

Chairman Cookson brought the meeting to order at 7 pm.

Attendance: Chairman Kevin Cookson: Councilors David Rheaume, Linda Caprara, Ken Buck, Sarah Fuller, James Lattin, Priscilla Jenkins, and the Town Manager, Jeffrey Woolston.

Honoring the Rickers for their service to the Town and the Food Pantry

Chairman Cookson delivered the following comments honoring the Rickers:

Carole and Norman Ricker came to the food pantry 14 years ago. Soon after the food pantry was going through a time of transition, an interim director and president were in place but the search was on for someone to take on the role of executive director.

Carole and Margaret Marston stepped forward and agreed to serve in that role as co-executive directors. Carole has often said that she got all the credit while Margaret worked quietly alongside her. The same could be said of Norman. They played to each others strengths and decided when the time came to retire, they would all retire together. That was in 2008. The search was on for another director, when none came forward Carole and Norman decided they would stay on until replacements could be found. Little did they know it would last three more years. Finally, Carole and Norman can retire with the gratitude of the community.

When asked for some comments on Carole's leadership of the Winthrop Food Pantry the following words were used:

- Steady
- Tenacious
- Persistent
- Tireless
- Organized
- Fair
- Stern, but compassionate
- Understanding

She had a keen sense of how people living on the edge of financial stability suffer and how some people are mysteriously more resilient than others.

A conversation was had once about the probable age of a food pantry recipient. Old or middle age? We couldn't tell, and Carole noted, "Many of the people who come here look older than they really are. They are just worn down."

During Carole's tenure the bylaws were rewritten, charitable status with the IRS was obtained and procedures were put into place to be certain the food pantry was secure for the future. While Norman quietly worked on building projects for the physical space, and keeping the stock room in order, Carole took care of the day-to-day operations, including securing a steady food supply and the outreach in the community that ensure funds were available to cover the yearly operating costs.

Carole and Norman, your guidance is appreciated. Thank you for the past 14 years.

Chairman Cookson also approved a proclamation for the Rickers which will be delivered by November 19th 2011.

Veteran's Day Proclamation Presentation

Mr Don Chase made some remarks about upcoming veterans day activities before the Chairman presented the proclamation

Chairman Cookson delivered the following matted and framed proclamation to Mr Don Chase, representing the Winthrop American Legion Post 40.

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

3071

Whereas it has long been our customs to commemorate November 11, the anniversary of the ending of World War I, by paying tribute to the heroes of that tragic struggle and by rededicating ourselves to the cause of peace; and

Whereas in the intervening years, the United States has been involved in two other great military conflicts, which have added millions of veterans living and dead to the honor rolls of this Nation; and

Whereas the Congress passed a concurrent resolution on June 4, 1926 (44 Stat. 1982), calling for the observance of November 11 with appropriate ceremonies, and later provided in an act approved May 13, 1938 (52 Stat. 351), that the eleventh of November should be a legal holiday and should be known as Armistice Day; and

Whereas, in order to expand the significance of that commemoration and in order that a grateful Nation might pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this Nation, the Congress, by an act approved June 1, 1954 (68 Stat. 168), changed the name of the holiday to Veterans Day:

Now, THEREFORE, I, DWIGHT D. EISENHOWER, President of the United States of America, do hereby call upon all of our citizens to observe Thursday, November 11, 1954, as Veterans Day. On that day let us solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom, and let us reconsecrate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain. I also direct the appropriate officials of the Government to arrange for the display of the flag of the United States on all public buildings on Veterans Day.

In order to insure proper and widespread observance of this anniversary, all veterans, all veterans' organizations, and the entire citizenry will wish to join hands in the common purpose. Toward this end, I am designating the Administrator of Veterans' Affairs as Chairman of a Veterans Day National Committee, which shall include such other persons as the Chairman may select, and which will coordinate at the national level necessary planning for the observance. I am also requesting the heads of all departments and agencies of the Executive branch of the Government to assist the National Committee in every way possible.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the United States of America to be affixed. Done at the City of Washington this eighth day of October in the Year of our Lord nineteen hundred and fifty-four, and of the Independence of the United States of America the one hundred and seventy-ninth.

DWIGHT D. EISENHOWER

Therefore, the Winthrop, Maine municipal officers hereby order that, unless it will cause the municipality to incur an additional expense, cause any public bell or clarion within its possession or control to be rung at 11:00 a.m. on Veterans Day two thousand eleven and the municipal officers request that any other bell or clarion within the municipality be rung voluntarily for 30 seconds at 11:00 a.m. on Veterans Day, and shall take such steps as are necessary to properly coordinate public and volunteer events.

On behalf of the entire Winthrop Town Council dated this 7th day of November, two-thousand and eleven.

signed

Kevin Cookson,

Chairman, Winthrop Town Council.

The framed proclamation was then presented by the Chairman to Mr Chase

Recognizing Dispatcher Michael Malok for 20 years continuous service

Chairman Cookson presented a clock and gave his personal thanks on behalf of the town to Mr Malok for his 20 years of continuous service to the town. Mr Malok received a standing ovation for his service to the town and the Police Department

Ordered that the Winthrop Town Council meet to consider the following items:

Approve the October 3, 2011 council meeting minutes

Motion by Councilor Fuller and seconded by Councilor Rheaume, the minutes were approved by Councilor Fuller, Councilor Rheaume, Chairman Cookson, Councilor Buck, and Councilor Caprara. Councilor Jenkins and Councilor Lattin abstained (absent during previous meeting)

Item #85 - Winthrop Town Library Addition

Ms Mary Jane Aunes gave an update to the efforts being taken to erect an addition to the town library. A professional event organizer has been hired to get things moving further towards collecting the required \$1.3Million. They will enlist a grant writer to work in addition to the council to get additional monies. The group has several volunteers on the fund raising council.

Item #86 - Charles M. Bailey Library Roof Repair Grant

o Hold a Public Hearing to discuss acceptance of CFMF funds To Repair the Charles M. Bailey Library roof

Chairman Cookson opened the public hearing at 7:20 pm. According to Ms Mary Jane Aunes the grant being considered for acceptance will be \$72,000 with the library trustees putting up matching funds using monies from the library endowment fund. Hearing no further discussion or comments, he closed the hearing at 7:21 pm

Item #87 - Consider Accepting CFMF Funds To Repair the Charles M. Bailey Library roof

Councilor Buck made the motion, seconded by Councilor Rheume to accept the DFMF funds. The motion was unanimously approved.

Item #67 - Tabled from August 1, 2011 Meeting

- o Hold a discussion on Fire Works Sales/Use in Winthrop

Councilor Fuller made a motion, Councilor Jenkins seconded to remove Item #67 from the table. The motion was defeated 5 - 2 (Cookson and Councilor Fuller In Favor)

Item #77 - Winthrop Bicycle-Pedestrian Plan

The Winthrop Bicycle-Pedestrian Plan was accepted without another vote. Councilor Fuller remarked that the council had only requested final changes be made prior to publishing. Those changes were complete. Woolston was charged to take the plan and fold its goals and initiatives into those of the municipality as the budget allows.

Item #80 - Bid Review – Sound System for All Purpose Room

An in-state vendor was found and made a bid of \$7660 to update and increase the size of the sound system used in the All Purpose Room. Councilor Caprara liked the idea of using the available capacity of the amplifier. Councilor Rheume made a motion, Councilor Fuller seconded to buy 3 three more mics, stands, and cables to fill the remaining capability of the existing amplifier. Councilor Lattin requested information on the cost of the microphones and whether the costs were in the municipalities' original budget. Chairman Cookson explained that in the past, people had said that they could not hear the councilors. Also, Woolston had been asked by the council to do the investigation into the costs of upgrading the system. Woolston said that the costs were not in the original budget. The individual mic cost information was not available at the meeting within the in-state quote. The motion carried 6-1 (Councilor Lattin opposed)

Item #88 - Kennebec County Revised Hazard Mitigation Plan

Mr Sean Goodwin presented the plan to the council which was a revision of the 2005 plan. Projects in the plan would be eligible for funding consideration if money became available. Councilor Caprara asked when the lists of projects within the plan were compiled. Mr Goodwin said the lists were compiled in 2010. Mr Goodwin also mentioned that money for these types of projects goes unspent each year. Councilor Fuller commented about the plan talking about one major river, then talking about 2 major rivers. Mr Goodwin said that if any changes are needed, the town will collect them and see that they are put into the next revision of the plan. She also asked how much the Town will be able to do with the use of shelters. Mr Goodwin stated that the available shelters should be listed in the plan. Chairman Cookson recommended the council take advantage of the plan. Councilor Rheume made a motion, Councilor Caprara seconded to adopt the plan. The motion was unanimously approved.

Item #89 - Comp Plan Implementation - Update

Councilor Fuller presented the highlights of things that have been accomplished relative to the Comprehensive Plan since its approval. The highlights for each chapter of the Comprehensive Plan include:

- 1) Implementation Cmte formed!

- 2) Chapter 4: Economy
 - a. Support of WACC and WKEDA
 - b. Public restrooms & events in progress
 - i. Royal Street public-private partnership
 - ii. Zoning issues (Task Planning Board)
 - iii. Marketing plan
- 3) Chapter 5: Housing
 - a. Pace energy efficiency funding
- 4) Chapter 7: Public Facilities and Services
 - a. Work underway with Bailey Library Trustees on expansion project
 - b. ENewsletter in existence and Facebook up and running: improvements possible
 - c. Bicycle-pedestrian plan completed
 - d. Open space plan – not the same, but conservation priorities are a beginning
 - e. Increased recycling options
 - i. Sand storage building
 - ii. Fire station
 - iii. Plan for sewer expansion
 - iv. Green building supplies
 - v. Increased collaboration with neighboring towns
- 5) Chapter 8: Outdoor Recreation (several underway)
 - a. Concerts at Norcross
 - b. Mt. Pisgah grant application for trails improvement and mgmt
 - c. Conservation/open space priority planning with KLT (not specific open space)
 - d. Right of way issues for East Winthrop Beach
 - e. Beach replenishment
 - f. We Play Outside adopted (not officially in plan)
 - i. Improvements to school-based recreation
 - ii. Evaluate non-resident use of beach options
 - iii. Mill stream path (in bike-ped plan)
 - iv. Off road multi-use trails
 - v. Increased education
- 6) Chapter 7: Transportation
 - i. Not much done here, a few things addressed in Bike-Ped plan and some possibilities for Royal Street area
- 7) Chapter 10: Public Health
 - a. Several items addressed/underway in the Bike-Ped plan
 - b. Community Garden – established, could be better utilized
 - i. Visitor use of beach
 - ii. School healthy meals initiative
 - iii. Senior activities program
 - iv. Bike helmet distribution and racks
 - v. Educational efforts for health and safety concerns with Library/public safety officers
- 8) Chapter 11: Land and Water Resources
 - i. Update zoning on shore land locations (perhaps this has been done?)
 - ii. Task planning board
- 9) Chapter 13: Historical Resources
 - a. Winthrop Historical Society reconstituted
 - b. Winthrop Art and History walk
 - i. Planning board consider historic inventory
 - ii. Funding for town-wide report on historical and archeological sites
 - iii. Complete and archive HS oral history project

Councilor Fuller also made a point of mentioning that a major chunk of things to do include the many zoning recommendations which will require the help of the planning board and Town Manager to get them resolved. Councilor Caprara asked Councilor Fuller if she will keep the

council informed with the various zoning issues as they appear. Councilor Fuller said she will provide additional reports as progress is made.

Item #90 - Winthrop Service Fee Change Discussion

Woolston presented a complete draft of fee changes being proposed by the various department heads in the municipality. Woolston read the following comments into the record: Raising a fee for a service that is used many times during the year will certainly defray any administrative or material costs associated with providing the service. Other fees are set to regulate demand like the \$50 dollar fee charged for a complete taxpayer list. Whenever the cost of any service is covered by a fee; there will be less cost for the taxpayers at large. The listing you have tonight is a first look at raising some fees and leaving others as they have been. It also lists some new fees. It is based on the best estimates of the various department heads. He noted that the current draft listing does not reflect the overall wishes of the council. The staff needs criteria that specify what the balance should be between fees and making a service 100% funded by the taxpayers. Some criteria that could be considered are:

- Overall cost of a service to the user or taxpayer: 50/50, 90/10, etc.
- Are there any services that should be 100% fee based?
- Are there any fees that should be eliminated? (100% tax payer funded)

Chairman Cookson remarked that some of the items would require an ordinance change. Overall, the list didn't seem out of line. Councilors and persons in attendance asked various clarifying questions about the new fire department fees. Chief Dan explained why the fees were included. Chairman Cookson made the suggestion that Woolston structure separate briefings on each department to make sure all questions can be asked and answered before the council makes a final decision to move them to a public hearing.

Item #91 - Town Financial Management - Memorandum of Understanding

Woolston presented the existing document with the current suggested changes. Chairman Cookson asked if the draft MOU had been discussed with the School Superintendent. Chairman Cookson also said that the school board and the council would have to agree to change any word. Woolston replied that it was discussed that day between the current and previous Financial Directors and the School Superintendent. Councilor Caprara asked if the meetings between the Town Manager and Superintendent were taking place. Woolston explained that they had started. The Chairman directed that the MOU coordination should be finalized between the manager and Superintendent, and then brought back to the council for further guidance and decision making.

Item #92 - Hold a public hearing on the following Victualer's License Application

- . o Flaky Tart

Chairman Cookson opened the public hearing at 8 pm. Councilor Caprara asked to see the application. Councilor Fuller remarked that the need for a bakery was a constant topic during the comprehensive plan update. Hearing no discussion, he closed the hearing at 8:02 pm.

Item #93 - Consider the Victualer License Application

- . o Flaky Tart

Councilor Jenkins made the motion, Councilor Caprara seconded to approve the License Application. The motion was unanimously approved.

Item #94 - Hold a public hearing on the following Malt, Vinous and Spirituous Liquor License renewal application

- o Alfred W. Maxwell, Jr. American Legion Post 40, Winthrop, Maine

Chairman Cookson opened the public hearing at 8: 05 pm. Police Chief Young remarked that everything was fine. Hearing no discussion, he closed the hearing at 8: 06 pm

Item #95 - Consider the Liquor License renewal application

- o Alfred W. Maxwell, Jr. American Legion Post 40, Winthrop, Maine

Councilor Fuller made a motion, Councilor Jenkins seconded to approve the renewal application. The motion was unanimously approved.

Item #96 - Consider approving the sale of a surplus emergency light bar to the Livermore Fire Dept. for \$100.00.

Councilor Lattin asked how much a new light bar would cost. Chief Young said a new light bar would cost about \$1,000 and that this unit was very old. He said that it was now only worth \$100 dollars. He also said the Livermore Fire Department asked if they had a light bar to sell. The light bar in question is not fully functional and is in similar condition to a light bar the Winthrop PD bought from Livermore a few years ago.

Councilor Rheame made a motion, Councilor Caprara seconded that the Winthrop Police Department sell the light bar to the Livermore Falls Fire department for \$100.00. The motion was approved with a unanimous vote.

Item #97 - Consider approving Sandy J. Flynn as an election clerk for the November 8, 2011 election

Councilor Rheame made a motion, Councilor Caprara seconded to approve Sandy J. Flynn as an election clerk for the November 8, 2011 election. The motion was approved with a unanimous vote.

Manager's Report

1. *Expenses report – The municipality is on track overall at the first third of the year for being 38% expensed to date. Some low numbers are due to semi-annual bills that have not come in yet. Those categories that reflect a significantly higher expense are usually due to paying annual bills early or activities like the Sexton and YMCA that do most of their programs during summer months.*
2. *Still don't have a final start date from Androscoggin Bank about electronic payment of taxes. I will call them personally this week and find out what's going on.*
3. *Ted Berry INC has Winthrop tentatively on the slip lining schedule for as early as November 21st start and as late as November 28th start. Matt Timberlake, the Vice President / Senior Project Manager said, "We are committed to getting your project installed this fall and although winter is sneaking up on us we do not feel any risk of not having it complete."*
4. *KASI Infra Red asphalt repair came up from NH last week and did an outstanding demo of the technology. Councilor Sarah Councilor Fuller did a superb job capturing each step of the*

process as the crew repaired a bad hole in the municipal parking lot and at Norcross Point. She talked about the several of the system advantages and mentioned that the town might be able to make use of cost sharing. Woolston remarked that we need this technology to extend the usable life of our roads by making repairs last several years instead of one season. He'll be doing some research into possible avenues of funding. The equipment cost is about \$150,000. KASI is the only manufacturer using stainless steel construction in its product and conducting on-site training after the sale.

- 5. I left a voice mail message today asking if the school video production studio can broadcast past the school grounds.*
- 6. The railroad crossing at lower Main St and Rt 133 has been repaired by Maine DOT and PanAm Railroad.*
- 7. Winthrop's Soup Kitchen will be moving back into the St Francis Xavier Church*
- 8. We need to move to modern financial management software. The vendor we need to move to is TRIO. (there is only one other vendor doing what we need to do; and we have them) We already use TRIO for some transactions. Our current contractor's software does not have the security protocols, flexibility with reports, archival and retrieval of information, or the potential for interoperability with the school's financial management system. We can move to TRIO next year, and recoup the initial investment of about \$21K dollars in two years and only pay maintenance costs of about \$3,100 dollars annually. We are paying about \$16K annually for our current financial management software. Councilor Lattin requested a breakout of what the town is paying for with its software.*
- 9. 1/6 of Winthrop's population is 65 years of age or older. Scams targeting elderly are everywhere. It is unknown if they are aware of support programs or if they are prepared for a personal emergency. I would like it if our town would sponsor a senior citizen outreach program. Is this opportunity something I can organize or do we need a separate committee? The council said the manager can run with it.*
- 10. I was looking through some files and found a Spirit of America Award folder. I found the plaque in the lobby but didn't see anything for 2011. Will we be selecting a winner for this year? Chairman Cookson asked Councilors Councilor Fuller and Councilor Jenkins to make the selections for this year's award.*

Item #98 - Executive session in accordance with 1 MRSA, Section 401 – Tax Abatement Request

Item #99 - Executive session in accordance with 1 MRSA, Section 401 - Personnel Issue

Councilor Fuller made a motion, Councilor Jenkins seconded to move the council into executive session at 8:15 pm. The council came out of executive session at 8:45pm. Councilor Rheaume made a motion, Councilor Caprara seconded to disapprove the Tax Abatement Request. The motion was unanimously approved. There was no action taken on the Personnel Issue

The meeting adjourned shortly after 8:45 pm