

**TOWN OF ORONO  
FINANCE & OPERATIONS COMMITTEE VIRTUAL MEETING  
TUESDAY, JULY 21, 2020 AT 4:00 P.M.**

**WATCH ONLINE AT  
<https://zoom.us/j/94110885928>  
(LINK AVAILABLE AT [ORONO.ORG](http://ORONO.ORG))**

*Comments can be submitted via email prior to the meeting start time at [info@orono.org](mailto:info@orono.org) and during the meeting by using Zoom comment features.*

**MINUTES**

**1. Roll Call**

Present: Tom Perry (Finance Chair), Cindy Mehnert, Cheryl Robertson, Meghan Gardner, Laurie Osher, Town Manager Sophie Wilson and Assessor Mike Noble.

**2. Revaluation Project Update**

Regarding the revaluation project, Assessor Mike Noble stated he lost 3-4 months in field work due to Covid-19. He has reached out to Vision Government Solutions, Inc, for assistance in completing the revaluation by April 2021. He will forward the information to the Committee when he receives it. As soon as he completes the tax commitment, he will continue the revaluation inspections. Mr. Noble verified that if the valuation increases, the tax mill rate decreases (generally speaking); however, some properties will see an increase and others will see a decrease in taxes.

**3. Fire Department Staffing Update**

Fire Chief Geoff Low stated his department has been hit with two long-term work-related illnesses (one 6-months and one 3-months). He explained how he will cover about 83 shifts of overtime for the fiscal year (approximately \$54,000). Ms. Wilson reviewed the options: fill with overtime, find a floater, fill a position, or drop to a 4-person shift (affecting the service level).

The Committee provided the following feedback: Tom Perry stated dropping to a 4-person shift was not a good option. He would like to see comparative costs associated with filling with overtime, filling a position or hiring a floater. Ms. Gardner agreed with Mr. Perry. Ms. Osher would like to see a graph on calls to see the staffing needs. Ms. Wilson agreed to provide the data. Ms. Mehnert suggested hiring a per diem person.

**4. Code Enforcement Software Purchase**

Community Development Director Dave Milan explained the desire to purchase a code enforcement software program to support code related property data and allow staff to work

more efficiently. He described the iWorQ System where code information can be accessed by all staff in one location. He noted the initial cost is \$9,000 of the \$15,000. Ms. Wilson noted that \$1,500 can be paid for through the Downtown Transit-Oriented TIF and the remainder from the Code Enforcement budget.

**The Committee agreed to move the purchase of the iWorQ System to the next Council Agenda.**

**5. Foreclosed Property Update**

Ms. Wilson reviewed the foreclosed properties: 173 Kelley Road, 25 College Heights (vacant), 40 Pond Street, and land at 177 Kelley Road, Forest Avenue (Map 015-000-039), Essex Street (Map 006-004-059) and Forest Avenue (Map 015-000-051). The Committee agreed to move forward with the properties and try to work with the owner occupied property at 173 Kelley Road.

**6. Tax Collector's Report**

Ms. Wilson reviewed the tax collector's report for real estate and personal property.

**7. Treasurer's Report**

- a. Cash Position and Items of Interest**
- b. FY 20 Year End (Unaudited/Unadjusted) Financial Reports**
- c. Proposed FY21 Budget Adjustments**

Ms. Wilson reviewed the cash position, 4th quarter investments and revenue sharing. Ms. Wilson noted there are not a lot of adjustments to the FY20 Financial Reports. She noted the proposed FY21 budget will have \$9,700 in adjustments to be made through the budget and overlay.

**8. Brief Town Manager Update**

Ms. Wilson noted that RSU#26 will be talking with the Fire Chief about the fall school plan and she described the creative work of the Recreation Department for fall programs.

**9. Schedule Next Meeting - August 6, 2020**

**10. Adjourn**

The meeting adjourned at 5:27pm. Minutes are summary only. An audio recording of the meeting is available on the Town's website at [www.orono.org](http://www.orono.org) under Agendas and Minutes.

Respectfully submitted, Nancy W. Ward, Executive Assistant