

Minutes

WINTERPORT TOWN COUNCIL

DATE 12/12/2023

NEXT MEETING: January 2 2024 6:30 PM

TIME 6:30

MEETING CALLED TO ORDER BY K. KELLEY,
CHAIR

COUNCIL MEMBERS IN ATTENDANCE

Kevin Kelley, Chair, Maggie English, Vice-Chair, Tammy Higgins, Secretary, Councilor Stephen Cooper, Councilor Ann Ronco.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by K. Kelley, Chair

APPROVAL OF THE AGENDA

- **MOTION** to approve the Agenda: 1st T. Higgins, 2nd M. English. **VOTE:** Yes 5, No 0. **RESOLUTION:** Motion carries.

CONSENT AGENDA

- **MOTION** to accept the Consent Agenda: 1st T. Higgins, 2nd S. Cooper. **VOTE:** Yes 5, No 0. **RESOLUTION:** Motion carries.

PUBLIC COMMENT

Concern was expressed about the latest snowstorms, temperature swings allowing the ground to thaw causing plow damage to lawns and shoulders. The Town Manager will convey the concerns and issues to the plowing contractor Hopkins, Inc.

Concern was expressed about gate being locked at Fernald Field (the Airport). The Town Manager reported there was an issue with a couple of incidents, one involving the State Police. The Public Safety Officer has locked the gate for the winter season due to the incidents and for public safety. Fernald Field is not plowed during the winter season. If anyone requires access to Fernald Field they are required to notify the Public Safety Officer.

COMMITTEE REPORTS

Solid Waste Committee: Mary Ann Royal requested update concerning the draft policy submitted to the Council. Council will review at their next workshop. The next meeting for the Solid Water Committee is December 20, 2023.

Conservation Committee: No meeting this month.

Broadband Committee: No updates.

Medal of Honor Memorial and Veterans Committee: No updates.

UNFINISHED BUSINESS

Lease at Fernald Field: Council expressed grave concerns about the pending litigation. Discussion about the possibility of canceling the contract for a number of reasons including non-compliance. The Town requires as per agreement a current professional license, an insurance liability binder listing the Town as certificate holder, and a camping license as required by state law. The Town Manager will follow-up with the Winterport Dragway Association concerning the new terms and contract for the upcoming racing season and report back with the contract to the Council for approval.

NEW BUSINESS

1. Town Council Meeting Schedule: Discussed the council meeting schedule and the necessity to have more workshops to be more efficient updating policy's and reviewing ordinances.
 - **MOTION** to approve the Council meetings on the first Tuesday, and the fourth Tuesday as Workshops: 1st T. Higgins, 2nd S. Cooper. **VOTE**: 4 Yes, 1 No. **RESOLUTION**: Motion Carries.
2. Winter Roads: The plowing contract will end after this winter season.

Cost per mile proposed for plowing in the following fiscal years:

 - ❖ Fiscal year 24/25 is \$8,800/MI for a total of \$554,400.
 - ❖ Fiscal year 25/26 tentative offer to continue at a price of 9,500/MI \$598,500.

Town Manager reports the contractor is very responsive and will reach out to discuss the pricing structure for the next two years. Tabled to January 2nd, 2024, Council meeting.
3. Key Policy: The Town Manager has rekeyed the town facilities and has written a policy for distributing keys.
 - **MOTION** to approve the Key Policy effective this date: 1st M. English, 2nd T. Higgins, **VOTE**: Unanimous, **RESOLUTION**: Motion carries.
4. Personnel Policy: Council has reviewed and updated the Town of Winterport Employee Personnel Manual (PPM) as a result of three workshops meetings.
 - **MOTION** to rescind the current Personnel Policy: 1st S. Cooper, 2nd M. English. **VOTE**: Unanimous. **RESOLUTION**: Motion Carries.
 - **MOTION** to approve the draft dated; 12-12-2023, The Town of Winterport Employee Personnel Policy Manual (PPM). 1st S. Cooper, 2nd M. English. **VOTE**: Unanimous. **RESOLUTION**: Motion Carries.
5. Cannabis Cultivation on N. Main Street:

Discussion with Jose Saldana and Álvaro Saldana concerning the cultivation of medical cannabis for patients.

 - ❖ Company name: Phuture Cultivation, LLC (PHC).
 - ❖ Alvaro Saldana is a registered master grower in the State of Maine.
 - ❖ They are applying with the state for an unlimited license.
 - ❖ They are requesting approval from the Council.
 - ❖ The state requires a state inspection for the facility before they can begin operations.
 - ❖ The grow room cannot be more than 500 ft².
 - ❖ The grow room requires a charcoal filtration system.
 - ❖ There will be no onsite pickup.
 - ❖ Delivery will be to retail medical cannabis stores or to the patient (with documented trip tickets).
 - ❖ Security:
 - Video surveillance and recording.
 - Security lighting on the perimeter.
 - ❖ They currently have 4 other locations in the state.
 - ❖ Councilors expressed an interest in visiting a site. PHC will reach out to the Councilors.
 - ❖ Tabled until January 2, 2024.
6. Town Charter Committee: Discussed the forming of the Charter Commission and to ensure compliance with the Town Charter.
 - **MOTION**: to disestablish Charter Ad Hoc Committee: 1st M. English, 2nd T. Higgins. **VOTE**: Unanimous. **RESOLUTION**: Motion Carries.

MANAGER'S REPORT

Town Manager's Report is attached as Exhibit A.

- ❖ Road commissioner reports they are repairing ditches and culverts based on criticality.
- ❖ Completing culvert survey, currently there are at least 43 culverts that need to be replaced.
- ❖ Tax collection remains ongoing.
- ❖ Employees doing well, cross training in the office.
- ❖ Planning next voting process.
- ❖ Billy Hawkes, has recently been hire as the new Ambulance Director.
 - Staffing level: 4 Medics, 1 Advanced, 4 Basic, and 4 drivers.

COUNCILOR'S COMMENTS: *None.*

EXECUTIVE SESSION

M.R.S.A. 405.6.C.

- **MOTION:** Motion to enter Executive Session: Subject to MRSA 405.6.C. 1st M. English, 2nd S. Cooper.
VOTE: Unanimous. **RESOLUTION:** Motion Carries.
 - Council entered executive session at 8:20 PM
- **MOTION:** Exit Executive Session: 1st M. English, 2nd S. Cooper. **VOTE:** Unanimous. **RESOLUTION:** Motion carries.
 - Council Exited Executive Session at 9:45PM

ADJOURNMENT

- **MOTION** to adjourn: 1st M. English, 2nd S. Cooper. **VOTE:** Unanimous. **RESOLUTION:** Meeting adjourned
 - Meeting was adjourned at 9:46 PM

Respectfully submitted,

Tammy Higgins, Secretary

Note: All Winterport Town Council Meetings are recorded. See audio recording for further information.