

MINUTES SEPTEMBER 14, 2021 PUBLIC HEARINGS AND TOWN COUNCIL MEETING

Public Hearing- Town of Winterport Town Council Remote Participation Policy. Chairperson Cooper opened the public hearing at approximately 6:45 P.M.

Manager Crooker explained for the public that after July 30, 2021 Municipal Officers as well as Members of Municipal Boards and Committees are no longer authorized to remotely participate in meetings without first adopting a written policy outlining how and when that participation can occur. Manager Crooker explained that the policy was not meant to allow or mandate fully remote meetings. Manager Crooker noted that copies of the proposed policy were made available for the public this evening. Chairperson closed the public hearing on the Town of Winterport Remote Participation Policy since no one else in the audience wished to ask questions or offer comments.

Public Hearing- General Assistance Ordinances Appendices A-H 2020-2021 Chairperson Cooper opened the public hearing on the General Assistance Ordinance Appendices A-H 2020-2021 at 6:53 P.M. Manager Crooker explained that municipalities around the state receive updated appendices based upon the most recent housing and food surveys. Each year a municipality must update their appendices in accordance with the state's recommended levels or conduct their own surveys to develop the appropriate levels specific to their community. Councilor Kelley asked if the numbers provided were aggregate numbers. Councilor Ronco inquired into how DHHS came up with these numbers for each region. Councilor Ronco indicated that there are some amounts that do not appear to match up with the environment in the county or the numbers that you would expect to see. Chairperson Cooper closed the public hearing at 6:58 P.M.

WINTERPORT TOWN COUNCIL MEETING

Tuesday, September 14th, 2021

MINUTES

Call to Order- Chairperson Cooper called the meeting to order at 7 p.m.

Roll Call- Councilors Cooper, Ronco, English-Flannagan, Higgins, and Kelley present.

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

Adopt Agenda- Councilor Ronco motioned to adopt the agenda. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

Financial Reports:

September 14, 2021	September 21, 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, September 12, 2021. Councilor Ronco motioned to pay payroll through Sunday, September 12, 2021. Councilor Kelley seconded the motion. Motion passed unanimously.
- B. Invoices through Monday, September 13, 2021. Councilor Ronco motioned to pay invoices through Monday, September 13, 2021. Councilor Kelley seconded motion. Motion passed unanimously.

Guest Speakers & Committee Reports- No Speakers or Reports Scheduled

Input from Citizens on Unscheduled Items- Mary Anne Royal asked the Town Council for an update on the status of the town's new website. Manager Crooker explained that he had been pulling information together to develop an RFP for the Town Council to review and authorize to be sent out.

Town Manager Presentation- No presentation scheduled.

Schedule of Meetings

A. September 21st, 2021 & October 5, 2021*

Accept Minutes

A. Town Council Meeting Minutes of August 24th, 2021- Councilor Ronco motioned to approve the minutes of the August 24, 2021 Town Council meeting as presented. Councilor English-Flannagan seconded the motion. Motion passed unanimously.

Scheduled Items:

A.) Old Business

1. Items Ready for Consideration- Account #645 Purchase & Sale Agreement Default & Land Use Options & Action- Councilor Ronco indicated that she drove by the property before she came to the meeting and was very disappointed. Councilor Ronco indicated that she had hoped to see more progress given the Town Council's prior discussions with him. Councilor Kelley motioned to give the former owner 45 days to remove his personal property from the property and to consider that to be the end of this issue. It was noted that after the 45 days had passed that the former owner will have been issued a no trespass order so he is not to return to the property after the 45 days. Councilor Ronco seconded the motion. Councilor Kelley noted that the town had gone back and forth with the former owner about this issue for years including two failed purchase and sale agreements and a consent order to clean up the property, which has not been complied with as of this date. Motion passed unanimously (5-0).
2. Items Pending Further Action- No Items

B. New Business

1. General Assistance Ordinances Appendices A-H 2020-2021- Councilor Ronco motioned to approve the General Assistance Ordinance Appendices as presented. Councilor Higgins seconded the motion. Motion passed unanimously (5-0).
2. Town of Winterport Town Council Remote Participation Policy- Councilor Ronco motioned to adopt the Town of Winterport Town Council Remote Participation Policy as presented. Councilor English-Flannagan seconded the motion. The question was asked about the time period of the notice. In other words, how far in advance of a meeting must a Town Councilor notify the Town Council Chairperson and Town Manager of an absence and subsequent desire to participate in the meeting remotely? A number of suggestions for times in terms of hours and days were mentioned but there seemed to be a general consensus that councilors should try to notify the Chairperson of the Town Council as well as the Town Manager at least seven (7) days in advance of a meeting when it is a known activity that will prevent a Councilor from attending the meeting in person. Motion passed unanimously (5-0).
3. Waldo County American Rescue Plan Act \$20,000 check #1041- Councilor Kelley motioned to accept and deposit the \$20,000 ARPA check from Waldo County. Councilor Ronco seconded the motion. Motion passed unanimously (5-0).

4. Policy Governing the Use of the Victoria Grant Civic Center- Manager Crooker reminded Councilors that after the workshop and the last town council meeting that the Town Council had asked him to update and create a new policy governing the use of the Victoria Grant Civic Center. Manager Crooker noted that he had placed a draft of a proposed policy in their packets for discussion and possible action at this meeting. Councilor Kelley motioned to adopt the Policy Governing the Use of the Victoria Grant Civic Center as presented. Councilor Ronco seconded the motion. Barry Simpson from the audience asked how that policy was going to impact the senior citizen group. Manager Crooker indicated that someone from the town office was supposed to discuss the matter with a representative of each group. Manager Crooker explained that unless the group is part of the Municipality of Winterport, i.e., the Town, then the group would have to provide the Town of Winterport with proof of insurance and have the Town of Winterport listed as an additional insured on their policy before the group could use the VGCC. Manager Crooker asked Mr, Simpson to follow up with him this week to discuss the matter further. Motion passed unanimously (5-0).
5. Municipal Quitclaim Deeds Account #1482, #2298 & #1392. Councilor Ronco motioned to accept the quitclaim deed for account #1482. Councilor Higgins seconded the motion. Motion passed unanimously (5-0). Councilor Ronco motioned to accept the Quitclaim deed for account #2298. Councilor Higgins seconded the motion. Motion passed unanimously (5-0). Councilor Ronco motioned to table the quitclaim deed for account #1392 until the lawyer representing the estate could provide the town with the appropriate paperwork showing that the former owner's estate is in or has gone through probate. Councilor Cooper seconded the motion. Motion passed unanimously (5-0).
6. Application for a Catering Permit submitted by Blaze Bangor LLC- Councilor Ronco motioned to approve the catering permit submitted by Blaze Bangor LLC. Councilor Kelley seconded the motion. Motion passed unanimously (5-0).
7. Winter Sand 2021 Bids- Manager Crooker reviewed the two sand bids received with the Town Council. Manager Crooker noted that the past two years that the town paid \$8.77 per yard through Wellman's Paving. The price for the apparent low bidder this year was \$9.77 per yard through Wellman Paving. The Town Council asked how much money the Town had budgeted for sand this year. The Manager reported that the budget for sand was \$44,000. Manager Crooker noted that the bid submitted by Wellman Paving was for the provision of sand per the town's specifications to the Town of Winterport up to 8,000 yards for a price of \$9.77 per yard, which would equate to a total cost of \$78,160 if the Town had to purchase \$8,000 yards. The past practice is that the town has requested pricing for the provision of up to approximately 8,000 yards of sand but that the town would only pay for the actual amount of sand that was needed and authorized to be delivered to the town by the town. Councilor Ronco motioned to accept the bid from Wellmans Paving at a price of \$9.77 per yard. Councilor Kelley seconded the motion. Motion passed unanimously (5-0).
8. Winter Road Maintenance Bids- Manager Crooker reviewed with the Town Council the three bids that had been received by the Town for Winter Road Maintenance. Audience member Joe Tyler asked the Town Council why they requested a performance bond as part of the bid. Mr. Tyler indicated that all three contractors are known contractors and unlikely to leave the town without service therefore the extreme additional cost for the bond is not worth what the town gets back in the added cost that the contractor have to include for the bond in their bid. Mr. Tyler indicated that many other towns do not even require the performance bond due to the added costs. There was much back and forth discussion between the public and the Town Council. [Refer to tape for the complete discussion] The majority of the Town Council agreed that they would keep the

requirement of a performance bond in the proposed agreement. Resident Mary Ann Royal asked the Town Council to closely review the list of equipment that the contractor will use for the job since she has noticed a decline in the condition of the roads from Hampden into Winterport in past years. Councilor English-Flannagan motioned to table action on the Winter Maintenance Bids until the next Town Council meeting while the Town Council waits for additional information. Councilors asked Councilor English-Flannagan for clarification on the additional information that the Town Council needed. Councilor English-Flannagan indicated that assuming everyone on the Town Council was in agreement about the performance bond then the other information she would like to see is the results of the reference checks for Hopkins Paving LLC. Councilor English-Flannagan indicated that they were familiar with the work and performance of Clisham Construction therefore she was not as concerned about the town manager checking their references. Councilor English-Flannagan indicated that TGP Enterprises Inc. did not have the equipment necessary to perform the services in the contract since they indicated that they would purchase more equipment, if awarded the contract and TGP did not submit a bid bond with the bid. Councilor English-Flannagan motioned to table action on the snowplow bids until the next Town Council meeting scheduled for next Tuesday. Councilor Ronco seconded the motion. Councilor Kelley asked for clarification and suggested that the motion include that the decision on the bids will be tabled no later than the Town Council meeting scheduled for next Tuesday. Councilor English-Flannagan and Councilor Ronco agreed to amend their motion and second to include language that the decision will be tabled until no later than the next meeting. Motion passed unanimously (5-0). [Refer to tape for a complete discussion of this issue as well as the motions that were made on this item.]

Legal: None

Appointments/Resignations:

- A. Resignations- No Resignations
- B. Appointments- Budget Committee- Joe Tyler. Councilor Ronco motioned to appoint Joe Tyler to the Budget Committee. Councilor English-Flannagan seconded the motion. Motion passed unanimously (5-0).

Correspondence/Significant Items

Outgoing- No outgoing

Incoming-

- 1. DM&J Check #4234

Minutes/Agendas:

- 1. Waldo County Commissioners Court Session Agenda September 2, 2021
- 2. Waldo County Commissioners Court Session Minutes July 21, 2021

Communications:

- A. Town Manager's Report-
- B. Response to Council Questions
- C. Council Comments- Councilor English-Flannagan reported that trucks have been traveling on Elm Street and she wanted to know what could be done about it. The Town Manager noted that the ordinance is in place and signs have been installed. The Town can request that the Sheriff Deputies and State Police patrol the area but no guarantee that she will see any results. Councilor English-Flannagan indicated that she would check the name of the company on the trucks next time and contact the company directly as a resident. Councilor

Kelley asked Manager Crooker to provide an update on real estate account #2322. Manager Crooker explained that there has been no recent contact with them. Councilor Kelley suggested making a motion on the account. Councilor Cooper suggested that they include the item on the agenda for the next Town Council meeting.

Signatures:

Executive Sessions:

Adjourn: Councilor Ronco motioned to adjourn the meeting. Councilor English-Flannagan seconded the motion. Motion passed unanimously (5-0). Meeting adjourned 8:07 p.m.

NOTE:

Meetings:

Dates & Time of other meetings between September 15th-September 21st, 2021
Cemetery Committee- Wednesday, September 15, 2021 at 7:00 PM at VGCC
Planning Board- Thursday, September 16, 2021 at 7:00 P.M. at Town Office

Training & Days Off:

Minutes prepared and respectfully submitted by Michael Crooker.



Stephen Cooper



Maggie English-Flanagan



Tammy Higgins



Kevin Kelley



Ann Ronco

