

**TOWN OF ORONO  
COUNCIL COMMITTEE MEETING**

**MONDAY, JUNE 27, 2016 AT 5:30 P.M.  
COUNCIL CHAMBER – MUNICIPAL BUILDING**

**Minutes**

**1. Roll Call**

Present: Geoff Gordon (Community Development Chair), Cindy Mehnert (Council Chair), Tom Perry, Sam Kunz, Judy Sullivan, Town Manager Sophie Wilson, Assistant Town Manager Belle Ryder, Town Planner Evan Richert, Economic Development Director Dave Milan and Finance Director Jessie Daniels.

**Community Development**

**2. Proposed Land Use Ordinance Amendment – Allowing an Accessory Dwelling Unit in an Accessory Structure**

Mr. Richert stated that this ordinance amendment was reviewed by the Planning Board after their public hearing. The Board included setback requirements for the accessory structure. The Council Committee requested consideration of a minimum lot size requirement. Mr. Richert proposed a minimum lot size of 10,000 sq. ft. with a 15-ft setback requirement from the back and side lots, and a 20 ft. setback from any adjacent structure. Mr. Richert noted that lot size requirement would roughly affect 130 of the 700 single-family owner-occupied homes.

Mr. Richert noted the property owner will be required to register the accessory dwelling structure with the Town and sign an agreement to have the structure registered at the Penobscot Registry of Deeds.

Ms. Sullivan commented that the 10,000 sq. ft. minimum lot size requirement seemed to be too high. She suggested reducing the lot size requirement to promote this type of development. Sam Kunz recommended reducing the minimum lot size requirement to 0.2 acres (8,712 sq. ft.) versus 0.25 (10,000 sq. ft.).

**Ms. Mehnert suggested changing the ordinance language to state that the Town will record the property at the Penobscot Registry of Deeds at the owner's expense. The Committee agreed with this change and the minimum lot size requirement of 0.2 (8,712 sq. ft.). The Committee moved to forward the ordinance amendment (with changes) to the next Council meeting for public hearing.**

**3. Voting District and Polling Location Consolidation**

Ms. Wilson stated that a Council public hearing on this item would be held on July 11, 2016 to allow the Town to meet the deadline for the changes to occur.

Ms. Wilson stated that staff has determined that the only buildings large enough (with appropriate parking and ADA accessibility) are located on the campus of the University of Maine. After working with University of Maine officials and the State, staff has identified the most appropriate location to be the Field House for a singular polling place.

Mr. Perry stated that he would rather vote at the school than at the University of Maine and residents have told him the same. Ms. Wilson stated that with the growth of off-campus housing the Town needs to make some changes.

**The Committee discussed the State's suggestion that the Town consolidate Wards and Precincts to one single district (Town boundaries); however, the Committee deferred further discussion and a decision on this matter until after the November, 2016 election in order to evaluate how well the single polling location performs.**

**The Committee agreed to move forward with a Council Public Hearing to consider a singular polling location at the UMaine Field House.**

#### **4. Website Update**

Belle Ryder presented the Committee with a visual overview of the Town's new website.

### **Finance**

#### **5. Budget Adjustments**

Ms. Wilson explained the difference between her budget numbers and the Assessor's numbers. She suggested the following budget revisions be made to be able to maintain the published projected tax rate:

Decrease Overlay (from \$50,000 to \$25,000); Update Homestead Exemption Reimbursement to new projections (from \$192,734 to \$195,893); Increase BETE Exemption Reimbursement to new projections (from \$22,000 to \$22,886); Decrease Capital Equipment Reserve Appropriation (from \$100,000 to \$75,000); Reduce Contingency (from \$20,000 to \$15,000); and Utilize Assigned/Restricted Fund Balance to offset Fiber Capital Infrastructure Expense \$115,000 from MBNA Fund \$38,000, Maine Tech Park TIF \$30,000 and EnvisioNet TIF \$10,000.

Ms. Wilson explained the Committee's options: Adopt the budget numbers without the revisions which will produce a higher mil rate; reduce the net budget numbers with the revisions presented; or not adopt the budget tonight and address it in July.

The Committee members commented that they did not want the tax rate to increase further and they did not want to wait until July to adopt the budget. Ms. Mehnert proposed adopting the revised numbers and reviewing the budget in September/October for changes next year.

Ms. Wilson noted that she will review the Assessor's sheets in advance next year to avoid this situation from happening again.

**The Committee agreed to forward Ms. Wilson's suggested revisions to the proposed FY17 budget to the Council agenda for consideration.**

The Committee suspended the meeting at 7:05 p.m. for the Council Meeting and reconvened the Committee Meeting at 7:46 p.m.

**Operations**

**6. Brief Town Manager's Update**

Ms. Wilson provided an update on the RSU#26 search for a new Superintendent. She noted that the RSU#26 Board of Directors intends to have an Interim Superintendent for September and conduct a search for a new Superintendent this winter. She suggested having a Councilor serve on the search team. Ms. Mehnert stated that she was interested in serving.

**7. Internal Controls**

Ms. Wilson stated that the draft Internal Controls Policies and Procedures was uploaded to Council on the Google drive. Finance Director Jessie Daniels spoke of the benefit of adopting an Internal Controls manual, especially with new employees starting soon.

Ms. Wilson stated that the Internal Controls Policies and Procedures will be reviewed with the Auditors in October. She noted the importance of keeping it current with any changes. Ms. Wilson stated that the Finance Committee can adopt the Internal Controls Policies and Procedures manual.

Mr. Daniels stated that the manual reflects current practices and will be revisited with significant staff changes. He noted that the Auditors help provide advice for changes. Ms. Wilson stated that this manual is an important first step to provide to the Auditors.

**The Committee voted in favor of adopting the Internal Controls Policies and Procedures Manual, 5-0.**

**8. Adjourned at 8:05 p.m.**

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

Respectfully submitted,

Nancy W. Ward  
Administrative Assistant