

**TOWN OF ORONO
FINANCE & OPERATIONS COMMITTEE MEETING**

**TUESDAY, APRIL 16, 2019 AT 8:00 A.M.
VOTER REGISTRATION ROOM, MUNICIPAL BUILDING**

MINUTES

1. Roll Call

Present: Tom Perry (Finance Chair), Council Chair Cindy Mehnert, Laurie Osher, Meghan Gardner, Town Manager Sophie Wilson, Assistant Town Manager Belle Ryder, Police Chief Josh Ewing, Fire Chief Geoff Low and Finance Director Connie Thorne.

2. Update on Maine Day Public Safety Planning

Police Chief Josh Ewing stated that staff has been working with UMaine, landlords, neighborhood residents and local law enforcement agencies in preparation for the upcoming event. Chief Ewing provided an update on the remaining EUDL grant funds available (\$7,600) and the total needed (\$15,000) for Maine Day. He noted the increased security at the large housing complexes and UMaine's help with messaging.

Ms. Wilson stated that staff will be meeting with UMaine to ask for 50% funding to police the event. She noted the backup plan is to look for the funds in the budget. The Committee was supportive of extra policing costs for Maine Day.

Ms. Wilson anticipated an order on the May 13th Council Meeting agenda to accept funds from UMaine or shift funds to pay for policing expenses.

3. Evaluating Safety Response and Communication Plans

Chief Ewing provided a brief update on the recent active shooter call response, shared lessons learned, and discussed planned community education efforts. He noted there is going to be a School Community Education Day on May 15th where staff will be able to explain police expectations.

Fire Chief Geoff Low explained the role that the Fire Department will play in the future to provide support. Chief Low stated that he would like to purchase steel vests for the Fire Department for protection. He stated the total cost of the vests would be \$5,500 with \$2,400 of it to be taken from the Hazmat budget. He will also seek MEMA funds.

The Committee agreed with an order on the May 13th Council agenda to accept MEMA and University funds and, if needed, to reclassify Hazmat funds for the purchase of the Fire Department vests.

4. Mill Street Damage Repair Project Scope and Timeline

Ms. Wilson reported on the Mill Street hydrant that failed pushing approximately 300,000 gallons of water under the new pavement. She stated that staff has worked with the Town Engineer to identify the scope of damage and develop a repair plan. The proposed scope includes pulling up the pavement and approximately 18” of road base and rebuilding the gravel and pavement, sidewalks and curbs. This repair has an estimated project budget of \$150,000. The OVWD and Town submitted insurance claims for the damage, both of which were denied. Staff met with OVWD Superintendent Boyd Smith and requested that the District consider a cost share for this project. Ms. Wilson had not heard back from OVWD.

Ms. Wilson stated that the street would continue to deteriorate if not repaired. She suggested using TIF funds or the Main Street sidewalk project. **The Committee agreed that the Mill Street damage needs to be repaired.**

5. Ordering FY2020 Public Works Truck

Ms. Wilson stated the Public Works Department is scheduled to purchase a large plow truck this year. Given the condition of the truck to be replaced, staff is requesting permission to order the truck this spring for delivery and payment this fall.

The Committee agreed to move the request to ordering the FY2020 Public Works Truck to the May 13th Council agenda for consideration.

6. Temporary Permitting of Food Trucks

Ms. Wilson explained that the Town Ordinance does not provide a process to permit/approve food trucks. Planning staff is currently working to draft ordinance language for Council consideration; however, a permit request has been received and others are anticipated. In the absence of ordinance language, staff suggested having the Town Manager sign off on these temporary uses upon confirmation that the food truck owner/operator has met the requirements of: having written permission of the private property owner; holds a current valid victualer's license from another community and is in good standing; holds a valid State of Maine Mobile Vendors License and a valid State of Maine Health Inspection License; having been inspected and approved by Orono's Code Enforcement Officer, Life Safety Inspector and Police Chief; and has provided a copy of their liability insurance policy.

The Committee discussed having the Food Truck permits come before Council for approval to give the public an opportunity to weigh in. Ms. Mehnert stated that Council would sign off on the permits until there is an ordinance in place. The Committee agreed.

The Committee agreed to hold a Special Council Meeting on April 22, 2019 to hold a public hearing to consider a Food Truck Permit for Mama Baldacci to be located at the Orono Brewing Company, 61 Margin Street.

Ms. Wilson spoke of codifying the current Farmers' Market process and noted the draft Ordinance would be back to the Community Development Committee on April 18th.

7. Review of Town Office Public Hours and Community Survey Results

Assistant Town Manager Belle Ryder stated a survey was conducted to get public feedback on the current Town Office hours of operation. Ms. Ryder reviewed the data and noted there was an even spread of preferred times. She noted the 8 a.m. start time has been successful.

Ms. Ryder recommended opening at 8 a.m. each business day for consistency. Staff also recommended promoting all the online capabilities for the public.

Ms. Wilson reviewed the varying hours of operation for the Town Manager's Office, Finance, Community Development and the reasons for each.

8. Review and Highlights of Financial Reports & Draft Annual Audit

Staff reviewed highlights of the financial reports with the Finance Committee.

9. Brief Town Manager Update

Ms. Wilson stated she would be on vacation from April 25 to May 6, 2019.

10. Schedule Next Meeting - 5/21/2019 at 8:00AM

11. Adjourned at 10:15 a.m.

Minutes are summary only. An audio recording of the meeting is available on the Town's website at www.orono.org under Agendas and Minutes.

Respectfully submitted,

Nancy W. Ward
Executive Assistant