

WINTERPORT TOWN COUNCIL

MINUTES

June 29th, 2021

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

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

Public Present: Robert Skehan, Dennis Emidy, Tom Skratt, Logan Craig, Kenyon Humphrey, Michelle Humphrey, and Phil Higgins.

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

Adopt Agenda- Councilor Ronco motioned to accept the agenda as presented. Councilor Ginn seconded the motion. Motion passed unanimously.

Financial Reports:

June 29, 2021	July 13, 2021
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, June 27th, 2021.- Councilor Ginn motioned to pay payroll warrants through Sunday, June 27th, 2021. Councilor Ronco seconded the motion. Motion passed unanimously.

B. Invoices through Monday, June 28th, 2021.- Councilor Ginn motioned to pay invoices through Monday, June 28th, 2021. Councilor Higgins seconded the motion. Motion passed unanimously.

Guest Speakers & Committee Reports- Robert Skehan & Dennis Emidy, Maine Department of Transportation, Monroe Road Intersection Follow Up Presentation. Mr. Skehan and Mr. Emidy introduced themselves to the Town Council. They explained that they were before the Town Council to explain the results of their findings of the analysis of the Intersection of the Monroe Road and Lebanon Road. Mr. Emidy provided a brief slide presentation that highlighted the findings of their review of the intersection. Site distances were discussed as well as traffic volumes for the location. He indicated that with a 45 MPH speed limit that the site distances should be 500'. The site distances were closer to 425-430. A high crash area is defined by 5 or more crashes in a 12-month period. He noted that there were 6 reported crashes from July 2020 to February 2021 therefore the intersection had already met the criteria. Mr. Emidy reviewed some national statistics and indicated the data would seem to indicate that a 4 way stop at this intersection would be desirable in terms of lowering crashes and crashes that result in injuries. National Statistics demonstrate that a four-way stop results in a crash reduction of 82% and an 87% reduction in injury crashes. More discussion ensued regarding the statistics that support such a change for that intersection. Mr. Emidy outlined the steps in the process in response to questions from Councilors in regards to the next steps. He noted that flashing signs would be put up a couple weeks in advance to notify individuals of a change in the traffic pattern. Signs would be added indicating a stop ahead and then the flashing red light stop signs would be installed. Councilors asked how long the process would take before the MDOT could make the changes to the intersection to have it become a 4-way stop. He explained the dynamics behind the scenes in order to get the project completed, which he indicated could take up to two years before installation could occur due to limited staff and the need to order equipment. Mr. Emidy and Mr. Skehan noted that it helps to have the support of the community

for a proposed change. The Council indicated that the representatives from MDOT had made a persuasive presentation. The Town Council asked what the town could do to help support the project. They were told by the representatives of the MDOT that a letter of support from the Town would certainly help the process by letting the administrators and managers at the upper levels of the MDOT know the community supported the project and there is likely to be less resistance to change. The Town Council instructed Manager Crooker to write a letter of support and to forward it to the Representatives of the MDOT. Additional details of this discussion can be heard by listening to the recording of this meeting. The Town Council thanked Mr. Emidy and Mr. Skehan for attending the meeting and asked that they keep the town updated on the status of the project.

Input from Citizens on Unscheduled Items- No input.

Town Manager Presentation- No presentation scheduled.

Schedule of Meetings

A. July 13th, 2021 & July 27th, 2021*

Accept Minutes

- A. Town Council Meeting Minutes of May 18th, 2021- Councilor English-Flannagan motioned to approve the minutes of the May 18th, 2021 Town Council meeting as presented. Councilor Ronco seconded the motion. Motion passed unanimously.
- B. Town Council Meeting Minutes of June 1st, 2021- Councilor English-Flannagan motioned to accept the minutes of the June 1st, 2021 Town Council meeting as presented. Councilor Ronco seconded the motion.
- C. Town Council Meeting Minutes of June 15th, 2021- Councilor Ronco motioned to table the minutes of the June 15th, 2021 Town Council meeting until the next Town Council meeting. Councilor English-Flanagan 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 Councilors on the discussions that took place at the last two council meetings related to this issue. Councilor Higgins motioned that the Town Pay Out up to two weeks-vacation time for each eligible employee and to roll over any remaining vacation time as of June 30th, 2021 into the new fiscal year 2021-2022 with the understanding that all the time from prior years must be used by June 30th, 2022 otherwise it will not be carried over into the next fiscal year (2022-2023) and that any vacation time carried over from prior years would not be paid out to the employee, if they were to leave service. Councilor Ronco seconded the motion. Motion passed unanimously.

2. Items Pending Further Action- RSU 22 Board of Directors Anticipated Vacancy & Process to Fill Vacancy (Appoint Interim Director). - Councilor English-Flannagan motioned to declare a vacancy on the RSU 22 Board of Directors for the Town of Winterport. Councilor Ronco seconded the motion. Motioned passed unanimously. Councilor Cooper motioned to appoint Kenyon Humphrey as an Interim Director to the RSU 22 Board of Directors for the Town of Winterport until such time a successor is elected and qualified at the next annual municipal election. Councilor Higgins seconded the motion. Motion passed unanimously.

B. New Business

1. **Application For Catered Function by Qualified Catering Organization-** Councilor Ronco motioned to accept an application for a Catered Function for an event scheduled on July 10, 2021. Councilor English-Flannagan seconded. Motion passed unanimously.
2. **Fiscal Year June 30th, 2021 Audit Engagement-** Manager Crooker reviewed the section of the Town's Charter that applies to audits. Councilor English-Flannagan motioned to engage the services of James W. Wadman to perform the audit of the financial statements for the Town of Winterport for the fiscal year ending June 30, 2021. Councilor Ronco seconded the motion. Motion passed unanimously.
3. **Ambulance Services-** Councilor English-Flannagan indicated that she had asked that this item be put on the agenda. She indicated that she was not sure what the Ambulance was going to need and how the payments would be disbursed by the Town. Logan Craig, Director of Winterport Ambulance indicated that the ambulance service would need the money sooner rather than later. He noted that the service has a back up plan in place that would get the service through the first or second week of October. Logan Craig also noted that they did not need all the money at once in one lump sum. The service was willing to discuss a payment plan with the Town. Additional discussion ensued on the financial needs of the service as well as the Town's current forecast of revenues and the need to closely monitor expenses until the tax revenue from the new tax year is billed and has started to be paid by the taxpayers. Councilor Cooper made a motion to issue a \$25,000 payment to the ambulance service after June 30th, 2021 with the start of the new fiscal year with the understanding that the remaining funds approved at the Annual Town Meeting would be paid on a quarterly basis. Councilor Ronco seconded the motion. Motion passed unanimously. Logan Craig indicated that he would drop off the annual rent check for the Ambulance Service's use of the fire station to the town office tomorrow.
4. **Certificate of Settlement 2021 Taxes-** Manager Crooker explained that he had filed the 2021 tax liens at the Registry of Deeds on Monday and the last remaining step for the tax collector was to prepare the Certificate of Settlement that outlines the taxes collected as well as any outstanding balance that remains, if any. Manager Crooker reviewed the lines of the settlement with the Town Council including the balance of \$773.44 that he has been unable to reconcile at this point since the liens were just filed yesterday. Councilor English-Flannagan motioned to approve the Certificate of Settlement as presented to relieve the Tax Collector, Michael Crooker, of any future personal liability to collect the 2021 taxes. Councilor Ronco seconded the motion. Motion passed unanimously.
5. **Purchase & Sale Agreement Account #2322-** Manager Crooker reported that he had spoken with the reported personal representative of the estate for these commercial buildings as well as her daughter who manages the business. Manager Crooker reported that they indicated to him that they would like to pursue a payment and sales agreement with the Town with a minimum payment of \$1,000 a month until all outstanding taxes on the property had been paid. Manager Crooker noted discussions with an attorney about what the town would need for paperwork to ensure that the Town is entering into a legal agreement with a party that is authorized to do so on behalf of the estate. He reported this information to the Town Council. This information must demonstrate who the authorized personal representative for the estate is at this time, if a will is in place, and if there are any restrictions or specific conditions attached to the property. A discussion of commercial insurance was also mentioned. Councilor Higgins motioned to authorize the manager to negotiate an agreement to bring back to the Town Council at a future meeting

to review and approve. Councilor Ginn seconded the motion. Motion passed unanimously

Legal: None

Appointments/Resignations:

- A. Resignations- 1. Jake Metzler, Conservation Committee- Councilor English Flannagan motioned to accept Jake Metzler's resignation. Councilor Ronco seconded the motion. Motion passed unanimously.

- B. Appointments- 1. Katherine Collins, Conservation Committee [Reappointment]- Councilor Ronco motioned to reappoint Katherine Collins to the Conservation Committee. Councilor English Flannagan seconded the motion. Motion passed unanimously.

Correspondence/Significant Items

Outgoing- No Outgoing

Incoming

- 1. DM&J Check #4115*
- 2. John Logan
- 3. PERC Solid Waste Bypass Option Extension

Minutes/Agendas:

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

Communications:

- A. Town Manager's Report- Manager Crooker reported that the Transfer Station will be closed on Sunday, July 4th in observance of Independence Day but the Town Office and other entities will also be closed on July 5th since the holiday falls on a weekend. It was noted that the employee at the transfer station would receive their holiday pay for the transfer station being closed that day but they are wondering if the transfer station would also be closed on Monday, July 5th with the understanding that employees would not receive a second day of holiday pay for that Monday therefore they would have to use their own vacation or comp time or take the day without pay. The Town Council expressed no objection to the transfer station being closed on Monday, July 5th as well. Manager Crooker indicated to the Town Council that he had spoken with Jackie Robbins about the possibility of her taking over as the Addressing Officer for the Town. Manager Crooker explained that he is trying to spread out some of the work that is on his plate in order to focus on the items that need his attention. He mentioned that it is likely that she will be able to respond to requests for addresses quicker hence hopefully improving the service as well. Manager Crooker noted that there is additional money in that payroll line item for Code Enforcement that could be put towards paying her \$50 a month for this additional duty.

- B. Response to Council Questions- No Questions.

- C. Council Comments- Tom Skratt, Chairperson of the Town of Winterport's Board of Assessors asked to address the Town Council. The Town Council agreed to allow Mr. Skratt to speak. Mr. Skratt indicated that he was looking for some feedback on an issue that had been mentioned that the Board of Assessors' will be discussing at their next meeting. Mr. Skratt reported that he had been approached about the possibility of abating 2022 taxes on a piece of property that was just destroyed due to fire and where the individuals living at the residence lost their lives as a result of the fire. Mr. Skratt indicated that even though taxes are based upon properties as they exist as of April 1st and taxes could be billed on the property, the loss of life is driving a desire to abate those taxes this year. The Council asked

Mr. Skratt follow up questions, including a question to clarify that the reason that they would propose to do this is because the fire resulted in a loss of life not just because the property had been destroyed by the fire since other properties had been destroyed by fire as recent as last week. Mr. Skratt indicated that is correct. Mr. Skratt also updated the Town Council on another issue that is scheduled to be discussed by the Board of Assessors at their next meeting. Mr. Skratt indicated that the Board is considering an across-the-board adjustment to help bring assessments more in line with current prices, which will help maintain or improve the Town of Winterport's Assessment ratio, which helps determine whether the Town will receive a 100% reimbursement from the exemptions or a lesser amount. Mr. Skratt demonstrated to the Town Council how an increase in values could actually cause the mil rate to lower. Refer to the recording of the meeting for complete details of the discussion. Councilor Cooper thanked Councilor Ginn for his many years of service on the Town Council and wished him well with his future endeavors.

Signatures:

Executive Sessions:

Adjourn: Councilor Ronco motioned to adjourn the meeting. Councilor Ginn seconded the motion. Motion passed unanimously. Meeting adjourned 8:51 P.M.

NOTE:


Meetings:

Dates & Time of other meetings between June 30th- July 12th, 2021

Training & Days Off:

Town Office Closed Monday, July 5th in Observance of the 4th of July.

Minutes prepared and respectfully submitted by Michael Crooker.

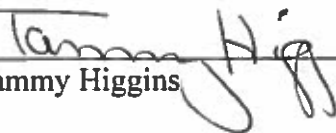


Stephen Cooper

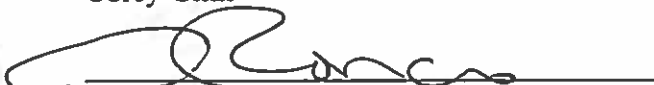


Maggie English-Flanagan

Corey Ginn



Tammy Higgins



Ann Ronco