

**Town of Winterport**  
**Town Council Meeting Minutes**  
**Tuesday, May 3<sup>rd</sup>, 2022**

**Call to Order-** Chairperson Tammy Higgins called meeting to order at 7:05 PM.(Zoom)

**Roll Call-** Councilor Kelley, Councilor Cooper, Councilor Ronco, Councilor English-Flanagan, all present. Chairperson Higgins via Zoom.

**Consent Agenda-** Motion was made to approve Consent Agenda by Councilor Cooper and seconded by Councilor Kelley. Motion passed unanimously.

**Adopt Agenda-** Motion made by Councilor Ronco to Adopt Agenda and seconded by Councilor English-Flanagan. Motion passed unanimously.

**Financial Reports:**

May 3, 2022	May 17, 2022
Expenditures/revenue & budget bal. Monthly (Regular Format) Quarterly	Gen Fund Cash Position, Reserve, 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, May 1, 2022-** Councilor Ronco Motioned to pay payroll through Sunday May 1, 2022. Seconded by Councilor English-Flanagan. Motion Passed Unanimously.

**B. Invoices through Monday, May 2, 2022-** Councilor Ronco motioned to pay invoices through Monday May 2, 2022. Seconded by Councilor English-Flanagan. Motion passed unanimously.

**Guest Speakers & Committee Reports-** Jim Gilbert approached the Town Council asking for funds to pay a secretary for the Planning Board for the remainder of the current fiscal year. Councilor English-Flanagan made a motion to allow \$150 from the Contingency Funds to pay a secretary for the Planning Board. Councilor Higgins 2<sup>nd</sup> the motion. Motion passed unanimously.

- At 7:13pm Councilor Cooper suggested that 2<sup>nd</sup> Chairperson Councilor Kevin Kelley take over the Council Meeting due to Chair Councilor Higgins being present via Zoom since she was unable to see members of the audience on Zoom and had difficulty hearing parts of the conversations that were taking place. All were in agreement and Councilor Kelley took over the Town Council Meeting.

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

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

## **Schedule of Meetings**

A. May 17, 2022 & May 31, 2022\*

## **Accept Minutes**

A. **Town Council Meeting Minutes of April 19<sup>th</sup>, 2022-** Councilor Ronco motioned to accept Town Council Meeting Minutes of April 19<sup>th</sup>, 2022. Seconded by Councilor English-Flannagan. Motion Passed Unanimously.

## **Scheduled Items:**

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

#### **1. Items ready for Consideration-**

a.) **Rob Clark Cul-de-sac-**There was discussions with Town Council and residents in the area of the Cul-de-sac. It appeared that discussions with Mr. Hallett were different from April 19<sup>th</sup> meeting in which Addie Pete attended. Councilor Ronco asked about conditions with an easement. Mr. Crossman stated that the owner of the cul-de-sac was not comfortable with giving the town any easement. It was mentioned again that the cul-de-sac would need to be up to code specs before the town could or would consider to take it over. Mr. Hallett thanked the Town Council for their time and stated they would do away with the cul-de-sac and put a road in.

#### **2. Items Pending Further Action-**

a.) **Purchase and Sale Agreement Defaults Account #430-**Manager Crooker needs clarity from Council on what direction to go with for the town Attorney. If a new agreement is made what type of agreement? How will it be enforced? Down payment? Monthly payment? Mr. Rancourt did pass into the Council the Abatement form given to him at the last Council Meeting. The Abatement information will be added to the next Town Council Meeting Agenda.

b.) **Vacation Payouts & Personal Policy-**Manager Crooker was able to speak to a few full-time employees and get input from them on accumulating time. Some input on that was, starting fresh with accumulating time would make it difficult to take time during slow periods when they have no time accumulated. Manager Crooker wanted to reach out to other Municipalities to see how their policies work, due to unfortunate circumstances within the Town Office, he was unable to do so. He will research this and have information for the Council at the next Town Council Meeting. Some other discussions on this matter included the following: Councilor Higgins feels payouts for vacation time is not a good idea; Councilor Ronco showed an interest in splitting time up quarterly; Councilor Cooper mentions there's not enough funds for payouts for vacation time.

**B. New Business-**

**1. Road Paving Contracts-** Manager Crooker supplied a copy/draft of the Paving Contract to Council. It looks like this will be done in two contract/phases. It's in hopes that phase one will be completed before the June Annual Town Meeting vote and then the signing of Contract for phase two projects will be signed after the vote. Some discussions about the Paving Contract relating to Section 8 performance guarantee, Councilor Kelley asked if the wording could be changed/inserted to "before contract takes effect"? Manager Crooker replied that a timetable should be inserted into the contract. Also, section 13, termination by mutual agreement could be interpreted as an email. Councilor Kelley also mentions a window for termination. Manager Crooker will get back to Council with feedback from the contract

**2. DM&J Proposal-Renewal Agreement-**Council was given copies of the new pricing list from DM&J that are effective July 1<sup>st</sup>, 2022. Existing contract expires June 30<sup>th</sup>, 2022. Councilors advised Manager Crooker to put the new numbers into the budget plan and get back to Council with DMJ added to next agenda for discussions.

**3. Fire Truck Committee-**Councilor Kelley spoke with FEMA and Chief Foley about applying for a grant for a new pumper truck. Councilor Kelley asks if a Fire Truck committee would be useful in making decisions? Councilor Cooper stated that a Fire Truck Committee would be a fair way to get things done. Councilor Kelley made a motion to establish a Fire Truck Committee consisting of five people. Town will advertise for volunteers for this Committee Councilor English-Flanagan second the motion. Motion passed unanimously

**4. Land Use Ordinance Committee-**Planning Board is requesting that the Town Council form a Land Use Ordinance Committee with any proposed changes to be approved at the Annual Town Meeting in June of 2023 prior to July 1, 2023. This will be a five-person Committee consisting of two Planning Board Members, one non Planning Board Member and two members of the community. Jim Gilbert indicated that he and Darrell Ginn would like to volunteer to serve on the committee. Councilor Cooper motioned for the Committee and Councilor Ronco seconded the motion. Motion passed unanimously.

**5. Board of Appeals-** This board needs seven members. Discussion ensued regarding the best time to advertise for Board of Appeal members and eligibility to serve on the Board of Appeals.

Legal: None

**Appointments/Resignations:**

- A. **Resignations-** Councilor Ronco made a Motion to accept the resignations of Kate Grossman of the Conservation Committee and Michael Palmer of the Planning Board. Councilor English-Flannagan seconded the Motion. Motion passed unanimously.
- B. **Appointments-** None

**Correspondence/Significant Items**

**Outgoing-** None

**Incoming-**None

**Minutes/Agendas:** None

**Communications:**

- A. **Town Manager's Report-Town Website-** Manager Crooker needs input from Council with design types, colors, fonts, pictures for the new Town Website.
- B. **Response to Council Questions-**None
- C. **Council Comments-** Councilor Higgins mentioned a down tree limb on Coles Corner Road. Councilor Ronco mentioned when she went by said location the limb had been taken care of.

**Signatures:**

**Executive Sessions:** Councilor Ronco made a motion to enter into Executive session to discuss an Abatement Request Pursuant to Title 36 Maine Revised Statute Annotated Section 841(2). Councilor Kelley seconded the motion. Motion passed unanimously.

**Adjourn:** Councilor Ronco motioned to adjourn. Councilor English-Flannagan seconded the motion. Motion passed unanimously. Meeting adjourned 8:27 p.m.

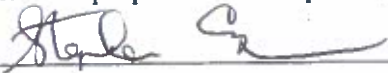
**NOTE:**

**Meetings:**

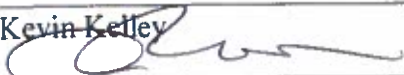
Dates & Time of other meetings between May 4<sup>th</sup>, - May 16<sup>th</sup>, 2022  
Broadband Committee Monday, May 9<sup>th</sup>, 2022, 6:30P.M. Town Office  
Board of Assessors' Wednesday, May 11<sup>th</sup>, 2022, 4:00 P.M. Town Office


**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

  
\_\_\_\_\_  
Ann Ronco

  
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Tammy Higgins