



**TOWN COUNCIL COMMITTEES MEETING
MONDAY, NOVEMBER 28, 2022 AT 5:00 P.M.**

COUNCIL CHAMBER, 59 MAIN STREET, ORONO, MAINE

MINUTES

1. Roll Call

Present: Council Chair Tom Perry, Meghan Gardner, Cheryl Robertson, Geoffrey Wingard, Robert Laraway, Town Manager Sophie Wilson, and Sonja Birthisel (via Zoom).

Absent: Leo Kenney.

2. FINANCE AND OPERATIONS COMMITTEE

**a. Proposed Ordinance Amendment, Chapter 2, Article V Finance, Division 2
Purchasing (Video record time 0:00:30 - 0:56:20)**

Ms. Wilson stated the purchasing ordinance provides high level policy guidance that is used to provide information to the Internal Controls Manual, which is approved by the Town Council. Ms. Wilson explained that the proposed Purchasing Ordinance changes will bring the ordinance up to date with today's costs and will reflect current practices. Ms. Wilson reviewed the changes within each section. Ms. Wilson also reviewed the increased dollar amounts for different types of purchases, which is more in line with current costs. She also noted grammatical changes.

In Section 2-124 regarding Source Selection, Tom Perry suggested adding, "The Town has the right to accept or reject any and/or all bids". **The Committee agreed.**

Ms. Wilson noted that related changes will be made to the Internal Controls Manual and they will be adopted by Council at the same time. The next step is to set the date of the public hearing at the November Council Meeting, to be held at the December Meeting. **The Committee agreed to forward the Ordinance Amendment to Council.**

**b. Review of New Financial Policies: Credit Card; Coin Acceptance; and Returned
Checks (Video record time 0:56:23 - 1:27:51)**

Ms. Wilson reviewed the credit card policy. She noted the card limit is set at \$20,000 to reduce risk. Department heads will sign for the card use. She noted these policies are presented for informational purposes; generally, as these are administrative policies, unless Council wants to make them Council policies. She explained that use of a credit card is the least preferred method for purchases due to the risk, but there are protective procedures in place.

Ms. Wilson reviewed the coin acceptance policy. She noted the administrative burden of counting and processing large quantities of coins and the policy addresses that issue.

Ms. Wilson reviewed the return check and debit card procedures. She noted a telephone number and address must be on the check and there is a \$25 fee for returned checks. Ms. Wilson stated the 2.5% fee for credit card use is charged by the credit card company and transferred to the user.

The Committee appreciated reviewing the policies and agreed they should remain administrative policies.

c. Process for Articulating Council Priorities to Inform Staff for FY24 Budget Development *(Video record time 1:27:52 - 1:45:50)*

Ms. Wilson stated that each year, the Town Council articulates service level expectations and areas that it would like to see modified prior to the municipal budget process. She asked the Committee to provide guidance on a process to inform staff of the FY24 municipal budget expectations as it begins formal budget development in late January. The Committee discussed the desired process.

The Committee agreed to complete a Google form, followed by a Council Workshop in late January to review Council members input.

d. Memorandum of Understanding with Stillwater River Trail Little Free Library Related to the Trail of Lights *(Video record time 1:45:52 - 1:55:00)*

Ms. Wilson stated that staff is excited to work with the Stillwater River Trail Little Free Library (SRTLFL) to expand, promote, and support the Trail of Lights this December. This returning event has welcomed thousands of visitors to Orono over the last few years. By working together, the Town hopes to expand the trail with lights on Town property, help promote the event, and utilize Town resources to offer some additional support to reduce risk for those enjoying the trail. Staff is working with the SRTLFL to codify a joint project that clearly articulates the Town's support and legal constraints. This will be a time-limited, operationally focused memorandum of agreement (MOA). The Committee supported the MOA for this event due to its popularity.

The Committee agreed to forward the Memorandum of Agreement to Council for consideration of approval.

e. January - March Town Council Schedule (Draft) *(Video record time 1:55:01 - 1:57:46)*

Ms. Wilson presented a draft of the 2023 1st quarter Town Council Schedule (January - March, 2023). **The Committee agreed with the schedule which will include Candidates' Night.**

3. Town Manager's Report *(Video record time 1:57:47 - 2:03:35)*

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

- Opened a 6-month Certificate of Deposit at 2%
- The Fire Truck is on schedule to arrive before the end of the year. The old Fire Truck

will go to another community.

- Zoom room is being constructed in the Council Chamber.
- The Town Office elevator issues are being addressed.
- The Public Works heat pump issues are also being addressed.
- A salt-affected well on Kelley Road is being addressed through the insurance company.
- The Police Department is back to full staff with the recent hires.
- The Fire Department positions are being filled.

4. Public Comment - None

5. Adjourn

Motion to adjourn by Cheryl Robertson and seconded by Meghan Gardner. All unanimously agreed. The Council Meeting adjourned at 7:05 p.m.

Minutes are not verbatim. A video-recorded version is available on the Town's website at www.orono.org.

Respectfully submitted,

Nancy W. Ward,
Executive Assistant