleans has four different classification structures for fulltime employees. Maintaining four different classification and compensation schedules, in addition to part time employee and seasonal classification and compensation structures is not a best practice. Of particular concern is that similarly situated positions, often doing similar work are paid on different scales.

Additionally, the classification of positions in the A structure has only one title in each of the grades which contributes to the challenges of evaluating survey data, as does reviewing only salary, without a review of classification. A best practice is to create a structure that bands positions into a classification, rather than have individual salary rates.

The following Table identifies factors that can contribute to the challenges of analysis of positions across organizations and help explain outliers.

FACTOR	DISCUSSION
Title Comparison	A survey of titles can be challenging. Oftentimes, the same title may have different levels of responsibility, which can skew the results. Example: IT titles can have varying responsibilities.
Data Points	Because of unique titles, many titles did not have sufficient data points to provide accurate data comparisons
Organizational/Staffing Structure	Staffing levels and classification structures can impact salary survey results. For example, a large municipality may have more positions, which may be specialized, or have narrow responsibilities, whereas a smaller municipality, with fewer staff, may have broader responsibility.
Salary Ranges	It is common for salary ranges to be outdated, which contributes to data being skewed. Even though many municipalities report minimum salary ranges, it is not known if they actually hire or compensate employees at the minimum.

Salary Schedule Discussion and Finding

In classification evaluation, it is important to note that each municipality is different and the comparability within an organization is as important, if not more so, than external comparability. In reviewing the salary data, the groups performed differently in the survey. It is also important to note that survey results of “above” or “below” the market averages and medians are relative to the salary ranges. A position maximum may be less than the market maximum, but it does not mean the position is not paid within the market. It means, the top of the range may not align, but it does not mean an individual is ‘underpaid.’

Within the A group, data was collected for five of the eight titles. 80% of the maximum of the range of the titles with sufficient data comparisons are below the market maximum of the range. As noted above, it does not mean the employees in those positions are “underpaid,” it means the range is not as broad as the market range. However, it is an indicator the Town should review the compensation structure. The positions are likely in the market, but not at the top. Additionally, based on the survey results, the town should do an evaluation of the classification of the positions in the A group to determine appropriate ranges.

The positions in the O and CC groups appear to be classified appropriately. This is revealed in the survey data which aligns with the grades within the group, meaning the survey data shows similar salaries for the grouped positions. While approximately half of the titles have maximum salaries below the market maximum, most of these can easily be explained in the Table above. For example, many of the titles do not necessarily have the same level, scope and responsibilities as similar titles in other municipalities. Additionally, Orleans has many unique titles, such as using the phrase “Assistant to” which contributes to the challenges of salary comparison. Without conducting a comprehensive review of the classification of the positions, it is difficult to make solid finding.

The SW group positions appear to be classified appropriately. The salary ranges in this group are closer to the market ranges than the other groups, which is an indicator that the titles are accurate and likely consistent across the survey municipalities.

Recommendations

Another phase of the project is a classification and compensation review of regular part time positions. It is recommended the Town consider conducting a comprehensive review of the classification structure of full time positions as well. The market survey is a useful tool if the classification structure is accurate. Without analyzing duties, using titles alone contributes to the challenges. Additionally, conducting a review across the organization as a whole will enable the Town to review organizational, pay equity, efficiency and succession planning.

Closing

The Collins Center would like to thank Liana Surdut, Assistant Town Manager, for her support and assistance on this project. It could not have been done without her.

Market Salary Survey Minimum Summary

DEPARTMENT	EXISTING TITLE	ORLEANS GRADE	ORLEANS MINIMUM HOURLY RATE	ORLEANS MAXIMUM HOURLY RATE	SURVEY AVERAGE MINIMUM	SURVEY MEDIAN MINIMUM	ORLEANS MINUS AVERAGE MINIMUM	ORLEANS MINUS MEDIAN MINIMUM
DPW	DPW Director	A19	\$54.32	\$69.53	\$51.40	\$50.90	\$2.92	\$3.42
Town Hall	Asst Town Administrator	A17	\$48.34	\$61.88	\$52.65	\$49.42	\$4.31	\$1.08
DPW	Building & Facilities Manager	A13	\$38.29	\$49.02	\$38.52	\$39.74	\$0.23	\$1.45
Finance	Town Accountant	A13	\$38.29	\$49.02	\$40.07	\$39.74	\$1.77	\$1.44
Town Hall	Licensing & Procurement Director	A12	\$35.45	\$45.38				
DPW	Asst Building & Facilities Manager	A10	\$30.97	\$39.64				
DPW	Building & Facilities Maint. Tech.	A8	\$27.56	\$35.28				
Town Hall	Administrative Assistant	A7	\$26.00	\$33.29	\$29.14	\$28.45	\$3.13	\$2.45
Media	Media Program Coordinator	CC9	\$29.57	\$37.87	\$29.94	\$29.44	\$0.37	\$0.13
Health	Assistant Health Agent	CC8	\$27.90	\$35.72	\$28.83	\$28.49	\$0.93	\$0.59
Building	Asst. Building Inspector	CC8	\$27.90	\$35.72	\$31.87	\$32.39	\$3.97	\$4.49
COA	Asst. To COA Director	CC8	\$27.90	\$35.72				
DPW/Highway	Asst. To DPW Director	CC8	\$27.90	\$35.72	\$27.32	\$27.37	\$0.58	\$0.53
COA	COA Day Center Director	CC8	\$27.90	\$35.72				
COA	Program Coordinator	CC8	\$27.90	\$35.72				
COA	Social Service Coordinator	CC8	\$27.90	\$35.72	\$30.40	\$29.35	\$2.50	\$1.45
Library	Staff Librarian	CC8	\$27.90	\$35.72	\$27.73	\$27.68	\$0.17	\$0.22
Town Clerk	Assistant Town Clerk	CC7	\$25.98	\$33.26	\$29.22	\$28.70	\$3.24	\$2.72
Assessing	Business Manager	CC7	\$25.98	\$33.26	\$27.55	\$27.55	\$1.57	\$1.57
Media	Multi-Media Technician	CC7	\$25.98	\$33.26				
Multiple dept.	Office Manager	CC7	\$25.98	\$33.26	\$29.89	\$28.28	\$3.91	\$2.30
COA	Outreach Worker	CC7	\$25.98	\$33.26	\$24.48	\$25.87	\$1.51	\$0.11
Treasurer/Collector	Principal Account Clerk	CC8	\$24.18	\$30.97				
Fire & Police dept.	Public Safety Dispatcher	CC6	\$24.18	\$30.97	\$26.40	\$27.15	\$2.22	\$2.97
COA	Asst Day Center Director	CC5	\$22.73	\$29.10				

DEPARTMENT	EXISTING TITLE	ORLEANS GRADE	ORLEANS MINIMUM HOURLY RATE	ORLEANS MAXIMUM HOURLY RATE	SURVEY AVERAGE MINIMUM	SURVEY MEDIAN MINIMUM	ORLEANS MINUS AVERAGE MINIMUM	ORLEANS MINUS MEDIAN MINIMUM
Multiple dept.	Principal Clerk	CC5	\$22.73	\$29.10	\$24.67	\$24.10	\$1.94	\$1.37
COA	Kitchen Program Asst/Cook	CC4	\$21.37	\$27.36				
Library	Library Assistant	CC3	\$19.40	\$24.85	\$20.72	\$20.76	\$1.32	\$1.36
Planning	Director of Planning & Community Development	O17	\$49.29	\$63.10	\$45.21	\$45.98	\$4.08	\$3.31
DPW/Beaches	Natural Resource Manager	O15	\$43.87	\$56.16	\$40.51	\$39.03	\$3.36	\$4.84
DPW/Water	Water Superintendent	O15	\$43.87	\$56.16				
Assessing	Assessor	O14	\$41.39	\$52.98	\$43.38	\$43.43	\$1.99	\$2.04
Building	Building Commissioner	O14	\$41.39	\$52.98	\$43.55	\$44.10	\$2.16	\$2.71
Library	Library Director	O14	\$41.39	\$52.98	\$41.81	\$41.86	\$0.43	\$0.47
DPW/Highway	Public Works Manager	O14	\$41.39	\$52.98				
COA	COA Director	O13	\$39.05	\$49.98	\$38.99	\$36.85	\$0.05	\$2.20
Health	Health Agent	O13	\$39.05	\$49.98	\$38.54	\$38.83	\$0.50	\$0.22
MIS	MIS Coordinator	O13	\$39.05	\$49.98	\$41.89	\$44.15	\$2.84	\$5.10
Treasurer/Collector	Town Treasurer/Collector	O13	\$39.05	\$49.98	\$43.63	\$41.47	\$4.59	\$2.42
Conservation	Conservation Agent	O12	\$36.15	\$46.28	\$34.26	\$33.76	\$1.90	\$2.39
MIS	IT Specialist	O12	\$36.15	\$46.28	\$30.88	\$27.28	\$5.27	\$8.87
Recreation	Recreation Director	O12	\$36.15	\$46.28	\$37.22	\$36.85	\$1.06	\$0.70
Town Clerk	Town Clerk	O12	\$36.15	\$46.28	\$37.82	\$39.31	\$1.67	\$3.15
DPW/Water	Asst Water Superintendent	O11	\$33.48	\$42.85				
DPW/Highway	Asst Highway /Disposal Manager	O10	\$31.58	\$40.43				
Library	Asst Library Director	O10	\$31.58	\$40.43	\$32.44	\$31.07	\$0.86	\$0.52
Planning	Asst Planner	O10	\$31.58	\$40.43	\$38.68	\$33.22	\$7.10	\$1.64
DPW/Beaches	Asst Harbormaster/Dpty Shellfish Const.	O9	\$29.79	\$38.14	\$26.57	\$27.76	\$3.22	\$2.03
Finance	Asst Town Accountant	O8	\$28.11	\$35.98	\$30.30	\$28.94	\$2.19	\$0.83
Treasurer/Collector	Asst Treasurer/Collector	O8	\$28.11	\$35.98	\$30.25	\$28.94	\$2.15	\$0.83
DPW/Beaches	Natural Resource Officer/Beach Director	O8	\$28.11	\$35.98	\$30.32	\$30.45	\$2.22	\$2.34

DEPARTMENT	EXISTING TITLE	ORLEANS GRADE	ORLEANS MINIMUM HOURLY RATE	ORLEANS MAXIMUM HOURLY RATE	SURVEY AVERAGE MINIMUM	SURVEY MEDIAN MINIMUM	ORLEANS MINUS AVERAGE MINIMUM	ORLEANS MINUS MEDIAN MINIMUM
DPW/Beaches	Natural Resource Officer/Shorebird Specialist	O8	\$28.11	\$35.98	\$21.82	\$18.00	\$6.29	\$10.11
DPW/Parks & Water	Foreman	SW9	\$30.03	\$38.44	\$31.44	\$29.79	\$1.41	\$0.24
DPW/Disposal	Disposal Operator	SW8	\$28.34	\$36.26	\$26.71	\$27.37	\$1.63	\$0.97
DPW/Highway	Mechanic	SW8	\$28.34	\$36.26	\$29.36	\$30.17	\$1.02	\$1.83
DPW/Water	Senior Water Treatment Operator	SW7	\$26.73	\$34.22				
DPW/Highway	Asst Mechanic	SW6	\$25.21	\$32.28				
DPW/Highway	Senior Equipment Operator	SW6	\$25.21	\$32.28	\$27.91	\$28.11	\$2.70	\$2.90
DPW/Parks	Senior Maintenance Worker	SW6	\$25.21	\$32.28				
DPW/Water	Water Service Inspector	SW6	\$25.21	\$32.28				
DPW/Water	Water Service Technician	SW6	\$25.21	\$32.28				
DPW	Equipment Operator	SW5	\$23.78	\$30.43	\$24.91	\$26.15	\$1.13	\$2.37
DPW/Disposal	Gate Attendant	SW5	\$23.78	\$30.43	\$21.84	\$21.56	\$1.94	\$2.22
DPW/Parks	Maintenance Worker	SW5	\$23.78	\$30.43	\$25.42	\$23.45	\$1.64	\$0.33
DPW/Water	Water Meter Repair Technician	SW5	\$23.78	\$30.43				
DPW/Highway	Skilled Laborer	SW4	\$22.44	\$28.72	\$25.06	\$21.21	\$2.62	\$1.23
DPW/Highway	Laborer/Custodian	SW3	\$21.17	\$27.09	\$21.52	\$20.75	\$0.35	\$0.42

Market Salary Survey Maximum Summary

DEPARTMENT	EXISTING TITLE	ORLEANS GRADE	ORLEANS MINIMUM HOURLY RATE	ORLEANS MAXIMUM HOURLY RATE	SURVEY AVERAGE MAXIMUM	SURVEY MEDIAN MAXIMUM	ORLEANS MINUS AVERAGE MAXIMUM	ORLEANS MINUS MEDIAN MAXIMUM
DPW	DPW Director	A19	\$54.32	\$69.53	\$69.85	\$69.93	\$0.32	\$0.40
Town Hall	Asst Town Administrator	A17	\$48.34	\$61.88	\$67.59	\$64.96	\$5.71	\$3.08
DPW	Building & Facilities Manager	A13	\$38.29	\$49.02	\$47.74	\$49.66	\$1.28	\$0.64
Finance	Town Accountant	A13	\$38.29	\$49.02	\$54.52	\$52.56	\$5.50	\$3.54
Town Hall	Licensing & Procurement Director	A12	\$35.45	\$45.38				
DPW	Asst Building & Facilities Manager	A10	\$30.97	\$39.64				
DPW	Building & Facilities Maint. Tech.	A8	\$27.56	\$35.28	\$38.32	\$37.55	\$3.04	\$2.27
Town Hall	Administrative Assistant	A7	\$26.00	\$33.29	\$37.44	\$39.57	\$4.15	\$6.28
Media	Media Program Coordinator	CC9	\$29.57	\$37.87	\$43.05	\$43.64	\$5.18	\$5.77
Health	Assistant Health Agent	CC8	\$27.90	\$35.72	\$37.03	\$38.34	\$1.31	\$2.62
Building	Asst. Building Inspector	CC8	\$27.90	\$35.72	\$41.70	\$41.45	\$5.98	\$5.73
COA	Asst. To COA Director	CC8	\$27.90	\$35.72	\$30.84	\$30.84	\$4.88	\$4.88
DPW/Highway	Asst. To DPW Director	CC8	\$27.90	\$35.72	\$33.79	\$33.46	\$1.93	\$2.26
COA	COA Day Center Director	CC8	\$27.90	\$35.72				
COA	Program Coordinator	CC8	\$27.90	\$35.72	\$31.28	\$31.75	\$4.44	\$3.97
COA	Social Service Coordinator	CC8	\$27.90	\$35.72	\$35.40	\$34.51	\$0.32	\$1.22
Library	Staff Librarian	CC8	\$27.90	\$35.72	\$34.81	\$36.54	\$0.91	\$0.82
Town Clerk	Assistant Town Clerk	CC7	\$25.98	\$33.26	\$36.02	\$36.35	\$2.76	\$3.09
Assessing	Business Manager	CC7	\$25.98	\$33.26				
Media	Multi-Media Technician	CC7	\$25.98	\$33.26				
Multiple dept.	Office Manager	CC7	\$25.98	\$33.26	\$37.44	\$35.89	\$4.18	\$2.63
COA	Outreach Worker	CC7	\$25.98	\$33.26	\$33.91	\$32.89	\$0.65	\$0.37
Treasurer/Collector	Principal Account Clerk	CC8	\$24.18	\$30.97				
Fire & Police dept.	Public Safety Dispatcher	CC6	\$24.18	\$30.97	\$32.20	\$31.53	\$1.23	\$0.56

DEPARTMENT	EXISTING TITLE	ORLEANS GRADE	ORLEANS MINIMUM HOURLY RATE	ORLEANS MAXIMUM HOURLY RATE	SURVEY AVERAGE MAXIMUM	SURVEY MEDIAN MAXIMUM	ORLEANS MINUS AVERAGE MAXIMUM	ORLEANS MINUS MEDIAN MAXIMUM
COA	Asst Day Center Director	CC5	\$22.73	\$29.10				
Multiple dept.	Principal Clerk	CC5	\$22.73	\$29.10	\$31.46	\$31.98	\$2.36	\$2.88
COA	Kitchen Program Asst/Cook	CC4	\$21.37	\$27.36				
Library	Library Assistant	CC3	\$19.40	\$24.85	\$25.94	\$26.86	\$1.09	\$2.01
Planning	Director of Planning & Community Development	O17	\$49.29	\$63.10	\$59.15	\$57.36	\$3.95	\$5.75
DPW/Beaches	Natural Resource Manager	O15	\$43.87	\$56.16	\$54.13	\$53.54	\$2.03	\$2.62
DPW/Water	Water Superintendent	O15	\$43.87	\$56.16	\$63.25	\$61.45	\$7.09	\$5.29
Assessing	Assessor	O14	\$41.39	\$52.98	\$55.73	\$54.94	\$2.74	\$1.96
Building	Building Commissioner	O14	\$41.39	\$52.98	\$58.06	\$59.23	\$5.07	\$6.25
Library	Library Director	O14	\$41.39	\$52.98	\$57.09	\$59.44	\$4.11	\$6.46
DPW/Highway	Public Works Manager	O14	\$41.39	\$52.98	\$49.18	\$51.63	\$3.80	\$1.36
COA	COA Director	O13	\$39.05	\$49.98	\$48.89	\$48.87	\$1.10	\$1.12
Health	Health Agent	O13	\$39.05	\$49.98	\$47.74	\$44.54	\$2.24	\$5.44
MIS	MIS Coordinator	O13	\$39.05	\$49.98	\$56.56	\$56.19	\$6.57	\$6.20
Treasurer/Collector	Town Treasurer/Collector	O13	\$39.05	\$49.98	\$56.33	\$56.17	\$6.35	\$6.19
Conservation	Conservation Agent	O12	\$36.15	\$46.28	\$43.73	\$44.38	\$2.55	\$1.90
MIS	IT Specialist	O12	\$36.15	\$46.28	\$40.89	\$33.86	\$5.39	\$12.42
Recreation	Recreation Director	O12	\$36.15	\$46.28	\$48.04	\$48.87	\$1.76	\$2.59
Town Clerk	Town Clerk	O12	\$36.15	\$46.28	\$45.95	\$46.28	\$0.33	\$0.00
DPW/Water	Asst Water Superintendent	O11	\$33.48	\$42.85	\$45.67	\$42.53	\$2.82	\$0.32
DPW/Highway	Asst Highway /Disposal Manager	O10	\$31.58	\$40.43				
Library	Asst Library Director	O10	\$31.58	\$40.43	\$42.27	\$42.10	\$1.84	\$1.67
Planning	Asst Planner	O10	\$31.58	\$40.43	\$43.92	\$41.02	\$3.50	\$0.59
DPW/Beaches	Asst Harbormaster/Dpty Shellfish Const.	O9	\$29.79	\$38.14	\$34.10	\$36.84	\$4.04	\$1.30
Finance	Asst Town Accountant	O8	\$28.11	\$35.98	\$40.97	\$37.62	\$4.99	\$1.64
Treasurer/Collector	Asst Treasurer/Collector	O8	\$28.11	\$35.98	\$37.71	\$36.44	\$1.73	\$0.46

DEPARTMENT	EXISTING TITLE	ORLEANS GRADE	ORLEANS MINIMUM HOURLY RATE	ORLEANS MAXIMUM HOURLY RATE	SURVEY AVERAGE MAXIMUM	SURVEY MEDIAN MAXIMUM	ORLEANS MINUS AVERAGE MAXIMUM	ORLEANS MINUS MEDIAN MAXIMUM
DPW/Beaches	Natural Resource Officer/Beach Director	O8	\$28.11	\$35.98	\$36.95	\$37.35	\$0.97	\$1.37
DPW/Beaches	Natural Resource Officer/Shorebird Specialist	O8	\$28.11	\$35.98	\$28.15	\$27.43	\$7.83	\$8.55
DPW/Parks & Water	Foreman	SW9	\$30.03	\$38.44	\$35.92	\$34.28	\$2.52	\$4.16
DPW/Disposal	Disposal Operator	SW8	\$28.34	\$36.26	\$30.74	\$31.74	\$5.52	\$4.52
DPW/Highway	Mechanic	SW8	\$28.34	\$36.26	\$33.80	\$34.55	\$2.47	\$1.71
DPW/Water	Senior Water Treatment Operator	SW7	\$26.73	\$34.22				
DPW/Highway	Asst Mechanic	SW6	\$25.21	\$32.28				
DPW/Highway	Senior Equipment Operator	SW6	\$25.21	\$32.28	\$32.49	\$32.36	\$0.21	\$0.07
DPW/Parks	Senior Maintenance Worker	SW6	\$25.21	\$32.28				
DPW/Water	Water Service Inspector	SW6	\$25.21	\$32.28				
DPW/Water	Water Service Technician	SW6	\$25.21	\$32.28				
DPW	Equipment Operator	SW5	\$23.78	\$30.43	\$30.49	\$31.74	\$0.06	\$1.31
DPW/Disposal	Gate Attendant	SW5	\$23.78	\$30.43	\$25.26	\$25.94	\$5.17	\$4.49
DPW/Parks	Maintenance Worker	SW5	\$23.78	\$30.43	\$32.22	\$32.09	\$1.79	\$1.66
DPW/Water	Water Meter Repair Technician	SW5	\$23.78	\$30.43				
DPW/Highway	Skilled Laborer	SW4	\$22.44	\$28.72	\$28.26	\$27.36	\$0.46	\$1.37
DPW/Highway	Laborer/Custodian	SW3	\$21.17	\$27.09	\$25.63	\$25.52	\$1.46	\$1.57



SELECT BOARD
AGENDA ACTION REQUEST
August 2, 2023

**OFFICE OF THE
TOWN
ADMINSTRATOR**

JOINT MEETING WITH OES COMMITTEE

REQUESTED BY:	Select Board
DESIRED ACTION:	Meet with members of the Orleans Elementary School Committee to conduct interviews for one open vacancy on the committee
PROPOSED MOTION:	

TOWN OF ORLEANS COMMITTEE INTERVIEWS – APPOINTMENTS

Date: August 2, 2023
 Committee: Orleans Elementary School Committee

The Orleans Elementary School Committee is comprised of 5 elected members serving terms of three years. During this meeting, the Board will be asked the following:

1. Maxine Minkoff Request resignation
2. Kathy McNamara Seeks Appointment Term end: TBD

COMMITTEE	MEMBERSHIP INFO	VACANCIES	TERM EXPIRES	COMMITTEE MEMBERS <i>*two or more terms completed</i>	REG/ASSOC	DATE APPOINTED	DATE APPT'D AS REGULAR MEMBER	REAPPOINTED/ RE-ELECTED
ORLEANS SCHOOL COMMITTEE Charter 5-5-1 ELECTED	3 year term	VACANCIES NONE	25	Ginger Stribula Marks	R	5/1/2013	5/1/2013	5/22/19, 5/17/22
			25	Maxine Minkoff	R	5/17/2022	5/17/2022	
			26	Sasandra Roche	R	5/16/2017	5/16/2017	6/23/20, 5/16/23
			26	Gail Briere	R	5/20/2014	5/20/2014	5/16/17, 6/23/20, 5/16/23
			24	Ian Mack	R		5/25/2021	

Orleans Elementary School Committee Vacancy

The Orleans Elementary School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking and considering the comments of the public, students, and staff in its decision-making processes.

The duties and obligations of the individual school committee members are as follows:

- To become familiar with the General Laws of the Commonwealth relating to education and school committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this school committee and school department.
- To keep abreast of new laws and the latest trends in education.
- To have a general knowledge of the goals, objectives, and programs of the towns' public schools.
- To work effectively with other committee members without trying either to dominate the committee or neglect his/her/their share of the work.
- To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
- To vote and act in committee impartially for the good of the students.
- To accept the will of the majority vote in all cases, and to remember that he/she/they is one of a team and must abide by, and carry out, all committee decisions once they are made.
- To represent the committee and the schools to the public in a way that promotes interest and support.
- To refer questions and complaints to the proper school authorities.
- To comply with the accepted code of ethics for school committee members.



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JUL 21 2023 TOWN ADMINISTRATOR

Citizen Interest Form

SELECT BOARD
TOWN ADMINISTRATOR'S OFFICE

The Town of Orleans has over 35 Boards, Committees, and Commissions that serve to provide our Town with guidance, new ideas, and knowledge. We depend on the participation and dedication of our residents to fill these Boards in order to help benefit our community.

Name Kathy McNamara	Date July 20, 2023
Residential Address 3 Little Bay Rd Orleans MA 02653	
Mailing Address	
Phone 203.385.2805	Email KTMinCT@yahoo.com

- Are you a full-time resident of the Town? yes no
- Are you available to serve on a year-round basis? yes no
If no, what is your availability? _____

3. Please list experience or educational background that may be helpful to your chosen Board, Committee, or Commission:

15+ years in corporate America; HR, Finance and Sales Administration. Board Member/ Officer of the OASAP
(Orleans After School Activites Program)

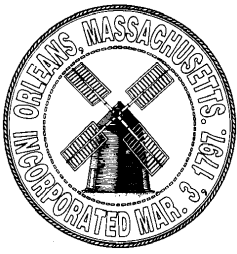
4. What interests you most about this Board, Committee, Commission?

I have a rising third grader at OES, therefore have a vested interest in the school and school system.

Before submitting your interest form, please make sure this volunteer service is a good fit for your interests and time. During your interview with the Select Board, you will be asked which of the following steps you have taken to familiarize yourself:

- | | |
|--|--|
| <input type="checkbox"/> Confirm there is a vacancy on your B/C/C | <input type="checkbox"/> Review the Charge of your chosen B/C/C |
| <input type="checkbox"/> View at least two meetings via Ch.18 recordings | <input type="checkbox"/> Review meeting schedule for time commitment |
| <input type="checkbox"/> View agendas and minutes for topic information | <input type="checkbox"/> Contact the Chair of the B/C/C for information
<i>(Request contact from Town Administrator's office)</i> |

All above information can be found on the Town website, under the "Government" tab



SELECT BOARD

AGENDA ACTION REQUEST
August 2, 2023

OFFICE OF THE
TOWN
ADMINISTRATOR

JOINT MEETING WITH OES AND FINANCE COMMITTEE

REQUESTED BY:	Select Board
DESIRED ACTION:	Conduct joint meeting with Orleans School Committee and Finance Committee members to view the Capital Asset Assessment Presentation by Habeeb & Associates
PROPOSED MOTION:	n/a



HABEEB & ASSOCIATES
ARCHITECTS

CAPITAL ASSET ASSESSMENT

Orleans Elementary School

46 Eldredge Park Way, Orleans, MA 02653

FINAL REPORT: July 27, 2023
H&A JN 2222.01



150 LONGWATER DR
NORWELL MA
02061-1647
781-871-9804

100 GROVE ST
SUITE 303
WORCESTER MA
01605-2630
774-206-3360

Elementary School Committee /
Select Board Meeting August 2, 2023

habeebarch.com

D E D I C A T E D T O E X C E E D I N G O U R C L I E N T S ' E X P E C T A T I O N S

ORLEANS ELEMENTARY SCHOOLS K-G5 STUDY

Determining the Impact of Options for the Orleans Elementary School and Campus

The Issue:

- Renovation of existing
or
- Replacement of existing



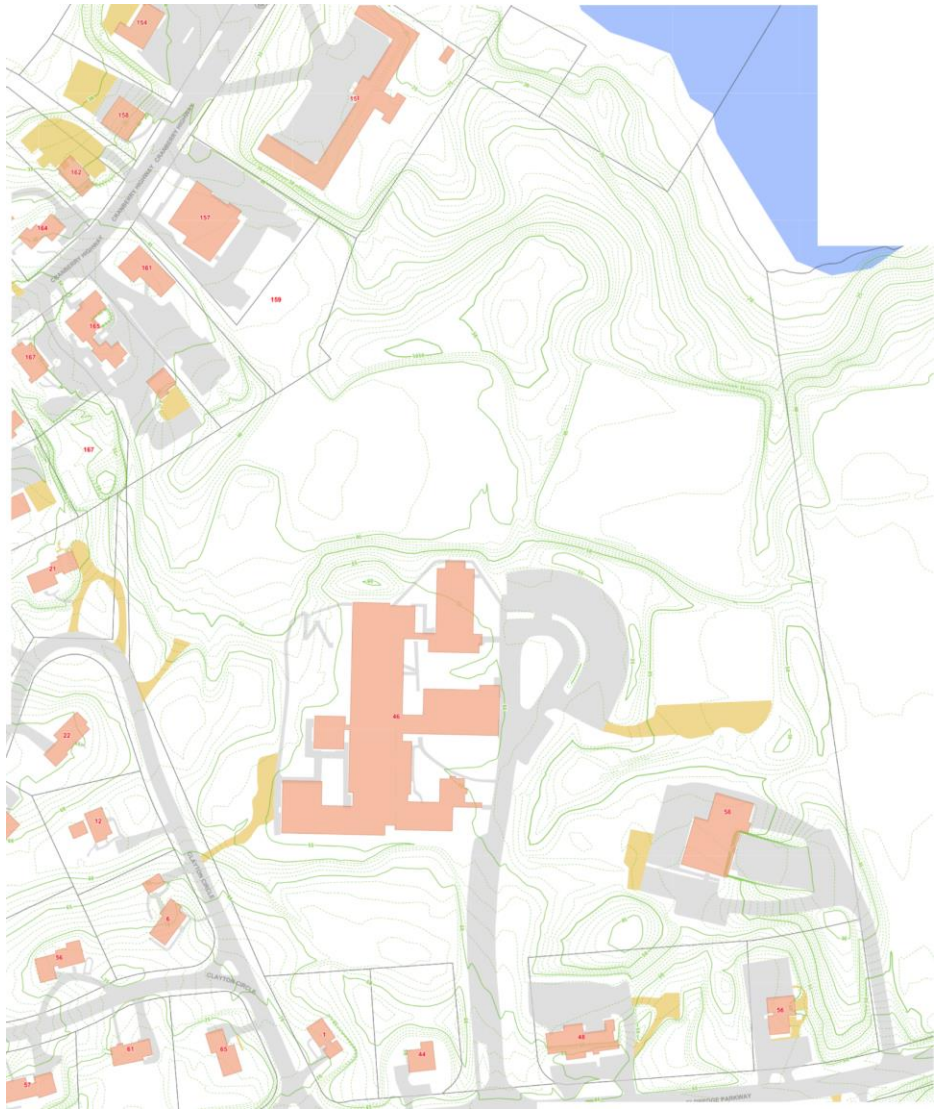
THE ASSIGNMENT

- Examine the Physical Conditions
- Assess the Educational Adequacy
- Develop Options and Costs



PHYSICAL CONDITION

ORLEANS ELEMENTARY SCHOOL



PHYSICAL CONDITION ASSESSMENT

- 5 Areas of Assessment
 - Site
 - Building Envelope & Energy Efficiency
 - Building Interiors
 - Mechanical & Fire Protection
 - Electrical, Fire Alarm, Data, Security



PHYSICAL CONDITION

Site



PHYSICAL CONDITION

Site



PHYSICAL CONDITION

Site



PHYSICAL CONDITION

Building Envelope



PHYSICAL CONDITION

Building Envelope



PHYSICAL CONDITION

Building Envelope



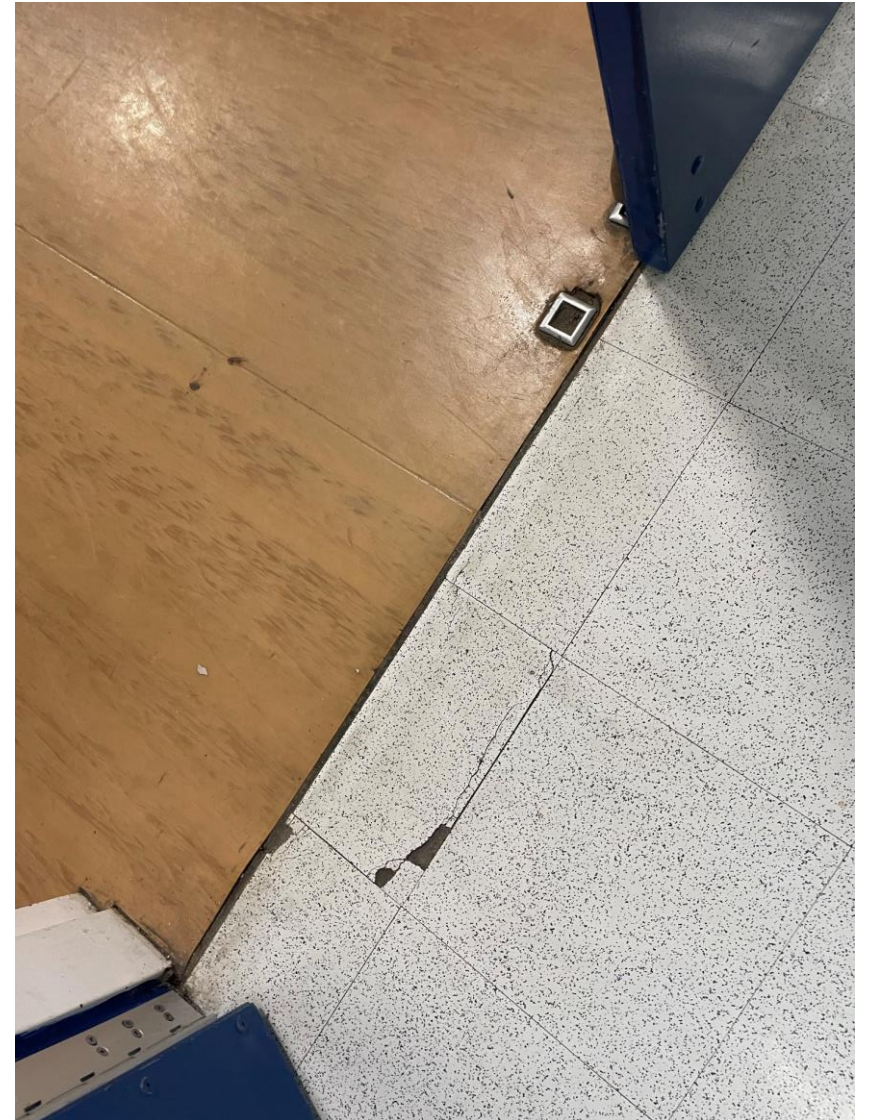
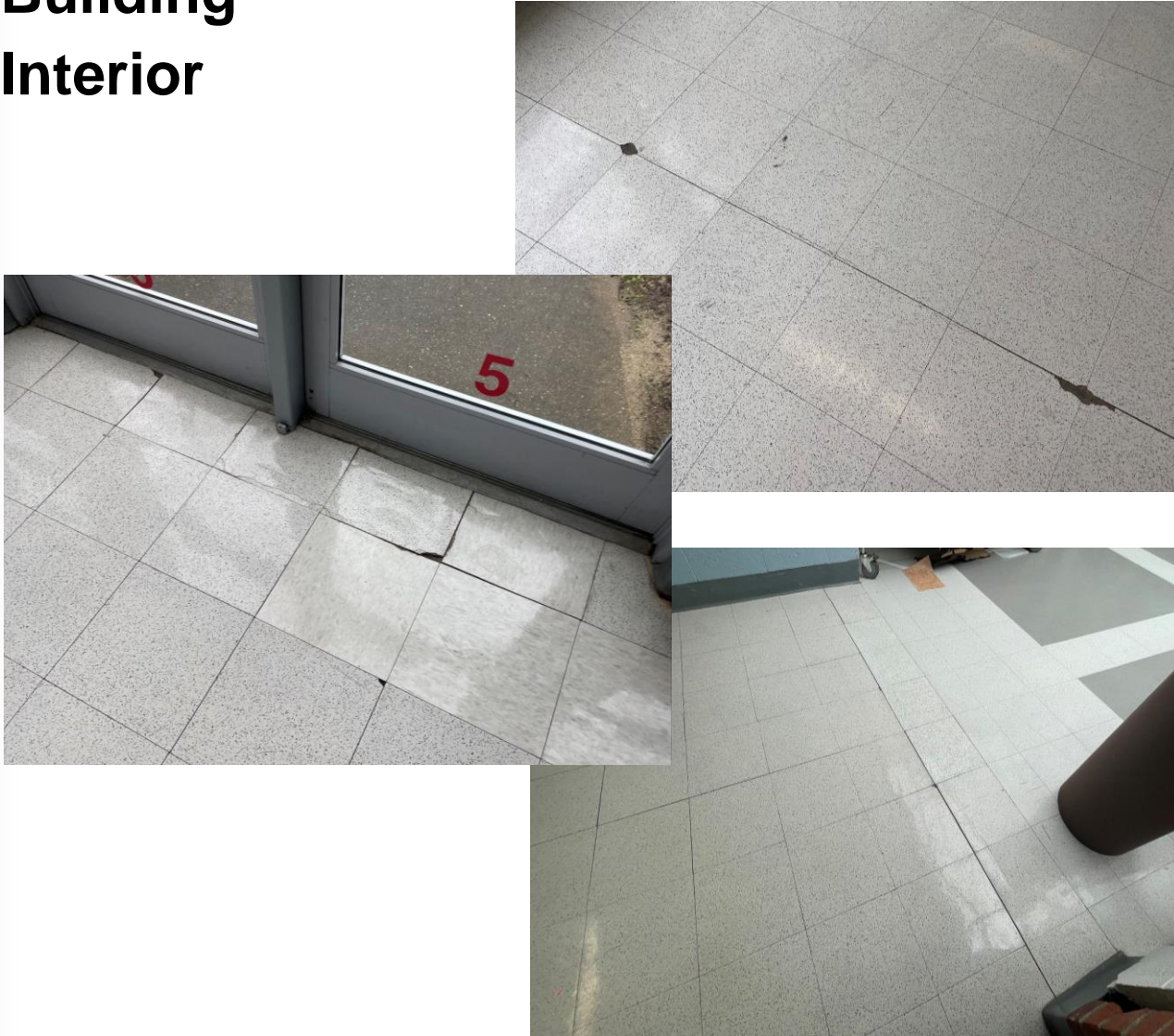
PHYSICAL CONDITION

Building Interior



PHYSICAL CONDITION

Building Interior



PHYSICAL CONDITION

Building Interior



PHYSICAL CONDITION

Mechanical



PHYSICAL CONDITION

Mechanical



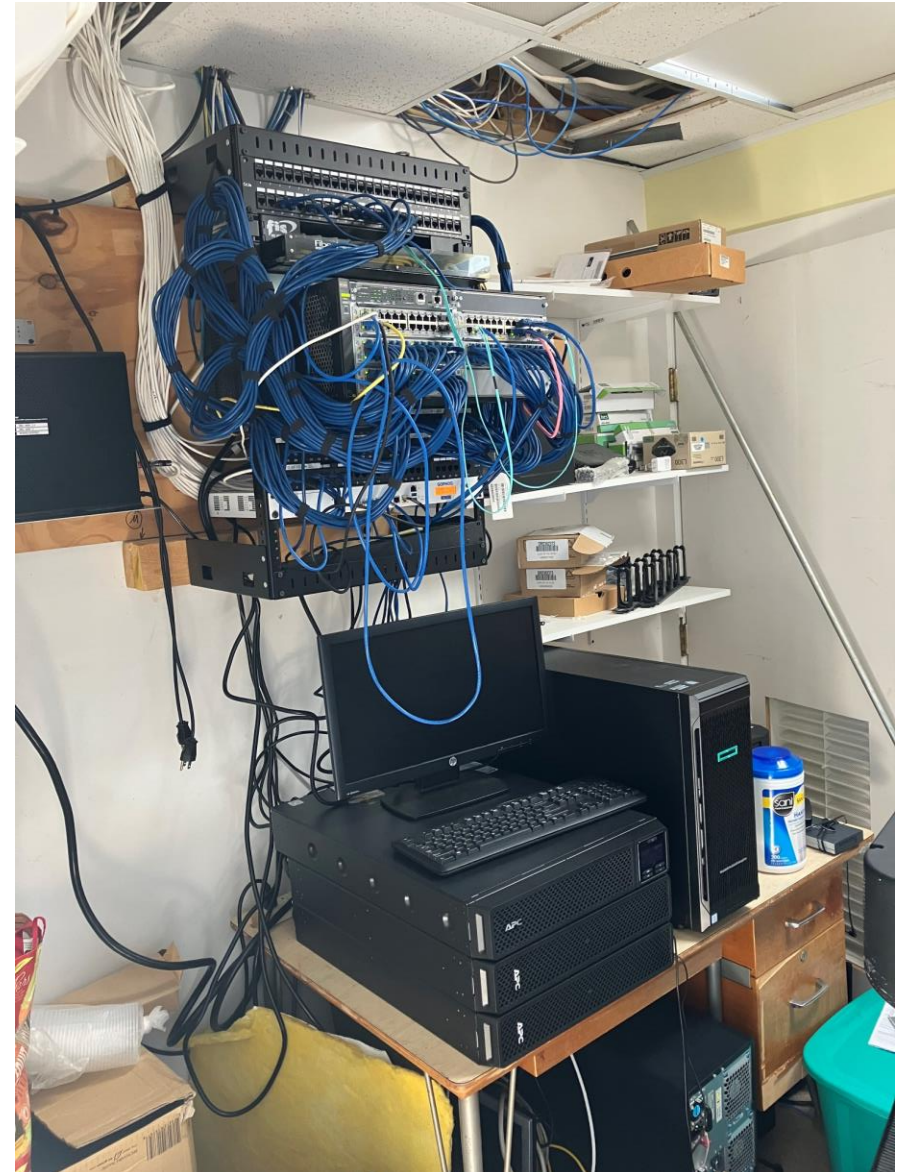
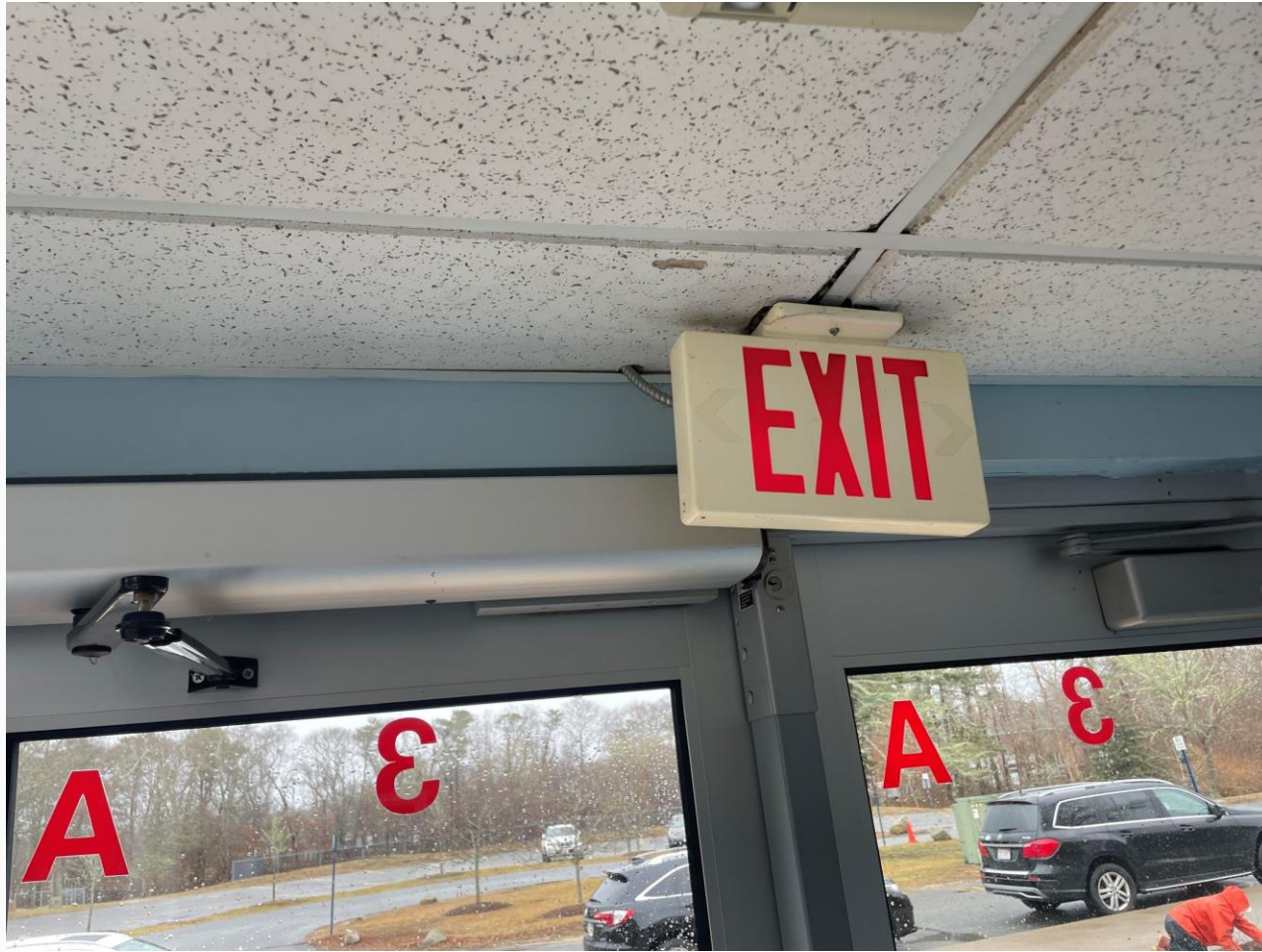
PHYSICAL CONDITION

Mechanical



PHYSICAL CONDITION

Electric



PHYSICAL CONDITION

Electric



CURRENT ENROLLMENT

The elementary school enrollment population is not expected to increase significantly over the next two decades.

Enrollment by Grade (2022-23)							
	K	1	2	3	4	5	Total
Orleans Elementary	17	30	21	19	28	30	145

The mission of Orleans Elementary School is to educate all students to high standards of intellectual excellence and social and cultural awareness and to prepare them for a productive life within a dynamically changing society.

OPTION 1: RENOVATION OF THE EXISTING FACILITY

	Priority 1	Priority 2	Priority 3	Total
RENOVATION - Building Summary				Orleans Elementary School
1. SITE	7,105,267	0	275,990	7,381,257
2. BUILDING ENVELOPE	7,342,595	2,696,928	257,725	10,297,248
3. BUILDING INTERIORS	4,500,795	169,000	1,600,820	6,270,615
4. MECHANICAL	1,777,880	173,212	5,344,300	7,295,392
5. ELECTRICAL	620,100	2,596,100	1,049,776	4,265,976
1, 2 Total:	21,346,637	5,635,240	8,528,611	35,510,488
Total Inflated @ 5% Compounded Annually	23,534,667	7,192,153	13,892,209	44,619,029

¹ Totals include Soft Costs (30%): Contingency, Administration and A/E Fees.

² Excludes approx. \$8M-11M Structural Modifications as described in the Executive Summary.

OPTION 1: RENOVATE EXISTING

53,100 sf.



Existing School Capacity*:

- 3 Kindergarten Classrooms x16 = 48 students
- 14 Grade 1-5 Classrooms x20 = 280 students
- Total **328** students

OPTION 2: REPLACEMENT OF THE EXISTING FACILITY

	Projected Budget Total
New RENOVATION - Orleans Elementary School	
1. NEW BUILDING CONSTRUCTION	29,206,800
2. TEMPORARY CLASSROOM COMPLEX	4,200,000
3. ABATEMENT OF EXISTING HAZARDOUS BUILDING MATERIALS	1,200,000
4. EXISTING BUILDING DEMOLITION	800,000
5. CIVIL ENGINEERING / LANDSCAPING	6,600,000
¹Total:	42,006,800
¹Total Inflated @ 5% Compounded Annually over 5 years	53,612,504

¹Totals include Soft Costs (30%): Contingency, Administration and A/E Fees.

OPTION 2: REPLACEMENT OF THE EXISTING FACILITY

48,678 sf.

Orleans Elementary School	New		
	ROOM NFA ¹	# OF RMS	area totals
CORE ACADEMIC SPACES			13,100
Pre-Kindergarten w/ toilet		0	0
Kindergarten w/ toilet	1,200	2	2,400
General Classrooms - Grade 1-5	950	10	9,500
STE Room- Grade 3-5	1,080	1	1,080
STE Storage	120	1	120
Total Core Academic Spaces		14	
SPECIAL EDUCATION			2,010
Self-Contained SPED	950	1	950
Self-Contained SPED - toilet	60	1	60
Resource Room	500	1	500
Small Group Room / Reading	500	1	500
Total Special Education Spaces		4	
SUPPORT SPACES			19,660
ART & MUSIC			2,425
HEALTH & PHYSICAL EDUCATION			6,300
MEDIA CENTER			2,020
DINING & FOOD SERVICE			4,740
MEDICAL			410
ADMINISTRATION & GUIDANCE			1,865
CUSTODIAL & MAINTENANCE			1,900
OTHER			0
Other (specify)			0
Total Building Net Floor Area (NFA)			34,770
Proposed Student Capacity / Enrollment			232
NON-PROGRAMMED SPACES		%of GFA	13,908
Remaining ³		29%	13,908
Total Building Gross Floor Area (GFA)²			48,678
Grossing factor (GFA/NFA)			1.40

Recommended Classrooms*:

- 2** Kindergarten Classrooms x16 = 32 students
 - 10** Grade 1-5 Classrooms x20 = 200 students
- Total 232 students**

¹ Individual Room Net Floor Area (NFA):

Includes the net square footage measured from the inside face of the perimeter walls and includes all specific spaces assigned to a particular program area including such spaces as non-communal toilets and storage rooms.

² Total Building Gross Floor Area (GFA)

³ Remaining: Includes exterior walls, interior partitions, chases, and other areas not listed above. Do not calculate this area, it is assumed to equal the difference between the Total Building Gross Floor Area and area not accounted for above.

THANK YOU!

Town of Orleans

Town Manager

Kimberly Newman

Director, Public Works and Natural Resources

Thomas Daley

Facilities Manager, Public Works and Natural Resources

Ron Collins

Orleans School Committee

Committee Chair

Gail Briere

Committee Vice Chair

Sassandra Roche

Ian Mack

Ginger Marks

Maxine Minkoff

Nauset Public Schools

Superintendent

Brooke Clenchy

Principal, Orleans Elementary School

Elaine Pender

Director of Business and Finance

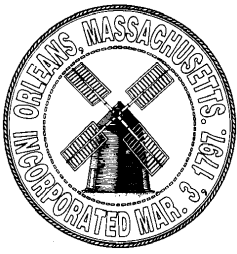
Giovanna Venditti

Executive Assistant to the Superintendent

Arlynn Consiglio

Assistant Director of Finance and Operations

Jim Nowack



SELECT BOARD
AGENDA ACTION REQUEST
August 2, 2023

**OFFICE OF THE
TOWN
ADMINISTRATOR**

SNOW LIBRARY FEASIBILITY STUDY TASK FORCE

REQUESTED BY:	Select Board/Board of Library Trustees
DESIRED ACTION:	Conduct interviews and appointments for the newly created Snow Library Feasibility Task Force
PROPOSED MOTION:	



TOWN OF ORLEANS

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SELECT BOARD

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ADMINISTRATOR

New Snow Library Feasibility Study Scope of Services Statement

At the Annual Town Meeting on May 8, 2023, voters approved Article 45 to fund a New Snow Library Feasibility Study on the existing site or determine if another suitable site is available.

To accomplish this work, the Select Board and Snow Library Trustees will appoint a New Snow Library Feasibility Study Task Force consisting of five voting members including a recommendation from the Library Trustees on who will chair the Force. The Library Director, Regional School District Representative, Building and Facilities Manager, or their designees, will serve as ex-officio, non-voting members. The DPW Director and Planning Director will serve as resources for the purposes of the study

The Town Administrator, working with the Select Board and Library Board of Trustees, will develop a scope of services statement consistent with Article 45 of the May 8, 2023 Annual Town Meeting, to procure design services of a licensed professional with library experience to assist the Task Force with the completion of the Feasibility Study.

The Task Force will work with the hired consultant to complete the following:

- Conduct a site survey plan and geotechnical investigation report for the existing Snow Library lot.
- Conduct a hazardous materials assessment of the existing building and site.
- Develop alternatives for a new or expanded building on the site that will meet program requirements, including meeting Net Zero goals.
- Evaluate compliance with state and local regulations and identify relief required for each alternative.
- Conduct two public information sessions to solicit community input.
- Communicate with Snow Library abutters, programming partners and groups including but not limited to: Friends of Snow Library, Nauset Regional School District, Friends Market, the Orleans Improvement Association, Council on Aging, Energy & Climate Action Committee, Cultural District Committee, Community Center Task Force and the Recreation Advisory Committee
- Ensure that any other tasks necessary for eligibility for a grant from the Massachusetts Public Library Construction Program (MPLCP) are completed, including the determination of whether other suitable sites are available.

- Develop an interim plan to continue library services during construction.
- Develop preliminary staffing needs associated with the recommended alternative.
- Recommend to the Select Board and Snow Library Trustees the best site for a new Snow Library and any associated actions that are required.
- Present study findings to the Select Board and Snow Library Trustees on or before March 1, 2024.

The Task Force will conduct their meetings in accordance with the Open Meeting Law and submit minutes to the Town Clerk's Office within 30 days of each meeting.

Date approved: May 17, 2023



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JUN - 5 2023

Citizen Interest Form

SELECT BOARD
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The Town of Orleans has over 35 Boards, Committees, and Commissions that serve to provide our Town with guidance, new ideas, and knowledge. We depend on the participation and dedication of our residents to fill these Boards in order to help benefit our community.

Name Jeanne McNett	Date June 3, 2023
Residential Address 31 Loomis Lane, Orleans	
Mailing Address PO Box 882, East Orleans, MA 02643	
Phone 508-277-3879	Email jmcnett@comcast.net

- Are you a full-time resident of the Town? yes no
- Are you available to serve on a year-round basis? yes no
If no, what is your availability? _____
- Please list experience or educational background that may be helpful to your chosen Board, Committee, or Commission:
Retired management prof., Northeastern Univ., Assumption Univ, emerita; Ph D., English
NonProfit Committees: Board, Pleas Bay Comm Boating, Chair Center for Coastal Studies
(see attached CV)
- What interests you most about this Board, Committee, Commission?
Snow Library is a critical, vital town resource; it is at the center of our community.
Citizens depend on the library to have access to information and stay informed.

Before submitting your interest form, please make sure this volunteer service is a good fit for your interests and time. During your interview with the Select Board, you will be asked which of the following steps you have taken to familiarize yourself:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Confirm there is a vacancy on your B/C/C | <input checked="" type="checkbox"/> Review the Charge of your chosen B/C/C |
| <input type="checkbox"/> View at least two meetings via Ch.18 recordings | <input type="checkbox"/> Review meeting schedule for time commitment |
| <input type="checkbox"/> View agendas and minutes for topic information | <input type="checkbox"/> Contact the Chair of the B/C/C for information
(Request contact from Town Administrator's office) |

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Curriculum Vitae

Jeanne M. McNett

Box 882 (31 Loomis Lane) East Orleans MA 02643

jmcnett@comcast.net
508-277-3879 c.

Non-profit volunteer, focus on governance and administration. Educator and researcher in international management and organizational behavior with experience in leadership training, virtual team formation, program management.

Local Volunteer Activity

Center for Coastal Studies, Board member, 2015 – pres., chair, 2022 - pres.
Pleasant Bay Community Boating, Board member, 2015 - pres., VP, chair Governance
Friends of Pleasant Bay, 2015-2021, editor, newsletter
Planned Parenthood League of MA, Central MA Advisory Committee, 2011-2014, chair
Rwanda Aid Society, Assumption College, Board member, chair, 2005 - 2013

Education

Bayes Business School, London University, UK	MBA	International Business	1983
University of Massachusetts, Amherst	Ph D	English Literature	1980
University of Massachusetts, Amherst	M A	English Literature (Honors)	1974
University of Massachusetts, Amherst	B A	English Literature and Education	1970

Sample Faculty and Academic Administration Positions

2011-2014	Northeastern University, Damore-McKim School of Business Senior Academic Researcher, MBA Program Lecturer
1997-2011	Assumption College, Worcester, Massachusetts Professor of Management, Dept. Chair 2005-2007, Emerita 2011
1991-1994	Morris College, Sumter, South Carolina Associate Professor, Management and English
1984-1991	The University of Maryland European and Asian Divisions Assistant Director for Academic Affairs (dean) 1987-1989 Chair, English Department, Lecturer, Business and English
1980-1982	Riyadh University, Center for Women, Saudi Arabia Department Chair, English Department (1981-1982) Assistant Professor of English Literature

Sample Publications

International Business. McGraw-Hill, 2 edits. J.M. Geringer, J. McNett. (2016, 2019)
A Primer on Sustainability. Business Expert Press. R. Whitfield and J. McNett. (2014)
International Business: The Challenge of Global Competition, editions 11-15. Irwin McGraw-Hill J.M. Geringer, J. McNett, M. Minor.
The Blackwell Encyclopedia of Management. Vol. VI: International Management, Blackwell Publishing/Wiley. J. McNett et al., Eds. (2005, 2014).
Critical Thinking in the Management Classroom: Bloom's Taxonomy as a Learning Tool, Athanassiou, Nicholas, Jeanne M. McNett, and Carol Harvey. *Journal of Management Education*, 2003, 27(5), 533-555. (2004 R. Roethlisberger Best Paper Award).



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SELECT BOARD
TOWN
ADMINISTRATOR

Citizen Interest Form

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Name Steven Gass		Date June 5, 2023
Residential Address 92 Gibson Rd., Orleans MA 02653		
Mailing Address same as above		
Phone 617.840.5432	Email sxgass@gmail.com	

- Are you a full-time resident of the Town? yes no
- Are you available to serve on a year-round basis? yes no
If no, what is your availability? _____
- Please list experience or educational background that may be helpful to your chosen Board, Committee, or Commission:
Snow Library Trustee for past 6 years; retired library administrator; former Board member of the Orleans Conservation Trust; undergraduate degree in political science; graduate degree in library and information science
- What interests you most about this Board, Committee, Commission?
I have been working for for a new Snow Library since moving to Orleans in 2015. This opportunity is critical to advancing this cause.

Before submitting your interest form, please make sure this volunteer service is a good fit for your interests and time. During your interview with the Select Board, you will be asked which of the following steps you have taken to familiarize yourself:

- | | |
|--|--|
| <input type="checkbox"/> Confirm there is a vacancy on your B/C/C | <input type="checkbox"/> Review the Charge of your chosen B/C/C |
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<i>(Request contact from Town Administrator's office)</i> |

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SELECT BOARD

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Citizen Interest Form

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Name <i>Cheryl Bryan</i>	Date <i>6/15/23</i>
Residential Address <i>157 South Orleans Rd. Orleans</i>	
Mailing Address <i>same above</i>	
Phone <i>774-722-1148</i>	Email <i>Chene.g.bryan@gmail.com</i>

1. Are you a full-time resident of the Town? yes no
2. Are you available to serve on a year-round basis? yes no
If no, what is your availability? _____

3. Please list experience or educational background that may be helpful to your chosen Board, Committee, or Commission:

former library trustee, former consultant w/ library's + architects on library design. Wrote book on library Building Projects for American Library Assn. Taught seminars for ALA on library construction projects around the country

4. What interests you most about this Board, Committee, Commission?

I have knowledge of what the library needs and what the town wants from the library and how library projects work.

Before submitting your interest form, please make sure this volunteer service is a good fit for your interests and time. During your interview with the Select Board, you will be asked which of the following steps you have taken to familiarize yourself:

- | | |
|--|--|
| <input type="checkbox"/> Confirm there is a vacancy on your B/C/C | <input type="checkbox"/> Review the Charge of your chosen B/C/C |
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JUN - 6 2023

SELECT BOARD
TOWN ADMINISTRATOR'S OFFICE

Citizen Interest Form

The Town of Orleans has over 35 Boards, Committees, and Commissions that serve to provide our Town with guidance, new ideas, and knowledge. We depend on the participation and dedication of our residents to fill these Boards in order to help benefit our community.

Name	Mary E. Mador	Date	June 5, 2023
Residential Address	174 Rock Harbor Road, Orleans, MA 02653		
Mailing Address	until 6/30/23 - P.O. Box 36, Orleans, MA 02653		
Phone	508-240-4565	Email	mary.mador@verizon.net

- Are you a full-time resident of the Town? yes no
- Are you available to serve on a year-round basis? yes no
If no, what is your availability? _____
- Please list experience or educational background that may be helpful to your chosen Board, Committee, or Commission:
Cardholder at Snow Library since 2002. Member of Friends of Snow Library since 2002. Served in various roles for the Friends -- Secretary, President, Chair of Book Sale Committee, member of Nominating Committee. Hold a BS degree in Business Mgmt. from St. Joseph's University in West Hartford, CT
- What interests you most about this Board, Committee, Commission?
I have been "on the front lines" and have personally experienced working in this wonderful, but seriously outdated library for over 20 years. The opportunity to work toward obtaining a new, safe, up-to-date library is what I have been hoping for.

Before submitting your interest form, please make sure this volunteer service is a good fit for your interests and time. During your interview with the Select Board, you will be asked which of the following steps you have taken to familiarize yourself:

- Confirm there is a vacancy on your B/C/C *new*
- View at least two meetings via Ch.18 recordings *new*
- View agendas and minutes for topic information *new*
- Review the Charge of your chosen B/C/C *new*
- Review meeting schedule for time commitment *new*
- Contact the Chair of the B/C/C for information
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JUN - 6 2023

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SELECT BOARD
TOWN ADMINISTRATOR'S OFFICE

Citizen Interest Form

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Name Gerard Grenier		Date June 5, 2023
Residential Address 38 Heritage Dr		
Mailing Address PO Box 234, S. Orleans 02662		
Phone 201-259-4606	Email gpgrenier@gmail.com	

- Are you a full-time resident of the Town? yes no
- Are you available to serve on a year-round basis? yes no
If no, what is your availability? _____
- Please list experience or educational background that may be helpful to your chosen Board, Committee, or Commission:
I spent my entire professional career in a business that served libraries.
I served for 10 years on the Board of Trustees of the Rutherford NJ Public Library during which I lead a similar feasibility study, leading to overall renovation of that library.
- What interests you most about this Board, Committee, Commission?
I have been seeking ways to get involved with the community and feel that the taskforce would be a fulfilling way to do that given my past professional and volunteer experiences.

Before submitting your interest form, please make sure this volunteer service is a good fit for your interests and time. During your interview with the Select Board, you will be asked which of the following steps you have taken to familiarize yourself:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Confirm there is a vacancy on your B/C/C | <input checked="" type="checkbox"/> Review the Charge of your chosen B/C/C |
| <input type="checkbox"/> View at least two meetings via Ch.18 recordings | <input type="checkbox"/> Review meeting schedule for time commitment |
| <input type="checkbox"/> View agendas and minutes for topic information | <input type="checkbox"/> Contact the Chair of the B/C/C for information
<i>(Request contact from Town Administrator's office)</i> |

All above information can be found on the Town website, under the "Government" tab



TOWN OF ORLEANS

19 School Road Orleans, MA 02653-3699
Telephone (508) 240-3700 FAX (508) 240-3703
http://www.town.orleans.ma.us

RECEIVED
TOWN OF ORLEANS SELECT BOARD

TOWN ADMINISTRATOR
JUN 13 2023

Citizen Interest Form

SELECT BOARD
TOWN ADMINISTRATOR'S OFFICE

The Town of Orleans has over 35 Boards, Committees, and Commissions that serve to provide our Town with guidance, new ideas, and knowledge. We depend on the participation and dedication of our residents to fill these Boards in order to help benefit our community.

Name John Londa	Date 6-12-23
Residential Address 18 Barley Neck Rd, Orleans, MA 02653	
Mailing Address P.O. Box 1045, EAST Orleans, MA 02643	
Phone 978-956-3194	Email jjlonda1@gmail.com

- Are you a full-time resident of the Town? yes no
- Are you available to serve on a year-round basis? yes no
If no, what is your availability? _____

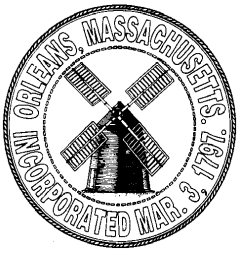
3. Please list experience or educational background that may be helpful to your chosen Board, Committee, or Commission:
Ex Officio Member of Lunenburg Public Library Feasibility Study 2003
Ex Officio Member of Lunenburg Primary School Building Committee (2003-2005)
member of Lunenburg Middle High School building Committee (2013-2016), 23 yrs FACILITIES Management (1999-2021)

4. What interests you most about this Board, Committee, Commission?
Currently serve on Energy Climate Action Committee, frequent snow library user, interested in providing my experience in building cost effective, energy efficient, municipal buildings.

Before submitting your interest form, please make sure this volunteer service is a good fit for your interests and time. During your interview with the Select Board, you will be asked which of the following steps you have taken to familiarize yourself:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Confirm there is a vacancy on your B/C/C | <input checked="" type="checkbox"/> Review the Charge of your chosen B/C/C |
| <input type="checkbox"/> View at least two meetings via Ch.18 recordings <i>N/A</i> | <input type="checkbox"/> Review meeting schedule for time commitment <i>N/A</i> |
| <input type="checkbox"/> View agendas and minutes for topic information <i>N/A</i> | <input type="checkbox"/> Contact the Chair of the B/C/C for information
(Request contact from Town Administrator's office) |

All above information can be found on the Town website, under the "Government" tab



SELECT BOARD
AGENDA ACTION REQUEST
August 2, 2023

**OFFICE OF THE
TOWN
ADMINISTRATOR**

BWSC QUARTERLY REPORT

REQUESTED BY:	Board of Water & Sewer Commissioners
DESIRED ACTION:	Meet with members of the Board of Water & Sewer Commissioners for a quarterly report
PROPOSED MOTION:	



Town of

Orleans
Massachusetts

Board of Water and Sewer Commissioners Update

Select Board

August 2, 2023



AECOM

Topics

- ❖ Operating Report Summary
- ❖ Phase 1 - Downtown Area Collection System, WWTF, and Effluent Recharge
- ❖ Phase 2 - Meetinghouse Pond Area Collection System and Pumping Station
- ❖ Future Work



Operating Report Summary

- ❖ Septage
 - Daily Average Volume ~ 21,000 gpd
 - Total Volume ~ 540,000 gal
 - Revenue Generated ~ \$54,000
- ❖ Collection System
 - Daily Average Flow ~12,000 gpd
 - Total Volume ~361,000 gal
 - 12 Connections (July 14)
- ❖ Plant Performance

Constituent	Reported Values	Permit Limit
TSS (mg/L)	2-4	30
Total N (mg/L)	4.7	10
Nitrate Nitrogen (mg/L)	2.2	10
BOD5 (mg/L)	< 3.0	30

June
2023

Orleans, MA WWTF Monthly Operating Report



Phase 1 – Downtown Area Projects Remaining Work

- ❖ 2019-01 – Wastewater Treatment Facility and Effluent Disposal
 - Change Order Closeout, Punch List
 - Warranty Items
- ❖ 2019-02 – Collection System and Pumping Stations
 - Variable Frequency Drive (VFD) Installation at Pumping Stations
 - 44 Main Street Connection
 - Change Order Closeout, Punch List



Phase 2 – Meetinghouse Pond Area Project Status

❖ Construction Phase Has Kicked Off

- Pre-construction Meeting
- Mailer to Increase Awareness in Phase 2
- Sewer Lateral Packages Mailed/Being Developed
- Submittals are Pending
- Some Side Street Work Identified for Earlier Implementation

❖ Tides End Lane Is Proposed for Inclusion

- Additional Nutrient Removal from Meetinghouse Pond
- Requires Special Town Meeting Approval to Expand Service Area
- Requires Engineering, Easements, DEP Approval, and Contractor Change Order



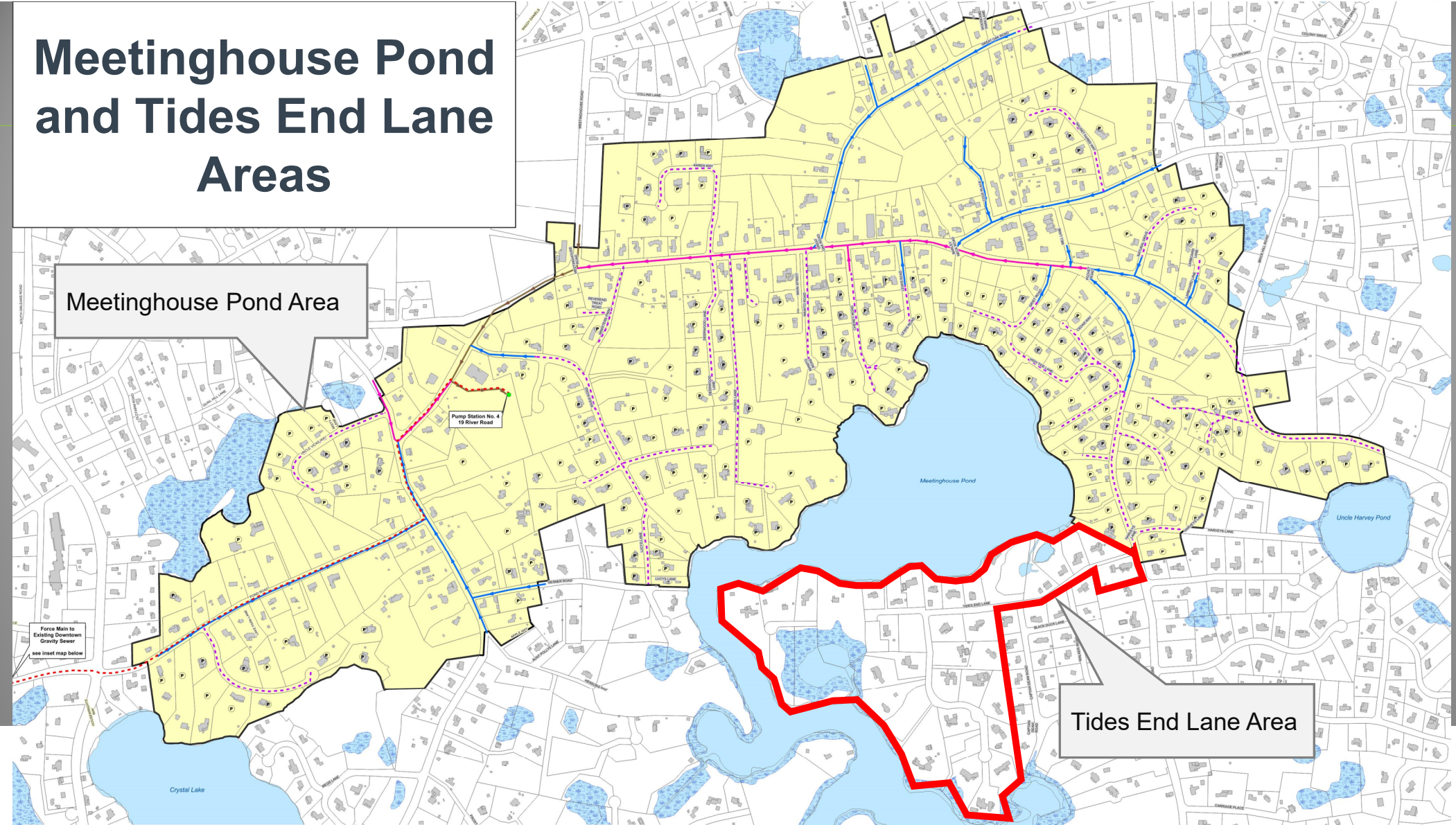
Meetinghouse Pond and Tides End Lane Areas

Meetinghouse Pond Area

Pump Station No. 4
19 River Road

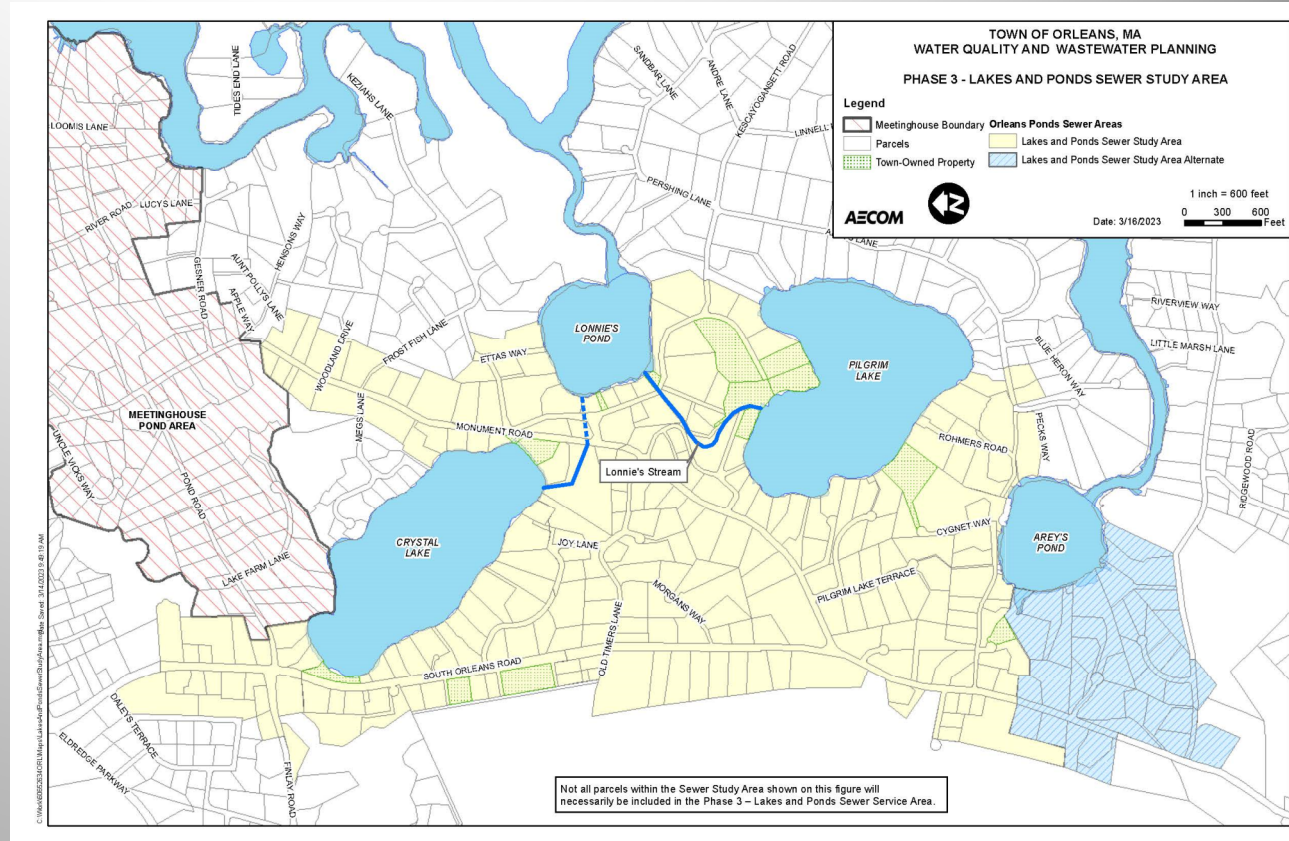
Force Main to
Existing Downstream
Gravity Sewer
see inset map below

Tides End Lane Area



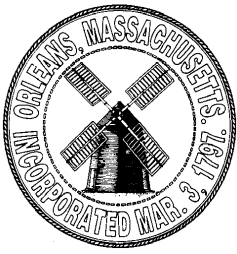
Future Work

- ❖ Phase 3 Lakes and Ponds Area Pre-design
- ❖ CWMP Update
- ❖ Master Plan



Thank You





SELECT BOARD

AGENDA ACTION REQUEST
August 2, 2023

OFFICE OF THE
TOWN
ADMINISTRATOR

4TH OF JULY FESTIVITIES YEAR END UPDATE

REQUESTED BY:	Jen Allard, 4 th of July Committee Chair
DESIRED ACTION:	Meet with Chair of the 4 th of July Committee for a year-end wrap up of 4 th of July events
PROPOSED MOTION:	



SELECT BOARD

AGENDA ACTION REQUEST
August 2, 2023

OFFICE OF THE
TOWN
ADMINISTRATOR

HALLOWEEN STROLL

REQUESTED BY:	Orleans Elementary School PTA
DESIRED ACTION:	Consider request from OES PTA to hold the annual Halloween Stroll on Saturday, October 28 th from 2 – 4 p.m. on Main Street. This request also includes a road closure of Main Street from Rt. 28 to Route 6A
PROPOSED MOTION:	

From: [Kristin Laplante](#)
To: [Molly Bates](#)
Subject: Halloween Stroll
Date: Tuesday, July 11, 2023 10:31:38 AM

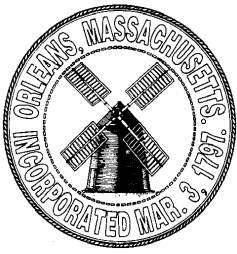
Hi Molly,

The OES PTC is starting to think about this year's Halloween stroll. I have spoken with the police chief and someone on the transportation and bike committee, and the three of us agree that we should close down Main Street during the stroll, from 6A to 28. The stroll will be on Saturday, October 28 from 2:00 - 4:00, with a raindate of the 29th.

I believe that we need the select board to approve this, and I'm unsure if I need to take further steps or if letting you know this information will suffice.

Please let me know what the next steps are.

Thanks,
Kristin Laplante



SELECT BOARD
AGENDA ACTION REQUEST
August 2, 2023

**OFFICE OF THE
TOWN
ADMINISTRATOR**

**CPC APPLICATION – USE OF BAY RIDGE LANE
PROPERTIES**

REQUESTED BY:	Select Board
DESIRED ACTION:	Discussion with possible vote to consider support for the FY25 CPC application from the Recreation Advisory Committee for use of Bay Ridge Lane properties as recreational land
PROPOSED MOTION:	



Town of Orleans

Community Preservation Committee
9 School Road Orleans MA 02653-3699
Telephone (508) 240-3700 – Fax (508) 240-3388

FY25 COMMUNITY PRESERVATION PROJECT APPLICATION

SECTION A

Project Title: **Reuse of 18-21 Bay Ridge Lane for Recreation**

Submission Date: **7/27/2023**

Applicant: **Recreation Advisory Committee**

Mailing Address:

Co-Applicant, if any (*note if Town, individual or non-profit*): **Tom Daley - DPW**

Mailing Address:

Project Contact Person: **Tracy Murphy & Tom Daley**

Telephone: **508-280-4412 - Tracy**

E-mail: **tracymurphy185@gmail.com**

Federal Tax Identification Number (if non-profit):

Project purpose (*Check all that apply*):

Open Space Historic Preservation Community Housing Recreation

Project Location/Address: **18-21 Bay Ridge Lane**

Community Preservation Funding Request: **\$ 25,000**

Brief Project Summary, including justification of project category checked above:

Orleans owns 18-21 Bay Ridge Lane, which currently houses two Cold Storage units and is a staging area for the sewer project. The property is 3 acres and has the potential to be reused for recreational activity. The ideal reuse would be to have a dedicated pickleball and tennis court outdoor center, along with parking spaces. Right now, Orleans residents and the Orleans Recreation Department are grappling with an insufficient number of pickleball courts to meet demand, and while we have five tennis courts, only two of them are accessible during school hours.

The town currently has four pickleball courts, which were converted from two tennis courts. The Recreation Department has over 100 residents registered for pickleball, every offering of lessons have been booked and a group of round robin players continually fill the courts. The space at Bay Ridge is ideal, as there are no residential homes and the noise complaints that other towns are facing, will not be an issue.

Orleans tennis courts are limited with many of them unusable during the day due to the placement on OES property. Adult tennis lessons fill up quickly, and the courts are also crowded on any given day. By having a dedicated space at Bay Ridge, the current courts can be reserved for the youth in the town.

In conversations with Tom Daley about pickleball projects it seems that this space would hold approximately 8 pickleball courts without taking building down and maybe a couple of dozen on the entire site, one tennis ball court equals 4 pickleball courts.

Project Scope:

Fund a Feasibility Study of 18-21 Bay Ridge Lane for recreation and other municipal uses.

- Survey and stake bounds of land parcels
- Evaluate recreation use with a focus on pickleball & tennis
 - Without removal of existing cold storage structures
 - With removal of existing cold storage structures
- Consider benefits of open space acquisition of any adjoining parcels
- Include designated parking and handicapped accessibility
- Develop concepts for the public to review and provide feedback on.
- Provide order of magnitude costs and permitting requirements for the recommended plans

Timeline:

- Approval by Select Board and CPC for inclusion in Town Warrant for Oct. 2023 Fall Town Meeting. Warrant deadline of August 28, 2023
- Begin project right after approval at town meeting
- Finalize project and costs in order to apply for CPC funds for total project in November 2023, with updated financials provided by January 2024

Funding Opportunities

- Assess other funding opportunities to supplement CPC funding for future projects.

SECTION B

Please attach the following information with all applications:

- **Detailed Narrative:** A detailed but succinct description of the project including goals and objectives, consistency with Community Preservation Act goals, compatibility with the Orleans Community Preservation Plan and the Orleans Comprehensive Long Range Plan, and relevance to the community and its needs.
- **Action Plan and Timeline:** Note the estimated dates for project commencement and completion and list (with an explanation) all action and steps that will be required for project completion, including any legal requirements or any impediments to implementation.
- **Financial Data:** Provide financial information for the project including detailed and total cost, additional revenue sources (public, private, in-kind, volunteer time and services), basis for the fiscal estimates and any other fiscal details currently available. Costs relating to historical rehabilitation/renovation should be clearly identified (if possible) compared to other costs, such as code compliance or accessibility improvements. Applicants are encouraged to submit more than one quotation from potential contractors.

GUIDELINES FOR PROJECT SUBMISSION

- A) Complete Section A, and submit to the CPC via email, between July 1 and Oct. 31
 - You will be contacted by the CPC regarding detailed information to complete the application
- B) Fully completed applications need to be submitted by Nov. 20. Late applications may be accepted at the discretion of the CPC.

- Submit **two (2) complete paper copies** of the application and other materials to the Community Preservation Committee, c/o Town Administrator, Town of Orleans, 19 School Road, Orleans, MA 02653. Applications can be dropped off at the front desk.
- **Applicants must also email complete applications in PDF** to Jennifer Fountain, Administrative Assistant, at jfountain@town.orleans.ma.us. A **single PDF file** which appends materials described in item 3 to the application form is preferred.

1. **Complete Applications must be received by Monday, November 20 to be considered for recommendation at the Annual Town Meeting.**
2. Funds for approved projects will be available on July 1st following the Annual Town Meeting upon submission of appropriate invoices and accounting.
3. Applicants may be asked to include any maps, diagrams, and/or photographs pertaining to the project. Letters of Support for the project from community organizations or other sources may also be submitted. Clear, concise presentation of materials is appreciated by the Committee.
4. The Community Preservation Committee may require additional (or more detailed) information or further clarification to a submitted application.
5. Prior to submission of funding applications, applicants should review the Community Preservation Act (MGL, Chapter 44B, through the Community Preservation Coalition website), the Orleans Community Preservation Plan and the Orleans Community Preservation Bylaw, copies of which are available on the Town Web site at <https://www.town.orleans.ma.us/community-preservation-committee>. Nonprofit organizations applying for historic preservation funds for historic structures should obtain a sample copy of an acceptable historic preservation deed restriction (available from the Town Administrator's office) since this type of document will be required. Applicants other than the Town of Orleans should also obtain a sample copy of the Agreement with the Town of Orleans that all successful nonprofit applicants will be required to sign. Please contact the Administrative Assistant by email with any questions.
6. Eligible projects must address one or more of the uses outlined in the Community Preservation Act, Sections 2 and 5 (2), as follows:

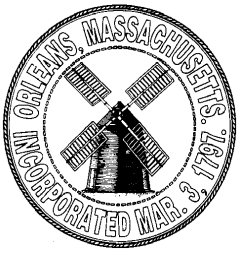
Open Space: Acquisition, creation, and preservation of land to protect existing water supply/aquifer areas, agricultural and forest land, coastal lands, frontage to inland water bodies, wildlife habitat, nature preserves and scenic vistas.

Community Housing: Acquisition, creation, preservation, and support of community housing defined as housing for low and moderate income individuals and families, including low and moderate income senior housing. The Community Preservation Committee is required to recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

Historic Preservation: Acquisition, preservation, rehabilitation and restoration of historic structures and landscapes that have been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the Town or that are listed on the State Register of Historic Places. Plans for restoration and rehabilitation must comply with Secretary of the Interiors' standards.

Recreation: Acquisition, creation, preservation, rehabilitation, and restoration of land for active and passive recreational uses, including land for community gardens, trails and noncommercial youth and adult sports and the use of land as a park, playground, or athletic field and for preservation and restoration of recreational facilities. (Community Preservation funds cannot be used for a stadium, gymnasium, or similar structures or for the acquisition of artificial turf for athletic fields.)

Dec. 1, 2022



SELECT BOARD
AGENDA ACTION REQUEST
August 2, 2023

**OFFICE OF THE
TOWN
ADMINISTRATOR**

FY24 SELECT BOARD GOALS

REQUESTED BY:	Select Board
DESIRED ACTION:	Review and possible vote to accept FY24 Select Board goals
PROPOSED MOTION:	

Select Board GOALS 2024 v10

“The Board shall serve as the chief executive goal-setting and policy-making agency of the Town.”...
Charter (Chapter 3-2-1)

1) GOAL: To create a Vibrant, Livable and Sustainable Village Center.

- **Objective:** Support the Planning Board work to lead and involve stakeholders to create plan of increasing business and housing opportunities.

Actions:

- Identify zoning barriers and opportunities to increase possibilities for more mixed housing and business models.
- Analyze similar communities zoning regulations (past/present) that have a vibrant village centers.
- Amend zoning bylaws where appropriate to incentivize private developers to build more housing units both affordable and market rate.
- Develop ideas to incentivize private development through economic support.
- Engage developers, businesses and stake holders in discussions.
- Review the permitting process and requirements with stakeholder groups to be sure it is clear and understandable.
- Engage the Economic Development Committee to develop short and long term action items to meet housing needs that support local employment, and wayfinding plan.
- Work together to create and build public awareness for Spring 2024 town meeting warrant articles to achieve this goal.
 - Select Board Point Person – M. Mathison
 - Staff, MMB, Stakeholders- Planning Department & Planning Board (leads), EDC, Building Department

2) GOAL: The Town of Orleans will strive to be energy independent by 2030

- **Objective:** Create plan to eliminate electrical energy costs for the Town while reducing dependency on fossil fuels.

Actions:

- Spend down existing Green Community Grant funds and apply for future grants.
- Solar municipal buildings and properties ie. DPW, Compost Site, Wastewater Treatment Plant, etc.
- Develop plan for use of Watershed property for Solar (PV) array
- Town Manager assess sustainability coordinator job description and budget to develop warrant article for Town Meeting approval.
- Bring article to adopt specialized opt-in Stretch Code article to the Fall 2023 Town Meeting.
- Develop Electric Vehicle (EV) charging stations in Orleans ie. Depot Square, Nauset Beach etc.
 - Select Board Point Person – A. Reed
 - Staff, MMB, Stakeholders- DPW/Facilities & Energy & Climate Action Committee

3) **GOAL:** Town government will Communicate more effectively with residents, taxpayers, visitors and the public.

- **Objective:** Improve community outreach, education and awareness activities through a variety of approaches including expanding the use of digital media platforms.

Actions:

- Town Manager assess communication, marketing needs and budget to develop warrant article for Town Meeting approval.
- Work with the Chamber of Commerce to efficiently maximize efforts.
- Engage people where and when they consume information including printed, digital, social media, unified calendar, etc.
- Improve Town website so searches provide more helpful results.
 - Select Board Point Person – A. Reed
 - Staff, MMB, Stakeholders- MIS Dept., TM Office

4) **GOAL:** Town will Capitalize on the use of town owned property/assets

- **Objective:** Partner with Planning Department to identify and explore all available town-owned properties for possible alternative uses

Actions:

- Develop plan for use of Bay Ridge Lane property.
- Develop plan for use of Gavigan Cottages.
- Review Depot Square for develop enhanced visitor services.
- Develop and execute Nauset Gazebo community building volunteer project.
- Develop plan for use of 44 Main Street and its maintenance
- Determine if additional town owned properties should be sold, re-purposed or additional properties acquired.
 - Select Board Point Person – K. Galligan
 - Staff, MMB, Stakeholders- Planning Dept., DPW,

5) **GOAL:** Improve protection of our most important asset, the environment – Waters, Land and Wildlife.

- **Objective:** Support strengthening and updating of relevant policies, bylaws and chapters in the Orleans Comprehensive Plan (OCP) currently being updated.

Actions:

- Review Environment Chapters in the OCP to ensure goals and objectives are met inclusive of awareness and advocacy.
- Bring Pesticide Home Rule Petition to Fall 2023 Town Meeting.
- Partner with Board of Health to reduce solid waste by implementing Pay as You Throw initiative and food waste compost for 2024 Spring Town Meeting warrant.
- Work with DPW to improve and increase current organic material leaf/brush compost.
- Explore need for additional hydration and trash receptacles around town.
- Institute Native planting (grass, flower, shrub, tree) stand-alone policy for Orleans.
- Create a Native Tree Planting program for Town and public option to honor individuals by planting a tree.
- Partner with business community and Board of Health to create potential warrant articles on nip bottles/single use plastic utensils and take away packaging.
- Work with local and regional environmental organizations to build awareness and advocacy.

- Select Board Point Person – K. Galligan
- Staff, MMB, Stakeholders- DPW, BOH, ConsCom, MFWQC, SFWWC, AGC

6) GOAL: The Select Board will revise and amend where necessary Select Board Policies and Town Bylaws, so they are clear, concise and consistent.

- **Objective:** Review and organize Policies and Bylaws to identify duplications and inconsistencies inclusive of compliance and enforcement.

Actions:

- Establish a task force to meet the objective and recommend possible changes to the Select Board, to be completed by June 2024.
- Work with Town Manager to analyze how compliance of town regulations is enforced and assess how to improve.
 - Select Board Point Person – M. Herman
 - Staff, MMB, Stakeholders- Clerk, MIS, Task Force, TM Office, Town Counsel

7) GOAL: The Select Board will partner with the Orleans Elementary School and Nauset Regional School Committees and administration to develop viable scenarios through 2040 to support students' educational needs while also exploring opportunities for Town municipal uses. (may include but not limited to Fire & Rescue, Library, Recreation, etc.)

- **Objective:** Establish regular communication and collaboration

Actions:

- Meet regularly with both School Committees and Administrations to discuss future planning initiatives.
 - Select Board Point Person – M. Herman
 - Staff, MMB, Stakeholders- OES, NRSD

8) GOAL: Support Town Manager to develop an effective Succession Plan for Town staff

- **Objective:** Identify key positions that will become vacant in the next five years and secure resources for planned turnover.

Actions:

- Request Town Manager to prepare an analysis of key positions and an organization chart and recommend planning for ongoing succession.
- Review analysis, plan and recommendations and respond accordingly.
- Collective Bargaining and union contract negotiations with succession goals a focus.
 - Select Board Point Person – A. Reed
 - Staff, MMB, Stakeholders- TM Office

9) GOAL: Engage with Wampanaog Nation & Indigenous People

- **Objective:** To learn from indigenous people their culture both past and present.

Actions:

- Meet with the Wampanaog leadership and other indigenous community leadership to understand current and future initiatives and develop appropriate forward steps.
 - Select Board Point Person – M. Herman
 - Staff, MMB, Stakeholders- TBD as needed

10) GOAL: The Select Board will work to broaden Orleans as a diverse and sustainable community.

- **Objective:** Understand local diverse demographic groups and support needs, initial efforts will include:

Actions:

- Work with Town manager to fill the approved Recreation positions.
- Work with Town Manager, new Rec. Director, and Recreation Advisory Committee to analyze structure and needs.
- Engage with Council on Aging Board to support current and future needs.
- Attract young families.
- Help seniors age in place.
 - Select Board Point Person – M. Runyon
 - Staff, MMB, Stakeholders- RAC, COA, OES, ADA

11) GOAL: Continued strong, responsive, transparent, and responsible finances.

- **Objective:** To create a 20-year financial plan for the Town.

Actions:

- Support Long Term Capital Planning process.
- Solicit public education and outreach recommendations from Town Finance Director, Treasurer, and Assessor
- Engage residents to understand and support Town Livability
 - Select Board Point Person – M. Runyon
 - Staff, MMB, Stakeholders- Finance Dept., Finance Comm., TM Office

12) GOAL: Solve the Fire & Rescue building needs and support staffing.

- **Objective:** To have a defined plan to meet this goal by 2024.

Actions:

- Find site for a new building or solve surrounding area possibilities.
- Support 'Safer Community Grant' and/or 8 additional firefighters for Fall 2023 Town meeting.
- Support initiatives for Fire and Rescue Department national accreditation.
 - Select Board Point Person– M. Mathison
 - Staff, MMB, Stakeholders- OFD

13) GOAL: Orleans will continue to prioritize Housing and Wastewater projects

- **Objective:** Work with stakeholder groups as the leads to provide public awareness and education of current projects in pipeline, and support new projects to meet continued critical housing and wastewater needs

Actions:

- Request analysis of an Orleans Deed Restriction Program as another strategy for affordable housing which helps keep residents in current housing and adds to Orleans' permanent year-round affordable housing stock.
- Study increasing inclusionary zoning percentage for more affordable housing creation.
- Adjust zoning regulations that may unintentionally cause reductions in the number of both affordable and market rate housing units that are developed.
- Continue to follow through on Housing Needs Assessment Study, Penrose, 107 Main Street, Governor Prence.
- Continue to move Phases III and future sewer plans forward consistent with the approved Comprehensive Wastewater Management Plan and related update to be filed with MassDEP by 12/31/2023.
 - Select Board Point Person – M. Mathison
 - Staff, MMB, Stakeholders- Planning Department, Planning Board, BOWS, AHT, AHC, ZBA, WWMAC

14) GOAL: Invite Lower/Outer Cape Towns to partner on regional projects and services.

- **Objective:** To efficiently and cost effectively develop regional community projects and services.

Actions:

- Engage a facilitator to evaluate and coordinate regional resource sharing among Lower/Outer Cape towns.
- Work with Lower/Outer Cape towns to establish regional task force to identify, vet and prioritize projects and services.
 - Select Board Point Person – M. Runyon
 - Staff, MMB, Stakeholders-

15) GOAL: Select Board to create, assign leadership to follow through on FY24 goals.

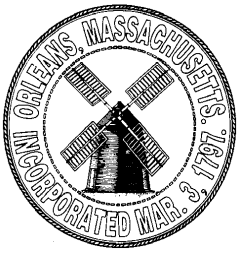
- **Objective:** Present FY2024 Select Board Goals on July 19, 2023

Actions:

- Assign a Select Board point person to help board follow through on goal
- Assign Staff/MMB/Stakeholders to work together in discussing, researching, present findings and recommendations to Select Board
- Set plan to review and update individual goal progress as needed during Select Board liaison reports.
 - Select Board Point Person – M. Herman
 - Staff, MMB, Stakeholders- Select Board

Notes:

- 1) Goals are in no specific order or priority.
- 2) Staff, MMB, Stakeholders listed- are primary groups to collaborate, but should include other groups on different action points as needed.



SELECT BOARD

AGENDA ACTION REQUEST
August 2, 2023

OFFICE OF THE
TOWN
ADMINISTRATOR

LONG RANGE CAPITAL PLANNING COMMITTEE CHARGE REVISIONS

REQUESTED BY:	Town Manager, Kim Newman
DESIRED ACTION:	Review and possible vote on proposed revisions to the Long Range Capital Planning Committee Charge
PROPOSED MOTION:	

CHARGE TO THE LONG-RANGE CAPITAL PLANNING COMMITTEE

The Select Board hereby establishes a standing committee to be known as the Long-Range Capital Planning Committee, hereinafter called the Committee.

The Committee shall be comprised of ~~seven (7)~~ five (5) members appointed for 3-year overlapping terms. Membership will include ~~the Town Administrator/Manager and Director of Municipal Finance who will serve as co-chairs of the Committee;~~ five members appointed at large who possess the knowledge, experience and interest related and conducive to capital planning; and two ex-officio members to include the Director of Planning and Community Development and a member of the Finance Committee.

The Committee shall conduct a detailed examination of the long-term capital needs of the Town as defined in Chapter 8, Section 5 of the Charter.

The Committee shall assist the Town ~~Administrator~~/Manager in the development of the Five-Year Capital Improvements Plan for presentation to the Select Board and Finance Committee by January 15 annually under Section 5-1 of the Charter.

The Committee shall develop a Long-Range Capital Plan with the goal of identifying potential projects extending out fifteen (15) years beyond the fifth year of the Capital Improvements Plan so that the planning horizon is twenty (20) years. Further, the Plan as developed should be easily understood by residents.

The Committee shall ~~prioritize~~ review prioritization and ~~time the~~ implementation of each project ~~into~~ the Long-Range Capital Plan, taking into account the Town's existing and projected debt service schedules that extend out for terms of up to twenty years. The Committee will also include any anticipated operating and maintenance cost forecast associated with each of these projects that can be expected to affect the Town's operating budgets.

The Committee shall work with the Town's staff and, if appropriate, with other Town committees to develop pro-forma project plans and cost estimates for each of the anticipated projects. These plans shall incorporate adaptive resiliency requirements into the scope for each project to promote the use of green energy, conservation techniques and address the impacts of climate change utilizing available technologies. Projects in the Long-term Capital Budget that are prioritized and are expected to start during the five first years of the Long-Range Capital Plan will be integrated into the Five-Year Capital Improvements Plan (CIP) required for the Town's annual budget.

The Committee shall report periodically to the Select Board on the evolution of the plan. In January each year it will produce the five-year input to the Annual Budget process and formally report on the Long-Range Capital Plan, and report on the state of planning for the maintenance of and investment in the Town's existing capital assets.

Date Approved: August 3, 2016

Date Revised: December 14, 2022

Date Revised: April 5, 2023

FORD AND FORD ATTORNEYS AT LAW

72 MAIN STREET, P.O. BOX 485
WEST HARWICH, MA 02671
TEL. (508)430-1900 FAX (508)430-9979
mike@fordandfordattorneys.com

MICHAEL D. FORD
JEFFREY M. FORD

Kimberly Newman
Town Manager
Orleans Town Hall

July 27, 2023

RE: Long Range Capital Planning Committee

Dear Ms. Newman,

You have asked whether the Long Range Capital Planning Committee recently appointed by the Select Board is public body as defined in MGL c. 30A Sections 18 – 25, (Open Meeting Law) and thus subject to the provisions of the Open Meeting Law.

A public body is defined in MGL c. 30A Section 18 as follows:

'Public body', a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose;...; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

The Long Range Capital Planning Committee is a public body as it was appointed by the Select Board and thus meets the definition of a subcommittee qualifying it as a public body.

As a public body it is subject to all provisions of the Open Meeting (MGL c. 30A Section 19).

This opinion is in keeping with the holding of the Massachusetts Supreme Judicial Court in the case of Connelly v. School Committee of Hanover, 409 Mass. 232 (1991) that any committee or board created by a governmental body to assist it in its statutory duties is likewise a governmental body (note given the adoption of the latest revision to the Open Meeting Law in 2009, governmental bodies are now referred to as public bodies).

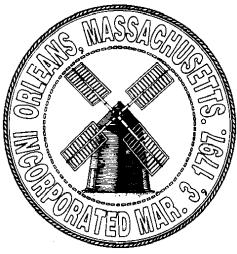
Please feel free to contact me if you have further questions.

Very Truly Yours,



Michael D. Ford Town Counsel

CC: Select Board, Molly Bates, Town Clerk



SELECT BOARD

AGENDA ACTION REQUEST
August 2, 2023

OFFICE OF THE
TOWN
ADMINISTRATOR

APPROVAL OF MINUTES

REQUESTED BY:	Town Manager, Kim Newman
DESIRED ACTION:	<ul style="list-style-type: none">a. I move to approve the minutes of March 1, 2023 as printed/as amended.b. I move to approve the minutes of March 8, 2023 as printed/as amended.c. I move to approve the minutes of March 15, 2023 as printed/as amended.d. I move to approve the minutes of March 21, 2023 as printed/as amended.
PROPOSED MOTION:	

MINUTES
SELECT BOARD MEETING
Wednesday, March 1, 2023

A hybrid meeting of the Town of Orleans Select Board was held in the Nauset Room at Town Hall and via Zoom and Channel 18 at 4:30pm on March 1, 2023.

In attendance were Select Board Chair Reed, Vice Chair Herman, Clerk Runyon, and Mr. Galligan, with Mr. Mathison attending via zoom. Acting Town Administrator Sumner and the Finance Director Doane also attended.

Call to Order

The Chair called the meeting to order at 4:30pm.

Motion to go into Executive Session to consider the purchase, exchange, taking, lease, or value of real property and discuss strategy with respect to litigation and that the Chair declare that an open meeting may have a detrimental effect on the negotiating position of the body. Motion seconded and voted by all. Motion passed: 5-0-0.

The chair reconvened in Open Session with nothing to report from Executive Session.

Public Comment

No one presented for Public Comment. Mr. Runyon announced the presence of a student art show at the Town Hall for the month of March. Mr. Runyon read a letter from Mr. Finan about sister poles around Orleans. The letter stated there was a bottleneck caused by Verizon's slow action in moving wiring to new poles so the old ones could be removed. He hoped the matter would be resolved. Mr. Galligan announced the opening of the wastewater treatment facility. Mr. Mathison extended thanks from Megan Kelly for the "return of darkness" to Eldredge Parkway as the matter of flashing streetlights has been resolved.

Review the charge of the Safer Community Task Force

Chief Deering spoke about the possible expansion of the initial charge for the Safer Community Task Force and agreed with amendments presented.

**Mr. Herman moved to approve the proposed revisions to the charge of the Safer Community Task Force with the amendments suggested including that at least one at-large member be a certified mental health professional. Mr. Runyon seconded the motion. Vote by roll call. Mr. Mathison, Mr. Runyon, Mr. Herman, Mr. Galligan and Ms. Reed voted AYE.
Motion carried: 5-0-0.**

Vote to appoint Dylan Reid, Christian Ziemba and Mathew Smith as Student Officers to the Orleans Police Department

Mr. Galligan moved to support the appointment the Student Officers pursuant to the letter from

Police Chief dated February 23, 2023. Mr. Mathison seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed 5-0-0.

Meet and discuss debt policy with Treasurer/Collector

Mr. Runyon moved to vote to approve the debt policy as submitted. Mr. Galligan seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0

Review and vote to amend charge of the Open Space Committee

There was some discussion regarding the need to acquire property for municipal use and/or affordable housing and linking the Open Space Committee with other committees.

Mr. Galligan moved to approve the revised Open Space Committee charge with the inclusion of the language at No.9 “assist and provide information to the Select Board and other town committees including but not limited to the Affordable Housing Committee and the Affordable Housing Trust Board.” Seconded by Mr. Runyon. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Committee interviews and appointments

Mr. Runyon moved to appoint Patty Platten as full member on the Open Space Committee with term ending on June 30, 2025. Mr. Galligan seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Mr. Runyon moved to David Herrick as an associate member on the Open Space Committee with a term ending on June 30, 2025. Mr. Galligan seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Mr. Herman moved to appoint Martin Szeber and Sibel Asantugrul as associate members to the Zoning Board of Appeals with a term ending June 30, 2025. Mr. Galligan seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Mr. Herman moved to appoint Suzanne Moore as a regular member to the Human Services Advisory Committee with a term ending June 30, 2025. Mr. Runyon seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Mr. Herman moved to appoint Matthew Milan to the Agricultural Advisory Committee as an associate member with a term ending June 30, 2025. Motion seconded by Mr. Runyon. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Mr. Galligan moved to appoint Ken Johnson to the Conservation Commission as an associate member with a term ending June 30, 2023. Mr. Runyon seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Meet as Park Commissioners to consider DPW “Field & Facility Use” permit requesting on-site donations at Village Green at Snow Library.

Mr. Mathison moved to convene as Park Commissioners. Mr. Herman seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Mr. Herman moved to approve the request by Michael Holt to accept voluntary donations at the March 18th event scheduled at the Village Green. Mr. Galligan seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Mr. Galligan moved to close the meeting of the Park Commissioners and return to the meeting of the Select Board. Mr. Herman seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Discussion of One day Beer & Wine License for Charles Moore Arena for March 23, 2023

Mr. Herman moved to approve a One Day Beer & Wine License for Charles Moore Arena at 23 O'Connor Way for an Orleans Chamber of Commerce event from 5:00 p.m. to 8:00 p.m. on March 23, 2023. The license is issued for three days to allow proper delivery and disposal of wine and malt beverages, subject to all licenses, bylaws, permits and approvals and in accordance with the Massachusetts General Law Chapter 138 Sec. 14. Mr. Runyon seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Meet with Charter Review Committee for presentation of final article for Annual Town Meeting

John Fuller, chair of the Charter Review Committee, called their meeting to order. (1:05:28) The committee reviewed the language of 3 articles and the reasons for changes. The Charter Review Committee adjourned (1:20:32 on the video tape).

Review draft warrant article index for Annual and Special Town Meeting in May and possible vote on draft articles

The Acting Town Administrator reviewed the index for the town warrant article. There was some discussion of the budget for the school and for the universal preschool. The Board also discussed some particulars of wording and presentation of various articles. Ms. Doane noted the index reflects actual draft warrant articles that have been submitted but does not reflect discussions about other possible articles that may yet be submitted. Draft articles are due by March 9, 2023.

Continue review and possible vote on FY24 budget

Mr. Sumner discussed some changes needed to the budget for the COA for the newsletter. Mr. Runyon also raised the need for an administrative support person for the revamped Recreation Department which was discussed briefly. There was some review of the Old Firehouse operation and expenses as well.

Mr. Herman moved to reinstate \$6000 for the newsletter in the budget for the Council on Aging. Mr. Runyon seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0.

Vote to sign Memorandum of Agreement with the towns of Dennis and Brewster for the management of the southeastern shoreline of Cape Cod Bay

Mr. Sumner updated the Board about a grant application for the group of three towns to manage the shoreline and Cape Cod Bay.

Mr. Galligan moved approved the Memorandum of Agreement with Brewster and Dennis for management of the southeastern shoreline from Dennis to Orleans on Cape Cod Bay per the memo from Nate Sears dated February 2, 2023. Mr. Runyon seconded the motion. Vote by roll call with Mr. Galligan, Mr. Herman, Mr. Runyon, Mr. Mathison and Ms. Reed voting Aye. Motion passed: 5-0-0

Discussion and vote on 2022 Annual Town Report Covers

By consensus the Board chose the Duc d'Orleans for the front cover of the 2022 Annual Report and the photo of the front of the new Wastewater Treatment Facility for the reverse.

Town Administrator's Report

The Acting Town Administrator updated about remediation work for DPW, the Recreation study and the budget for the schools. The fire alarm system in the Middle School requires improvement. There were some recommendations from the Recreation Advisory Committee about Recreation programs. Mr. Sumner also discussed the Cape Cod Conservation District and the possibility of grants for some projects.

Liaison Reports

Mr. Mathison mentioned the Shellfish & Waterways Committee and the revision of regulations at Rock Harbor.

Mr. Runyon updated about the Planning Board and the new governance plan.

Mr. Herman updated about COA and the Veteran's Day Committee.

Mr. Galligan also updated about some projects such as the proposed Chase building and progress on the rotary.

Ms. Reed updated about the art show at the Town Hall and the Cultural Committee.

Mr. Galligan moved to adjourn the meeting. Mr. Runyon seconded the motion. All voted in favor. Meeting adjourned

The meeting adjourned at 8:15 p.m.

*Respectfully submitted,
Jennifer Fountain*

Mefford Runyon, Clerk

Documents in Select Board meeting packet:

1. Agenda

2. Executive Session Documents
3. Draft Charge - Safer Community Task Force
4. Appointment of Student Officers Memo
5. Orleans Debt Policy (with edits) dated March 1, 2023
6. Open Space Committee Charge (with edits)
7. Open Space Committee Matrix
8. Citizen Interest Form – David Herrick
9. Citizen Interest Form – Patty Platten
10. Citizen Interest Form – Sibel Asantugrul
11. Citizen Interest Form – Martin Szeber
12. Zoning Board of Appeals Matrix
13. Citizen Interest Form – Suzanne Moore
14. Human Services Committee Matrix
15. Citizen Interest Form – Mathew Milan
16. Agricultural Advisory Committee Matrix
17. Citizen Interest Form – Ken Johnson
18. Conservation Commission Matrix
19. Park Use Application – Michael Holt
20. Email re: Spring Equinox Celebration
21. Parks Rules and Regulations
22. Charles Moore Arena License Application
23. Charter Review Committee Draft Articles dated 2/14/23
24. Charter review Committee Power Update Power Point
25. Draft Article Index dated 2/24/23
26. Cape Cod Bay Shoreline Management MOA memo
27. Shoreline Management Newspaper Article
28. MOA Shoreline Management IMA
29. Coastal Resilience Grant
30. FY24 Budget Changes Scorecard
31. Town Report Photograph Options
32. Town Administrator's report
33. Recreation Advisory Committee Recommendations Letter

MINUTES
SELECT BOARD MEETING
Wednesday, March 8, 2023
Final

A hybrid meeting of the Town of Orleans Select Board was held in the Nauset Room at Town Hall and via Zoom and Channel 18 at 5:00 p.m. on March 8, 2023.

In attendance in the Nauset Room were Select Board Chair Reed, Vice Chair Herman, Clerk Runyon, and Mr. Galligan. Mr. Mathison was absent. Acting Town Administrator Sumner and Finance Director Doane also attended.

Call to Order

The Chair called the meeting to order at 5:00 p.m.

Public Comment

Mr. Galligan said Monday at 7.30 the Wastewater Treatment Center began the “soft start”. First connections to the flow should begin March 27, 2023.

Mr. Sargent spoke about the lights on Eldredge Parkway and the Eversource project on the corner of Eldredge Parkway and Route 6A.

Police Department update

The Police Chief updated the board on its quarterly activities including staffing.

Public Hearing – Shellfish Grant Renewal for Ward Aquafarms

The Chair officially opened the Public Hearing.

Mr. Herman moved to allow the renewal of the licensing of a .37 acre shellfish grant license #1NT (non-traditional) to Daniel Ward of North Falmouth, MA per the agreement signed by the Town of Orleans on January 1, 2019 with said license to expire on February 1, 2024. This license does not grant any property rights. It does not authorize any injury to private property or invasion of private rights. Mr. Galligan seconded the motion. All voted Aye. Motion passed: 4-0-0.

Mr. Herman moved to close the public hearing. Mr. Runyon seconded the motion. All voted in favor. The motion passed.

Committee Interviews, Appointments, & Resignations

Mr. Herman moved to accept the resignation of Emily Van Geizen as a regular member of the ZBA with thanks for her service. Mr. Galligan seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Herman moved to elevate Sibel Asantugrul to regular member of the ZBA with a term ending June 30, 2023. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to accept the resignation of John Harter from the Historic Commission. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Herman moved to elevate Ed Marcarelli to regular member of the Historic Commission with a term ending June 30, 2023. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Herman moved to appoint Francis Mustaro as associate member of the Historic Commission with a term ending June 30, 2024. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Herman moved to appoint Francis Mustaro as a member of the Human Services Advisory Committee with a term ending June 30, 2025. Seconded by Mr. Runyon. All voted in favor of the motion. Motion passed: 4-0-0.

Meet with Fire Chief

The Deputy Chief presented the Quarterly Report. There was some discussion about the volume of ambulance transports and structural fires.

Vote to set polling hours for Annual Town Election

Mr. Galligan moved to set polling hours for the Annual Town Election on May 16th to 9:00am – 7:00pm. Mr. Runyon seconded the motion. All voted in favor of the motion. Motion passed: 4-0-0.

Vote to reappoint Patricia Perry as registrar

Mr. Galligan moved to reappoint Patricia Perry as registrar for a 3 year term beginning April 1, 2023 and ending March 1, 2026. Mr. Herman seconded the motion. All voted in favor of the motion. Motion passed: 4-0-0.

Board interview of A. Higgins to serve on the ZBA

Mr. Herman moved to appoint Austin Higgins as an associate member of the ZBA with a term ending June 30, 2026. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Review draft warrant article index for Annual and Special Town Meeting in May and possible vote on draft articles

Mr. Galligan moved to place articles 1-7 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 8-12 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 13 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 14 on the Warrant for the Annual Town Meeting in May. Mr.

Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article for the CPA funding budget for FY24 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 35-39 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 40-43 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 44 to fund a new ambulance on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 47-49 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 58-61 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 65 and 66 on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to remove article 24 from the May Town Meeting Warrant. Mr. Herman seconded the motion. It was agreed by consensus to remove the article.

Mr. Galligan moved to place article about Phase III of the CWMP (listed as 16) on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place an article (listed as 17) for additional funding for close out costs or change orders for Downtown Area Sewer Phase I on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 18 regarding Phase II of CWMP additional funds on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 19 for Rock Harbor dredging on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 20 for the costs of the tanks at Rock Harbor on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 21 regarding the costs of project concept/preliminary designs for cottages on a flood plain near Skaket on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0. 1.52.30

Mr. Galligan moved to place article for a Fire Department arial ladder on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place an article regarding the Veteran’s Park project on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 29-32 regarding water quality on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 33 and 34 regarding the Water Department on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 57 regarding the treasurer/tax collector on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place article 64 to allow the Affordable Housing Trust Board to provide services for those earning up to 200% AMI on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Galligan moved to place articles 67, 68 and 69 regarding zoning for affordable housing on the Warrant for the Annual Town Meeting in May. Mr. Runyon seconded the motion. All voted in favor. Motion passed: 4-0-0.

Mr. Herman mentioned a possible warrant article regarding an increased override for the Affordable Housing Trust Board.

He also mentioned an article in support of the Cyr-Peake legislation regarding affordable housing.

Mr. Galligan also mentioned the need for a mechanism to hold funds generated by the “pot shops” once they start operations.

Mr. Galligan also mentioned the possibility of Pennrose making a single payment at the time of closing for the housing project at West Road.

Continue review and possible vote on FY25 – FY29 CIP

There was some discussion to clarify the investment in the accessible walkway through the Village Green, 44 Main Street, and the Town Hall Annex. There were questions and answers about some details within the listing of Capital Improvement Project.

Chair’s request concerning 2023 Annual Town Meeting communication

The Chair noted the need to answer two overarching questions for the voters: Why do you need this investment and what does it deliver to Orleans? There was some discussion about the need for information by the voters and how best to present it.

Continue review and possible vote on FY24 Budget

Ms. Doane reviewed some projects that will require overrides. There was discussion about a special article for the Bike, Pedestrian & Traffic Committee.

Mr. Runyon moved to reassign the \$20,000 for the Bike, Pedestrian & Traffic Committee to a special article for the Town Meeting. Mr. Galligan seconded the motion. All voted in favor. The motion passed: 4-0-0.

Mr. Galligan moved to approve 5 items bellow the yellow line on the draft budget including the Treasure/Collector's costs relating to the use credit cards, the increase of clerical hours for the Town, and three line items for the COA relating to staff hours, benefits, and positions. Mr. Runyon seconded the motion. All voted in favor. The motion passed: 4-0-0.

Mr. Galligan moved the Windmill information guide be removed from the wish list and handled a different way. Mr. Runyon seconded the motion. All voted in favor. The motion passed: 4-0-0.

Mr. Galligan moved to zero out the residential overhead exhibition implementation costs. Mr. Runyon seconded the motion. All voted in favor of the motion. Motion passed: 4-0-0. 3.30

Town Administrator's Report

The Acting Town Administrator spoke about staff requirements in the Town Administrator's office, the Barnstable County AquaFund, the Recreation Department reorganization and progress on the Nauset Regional School System High School project financing. He also updated about the search for a new Town Administrator/Manager and an upcoming community forum and the Fire Department Safer Grant process for staffing.

Liaison Reports

Mr. Galligan said the Nauset Regional School District will be holding a public hearing on the FY24 budget hearing.

Mr. Galligan moved to adjourn. Mr. Herman seconded. All voted in favor of adjournment. Motion passed: 4-0-0.

The meeting adjourned at 8:45 p.m.

*Respectfully submitted,
Jennifer Fountain*

Mefford Runyon, Clerk

Documents in Select Board meeting packet:

1. Agenda
2. Legal Notice for Ward Aquafarms Public Hearing
3. Nate Sears Memo re: Lonnie's Pond Aquaculture
4. Zoning Board of Appeals Committee Matrix
5. Citizen Interest Form – Austin Higgins
6. Historical Commission Matrix
7. Citizen Interest Form – Francis Mustaro

Select Board Minutes, March 8, 2023

8. Human Services Advisory Committee Matrix
9. Fire Department Quarterly Report
10. Police Department Quarterly Report
11. Polling Hours Annual Town Election
12. Appointment of Board Registrar memo
13. Draft Article Index dated 3/3/23
14. FY24 Budget Changes Scorecard
15. CIP FY25-29
16. Town Administrator's Report Memo

MINUTES
SELECT BOARD MEETING
Wednesday, March 15, 2023
Nauset Room, Town Hall
Final

A hybrid meeting of the Town of Orleans Select Board was held in the Nauset Room at Town Hall and via Zoom and Channel 18 at 4:30 p.m. on March 15, 2023.

In attendance in the Nauset Room were Vice Chair Herman, Clerk Runyon, Mr. Mathison, and Mr. Galligan. Ms. Reed attended via zoom. Acting Town Administrator Sumner and Finance Director Doane also attended.

Vice Chair Herman called the meeting to order at 4:30 p.m.

Motion: Move to go into executive session to consider the purchase, exchange, taking, lease, or value of real property on Route 6A and Eldredge Park Way and that the Chair declare that an open meeting may have a detrimental effect on the negotiating position of the body, and to reconvene in Open Session. Motion was seconded. All voted AYE.

Vice Chair Herman separately declared that an open meeting may have a detrimental effect on the negotiating position of the body.

Mr. Herman called the meeting to order with nothing to report from the Executive Session.

Public Comment

Ms. Kremer thanked the Town for their actions regarding recreation and suggested consideration of the NW Schoolhouse as a space for community use.

Mr. Hafner spoke about phosphorous levels at Pilgrim Lake and Crystal Lake and endorsed alum treatment.

Ms. Murphy of the Recreation Advisory Committee spoke about the recommendations of the Collins Study and Report.

Cathy Doane, Finance Director emphasized to the public that Orleans has no funds in the banks that recently announced collapse. However, the pension fund has a about \$6.9million in these banks on March 8, 2023 which declined to \$2.3 million at the close of March 9, 2023, the day the stock stopped trading. This is only a small portion of the total investments in the pension fund.

A resident spoke about amplification during town events and outdoor concerts which can be larger and more disruptive to residents and businesses in the downtown area.

Pole Hearing – 23 Brick Hill Road

The Vice Chair read the announcement to open the Public Hearing submitted by Verizon and NSTAR Electric Company dba Eversource Energy request permission to locate poles, wires, cables, and fixtures, including the necessary anchors, guys, and other sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways: 23 Brick Hill Road Ext. The installation of two (2) jointly owned poles: 280/5 and 280/5A. Richard Bilodeau from Verizon spoke about the need for a pole for a new house. Select Board members reminded Verizon of the issue of double electrical poles (sister poles) around town.

Mr. Galligan moved to closed public hearing. Mr. Herman seconded the motion. All voted in favor of the motion. The motion carried: 5-0-0.

Mr. Galligan moved to approve the installation of two poles on Brick Hill Road Extension as described in the Select Board packet. Mr. Herman seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed and Mr. Herman voted AYE. Motion carried: 5-0-0.

Joint Public Hearing with Finance Committee – FY24 Budget

Vice-Chair Herman read the official notice to open the public hearing with the Finance Committee. The Interim Town Administrator went through a presentation regarding the budget policy and process with notable items or changes. (Full presentation is available in the meeting packet). The Chair of the Finance Committee called the committee meeting to order.

There was some discussion about how to use charitable gifts to specific departments. There was a brief review of how MA general law Chapter 44, section 53A regulates expenditures and whether a Board policy is needed. Town Counsel will be asked about trust funds are how they may be used.

The Finance Committee had a list of questions regarding the FY24 budget and the Bond Anticipation Note (BAN) for the Nauset Regional High School and the debt service for the sewer project. Ms. Doane explained timing and amounts for each.

The Finance Committee suggested looking at another way to address the budgets of highly regulated departments like the Water Department or Fire Department who may not be able to hold budgets to a fixed percentage because of regulatory standards.

The Finance Committee recommended sunseting the Mooring Enterprise Fund and the Rock Harbor Enterprise Fund because the revenue sources do not align with those who benefit from the facilities. Some members of the Finance Committee suggested a “pay as you throw” system at the Transfer Station and said it should be researched more fully.

Succession planning was raised by the Finance Committee as an important issue to prepare for in long term planning and HR management.

The chair of the Finance Committee called for a vote to adjourn the Finance Committee meeting. All six members present voted AYE. Motion carried: 6-0-0.

Mr. Runyon moved to close the Public Hearing. Mr. Galligan seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0. Motion carried: 5-0-0.

Meet with Deputy Fire Chief

The chief presented about staffing challenges at the Fire Department and reviewed potential funding sources for 8 new positions, including a SAFER Grant.

Mr. Runyon moved the Select Board approve an application for 8 firefighters through a SAFER Grant and add \$100,000 to the Fire Department overtime line item to increase summer staffing from 4 to 5 firefighters. Mr. Galligan seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Chief Deering explained the need for a new ladder truck.

Annual Fee Schedule discussion

Mr. Sumner spoke about some suggested fee adjustments.

Discussion of Recreation Department reorganization -Mr. Sumner reviewed the collaborative process involved in reorganization of the Recreation Department.

Mr. Galligan moved, as noted in the Interim Town Administrator's memo of March 8, 2023, to accept the recommendation to separate the Recreation Department from the Department of Public Works as a stand alone department. Mr. Mathison seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Mr. Galligan moved to accept the recommendation to add the sum of \$12,480 to the budget scorecard for a portion of the Community Services' Principal Clerk position for FY24. Mr. Runyon seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Mr. Galligan moved to accept the recommendation to add the sum of \$1,034 to the budget scorecard for the Program Coordinator's adjustment for FY2024. Mr. Runyon seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Mr. Runyon moved to accept the recommendation to add a stipend relative to 10% of the COA Director's wages for support and mentoring of the newly structured Recreation Department, in the amount of approximately \$10,000 per year to the budget scorecard. Ms. Reed seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Mr. Runyon moved to approve a warrant article in the amount of \$16,520 to cover incidental expenses in establishing office space for the newly restructured Recreation Department. Mr. Galligan seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Mr. Galligan moved to put a warrant article to the Spring Town Meeting to increase the Recreation Department's revolving fund to \$50,000 annually. Motion seconded by Mr. Runyon. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Meet with Town Counsel.

Barley Neck Inn lawsuit – Town Counsel provided some background about the use of the Inn for outdoor entertainment and the relevant noise limitations. He reported the Board of Appeals agreed to review their previous decision. The Inn withdrew their original application and applied for a new special permit. The Board of Appeals granted the new special permit for limited outdoor entertainment regardless of the ownership of the BNI.

There was some discussion about restricting noise by entertainment/liquor licenses. Licensing violations would be handled by the police. Details of the current bylaw were reviewed and changes to licensing restrictions discussed. This was some review of the inequities around services in Orleans and the difficulty with myriad exemptions and enforcement. The Select Board deferred this for further discussion at a later date.

Mr. Ford provided some background to the draft of the rental registration bylaw and simple rental registration form. The fire chief has the right to enforce the relevant bylaw. The board members discussed particulars of the form, language and a web-based application. There are some more stakeholders needed to review the draft.

Mr. Galligan moved to place on the warrant for the spring Town Meeting the proposed general bylaw for registration of rental properties in Orleans with the edits discussed in the Select Board meeting. Seconded by Mr. Herman. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE.

Motion carried: 5-0-0.

Mr. Ford discussed the CHO request to amend lease to expand the footprint for housing the CG36500 for historic preservation. There was some discussion about possible future uses of the parcel of land and the need for town staff to offer input before the lease is expanded.

Review draft warrant article index for Annual and Special Town Meeting in May and possible vote on draft articles – Mr. Sears of Natural Resources discussed available funding to restore/rebuild the 90 year old fish ladder. If the grant succeeds, the Natural Resources Conservation Services would fund 75% of the installation costs and 100% of the design. The town of Orleans would need to cover permitting.

Mr. Galligan moved to place an article for \$450,000 on the warrant for the spring Town Meeting contingent upon the receipt of a grant to fund the fish ladder. Seconded by Mr. Runyon. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Mr. Meservey discussed three zoning laws.

Mr. Galligan moved to recommend for approval the warrant articles 68, 69, and 70 as approved by the Zoning Board of Appeals. Mr. Runyon seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Mr. Meservey explained the possible of grant for a portion of the demolition of the former Governor Prencce site. There was discussion about whether or not the town should demolition the buildings and how to share costs with the Affordable Housing Trust Board (AHTB).

Ms. Reed recused herself from the discussion about water quality with Mr. Meservey. Mr. Meservey reviewed Pilgrim Lake and Crystal Lake's water management plans and the need for alum treatment. There was discussion about the management plans, sewerage plans, and some questioning of the urgency to act with an alum treatment. Mr. Meservey also spoke about the need for a clear evaluation of water quality in Orleans' ponds.

Mr. Mathison moved to place a warrant article and to approve items 1 at \$47,000 (Lonnie's Pond monitoring), item 2 for \$30,000 (Cedar Pond water quality monitoring), and summer water quality monitoring for \$19,700 for a total of \$96,700. Mr. Runyon seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Vote to extend Interim Town Administrator contract for an additional term of 90 days per current contract language

Mr. Galligan moved to extend the current Interim Town Administrator contract for an additional 90 days. Mr. Runyon seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

Adjourn

Mr. Runyon moved to adjourn the meeting. Mr. Galligan seconded the motion. Vote was by roll call: Mr. Galligan, Mr. Runyon, Mr. Mathison, Ms. Reed, and Mr. Herman voted AYE. Motion carried: 5-0-0.

*Respectfully submitted,
Jennifer Fountain*

Mefford Runyon, Clerk

Documents in Select Board Meeting Packet:

1. Agenda
2. Executive Session Documents
3. Legal Notice – 23 Brick Hill Road Legal Notice
4. 23 Brick Hill Road Site Sketch
5. FY24 Budget Hearing Power Point
6. FY23 & FY24 Financial Plan
7. Draft Rental Registration Bylaw
8. Draft Rental Registration Form
9. Historical Society Amendment to Lease
10. 2022 CPA Application – CG36500 Boathouse
11. FY24 Fire-Rescue Budget Memo
12. Fiscal Year Budgets for New Fire Fighter Positions
13. Town Fee Summary
14. Charles Sumner Memo re: Recreation Department Reorganization
15. MFWQ Report re: Crystal & Pilgrim Lake Alum Treatment
16. FY24 Budget Changes Scorecard
17. Draft Article Index dated 3/10/23
18. CIP FY25-29 Revised 3/10/23
19. Town Administrator Report Memo
20. Celebrate Our Waters Event Request
21. Interim Town Administrator Employment Agreement

**Joint Meeting with the SELECT BOARD
and the AFFORDABLE HOUSING TRUST BOARD
MINUTES
March 21, 2023**

The Affordable Housing Trust Board (AHTB) held a hybrid meeting on Tuesday, March 21, 2023 at 4:30 p.m. in the Nauset Room at Town Hall and via Zoom. The Select Board took part in this meeting. Real-time public access was provided by Orleans Channel 18 on the Town website.

The full Select Board was present: Chair Reed, Vice Chair Herman, Clerk Runyon, Mr. Galligan and Mr. Mathison. Attending for the Affordable Housing Trust Board (AHTB) were Chair McClennen, Vice Chair Mathison (via zoom), Clerk Ghory, Mr. Herman, Mr. Landreth, Mr. Jurkowski and Mr. Brehm. Mr. Cole and Ms. Wibby both attended online via zoom.

Call to Order

The Chair of the AHTB called the meeting to order at 4.30pm. The Chair of the Select Board called their meeting to order at 4.30pm.

Public comment

No one presented at Public Comment.

Joint meeting with Select Board re: former Governor Prence property.

Mr. McClennen reviewed the process necessary for development of the property at 66-76 Route 6A, Orleans and the need or approval to dispose of the property. Discussion followed about fee simple or leasing and whether to place conditions on the recommendation to dispose of the property. It was decided the RFP, permitting process, and the town, financial, and housing bodies involved in development would help ensure compliance to Town of Orleans standards and the recommendations of the Governor Prence Planning Committee.

Mr. Herman moved to recommend the town approve conveyancing of the former Governor Prence property (66-76 Route 6A) for the purpose of housing, subject to the terms and conditions of the Select Board and the Affordable Housing Trust. Mr. Runyon seconded the motion for the Select Board. All voted AYE. Motion passed: 5-0-0.

Mr. Ghory moved to recommend the town approve conveyancing of the former Governor Prence property (66-76 Route 6A) for the purpose of housing, subject to the terms and conditions of the Select Board and the Affordable Housing Trust. Mr. Jurkowski seconded the motion. Vote by roll call: Mr. Ghory, Ms. Mathison, Mr. Herman, Ms. Wibby, Mr. Brehm, Mr. Cole, Mr. Landreth, Mr. Jurkowski and Mr. McClennen voted AYE. Motion passed: 9-0-0.

Discuss Request for Proposals

Mr. Meservey suggested a timeline and process for developing an RFP to the former Governor Prence site. The RFP could be advertised for eight weeks during early summer, with a deadline at the end of

Joint Meeting Minutes March 21, 2023

August 2023. Included in the proposed timeline was application for a grant from One Stop for the removal of hazardous waste as part of the demolition of the old site.

Discuss demolition contingent upon grant funds

The need for and costs of demolition of the old buildings at the former Governor Prence site were discussed. It was generally felt a decision about demolition was not needed by the spring Town Meeting of 2023. A warrant article was deemed not necessary for the upcoming town meeting.

Mr. Herman moved to remove the draft article 23 from the warrant and place the demolition of the old buildings at the former Governor Prence site on the CIP for FY25. Mr. Mathison seconded the motion. All voted in favor of the motion for the Select Board. Motion carried: 5-0-0.

Mr. Landreth moved to remove the draft article 23 from the warrant and place the demolition of the old buildings at the former Governor Prence site on the CIP for FY25. Mr. Brehm seconded the motion. Vote was by roll call with: Mr. Ghory, Ms. Mathison, Mr. Herman, Ms. Wibby, Mr. Brehm, Mr. Cole, Mr. Landreth, Mr. Jurkowski and Mr. McClennen voting AYE for the AHTB. Motion carried: 9-0-0.

Mr. Galligan moved to adjourn the Select Board meeting. Mr. Runyon seconded the motion. All voted in favor. Motion carried: 5-0-0.

*Respectfully submitted,
Jennifer Fountain*

Mefford Runyon, Clerk