

**Town of Winterport**  
**Town Council Meeting Minutes**  
**Tuesday, May 31<sup>st</sup>, at 7:00 P.M.**

**Call to Order-** Chairperson Tammy Higgins at 7:01 P.M.

**Roll Call-** Councilor Kelley, Councilor Cooper, Councilor Higgins, Councilor English-Flanagan, and Councilor Ronco. All present

**Consent Agenda-** Motion was made to accept Consent Agenda by Councilor English-Flanagan and seconded by Councilor Kelley. **MOTION PASSED UNANIMOUSLY**

**Adopt Agenda-** Motion made by Councilor English-Flanagan to Adopt Agenda and seconded by Councilor Kelley. **MOTION PASSED UNANIMOUSLY**

**Financial Reports:**

<b>May 31, 2022</b>	<b>June 14, 2022</b>
<b>Expenditures/revenue &amp; budget bal. Monthly (Regular Format) Quarterly</b>	Gen Fund Cash Position, Reserves, Trusts, and Investment YTD
Current Year Property Tax	Gen. Fund. Gen. Ledger Summary (Detail New)
Liens & Foreclosures Status	

**Payroll and Invoice Warrants**

**A. Payroll through Sunday, May 29, 2022-** Councilor Ronco Motioned to pay payroll through Sunday May 29, 2022. Seconded by Councilor Kelley. **Motion Passed Unanimously.**

**B. Invoices through Monday, May 30 2022-** Councilor Ronco motioned to pay invoices through Monday May 30, 2022. Seconded by Councilor Kelley. **Motion passed unanimately.**

**Guest Speakers & Committee Reports-** Mary Anne Royal; Maine Resource Recovery Association Solid Waste Summit Report:

**Input from Citizens on Unscheduled Items-**None

**Town Manager Presentation-** No presentation scheduled.

**Schedule of Meetings**

A. June 14, 2022 Canceled ( June 14<sup>th</sup> is election day)& June 28, 2022\*

## **Accept Minutes**

- A. **Town Council Meeting Minutes of May 17, 2022** Councilor Ronco motioned to Table Town Council Meeting Minutes for May 17, 2022 until the next scheduled Council Meeting. Seconded Councilor Kelley. **Motion Passed Unanimously.**

## **Scheduled Items:**

### **A.) Old Business**

#### **1. Items ready for consideration**

a.) **Vacation Payouts & Personnel Policy**-Manager Crooker gave Council copies of proposed revisions to the existing Personnel Policy. Manager Crooker also asked Town Council what to do with the time employees have left with the Town of Winterport's fiscal year end approaching. Council was in agreement that unused Vacation time will carry over into next fiscal year 2022-2023. This time must be used before June 30, 2023, cannot be cashed out and if employee leaves employment for the Town of Winterport with carry over time remaining, this time will be at a loss( No cash out). Other discussions were requesting time off in writing and if an employee takes a day off that's not approved then they will not be paid for that time off.

b.) **Renewal Agreement with DM&J**- Councilor English-Flannagan made a motion to allow Manager Crooker to sign agreements as proposed with DM&J. Councilor Ronco seconded the motion. Motion passed unanimously.

2. **Items Pending Further Action- Agreement Account #430**- Councilor English-Flannagan made a motion to table account #430 until next Council Meeting. Councilor Ronco seconded the motion. Motion passed unanimously.

### **B.) New Business-**

1. **Transfer Station Permit Fee 2022-2023**- Councilor English-Flannagan made a motion to increase the Transfer Station Permit Fee from \$5 to \$20. Councilor Ronco seconded the motion. Motion passed unanimously.

2. **Transfer Station Capital Improvement Projects**-Some projects that need attention at the Transfer station: Fencing, Guardrails, overhead doors. Manager Crooker is looking for guidance from the Town Council at the next Council meeting.

3. **Catering Permit Application**-Councilor Kelley made a motion to accept the Catering Permit Application. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

**Legal:** None

## **Appointments/Resignations:**

A. Resignations- No resignations

- B. Appointments- Matt Williams, Internet Accessibility/Broadband Committee- Council appointed Matt Williams to the Internet Accessibility Committee.

**Correspondence/Significant Items**

Outgoing

1. None

Incoming

1. None

**Minutes/Agendas:**

1. Waldo County Commissioners Court Session Agenda November 18<sup>th</sup>, 2020
2. Waldo County Commissioners Court Session Minutes October 7<sup>th</sup>, 2020
3. Waldo County Commissioners Special Court Session Minutes October 12<sup>th</sup>, 2020
4. RSU 22 Board of Directors Meeting Minutes September 16<sup>th</sup>, 2020

**Communications:**

- A. Town Manager's Report- Manager Crooker updated the Town Council on the status of the school's request that security be provided for the election to be held at the Smith School. Manager Crooker noted that there will have to be a plan for shutting down the drop off area next to the area where DM&J leases land for their containers. The manager noted that he had provided councilors with paperwork from a resident that made a payment on account that he had sold because he did not want it liened in his name but that he later found out should have been paid by the new owners. He is requesting a refund of that tax payment. The consensus of the town council was not to provide him with a refund since it is essentially a land dispute between the two parties. They suggested that he request the funds back from the new owners.
- B. Response to Council Questions
- C. Council Comments

**Signatures:**

**Executive Sessions:** No Executive Sessions Scheduled

**Adjourn:** Councilor Ronco motioned to adjourn the meeting. Councilor Kelley Seconded. Motion passed 4 to 1.

**NOTE:**

**Meetings:**

Dates & Time of other meetings between November 18<sup>th</sup>, 2020-December 1<sup>st</sup>, 2020  
Wednesday, November 18<sup>th</sup>, 2020 Cemetery Board

**Training & Days Off:**

Minutes prepared and respectfully submitted by Wendy Wallace.

  
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Stephen Cooper

  
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Maggie English-Flanagan

  
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Kevin Kelley

  
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Tammy Higgins

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Ann Ronco