

Councilors  
Kevin Kelley, Chair  
Maggie English, Vice Chair  
Tammy Higgins, Secretary  
Stephen Cooper  
Anne Ronco



Phone (207) 223 - 5055  
Fax: (207) 223 - 0556  
cashey@winterportmaine.gov

**COUNCIL MEETING  
AGENDA  
DATE: TUESDAY, FEBRUARY 6, 2024  
LOCATION: TOWN OFFICE, COUNCIL CHAMBERS  
ZOOM: N/A**

(Agenda is subject to change or amendment)

TIME	ITEM	COMMENTS
6:30 p.m.	Roll Call	Chair
6:31 p.m.	Pledge of Allegiance	Chair
6:32 p.m.	Approval of the Agenda	Motion to approve Agenda
6:33 p.m.	Consent Agenda	Motion to accept Consent Agenda
	<ul style="list-style-type: none"> <li>▪ Signature of Warrants</li> <li>▪ Approval of Council minutes: 01/02/24</li> <li>▪ Communications</li> <li>▪ Appointments <ul style="list-style-type: none"> <li>a. Kerry Berry-Lee, RN: Solid Waste / Recycling</li> </ul> </li> <li>▪ Resignations</li> </ul>	
6:35 p.m.	Financial Audit FY 22-23, James W. Wadman, CPA firm	Kelli Bowden, C.P.A.  Motion to accept
6:40 p.m.	Committee Reports <ul style="list-style-type: none"> <li>▪ Broadband: E. Tremblay</li> <li>▪ Conservation Commission:</li> <li>▪ Land Use Ordinance: J. Gilman</li> <li>▪ MOH Memorial &amp; Veterans: M. Williams</li> <li>▪ Planning Board: J. Gilman</li> <li>▪ Recreation:</li> <li>▪ Solid Waste / Recycling: A. Cohen</li> </ul>	Committee Chairs
6:45 p.m.	Unfinished Business Tabled items <ul style="list-style-type: none"> <li>▪ Winterport Dragway Association, 04/02/24.</li> <li>▪ Phuture Cultivation, LLC, 02/05/24.</li> </ul>	Motions if required
6:50 p.m.	New Business <ul style="list-style-type: none"> <li>▪ Charter Commission: Motion to “Shall a Charter Commission be established for the purpose of revising the municipal charter”</li> <li>▪ Council Elections</li> </ul>	Motions if required
6:52 p.m.	Manager’s Report <ul style="list-style-type: none"> <li>▪ Grant Civic center: insulation, signage</li> </ul>	Casey Ashey  Motion to accept report
7:02 p.m.	Councilor’s Comments <ul style="list-style-type: none"> <li>▪ Ambulance</li> </ul>	Motions if required
7:12 p.m.	Public Comment	Chair
7:22 p.m.	Executive Session: 1 M.R.S.A. § 6(A)	Motion required
7:35 p.m.	Adjournment	Motion required

**TOWN OF WINTERPORT**  
**AUDITED FINANCIAL STATEMENTS PRESENTATION**  
**February 6, 2024**

Page

1-3

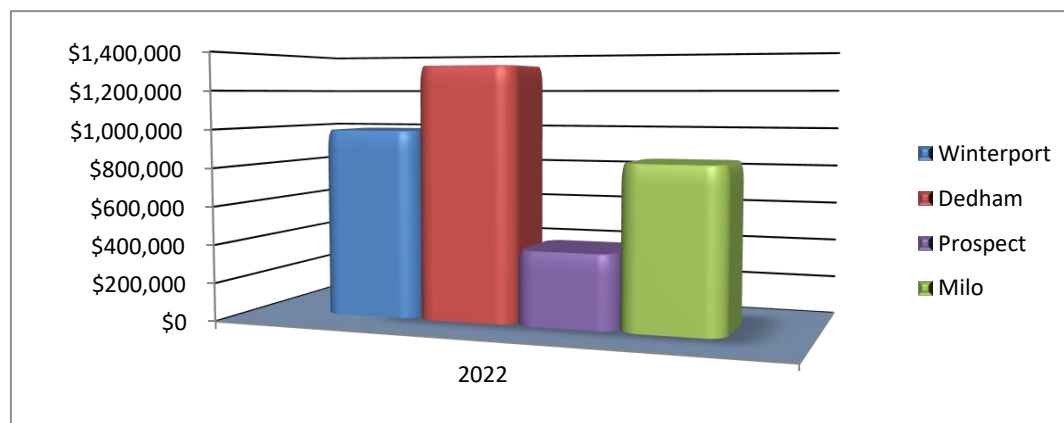
Opinion Letter - "Unmodified" Opinion - clean opinion on financial statements and note disclosures.

4

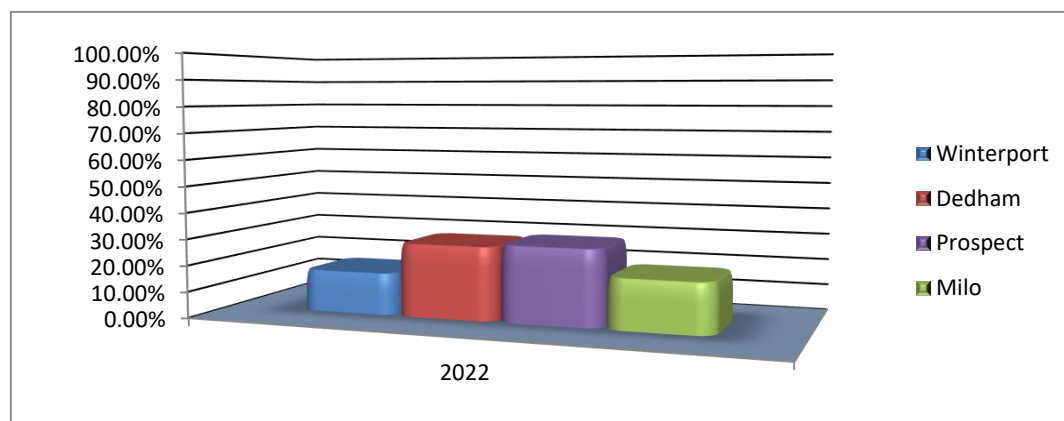
Managements Discussion and Analysis - Fund Highlights paragraph: Unassigned Fund Balance

<i>Winterport</i>	<u>6/30/2023</u>	<u>6/30/2022</u>	<u>6/30/2021</u>
Amount	\$991,154	\$923,155	\$1,040,595
% of Expenditures	16.00%	15.00%	19.00%
<i>Dedham</i>	<u>6/30/2023 estimate</u>	<u>6/30/2022</u>	<u>6/30/2021</u>
Amount	\$1,328,712	\$1,335,896	\$1,340,908
% of Expenditures	28.00%	23.00%	22.00%
<i>Prospect</i>	<u>12/31/2022</u>	<u>12/31/2021</u>	<u>12/31/2020</u>
Amount	\$388,321	\$512,382	\$403,486
% of Expenditures	29.00%	41.00%	35.00%
<i>Milo</i>	<u>6/30/2023 estimate</u>	<u>6/30/2022</u>	<u>6/30/2021</u>
Amount	\$842,442	\$789,260	\$888,439
% of Expenditures	19.00%	18.00%	22.00%

Dollars



% of  
Expend.

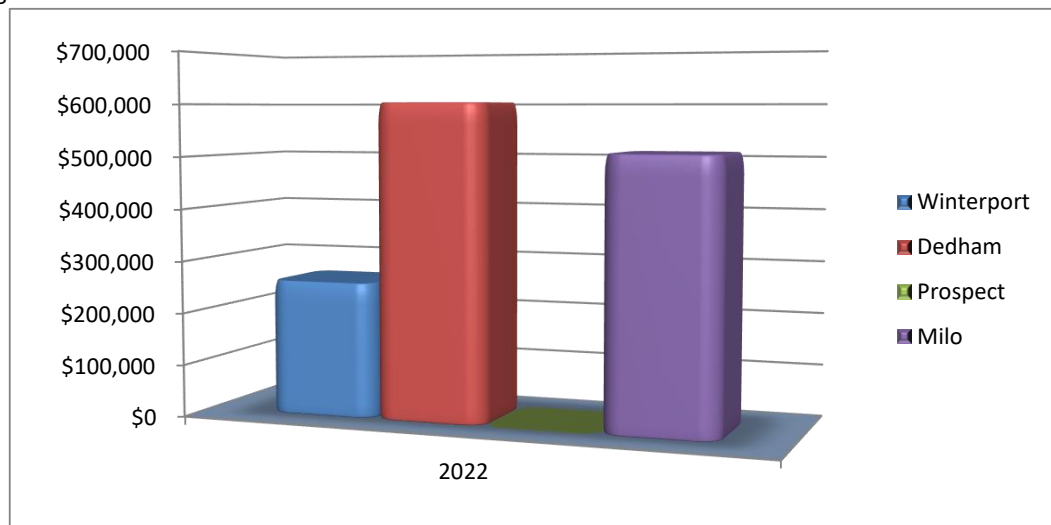


*Maine Municipal Association recommends a minimum of 10-12% for municipalities.*

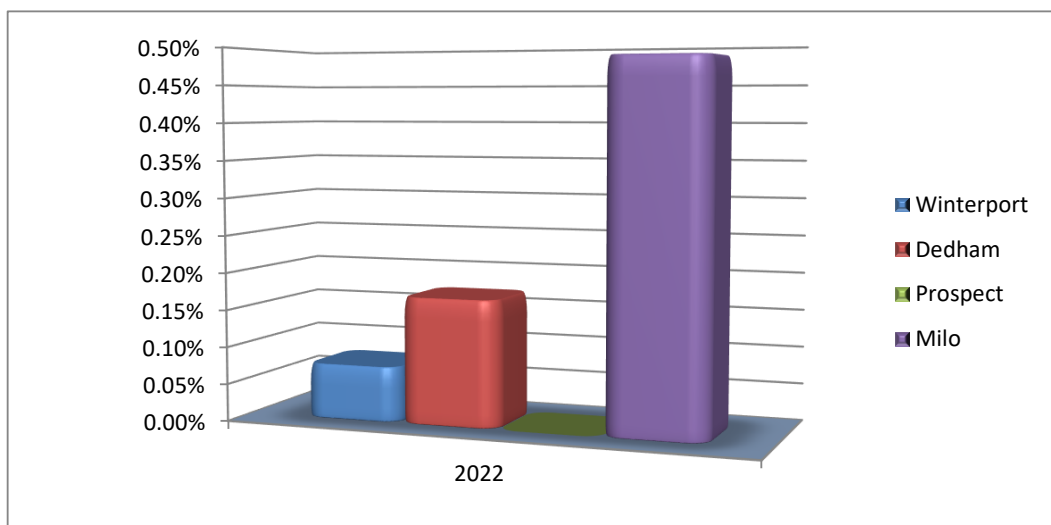
4-8	Provides a narrative discussion of the year's financial highlights. Managements Discussion and Analysis contains the basic requirements under Governmental Accounting Standards Board (GASB) Statement No. 34 and related subsequent statements.
9-10	Government-Wide Financial Statements - Contain all funds of the Town; contain capital assets, depreciation, debt - both short-term and long-term assets and liabilities. Also includes GASB Statement #68 Pension and Statement #75 OPEB related disclosures.
11-end	Financial statements and schedules on the same accounting basis as the Town's records. Governmental fund assets and liabilities are short-term only.
16-32	Notes to Financial Statements - Page 21: Summary of fund balances. Pages 27-31: GASB 75 OPEB disclosures.
33	Budget vs. Actual Operations Statement - final budget was \$180,000 decrease to unassigned fund balance.
36-39	Budget vs. Actual Revenues and Expenditures, Schedule of Changes in Unassigned Fund Balance.

#### Long-Term Debt

Dollars



% State  
Valuation



## Expense Summary

ALL Departments  
ALL Months

ACCOUNT	BUDGET NET	---- Y T D ---- DEBITS	CREDITS	UNEXPENDED BALANCE	PERCENT SPENT
01 - AMERICAN RESCUE PLAN ACT	0.00	0.00	0.00	0.00	----
10 - COUNCIL	30,773.74	8,650.00	-2,789.85	19,333.89	37.17
12 - ASSESSORS	27,350.00	13,824.27	0.00	13,525.73	50.55
15 - TOWN BENEFITS	153,575.00	79,695.58	1,503.53	75,382.95	50.91
17 - INSURANCES	16,129.00	16,633.00	0.00	-504.00	103.12
20 - ADMINISTRATION	321,891.00	206,143.97	0.00	115,747.03	64.04
25 - MUNICIPAL BUILDINGS	21,359.00	13,158.24	0.00	8,200.76	61.61
30 - PLANNING BOARD	9,130.00	474.89	150.00	8,805.11	3.56
31 - FERNALD FIELD	0.00	0.00	0.00	0.00	----
33 - CONSERVATION	0.00	0.00	0.00	0.00	----
35 - FIRE DEPARTMENT	79,218.00	19,034.81	0.00	60,183.19	24.03
40 - CODE ENFORCEMENT	8,600.00	3,500.00	0.00	5,100.00	40.70
45 - WINTER ROADS	589,792.84	397,584.36	0.00	192,208.48	67.41
50 - PUBLIC WORKS	266,289.67	147,673.67	9,991.58	128,607.58	51.70
55 - PAVING	640,002.63	611,741.83	0.00	28,260.80	95.58
60 - SOLID WASTE DISPOSAL	391,520.00	224,702.84	1,448.51	168,265.67	57.02
65 - RECREATION	15,400.00	13,729.45	10,000.00	11,670.55	24.22
70 - VICTORIA GRANT CIVIC CENTER	8,190.00	3,945.08	0.00	4,244.92	48.17
75 - COMMUNITY PARK AND GROUNDS	60,920.00	27,481.94	0.00	33,438.06	45.11
85 - GENERAL ASSISTANCE	4,300.00	1,814.00	0.00	2,486.00	42.19
87 - SOCIAL SERVICE AGENCIES	6,600.00	2,600.00	0.00	4,000.00	39.39
90 - COMMUNITY PROGRAMS	372,456.00	288,422.68	0.00	84,033.32	77.44
94 - INTERGOVERNMENTAL EXPENDITURES	3,945,917.00	2,821,997.91	0.00	1,123,919.09	71.52
96 - ANIMAL CONTROL	10,300.00	9,196.77	0.00	1,103.23	89.29
97 - XWALK/STLGT/HYDRANT RENTAL	113,956.00	56,918.47	0.00	57,037.53	49.95
98 - RESERVE ACCOUNTS	251,750.00	103,347.53	0.00	148,402.47	41.05
Final Totals	7,345,419.88	5,072,271.29	20,303.77	2,293,452.36	68.78



TOWN OF  
**WINTERPORT**  
AN OLD RIVER TOWN SETTLED IN 1766

P.O. Box 559  
44 MAIN STREET  
WINTERPORT, MAINE 04496

---

TELEPHONE (207) 223-5055  
FAX (207) 223-5056

Travis Gould,

Please consider this a temporary (3 month) employment offer to be the Town of Winterport assessing agent and code enforcement officer. After the 3 months have ended (May 1<sup>st</sup>, 2024), both parties (Travis Gould and the Town of Winterport) will have the opportunity to terminate employment. Both parties have agreed to no more than 8 hours weekly, at a rate of \$65 per hour.

Respectfully,

Casey Ashey  
Town Manager - Winterport

**From:** [Kim Berry-Lee](#)  
**To:** [Casey Ashey](#)  
**Subject:** Consideration of serving on SW&R committee  
**Date:** Monday, January 29, 2024 3:46:33 PM

---

Mr. Ashey,

I am asking for consideration to serve on the Solid Waste and Recycling committee. After sitting in on last month's meeting, I am very interested in the tenets and responsibilities of the committee.

My background includes being a 30+ year resident of Winterport. My husband and I along with our two dogs live on Airport Road. I am a retired registered nurse after working 28 years as a floor nurse at NL/EMMC hospital. I have served on several committees both at the hospital and in the community. I bring a willingness to learn along with a desire to volunteer time to my town.

I understand there are a couple more steps in the process of joining the committee. I look forward to hearing from you soon.

Thank you,

Kim Berry-Lee

Sent from my iPad



# TOWN OF WINTERPORT

AN OLD RIVER TOWN SETTLED IN 1766

---

*Town Manager's Report – 2/6/2024*

---

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

- There has been considerable work completed on the 5-year capital plan. It is nearly completed, and the budget committee and I will be starting the FY 2024-2025 budget.
- I have met with the Winterport Fire and Ambulance Association. At their annual meeting, I discussed the potential for their ambulance service becoming part of the Town of Winterport.
- There is a current vacant position for a part time employee at the Transfer Station.
- I have written a job description for the part time position at the Transfer Station.
- There remains to be a vacancy for a full time employee for the Public Works Department.
- As treasurer, we have opened accounts with Katahdin Bank and Trust in Hampden, ME. I will be working on transitioning our funds to Katahdin Bank from Camden National.
- I am restructuring our departments in Trio as to increase efficiency.
- Winter Roads have been posted.
- Public Works has done a great job with snow removal and continued work on ditching projects. One job in particular has been doing ditching at the Rec Complex which has neglected.
- Routine checks have been completed at the VGCC to ensure that there is no leaking/freezing as has been done in the past.
- I have started the process of working with the Neighbor's Cupboard about an updated Lease Agreement.
- I have met with the Winterport Dragway Association twice, and am working on updating a lease agreement.
- I have completed my first annual evaluation and forwarded that on to the council for their review.
- Website has been updated.
- Social Media Updated.
- Work is starting on 2/6/2024 for the back room for AV upgrades.
- I have started the application process for a new grant (award up to 2 million) for digital equity – this includes new construction.

Casey Ashley  
Town Manager



TOWN OF  
**WINTERPORT**  
AN OLD RIVER TOWN SETTLED IN 1766

<b>Job Title:</b> Transfer Station Attendant	<b>Location:</b> Transfer Station Rd, Winterport ME
<b>Job Type:</b> Appointed	<b>Reports to:</b> Town Manager
<b>Hours Per Week:</b> 25	<b>Pay Basis:</b> Hourly - \$20

**JOB DUTIES:**

- Open and close the transfer station gates according to schedule.
- Maintain transfer station in accordance with rules and regulations.
- Direct incoming vehicles to proper disposal areas, check for valid transfer station permit.
- Performing routine maintenance of equipment used at site.
- Supervise separation of materials by users of the site, managing universal wastes to include mercury products such as televisions, computer monitors, laptop computers, fluorescent bulbs, rechargeable batteries, etc. Ensure these items are recorded on appropriate forms for submission to state agencies and properly secured as required.
- Keep the transfer station clean, pick-up debris, clean buildings and mow grass.
- Maintain appropriate bins of materials for recycling.
- Explain transfer station procedures to the public; monitoring materials to prohibit disposal of prohibited items.
- Ensure safety procedures are followed and proper safety equipment is utilized.
- Perform related work as required by the Board of Health such as annual compilation and reporting of transfer station activities for inclusion in the annual town report.
- Attend seminars and training as required by the Board of Health.
- Identify and resolve reported issues and concerns in a timely manner and report corrective action to the Board of Health.

**GENERAL RESPONSIBILITIES:**

- Perform work in accordance with all federal, state, and local laws, rules and regulations and within mandated OSHA and MSDS standards.
- Always represent the town in a professional manner.
- Perform work assignments in a prompt, efficient and safe manner.
- Report all accidents, to self and/or property, as well as safety concerns to the Town Manager within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintaining a good working relationship with coworkers, other town officials and the public.
- Ability to understand and follow written and oral instructions, communicate with others, and work independently.
- Ability to operate transfer station mechanical equipment skillfully and safely.
- Ability to detect the need for mechanical servicing of equipment and make minor repairs and adjustments as necessary.
- Knowledge and ability to follow all general safety procedures and practices.
- Knowledge of hazards and applicable safety rules and regulations in transfer station equipment operation.
- Ability to remain calm and deal courteously with the public exhibiting exceptional customer service skills, especially when interacting with upset customers.
- Physically able to work in all types of weather conditions.
- Ability to manually lift objects weighing up to 50 pounds.
- Have appropriate hand, eye, and foot coordination to properly use equipment/tools.



**WORKING CONDITIONS:**

- Involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.
- May be exposed to hazardous materials.
- Requires working in an outside environment during all seasons.