

**Town of Orono
Finance Committee Meeting**

**Tuesday, July 23, 2002 at 7:30 a.m.
Town Office Conference Room**

Minutes

Present: Stan Borodko, Council Chair Lianne Harris, Bryan Pearce, John Bradson, Geoff Gordon, Nick Houtman, Town Manager Gerry Kempen, Assistant Town Manager David Struck, Assessor Rick Sands, Code Officer John Robichaud, and Public Works Director Calvin Smith.

1. Call to Order at 7:30 a.m.

2. Birch Street Community Building – WBRC's Floor and Foundation Structural Review

David Struck stated that WBRC completed the first phase of the structural roof analysis. Phase two is the floor and foundation structural review. They recommend the structural deficiencies be corrected before repairing the roof. An expenditure breakdown was provided. Mr. Struck summarized that the total expenditure for the roof project is approximately \$60,000.

Gerry Kempen clarified that money spent now cannot be used for a grant match later if a grant is awarded. David Struck noted that the timeframe for a possible grant award is approximately a year from now. Bryan Pearce stated that doing this work now shows a good faith effort and may help the success of a future grant.

The Committee agreed to recommend to Council that WBRC be awarded the phase two floor and foundation structural review.

Gerry Kempen suggested that David Struck contact WBRC and let them know of the committee support and that a vote will be taken by the Council at the August 12th meeting. If they require a Council vote to proceed, a special council meeting could be held.

3. Revisit the Policy of Accepting Gifts

David Struck stated that many municipalities, including Bangor, Brewer, Old Town, Presque Isle, Belfast, Farmington, Gorham, Ellsworth and more, were contacted as to their policy on gifts. Brewer was the only municipality that had something written.

Gerry Kempen noted that all gifts of real estate go to Council for a vote.

The Committee agreed to recommend to Council that the Town Manager and Department Heads be authorized to acknowledge and accept any gifts to the town up to a value not to exceed \$5,000.

4. Town's Financial Commitment for Ayers Island Bridge re: CDBG funds

David Struck presented a breakdown of CDBG funds for the Ayers Island bridge project and the town's financial responsibilities.

Gerry Kempen summarized that the town's matching grant requirement will be \$150,000 based on the \$600,000 CDBG grant funds, plus the job creation requirement.

Mr. Struck stated that the timeframe of the job creation requirement is approximately 2-3 years from the time the funds are drawn. He stated that if the jobs are not created the town would have to pay back the money, or would not be allowed more grant money until the project is closed.

Geoff Gordon questioned whether the developer is developing a business plan, which is a requirement of the grant. Mr. Kempen stated that the town's obligation is to move forward on building the bridge, and it is Mr. Markowsky's responsibility to develop a business plan.

Mr. Kempen stated that the town needs to have the \$150,000 commitment available should the grants be awarded. He suggested it be drawn from the undesignated fund balance.

The Committee agreed to recommend to Council that \$150,000 from the undesignated fund balance be committed to the Ayers Island Bridge Project grant match requirement.

5. Discussion of Town Garage Location

Gerry Kempen noted that the urgency stems from the need to develop a salt/sand shed as required by Maine DEP. The garage could be developed later.

Mr. Kempen stated that the three locations being considered are on Route 2 near the Veazie line, Taylor Road off Forest Avenue and Penobscot Street.

The Committee requested that the pros and cons and economic analysis of each of the three sites be developed by Gerry Kempen, David Struck and Cal Smith before they meet again.

Stan Borodko suggested that the Council members tour the Route 2 and Forest Avenue locations.

6. Adjourned at 9:10 a.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance Committee Meeting**

Friday, November 8, 2002 at 7:30 A.M.
Town Office Conference Room

Minutes

Present: John Bradson, Nick Houtman, Council Chair Lianne Harris, Town Manager Gerry Kempen and Assistant Town Manager David Struck, Assessor Rick Sands and Public Works Director Cal Smith

1. Call to Order

2. Discussion regarding possible Land Donation for Public Works Garage

Gerry Kempen stated that Harold Chute has offered to donate a 6±-acre parcel of land adjacent to the current Public Works garage on Penobscot Street. The land has two streams through the property with 75' setback requirements, but can be useful to the operation. This additional land would not change the size of the Public Works operation, only how it would stockpile products and operate on the total site more efficiently.

Mr. Kempen noted that the only requirement to the donation is that the town pay for having the land appraised and that the appraisal value be at least \$90,000.

Nick Houtman asked if it would increase the noise in the neighborhood. Mr. Kempen stated that it would, but an earth buffer and/or stockaid fence would help reduce the noise.

Mr. Kempen asked for direction by the committee to pursue this property versus the Forest Avenue or Route 2 properties.

The Committee examined the size of the site and agreed that a larger section of land would be more desirable. They suggested that the Town Manager negotiate for a larger section.

The following suggestions for negotiating were offered: 1) swap land on Forest Avenue, 2) make a berm along the newly proposed property line on our side to make the other property more attractive, and/or 3) name the open space/trails after him.

Mr. Kempen recommended retaining the Forest Avenue property as a buffer from the landfill.

John Bradson requested a business plan or conception of need for the Public Works development.

Cal Smith verbally stated that he is looking to develop a 10,000 square foot garage (currently he has 6,000 sq. feet), a 100 x 200 sand/salt shed, and maintain stockpiles of materials.

Gerry Kempen noted that before accepting the land the Town would have it surveyed. At this point, he was looking to the committee for approval to pursue the idea.

The Committee agreed to have Public Works Director Cal Smith develop his concept plan for activities on the new land. The also agreed to have Town Manager Kempen continue discussion with Mr. Chute.

3. Landfill Monitoring Bid 2003-2005

David Struck stated that 14 bid packages were sent out and three were received. The project includes all monitoring activities and environmental reporting as required by Maine DEP regulations and the Town's landfill license for calendar years 2003-2005. CES, Inc. of Brewer was low bidder at \$7,200 per year for the next three years. Mr. Struck stated the Town is satisfied with the quality and quantity of the work and recommends awarding the bid to CES, Inc.

The Committee agreed to recommend that the Council award the Landfill Monitoring Bid to CES, Inc. of Brewer in the amount of \$7,200 per year for the next three years (2003-2005).

4. Adjourned at 9:00 a.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance Committee
Wednesday, January 15, 2003 at 7:30 a.m.
Town Office Conference Room**

Minutes

1. Call to Order

Present: John Bradson (Chair), Bryan Pearce, Geoff Gordon, Stan Borodko, Council Chair Lianne Harris, Nick Houtman, Town Manager Gerry Kempen, Assistant Town Manager David Struck, Public Works Director Cal Smith.

2. Discussion of Potential Public Works Garage Locations

The committee reviewed the three potential Public Works garage locations. They are the current location on Penobscot Street, the landfill site off Forest Avenue, and the Penobscot Auto land off Route 2.

Current Site - Penobscot Street

The advantage to this site is the cost savings of already having the operation at this location. The disadvantages are the proximity to the neighborhood, access and the limited space for future growth.

Gerry Kempen stated that this location could possibly be sold to a quasi-municipal utility. Cal Smith noted that at this location he cannot wash the vehicles and with the Stormwater Phase 2 requirements he will have to capture the salt/sand runoff.

Landfill Site – Forest Avenue

This site has 20 acres of useable land. It would require a big investment. Cal Smith presented estimated costs of \$312,454 to reduce the hill on Forest Avenue by 5 feet and fill in the valley for 1000 feet of reconstructed road. He noted the State estimated it at \$299,000. Paving the access road would be an additional cost between \$150,000-\$197,000 depending on the level of reconstruction and paving.

The question was asked whether Forest Avenue would need to be reconstructed. Cal Smith stated that if you change the scope of the access road the State would require it. Mr. Kempen stated that was only if a site location permit was needed. Everyone agreed that taking down the hill would be a safety factor for visibility.

Penobscot Auto Site – Route 2

Gerry Kempen stated that the purchase price of this site is listed at \$425,000. The front portion of the lot is zoned C2 and a portion of the property is in an aquifer protection zone. In regards to any contamination on the site, Mr. Kempen stated that there would be a clause in the contract regarding land quality.

Mr. Smith stated that the gravel that can be mined on-site was an asset of about \$10,000 per year for approximately 50 years. This location has its own buffer with the trees, is 100 acres (50 acres usable). The building footprint would be 10 acres. The total cost to build the road (\$190,000) and to purchase the land (\$425,000) would be \$615,000. Mr. Smith noted that he will need a snow dump location other than Ayers Island in the future. He also noted that the 15 acres in the front could be developed into commercial lots.

Mr. Smith stated this was his preferred site location.

Mr. Kempen stated that the priority is to have plans underway to construct a salt/sand shed by March 2003 due to federal and state mandates.

Geoff Gordon suggested doing estimates out ten years to justify the costs of this location.

Mr. Kempen suggested, given financial constraints, Council should decide which location would be their first, second and third option.

The Committee agreed to have the Town Manager take a look at the Route 2 site and proceed with negotiations and an option to buy pending a satisfactory environmental assessment.

Stan Borodko was opposed to this site location because the land is too beautiful for a Public Works garage. He suggested the landfill location be considered.

The Committee agreed they would want public input, would be willing to give up access to Gardner Road, and not develop near the Gardner Road.

3. Other Business - None

4. Adjourned at 8:30 a.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance Committee
Thursday, February 20, 2003 at 7:30 a.m.
Town Office Conference Room**

Minutes

1. Call to Order

Present: John Bradson (Chair), Sean Wasson, Stan Borodko, Geoff Gordon, Bryan Pearce, Council Chair Lianne Harris, Town Manager Gerry Kempen, Assistant Town Manager David Struck, Public Works Director Cal Smith, Assessor Rick Sands, and resident and Orono Land Trust member Sally Jacobs

2. Penobscot Auto Property as a Potential Public Works Location

Cal Smith presented a map of the Penobscot Auto property and outlined the proposed layout for the Public Works facility at that site. He noted that the ability to mine gravel on site would be a bonus to purchasing the property. He commented that this location is the best long-term investment for Public Works.

Geoff Gordon asked whether DEP has verified where the aquifer area is. David Struck stated the DEP map is the same as what the town is using, but the lines could change after DEP does field work.

The Committee agreed it would need a list of contingencies before purchasing the land.

John Bradson asked what changed to make this site the preferred location for the Public Works garage. Mr. Kempen explained that the very high cost of reconstructing the road on Forest Avenue made that site less desirable, along with wetland issues.

Mr. Kempen stated that the Penobscot Auto property became more attractive with the ability to purchase only the back section. Another alternative for negotiating the sale would be to propose constructing a town road into the property so that the owners could sell commercial lots off the road, therefore increasing the value of the property.

Sally Jacobs stated that is important to leave a connector for trails in the back section for people to travel from Orono to Veazie. Cal Smith confirmed that the existing back trail would not be affected.

Sean Wasson asked when development of the garage could occur. Mr. Kempen stated that from the town's financial position, borrowing for the project would be out approximately 6 years.

The Committee discussed the estimated costs associated with purchasing the land, engineering and surveying the property, building the access road and building the sand/salt shed. It was estimated to be around \$600,000.

Mr. Kempen stated that he would be meeting with the University on a joint engineering design of the sand/salt shed. The Committee suggested that he contact the Town of Veazie for the possibility of sharing our salt/sand shed with them and therefore sharing the costs.

Cal Smith stated that it may be cost effective to connect the sewer to the Veazie sewer system. David Struck stated that some other property owners may be interested in connecting at the same time and therefore possibly share in the costs.

Mr. Kempen stated that getting under contract, with all the necessary conditions, would show DEP the town's commitment to moving forward on the salt/sand shed.

The Committee agreed to recommend to Council that the Town Manager proceed forward with negotiations on the Penobscot Auto property.

Mr. Kempen stated that he would like to talk with Council members individually to get their thoughts on what conditions should be included in the negotiations.

3. Other Business

Bryan Pearce asked whether the town should consider selling the Sailor Development land to the abutters. Lianne Harris and John Bradson stated that the people at the public meeting clearly do not want any changes to the land use.

4. Adjourned at 8:35 a.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance/Community Development Committee Meeting
Tuesday, June 3, 2003 at 5:00 P.M.
Council Chamber – Municipal Building**

Minutes

1. Call to Order

Present: John Bradson (Finance Chair), Geoff Gordon (Community Development Chair), Lianne Harris (Council Chair), Nick Houtman, Terri Hutchinson, Jo Carol Alford, Town Manager Gerry Kempen, Assistant Manager David Struck, Public Works Director Cal Smith, Police Chief Bob O'Halloran, Animal Control Officer Cindy Dunton, Assessor Rick Sands, and Parks & Recreation Director Norm Poirier.

2. Potential Purchase of New Public Works Garage

Gerry Kempen stated that the town needs to build a salt/sand shed to be in compliance with state and federal regulations.

Georgia-Pacific wants to sell their entire parcel of land on Penny Road in Old Town; Orono would lease the building and 10 acres from the City of Old Town for 100 years and Old Town would be able to use the remaining land for a future industrial park.

Next Steps

- Environmental Assessments (level 1 and level 2) need to be conducted at the site.
- A discussion needs to take place on how the utilities and roadway will be handled with Old Town.
- Work with the University on the design, and use the same contractor for the construction of a town sand/salt shed. Timeline: complete the design work by fall, bid the project in the winter and be ready to build by spring.

Mr. Kempen noted the town should lease the land from Old Town and finance the building either on its own or through Old Town. He explained that by leasing, Orono would not have to pay property taxes.

The Committee agreed to recommend that Council request proposals for an environmental assessment of the potential public works garage site on Penny Road in Old Town.

The Committee requested that the Town Manager ask for a letter of intent from the Old Town Manager stating the Old Town Council's commitment to this joint purchase. The letter should also address such things as the road, utilities, timeframe, etc.

3. Review of Leash Law Ordinance

Nick Houtman stated that this issue came from concerns from individuals about dogs not being on a leash and being out of voice command control.

Geoff Gordon questions when do you know if a dog is in or out of voice command control. Cindy Dunton stated that it can be difficult to determine.

Ms. Dunton suggested that if there is a leash law established that the length of the leash be no longer than 8 feet.

The Committee discussed the activities and locations for a leash law. Suggestions were: public gatherings, ballgames, public property, the Village District, the municipal campus, Webster Park and Marden Park. It was suggested that as soon as a dog leaves its owner's property it should be on a leash.

The Committee agreed to recommend that Council amend the Dog Ordinance to include language that states, "Dogs taken off the owner's property shall be required to be on a leash no longer than 8 feet long." and, "All dogs must be on a leash and shall not be unattended."

Ms. Dunton suggested that signs be installed when the new ordinance passes.

4. Parks and Recreation Dept. Ramp for Senior Center

Norm Poirier stated that he received a written notification from the town's insurance carrier to suspend use of the ramp at the Senior Center until it is either repaired or replaced due to it being unsafe; however ADA requires that access be made available. He recommended that a new ramp be installed. The two quotes received for a new permanent ramp were \$6,200 and \$6,726.

The Committee agreed that something needs to be done, but questioned whether to have a temporary or a permanent ramp because of anticipated future renovations to the building. It was suggested that the Birch Street Community Building Committee be consulted to get their recommendation(s).

The Committee requested that David Struck ask the Birch Street Community Building Committee to review the situation and give a recommendation back to the Community Development Committee before the end of June.

The Community Development Committee will not meet on Tuesday, July 1, 2003. There will be a combined Finance and Community Development Committee meeting on Tuesday, July 8, 2003 at 5:00 p.m.

The next Finance Committee meeting will be Tuesday, July 22, 2003 at 5:00 p.m.

5. Adjourned at 6:30 p.m.

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

Respectfully submitted,

Nancy W. Ward, Administrative Assistant

**Town of Orono
Finance Committee Meeting
Tuesday, July 29, 2003 at 5:00 P.M.
Council Chamber – Municipal Building**

Minutes

1. Call to Order

Present: John Bradson (Chair), Jo Carol Alford, Geoff Gordon, Terri Hutchinson, Nick Houtman, Council Chair Lianne Harris, Acting Town Manager David Struck, Public Works Director Cal Smith and Assessor Rick Sands.

2. Bid Award for Public Works Dump Truck

David Struck stated that three bids were received and reviewed by the Public Works department. Council allocated \$40,000 from the undesignated fund balance in June 2003 to purchase this truck.

Cal Smith reviewed the costs involved, including the extended warranty. They are as follows: Varney-GMC, \$32,219; O'Connors GMC, \$32,137; and J. K. Wright, \$32,856. With only a \$82 difference in the low bids, he recommended Varney-GMC because they are local and convenient, especially with warranty package. He noted that the other \$8,000 will be used for the body of the truck.

The Committee agreed to recommend that Council award the bid for a Public Works dump truck to Varney-GMC of Bangor in an amount not to exceed \$32,219.

3. Status of Public Works Garage in Old Town

David Struck stated that the Old Town Council expects to collect property taxes for the potential garage site located at the G. P. Mill, amounting to approximately \$10,000 per year. Because the Town of Orono would not be tax exempt, there would be no advantage to leasing versus buying. The town would also be required to pay personal property tax, amounting to approximately \$5,000 per year. The cost to install a sewer line, make necessary improvements, and acquire the building and 10 acres would be approximately \$500,000, which does not include the salt and sand shed.

Rick Sands noted the tax would not change with a sewer system versus a septic system, however if an industrial park is built nearby it would cause the taxes to increase.

Alternate Sites

Mr. Struck stated that it is unknown whether the buyer would consider selling the Route 2 property to the town. The last cost estimate was \$425,000 just for the property. The Forest Avenue site is problematic because of the need to reconstruct Forest Avenue for \$300,000 and the road into the site. The disposal of wastewater may be difficult which would involve DEP approval or having a wash-down facility for the trucks at the WPCF plant.

Geoff Gordon suggested that a cost analysis be put together for all three sites for a 30-year period.

Mr. Struck noted that the deadline for the salt and sand shed is October 1, 2004. He also noted that it will be 2-3 years before any debt is freed up for borrowing.

Nick Houtman questioned whether there could be cooperative efforts with the Old Town and Orono Public Works Departments. Mr. Smith stated that the Old Town operation was on the other side of town and they already have a salt and sand shed. Recycling would present the only cooperative possibility.

Ms. Hutchinson asked how much the town paid for the Forest Avenue property. Mr. Struck responded \$20,000.

Mr. Gordon asked whether EPA would grant more time for the salt and sand shed. Mr. Struck stated the town would need to show efforts in acquiring a site and having a plan developed. Ms. Hutchinson questioned whether the town has tried for an extension. Mr. Struck stated that the University of Maine tried and did not get far.

When asked if there were any other site possibilities, Mr. Struck noted expanding the current location on Penobscot Street.

Geoff Gordon asked whether the town can tie into the Veazie sewer system at the Route 2 location.

The Committee agreed to request the Acting Town Manager to put together a cost analysis of the three site locations over a 30-year period. Other items requested:

- **That the cost analysis include any loss of yearly tax revenue for each of the sites.**
- **A report on the debt retirement and debt capacity.**
- **Identify issues beyond financial with each site.**

4. Karen Horton's Proposal for Noise Study

David Struck stated that this study would be paid from the Town Manager's engineering budget. He noted that Sunrise Materials has not been notified yet, but felt they would be cooperative.

Geoff Gordon requested that the proposal include an estimate of a budget for exercising the plan.

The Committee discussed their understanding of the scope of the work. They stated that Ms. Horton's noise study will provide a framework from which to develop an RFP for another company to develop solutions for noise abatement.

John Bradson suggested that Sunrise Materials may know industrial people to go right to the noise abatement step.

David Struck noted that the proposal is a reasonable first step to qualify what needs to be done.

The Committee agreed to recommend that Council approve Karen Horton's proposal for a Noise Study in an amount not to exceed \$2,400 to be drawn from the Town Manager's Engineering Budget.

5. Adjourned at 6:00 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

Town of Orono
Finance/Operations Committee Meeting
Monday, March 29, 2004 at 4:30 P.M.
Council Chamber – Municipal Building

Minutes

1. Call to Order

Present: John Bradson (Finance Chair), Jo Carol Alford (Operations Chair), Council Chair Geoff Gordon, Terri Hutchinson, Lianne Harris, Mark Haggerty, Tom Spitz, Town Manager Catherine Conlow, Finance Director Annie Brown, Town Clerk Wanda Thomas, Parks and Recreation Director Norm Poirier, and Assessor Rick Sands.

Finance

2. Parks & Recreation Department – Repairs to Tennis Court Lights

Norm Poirier stated the tennis court lights have deteriorated to the point that they are unreliable. He estimated the cost to install new wiring, and an electrical box and panel will be \$2,500. He noted it would cost an additional \$1,000 to install the 8 lights the town already has in storage. He spoke on the efficiency of a new lighting system. He recommended it be funded from the ice rink account.

The Committee agreed to recommend that Council approve the repairs to the tennis court lights in the amount of \$3,500 to be drawn from the ice rink account.

3. Town Office Technology Upgrade

David Struck described the technology upgrade for the town office. The upgrade includes the purchase of 6 new CPU's, a computer system for the manager, 3 flat screens, a Windows 2000 server with exchange, and the cost of installation. Mr. Struck noted that the upgrade will provide for intranet connections to Parks and Recreation and Public Safety.

When asked whether other quotes were requested, Mr. Struck noted that John Wardwell has been servicing the town's computers for approximately twelve years and he is very knowledgeable, reliable and his services are reasonably priced.

Geoff Gordon suggested hiring computer support services separate from the equipment purchase. He suggested getting a quote from Dell Computers. He stated that the town may get more value by bidding out the hardware separate from the software.

Tom Spitz noted that the town can have problems by using different sources for its hardware and software.

Ms. Conlow offered to do a comparison of specifications between Infotek and Dell.

Mr. Gordon noted certain items and specifications that should be included. Lianne Harris suggested that Mr. Gordon be involved in a discussion with John Wardwell of Infotek.

The Committee agreed to recommend that Ms. Conlow, Mr. Struck and Mr. Gordon meet with Mr. Wardwell to discuss the details of the equipment needs further.

4. Review of Financial Statements (Audit) for June 30, 2003

Annie Brown gave a brief overview of the audit report to the committee. She noted that with the new GASB34 financial standards, the management letter is the responsibility of management. She thanked Rich Emerson for assisting her and Wanda Thomas with writing it.

Ms. Brown reviewed the undesignated fund balance, the balance sheet, the school lunch program, GASB34, the debt and the management letter.

Operations

5. Lifting the Whistle Ban at Railroad Crossing

David Struck explained that as of December 2004, the Federal Railroad Administration is requiring that train locomotives sound their whistles at all public grade crossings of highways and railroads. The Town of Orono has six crossings. The cost to bring these crossing up to standards to allow the whistle not to blow would be approximately \$720,000.

Mr. Struck recommended placing an article in the Orono Observer and in the Penobscot Times informing residents of the changes.

Terri Hutchinson stated that more details on the true costs need to be researched. She suggested that once the costs are known that the railroad crossing improvements could be staggered.

The Committee recommended that Mr. Struck compile cost estimates on the railroad crossing improvements. They also agreed to revisit this issue in one year or when complaints are received.

John Bradson requested that Mr. Struck also check possible funding sources with the congressional offices.

6. Public Works Garage – Evaluation of G. P. Mill Garage

Ms. Conlow stated that she needs Council approval to evaluate the Georgia Pacific Mill garage to explore the costs and feasibility of the location for the public works garage.

She noted that there are currently only two possible sites for the garage: the current location by taking additional land by eminent domain and the Old Town site.

Terri Hutchinson stated that the Council needs to see a written assessment of the site options and cost estimates.

Lianne Harris suggested reviewing the Veazie sewer connection line and the possibility of the Route 2 site.

In regards to the Old Town site, the Committee agreed that the town needs a letter of commitment from Old Town before proceeding with the evaluation. They also requested cost estimates of other possible sites.

Ms. Conlow stated that she would look into a possible interim agreement with the University or other towns.

7. Adjourned at 6:35 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance Committee Meeting**

**Monday, June 7, 2004 at 4:30 P.M.
Council Chamber – Municipal Building**

Minutes

1. Call to Order

Present: John Bradson (Chair), Council Chair Geoff Gordon, Terri Hutchinson, Jo Carol Alford, Lianne Harris, Tom Spitz, Town Manager Catherine Conlow, Assistant Town Manager David Struck, Code Enforcement Officer John Robichaud, WPCF Superintendent Paul Wintle, and Bill Olver of Olver Associates.

2. Acceptance of Safe Routes to School Grant for Sidewalk Construction on Main Street and Goodridge Drive

David Struck stated that the grant award is in the amount of \$68,000. Dirigo Pines has agreed to pay matching funds up to \$60,000 toward the construction of the sidewalk. The Town will fund Dirigo Pines' portion upfront and they will pay it back in equal installments over a 3-year period. Superintendent Tom Perry has committed \$5,000 from the school toward the Goodridge Drive portion. The net effect will be no cost to the Town.

The Committee agreed to recommend that Council accept the Safe Routes to School Grant.

3. Award RFQ for Public Works Garage Evaluation

Mr. Struck stated that this evaluation will be of the existing Public Works facility and a new facility and sand/salt shed. There were for RFQs he and the Public Works Director evaluated and reviewed. Based on work quality, references and the lowest fee schedule they both recommended Carpenter Associates. The next step is to develop the scope of services. The company will develop a cost analysis of needs and how it applies to the sites. Funds for the evaluation will come from the Public Works Cash Capital Account.

The Committee agreed to recommend that Council award the RFQ for the Public Works Garage Evaluation to Carpenter Associates.

4. Acceptance of Rural Development Grant/Loan for WPCF/CSO Upgrade

Paul Wintle explained that the Rural Development Grant for the WPCF/CSO upgrade is in the amount of \$1.25 million and the low interest loan, for 28 years at 4.375%, is for \$5.69 million. Acceptance of the grant/loan is part of the Phase 1 plan. Mr. Wintle recommended the loan be refinanced with the State Revolving Loan Fund at a lower interest rate for 20 years in the future. The first step is for Council to accept the loan resolution, then the Town will need to put out a RFP for bond counsel services. Mr. Wintle noted that in the past the town has used the services of Attorney Michael Trainer.

5. Bid Award for Construction of Sewer Improvement Projects

Mr. Wintle noted that two bids were received and Sunset Developers of Greenbush was low bidder at \$79,000. The projected project cost is \$98,558 with funds to be drawn from the WPCF Fund Balance. Both Mr. Wintle and Bill Olver recommended Sunset Developers. The scope of the project includes the Hamlin Street sewer extension and manhole and repair of the collapsed clay sewer line, water line and repaving on Kell Street.

Geoff Gordon and Terri Hutchinson stated that they live on Hamlin Street but are not affected by the project.

The Committee agreed to recommend that Council award a contract to Sunset Developers of Greenbush for the construction of sewer improvement projects.

6. Sewer Connection/Impact Fees

Mr. Wintle noted connection fees and impact fees are common in the southern part of Maine. Bill Olver stated he surveyed other Maine communities to find out their fees and ordinance language. He provided a sample ordinance.

Catherine Conlow stated that connection and impact fees help to cover the cost of additional capacity to the system.

Mr. Wintle explained that the next step would be to have the town's attorney review the ordinance language and schedule a public hearing on the ordinance amendment. Mr. Wintle noted that the fees could include a retroactive date, if desired. Fees are based on a new connection fee and the requirements of expanded capacity.

The Committee agreed to recommend that Council schedule a public hearing on the proposed Ordinance Amendment in be held July 12, 2004.

7. Revisions to 2004 Fee Schedule

Mr. Struck stated the department heads reworked the fee schedule and provided some explanations to the fees recommended.

Terri Hutchinson commented that there are disproportionate increases with the different recreation programs. Ms. Conlow stated that the Parks & Recreation Director plans to analyze the fees over the summer/fall and will come back to the committee with recommendations.

The Committee agreed to recommend that Council approve the 2004 Fee Schedule.

8. Pine Tree Zones

Rick Sands highlighted the revisions to Orono's 100-acre designation of the Pine Tree Zone. He noted that most of the lots at Exits 191 and 193 have at least a portion of the acreage dedicated to the Pine Tree Zone.

The Committee agreed with the proposed changes to the Pine Tree Zone Resolution. They requested that letters be sent to all property owners involved, notifying them of the public hearing and inclusion in the Pine Tree Zone Resolution.

John Hackney of Ayers Island requested that their designation of acreage be increased from 8 acres to 13 acres due to Sebago Technics development plan for the island.

Catherine Conlow clarified only certain business activities would qualify for a Pine Tree Zone. She noted in the event Ayers Island needed more land that qualified for a Pine Tree Zone, they could come back to Council for more acres. She felt that 8 acres is fair.

The Committee agreed to hold a public hearing on June 14, 2004 on the proposed Pine Tree Zone Resolution.

9. Adjourned at 6:40 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance/Operations Committee Meeting
Council Chamber – Municipal Building
Monday, September 20, 2004 at 4:45 P.M.**

Minutes

1. Call to Order

Present: Council Chair Geoff Gordon, John Bradson, Lianne Harris, Tom Spitz, Mark Haggerty, Terri Hutchinson, Jo Carol Alford, Town Manager Catherine Conlow, Assistant Town Manager David Struck, Code Enforcement Officer John Robichaud, WPCF Superintendent Paul Wintle, Public Works Director Cal Smith, and Assessor Rick Sands.

Finance

2. Summary of FY 2004 Expenditures and Carryovers

Catherine Conlow reported department heads underspent their budgets at fiscal year-end 2004 by approximately \$200,000, which was rolled into the undesignated fund balance. Of the \$200,000, \$66,800 has been carried over to fund projects/items approved in the 2004 budget. Ms. Conlow requested the committee consider moving \$134,000 from the Undesignated Fund to the Capital Reserve Fund.

The Committee agreed to recommend Council approve \$134,000 from the Undesignated Fund to the Capital Reserve Fund.

3. Public Works Department Pickup Truck

David Struck stated \$17,000 remains unspent in the capital fund due to the public works truck, truck body and loader coming in under budget. The next capital item needed is a pickup truck for the Public Works Director.

Cal Smith reported he received quotes from vendors and recommends purchasing a V8 truck with plow capabilities for \$17,800, the additional \$800 to be drawn from the public works operating budget. Ms. Conlow noted the pickup would allow the director to plow the back parking lot and haul items.

Stuart Dexter spoke against town employees using town vehicles to commute. Ms. Conlow stated three department heads use town vehicles to commute because they are 24/7 responders and it is part of their benefits.

John Bradson suggested writing a policy on town vehicle use. Mark Haggerty questioned whether a precedence of new vehicles for department heads would be set.

Geoff Gordon suggested the Town Manager provide an analysis of the cost of using a town vehicle to commute versus having a car allowance.

Terri Hutchinson suggested separating the two issues: whether to purchase a new truck for public works, and a policy of town vehicle use for department head first responders.

The Committee agreed to recommend Council approve the purchase of a Public Works Department pickup truck.

The Committee requested the Town Manager develop a written policy for town vehicles used by department heads who are 24-hour responders to commute.

Geoff Gordon also requested an analysis of the costs associated with other alternatives to employees using town vehicles to commute.

4. Discussion of Stillwater Interceptor

Paul Wintle stated he has been attempting to clear the debris from the 21-inch Stillwater interceptor along the Stillwater River. He noted that the Ted Berry Company was hired to assist. Approximately 900 feet of the 2700 total feet has been cleared and paid for from the sewer maintenance account.

Mr. Wintle described the difficulty of access to the area and noted he plans to seek a 300-foot easement from the Orono-Veazie Water District next year.

Mr. Wintle explained the need to gain proper access to the line. He estimated the additional costs for proper access and cleaning to be approximately \$15,025 and proposed to pay for it with the estimated \$19,500 balance remaining from the Hamlin and Kell Street sewer projects.

The Committee agreed to recommend Council approve the funds needed for access and cleaning of the Stillwater interceptor with the balance remaining from the Hamlin and Kell Street sewer projects.

Operations

5. Analysis of Potential Public Works Garage Sites

David Struck stated the Town contracted with Carpenter and Associates to evaluate three potential public work garage sites and develop a cost estimate for each option. The three options are: expand the current site at 98 Penobscot Street; purchase the garage at Georgia-Pacific in Old Town; or find a new site in Orono.

Dick Hartford, of Carpenter and Associates, presented their report to the committee. Ms. Conlow noted that the land purchase prices have been eliminated from the report due to future negotiations.

Existing Site (key points)

Requires expansion onto abutting property

The current building is a shell

Current site would require cleanup to sell

IBC code would require a sprinkler system

A wash bay would be added

Remodel existing building and expand new portion

Note: Spending the same to operate old (7,000 sq. ft.) building as it is for newer (12,000 sq. ft.) building

Estimated cost: \$2,050,000 (without additional real estate cost)

Georgia-Pacific, Old Town Site (key points)

Save on building costs. With current assumptions the cost is \$1M less than other options

Use of any existing facility less expensive than a new building

Great site, currently lacking public sewer (septic system exists)

More square footage than is needed. Use first floor only, second floor for storage.

Paving site work needed

Has water service.

Boiler room needs work.

Cost of real estate taxes to be paid to Old Town

Estimated cost: \$1,169,000 (without real estate cost)

New Orono Site (key points)

Limited sites available especially with public water/sewer.

Building and site work very costly.

Estimated cost: \$2,236,000 (without real estate cost)

In summary, David Struck stated that the Georgia-Pacific site is approximately \$1M less given the stated assumptions that are listed in the report, and the most viable option.

Ms. Conlow stated she would be meeting with Old Town City Manager Peggy Daigle on Thursday and asked the committee whether it is their desire to pursue this option further.

Terri Hutchinson requested additional information on operating costs.

The committee requested that the Town Manager pursue this site option with Old Town by taking it to the next level of negotiations. They also requested the Town Manager review the operating costs.

Mr. Hartford noted that the funds allocated to Carpenter and Associates for the report were not exhausted and they would be willing to assist the Town further.

6. International Building Code (IBC)

Ms. Conlow stated it is time to look at how the town enforces its codes. She commented that the Town needs to be prevention minded. She explained that this means many people will be upset with additional life safety expectations. It will be the town's job to educate the public on prevention and do more on enforcement.

John Robichaud stated that the BOCA codes are obsolete and the IBC is a great code that everyone can get access to and use. Since the last legislative session, the State requires if a town is adopting a building code, that it adopt the IBC.

Ms. Conlow stated this is the direction the Town should be moving in and she explained that adopting the IBC will promote prevention. She stated that the Code Enforcement Officer will be working to incorporate the changes necessary in the Ordinances to replace the BOCA and adopt the IBC.

7. Adjourned at 7:15 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance/Operations Committee Meeting**

**Council Chamber – Municipal Building
Monday, November 15, 2004 at 5:30 P.M.**

Minutes

1. Call to Order

Present: John Bradson (Finance Chair), Council Chair Geoff Gordon, Lianne Harris, Tom Spitz, Mark Haggerty, Terri Hutchinson, Town Manager Catherine Conlow, Assistant Town Manager David Struck, Police Chief Bob O'Halloran, Public Works Director Cal Smith, and Assessor Rick Sands.

Finance

2. Police Station Renovations

Police Chief O'Halloran stated that three estimates were received to renovate the police department to more efficiently utilize the limited space. He explained the proposed changes to the interview room and the old captain's office. The bids also include replacement of carpeting in four offices. The Police Chief recommended accepting the low bid from Mitchell Builders. Ms. Conlow recommended funding this work from the contingency account.

Geoff Gordon questioned the price range of estimates and the difference in work with the proposed bids. John Bradson asked if the town provided work specifications. Ms. Conlow confirmed that the town did not provide written specifications.

Ms. Conlow suggested going back to the three bidders with written specifications and ask for adjusted bids and bring those forward to the Council meeting. The Committee agreed.

Grant Application for Soldier Monument/Statue

John Bradson asked if the town would be submitting a grant application for renovations to the soldier monument/statue. He noted the Parks and Recreation Director memo states the submission deadline is November 30, 2004. The grant requires a 50/50 match.

Mark Haggerty suggested looking at all the town funding priorities before committing the funds.

Catherine Conlow suggested putting this item on next Monday night's committee agenda to be able to look at the grant details. Terri Hutchinson suggested looking at the Capital Improvements list at the same time. The Committee agreed.

Operations

3. Update on Public Works Garage

Ms. Conlow presented an analysis and spreadsheet of the three possible public works garage locations and associated costs. Factors included in the analysis included: operating costs, minor repairs, transportation costs, and taxes and were calculated over a 25-year period. Ms. Conlow stated that although all three options are viable, remodeling of the G. P. facility represents the best short-term solution and remodeling of the existing facility represents the best long-term solution.

Ms. Conlow stated she had request that Attorney Tom Russell give his opinion of legal issues that should be considered with the Old Town property. The points he cited were: the property would not qualify for tax exemption, a thorough analysis of Old Town's ordinances should be undertaken to know the potential impact on Orono, the property would be under legislative authority of another municipality, and the zoning surrounding the property is residential and could be subject to future restrictions/ordinances.

Terri Hutchinson noted that the revenue stream from the sale of the current public works site was not figured into the spreadsheet. Mr. Struck noted that it could be a wash in the short-term depending on the amount of clean up needed at the site.

Mark Haggerty questioned whether there were other potential site locations in Orono. Mr. Struck noted that aquifers affect certain potential sites.

Ms. Hutchinson stated that extending the sewer/water to parts of Orono may not only help with a Public Works garage site, but have other development benefits.

Ms. Conlow suggested the Council look at maps of the Town for potential sites in Executive Session. The committee agreed to an Executive Session on Monday, November 22, 2004.

With the necessity of a sand/salt shed, Mr. Spitz questioned the possibility of outsourcing. Ms. Conlow stated that would not be possible with the University.

Ms. Conlow suggested she and the Council members meet to discuss the Town's priorities, goals and direction and then share those issues/concerns with the State Legislators. The committee agreed.

Adjourned at 6:20 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance Committee Meeting
Council Chamber – Municipal Building**

Monday, September 19, 2005 at 4:45 P.M.

Minutes

1. Call to Order

Present: John Bradson (Finance Chair), Council Chair Geoff Gordon, Lianne Harris, Mark Haggerty, Tom Spitz, Town Manager Catherine Conlow, WPCF Superintendent Paul Wintle, Public Works Director Calvin Smith, Assessor Rick Sands and Engineers Bill and Mandy Olver.

2. Mainwood Avenue/Gilbert Street Stormwater System Improvements

Paul Wintle reported that he contacted USDA, Rural Development about adding the Mainwood Avenue/Gilbert Street stormwater system and road improvements to the financing plan already in place for the plant upgrade and CSO projects. He noted that this can be done and the additional cost of the improvements would be \$1,310,000.

He stated the town is currently expending \$98,600 per year for debt service that will be paid off in October 2006. The new debt service on this project would be \$64,544 per year for 28 years. He recommends budgeting the same \$98,600 payment with the difference of \$34,056 available for future improvement projects.

Bill Olver explained the stormwater improvements and how the water will be captured through an underground pipe system. He spoke of the cost effectiveness of doing the project in combination with the sanitary sewer system improvements.

Ms. Conlow stated that the Orono-Veazie Water District should be contacted to see if they have improvements to make at the same time.

The Committee agreed to recommend Council move forward on the Mainwood Avenue/Gilbert Street Stormwater System and Reconstruction Improvements and financing.

3. Application for a CDBG Grant for Sanitary Sewer Improvements

Mr. Wintle stated he would like to apply for a CDBG grant for sanitary sewer improvements to approximately 3000 feet of clay sewers on Middle, Beech, Pine and Water Streets. CDBG grants can be awarded up to \$500,000 with a 25% local match requirement, allowing for a total project cost of \$625,000. The local match could be appropriated from the Collection System Reserve Fund.

Mr. Wintle stated that part of the CDBG grant requirement is to conduct a confidential income survey. He recommended employing a part-time student from the University of Maine, Department of Public Administration for approximately \$2,000.

The Committee agreed to recommend Council move forward on the CDBG grant application for Sanitary Sewer Improvements to approximately 3000 feet of clay sewers on Middle, Beech, Pine and Water Streets and seek assistance with the required income survey through a part-time student for approximately \$2,000.

4. Proposal for Mapping of the Sanitary and Stormwater Collection Infrastructure

Ms. Conlow stated the Town of Orono has requested a proposal from Olver Associates Inc. to assemble a stormwater sewer map, capacity and condition analysis, and capital planning report. The cost of the proposal is \$45,000, and an additional \$40,000 to do the same for the sanitary sewer system. This will assist the town in prioritizing its future needs. Ms. Conlow suggested starting this project now with funds that have been set aside and budgeting the balance through the Capital Improvement Plan.

John Bradson asked if the mapping for Stormwater Phase II requirements had been done. Cal Smith stated this would be it.

Ms. Conlow stated this work would allow the town to get a handle on what exists, the condition the system is in, and provide the town with a guide for the future. She proposed using the following from the FY06 budget: \$20,000 from mapping, \$10,000 from WPCF and some from Public Works. Ms. Conlow stated that part of the expenses could be funded in the FY07 budget. Bill Olver noted that the work involved would continue into the summer months, so part of the payment in the next fiscal year would not be a problem. Ms. Conlow stated she would a more details of how the project will be paid at the October Council meeting.

The Committee agreed to recommend Council move forward on the mapping of the sanitary and stormwater collection infrastructure.

5. Discussion of MacMillan Property – Sewer Easement & Public Works Expansion

Mandy Olver reported that due to wetland issues and potential vernal pools that further expansion onto the MacMillan property is not feasible due to setback requirements. She noted that Cole's report recommended revisiting the site in April to document these findings, however it is unlikely that an additional review will modify the findings.

Ms. Conlow stated that any location of the Public Works facility will require pre-treatment of runoff. Finding a location that has sewer system connectivity would be the best alternative, however it may not be possible.

Paul Wintle asked what the permitting procedures would be with vernal pools. Mandy Olver indicated that it would be very difficult.

Ms. Conlow suggested revisiting a few potential sites with the Council in an Executive Session in October.

The Committee agreed to recommend Council hold an Executive Session to discuss the other alternatives.

6. Adjourned at 5:35 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance-Operations Committee Meeting**

**Monday, September 27, 2010 at 4:30 P.M.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Council Chair Geoff Gordon, Lianne Harris, Mark Haggerty, Cindy Mehnert, Tom Perry, Town Manager Catherine Conlow, Assistant Town Manager Maria Weinberger, and Public Works Director Rob Yerxa.

Finance

2. Bond Refinancing with Joe Cuetara

Joe Cuetara of Moors & Cabot presented information on refinancing the Town's remaining 2000 Series Taxable Bonds. He noted that since he met with the Finance Committee in November 2009, the market continues to be beneficial for the town to refinance the bonds with even lower interest rates.

Mr. Cuetara recommended the Town consider a negotiated sale versus a bid sale due to the flexible market timing and the complexities of taxable financing. He also proposed a financing team to facilitate the refunding and presented the costs involved. Mr. Cuetara presented three refinancing scenarios: #1 – squeeze the most savings in the first couple of years; #2 – create level savings of \$120,000 per year; and, #3 creates lower level savings with funding available in the last year to cure the deferred burden of \$650,000.

Ms. Conlow stated that the Town has \$600,000 in the reserve fund currently. In light of that, Mr. Cuetara recommended scenario 2 with the funds being used against the last payment of the bond. Mr. Cuetara stated that there is no downside to refinancing the bonds; the town will save approximately 24%. He encouraged the Committee to move forward with approval for a November 2010 bond sale.

Ms. Conlow stated that refinancing the bonds also gives the town flexibility and long-term protection with the OEDC building. She noted that the generated savings can be used for other economic development projects in town.

The Committee agreed to hold a Special Council Meeting, October 25, 2010 at 7:00 p.m. to provide information to the town, allow for public input and approve the bond refinancing.

3. Year End Balance and Carry Forwards

Ms. Conlow noted that memos were sent to Council from department heads on why their departments were under spent. She commented that the total under spent, excluding reserves, is

approximately \$375,000 at year end.

Ms. Conlow presented the list of carry forwards which includes: Pine Street Sidewalk \$39,000; Stormwater Improvements \$38,500; Energy Efficiency \$9,500; Web Based Mapping \$5,000; Employee Benefits Reserve \$15,000; and Computer Reserve \$8,000. The total request for carry forwards is \$115,000.

Of the remaining estimated \$260,000, Ms. Conlow recommended transferring \$150,000 to the Capital Equipment Reserve Fund and allowing the remaining funds of \$110,000 to stay in the undesignated fund balance.

The Committee agreed to recommend that Council carry forward \$115,000 for the designed projects listed above and to transfer \$150,000 to the Capital Equipment Reserve Fund.

Geoff Gordon requested information on how the new hybrid vehicle was working out; whether the Town was saving money and whether more hybrid vehicles should be purchased. Ms. Conlow stated she would have the Police Chief put information together for the Committee.

Operations

4. Discussion of Town Garage

Public Works Director Rob Yerxa requested that the Town take a step forward on what to do about a new Public Works garage. He suggested looking at a few sites by doing site assessments and some engineering.

Ms. Conlow commented that she would like to bring in a consultant to do site assessments by looking at what the Town needs and analyzing different locations, size, water, sewer and traffic impacts, etc. The current site will also be assessed for possible reconfiguration and/or new access.

Mr. Yerxa commented that the site assessments will cover the bases environmentally with each situation.

Mr. Gordon asked what the process would look like. Ms. Conlow stated that the Town would go forward with requesting RFQs from businesses to conduct site assessments of 3-4 locations. When the assessments are completed they will be brought to Council in Executive Session to discuss.

Mr. Gordon commented that he was disappointed that an arrangement could not be worked out with the University to share a Public Works facility.

The Committee agreed to move forward in requesting RFQs for site assessments.

5. Policy on Political Signs

Ms. Conlow stated that since she drafted the policy on Political Signs, Attorney Tom Russell has reviewed it and said that it is not constitutional. He noted that you cannot control the message. Ms.

Conlow commented that Mr. Russell is writing an opinion on the policy. She noted that Council could ban signs outright on town property, but not the public right of way.

Mr. Perry asked how this issue came about. Ms. Conlow stated it was brought to her attention when campaign signs were placed on the new library lawn.

Ms. Conlow suggested not taking action at this time. The Committee agreed.

Paul Pangburn stated that he was the one who put up the political signs at the library. He urged the Committee to allow signs to be put up somewhere. He asked that the Committee not limit the community.

6. Other Business

Report from Michelle Goldman on the Orono Village Association

Ms. Goldman presented the OVA Minutes of August 25, 2010 which show the election results. She described the process followed prior and during the election. She noted that she followed OVA's bylaws in carrying out the process. Ms. Goldman stated that letters were sent to every property owner in the district at least 10 days prior to the election. People were told to pre-register to vote either in person or by proxy.

Ms. Goldman commented that five complaints were received about the process. The complainants are requesting an lawyer be hired to resolve their concerns. Ms. Goldman stated she was informing the Committee of this because she is going to send a letter to the complainants recommending they retain their own lawyer and Council may hear from them.

Ms. Conlow stated that OVA is a non-profit organization that is not overseen by the Council. She also noted that a public hearing was held by Council on the Downtown TIF and a public hearing was held on the Village District Plan and Assessment.

Ms. Mehnert stated, as Council's OVA representative, that she supported Ms. Goldman in abiding by the OVA bylaws. The Committee agreed.

Mr. Gordon requested that OVA make quarterly reports to the Council. Ms. Goldman agreed.

7. Adjourned at 6:28 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Operations-Finance Committee Meeting**

**Monday, July 18, 2011 at 4:30 p.m.
Council Chamber – Municipal Building**

Agenda

1. Roll Call

Operations

2. Parks & Recreation Expansion of Afterschool Program for Pre-K

The Town has been approached by the school district with a request to expand the current after school program to accommodate children enrolled in the newly established Pre-K program. The school indicated that they would be willing to assign children interested in attending the after Pre-K Recreation program to the morning session so that the Town would simply need to roll back the daily start time approximately 3½ hours. Staff calculates that at least five children would need to participate in order to cover the personnel and supplies costs associated with the program. Like other recreation programs, children would be required to bring their lunches each day. The plan would be to work with the school to ascertain how many children would enroll and only run the program if there is adequate enrollment to cover the cost of the expanded hours.

Staff projects the following budget calculations:

Expenditures

Staff costs	\$8.50 per hour @ 3.5 hrs/day x 5 days = \$148.75 x 35 weeks =	\$5,206.25
Snacks/Supplies		\$ 800.00
	Total	\$6,006.25

Revenues

Minumum of 5 children @ \$35 / week x 35 weeks	\$6,125.00
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Staff is bringing this item to the Committee as an informational item since it is simply expanding the hours of operation for an existing program and is designed to pay for itself.

3. Town Garage – Site Assessments – RFQs

As part of the adopted capital budget, funds (\$50,000) were set aside to complete the feasibility study for a new public works facility. Specifically, we are looking for technical assistance in identifying the most appropriate location and the basic design needs for a new public works garage. To move forward with this process, Rob has drafted a Request for Qualifications to assist in the selection of an engineer for this process. The draft RFQ is included on pages 5-7 of this packet.

Given the desire to have the work completed in a timeframe that allows for the project's inclusion in the next approved capital improvement (facilities) plan, the turn around between the receipt of the qualifications and contract execution is fairly quick. Staff is suggesting that the Committee provide

feedback about the RFQ at this meeting for staff to incorporate in the final document which will be sent out later in the week. Staff plans to gather a reviewing panel to score the qualifications and provide a recommendation to Council at its 8/29 meeting. It is at this meeting that we would ask the Committee to identify/accept the qualified consultant with whom staff would work to develop the detailed scope of work and draft contract for consideration at the 9/12 Council Meeting. This decision-making timeline would allow the consultant to begin working in mid-September and have the needs assessment, site feasibility, and base budget ready for the Council's consideration during FY13 work planning and budget development. *Staff is seeking Committee feedback regarding the RFQ and agreement on a timeline/process for selection of the qualified consultant and execution of the contract documents.*

4. Landfill Update & CES Proposal

As discussed during the budget process, cell number one of the Town's Construction Demolition Debris (CDD) Landfill is at capacity. Councilors have indicated a desire to move forward with a partial closure of the current cell and then construction and permitting of the second cell. Staff is recommending acceptance of the proposal we received from CES for engineering services for this project for the following reasons:

1. CES is our current landfill consultant; their familiarity with the project, and work already performed will minimize costs associated with orientation with our facility and needs, annual report reviews for DEP permitting, the list goes on and on.
2. Their cost estimate puts them right at the limit for sole source contracts, so we are not violating procurement regulations.
3. Based on the estimated total project cost of \$250,000, \$25,000 represents 10% of the total cost. A project like this that requires a ton of permitting tasks can run up near the 15 - 20% range, so staff concurs that their price is a good one.
4. Staff has a very good working relationship the engineer that would be assigned to this project.

The proposal submitted by CES is included on pages 8-12 for your review.

5. Solid Waste Planning Timeline

Earlier this year, the Council began the process of gathering information regarding the Town's solid waste programs and operational options. Armed with the solid waste study provided by CES, it is now time to embark upon the process of making decisions about how and what solid waste services we will provide in the future. In an effort to assist with this process, staff recommends that the process be broken into more manageable discussion/decision points. Since some of the available options would require time to roll out an aggressive community education program, it seems to make sense to attempt to have final decisions made by January, 2012. Therefore, we are recommending the following timeline for the Committee's consideration:

- September: Landfill Services
- October: Recycling Options
- November: Curbside Collection & Solid Waste Funding Options
- December: Global Discussion & Decision Making

Staff would also recommend that the Committee consider offering opportunities for community input, perhaps through heavily advertised public hearing(s), prior to making final decisions. *This item is on the agenda for discussion and the feedback from the Committee will be used by the staff to schedule (prepare for) future committee agendas.*

6. Easement for Bennoch Road Culvert

As the Committee is aware, the Town is working with the State of Maine Department of Transportation on the replacement of a culvert on the Bennoch Road that outflows onto Town property (part of the cemetery parcel). The project involves replacing/lining a culvert that is approximately forty feet below the surface of the road. The depth of the culvert requires construction easements and slope stabilization beyond the road right of way. Therefore, MDOT is working to secure easements from the Town, Old Town Water District, and a private citizen to secure easements necessary for construction (temporary/expiring) and on-going drainage and maintenance (permanent/recorded). The Town has been approached by MDOT with an offer to purchase the easement for \$500. It is important to note that this offer is part of the process for a "taking" (through eminent domain) and there is little question about the granting of the easement, but rather the question is about the value of the easement. Since this is a locally administered project, the amount paid to the Town for the easement will come from the total project budget and reduce the funds available. Staff recommends that the Committee consider donating the easement as has been the practice in the past with locally administered public works projects. While this item would need to move forward to the Council for formal action, the fact that this is an easement that will benefit Town property (stabilize slopes surrounding the culvert as well as to protect the road bed from infiltration) exempts the Council from having to hold a public hearing for granting an easement if, as determined by a unanimous vote of the town council, the easement does not unreasonably burden the town's property or have an undue negative impact on the town's property or other properties in the immediate area. *Staff recommends that the Committee approve moving donating the easement to MDOT to the next Council agenda for formal action without holding a public hearing.* The diagram of this easement area is included with this packet.

Finance

7. Public Works Equipment Purchases

As part of this year's capital budget adoption, the Council approved funds to purchase a new recycling trailer (\$40,000) as well as to upgrade snow removal equipment through the purchase of a more efficient blower attachment for the newest sidewalk machine and to rehabilitate the oldest sidewalk machine (for a total of \$35,000). Staff is bringing the following sole source quotes for the Committee's consideration:

- Recycling Trailer – Staff has a quote from Kann Manufacturing Corporation (located in Iowa) for the trailer totaling \$32,381. This is a sole source because extensive searching for vendors has only identified this company as one where we can get a trailer that meets the basic design specifications desired by the Town.

- Sidewalk Machine Attachment. – Staff has a quote from Northland Holder, Inc. for \$23,800 for the blower attachment and sand spreader. This is a sole source because the machine is a Holder and needs to be fitted with a Holder attachment. Northland Holder is the dealer for all of New England and staff has learned that the dealers will not compete against one another.

8. Financial Updates

June financial reports are included in this packet beginning on page 13 for your review.

9. Adjourn

ADA Notice. Any person with a disability who requires auxiliary aids or services to fully participate in the activities of the Town of Orono should contact the Town Manager's Office (866-2556) 72 hours prior to the meeting.

**TOWN OF ORONO
SPECIAL COUNCIL MEETING
COUNCIL CHAMBER - MUNICIPAL BUILDING**

MONDAY, AUGUST 29, 2011 AT 3:30 P.M.

AGENDA

- 1. Roll Call**
- 2. Executive Session (MSRS, Title 1, Chapter 13, Section 405(6)(C)) Discussion of a Real Estate Matter**
- 3. Adjournment**

**Town of Orono
Finance-Community Development-Operations Committee Meeting**

**Monday, August 29, 2011 at 4:30 p.m.
Council Chamber – Municipal Building**

Agenda

- 1. Roll Call**

Finance

- 2. Wheelchair Lift at Keith Anderson Community House**

Back in late July the Wheelchair Lift at the Keith Anderson Community House was inspected by the State's Elevator Inspector, deemed unsafe for use, and closed for public access. Since this closure the Town has posted the lift unusable and disconnected its power so individuals or groups did not use the lift as directed by the State Inspector. The Parks and Recreation Department along with the State Inspector requested Maine Accessibility conduct an estimate of repairing versus new construction. The repair part and labor for installation was well over \$6,000 and carried no warranties. Maine Accessibility commented they did a similar repair at a church and it lasted less than 1 month. The difficulty with this particular lift (20 years old) is that many, if not all parts, are obsolete or extremely difficult to locate.

The Federal Title II ADA law requires accessibility to public programs, services, facilities and private programs offered in public accommodations. If the Town maintained the status quo and moved forward with the lift out of service, we would be violating the ADA law unless we closed off all use of the building above the first floor.

The Parks and Recreation Department has gathered pricing for replacing the lift and relocating due to current local and State codes. The following quote was received from Maine Accessibility:

New Savaria Concord Vertical Platform Lift	\$ 15,668
Delivery / Freight	\$ 1,185
Installation	\$ 4,200
Construction of shaft, entryway, etc	\$ 9,837
Final Inspection (State Licensing)	\$ <u>1,250</u>
Total Project Cost	\$ 32,140

Unfortunately, no funds were allocated for this item in the approved capital budget; however, the lift was scheduled for replacement in 2014-15, which is part of the approved five-year CIP.

Staff brings this item forward to the Committee for consideration of moving forward the approval of the lift replacement, with the funds for this expense drawn from the Undesignated Fund Balance, to the September 12th Council meeting for its consideration. Our Finance Director reports a current unaudited balance of \$3,345,000 in this account.

Community Development

3. Agreement with UMaine Margaret Chase Smith Center

Evan is currently working with the Margaret Chase Smith Policy Center to negotiate another agreement to secure technical assistance with on-going downtown marketing and promotion. This is a partnership that includes the Town, University, and the Orono Village Association.

Staff brings this item to the Committee for consideration of moving the approval of the Agreement forward for Council consideration at its September 12th meeting.

4. University of Maine Skate Park

Earlier this summer, the Town was contacted by the Class President for the University of Maine 2013 Graduating Class regarding their hope to build a skate park as their departing gift for future students and community members. Since the Town has approximately \$10,000 that was raised/gifted for the designated purpose of construction of a skate park for community members, we were invited to preliminary discussions about making this a collaborative Town/University program. In order for the Town to proceed on its own with the construction of a skate park, we would need to raise additional funds and find appropriate space (land) we well as take on the cost of on-going maintenance costs and increased liability exposure. During our introductory meeting with Elaine Clark and her staff, we made it very clear that in order to consider collaborating in this project we would require written assurance that residents of Orono would have access to the facility at no cost and with the same limitations as members of the University community. At this point, University representatives seem very open to moving forward with the Town as a collaborative partner in the project.

Staff is bringing this item to inform the Committee of the project and ascertain whether there are objections/concerns with moving forward and participate in the planning process with the University. This is not scheduled to go before the Council, rather to make sure that the Committee is accepting of the general concept and the possibility of using the Town's designated Skate Park funds.

5. Review of Rental Registration Program/Ordinance

Since implementation of the Rental Registry Program and land use ordinance revision, there have been some concerns regarding its goals and/or enforcement. Code Enforcement has identified a couple of areas that would benefit from revision to clarify certain elements of the ordinance. Staff has also heard from Councilors that they would like to review the Program/Ordinance.

This item is being brought forward to the Committee to discuss areas of concern and proposed revisions that staff has identified. This would also be an opportunity for the Committee to provide comment/brainstorm the specific concerns members may have regarding this program. After developing a list of concerns/questions, staff will work over the next month to gather information and bring the matter back to the Committee for further discussion.

6. Property Maintenance Standards

Over the last few months, some members of the Council have mentioned a desire to evaluate the need for and possible mechanisms to enforce "basic" property maintenance standards. Currently, the Town is limited by the standards set forth in promulgated laws/ordinances dealing with junkyards, automobile graveyards, dangerous buildings, health and safety, and construction (building, plumbing, and electrical). In order to deal with more façade and/or appearance concerns, the Council would need to adopt an ordinance that codifies specific property maintenance standards. There are Town/Cities that have adopted these types of ordinances; however, the level of regulation is very wide ranging and clearly arises out of strong community value/consensus about the desired property appearance.

Staff will provide the Council with a brief presentation about the current resources (regulations) available to enforce property maintenance/appearance concerns and then ask for input from the Committee as to whether it would like to proceed with developing a new property maintenance ordinance and, if so, what level/type of regulation is desired.

7. Regulation of Fireworks

The following explanation of the new law is taken verbatim from this month's edition of the Maine Townsman and is written by Maine Municipal Association Legal Services:

Beginning Jan. 1, 2012, the sale, possession and use of consumer fireworks will be legal under Maine law (see Public Law 2011, c. 416). The new law authorizes municipalities, by ordinance, to prohibit or restrict the sale or use of consumer fireworks within the municipality, but before municipalities undertake to do so, we think they should understand what is (and is not) allowed under the statute.

The new law applies only to "consumer fireworks," which are generally smaller and less powerful than commercial display fireworks. Specifically prohibited are missile-type rockets, helicopters and aerial spinners, and sky rockets and bottle rockets.

In order to sell consumer fireworks under the new law, a person must be at least 21 years of age and possess both a federal permit and an annual state license. The state license is subject to an initial fee of \$5,000 and a renewal fee of \$1,500 for each sales location. State licensees are also subject to strict storage and handling as well as liability insurance requirements. Licensees are prohibited from selling to anyone under 21 years of age or who appears under the influence of alcohol or drugs. Anyone convicted of a violation of state or federal law involving fireworks within the two years prior to application for a state license is ineligible.

The new law also restricts when and where consumer fireworks may be used. Hours are limited to 9 a.m. to 10 p.m. except on July 4 and December 31 and the weekends immediately before and after, when permitted hours are 9 a.m. to 12:30 a.m. the following day. The location is limited to the user's own property or the property of a person who has consented to the use.

Violations of the new law are punishable as either criminal or civil offenses, depending on the violation. Any state or municipal law enforcement officer, code enforcement officer or fire safety official may petition the Superior Court or District Court to seize or remove, at the licensee's expense, any fireworks sold, offered for sale, stored, possessed or used in violation of the new law. The Commissioner of Public Safety also may immediately suspend any license for violation of the new law.

Despite all this, a municipality, as noted, has the option of further restricting or banning altogether the sale or use (but not the possession) of consumer fireworks within the municipality. This option may be exercised only by ordinance enacted by the legislative body. Municipalities that do so must provide a copy of the ordinance to the State Fire Marshal within 60 days after enactment. If the ordinance requires a municipal permit for selling consumer fireworks, the State Fire Marshal must be notified at least 60 days prior to the initiation of the permitting program. A municipality may require payment of a reasonable fee for a municipal permit but may not issue a permit unless it complies with the permitting requirements under the statute.

Because there are so many potential variations depending on local policy priorities, no "model" ordinance is available at this time.

In preparation for the meeting with the Committee, staff met with representatives from the University of Maine's Public Safety Departments to discuss the new law and the implications for the community (both on and off campus). While this meeting was exploratory, it demonstrates the concern of both Town and University staff about the impact of this law change on the community.

As you can see, the Town is afforded a great deal of latitude in whether, and to what degree, it regulates the sale and use of these fireworks. Promulgating a rule will likely not be difficult; however, enforcement of the use of fireworks presents a challenge. Even under the current law, which prohibits the possession, use, and sale of fireworks, it is difficult to charge individuals with violations for the use of these items unless law enforcement someone comes forward who saw the use.

Staff brings this item for discussion and guidance as to whether or not the Committee would like to move forward with the creation and adoption of a local ordinance to place further restrictions or prohibitions on the sale or use of "consumer" fireworks in the Town of Orono.

Operations

8. RFQ Town Garage

As discussed at a previous Committee Meeting, staff revised, disseminated, and advertised the Town's Request for Qualifications for engineering services related to a proposed needs assessment, citing, and preliminary budget estimates for a new public works facility. A review committee made up of four staff (Public Works, WPCF, Planning, and Administration) and one Council member will meet on Thursday to review and score the nine submittals that we received. Members of the reviewing group that are present at the meeting will provide the Committee with a brief overview of the process and make its recommendations for hire and/or next steps.

Staff brings this item to the Committee for consideration of moving the selection of a consultant forward for Council consideration at its September 12th meeting.

9. Adjourn

**Town of Orono
Operations Committee Meeting**

**Wednesday, September 7, 2011 at 4:30 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Tom Spitz (Operations Chair), Council Chair Geoff Gordon, Cindy Mehnert, Lianne Harris, Tom Perry, Mark Haggerty, Judy Sullivan, Town Manager Sophie Wilson, Assistant Town Manager Maria Weinberger, Public Works Director Rob Yerxa, and Police Chief Gary Duquette.

As requested by Council Chair, Police Chief Duquette gave an update on how the Police Department is preparing to respond to the Bath Salts problem.

2. Review of Requested Qualifications for the Public Works Facility Study

Public Works Director Rob Yerxa stated that nine Requests for Qualifications were received. A Review Committee made up of four staff (Public Works, WPCF, Planning, and Administration) and one Council member met to review and score the submittals. The top three respondents (Sebago Technics, Plymouth Engineering and Sewall Company) were interviewed and the top candidate (Sebago Technics) was selected.

Mr. Yerxa explained that he is currently in the process of negotiating a proposal including a defined scope of work to bring forward for Council consideration at its September 12th meeting. He noted that if the information is not received in time for the Council packet, the agenda it will be pulled and placed on a future meeting.

Tom Perry spoke in support of Sebago Technics, stating that they were professional and clearly stood out among the rest of the companies. Mr. Yerxa also spoke in support of Sebago Technics by talking about the depth of their experience and, as a consultant, how they draw information out of the client.

Mr. Gordon asked about the timeframe. Mr. Yerxa stated he hopes that the analysis of the sites with cost estimates and recommendations will be completed by the end of the year so that in January 2012 they can start the planning, design and permitting phase. He stated he would like to see an overall plan that phases in different parts of the project. The first portion to address is a sand/salt shed by summer 2012.

The Committee agreed to recommend that Council approve the agreement with Sebago Technics for the Public Works Facility Study at the September 12, 2011 Council meeting as long as the information is received in time.

The Committee agreed they would like the public to have opportunities for input. Ms. Wilson explained the process and that the public will have several opportunities to speak as the project develops.

3. Adjourned at 4:59 p.m.

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

Respectfully submitted,

Nancy W. Ward,
Administrative Assistant

**Town of Orono
Operations Committee Meeting**

**Monday, January 30, 2012 at 4:30 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Tom Spitz (Operations Chair), Council Chairman Geoffrey Gordon, Cindy Mehnert, Tom Perry, Mark Haggerty, Judy Sullivan (arrived at 4:55 pm), Town Manager Sophie Wilson, Assistant Town Manager Maria Weinberger, Assessor Rick Sands, Public Works Director Rob Yerxa, and Police Chief Gary Duquette.

2. Assessing Contract with the Town of Milford

Ms. Wilson explained that the Town of Orono has an agreement with the Town of Milford to provide assessing services through our Assessor. The current agreement runs through June 30, 2012 and provides Milford with 272 hours of professional time (and a minimum of 16 hours /year of travel time) in exchange for \$12,360 per year. While this may not seem like a lot of time, when factoring in actual annual working time, our Assessor is spending approximately 15% of his available working time (the equivalent of 6 hours per week) with his contractual obligations to the Town of Milford.

Management strongly supports the need to work with our neighbors to form long lasting and productive relationships; however, the recommendation is to reallocate this resource inward. Staff's priority is to focus on the Town's data collection efforts to ensure that we maintain standard, comprehensive, and current assessment records in an electronic and organized format that will facilitate efficient and transparent management processes. Ms. Wilson noted that it is a 3-5 year project. In order to best meet this goal, the Assessor's time and attention needs to be directed at Town of Orono needs; therefore, management is recommending that the Committee consider providing the Town of Milford notice that the contract will not be renewed for another year.

Mr. Gordon suggested having a written plan for each year to be able to measure the accomplishments. Ms. Wilson agreed.

The Committee agreed with the Town Manager's recommendation to not renew the Assessing Contract with the Town of Milford and to have the Town Manager write a letter to the Town of Milford to notify them.

3. Public Works Solid Waste & Recycling

Landfill

Mr. Yerxa stated that the permitting of the new cell for the landfill is progressing well and is on schedule to be completed by summer 2012. Staff is also working to include a brush pad and universal waste collection site at the landfill.

Curbside MSW Collection

Mr. Yerxa stated that developing a transfer facility for MSW at the current landfill site is not an available option due to regulatory constraints. Given the costs associated with providing this collection in house, staff recommends the continuation of outsourcing this service to a private hauler. Mr. Yerxa stated that an analysis of costs and revenues associated with implementing pay as you throw (PAYT) – or fee for service – for residential property was conducted. The analysis showed that the tonnage associated with the residential collection is relatively small and, therefore, the costs of implementing the program outweigh the potential revenue derived from reasonable user fees for residential customers. The staff recommendation is to continue with a non-fee based residential collection process and bid out contractual curbside pickup services.

Recycling Program

Mr. Yerxa provided the following information regarding recycling at the last Committee meeting:

Continue Current Operations:

Continue to provide the current level of service operating in the same way. Curbside pickup of Municipal Solid Waste (MSW) for residential properties will continue to be provided as a contracted service. The contractor hauls the collected materials to PERC weekly. Sorted recycling is collected curbside every other week, consolidated into larger trucks, and hauled to a consolidation site using Public Works employees and equipment. Consolidation sites are located in Old Town and Bangor. Once at the consolidation site, materials are marketed by the Maine Resource Recovery Association (MRRA) and revenues are passed on to the Town, less processing fees.

Program Pros:

- ✓ Recycling materials generate \$12,500 in revenues annually
- ✓ Residents and staff are familiar with the program
- ✓ Least expensive solid waste management approach - \$155,000 annually for the next 7 years

Program Cons:

- ✓ Acceptable materials are limited by consolidation site rules
- ✓ Commodities markets are very volatile; if the value of materials falls, costs of the program rise.

Curbside MSW Collection with Single Stream Recycling Program:

Curbside pickup of Municipal Solid Waste (MSW) for residential properties will continue to be provided as a contracted service. The contractor hauls the collected materials to PERC weekly. Unsorted recycling is collected curbside every other week, consolidated into larger trucks, and hauled to a consolidation site using Public Works employees and equipment. Consolidation sites are located in Hermon and potentially in Old Town.

Program Pros:

- ✓ Efficient collection and processing
- ✓ Convenient for residents – no more sorting could contribute to larger volumes
- ✓ Larger array of acceptable materials

Program Cons:

- ✓ More expensive than a sorted collection program – approximately \$182,000 annually
- ✓ No revenues are generated by unsorted materials
- ✓ Larger volumes draw away from the MSW stream and contribute to an already growing GAT shortfall. This leads to increased penalties for these GAT shortfalls.
- ✓ Could lead to contracted collection services due to limited consolidation opportunities locally.

Recommendation:

Due to the added program costs, loss of revenues, and the uncertainty of a reliable consolidation site for unsorted recyclables, staff recommends that Council continue the program as it exists. Costs and the availability of a reliable consolidation site can be reevaluated in preparation for next year's budget. As other communities move toward single stream recycling, more cost efficient and reliable options could become available.

(Judy Sullivan arrived at 4:55 p.m.)

The Committee agreed to support the recommendation of the Public Works Director regarding the Town's on-going MSW, landfill, and recycling programs and revisit it in another year.

4. Report of Public Works Facility Assessment and Feasibility Study

Ms. Wilson stated that last fall, with Council authorization, the Town entered into an agreement with Sebago Technics for technical assistance in determining the space/program needs and site feasibility for a new Public Works Facility. Over the last few months, staff has been working with Owens McCullough on this project and they are ready to provide the Committee members with an initial report of findings. (A copy of the study was provided.)

In open session, the Committee learned about the programming for the Public Works Facility, including visual conceptual floor plans for the building and grounds, as well as the process used to evaluate the feasibility of site locations. Once the general information was reviewed and

discussed, the Committee meeting was closed. Then, a Special Council Meeting was opened and Councilors entered into Executive Session to discuss the particulars of the individual sites that were evaluated.

5. Adjourn at 5:45 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Community Development-Finance Committee Meeting**

**Monday, August 20, 2012 at 6:00 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Cindy Mehnert (Community Development), Tom Perry (Finance), Council Chairman Geoffrey Gordon, Mark Haggerty, Judy Sullivan, Tom Spitz, Town Manager Sophie Wilson, Assistant Town Manager Belle Ryder, Public Works Director Rob Yerxa, Police Chief Gary Duquette and Finance Director Matt Currier.

Community Development

2. Public Works Facility – Facility Programming Review

Owens McCullough of Sebago Technics gave a PowerPoint presentation regarding a new Public Works Facility, specifically discussing the facility programming needs, building and site design, and summary of facility costs. He reviewed the current operations, equipment (\$3M value), and site conditions (8,000 sq. ft.).

Mr. McCullough reviewed the Phase 1 Environmental Site Assessment. He noted areas of concern being the floor drains and the limited amount of asbestos and lead based paint that were found, but stated there were no PCB's. He stated that some soils may have to be removed due to petroleum stains and the condition of the soil where the two tanks were removed is unknown.

Mr. McCullough reviewed the building layout plan including a sand/salt storage building. He noted the operational space needed is 15,862 sq. ft., the site requirement is 7 acres and the estimated total project cost (not including the land purchase) is \$4.7 million.

Mr. Haggerty asked if energy efficiencies have been considered. Mr. McCullough commented that grants and funds will be checked into through Efficiency Maine. Mr. Yerxa noted that this will be looked into during the design phase.

Ms. Wilson asked what can be done to reduce the \$4.8M cost. Mr. McCullough commented that the costs have been kept tight and the office space at an operational minimum.

Ms. Sullivan asked whether a 10% project reduction would create much of a cost savings. Mr. McCullough noted that reducing the size could raise the square foot costs.

Ms. Wilson commented that there is a lot to consider and this is only a preliminary look at the project with estimates of the costs, including a rough idea of bonding needs and effect on the tax base. Ms. Sullivan requested a copy of the current bonds/loans outstanding.

Tom Perry requested a cost estimate of the project at an absolute minimum, with less garage bays. Ms. Sullivan suggested a cost estimate with less storage space to see if it is worth reducing.

Ms. Wilson stated that additional numbers will be brought back to the Committee for a follow up discussion. The Committee agreed.

Finanace

3. Police Cruiser Camera Purchase

Police Chief Gary Duquette stated that \$12,000 was included in the approved budget for the purchase of three (3) new ICOP in-car camera systems for the front line police cruisers.

Chief Duquette noted that bids were not requested because this is a single source purchase. ICOP cameras have been utilized successfully for many years by the department. The current units have reached the end of their life expectancy, which is the reason for the replacement. A new server and one camera were purchased over the last couple of years and should be fine for several more years. The purchase price for the three cameras is \$10,725 and the cost to change over the equipment is \$630, which is under budget. The work will be performed by Whitten's 2-Way Service in Brewer.

The Committee agreed to move the purchase of the police cruiser cameras to the next Council Meeting agenda for approval.

4. Other Business

Ms. Wilson stated that the Orono Community Theater would like to have a few Councilors take a one-line part in the upcoming play, "Our Town" in late November.

Ms. Wilson announced that Rob St. Louis has been offered and accepted the position of Fire Chief and will start on Monday, August 27, 2012.

Ms. Wilson stated that complaints about fireworks at the Penobscot Valley Country Club were received. This was a professional permitted fireworks display.

Ms. Wilson stated that this week is Orono's week to oversee the Schoodic International Sculpture Symposium.

Mr. Haggerty noted that his academic schedule has changed and he will not be able to be present for Monday meetings at 4:30 p.m. Ms. Wilson suggested sending out a web survey to consider a different meeting day/time that will work for Councilors.

5. 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

**Town of Orono
Community Development-Operations Committee Meeting**

**Wednesday, September 26, 2012 at 5:00 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Cindy Mehnert (Community Development), Tom Spitz (Operations), Council Chairman Geoffrey Gordon, Mark Haggerty, Judy Sullivan, Tom Perry, Lianne Harris, Town Manager Sophie Wilson, Assistant Town Manager Belle Ryder, Public Works Director Rob Yerxa, and Planner Evan Richert.

Community Development

2. Katahdin Lot Schematic Design and Budget with UCU Project Management Team

Matt Walsh, Renee Ouellette and Joe Gevais of the University Credit Union Project Management Team were present to discuss the Katahdin lot schematic design and budget.

Evan Richert stated, in reaching the end of the schematic phase, it was found that the parking garage concept will not work due to costs and insufficient soils. An alternative plan was presented for 88 parking spaces (40 for UCU) that is within budget. Mr. Richert noted that a Bennoch Road parcel will need to be acquired along with the back of the Folger property for slope use. The design plan includes a terraced parking lot with a retaining wall. The Committee reviewed the design.

Ms. Wilson noted that the original parking garage concept assumed precast garage flooring which has been determined will not work and alternatives would be too costly.

Mr. Richert noted that connections are being made to the Folger property in hopes of connecting to the riverfront in the future. Ms. Wilson also noted there are shoreland zone constraints.

Mr. Richert explained that the retaining wall will have a step down design which will be partially hidden by vegetation.

Mr. Gordon asked if the new design would present a plowing challenge. Mr. Yerxa acknowledged that all parking lots are a challenge. He noted they would pile the snow and remove it the next day or use the slope.

Mr. Richert noted there will be more design images to view in the design stage. Ms. Sullivan stated that she was pleased with retaining 88 spaces. Rob Yerxa noted that two utility poles will need to be moved.

Ms. Wilson stated that the goal today is to report the status of the project and to note that the Management Team is working very well together. The next step is to meet with the property owners abutting the project. The anticipated construction start date is June 2013.

Matt Walsh, President of the University Credit Union, stated that he is pleased with the latest renderings; there are more parking spaces, safe pedestrian travel and parking spaces close to the building. He noted that accessibility is key for UCU.

Ms. Wilson stated that once UCU is comfortable with the drawings, they can be made available to the public. Matt Walsh noted that construction documents should be available by the end of the year to bid out the project.

In regards to the Tredwell building, Ms. Wilson stated that RFQs are being developed to look at the Recreation Department's space and program needs with a consultant. The Town will also try to accommodate the needs of the Historic Society and the Orono Land Trust.

Operations

3. Public Works Garage

Ms. Wilson stated as a follow up to the last meeting that staff was directed to look into ways to cut costs by reducing the size of the proposed public works garage. She noted that this has not been done because what would be cut would be the cheapest space. She commented that the proposed facility was designed to meet the needs of the department. Mr. Yerxa agreed.

Ms. Wilson proposed looking at developing the building without having a great financial impact on taxpayers. She outlined borrowing \$5M and minimizing the impact on taxpayers by using reserve funds and the fund balance to help make initial bond payments (starting FY16) before the Public Safety Building bonds are retired (FY19) and those funds can be used to pay the new bond; therefore minimizing the impact on taxpayers.

Ms. Harris stated she would like to see this proposal work. She noted that a new Public Works facility has been needed for a long time. She spoke in favor of designing a building that can meet the department's needs for 40 years into the future.

Ms. Wilson stated that staff is reviewing numbers for the design and site work. She also noted that the 20% contingency should shrink as more information is known.

Tom Perry stated that he recognizes the need for a new Public Works facility and also the burden on taxpayers. He stated that he will not support a two mill increase to taxpayers. He stated that he is more comfortable with this type of approach to the financial impact. He also stated he would feel more comfortable after seeing the audit report figures.

Ms. Wilson stated if this approach is taken, she would recommend moving additional funds to reserve. Mr. Haggerty agreed with the concept of leveling out the debt, but was not sure he

agreed with the initial strategy. He supported the project and looking at ways to financially make it happen.

Ms. Wilson stated that a loan application with Rural Development locks in the interest rate for three years. She suggested going forward with designing the project and purchasing the property even if the project is delayed a year. She noted that talks with the property owner are underway.

Ms. Harris supported moving forward by stating that the Town needs to purchase the land and build while construction rates are low.

Ms. Mehnert stated that it is important to have the public aware of the project. Ms. Wilson stated that once a plan is in place, public forums will be set up for the public. She noted that Owens McCullough of Sebago Technics has a good strategy for providing public information.

Ms. Sullivan asked if there were funds to demolish or cleanup the current site. Ms. Wilson stated there are no funds at this time until the future use is known and we explore the next phase for possible Brownfield funds.

The Committee agreed that the Town Manager should continue working with the land owner to acquire the property and proceed with getting appraisals.

4. Other Business – Farmers’ Market

Ms. Wilson stated that the Farmers’ Market is not interested in using the Asa Adams School lot. Mr. Guzzi has stated that they will stay at the Steam Plant parking lot except for Homecoming and Graduation weekends.

Ms. Gordon asked what their objections were to using the Asa Adams parking lot. Ms. Wilson stated they feel it is too far out of the way and people will not find them.

The Committee agreed to support the use of the Pine Street lot for Homecoming weekend, but after that help the Market make the move to the Asa Adams School parking lot with advertising and signage.

Mr. Haggerty asked about the Farmers’ Market’s effect on the downtown. Ms. Wilson commented that Farmers’ Markets in downtowns generally bring prosperity, but can affect individual businesses both ways.

5. Adjourned at 6:46 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Community Development-Operations-Finance
Committee Meeting**

**Wednesday, July 17, 2013 at 4:30 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Tom Perry (Finance Chair), Tom Spitz (Operations Chair), Council Chairman Geoffrey Gordon, Lianne Harris, Judy Sullivan, Mark Haggerty, Town Manager Sophie Wilson, Assistant Town Manager Belle Ryder, Public Works Director Rob Yerxa, Police Captain (Acting Chief) Ewing, and Finance Director Matthew Currier.

Community Development

Ms. Wilson provided a brief update on the Katahdin Redevelopment Project. She stated that the Town and UCU should expect to know the Guaranteed Maximum Price of the project by August 5, 2013. She noted that a Special Council Meeting may be needed. Sheridan Corporation is ready to move forward and the project should commence around August 22, 2103.

2. Traffic Islands

Ms. Wilson stated that in the past, volunteers planted and assisted with the general maintenance of the flower gardens along with seasonal Parks and Recreation staff watering and maintaining the islands. This past year, staff reached out to the private sector for some assistance with maintaining these islands. Two private landscapers advised that flowers in traffic islands were not ideal and often proved to be intensive to maintain. With the restructuring of the Parks and Facilities as well as the elimination of Public Works part-time/seasonal personnel, staff has had a very difficult time prioritizing the weeding and watering of the islands in a manner that produces a good result. The Town cut funds and reduced the available labor force which results in having to reprioritize infrastructure and/or other core services in order to maintain the beds on a continuous basis.

After concerns about appearance were brought to staff's attention, the public works crew reorganized its schedule and used 18 staff hours (two people at nine hours each) to weed and mulch the islands at Bennoch, North Main, and College/Park. Using this labor cost and the estimate of having to repeat two times per month April/May through September/October, this would cost approximately \$5,400. This cost would either result in a cash outlay for outsourced labor or reprioritize the Public Works Department work plan.

An option identified by staff and the professional landscaper hired by the Orono Village Association (OVA) to create a downtown landscaping plan is to remove the gardens and replace with a hardscape that requires less ongoing, specialized maintenance. Staff reached out to

UMaine (IMRC Center and Marketing Office) and OVA for assistance in developing/identifying an option that will be aesthetically pleasing and serve as a medium to strengthen the UMaine brand in Orono.

Owen Smith, UMaine Director of New Media and professor of Art, presented a hardscape alternative for the traffic islands. He noted that the hardscapes create event information and creative art space. He described the panels as movable exterior plywood shapes that can have vinyl graphics, drawings or photographs placed on them. The benefits: multiplicity of images, community involvement, connection with UMaine students, flexibility of use and are safe to install.

Other comments about the hardscapes were: The opportunity for a variety of images; the durability of the art; the possibility of a monthly rotation of art; ease of installation; the ability to create a walking art tour in the downtown area; the establishment of guidelines/policy on use; combines OVA, UMaine students and Orono as an artistic place; expression of creativity; opportunity to think outside the box; unique to Orono; and the opportunity for planters if the hardscapes do not work.

Tom Spitz suggested getting public input before starting the hardscapes. Committee members asked about the costs. Ms. Wilson commented that \$2500 was spent to maintain the flowers. Ms. Ryder stated that the cost of the plywood, depending on the quality/durability, ranges from \$40 to \$120 per sheet and will be reused and rotated.

Michelle Goldman, President of OVA, commented that the town looks tired and needs a youthful edge and artistic energy. She stated that OVA supports this project.

David Thompson of the Planning Board, spoke in support of the project and commented that it fits in with the Comprehensive Plan, the University and Orono as a college town.

Jim Hines commented that the project is awesome, unique and ahead of the curve.

Ms. Wilson asked for Council consensus to try. She commented that it needs to be fresh and vibrant to work.

Tom Spitz commented that more public input is needed. Tom Perry suggested trying it and getting public input after to see if they like it. Ms. Harris commented that the town has other areas for flowers. Ms. Sullivan commented that it will be fun to get groups involved, have themes, history, etc.

The Committee agreed to try the hardscapes at the Park Street/College Avenue intersection.

3. Pine Street Parking Lot

Ms. Wilson asked for the Committee's feedback on the proposed creation of a 28 space parking lot off Pine Street, upgrading the municipal parking lot on Pine Street and creating green

space in the alleyway between Mill Street and the parking lot. She noted that Mark Guzzy of the Orono Farmers' Market, likes the idea of a new lot and that it would be a great location for the winter market. If the Committee supports the idea, it will be important to move forward with the preliminary project engineering and the USDA Rural Development loan application for this project. These are the first steps necessary to bring forward a sufficient project design and financing information necessary for Council consideration later this year.

Regarding the green space, Ms. Harris stated that it would be important to get the support of the businesses in front of the space.

Tom Perry expressed concern about taking on additional debt, especially considering the recent budget increases. He noted that he is not against the idea, but it is not the right time. He supported rehabbing the current Pine Street lot, but not an additional lot or green space.

Ms. Sullivan asked about the costs involved with the new lot. Mr. Yerxa described extending the pipe in the gully, bringing in fill and stabilizing the slope would cost approximately \$300,000. Ms. Wilson stated that the whole project would cost approximately \$545,000 and would be paid with bonds through USDA Rural Development and bond payments made with the Downtown TIF funds. Ms. Sullivan commented that extra parking spaces are needed downtown and it would be better to do the project now.

Mr. Gordon asked for an analysis of the debt service. Mr. Haggerty asked whether 28 spaces will meet the needs of the Farmers' Market. **Ms. Wilson stated she would bring back additional information to the Committee for further consideration.**

4. Orono Land Trust Rent

Ms. Wilson stated the Orono Land Trust (OLT) and Orono Historical Society (OHS) have rented space from the Town for many years. The Town recently moved both the OLT and OHS to newly renovated space in the Keith Anderson Community House. Ms. Wilson noted that there does not appear to be written agreements with these organizations and rent is not determined under a formal rate structure. Staff strongly recommends that the Town enter into formal (although simple and reflecting current verbal agreements) written agreements with the OLT and OHS. Ms. Wilson stated that staff was working with the OLT to get internet access to KACH which appeared to result in an increase in cost to OLT of \$45/month.

Jim Hines of the Orono Land Trust stated that they were able to get internet access for \$25/month.

The Committee agreed to have staff work with OLT and OHS to craft written rental agreements that reflect the current verbal agreements.

5. Commercial Zero Sort Recycling

Director of Public Works Rob Yerxa described the Town's past recycling services to commercial entities (which includes multi-family dwellings with three or more units). He explained that prior to the adoption of the new Zero Sort Recycling Program, the Town provided a sorted recycling program to all residential and commercial (except the University of Maine) properties.

Mr. Yerxa recommended give a 30-45 day notice to businesses to have them contract it independently. He noted that businesses are contracting for their solid waste collection and disposal. He noted Pine Tree Waste offers this service to businesses for \$15/week or \$45/month.

The committee discussed whether to continue the recycling program or to send notice to businesses about contracting the service independently. Ms. Sullivan suggested sending a letter to businesses with a 60-90 day notice of the change and providing them with information.

Mr. Yerxa commented that the cost to the town in the past has been approximately \$450 per week (16 man hours). He noted that 16-20 businesses have been involved.

The Committee agreed to stop the commercial recycling program as of October 1, 2013 and to have the Public Works Director send a letter to the businesses notifying them of the change.

6. Contract for Public Works Facility Pre-Construction Services

Ms. Wilson stated that the Town is moving forward to secure an agreement for the purchase and sale of a parcel of land for the construction of a new public works facility. Mr. Yerxa stated that he is currently working with Sebago Technics to identify elements necessary for permitting and construction that need to be evaluated prior to the final property sale (the elements that the purchase and sale will be contingent upon).

Ms. Wilson stated that Sebago Technics will be providing a scope of work and pricing to complete the testing and review necessary before finalizing the purchase of the property. Funds will be drawn from the Public Works Garage Reserve Fund. The current balance of the fund is approximately \$60,000.

The Committee agreed to move the contract for Public Works Facility Pre-Construction Services with Sebago Technics to the next Council agenda.

7. Police Vehicles Purchase

Acting Police Chief Josh Ewing stated that the FY14 Capital Budget includes the purchase of two new police vehicles. Traditionally the Town has purchased Crown Victoria police vehicles, but that model has been discontinued. This year staff is recommending the purchase of two Ford SUV Interceptors because they are more spacious for police equipment, are easier to enter

and exit, and have similar gas mileage to the sedans. Acting Chief Ewing commented that there are good reports on the Ford Interceptors. Detailed information will be brought forward

The Committee agreed to move the purchase of two police vehicles to the next Council meeting.

Ms. Wilson asked the committee members to check their schedules for Police Chief interviews. She also noted that there will be an August 12, 2013 Council meeting.

8. Adjourned at 6:50 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Finance-Community Development Committee Meeting**

**Wednesday, October 16, 2013 at 4:30 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Tom Perry (Finance Chair), Cindy Mehnert (Community Development Chair), Mark Haggerty, Tom Spitz, Town Manager Sophie Wilson, Town Planner Evan Richert, Assessor Rick Sand and Finance Director Matt Currier.

2. Guidelines for Determining Whether “Exceptional Circumstances” Warrant Consideration of Property Tax Reimbursements in Excess of 50% for Credit Enhancement Agreements within the Downtown Transit Oriented Tax Increment Finance District

Ms. Wilson presented the staff guidelines that were drafted by Evan Richert. Mr. Richert identified four broad questions for Council to use when considering whether or not proposals for a reimbursement of property taxes in excess of 50% are “exceptional circumstances” and that the public interest would be served by a higher rate of reimbursement (within the Downtown TIF District):

- 1) Significance of the property to the neighborhood or district?
- 2) Economic impact of the project?
- 3) Improvements involve unusual expenses?
- 4) Significant public benefits?

Mark Haggerty suggested rewriting the guidelines as statements, not questions. The Committee agreed.

Ms. Wilson commented that in considering exceptional circumstances for property tax reimbursements in excess of 50%, Council would use the guidelines for discussion and to make a determination. She commented that the decision would most likely involve a combination of factors that would need to be met. Mr. Richert noted that any decision of Council is entirely discretionary. He commented that Credit Enhancement Agreements are valuable tools to use. The Committee reviewed the guidelines with Mr. Richert and Ms. Wilson.

The Committee agreed to move adoption of this policy along with the public hearing and consideration of the former St. Mary’s Church Credit Enhancement Agreement to the November 18, 2013 Council Meeting.

3. Tax Increment Financing for Dermatology Facility located at the former Oronoka Restaurant Property

Mr. Richert stated that Dr. Hartford would like the Committee to discuss the possibility of a TIF for his dermatology facility located at the former Oronoka Restaurant site. He noted that the facility will be a large regional practice, will take care of blighted property, and will require a significant investment by the owner.

Dr. Orville Hartford outlined his plans for the former Oronoka Restaurant site. He noted that the land allows him room to grow. He described the 9,600 sq. ft. facility, 50 parking spaces, current staff make up planned for 2014, and the expansion and equipment expenses of \$2.3M as outlined for 2015.

Mr. Richert requested guidance from the Committee on whether to move forward with developing a TIF district and negotiate terms to bring back to the Committee. Tom Perry commented that he was excited about the project.

Ms. Wilson stated that Mr. Gordon's question is whether the TIF district would incorporate the entire the C-2 district. Mr. Richert confirmed that it would.

The Committee agreed to move forward with considering a TIF District that would incorporate this project. Ms. Wilson stated that staff will draft language for the TIF District and Credit Enhancement Agreement and bring it back to Committee.

4. Renegotiation of Memorandum of Agreement with Orono Economic Development Corporation

Ms. Wilson explained that staff and OEDC leadership met to discuss OEDC's shortfall of \$40,150 and their inability to pay the town as outlined in the Memorandum of Agreement. This shortfall is the result of a monthly rent deposit inadvertently counted twice (in the balance forward and then as anticipated income) as well as additional costs to maintain the building. OEDC is seeking to renegotiate the Memorandum of Agreement. A letter from OEDC President (Stevenson Sheppard) outlining the request, a copy of the current MOA, and the spreadsheet are attached for Committee review. Staff is seeking guidance from the Committee regarding its willingness (and macro-terms) to renegotiate this agreement. Ms. Wilson spoke of the important role that OEDC plays in maintaining and overseeing the building and more. She also noted that funds may be needed to pursue legal action in the future.

Tom Perry commented that OEDC is moving in a positive direction with the current leadership.

The Committee agreed with proceeding forward with renegotiating the Memorandum of Agreement between the Town and the Orono Economic Development Corporation.

5. Interlocal Agreement between Orono and Old Town for Fiber Corporation

Ms. Wilson stated that the Town did not receive the Northern Regional Border Commission grant; however the Town and City of Old Town worked together to draft an interlocal agreement that establishes a municipal fiber corporation (called "Orono – Old Town Fiber") to assist with developing the "last mile" of the ultra high speed internet infrastructure in our communities.

Ms. Wilson stated that the draft agreement has been reviewed by the attorneys for both communities. Having an agreement in place will assist with future grant applications.

The Committee agreed to move the agreement forward to the October 21, 2013 Council agenda for consideration.

6. Purchase and Sale Agreement for Public Works Facility

Ms. Wilson stated that staff has worked with Andrew Perkins to negotiate the proposed purchase and sale agreement. The document was written by the Town Attorney and was forwarded to Mr. Perkins for his feedback. Ms. Wilson stated that the purchase price is \$150,000 with a deed restriction for no transfer of solid waste on site. She noted that there is a dispute of the lot line on one side of approximately 60 feet. Ms. Wilson stated that it would not affect the project because there is a buffer included along the property lines. Ms. Wilson stated that a purchase and sale agreement is needed to do the required testing and permitting. She noted that Sebago Technics will be attending the October 21st Council Meeting and will provide a full presentation on the proposed project. Ms. Wilson noted that the seller would like to close before December 30, 2013. The funds will be taken out of the Public Works Garage Reserves and then bonds.

The Committee agreed to move the agreement forward to the October 21, 2013 Council agenda for consideration.

7. Acceptance of CDBG Workforce Development Grant for AOL, Inc

Ms. Wilson explained that although AOL has put a hold on this project, since the project has not been taken off the table, staff continues to work with the Department of Economic and Community Development to finalize the Town's CDBG Workforce Development Grant. DECD recommends fulfilling the requirement that Council hold a public hearing and formalize the adoption of several policies/assurances required for the grant program.

Mr. Richert stated that the Town should know within a few months whether AOL, Inc. is proceeding with locating to Orono.

The Committee agreed to move forward and hold a public hearing and consideration of orders on the October 21, 2013 Council agenda.

8. Design Proposal for Concept Renderings for Greenspace for Passive Recreation on Mill Street

Ms. Wilson stated, as a follow up to conversations with the Councilors and the Orono Village Association, staff solicited proposals for concept sketches for a greenspace between Mill Street and the Town owned parking lot on Pine Street. Ms. Wilson explained that staff is bringing this item to committee because it is part of a larger Council conversation and it is an unbudgeted TIF expense that requires Council approval. The cost of design services is \$1,500-\$2,000.

Ms. Mehnert and Tom Perry commented that they would be interested in seeing rendering and to explore the possibility, but would want public input before proceeding with any development.

The Committee agreed to move this item forward to the October 21, 2013 Council agenda for consideration.

9. Adjourned at 5:58 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Community Development Committee Meeting**

**Wednesday, February 26, 2014 at 5:30 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Cindy Mehnert (Community Development Chair), Council Chairman Geoffrey Gordon, Tom Spitz, Judy Sullivan, Mark Haggerty, Town Manager Sophie Wilson, and Public Works Director Rob Yerxa.

2. Public Works Facility Interior with Sebago Technics

Owens McCullough of Sebago Technics gave an overview of the project and noted that there have been no changes since the last presentation. He reviewed the site plan drawings and information that will be presented to the Planning Board this evening. He noted that Maine DEP accepted the Town's application for review which should be completed in May. He described the sand/salt shed design, riprap to be used on the down slope and soil filters to catch runoff. He stated that the total project will affect approximately 7 ½ acres, will have a gated access and will include landscaping to create more density and buffering.

David Leigh presented drawings of the proposed Public Works facility interior. He described the metal manufactured building, floor layout, storage, energy efficiencies, radiant floor heat and basic interior design.

He described two energy efficient alternatives: geothermal heat pump system and photovoltaic solar energy system. He described a geothermal heat pump system and its advantages: energy efficiency, low carbon footprint, reliable and energy cost savings. He estimated 18-20 wells would need to be drilled (400-500 feet deep). The initial investment would be approximately \$200,000 for the wells with a 10-year payback. He stated that a test well would need to be drilled initially which would become one of the 18-20 clustered wells. The life expectancy of the heat pump is 15-20 years, but the wells have a very long life. He noted that a propane boiler could be installed as a heat pump backup.

Mr. Leigh also described the photovoltaic system that converts solar radiation into electricity. He stated that it has a 10-year payback. He described a leased system for installation and use that would cost the equivalent of the electricity costs for 10 years. He noted that the challenge for this project would be to have enough energy to meet the needs. He described the energy surplus in the summer and deficit in the winter.

Mr. Haggerty asked about grant opportunities. Ms. Wilson stated that the only one available would be Efficiency Maine.

Ron Davis commented that he heats his house with geothermal solar panels and photovoltaics and he is hooked up to the power grid. He described being able to use stored power credits up to 12 months.

Mr. McCullough described the sand/salt shed as an arched frame building with sliding doors. He noted it has a capacity of 4000 yards of salt/sand.

Ms. Sullivan questioned how to be assured of 20 good wells. Mr. Leigh commented that a good well is anything that isn't clay. Mr. Yerxa stated that an initial test well will be drilled and examined to check the conditions. Mr. McCullough noted that SW Cole did initial bore tests and more tests will be conducted by the geothermal engineer.

Ms. Wilson asked whether the Committee was interested in exploring a geothermal system; If so, she would ask for a budget for exploration of a test well. She noted that next week she would show the effects of the energy alternatives will have on the bonds.

Ms. Sullivan asked for a cost analysis and payback for the facility's energy efficient system as compared to a conventional heating system. She also asked for installation costs, life of product and cost of operation.

Mr. Haggerty noted the long-term community savings in doing a geothermal system.

Ms. Wilson recapped the process: she will work with the staff and the finance team and bring back information for the Committee to review, including solar heat.

3. Resolution urging MPERS to Divest from Publicly-Traded Fossil Fuel Companies

Ms. Wilson stated the Committee has a request from Ron Davis and other residents to pass a resolution urging MPERS to divest from publicly-traded fossil fuel companies. She was directed to follow LD1461 and provide Council with the testimony. She noted that the draft resolution was reformatted into the Town's format.

Ms. Mehnert asked if any employees made statements. Ms. Wilson stated that they did not. Mr. Spitz asked about MPERS' position. Ms. Wilson stated she understands that MPERS will be doing more of an analysis.

A member of the public stated that the State's Appropriations Committee will be recommending a revised bill to call on MPERS to come up with a plan for establishing environmental, social and governancing principles for their investing and to establish a task force to report back to the legislature in January 2015. She noted that the revised bill is expected to pass.

Mr. Davis commented that it is an excellent time for people and municipalities to take a position on concerns about global warming and the use of fossil fuels.

John Beckett stated that the MPERS Annual Report shows significant investments in fossil fuels. He also noted that at a Kiwanis meeting, people within the retirement system voiced strong

opposition to anyone touching the MPERS retirement fund. Ms. Beckett strongly suggested polling the public before taking action on this resolution.

The Committee discussed the issue and voiced the following comments: The resolution should address climate change versus a direct request for MPERS to divest; that enough attention has been brought to this issue through the legislature and what is needed is a policy change; the core request is climate change; and climate is important, but it is difficult for Council to take action on behalf of MPERS employees and taxpayers to divest.

Ms. Wilson summarized the Committee's desire to try to balance financial, social and environmental needs. She offered an option to craft a statement that speaks to the balance of those needs.

Mr. Gordon commented that he is content to see movement in the legislature which is the appropriate place for it to occur. He suggested waiting to see what happens and possibly support a new bill that surfaces.

The Committee agreed to ask staff to monitor the situation and update them with any changes that occur.

4. Adjourned at 6:53 p.m.

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

Respectfully submitted,

Nancy W. Ward
Administrative Assistant

**Town of Orono
Council Committee Meetings
Wednesday, March 5, 2014 at 5:30 p.m.
Council Chamber – Municipal Building**

Minutes

1. Roll Call

Present: Cindy Mehnert (Community Development Chair), Tom Spitz (Operations Chair), Council Chairman Geoffrey Gordon, Judy Sullivan, Mark Haggerty, Town Manager Sophie Wilson, Public Works Director Rob Yerxa and Town Clerk Donna Emerson.

Community Development

2. Redistricting of Voting Wards 1 and 2

Town Clerk Donna Emerson explained, as part of the 10-year Legislative redistricting, the boundary lines of House Districts 123 and 124 have shifted within Orono. She reviewed the new District map and proposed ward/precinct map with the Committee. As part of these new District boundary lines, the Council is charged with determining the appropriate boundary lines of the Town's internal wards and precincts. Staff recommends that the Council consider eliminating Ward 2 and merging this area with Ward 1, Precinct 3, and then redraw the boundary between the "new" Ward 1, Precinct 3 and Ward 1, Precinct 1 to follow the newly drawn boundary between House District 123 and 124 along Bennoch Road and Noyes Drive. This proposed change will capture all of District 124 in Ward 1, Precinct 3.

Ms. Wilson explained that this change will prevent an administrative problem and limit the number of precincts that have ballots for both District 123 and 124 to just one precinct. She stated that the new voting machines are able to tally multiple ballot forms at the same election, which allows for the Town to include more than one District in a single ward (or precinct). Ms. Wilson noted that the more skilled ballot clerks would work in Ward 1, Precinct 3 where there could be multiple ballots.

Mr. Gordon requested information at the public hearing that shows that there is no intended political impact.

Ms. Emerson explained that redistricting allows for a more equal distribution of votes in precincts and administrative ease of multiple ballots in only one precinct. Ms. Wilson described it as purely an administrative change.

Ms. Wilson stated that it has become clear to staff that the Birch Street School has become too small to be a feasible voting location. The advent of The Grove and newly proposed residential housing complex (The Avenue) has added a significant number of voters to this district. Staff is currently working with leadership at RSU #26 to determine if it will be feasible to use the school (OHS) gym as a voting location. She commented that it would be ideal if voting day could be an in-service day due to parking concerns. Ms. Wilson commented that the State is encouraging the

Town to consolidate all polling places to a central location, including the UMaine campus. Multiple polling locations stretch the limited "volunteers" and often leaves one area over staffed while another has long lines and wait times.

Both Mr. Haggerty and Mr. Spitz spoke against closing the UMaine campus polling location.

Mr. Gordon asked about having the central location on campus. Ms. Wilson stated that parking is a concern on campus as well as residents seeing it as a stumbling block to vote on campus.

The Committee agreed to support one voting location off campus at the Orono High School and one voting location on campus.

The Committee agreed to hold a public hearing on the redistricting of voting Wards 1 and 2 and recommend that Council eliminate Ward 2 and merge this area with Ward 1, Precinct 3, and then redraw the boundary between the "new" Ward 1, Precinct 3 and Ward 1, Precinct 1 to follow the new boundary line along Bennoch Road and Noyes Drive.

3. Katahdin Project Update

Rob Yerxa stated that the Katahdin Site project is one-third complete with the retaining wall 50% complete. Crews will soon begin working on the inside of the building. The overall project is three weeks behind due to winter weather conditions.

Mr. Yerxa noted a couple of setbacks. Unsuitable soils were found under the foundation of the former Clapp property and have necessitated more excavation of the site to support the wall. He noted that there was no way to determine this ahead of time. The total impact to correct the situation is \$90,000. He noted the difficulty of estimating the soil quantity needed. The other issue is that alterations to the electrical wires on Main Street and telecommunications fiber along Bennoch Road exceed the utilities allowance originally provided for in the project budget at a potential additional cost of \$30,000. All utility and communication needs for the building will come from Oak Street. He noted the building and wall are progressing well.

Mr. Haggerty asked about the Guaranteed Maximum Price (GMP). Mr. Yerxa stated that the GMP would not cover change orders (i.e. unsuitable soils and utility changes). Mr. Yerxa noted that some risk was assumed when contingencies were reduced to make the GMP work.

Ms. Wilson stated that Downtown TIF funds can absorb the extra costs. She noted that Mr. Richert is confident that funds are available in the TIF funds.

Mr. Yerxa stated that he should know by May/June if the project is under budget.

Mr. Haggerty noted that this should be a learning lesson with the next project (i.e. PW facility) to let the Council know if staff is assuming added risks. Ms. Wilson explained that extensive soil tests were taken to reduce the risks and staff used its best judgment at the time.

4. Public Works Facility Heating System

Ms. Wilson reported on the two heating alternatives for the Public Works Facility: geothermal and photovoltaic. She stated that Sebago Technics and SMRT evaluated the photovoltaic option. It would have required a power purchase agreement and a leasing agreement. She described the system and costs involved and noted that the consultant did not see a payback and is not recommending this option.

She noted that the geothermal heating system (with #2 fuel versus propane) would produce a \$19,000 savings per year. With bonding the project, the system would cost \$310,992 and have a 16.36 year payback. The wells would not have to be replaced, but the heat pump would be replaced every 15 years.

The Committee asked questions about the Energy Use Comparisons handout. Mr. Yerxa noted that with the geothermal system, the Town would be relieved of fuel fluctuations.

Mr. Gordon asked whether the Town would save enough each year with the geothermal installed to pay for borrowing the additional capital to build the wells. Ms. Wilson stated yes. Mr. Ranaghan commented that the Town would have a net savings of \$4,000 per year.

Ms. Sullivan asked about the experience in installing the wells and the lifespan. Mr. Yerxa noted that the company has a lot of experience and noted that the well should last 50+ years.

Mr. Yerxa asked the Committee if they wanted to move forward with drilling an exploratory well to consider a geothermal heating system. Ms. Wilson stated that the testing will give us more information.

The Committee agreed to recommend that Council authorize the funds to pursue drilling an exploratory well at the next Council meeting.

Finance

5. Public Works Facility Financing and Refunding Existing Debt

Ms. Wilson stated that staff and two Councilors met with Dick Ranaghan, VP of Public Finance from Gorham Savings Bank, to discuss refunding of existing Town debt with USDA Rural Development and floating a bond for the new public works facility construction.

Mr. Ranaghan commented that he works with towns to refund (refinance) higher interest rate USDA Rural Development loans with lower interest rates. He described the five loans (town and wastewater) totaling approximately \$11M with rates from 4.12% to 4.375% issues in 2008 with 22 years remaining. He noted that the Orono recently upgraded its Standard and Poor's rating from an A+ to an AA- (top 15% of municipalities in the country have this rating). Mr. Ranaghan stated that the current interest rates are around 3+%, which would be approximately \$1.4M anticipated savings.

He noted a cost savings in refunding the bonds and bonding the Public Works facility and associated projects at the same time. He stated the process takes about 8-10 weeks from the time the Council passes the bond order. The process requires the Town to get another rating and prepare a prospectus (official statement). He commented briefly on the financing terms.

The Committee members asked a few questions about the bond rating process and refunding. Mr. Ranaghan described details of the rating review. He commented that the refunding is worthwhile with a 3% savings; the Town net savings after issuance is around 8.5%.

Ms. Wilson noted that the refunding is described as Series A and the new bonds of the Public Works facility and other projects are described as Series B. She described Lee Bragg (Bond Counsel) and Dick Ranaghan as financially conservative, experienced and good communicators.

The Committee agreed to move forward with refunding the bonds and at the next Council meeting to recommend engaging the services of Richard Ranaghan of Gorham Savings Bank.

Ms. Wilson presented the Committee with a spreadsheet on the Public Works Facility with and without the geothermal heating and with and without the Pine Street Parking Lot. She noted the loan format (flat payment or fixed principal), various terms (20, 25, 30 years) and rates (3.3% to 3.6) and amortization schedules.

She noted that the Pine Street lot payments could be paid from Downtown TIF funds. She stated that the \$620,000 projected cost includes upgrades to the existing lot, slope stabilization to the gully and adding 30 parking spaces, and \$75,000 for the pocket park next to Margaritas.

If Pine Street lot is not bonded, Mr. Yerxa stated it would go back into the capital plan and be scaled back and rescoped. The project breakdown is currently \$200,000 for a facelift of the existing lot, \$345,000 (\$50,000 of which is stabilization) for the gully and parking lot and \$75,000 for the pocket park.

Ms. Wilson requested input from the Committee on the financing variables. The Committee discussed the financing options with Mr. Ranaghan. Mr. Ranaghan recommended a fixed principal (or a modification of it) and a 20-25 year timeframe (depending on its financial impact). Mr. Ranaghan described the leeway in making the first debt service payment.

Ms. Wilson noted that Mr. Perry asked about financing for the longest years at the lowest rate. Mr. Ranaghan responded that it does not work well with municipal bonds which should be amortized in a logical manner and as rapidly as possible based on what you can afford.

Ms. Wilson commented on finding the balance between the impacts to the taxpayers (annual debt payment) versus the overall cost of the bonds. Mr. Ranaghan commented that a hybrid model could get the Town beyond FY18 when \$215,000 in debt payments falls off. He noted that the valuation and pressures on the tax rate will be examined.

Ms. Sullivan commented that she wants to know the impact on the taxpayer before making a decision. Ms. Wilson noted the last payment of \$215,000 in FY18 and that the value of a mill is \$442,000. She noted that there is \$535,000 in the reserve account to help mitigate the cost. Mark Haggerty requested reviewing the numbers that were presented during the Public Works facility review. Mr. Haggerty commented that it makes sense to even the debt out. Mr. Ranaghan also noted there will be savings from the refunding. In discussing the best terms, Mr. Ranaghan stated that shorter terms free up money faster for future needs; however a longer term may be necessary to have less impact on the tax rate.

Ms. Wilson suggested bringing back information on a fixed principal, with the geothermal heating system as part of the Public Works facility, with and without the Pine Street Parking Lot project (which would be the Downtown TIF's responsibility) with the shortest terms and lowest impact on taxpayers.

Tom Spitz asked about the Downtown TIF repaying the Pine Street Parking Lot portion of the bond payments. Ms. Wilson confirmed that to be true if the Council desires to add the project.

6. Personal Property Tax Abatement Request

Staff requests that this item be tabled until the next meeting to allow for an opportunity to share legal findings with the property owner in advance of public discussion.

Operations

7. Public Works Sidewalk Machine

Mr. Yerxa stated that staff has been trying out eight different demonstration models ranging from skid steer loader type machines, mini front end loaders, and municipal tractors. Two options best fit the needs of the department and are the most cost effective; a 2012 Holder demonstration unit with 50 engine hours (new \$150,000/used \$124,000) and a 2014 Wacker-Neuson mini front end loader (new \$65,237).

He noted that the new mini front end loader would include a bucket, snow blower, winter tires, and electrical kit. Additional costs for this option would include equipping the unit with a sander, a sweeper, and a bush hog mower for our John-Deere tractor to address mowing needs. This brings the total cost of this option to \$77,500 from Central Equipment Company.

He stated that the Town needs to have at least two machines in order to achieve our current level of service, but both machines do not have to be high powered tractors. He noted that the current holder is 17 years old and risk exists if the machine goes down. However, he recommended purchasing the 2014 Wacker-Neuson mini front end loader and equipment because it will meet the current needs of the department and costs less.

Ms. Wilson stated that the Town received \$52,500 from the insurance company for the damaged holder. In addition, staff has identified \$15,000 from the FY14 capital infrastructure budget and \$10,000 from the Capital Equipment Reserve to purchase the mini loader.

The Committee agreed to forward the purchase of a 2014 Wacker-Neuson Mini Loader from Central Equipment Company along with various attachments in an amount not to exceed \$77,500 to the Council agenda.

8. HazMat Interlocal Agreement with City of Old Town

Fire Chief Rob St. Louis stated that the Town of Orono and the City of Old Town currently have a jointly staffed and operated Regional HazMat Team with funding from MEMA (\$15,000), Penobscot County (\$24,000) and the University of Maine (\$7,500). The two communities are currently working to draft language for a new interlocal agreement.

Ms. Wilson explained the legal structure of the Team, that MEMA, Penobscot County and Orono have a three-way agreement to provide services, which forms the only Weapons of Mass Destruction Team north of Waterville (this does not include general HazMat). She noted that the University provides funding to ensure that there is a local team. She commented that Orono's philosophy is that the contributions will help to hold the taxpayers harmless for the team. In the new agreement, Orono is stating that if the town is not reimbursed by the State, it will not reimburse Old Town and one option is to split the \$24,000 funding with Old Town. Ms. Wilson explained that legally Orono is responsible for the team (it is not equal with Old Town) and wants to show Orono's Fire Chief as leader, but operationally we are functioning equally. She informed the Committee that there are several details to work out before a new agreement is reached and she will report back to them later.

9. Amendment to Orono-Old Town Composting Agreement

WPCF Superintendent Joe Madigan stated that the managers and WPCF superintendents of both communities agreed to shut down the shared composting facility last year when the facility reached its capacity of stored material. Analysis at that time indicated that the Town's would find savings in disposing of the sludge at Juniper Ridge. The pipeline project to UMaine has been abandoned, which would have allowed both communities to dispose of sludge with no tipping fees; however, even with market tip fees, the Towns found significant savings by disposing at JRL. Staff is recommending that the Composting Agreement between the communities be amended to reflect a closure of the facility. The proposed revision reduces the current reserve fund to \$100,000 and dramatically reduces the annual operation and related costs of the facility. The remainder of the reserve funds (\$300,000) will be divided (55%/45%).

Ms. Wilson stated that the town is waiting for the final language from the City of Old Town.

The Committee agreed to forward the Composting Agreement to a future Council agenda when the document is ready.

10. Adjourned at 8:30 p.m.

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

Respectfully submitted,
Nancy W. Ward,
Administrative Assistant

**Town of Orono
Council Committee Meetings
Wednesday, May 7, 2014 at 4:30 p.m.
Council Chamber – Municipal Building**

Agenda

1. Roll Call

Community Development

2. Resolution to Continue the Advancement of MRC's Post-2018 Planning Process

The Municipal Review Committee (MRC) is a non-profit organization, made up of 187 Maine towns and quasi-municipal solid waste district, established to ensure the long-term environmentally sound disposal of municipal solid waste (MSW). MRC manages the individual contracts that its member communities (of which Orono is a Charter Member) hold with the Penobscot Energy Recovery Company (PERC) as well as the limited partner role associated with the municipal ownership of approximately 25% of the PERC facility/operation.

The partnership that currently owns and manages the PERC facility is scheduled to dissolve on March 31, 2018 when the current disposal agreements expire. As such, several years ago, the MRC Board of Directors began planning for MSW disposal post-2018. The group originally began with the intent to extend the current contractual relationship and partnership arrangement; however, the expiration of the power purchase agreement with Bangor Hydro Electric Company dramatically impacts the current funding model post-2018.

Given the challenges facing municipalities related to both the increasing fiscal pressures and stronger desire to limit the waste stream, MRC has embarked upon a search for potential new technology that will provide for an integrated approach to solid waste management that ensures the long-term environmental sound disposal of MSW. Staff strongly encourages member of the Committee and the public to visit the MRC's website at www.mrcmaine.org for more information about the organization and its post-2018 planning efforts.

At this time, the MRC Board of Directors has asked its member communities to consider adopting a resolution to confirm the Town's support of the MRC post-2018 planning efforts, supports the use of reasonable expenditures from the Operating Budget Stabilization Fund to support this effort, and declares the Town's intent to not enter into other agreements prior to January 1, 2017 that would conflict or preclude consideration of it of any solid waste management and disposal solution for post March 31, 2018 that may be developed by the MRC for its membership. (Attached)

For full disclosure, the Town Manager currently serves as a member of the MRC Board of Directors. She recommends that, given the complexities of the entire post-2018 Planning Process, the Committee consider hosting an information session for regional MRC members to learn more and provide feedback.

Staff brings this item forward for the Committee to consider moving the MRC Post-2018 Resolution forward to the next regular Council Meeting for its consideration. (Staff has confirmed that the MRC Executive Director, Greg Louder, will be at the meeting to answer questions that may arise during discussion on this agenda item.

Finance

3. Sebago Technics Contract – Public Works Facility

Sebago Technics has submitted a proposed agreement for the next phase of work necessary to continue the Public Works Facility Project. Specifically, his scope includes design development, construction documents, and construction administration services. The proposed scope and budget are attached for review. Staff is very pleased with the services that we have received to date from this vendor.

Staff brings this item forward for the Committee to consider moving approval of the attached scope of work and budget for the next phases necessary to complete the construction of the new Public Works Facility.

4. Applications for Grant Funding Currently In Progress (Public Works Facility Geothermal and Expansion of High Speed Fiber Infrastructure)

Staff is currently working to finalize three grant applications for projects that have already garnered Council support – Geothermal System for the Public Works Facility and Expansion of High Speed Fiber between Orono and Old Town. Staff will provide a brief overview and seeks to confirm support for submitting these grant applications.

Operations

5. Update from Council Priorities Subcommittee

The Council appointed a Subcommittee to develop a draft list of Council Priorities for the Council to consider. The Subcommittee membership includes Councilor Mehnert and Sullivan and the Town Manager; however, any Council that wishes to attend the Subcommittee meeting on Tuesday, May 6, 2014 at 9AM at the Town Office (1st Floor) are welcome to attend.

This agenda item has been brought forward to provide the opportunity for the Subcommittee to provide an update to other Councilors.

6. Adjourn

ADA Notice. Any person with a disability who requires auxiliary aids or services to fully participate in the activities of the Town of Orono should contact the Town Manager's Office (866-2556) 72 hours prior to the meeting. TDD/TTY users may call 711.