

Town of Winterport Town Council
MINUTES
Tuesday, July 28th, 2020

Call to Order- Chairperson Stephen Cooper called meeting to order at 7:00p.m

Consent Agenda (items marked with an asterisk *)- Motion was made by Ann Ronco and seconded by Margaret English Flanagan to accept consent agenda. MOTION UNANIMOUS

Adopt Agenda- Motion was made by Ann Ronco to adopt the agenda as written. Motion seconded by Margaret English Flanagan. MOTION UNANIMOUS.

Financial Reports:

July 28, 2020	August 11, 2020
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, July 26th, 2020-* Motion was made by Margaret English Flanagan and seconded by Ann Ronco to pay payroll through Sunday, July 26th, 2020. Stephen Cooper asked Maureen Black about full time employees taking lunch breaks and documenting the lunch breaks on their timecards. Maureen stated that all full-time personnel take mandated lunch breaks; Town agrees that all lunch breaks must be documented on timecards. MOTION UNANIMOUS
- B. *Invoices through Monday, July 27th, 2020-* Motion was made by Corey Ginn and seconded by Ann Ronco to pay invoices through Monday, July 27th, 2020. MOTION UNANIMOUS.

Guest Speakers & Committee Reports- No speakers or committee reports

Input from Citizens on Unscheduled Items- N/A

Town Manager Presentation- No presentation scheduled.

Schedule of Meetings

- A. *Regular meetings July 28th & August 11th, 2020. **

Accept Minutes

- A. *Town Council Meeting Minutes of June 30th, 2020-* Motion was made by Ann Ronco and seconded by Margaret English Flanagan to accept the minutes from the meeting on June 30th, 2020. Tammy Higgins asked about the word reliable being in a sentence instead of liable. Town Council was informed that the meeting minutes are to match the recording and the recording says reliable. Town Council stated that they agree. MOTION TO ACCEPT UNANIMOUS.

Scheduled Items:

Old Business

- A. *Ready for Consideration-* N/A

B. Pending further action-

1. *Purchasing Policy Town of Winterport & Town of Winterport Policy on Items Put Out to Bid*- Margaret English Flanagan stated that she asked Town Manager to put this item back on the agenda. She stated that when she was reviewing this, she was confused because they seem to contradict one another. She stated that she just wanted to reaffirm the policy in all the Council's minds. After further discussion it was determined that one of the policies was more oriented toward the bidding and awarding of the bid process. Whereas the other one was directed to regular purchasing on items.

C. New Business

1. *Council Election- Chair & Vice Chair*- Corey Ginn nominated Ann Ronco for position of Council Chairperson, Stephen Cooper seconded. Vote was 4 for with one abstention. Ann Ronco nominated Corey Ginn as Council Vice Chairperson; Margaret English Flanagan seconded. Vote was 4 for with one abstention.

2. *Application for a Catering Permit*- Catering permit for Half Acre Night Club to cater the Triplett Wedding being held at Meadow Ridge Farm. Town Council was informed that the Town Manager has written on all the permits prior to returning them that they must conform to COVID-19 standards and restrictions. Motion was made by Ann Ronco and seconded by Margaret English Flanagan. MOTION UNANIMOUS.

3. *Purchase & Sale Agreements Accounts #2336, #660, & #2077*- First account discussed was account number 660. There was discussion on this property, which is on the Stream Road. There was a pre-existing buyback agreement that was done for the owner's wife on this property a few years ago. That buyback was not successful. The owner is looking to get into a buyback stating that he and his wife are splitting up and he would like to retain his property. After further discussion, Margaret English Flanagan asked if the owner could be given another chance with the understanding that if he missed one payment then the Town would foreclose. Town Council was informed that with the buyback agreements and the way they are written that is very possible. The Town Council stated that they did not want this to be another 3-year process. Motion was made to enter a buyback with the owner of the property for Acct# 660. MOTION was 4 for and 1 opposed. Next property is Acct # 2077. The Town Council was given information in their packet on this property and was spoke to by the Town Manager last meeting about this property. The property is in the sister's name, however the brother lives there and stated that he was not aware that taxes were due on the property. He would like to retain this trailer. The trailer sits on their mother's property. Their mother has since passed and the bank is taking possession of the property subsequently the trailer needs to be moved, regardless. Statement was made that the brother has been preparing the trailer to be moved. Stephen Cooper stated that he is familiar with the family. Councilor Cooper stated that he thinks entering into a buyback agreement would not be wise and that he does not think it would be followed through with. After further discussion, Stephen Cooper stated that he thinks the best course of action for this case would be to make an agreement to take \$1,000.00 dollars for the past due taxes and just return ownership of trailer. It will cost the town more to dispose of it themselves as the town found out in a prior case. Tammy Higgins asked if the town council could ask to see proof of his income and go from there. A possible problem that was noted is that the trailer is still in the sister's name not the brothers. Motion was made by Stephen Cooper to offer agreement to Cindy White for \$1,000.00 dollars to repurchase her trailer, giving the Town Manager authority to negotiate with Cindy White on a final price. The last account discussed was Acct # 2336. The Town Manger and the Council have spoken about this property. The trailer is in a deceased gentleman's name, no one has been able to contact his wife. A man named Thor Gower now has ownership of the trailer and would like to pay off the back taxes. The town council was provided with a finalized copy of the buyback for the town council to review and sign.

4. *2020 Summer Paving Projects Update & Changes*- The council reviewed the changes that have been made to the bid prices. The Town Council stated that they want a monetary figure from the Winterport Water and Sewer district. The Town Council specifically wants the dollar amount from the Water and Sewer District that they are going to pay toward the repair of Lincoln Ave. Stephen Cooper stated as for the other changes and updates he wants to wait for Town Manger to return from vacation to discuss further, specifically the Wellman estimate. Stephen Cooper then asked Maureen Black who does the figuring for bids when it comes to roads. Maureen stated that Town Manager and Road Supervisor assess the roads that need repair and the Town Manager puts the bid together. There was discussion on the changes to Elm St. One council member stated that he is not opposed to making Elm Street a no truck road. The town council asked for this to be on the agenda for the next meeting.

Legal: None

Appointments/Resignations:

A. *Resignations*- None

B. *Appointments*-

1. *Council Appointee to Committee to Research Options for Ambulance Services*- After discussion, Stephen Cooper nominated to appoint Margaret English Flanagan as the Council representative to serve on the Committee to Research Options for Ambulance Services. Ann Ronco seconded. MOTION CARRIES with one abstention. The Town Council would like to ask the Town Manager to put a notice on the website about the search for residents to be on the committee. It was noted that typically when something like this comes up that people submit a written request to be on the board or committee. The Winterport Town Council would like it to be put on the Town’s website, Facebook, or even hung up in the post office. The Town Council would also like this to be put on the agenda for the next town council meeting. There was question on who should be representing the Winterport Ambulance Association. Tammy Higgins stated that she feels Phil Higgins should be on the board. He is the Director of the Ambulance and it makes the most sense. The Town Council indicated that if Phil wants to be on the committee then he also needs to submit a written request to be considered.

2. Yearly Appointments Noted below:

Yearly Appointments*

Position	Name	Position	Name
Animal Control	David Nason	Town Clerk	Maureen Black
Treasurer	Michael R Crooker	Road Commissioner	Michael R. Crooker
Health Officer	Michael R Crooker	Addressing Officer	Michael R Crooker
Town Attorney	Charles Gilbert	Plumbing Inspector	Jackie Robbins
Code Enforcement	Jackie Robbins	Emergency Director	Philip Foley
Fire Inspector	Philip Foley	Fire Warden	Philip Foley
Tax Collector	Michael R. Crooker	Welfare Director	Maureen Black
Voter Registrar	Brittany Whittlesey	Deputy Welfare Dir.	Michael Crooker
Deputy Town Clerk	Michael Crooker	Dep. Registrar Voters	Maureen Black
Deputy Tax Collector	Maureen Black	Deputy Treasurer	Maureen Black
Deputy Town Clerk	Brittany Whittlesey	Fire Inspector	Philip Foley

Correspondence/Significant Items

Outgoing

1. None

Incoming

1. DM&J Check # 3567 & 3591*
2. Waldo County Commissioners- Budget Year 2021 Waldo County Budget Committee

Minutes/Agendas: None

Communications:

- A. Town Manager's Report
- B. Response to Council Questions
- C. Council Comments- Ann Ronco asked if the trees and bushes around the Welcome to Winterport sign on the Winterport Frankfort Town line can be trimmed back since they are growing up around the sign. Ann Ronco also asked if someone could look at the tree that has fallen in the Town parking lot between her business and Don Dickle's business. She stated that it really needs something to be done with it. Tammy Higgins stated that she received a text message from someone about live streaming the Town Council meetings. Ann Ronco asked if this could be talked about next time. The Town Council also asked if the budget committee can be put on the next agenda, specifically nominees. The Town Council then asked about WIFI in the Town Office and was told there is no WIFI in the Town Office. Council would like to discuss at next Town Council meeting.

Signatures:

Executive Sessions: No Executive Sessions Scheduled

Adjourn: Motion was made to adjourn by Ann Ronco at 8:06 p.m. Seconded by Margaret English Flanagan. **MOTION UNANIMOUS.**

NOTE:

Meetings:

Dates & Time of other meetings between July 29th – August 11th, 2020

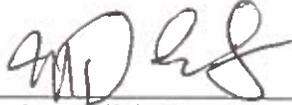
Training & Days Off:

Manager's Vacation Wednesday, July 22-Thursday, July 30th.

Minutes prepared and respectfully submitted by Brittany Whittlesey.



Stephen Cooper



Maggie English-Flanagan



Tammy Higgins



Ann Ronco



Corey Ginn