

**Winthrop Town Council**  
**Meeting Minutes**  
**May 21, 2012**

***Attendance: Chairman Kevin Cookson: Linda Caprara, Priscilla Jenkins, Sarah Fuller, Ken Buck Sr., Larry Fitzgerald, Jennifer Currier, Jeffrey Woolston (Town Manager) and Julie Winberg (Secretary)***

*Minutes of May 15, 2012 – motion by Fuller and seconded by Buck, the minutes were approved with a unanimous vote with one correction on page 3 changing DEA to DA.*

*Memorandum was reviewed reference the required amendments to the general assistance ordinances. One of the changes 'places a limit on the amount of housing assistance that can be provided under the GA program. The second change reduces by 10% the overall and individual maximum levels used to determine the assistance provided to GA clients'. Both of the changes will be in effect for FY2013. The impact of these changes to the FY2013 budget year for the town is yet unknown.*

*Kennebec Savings Bank Reserves general ledger accounts (#7005 to #7036) were reviewed with the beginning balance, activity description, reserve FY2013 use and ending balance at April 30, 2012. The comments on the earlier version have been applied.*

*Bond payments schedule was prepared as requested. There are only two school bonds and one town bond that will be retiring in 2014, There are none retiring in 2012/2013.*

*Note: There is \$1.4 million in reserves. However, this is an estimate until accounts are closed out at the end of this fiscal year. As of the 15<sup>th</sup> of this month, 89% has been collected. Motion by Caprara and seconded by Fuller, \$64,800 has been taken from surplus:*

<i>Line 350</i>	<i>Communication: dispatchers chair/office equipment</i>	<i>\$ 700</i>
<i>Line 355</i>	<i>Communications: office maintenance</i>	<i>\$ 600</i>
<i>Line 544</i>	<i>Public Works: 99 GMC</i>	<i>\$25,000</i>
<i>Line 547</i>	<i>Public Works: 92 Case</i>	<i>\$ 6,000</i>
<i>Line 549</i>	<i>Public Works: 11-trkless</i>	<i>\$31,000</i>
<i>Line 570</i>	<i>Public Works: rip rap</i>	<i>\$ 1,500</i>
	<i>Total:</i>	<i>\$ 64,800</i>

*Comments/decisions on other line items follow:*

*Paving: Discussion centered on Memorial Drive and other roads that need to be totally reconstructed.*

*An estimate was given of \$30,000-\$35,000 as the cost for a very temporary fix such as the overlay versus approximately \$185,000 to reconstruct.*

*Grants are not available for paving.*

*There are some town roads that have never gotten paved or have gotten the minimal attention. A list prioritizing the roads will be presented by the town manager to the council at their next meeting along with a completed comment section stating what if anything has been done to the road and the year that it was completed, if applicable.*

*Note: applying for a bond in this category will not increase the mil rate.*

*Line 586 Motion by Buck and seconded by Jenkins to reduce this line item to \$120,000 to apply overlay on selected roads. The vote was unanimous.*

*Line 589 Motion by Fuller and seconded by Jenkins to take out take out \$1,000 putting this line item back to \$1,500. Vote was unanimous.*

*Line 592      An additional full time person will be added to this department to deal with the work involved which has increased.*

*Motion by Caprara and seconded by Currier to put back the line item to \$19,000 taking out \$4,920 was approved with a unanimous vote.*

*It was also suggested that the town manager look into getting prisoners from the work release program to do some of this required work in addition to others jobs that they may be experienced in doing such as plumbers, electricians, landscapers etc.. Prisoners from the work release program require little supervision.*

*Line 727      FICA. Motion by Caprara seconded by Jenkins to reduce this amount from \$168,300 to \$126, 181 passed with a unanimous vote.*

*Line 730      Paid life insurance for retirees listed. Additional information will be presented by the town manager at the next meeting.*

*Line 731      Paid insurance based on 38 employees. This calculation will be reviewed.*

*Line 735      Based on the town manager's salary. This calculation will be reviewed.*

*Planning Department      O.K.*

*Economic Development      O.K.*

*Zoning Board      O.K.*

*Executive Administration      O.K.*

*Cemetery Services      O.K.*

*Line 93        Kennebec Valley Chamber of Commerce is reducing the membership rate for the town.*

*Motion by Fuller and seconded by Currier to approve adding \$195.00 to this line item to join the KVCC. Motion passed with a vote of 6-0-1 (Caprara abstained).*

*Note: bank services have not gone out to bid at this time.*

*Line 101       Margie is leaving as of July 1, 2012. But this amount will be left in the budget to maintain the website.*

*Line 99        Maintenance is done on this equipment yearly.*

*Line 103       This cost will go down next year.*

*Line 81        The sidewalks are in need of repair. The DOT will be assessing this and prioritize where the improvements will be made.*

*We are applying for a grant keeping in mind to prioritize the list with sidewalks that are impassable especially for the handicap.*

*Line 74        Merit increases have been zeroed out. Note: the town manger cannot give bonuses.*

*Pages 10, 11, 12, 13, 14   O.K.*

*Line 179       Town reports are printed throughout the year. The RFP goes out for bid. The cover for the reports will now be done in black and white. Councilor Fuller will send a list of printing companies to the town manager.*

*Motion by Fuller and seconded by Fitzgerald passed with a unanimous vote to reduce this line item to \$1,800.*

*Pages 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 O.K.*

*Pages 29, 31, 32, 33, 34, 37, 38 O.K.*

*Line 473 Comment section explains the overtime based on an employee working a 40 hr. week.*

*A list of employees for the town who work a schedule less than a 40 hr. week will be sent to the councilors for review.*

*Note: employees get 12 paid holidays a year.*

*Line 493 Office supplies have become increasingly expensive.*

*Pages 41, 42, 43, 44, 45, 46, 47, 48, 49, 51 O.K.*

*Line 703 Alarm wiring – O.K.*

*Note: The entire budget will be published in the Advertiser. The addition of two columns showing the percentage from last years to this year will be added. This will be done prior to the June 4<sup>th</sup> meeting.*

*To date, there is approximately \$705,000 shortfall (this includes the school boards shortfall is \$345,000).*

*Motion by Caprara and seconded by Fuller passing with a unanimous vote to approve the following changes in the Capital Improvements Program:*

*Line 741        Line item should be reduced to \$11,500*

*Line 742        These are items that were missed during the building renovation. Discussion ensued as to the need of all the items listed.*

*Motion by Caprara to reduce the amount to \$11,500 died for lack of a second.*

*Motion by Fuller and seconded by Fitzgerald passed with a unanimous vote to reduce this line item to \$2,500 and setting aside the need to repaint the building for another budget year.*

*Line 752        This is needed in front of the four bays. It is falling apart and a 2" overlay has been recommended. Note: DOT is now paving with a cement mixture as it is a harder, stronger and cheaper. This will be looked into.*

*It was recommended that this project not be included in the budget this year and to eventually be taken out of surplus when it is done.*

*Line 757        This vehicle needs a new transmission. The town has not purchased a new vehicle for over four years.*

*Councilor Caprara recommended that this not be done and replacing the transmission would be more economically feasible.*

*The town manager informed the group that the maximum mileage for a vehicle is approximately 90,000 miles. Once a vehicle reaches 100,000 miles, there can be serious consequences as safety issues arise. Whether this is a chief's vehicle or a detective's vehicle, this is still a response vehicle.*

*Motion by Fuller and seconded by Jenkins to purchase a new vehicle this year with the monies from the surplus account. Motion passed with a vote of 4-3 (Buck, Fitzgerald, Caprara).*

*Line 759        This again is a safety issue. There are cameras everywhere except in the*

*lobby and at the back door. This too was not done during the renovation of the building.*

*Motion by Caprara and seconded by Buck, the meeting adjourned at 8:50 p.m. with a unanimous vote. The next meeting for the town council will be a public hearing on the budget on June 4, 2012.*