

**Winterport Town Council
December 14, 2021 Meeting
MINUTES**

Call to Order- Chairperson Cooper called the meeting to order at 7:00 P.M.

Roll Call- Councilors Cooper, Ronco, English-Flanagan, and Kelley present.

Consent Agenda (items marked with an asterisk *) Councilor Ronco motioned to approve the consent agenda as presented. Councilor Kelley seconded the motion. Motion passed unanimously.

Adopt Agenda Councilor Ronco motioned to adopt the agenda as presented. Councilor Higgins seconded the motion. Motion passed unanimously.

Financial Reports:

December 14, 2021	December 28, 2021
Expenditures/revenue & budget bal. Monthly (Regular Format) Quarterly	Gen Fund Cash Position, Reserves, Trusts, and Investments YTD
Current Year Property Tax	Gen. Fund. Gen. Ledger Summary (Detail- New)
Liens & Foreclosures Status	

Payroll and Invoice Warrants

A. Payroll through Sunday, December 12, 2021. Councilor English-Flanagan motioned to approve payroll through Sunday, December 12, 2021. Councilor Higgins seconded the motion. Motion passed unanimously.

B. Invoices through Monday, December 13, 2021. Councilor Kelley motioned to pay invoices through Monday, December 13, 2021. Councilor Ronco seconded the motion.

Guest Speakers & Committee Reports- None

Input from Citizens on Unscheduled Items- No input.

Town Manager Presentation- No presentation scheduled.

Schedule of Meetings

A. December 28th, 2021 (Cancelled) & January 11th, 2022*

Accept Minutes

A. Town Council Meeting Minutes of November 16th & November 30th, 2021- Councilor Ronco motioned to approve the Town Council Meeting Minutes of November 16th & November 30th, 2021 as presented. Councilor Higgins seconded the motion. Motion passed unanimously.

Scheduled Items:

A.) Old Business

1. Items Ready for Consideration- No Items Pending Prior to Meeting

2. Items Pending Further Action-

1. **Rob Clark Cul-De-Sac Easement Request-** The Town's Attorney, Charlie Gilbert, was present at the meeting per the request of the Town Council. The owner of the land that the Rob Clark cul-de-sac sits on was present along with members of the neighborhood road association and other interested parties were in attendance to listen to the Town's Attorney and to ask the Town Council questions. Mr. Gilbert summarized his understanding of the matter and expressed his recommendations to the Town Council from a legal standpoint in regards to ownership, the approval process, acceptance of a

road, and obligations associated with the route that the Town Council decides to pursue. Mr. Gilbert repeatedly emphasized that he was just providing guidance to the Town Council from a legal perspective rather than a political standpoint, which the Town Council is responsible for addressing. Audience members asked several questions of the Town Council and Town's attorney. There was much discussion regarding history of the road and the cul-de-sacs, use of the cul-de-sac, maintenance on the cul-de-sac, responsibility for using & maintaining the cul-de-sac, the town's need to use the cul-de-sac, current condition of the cul-de-sac, process to accept the cul-de-sac, and the feasibility of the town just putting gravel down and grading it to restore proper drainage. The discussion on this item was approximately 2 and half hours therefore please refer to the tape of the meeting for the full discussion. A resident in the audience asked the Town's Attorney during the discussion if they could obtain a copy of the written correspondence that the Town's Attorney provided the Town Council on this issue prior to this meeting and that was being referenced during the discussion. Mr. Gilbert indicated that he has no objection to it but his client is the Town Council therefore the Town Council would have to authorize making that document available to the public. Councilor Kelley motioned that the letter from Charlie Gilbert to the Town Council dated December 10th, 2021 be made available to the public. Councilor Higgins seconded the motion. Motion passed unanimously. Councilor Kelley then passed his copy of the letter to the resident that had requested to see it. After further discussion, it was decided that the Town visit the cul-de-sac site again and that the Town Manager would follow up with the Fire Chief, the Snowplow Contractor, and the Bus Company to try to determine the amount of space these vehicles would generally need to turn around safely. See tape for full discussion on this agenda item.

2. Account #645 Property Disposition Process- Councilor Ronco motioned to table this item until the next Town Council meeting. Councilor English-Flanagan seconded the motion. Motion passed unanimously.

3. Personnel Policy- Section 9 Holidays Proposed Amendment- Councilor Ronco motioned to adopt/approve the changes to Section 9 Holidays of the Town of Winterport's Personnel Policy. Councilor Kelley seconded the motion. Motion passed unanimously. Effective date of change was noted January 1, 2022.

B.) New Business

- 1. Town Council Resolution** – the recipient of the resolution was unable to attend the meeting therefore the Town Council decided that Chairperson Cooper would present the resolution to the recipient at a later date.
- 2. Municipal Quitclaim Deed Account #2336-** Councilor Ronco motioned to approve the quitclaim deed as presented. Councilor Kelley seconded the motion. Motion passed unanimously.
- 3. Purchase & Sale Agreement Defaults Account #430 & #432-** Councilor Kelley motioned to table the item. Councilor Ronco seconded the motion. Motion passed unanimously.
- 4. Ordinance Restricting Vehicle Weight on Posted Ways-** Councilor Ronco motioned to table the item. Councilor Kelley seconded the motion. Motion passed unanimously.

Legal: None

Appointments/Resignations:

- A. Resignations-** No Resignations

B. Appointments- Budget Committee Paula Cole 2 Year Term Ends June 30, 2023- Councilor Ronco motioned to appoint Paula Cole to the Budget Committee for a two-year term. Councilor Kelley seconded the motion. Motion passed unanimously.

Correspondence/Significant Items

Outgoing- No outgoing

Incoming- No Incoming

Minutes/Agendas:

1. Waldo County Commissioners Court Session Agenda December 16, 2021

Communications:

- A. Town Manager's Report
- B. Response to Council Questions-
- C. **Council Comments-** Councilor Kelley asked if the Town could get going on the website RFP in order to hopefully have something in place within six months or the end of the current fiscal year. Manager Crooker indicated he would put a list of items together for the Town Council to discuss at the next meeting. Councilor Ronco asked of the Town Council could start offering the Zoom option for meetings again for the months of January, February, and March for anyone that will be unable to attend the meeting in person. The Town Manager was instructed to start with the next meeting that is scheduled for January 11, 2022.

Signatures:

Executive Sessions:

Adjourn: Councilor Ronco motioned to adjourn. Councilor Kelley seconded the motion. Motion passed unanimously. Meeting adjourned 9:32 P.M.

NOTE:

Meetings:

Dates & Time of other meetings between December 15th, 2021 – December 27th, 2021

Wednesday, December 15th, 2021 Cemetery Board

Thursday, December 16th, 2021 Planning Board- Cancelled due to no business.

Monday, December 20th, Broadband Committee 6:30 PM Town Office

Training & Days Off:

Minutes prepared and respectfully submitted by Michael Crooker.

Stephen Cooper

Maggie English-Flanagan

Tammy Higgins

Kevin Kelley

Ann Ronco

