

TOWN OF ORONO
FINANCE & OPERATIONS COMMITTEE VIRTUAL MEETING
THURSDAY, OCTOBER 8, 2020 AT 4:30 P.M.

WATCH ONLINE AT

<https://zoom.us/j/91329679667>

For Dial in Only call 1-312-626-6799 Webinar ID: 913 2967 9667

(LINK AVAILABLE AT ORONO.ORG)

*Comments can be submitted via email prior to
the meeting start time at info@orono.org.*

MINUTES

1. Roll Call

Present: Tom Perry (Finance Chair), Meghan Gardner, Laurie Osher, Town Manager Sophie Wilson and WPCF Superintendent Joe Madigan.

2. WPCF Process, Operations, Licensure & Capital Project Update

Town Manager Sophie Wilson and WPCF Superintendent Joe Madigan gave an overview of the wastewater infrastructure treatment system, major repairs, collection system maintenance, new staff person update and staff accomplishments. They talked about the lab process, the collection system and the problem with flushable wipes not breaking down in the system.

3. Denied Sewer Fee Abatement Requests

Ms. Wilson reviewed the policy for applicants to appeal the Superintendent's decision by filing a written letter of appeal to the Town Manager within fourteen (14) days of receipt of the Superintendent's decision.

Ms. Wilson noted that this summer, Superintendent Madigan denied two abatement applications based upon not meeting the deadline and having past due balances. The circumstances in both of these situations would otherwise likely have been abatable. Neither applicant made a timely request for an appeal; however, given the current public health emergency, staff is asking for Council's feedback as to whether it wants to deviate from the policy and, if so, what parameters for this deviation would be acceptable. Ms. Wilson reviewed the two abatement requests. The Committee did not feel the first appeal met any of the requirements; however, the second case met the deadlines but had a unique situation. The Committee agreed to support the second appeal, but not the first one.

4. Revaluation Update

Ms. Wilson provided a quick update on the revaluation process with Vision for both the residential and commercial markets. She noted the field review will be done by the end of April. By the end of May 2021, the valuation notices should be sent out to the residents with hearings to be held the first two weeks in June. The Town should be ready to go live by the end of June.

5. Town Drug Program Policy (CDL) (Minor Revision)

Ms. Wilson reviewed the Town's Drug Program Policy. She noted those employees who are using a commercial driver's license (CDL - also known as a Maine Class B) are required to meet certain performance standards and participate in a random drug and alcohol screening pool. Routine review of the Town's policies governing this program identified the need for minor revisions. A draft was provided to the Committee to review.

The Committee agreed to move the policy forward to the next Council Meeting.

6. Financial Reporting *(Staff will provide brief updates and answer questions)*

- **Report on Field Audit Process and Interim Outcomes**
- **Update on Bond Sale Process**
- **Update on Grant Funds**
- **Review of Financial Reports, Cash and Tax Collection**

Ms. Wilson reported on a successful field audit process, provided an update on the bond sale process (Moody's gave Orono a AA3 rating and Standard and Poor's rating was AA-), provided an update on the grant funds and reviewed the financial reports with the Committee. Ms. Wilson stated the 25 College Heights TAP 14-day notice has been sent and the negotiated sale process has started.

7. Brief Town Manager Update

Ms. Wilson stated the old CAT 5 cabling will be removed at the Town Office on Friday.

8. Schedule Next Meetings - October 22, 2020 (Special Meeting for Asset Management Discussion) and November 5, 2020 at 5PM

9. Adjourn

The meeting adjourned at 6:07pm. Minutes are summary only. An audio recording of the meeting is available on the Town's website at www.orono.org under Agendas and Minutes.

Respectfully submitted, Nancy W. Ward, Executive Assistant