

**TOWN COUNCIL  
MINUTES  
Tuesday June 28, 2022**

**Call to Order-** Chairperson Tammy Higgins called meeting to order at 7:00 p.m.

**Roll Call Attendance-** Councilor Higgins, Councilor English-Flannagan, Councilor Cooper, Councilor Kelley all present. Councilor Ronco absent-excused.

**Consent Agenda** (items marked with an asterisk \*) – Councilor Kelley made a motion to accept the Consent Agenda. Councilor English-Flannagan seconded the motion. Motion passed unanimously

**Adopt Agenda-** Councilor Kelley made a motion to adopt the agenda. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

**Financial Reports:**

<b>June 28, 2022</b>	<b>July 12, 2022</b>
<b>Expenditures/revenue &amp; budget bal. Monthly (Regular Format) Quarterly</b>	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, June 26, 2022- Councilor English-Flannagan moved, and Councilor Kelley seconded to pay Payroll through Sunday June 26, 2022. **MOTION UNANIMOUS.**
- B. Invoices through Monday, June 27, 2022- Councilor Kelley moved and Councilor English- Flanagan seconded to pay Invoices through Monday, June 27, 2022. **MOTION UNANIMOUS**

**Guest Speakers & Committee Reports** – None

**Input from Citizens on Unscheduled Items-** Jim Conley (Wellman Paving). Mr. Conley provided the Council with an update that phase one of the paving contract is done as of June 28, 2022. Mr. Conley also asked the Council to consider waving the Bond for phase two. If Council chooses to do so Mr. Conley will credit the cost of the bond back to the Town of Winterport on the final bill. Mr. Conley will need an answer from Council by mid-August. Second phase of paving Contract will start September 6, 2022 and will be finished in approximately 4 days.

**Town Manager Presentation-** None

**Schedule of Meetings**

- A. July 12<sup>th</sup> & July 26<sup>th</sup>, 2022\*

**Accept Minutes**

- A. Town Council minutes for May 17<sup>th</sup> & May 31<sup>st</sup>, 2022-Councilor Kelley made a motion to accept the minutes for May 17<sup>th</sup>, 2022. Councilor Cooper seconded the motion. Motion passed unanimously. Councilor Kelley made a motion to accept the minutes from May 31<sup>st</sup>, 2022. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

## **Scheduled Items:**

### **Old Business**

1. Ready for Consideration-
  - a.) Vacation Payouts & Personnel Policy- Manager Crooker made the changes that were discussed in the last Council meeting and provided that information to the Council. These changes become effected as of July 1, 2022. Councilor Cooper made a motion to accept the policy as presented with the addition of the word earned and to allow the pay out of up to 40 hours from the 2021-2022 fiscal year. Councilor English-Flannagan second the motion. Motion passed unanimously.
  - b.) Transfer Station Capital Improvements Projects-Manager Crooker provided Council with quotes from past Contractors for fencing, guardrails, and overhead doors. Council was in agreement to allow Manager Crooker to call for pricing and move forward if pricing was reasonable. Councilor English-Flannagan made a motion for Manager Crooker to move forward with pricing. Councilor Kelley seconded the motion. Motion passed unanimously.
  
2. Pending further action- Agreement Account #430- Councilor English-Flannagan made a motion for Manager Crooker to move forward with the Last Chance Agreement for Account #430. Councilor Kelley seconded the motion. Motion passed unanimously.

### **B. New Business**

1. Fiscal Year June 30<sup>th</sup>,2022 Audit Engagement- Councilor Kelley made a motion to sign the 2021/2022 Audit Engagement Letter. Councilor English-Flannagan seconded the motion. Motion passed unanimously. Councilor Kelley requested that the auditors come to a Town Council meeting to present their findings once the audit is complete.
2. Designation of Municipal Official related to Applications for Catered Functions by Qualified Catering Organization-Councilor Kelley made a motion for Town Manager and/or Town Clerk in the Town Manager's absence to review and sign Catering Applications. Councilor English-Flannagan seconded the motion. Motion passed unanimously.
3. VGCC Policy Governing the use of the VGCC and VGCC Use Agreement-Manager Crooker provided the Council with the current Policy Agreement and application form.
4. Purchase and Sales Agreement Account #750-Council gave Manager Crooker permission to move forward with this item.
5. CMP LED Conversion Program & CMP Agreement for Street Lighting-Council was in agreement to table this discussion for now.
6. Postage Meter Lease-Councilor Kelley made a motion to renew the Postal Meter Lease. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

**Legal:** None

### **Appointments:**

1. Councilor English-Flannagan made a motion to appoint James A. Woods to the Internet Accessibility/A.K.A Broadband Committee. Councilor Kelley seconded the motion. Motion passed unanimously.
2. Councilor English-Flannagan made a motion to appoint William Rogers to the Fire Truck Committee. Councilor Kelley seconded the motion, Motion passed unanimously.
3. Councilor English-Flannagan made a motion to appoint William Shibles to the Fire Truck Committee. Councilor Kelley second the motion. Motion passed unanimously.
4. Councilor English-Flannagan made a motion to appoint James R. Gilbert to the Planning Board. Councilor Kelley seconded the motion. Motion passed unanimously.

5. Councilor English-Flannagan made a motion to appoint Donna Gilbert to the Winterport Water District Trustees. Councilor Kelley seconded the motion. Motion passed unanimously.
6. Councilor English-Flannagan made a motion to appoint Darrell Ginn to the Land Use Review Committee. Councilor Kelley seconded the motion. Motion passed unanimously.
7. Councilor English-Flannagan made a motion to appoint Carol Worster to the Planning Board & Land Use Review Committee. Councilor Kelley seconded the motion. Motion passed unanimously.

### **Correspondence/Significant Items**

#### Outgoing

1. No outgoing

#### Incoming

1. No incoming

### **Minutes/Agendas:**

1. Waldo County Commissioners Court Session Agenda July 7,2022
2. Waldo County Commissioners Court Sessions Minutes May 19, 2022
3. Waldo County Commissioner Court Sessions Minutes June 2, 2022

### **Communications:**

- A. Town Manager's Report – Manager Crooker informed the Council about the low attendance at the Exile's Yearly Event. President Matt Gould presented the Town with a donation of \$100. \$50 to Fire Department and \$50 to Fernald Field. It was noted that they were also donating \$50 to the Ambulance, and \$50 to the Neighborhood Food Cupboard. Councilor English-Flannagan made a motion to accept the donation of \$50 to the Fire Department and \$50 to Fernald Field. Councilor Kelley seconded the motion. Motion passed unanimously.

IRS- midstream change in mileage reimbursement -Councilor Kelley made a motion to accept the new rate for mileage reimbursement. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

Manager Crooker updated the Town Council on the status of the 2<sup>nd</sup> year Snowplowing Contract bond. Manager Crooker noted that he has not yet received a copy of the bond for the upcoming season, still waiting on an email from Hopkins.

- B. Response to Council Questions – N/A

- C. Council Comments- Councilor English-Flannagan mentioned that if the town needs a new location for voting that she spoke with the Board of Winterport Meeting House and they are willing to offer that space if it is suitable for voting? Any place that voting takes place needs to be approved by the State of Maine. Manager Crooker and the Town Clerk are also looking for alternative places to vote before the next election. Some other comments were to have the School Board attend a Winterport Town Council Meeting for the Council to voice that the Wagner School was built with the intention of the towns' people being able to vote there. Maybe schedule in voting to the school calendar and the children are not in school on voting days.

### **Signatures:**

Executive Sessions:

1. Abatement Request Pursuant to Title 36 Maine Revised Statute Annotated Section 841(2).

Councilor Cooper made a motion to go into executive session to discuss an Abatement Request Pursuant to Title 36 Maine Revised Statute Annotated Section 841(2). Councilor English-Flannagan seconded the motion. Motion passed unanimously.

Council came out of executive session 8:32 p.m. Councilor Cooper motioned to table the abatement application. Councilor Kelley seconded motion. Motion passed unanimously.

2. Title 1. Chapter 13 Maine Revised Statute Section 405(6A)-Town Manager's Performance Evaluation

Councilor Cooper motioned to go into executive session pursuant to Title 1. Chapter 13 Maine Revised Statute Section 405(6A)-Town Manager's Performance Evaluation. Councilor Kelley seconded the motion. Motion passed unanimously. Council entered executive session 8:33 P.M.

Council came out of executive session 8:39 p.m.

Adjourn: Councilor Cooper motioned to adjourn. Councilor English-Flannagan seconded the motion. Meeting adjourned 8:39 p.m.

**NOTE:**

Dates & Time of other meetings between June 29<sup>th</sup>, 2022-July 11<sup>th</sup>, 2022

Broadband Committee Monday, July 11<sup>th</sup>, 2022,6:30 P.M. Town Office

**Meetings:**

**Training & Days Off:**

Minutes prepared and respectfully submitted by Wendy Wallace

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Stephen Cooper

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Margret English-Flannagan

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Maggie English-Flanagan

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Ann Ronco

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Kevin Kelley