**BOARD OF SELECTMEN**

**MEETING MINUTES**

March 17, 2014

Approved on April 16, 2014

A meeting of the Orleans Board of Selectmen was held on Wednesday, March 17, 2014 in the Nauset Room of the Town Hall. Present were Chairman Sims McGrath Jr., Vice-Chairman David M. Dunford, Clerk Jon R. Fuller, Selectman John Hodgson III, Selectman Alan McClennen Jr., Town Administrator John Kelly, Finance Director David Withrow and Recording Secretary Kristen Holbrook.

Chairman Sims McGrath called the meeting to order at 6:30 PM.

Wastewater Discussion - Follow-up from February 5th, February 26th and March 12th meetings: (00:00:15)

 a. Review draft scope of work for RFQ #2 Wastewater and Septage Planning Services

The Board reviewed the latest draft of RFQ #2 and the advertising requirement and timelines. Mr. McClennen suggested that the Board consider taking a vote to authorize the Town Administrator to place a notice in the central register, on Tuesday morning in order to keep a more optimum timeline. Mr. Kelly clarified that publishing the notice in the central register would not commit the town to following through with the RFQ. Mr. Dunford stated that he would like to ensure that the changes in phraseology were made as it is of the utmost importance.

**On a motion by Mr. Fuller, and seconded by Mr. McClennen, the Board voted to authorize the Town Administrator to post notice of RFQ #2 in the central register on Tuesday 3/18/2013.** The vote was 5-0-0.

Mr. Dunford asked for clarification on RFQ #1, to research information on the underground utilities in order to ensure that there is no duplication of effort and asked what would happen if funds were not spent.

Mr. Domenica stated that all of information previous recorded is not included in the RFQ. Mr. Kelly stated that the fees will be separated by task and if a contract does not require a task, the money will not be spent. Mr. Hodgson asked if a ballot question was needed for the authorization to borrow for the utility studies. Mr. Kelly replied that a ballot question will be required. Mr. Hodgson asked that bond counsel offer an opinion on the borrowing for the studies. Mr. Kelly replied that he would be providing the Board with drafts of the articles and clarification on the rules for bonding.

Mr. Dunford thanked Mr. Domenica for his presentation and asked that copies be sent to the Board. Mr. Kelly asked that Mr. Domenica provide any information on DCAM and the contracts or funding required as soon as possible as it may require Town Meeting authorization. Mr. Dunford asked that Mr. Kelly and Mr. Domenica make the appropriate contact with CBI for facilitating stakeholder groups and meeting in Orleans as soon as possible. Mr. Domenica stated that it would be important to link with the Cape Cod Commission as well.

**On a motion by Mr. Dunford, and seconded by Mr. McClennen, the Board voted to direct Town Administrator and Wastewater Consultant, to begin working on details the creation of wastewater stakeholder group, and to contact the Cape Cod Commission and Consensus Building Institute regarding the facilitation of the stakeholder group as soon as possible.** The vote was 5-0-0.

Mr. Dunford stated that his concern regarding the second RFQ is that there is still too much emphasis on the CWMP. He stated that he did not feel that the focus on the downtown area was part of the CWMP, and that it needed to be made clear that it is more for economic revitalization.

Mr. Hodgson stated that the 640,000 gallon number should be scaled back to what is practical. Mr. Hodgson also stated that it is important to emphasize the public/private partnership in the downtown area. Mr. McClennen stated that he felt it would be a mistake to leave out Nitrogen removal as it is key to SRF funding.

Mr. McClennen stated that the Board is focusing on adaptive management and suggested that the Board should include some funding for research on the effectiveness of the Oyster beds in Pleasant Bay, as the information is readily available. Mr. McClennen also stated that the Planning Board has ground contour maps and that the Board should ask the Planning department if it would be possible to add that information to the GIS. Mr. McClennen also stated that the Town had completed an extensive fertilizer survey in the past and that information could help when the Board considers fertilizer management regulations.

Mr. Dunford stated that a citizen has asked to have input into the RFQ. Mr. Kelly stated that he felt it would be a decision for the Board whether to allow outside input into the RFQ.

Mr. Domenica felt it would be more effective to allow the public comment during the stakeholder process, rather than at this time.

 b. Review Tri-Town decision tree/schedule

The Board reviewed the Tri-Town decision tree items. Mr. Kelly stated that he felt an article could be crafted to encompass enough scope to be able to fund either scenario.

Mr. McClennen asked that Mr. Kelly make sure it is noted that Special Legislation will be required.

Mr. McGrath favored the draft provided by the Town of Brewster as it offers the most flexibility. Mr. Hodgson concurred, but asked who will be spending the funds. Mr. Fuller agreed as well, but stated that he was concerned that use of the word “capital” will trigger a 75% vote. Mr. Kelly stated that the Board might take a vote to find that it is outside the CIP, but that has not been the practice of the Board in the past.

The Board discussed possible Annual Town Meeting articles required for an extension of the Tri-Town IMA and the funding capital repairs to the facility.

**On a motion by Mr. Fuller, and seconded by Mr. Hodgson, the Board voted to place articles for Tri-Town IMA extension and funding of Capital repairs on the Annual Town Meeting warrant.** The vote was 5-0-0.

Annual Fee Schedule Review and Recommendations: (02:15:27)

The Board reviewed the revenue and fee schedules for the Town of Orleans.

**On a motion by Mr. Dunford, and seconded by Mr. Fuller, the Board voted to support the recommended fee increases under Selectman/TA as presented**. The vote was 5-0-0.

**On a motion by Mr. Fuller, and seconded by Mr. McClennen the Board voted to support the recommended fee increases listed under Town Clerk as presented.**  The vote was 5-0-0.

**On a motion by Mr. McClennen, and seconded by Mr. Hodgson the Board voted to support the recommended fee increases listed under Building, as presented**. The vote was 5-0-0.

**On a motion by Mr. Fuller, and seconded by Mr. McClennen, the Board voted to support the recommended fee increases listed under Trench/Road opening/Boring permits, as presented.** The vote was 5-0-0.

Mr. Fuller felt that the Board should discuss the ORV permits as there are substantial costs incurred in the HCP.

**On a motion by Mr. Fuller, and seconded by Mr. Hodgson, the Board voted to support the recommended fee increases listed under Weddings at $150, with no distinction of residency.** The vote was 5-0-0.

Mr. McGrath left the meeting at 9:32 PM.

Further Discussion on FY15 Budget and FY16-20 CIP: (03:03:57)

The Board reviewed the financial plan update and reviewed the school budgets that have been certified. Cape Cod Tech’s assessment was less than what was budgeted.

Draft list of Warrant Articles for May Annual and Special Town Meetings: (03:47:49)

The Board reviewed the draft warrant, articles and back-up information for the Annual Town Meeting.

Any Other Items for Future Agendas: (03:55:10)

- future discussion on offer to donate a historic building.

- invite Deputy Chief Pike back in for clarification on the new EMS/FF staffing positions.

Adjourn:

**On a motion by Mr. Hodgson, and seconded by Mr. Fuller, the Board voted to adjourn.** The vote was 4-0-0.

The meeting adjourned at 10:29 PM.

Respectfully submitted,

Kristen Holbrook

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 Jon R. Fuller, Clerk