

**WINTERPORT TOWN COUNCIL
MINUTES
June 15th, 2021**

Call to Order: Chairperson Cooper called the meeting to order at 7:00 P.M.

Roll Call: Councilors Cooper, Ronco & Higgins present. Councilors English-Flannagan & Ginn Absent-excused.

Consent Agenda (items marked with an asterisk*): Councilor Ronco motioned to accept the Consent Agenda as presented. Councilor Higgins seconded the motion. Motion passed unanimously.

Adopt Agenda: Councilor Ronco motioned to adopt the agenda as presented. Councilor Higgins seconded the motion. Motion passed unanimously.

Financial Reports:

June 15, 2021	June 29, 2021
Gen Fund Cash Position, Reserves, Trusts, and Investments YTD	Expenditures/revenue & budget bal. Monthly (Regular Format) Quarterly
Gen. Fund. Gen. Ledger Summary (Detail New)	Current Year Property Tax
	Liens & Foreclosures Status

Payroll and Invoice Warrants

A. Payroll through Sunday, June 13th, 2021.: Councilor Ronco motioned to approve payroll through Sunday, June 13th, 2021. Councilor Higgins seconded the motion. Motion passed unanimously.

B. Invoices through Monday, June 14th, 2021.: Councilor Ronco motioned to approve the invoice warrants through Monday, June 14, 2021. Councilor Higgins 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. June 29th, 2021 & July 13th, 2021*

Accept Minutes

A. Town Council Meeting Minutes of May 18th, 2021

B. Town Council Meeting Minutes of June 1st, 2021

Councilor Ronco motioned to table the minutes of the May 18th, & June 1, 2021 meetings until the next Town Council meeting. Councilor Higgins seconded the motion. Motion passed unanimously.

Scheduled Items:

A.) Old Business

1. Items Ready for Consideration-

a.) Vacation Time Payout Request- Manager Crooker updated the Town Council on what had been discussed at the last Town Council meeting related to this issue. He indicated that the Town Council should have received an updated request letter from one employee as well as another request from another employee. Manager Crooker explained that as he looked into this matter further, he found that there was a discrepancy between what the policy indicates how vacation time is to accrue and what the practice has been since 2017.

Manager Crooker indicated that he was told by staff when he started that Staff members were told by the previous administration that they could carry over time from year to year. Staff has been allowed to carry over that time since 2017. We followed up with the previous administrator, who indicated that staff was given permission to carry time over time in 2017 but that was not meant to occur every year thereafter. There appears to have been a misunderstanding among staff therefore the staff is respectfully requesting that the Town Council consider letting them cash some time out or carry some time over into next year so they do not lose it based upon a misunderstanding. Councilor Ronco motioned to table this item until the next Town Council when hopefully additional members of the Town Council will be present. Councilor Higgins seconded the motion. Motion passed unanimously.

2. Items Pending Further Action- No Items

B. New Business

1. RSU 22 Board of Directors Anticipated Vacancy & Process to Fill Vacancy: Manager Crooker reviewed the legal opinions provided by the legal department at the Maine Municipal Association and by the Town's Attorney. Essentially both attorneys agreed that the Town Council needed to follow state statues in regards to filling the soon to be vacancy on the RSU 22 Board of Directors instead of the Town's Charter. The process to fill the vacancy is essentially that the Town Council will need to declare a vacancy exists on the board; appoint an Interim Director to serve on the RSU 22 Board of Directors until a successor is elected; and include this position on the ballot of the next annual municipal election in June of 2022. Councilor Higgins motioned to table action on this item until the next Town Council meeting scheduled for June 29th at which time, they would declare a vacancy and appoint an Interim Director. Councilor Ronco seconded the motion. Motion passed unanimously.
2. Applications (2) For Catered Function by Qualified Catering Organization: Councilor Ronco motioned to accept applications for a Catered Function by a Qualified Catering Organization for events schedule on June 19th & June 26th submitted by Jeff's Catering. Councilor Higgins seconded the motion. Motion passed unanimously.

Legal: None

Appointments/Resignations:

- A. Resignations- No resignations
- B. Appointments- 1. Kate Grossman; Planning Board-Reappointment: Councilor Higgins motioned to reappoint Kate Grossman to the Planning Board. Councilor Ronco seconded the motion. Motion passed unanimously.

Correspondence/Significant Items

Outgoing- No Outgoing

Incoming

1. DM&J Check #4093*
2. Brian Richardson, White Paper Addenda
3. PERC Solid Waste Bypass Option

Minutes/Agendas:

1. Waldo County Commissioners Court Session Agenda June 2 & 16, 2021.

Communications:

- A. **Town Manager's Report:** Manager Crooker mentioned that the Town usually closes at noon on June 30th to allow staff time to close out the fiscal year and prepare for opening the new fiscal year. Manager Crooker asked the Town Council to approve that closure again this year. Consensus of the Town Council was to go ahead and close. Town Manager Crooker mentioned that the yearly Exiles event was occurring at the end of the month and he was told that the Town Council was never aware that the town signed a written agreement with the Exiles that also included donations to certain entities in the Town of Winterport such as the Neighbors Food Cupboard, Winterport Ambulance, the Fernald Field Fund and the Winterport Fire Department. Councilors indicated that they were not aware of these agreements nor had they approved of the acceptance of the funds in prior years based upon their recollection. Councilors mentioned items that they would like to make sure are in the agreement and indicated that they want any donations that are made to the Town of Winterport to come back before the Town Council for authorization to accept as was approved and authorized by the voters at the annual town meeting. Manager Crooker mentioned that it looks like the scout project to paint the VGCC has been approved. Manager Crooker asked the Town Council for approval to order the estimated materials (lumber etc.) needed as part of the project in the current years budget since those funds will lapse. Council consensus was for the manager to go ahead and place the order. Manager Crooker provided the Town Council with a brief update on the status of the Liquor Sales Local Option Vote pending legislation.
- B. Response to Council Questions
- C. Council Comments

Signatures:

Executive Sessions:

Adjourn: Councilor Ronco motioned to adjourn the meeting. Councilor Higgins seconded the motion. Motion passed unanimously. Meeting adjourned at 8:08 P.M.

NOTE:

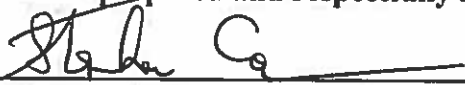
Meetings:

Dates & Time of other meetings between June 16th- June 28th, 2021

Planning Board, Thursday, 6/17/2021; Conservation Committee, Thursday, 06/24/2021

Training & Days Off:

Minutes prepared and respectfully submitted by Michael Crooker.




Stephen Cooper




Maggie English-Flanagan

Corey Ginn



Ann Ronco



Tammy Higgins