



**Winthrop Town Council Meeting Minutes  
Monday November 2, 2020  
VIA Zoom  
7:00 PM Business Meeting**

**Call To Order – Roll Call**

  X   Chair Sarah Fuller,   X   Vice-Chair Linda Caprara,  
  X   Councilor Barbara Alexander,   X   Councilor Scott Eldridge,   X   Councilor Priscilla  
Jenkins,   X   Councilor Rita Moran,   X   Councilor Andy Wess

**Item 90** Consideration of approving minutes of the meeting held on [October 5](#) and [October 13](#),  
and sign disbursement warrants

**Suggested Motion:** Move to approve council meeting minutes for October 5 and October 13 as  
written

**Motion:** Jenkins            **Second:** Alexander            **Vote:** 7-0

**Item 91** Update: Winthrop Response to COVID 19

Council Chair Fuller gave an update of the Emergency Management Agency's activities (EMA) including the development of phased plans for individual department's reaction to restrictions that may be necessary as Covid inflection rates rise dramatically, enforcement efforts and grant funding being drawn down as an extended deadline approaches.

Councilor Alexander requested a discussion of the ongoing emergency proclamation/EMA on an upcoming agenda.

**Item 92** Discussion with Auditor Jennifer Connors regarding proposed adjustments to the  
Balance Sheet for FY 20

Jennifer Connors presented two potential fund balance adjustments as she finalizes the FY19 audit. The Town's Fund Balance is estimated to be approximately \$3 million at the close of FY 19. The School's deficit that has been carried for several years on the School's Balance Sheet has shrunk to approximately \$900,000. Given the healthy Town Fund Balance, this year presents itself as a prime opportunity to clean up the Town's Financial Statements by combining the Town's Fund Balance and the School deficit. Another recommended adjustment is to create a reserve for accrued compensated time. The total currently stands at approximately \$350,000.

Without a reserve, when staff leave and the accrued time is paid out without any funding available, departments overspend their budgets. Best management practices would necessitate creating a reserve to avoid the problem. In general there was support for making these adjustments as part of the audit.

Other Business:

Manager's Report:

Turtle Run Bridge – Although we had essentially put this project off until spring due to the inability to find a contractor offering a reasonable price, our engineer for the project offered to build, as well as design the project and keep to the lowest bid we received. The bridge is currently under construction and expected to be finished by the end of the month.

Adjourn.

**Suggested Motion:** Move to adjourn meeting at 8:15 pm

**Motion by:** Moran      **Second:** Wess      **Vote:** 7-0