

**Town of Orono  
Council Committee Meeting**

**Monday, April 4, 2016 at 5:30 p.m.  
Council Chamber – Municipal Building**

**Minutes**

**1. Roll Call**

Present: Council Chairman Cindy Mehnert, Geoff Gordon, Clint Relyea, Sam Kunz, Tom Spitz, Judy Sullivan, Town Manager Sophie Wilson, Assistant Town Manager Belle Ryder and Economic Development Director Dave Milan.

**Finance**

**2. Purchase of a Plan Scanner and Printer**

Dave Milan stated that staff is recommending the purchase of a large format scanner/printer to enable multiple departments to scan and print large format documents that are used for construction plans, site development plans and other documents that require up to a 4' printing format. Currently there is a large room at the Town Office dedicated to storing printed plans. By scanning these plans into an electronic library, this building space can be used for other necessary purposes and the plans will be accessible easily and quickly for future needs. He noted that the major function of the machine will be for scanning large format documents.

Mr. Milan provided three quotes for a large format printer/scanner: Canon Solutions America, Inc. \$7,357; Spectraflow, HP Design Jet \$6,045; and Transco Business Technologies \$22,560. Funding for this purchase would be allocated between the Downtown and Transit Oriented TIF District Fund, WPCF and Public Works.

He noted that staff is recommending the purchase of the Canon product though it is not the lowest price at \$7,357. He noted that the Canon unit is the only machine that offers a device that agitates the ink in order to keep the ink from drying out (due to infrequent use). In addition, the Canon offer includes a technician setting up the unit and providing training for our users. Mr. Milan stated that the life expectancy of the machine is 7-10+ years.

Mr. Milan noted that he is looking to hire a summer intern to scan and create digital files of the maps/documents.

**The Committee agreed to move the purchase of a plan scanner and printer to the next Council Agenda for approval.**

## **Community Development**

### **3. Orono Village Association's Request to Eliminate the Village Tax**

Ms. Wilson provided an update on the Orono Village Association's desire to disband and its request that Council consider the elimination of the annual additional property tax of \$0.50/\$1,000 of valuation on property in the Village Center Tax District (an annual tax amount of \$8,000-\$9,000).

Mr. Milan stated that he talked with businesses in the downtown that did not want the village tax. He also stated that businesses on Stillwater Avenue and Park Street did not feel a part of OVA. He noted that what is being proposed is a Merchants Group which would include anyone that is interested: businesses, non-profits, individuals and groups. Mr. Milan described the Merchants Group as a town-wide membership-based group that would have a membership fee structure.

The Committee discussed how to abolish the Village Center Property Tax. Ms. Wilson suggested maintaining the Village Center Property Tax with a zero collection rate for a few years to see how it works out before considering abolishing it.

**The Committee agreed to direct staff to create the ability to not tax the Village District for three years.**

### **4. Re-appointments to Committees/Boards**

Ms. Wilson explained that each spring, the Council is charged with appointing individuals to fill open seats on various boards and committees. Staff has contacted committee/board members with expiring terms and ascertained their willingness to serve again. Ms. Wilson noted that staff has advertised an announcement encouraging community members to apply to serve on the Zoning Board of Appeals and the Personnel Appeals Board due to vacancies on the boards.

The Committee reviewed the list of re-appointments that provide details of the committees, members, terms, and whether or not members with expiring terms are willing to serve an another term.

**The Committee agreed to move the list of re-appointments to committees/boards to the next Council Agenda for approval.**

**The Committee agreed to recognizing Planning Board Chairman Phil Ruck and Police Department volunteer Lee Cookson at the next Council Meeting.**

## **Operations**

### **5. Brief Town Manager's Report**

Ms. Wilson provided a brief report on the following items:

- Applying for funds/grant through MDOT/BACTS partnership for culvert replacement on Route 2 near the Town of Veazie.
- Pool diving board replacement under \$5,000 to be drawn from budget.
- Parks & Recreation summer programs to be discussed at May 2nd Council Committee Meeting.
- Tackle football equipment to be donated to the Orono Middle School.
- Parks & Recreation survey of programs for children after school to be sent through Asa Adams email list.
- Consideration of University of Maine Field House for a single polling location in Orono to be discussed at a future Council Committee Meeting.

Council Chair Cindy Mehnert reminded Councilors to complete the Town Manager's evaluation which will be discussed in Executive Session on April 25, 2016.

### **6. Adjourned at 7:18 p.m.**

Minutes are not verbatim. A tape-recorded version is available in the Town Office.

Respectfully submitted,

Nancy W. Ward  
Administrative Assistant