

Winthrop Town Council
Meeting Minutes
Monday, October 7, 2013
Town Office

Call to Order at 7pm

Roll Call – Chairman Kevin Cookson, Councilors Sarah Fuller, Linda Caprara, Priscilla Jenkins, Larry Fitzgerald, Don Ellis Jr, and Ken Buck Sr. were in attendance with the Town Attorney Lee Bragg, and Manager Jeff Woolston.

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

Approve minutes from September 9, 2013 meeting and from September 30, 2013 Special Council Meeting.

Councilor Fuller made a motion, seconded by Councilor Jenkins to approve the September 9 and September 30 minutes with the following changes to the September 9, 2013 minutes:

Under the August 5 meeting: Change Fitz to Councilor Fitzgerald

Under the Manager's report, 9:17 pm: change "his" condition to "her" condition

Add the following to Chairman Cookson's comments: The council could approve the transfer of funds between cost centers if needed for the school budget we are operating under.

The motion passed (6, 0, 1) (6 in favor, 0 not in favor, Councilor Jenkins abstained, not at both meetings)

Item #87 – Consider Health Plans for FY 2013-2014

Ms Sue Smith, Maine Municipal Association briefed the Council on the various plans offered by MMA. She also discussed the aspects of several plans the council was considering in conjunction with the FY 13-14 budget. The way forward will be to have the individual will contribute 10% to their health insurance and will contribute 35% for family coverage.

After the presentation and questions, Council Fitzgerald made a motion, seconded by Councilor Fuller that the council select MMA PTL 500 as the primary plan, with POS C and POS 200 plans as optional with individuals paying any difference.

Councilor Fitzgerald amended the motion with the addition of "and that the town will contribute \$250 per individual for the Health Reimbursement Account (HRA)" if the savings from the health care budget actually cover the cost. The amendment passed (6, 1) Councilor Buck opposed. The original motion passed unanimously.

Item #88 – Green Committee Reorganization Briefing

Councilor Jenkins gave an overview of activities the Green Committee expects to be involved in during the coming year. They included a series of Green Committee meetings into green power/alternative energy sources; Local "new" food sources, and recycling to the advantage of the town. There will be community forums on each area in the future.

Item #89 – Consider Tax Write-Off – Fairpoint Communications Bankruptcy

Councilor Fuller read the following Order:

ORDER #155

TOWN COUNCIL

AN ORDER PROVIDING FOR: Settlement of Overdue Property Taxes - FairPoint Communications

BE IT ORDERED, by the Town Council of the Town of Winthrop, as follows:

VOTED: (1) That the Town Manager is hereby authorized to accept the offer by FairPoint Communications of \$15,468.53 to settle overdue property taxes.

(2) That the remaining balance, due to interest and cost fees, of \$5,304.58 is abated.

IN THE TOWN COUNCIL. Read and Adopted: October 7, 2013

Councilor Jenkins made a motion, seconded by Councilor Fitzgerald to accept the order as read which was unanimously approved by the council.

Item #90 – Consider Emergency Medical Services (EMS) Initiatives

Chief John Dovinsky gave a council a short synopsis of things going on with EMS in the area. He raised the idea of Winthrop making a formal offer of a contract with Monmouth to do their EMS. An informal poll of the council resulted in them being in favor of the manager inviting Monmouth officials to a meeting to discuss the possibility of a contract in case they were looking for options.

Item #91 – Consider Police Department Roof Replacement Bids

Chief Young briefed the council on the roof replacement project with the manager recommending the low bid be selected to replace the police department building roof. Chief Young also requested any remaining budget funds be allocated to buying a new antenna tower and moving its location from the roof to next to the building.

Councilor Fuller made a motion, seconded by Councilor Jenkins to approve the low bidder Kevin W. Smith for \$31,700 to replace the roof.

Councilor Fuller amended her motion, seconded by Councilor Caprara to grant any remaining balance of funds from the roof replacement towards the purchase of an antenna tower. Both the amendment and the original motion passed unanimously.

Item #92 – Consider Fire Station Parking Lot Paving Bids

Chief Dan Brooks briefed the council on the fire station parking lot paving bids. Chief Brooks sent request for bids from three companies. There was only one bidder due to the nature of the project and the time of year. Councilor Buck made a motion, seconded by Councilor Fuller to approve the bid of \$16,900 from B&S Paving which passed unanimously.

Item #93 – Consider 2013 Special Audit Recommendations

After discussion by the council, Councilor Fitzgerald made a motion, seconded by Councilor Fuller to direct the Town Treasurer to implement the following tasks recommended by Mr Ron Smith in his final briefing to the council regarding the special audit: #1-6, 9, 12, and 14 and replace all debit cards with

credit cards which passed unanimously. The council finance committee will be joined by selected members of the school board finance committee to work out the details for resolving recommendations #7, 8, 10, 11, 13, and 15. The complete list of tasks includes:

1. That the practice of tax dollars being transferred to student accounts maintained outside the Town office or School central office cease immediately and the practice discontinued.
2. That the Town defines authority and custodianship over all Town accounts and notifies all applicable parties within the Town.
3. That the Town establishes clear guidance on what current accounts will be maintained in addition to Town and School General operating and payroll accounts including investments.
4. That the Town notifies all financial institutions which accounts are currently maintained that the Town Council through its Treasurer will authorize only Town identified accounts.
5. That the Town reviews these accounts once again with all current applicable financial institutions to better understand the banking practices which allowed these accounts to be established in the first place.
6. That the Town Treasurer be an authorized signor all accounts in the name of the Town.
7. That the Town will work with the School to better define “student activities” and consider the establishment of three school bank accounts:
 - i. High School Student Account
 - ii. Middle School Student Account
 - iii. Elementary School Student account
8. That the Town works with all Town Departments including the school to achieve clear concise fiscal policies and procedures over public funds.
9. That all accounts bearing the Town name currently residing in a financial institutions for which the purpose is not strictly Town business, be turned over to the applicable custodians by the Town.
10. That all future expenditures of Town and School funds be put on a warrant to be publicly viewed by both the Town Council and Board of Education.
11. That the concept of “best practice” be implemented going forward by the Town Council and Winthrop Board of Education.
12. That the monies residing in the high school account representing student fees be turned over to the Town and be used to subsidize the School budget as intended by the Board of Education.
13. That all capital items Town and School in accordance with Town charter and the Town’s capital plan be part of the Town’s and School annual budget.
14. That the Town retains one credit card to be used for conducting Town business. In addition this account would not be a debit card associated with a Town banking account but separate from that. We further recommend all Town debit cards be cancelled.
15. That the Town Council works with the Board of Education to discuss the common ground matters of Town and School finances and the interaction between Town and School fiscal staff.

Other Business

Councilor Fuller reminded the audience that there will be a spooky fun run scheduled Oct 27 and gave the details for registration and when the event would actually take place.

Manager's report

The manager asked the council whether they wanted to fix or replace the all-purpose room amplifier. The council agreed the manager should get updated quotes from the vendors he talked to in 2011 and report back to the council.

Item #94 -- Consider going into executive session in accordance with 1 MRSA, Section 405.6.E – Consult with legal counsel regarding the Council's rights and duties regarding the special audit.

Councilor Fuller made the motion, seconded by Councilor Jenkins to go into executive session in accordance with 1 MRSA, Section 405.6.E – Consult with legal counsel regarding the Council's rights and duties regarding the special audit. The motion passed unanimously at 8:45pm.

The council came out of executive session at 9:15pm. At that time, Councilor Fuller made the motion, seconded by Councilor Fitzgerald to have the town's auditor review the draft FY 13-14 school budget prior to any action being taken by the council to approve it for referendum. The motion passed unanimously.

Adjourn: 9:18pm