

**Winterport Town Council Meeting**  
**Tuesday, January 11, 2022**  
**MINUTES**

**Call to Order-** Meeting called to order by Chairperson Cooper at 7:00 P.M.

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

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

**Adopt Agenda-** Councilor English-Flanagan motioned to adopt the agenda as presented. Councilor Kelley seconded the motion. Motion passed unanimously.

**Financial Reports:**

<b>January 11, 2022</b>	<b>January 25, 2022</b>
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, January 9, 2022- Councilor English-Flanagan motioned to pay payroll through Sunday, January 9, 2022. Councilor Higgins seconded the motion. Motion passed unanimously.
- B. Invoices through Monday, January 10, 2022- Councilor Higgins motioned to pay invoices through Monday, January 10, 2022. Councilor English-Flanagan seconded the motion. Motion passed unanimously.

**Guest Speakers & Committee Reports-** None

**Input from Citizens on Unscheduled Items-** No input.

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

**Schedule of Meetings**

- A. January 25<sup>th</sup>, 2022 & February 8<sup>th</sup>, 2022\*

**Accept Minutes**

- A. Town Council Meeting Minutes of December 14<sup>th</sup>, 2021- Councilor English-Flanagan motioned to approve the minutes of the December 14, 2021 meeting as presented. Councilor Higgins seconded the motion. Motion passed unanimously.

**Scheduled Items:**

**A.) Old Business**

- 1. Items Ready for Consideration- No Items Necessarily Ready for Consideration Prior to the Beginning of Meeting
- 2. Items Pending Further Action-
  - 1. Rob Clark Cul-De-Sac Easement Request- Manager Crooker provided the Town Council with a summary of where they left off at the last meeting on this issue. Manager Crooker indicated that it was his understanding that he had been asked to confirm the amount of space in the cul-de-sac that the fire department needs for one of its trucks to

turn around, to confirm with the plow company how much room the plow company needed to turn a plow around and what would happen if they could not use the cul-de-sac to turn around and what RSU 22 would do if the cul-de-sac was done away with or access was restricted as well as how much room a bus needs to turn around. The town manager reported that the fire chief had provided them with a handout that showed how much of a radius that the largest fire truck would need to be able to turn around. The manager also indicated that he met with the plow boss for the Hopkins Paving Company. The Plow Boss indicated that if they could not use the cul-de-sac anymore that they would try to be a good neighbor and push the snow off to the edge of the road rather than just dropping the blade at the end. He then indicated that they would have to back all the way down the road and back all the way back up the road on the other side so that they could plow both sides. The plow boss indicated that this one road would extend the plowing process by about 30 minutes under those circumstances. The Manager reported that he met with the supervisor of the bus company as well as the superintendent to discuss what would happen if the RSU could not use the cul-de-sac anymore. The bus superintendent indicated that they could turn around in a driveway of a private residence but that was not preferred. The least preferred option from their standpoint would be to ask that all the students have to wait at the end of the road at the intersection of Whig Street. Much discussion ensued about what other entities would have to do if the cul-de-sac was closed to the public and who should be responsible for paying for the improvements and what needed to be done to improve the cul-de-sac. It was generally agreed that not much else could be done until the weather warmed up in the spring therefore Councilor Cooper motioned to table the item until the first meeting in April (April 6<sup>th</sup>). Councilor Higgins seconded the motion. Motion passed unanimously.

2. Account #645 Property Disposition Process- Manager Crooker reviewed the status of this account and where they left off with the account. He indicated that the Town's Attorney suggested a couple different options. The first would be to go through the building condemnation process and once completed, then put the property out to bid with the instructions that the buyers must comply with the order to clean up the property. The consensus was to go through this process as recommended by the town's attorney rather than trying to include it all under one sale process.

3. Purchase & Sale Agreement Defaults Account #430 & #432- Manager Crooker updated the Town Council on the status of the property. Resident Joe Tyler asked to address the Town Council. Mr. Tyler indicated that there is a new program that the legislature created that can help residents that are behind in their taxes. Mr. Tyler asked the Town Council to provide the former owner with a little bit of extra time in order pursue this option. Councilor Kelley motioned to table this item for 30 days. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

4. Ordinance Restricting Vehicle Weight on Posted Ways- Manager Crooker updated the Town Council on the history of this ordinance and why it is before the Town Council. After some discussion, the Town Council decided that they would like the ordinance amended to leave the decision of which roads to post to the Town Manager/Road Commissioner. Council instructed manager to make changes and come back with revisions for consideration.

## **B.) New Business**

1. Election- Chair & Vice Chair- Manager Crooker noted that the Town Council bylaws indicate that the chair and vice chair of the Town Council be elected every six months. Members of the Town Council discussed who might like to serve. Councilor English-Flanagan motioned to elect Tammy Higgins as the Chairperson and Kevin Kelley as the Vice Chairperson. Councilor Cooper seconded the motion. Motion passed unanimously.

Councilor Cooper asked Councilor Higgins if she wanted to take over the meeting and Councilor Higgins indicated that she would wait until the next meeting.

2. Purchase & Sale Agreement Account #2322- Councilors discussed status of the property with the representatives of the former owner. Manager Crooker updated everyone on the difficulties encountered with obtaining insurance and the change in the Town Attorney's position in regards to obtaining insurance. Councilors agreed to allow the representative of the former owner's estate to have 30 more days to work out an agreement with the town manager to bring back to the Town Council for approval. In the meantime, the Town Council urged that the lines of communication remain open. The representative of the former owner's estate indicated she might be able to come up with the remaining money owed. Manager Crooker asked the Town Council for clarification about what he is supposed to do if they show up with the entire outstanding funds owed on the property before the next Town Council meeting. The Town Council agreed that the town manager should accept the funds.
3. Dual Axle Equipment Trailer Bid- Manager Crooker reviewed the four bids that were received with the Town Council. Councilor Kelley voted to accept the highest bid of \$1,050. Councilor English-Flannagan Seconded motion. Motion passed unanimously.
4. Land Use Enforcement Action- Manager Crooker reviewed the CEO's request with the Town Council. The Town Council instructed Manager Crooker to have the CEO draft a final letter to send to the Sheriff's Department to have them serve it.
5. Tax Foreclosures- Manager Crooker reviewed the new 2020 accounts that the Town of Winterport foreclosed on December 26, 2021. There are 12 new accounts. The Town Council instructed the Town Manager to send the letter to the former owners asking them to respond by a certain date if they have an interest in trying to arrange a purchase and sale agreement with the town to buy the property back.
6. Draft RFP's- Website, Town Office Door Operators- Manager Crooker reviewed the drafts of the RFP's with the Town Council. Councilor Kelley asked if the Town Council could table action on this item until the next meeting to allow them more time to review the new information that had been submitted by vendors. The Town Council indicated that that they would like to have the manager add two more doors to the RFP to account for the back door as well as the side lobby door and to add a buzzer lock door on the side door as well.
7. Quitclaim Deed Account #964- Councilor Ronco motioned to approve and sign the Quitclaim deed for account number 964. Councilor Kelley seconded the motion. Motion passed unanimously.

**Legal:** None

**Appointments/Resignations:**

- A. Resignations- No Resignations
- B. Appointments- No Appointments

**Correspondence/Significant Items**

Outgoing- No outgoing

**Incoming-**

1. DM&J Check #4349\*
2. Winterport Ambulance Financial & Other Reports

**Minutes/Agendas:**

1. Waldo County Commissioners Court Session Minutes December 2, 2021
2. Waldo County Commissioners 2022 Regular Monthly Court Session Schedule

**Communications:**

- A. Town Manager's Report- Manager Crooker asked the Town Council if they would ever consider allowing employees to go out into the market place to try to obtain health insurance as long as the dollar amount remained the same to match the annual contributions by the Town for the single plan offered by MMA. After some discussion, Councilor Kelley suggested that the Town Manager go back and discuss the plan offerings etc. with the MMEHT.
- B. Response to Council Questions-
- C. Council Comments- Councilor Kelley highlighted certain elements of the financial reports for the ambulance for the 4<sup>th</sup> quarter. Discussion ensued regarding capital needs, grants, and other funding sources to try to keep taxes in line going forward.

**Signatures:**

**Executive Sessions:**

**Adjourn:** Councilor English-Flannagan motioned to adjourn. Councilor Cooper seconded the motion. Motion passed unanimously. Meeting adjourned at 9:06 P.M.

**NOTE:**

**Meetings:**

Dates & Time of other meetings between January 12<sup>th</sup>, 2022 – January 24<sup>th</sup>, 2021


Wednesday, January 12, 2022 Board of Appeals 4 p.m. Town Office; Tuesday, January 18<sup>th</sup>, Broadband Committee 6:30 PM Town Office; Wednesday, January 19<sup>th</sup>, 2022 Cemetery Board; Thursday, January 20<sup>th</sup>, 2022 Planning Board 7:00 P.M. Town Office;

**Training & Days Off:**

Minutes prepared and respectfully submitted by Michael Crooker.

  
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Stephen Cooper

  
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Maggie English-Flanagan

  
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Tammy Higgins

  
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Kevin Kelley

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Ann Ronco