

**TOWN OF ORONO
COUNCIL COMMITTEES MEETING
MONDAY, MARCH 7, 2022 AT 5:00PM**

IN-PERSON: COUNCIL CHAMBER – MUNICIPAL BUILDING
ZOOM WEBINAR ON-LINE: <https://zoom.us/j/98236820604>
DIAL IN TO ZOOM WEBINAR: 1(312) 626-6799 ID: 982 3682 0604

MINUTES

1. Roll Call

Present: (In Person) Acting Chair Cheryl Robertson, Geoffrey Wingard, Laurie Osher, and Town Manager Sophie Wilson. (Via Zoom) Council Chair Tom Perry, Terry Greenier, and Meghan Gardner..

2. COMMUNITY DEVELOPMENT COMMITTEE MEETING

a. Review of the Community Facilities Planning RFQ Results *(Video record time 0:45 - 4:50)*

Ms. Wilson stated two applications were received for the Community Facilities RFQ. She noted that staff is recommending the firm Haley Ward to assist with identifying the scope of work and budget analysis. Councilor Wingard stated the firm will assist with identifying the community needs for these buildings as well as to evaluate the building structure and capital needs.

Ms. Wilson stated staff will craft the scope of work with Haley Ward and the proposed budget and funding for the project.

The Committee agreed to forward an agreement with Haley Ward for the Community Facilities Assessment and the budget to Council for approval.

b. Review Final New Signage and Letterhead Mock-Ups *(Video record time 4:51 - 12:55)*

Ms. Wilson presented new gateway, directional and parking signage that will welcome and inform people through Orono, as well as having a new logo for the Town's letterhead and digital branding.

Ms. Wilson stated that Mitch Stone will be working with the vendor to produce the signs.

The Committee agreed that they liked the new signage and letterhead logo and were okay to move forward.

c. Review of Guidelines for Issuing Council Proclamations and Resolutions *(Video record time 12:56 - 20:50)*

Ms. Wilson presented the "Guidelines for Issuing Council Proclamations and Resolutions" to the Committee to review how proclamations and resolutions proceed through Council Workshops or

Committees and either maintain the process, or provide guidance on revising the document.

The Committee discussed how proclamations and resolutions are reviewed through the Council Committee process and agreed it could either go through a Council Workshop or Council Committee process. Ms. Wilson suggested changing the guidelines to add that proclamations and resolutions can go through either “Council Workshop, **or Committee**” meeting.

The Committee agreed to forward the amendment to the “Guidelines for Issuing Proclamations and Resolutions” to Council for consideration.

3. COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE

a. Disorderly Property Ordinance Revision *(Video record time 21:00 - 32:11)*

Town Planner Kyle Drexler stated the Disorderly Property Ordinance revision was last discussed in Committee in November 2021. He reviewed Article 2 regarding fees and Article 3 regarding disorderly behavior. He also reviewed the penalty section, noting the penalties are progressive disorderly property penalties.

Ms. Wilson suggested having staff clean up the final draft ordinance and call a public hearing at the March Council Meeting for April. The Committee agreed.

4. FINANCE AND OPERATIONS COMMITTEE

a. Replacement of the WPCF System Control and Data Acquisition (SCADA) System *(Video record time 32:15 - 46:48)*

WPCF Superintendent Chris Prue stated the WPCF SCADA system is a critical technology that continually collects and maintains data and allows for remote operations that are integral to daily departmental operations. Operations, staffing, and licensure all depend on having a working and accurate SCADA system. The Town’s current SCADA program is very outdated and relies on software operating systems that are no longer supported. Staff recommends the program be updated and installed on new hardware. Staff solicited quotes and recommends moving forward with the lowest quote of \$11,000 with funding coming from the WPCF Equipment Reserve.

The Committee agreed to move forward to Council the replacement of the WPCF SCADA System for \$11,000.

Ms. Wilson recognized the fabulous job that Mr. Prue is doing as the new Superintendent.

b. Review of Updated Penobscot County Hazard Mitigation Plan *(Video record time 46:49 - 53:50)*

Fire Chief Low stated that the Penobscot County Emergency Management Agency coordinates and maintains a county-wide hazard mitigation plan. Last year, the PCEMA worked with various emergency management professionals from across Penobscot County to update the 2016 plan. He noted that every community needs to adopt the revised plan to receive FEMA funds.

The Committee agreed to move adoption of the Updated Penobscot County Hazard Mitigation Plan to the Council’s Consent Agenda.

c. **Presentation of FY21 Municipal Audited Financial Statements** (*Video record time 53:52 - 1:27:02*)

Ms. Wilson provided a detailed PowerPoint overview of the FY21 audited financial statements. Overall, she stated it was a good audit and there were no problems.

Mr. Perry noted it was a clean audit (no significant issues found) and only two insignificant issues for improvements to procedure/process. **Ms. Wilson stated she would give a very brief overview at the Council Meeting. The Committee agreed.**

Ms. Wilson noted that the presentation will be posted on the Town's website.

5. Town Manager's Report (*Video record time 1:27:03 - 1:47:45*)

Ms. Wilson reported on the following items:

- Abatement requests from The Avenue (CD Park 7) and Brookfield Energy
- Bid opening for Westwood Drive, 2nd lowest bidder recommended. **The Committee agreed to recommend the 2nd lowest bidder to Council for consideration.**
- LD295 - An act that creates a surcharge for sludge material that goes into the landfill.
- **RFP for Zoom Room for the Council Chamber, low bid of \$88,000 to be paid with ARPA funds, on Council Agenda.**
- Election, March 8, 2022, 7 a.m.-8 p.m.
- April 11th and April 25th - Special Council Workshops

6. Adjourn

The meeting adjourned by unanimous consent at 6:48 p.m.

Minutes are summary only. A video-recorded version is available on the Town's website at www.orono.org.

Respectfully submitted,

Nancy W. Ward
Executive Assistant