

Agenda

Winterport Town Council

DATE	October 10, 2023
TIME	6:30 PM
LOCATION	44 Main Street, Winterport
NEXT MEETING	October 24, 2023

1. **COUNCIL MEMBERS IN ATTENDANCE**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF THE AGENDA**
4. **CONSENT AGENDA**
 1. *SIGNATURES OF WARRANTS*
 2. *APPROVAL OF MINUTES*
 3. *COMMUNICATIONS (NONE UNLESS NOTED)*
 4. *APPOINTMENTS & RESIGNATIONS*
 - *LILY CALDERWOOD – CONSERVATION*
 - *JEREMY PAXTON – CONSERVATION*
 5. *COMMITTEE MINUTES*
5. **PUBLIC COMMENTS**
6. **COMMITTEE REPORTS**
7. **UNFINISHED BUSINESS**
 - RSU 22 FUND BALANCE
 - ORDINANCE REVIEW
 - SOLID WASTE
 - WINTER PARKING
 - PERSONNEL POLICY

8. **NEW BUSINESS**
- FEE SCHEDULE (PLANNING BOARD)
9. **MANAGER'S REPORT**
10. **COUNCILOR'S COMMENTS**
11. **EXECUTIVE SESSION**
12. **ADJOURNMENT**

Type	Check	Amount	Date	Wrnt	Payee
R	37912	4,805.48	10/04/23	30	0490 CAMDEN NATIONAL BANK
R	37913	1,052.47	10/04/23	30	0042 CENTRAL MAINE POWER CO.
R	37914	150.00	10/04/23	30	0993 Gloria Aurelio
R	37915	575.00	10/04/23	30	0874 Jack's Electric
R	37916	1,024.50	10/04/23	30	0377 JAMES W. WADMAN, CPA
R	37917	67.63	10/04/23	30	1019 Kyocera
R	37918	170.00	10/04/23	30	0121 MAINE MUNICIPAL ASSOC
R	37919	60.00	10/04/23	30	0122 MAINE MUNICIPAL ASSOC
R	37920	8,228.50	10/04/23	30	0153 MAINE MUNICIPAL ASSOCIATION
R	37921	150.00	10/04/23	30	0932 Maine Pest Solutions
R	37922	65.00	10/04/23	30	0147 MAINE WELFARE DIRECTORS ASSOC
R	37923	12,171.29	10/04/23	30	0617 New England Salt Company, LLC
R	37924	406.49	10/04/23	30	1026 OFFICE PRIDE
R	37925	2,037.74	10/04/23	30	0146 PENOBSCOT ENERGY RECOVERY CO.
R	37926	4,592.68	10/04/23	30	0175 SECRETARY OF STATE
R	37927	7.97	10/04/23	30	0959 State of Maine
R	37928	30.00	10/04/23	30	1024 TB Equipment & Rental
R	37929	810.00	10/04/23	30	0856 Town of Bucksport
R	37930	1,682.70	10/04/23	30	0679 Town of Winterport
R	37931	3,983.38	10/04/23	30	0679 Town of Winterport
R	37932	967.25	10/04/23	30	0350 TREASURER STATE OF MAINE
R	37933	140.40	10/04/23	30	0669 Treasurer, State of Maine
R	37934	910.81	10/04/23	30	0285 TYLER'S GARAGE & AUTO PARTS
R	37935	215.02	10/04/23	30	1003 W.B. Mason
R	37936	92.00	10/04/23	30	0258 WELLMAN PAVING INC
Total		44,396.31			

Count	
Checks	25
Voids	0

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00490 CAMDEN NATIONAL BANK						
0137	37912	10	Ipads for council			
Ipads for council			E 20-20-10		157.78	0.00
Ipads for council			E 20-30-27		239.88	0.00
Ipads for council			E 20-30-27		4,406.83	0.00
Ipads for council			E 20-70-20		0.99	0.00
Vendor Total-					4,805.48	
00042 CENTRAL MAINE POWER CO.						
0137	37913	10	SVC 10/09-11/09/2023			
231-037-0355-001 ST LIGHT			E 97-70-68		1,052.47	0.00
Vendor Total-					1,052.47	
00993 Gloria Aurelio						
0137	37914	10	Planning board			
Planning board			E 30-10-17		150.00	0.00
Vendor Total-					150.00	
00874 Jack's Electric						
0137	37915	10	VGCC			
VGCC			E 70-30-29		575.00	0.00
Vendor Total-					575.00	
00377 JAMES W. WADMAN, CPA						
0137	37916	10	Audit			
AUDIT SERVICES			E 20-30-46		1,024.50	0.00
Vendor Total-					1,024.50	
01019 Kyocera						
0137	37917	10	BMV copier			
BMV copier			E 20-30-34		67.63	0.00
Vendor Total-					67.63	
00121 MAINE MUNICIPAL ASSOC						
0137	37918	10	Workshop/Casey/Maureen			
Workshop/Casey/Maureen			E 20-30-10		170.00	0.00
Vendor Total-					170.00	
00122 MAINE MUNICIPAL ASSOC						
0137	37919	10	Workshop			
Workshop			E 20-30-10		60.00	0.00
Vendor Total-					60.00	
00153 MAINE MUNICIPAL ASSOCIATION						
0137	37920	10	Prperty /Casualty			
GENERAL LIABILITY PKG			E 17-15-10		4,206.53	0.00
VEHICLE COVERAGE			E 17-15-20		1,432.81	0.00
PUBLIC OFFICIALS/BONDS			E 17-15-50		2,344.16	0.00
BOILER/MACHINERY			E 17-15-80		245.00	0.00
Vendor Total-					8,228.50	
00932 Maine Pest Solutions						

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0137	37921	10	Monly service			
Monly service			E 60-30-31		90.00	0.00
Monly service			E 25-30-31		60.00	0.00
Vendor Total-					150.00	
00147 MAINE WELFARE DIRECTORS ASSOC						
0137	37922	10	GA Workshop			
ANNUAL MEMBERSHIP DUES			E 20-30-49		65.00	0.00
Vendor Total-					65.00	
00617 New England Salt Company, LLC						
0137	37923	10	Salt delivered			
Salt delivered			E 45-20-55		12,171.29	0.00
Vendor Total-					12,171.29	
01026 OFFICE PRIDE						
0137	37924	10	Cleaning			
Cleaning			E 25-30-31		406.49	0.00
Vendor Total-					406.49	
00146 PENOBSCOT ENERGY RECOVERY CO.						
0137	37925	10	Hauled Waste			
SOLID WASTE			E 60-90-10		2,037.74	0.00
Vendor Total-					2,037.74	
00175 SECRETARY OF STATE						
0137	37926	10	BMV Wk 09/25-29/2023			
STATE FEES			G 1-205-00		2,300.50	0.00
TITLE FEES			G 1-204-00		231.00	0.00
SALES TAX			G 1-204-01		2,061.18	0.00
Vendor Total-					4,592.68	
00959 State of Maine						
0137	37927	10	Levy			
Levy			G 1-226-04		7.97	0.00
Vendor Total-					7.97	
01024 TB Equipment & Rental						
0137	37928	10	Grease			
Grease			E 50-30-30		30.00	0.00
Vendor Total-					30.00	
00856 Town of Bucksport						
0137	37929	10	Animal Shelter			
Animal Shelter			E 96-70-80		810.00	0.00
Vendor Total-					810.00	
00679 Town of Winterport						
0137	37930	10	Pay w09/25-10/02/2023			
Medicare			G 1-211-00		211.26	0.00
FICA			G 1-212-00		903.28	0.00
Federal			G 1-213-00		568.16	0.00
					*** SEPARATE ***	

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	1,682.70	
0137	37931	10	Quarterly Tax			
Quarterly Tax			G 1-214-00		3,983.38	0.00
				Invoice Total-	3,983.38	
				Vendor Total-	5,666.08	
00350 TREASURER STATE OF MAINE						
0137	37932	10	IF&W September 2023			
HUNT/FISH LICENSES			G 1-206-00		251.00	0.00
ATV/BOAT/SNOWMOBILES			G 1-209-00		661.25	0.00
SALES TAX			G 1-210-00		55.00	0.00
				Vendor Total-	967.25	
00669 Treasurer, State of Maine						
0137	37933	10	Qrtly July-Sept 2023			
Qrtly July-Sept 2023			G 1-203-00		140.40	0.00
				Vendor Total-	140.40	
00285 TYLER'S GARAGE & AUTO PARTS						
0137	37934	10	Public Works			
Public Works			E 50-20-52		93.35	0.00
Public Works			E 50-20-10		69.95	0.00
Public Works			E 50-20-90		684.70	0.00
Public Works			E 50-20-77		21.84	0.00
Public Works			E 50-30-28		40.97	0.00
				Vendor Total-	910.81	
01003 W.B. Mason						
0137	37935	10	Supplies			
Supplies			E 20-20-10		80.47	0.00
Supplies			E 20-20-10		47.56	0.00
Supplies			E 20-20-10		86.99	0.00
				Vendor Total-	215.02	
00258 WELLMAN PAVING INC						
0137	37936	10	Gravel			
Gravel			E 50-20-52		66.50	0.00
Gravel			E 50-20-52		25.50	0.00
				Vendor Total-	92.00	

A / P Warrant

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
Prepaid Total-					0.00
Current Total-					44,396.31
EFT Total-					0.00
Warrant Total-					44,396.31

STEPHEN COOPER

Kevin Kelley

Tammy Higgins

MARGARET ENGLISH-FLANAGAN

ANN RONCO

TOWN MANAGERS APPROVAL:

Weaver's Earthwork

15 Beaver Rd
Winterport ME
04496

Estimate

Date	Estimate #
10/10/2023	68

Name / Address
Casey Ashey Town of Winterport 44 main st winterport ME 04496

Project

Description	Qty	Rate	Total
Goshen RD wash out around culvert from storm on 10/08/2023 Cut hot top back and rebuild washed out road section in compacted layer with 4in gravel Tailing will be added around the culvert		4,600.00	4,600.00
Total			\$4,600.00



89 Goshen Road
 Winterport, ME 04496

ESTIMATE

Town of Winterport
 PO Box 559
 Winterport Me 04496

Date	Estimate #	Project
10/10/2023	22019	Goshen Rd.

Item Description	Qty	Unit	Unit Price	Total
Project: Goshen Road-Grade and Pave 15' x 50'				
Fine Grading 750 SF			400.00	400.00
Grinding Butt Joints	52	LF	3.00	156.00
Total Area to Pave 750 SF				
Pave @ 2" with 19mm HMA	10	TN	215.00	2,150.00
Pave @ 1" with 9.5mm HMA	5	TN	215.00	1,075.00

Terms and Conditions

<i>Total</i>	\$3,781.00
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- 1.) All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications will become an extra charge over and above original estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.
- 2.) A service charge of 1.5% which is an annual percentage rate of 18% will be applied to any balance over 30 days from completion. After 60 days unpaid balances will be sent to collections. In the event the balance is sent to collections, the Customer will be responsible for paying all associated fees. After 90 days, if collection still has not been made liens may be placed on property.
- 3.) This proposal may be withdrawn by us if not accepted within 30 days. Wellman Paving Inc. reserves the right to adjust contracts to reflect the rising cost of asphalt. In the event this contract needs to be adjusted the Customer will be notified prior to any work being performed.
- 4.) No retainage is to be held on contract. Payment due if full upon receipt of invoice.

5.) Your signature constitutes a binding contract. Please sign and return one copy and keep one for your records.

Deanna Smith

email: deanna@wellmanpaving.net

Accepted By: _____

MC/ VISA / CASH / CHECKS

ph. 223-8820

Date: _____



89 Goshen Road
Winterport, ME 04496

ESTIMATE

Town of Winterport
PO Box 559
Winterport Me 04496

Date	Estimate #	Project
10/10/2023	22020	Goshen Rd.

Item Description	Qty	Unit	Unit Price	Total
Project: Goshen Road Culvert Replacing gravel, and cutting pavement			4,920.00	4,920.00

Terms and Conditions

Total	\$4,920.00
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- 1.) All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications will become an extra charge over and above original estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.
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Deanna Smith

email: deanna@wellmanpaving.net

Accepted By: _____

MC/ VISA / CASH / CHECKS

ph. 223-8820

Date: _____

**TOWN OF WINTERPORT
TOWN COUNCIL MEETING
September 12, 2023**

CALL TO ORDER: Meeting called to order at 6:30 by Council Chair, Kevin Kelley.

ATTENDANCE: Councilors in attendance: Stephen Cooper, Maggie English, Ann Ronco, Kevin Kelley and Tammy Higgins, Town Manager, Casey Ashe

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

Motion made to accept Agenda by Ann Ronco, 2nd Maggie English. Favor: Unanimous. Motion carries

APPROVAL OF CONSENT AGENDA:

Motion made to accept Consent Agenda by, Maggie English, 2nd Ann Ronco. Favor: Unanimous. Motion carries.

PUBLIC COMMENTS:

There was concern about Winterport Dragway being shut down. Town Manager, Casey Ashe stated that this is just a rumor, and the Town has no plans with the Dragway. There was also concern and discussion about shopping locally instead of going to Bangor or Hampden.

There was a discussion about having a Holiday Parade. Phil Higgins asked the Councils support. There was discussion about the possibility of having the event in November or December 2023.

Discussion and concern about the Church sharing space with the Food Cupboard. The Town Manager will speak with the Church group.

Discussion about the reopening of the Second Time Around Shop at the Winterport Transfer Station. Town Manager is arranging for volunteers' insurance and when this is ready, he would like to see a grand reopening.

Committee Reports:

Land Use Ordinance – None

Broadband Committee – (See New Business for this update)

Solid Waste Committee & Recycling Committee - None

Conservation Committee – None

Medal of Honor Recipient Committee – Matt Williams gave an update about committee progress. The first meeting went well. Discussion about how to recognize Winterport's two Medal of Honor recipients. There is developing interest in this this project.

Unfinished Business:

Mason's representative discussed allowing them to use a small piece of municipal parking lot to place a bottles and cans container. Discussion about pros and cons of doing so. Ann Ronco stated that the lines in the municipal parking lot should be repainted.

Motion by Maggie English to allow Mason's to place a bottle container in the Municipal parking lot next to the tree on left side. 2nd Stephen Cooper. Favor: 3, Opposed: 0, Abstain: 2. Motion carries.

New Business:

Town Manager updated Council about new laws regarding sale of tax acquired property. The law has changed significantly, and we have to be aware of that.

Broadband Committee- Provided update on how things are progressing. Good support. They have a shortfall of funds since money was spent upfront. They do have Get Ready Grant money; however, it cannot be used for this shortfall of \$5,833.21. Committee would like to provide money from the Get Ready Grant for the Town to purchase equipment for zoom meetings if the Town could cover the shortfall. More discussion followed.

Motion for the Town to write a letter of support to submit with the Grant package by Ann Ronco, 2nd Maggie English. Favor: Unanimous. Motion carries.

Motion to sign the Memorandum of Understanding to submit with the Grant package by Tammy Higgins, 2nd Stephen Cooper. Favor: Unanimous. Motion carries.

Motion to allocate \$5,833.21 to cover shortfall by Tammy Higgins, 2nd Ann Ronco. Favor: Unanimous, motion carries.

Managers' Report:

Town Manager discussed offering two new health plans to employees. The old plan is costly and is no longer offered by MMA. The new plans will bring cost savings to the Town in the current year. Many questions by Council members and answered by Town Manager and Chairman, Kevin Kelley.

Motion to pull \$6,178 from General Fund to cover cost of new plans by Maggie English, 2nd Ann Ronco. Favor: Unanimous. Motion carries.

Motion to begin offering two plans POS 200 and PPO 500 to new employees by Maggie English, 2nd Ann Ronco. Favor: Unanimous. Motion carries.

Motion to pay coverage 80/20% by Ann Ronco, 2nd Tammy Higgins. Favor: Unanimous. Motion carries.

Town Manager Ashley wants to have the Budget Committee start meeting ASAP. He informed the committee of his intention as he feels they will be able to receive better information by meeting more to discuss budget items thoroughly.

There was a resignation from the Budget Committee. Concern about the vacancy. Discussion about appointment. The Town Manager stated the position can only be filled by vote at the annual meeting, per Town Charter. Discussion about amending the Town Charter to correct this issue.

Ann Ronco motioned to allow Town Manager to call the Budget Committee together sooner, 2nd Stephen Cooper. Favor: Unanimous. Motion carries.

Council Comments:

Tammy Higgins raised concern about speed on Meadow Road. Discussion followed. Tammy will call Waldo County Sheriffs office to file a complaint about this issue.

Stephen Cooper stated that it has always been common practice to shop locally.

He also spoke about the Meadow Road and the need for it to be totally posted. Town Manager recommended a seven-day notice for a Public Hearing about this issue.

More public comments, discussion about the broadband coming to the Town.

Executive Session: – M.R.S.A 405(6)(A)

Motion to move into Executive Session M.R.S.A 405(6)(A), 2nd Maggie English. Favor: Unanimous. Motion carries.

Adjourned:

Meeting adjourned 8:24 p.m.

Respectfully submitted,

Tammy Higgins

WARRANT: 29

Check	D / D	Check	Employee	Gross Pay
37901	0.00	838.45	222 Jeffery R Anderson	1,004.00
37902	1,127.64	0.00	192 Casey J Ashe	1,724.58
37903	0.00	92.43	194 Alan Barton	125.00
37904	0.00	218.50	212 Alan Barton	247.50
37905	0.00	806.80	135 Maureen Black	1,160.00
37906	0.00	621.79	206 Marie R Chausse	738.40
37907	0.00	595.94	178 Randy Kenneson	762.00
37908	0.00	460.47	197 Jacqueline Robbins	500.00
37909	0.00	483.59	207 Jay Temple	610.50
37910	0.00	334.66	209 Wendy Wallace	412.50
37911	0.00	1,127.64	D / D 39 CAMDEN NATIONAL BANK	
Total	1,127.64	5,580.27		7,284.48

Put into A/P **2,379.96**
 Taken out of A/P **(0.00)**

Total Payroll 7,960.23

Count
 Checks 11

STEPHEN COOPER

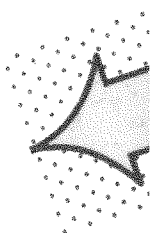

 Kevin Kelley

Tammy Higgins

MARGARET ENGLISH-FLANAGAN


ANN RONCO

TOWN MANAGERS APPROVAL:





MEMORANDUM

TOWN OF WINTERPORT

State of Maine

44 Main Street

207-223-5055

To: Town Council

From: Casey Ashley, Town Manager

Date: October 10, 2023

RE: Manager's Report

To inform the Town Council and the public about the recent happenings within the town, I have the following report as a bulleted list:

- Brackish River Bistro, owned by Bethany Gregory, has advised that she would like to apply for a full liquor license. I would like to accept this proposal and move forward with the fee schedule.
- The rain from the weekend of 10-7-2023 did significant damage to the infrastructure. We are working on assessing, fixing, and recording damage.
- There has been a couple candidates for the conservation commission. I have added those to suggested appointments.
- Budget committee met and is organizing a schedule moving forward.
- New tablets have been set up and distributed.
- Electrical issues at the VGCC have been fixed.

Respectfully Submitted,

Casey J. Ashley

Town Manager