

*Minutes  
Winthrop Town Council  
Regular Meeting  
Monday, February 6, 2006 at 7:00 p.m.  
Winthrop Town Office*

*Prior to the Regular Town Council Meeting, a tour was conducted of the Winthrop Commerce Center. The Council was extremely pleased with the renovations and progress thus far.*

*Chairman Norris called the meeting to order at 7:00 p.m.*

*Attendance: Chairman James Norris; Councilors William MacDonald, Patrice Putman, Jayne Despres, Ken Buck, Linda Caprara, and Kevin Cookson; Town Manager - Cornell Knight; Secretary - Julie Winberg, Town Attorney Lee Bragg.*

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

*Spirit of America Awards for 2006 - presenter Michael Hoyt. This award has been a part of the Winthrop community since 1993. A heartfelt thanks went out to many participants and so many unsung heroes for all the hard work done each year. The winner this year went to the Winthrop Chamber of Commerce Christmas Parade. The Spirit of America Plaque hangs in the Town Office.*

*Approval of the Minutes. Motion by Cookson and seconded by Caprara approving the Minutes of January 9, 2006. Vote was 7-0.*

*Tabled from January 9, 2006 Item #2 - Council Appointments*

*Motion by Cookson and seconded by Despres to remove Item #2 from the table.*

*Chairman Norris announced the following appointments :Finance Committee Kevin Cookson, Chairman,Linda Caprara,Ken Buck. Appointments CommitteeWilliam MacDonald, Chairman,Patrice Putman,Jayne Despres.*

*Item #10 Hold a public hearing on the Municipal Tax Increment Financing District to be known as the Winthrop Commerce Center Municipal Development and Tax Increment Financing District.*

*Public hearing was opened at 7:09 p.m. to receive public comments on the designation of the proposed municipal tax increment financing district and the adoption of a development program pursuant to the provisions of Chapter 206 of Title 30-A of the Maine revised statues.*

*In summary, Phase I of this project will relocate 38 existing Maine General Health employees from other locations in Winthrop to the mill property's Main*

*Street location. It will also provide Maine General Health with room and the ability to expand the healthcare services it is currently offering in Winthrop, which in turn is expected to result in the creation of six new medical related jobs in Winthrop.*

*To ensure the success of this project, the Company seeks the participation of the Town through the creation of a tax increment-financing (TIF) district.*

*When this project is completed, the Company and the Town expect that the completed project will add approximately \$3.3 million of new assessed real estate value to the Town.*

*Summary of the financial plan is as follows: the Town will make available to the Company one hundred percent of the new tax revenues generated by the increase in assessed value of the Phase I improvements within the District to be captured and designated as captured assessed values – the TIF revenues during the first ten years of the TIF. During years 11 through 15, the Town will make available seventy five percent of the increased assessed value of the Phase I improvements to the company. During years 16 through 20, the Town will return fifty percent of the increased assessed value of the Phase I improvements to the company. The credit enhancement agreement will have a term of twenty years.*

*Important to note that the Company will finance the project through private funds. TIF revenues will go towards debt service payments. The Company will be responsible for making all arrangements for, and payments with respect to, any additional indebtedness incurred to fund the project. None of the project costs will be met through municipal indebtedness.*

*Councilor Cookson commented that after going through the facility he was quite impressed, as were other members, to see how far along this project has come and that he hopes that in time, the facility will be full of tenants.*

*The public hearing was closed at 7:20 p.m.*

*Item #11 Consider Order #125 to designate the Tax Increment Financing for Winthrop Commerce Center.*

*Motion by Cookson and seconded by Buck to approve the Tax Increment Financing for Winthrop Commerce Center. The Town of Winthrop hereby designates the Winthrop Commerce Center municipal development and tax increment-financing district, adopts the development program for such district, and authorizes the Town Council to enter into a credit enhancement agreement or other agreements in furtherance of the development program. Vote was 7-0.*

*Item #12 - Consider a request by the Fire Chief to establish a committee to study fire-building codes.*

*The Fire Chief Dan Brook briefed the Council about his proposal to establish a committee to continue the initiative that was started by the previous fire chief in upgrading building codes in the town in conjunction with fire safety. He has received many calls about building construction. These calls primarily involve the size of windows and doors. He realizes that discussing fire codes and possible violations may not be very popular with those that are trying to build. However, he feels strongly that this is an issue that must be addressed. On a whole, it should effect new construction but it may touch on establishments already in existence. Should he get call from a citizen with a fire code violation complaint on an existing establishment, he is bound legally to investigate.*

*What he proposes is that a group consisting of representatives from Code Enforcement, Planning Board, and State representatives meet to review the Fire Code, and propose changes if needed.*

*Councilor Putman expressed her encouragement.*

*Councilor Cookson stated that commends the Chief on his initiative and expressed his request that this study be done and presented to the Town Council upon completion.*

*Councilor Buck inquired as to what hindrances this might be on the new construction.*

*The Chief responded that most of the violations he is referring to involve apartments that consist of three or more units. He also mentioned that the State has adopted the National Fire Protection Association recommendations for federal safety codes. And these would be the codes reviewed and perhaps adopted by the 'committee', some of which are a total change to what has been done in the past such as sprinklers per square feet, chimney inspections by a chimney inspector with a camera*

*Chairman Norris asked the Town Manager to meet with the Fire Chief over the next month and bring back to the Council a report on their recommendations.*

*The Fire Chief concurred stating that he would meet with the CEO and a representative with the State and bring to the meeting with the Town Manager the information received. This will be placed on a future agenda for the Town Council review.*

*Item #13 - Consider bids for the lease purchase financing for a new Ambulance.*

*The Town of Winthrop is the borrower requesting a total of \$51,785.00 for a three-year lease purchase.*

*Motion by Cookson and seconded by Caprara to accept Key Government Finance Incorporated bid to fund the ambulance with a three year lease purchase agreement at a 4.5% finance charge. Vote was 7-0.*

*Item #14 - Consider adjusting the Ambulance Service billing rates.*

*A summary sheet of ambulance charges for calendar year 2006 was distributed.*

*The annual adjustment recommendations were presented.*

*Councilor Cookson inquired if the present collection rate was determined to be a success. The Town Manager confirmed that although he did not have the percentages on hand, he could report that the Town is ahead of budget projections as of January 31, 2006. Chairman Norris inquired if the projected Town's rates were competitive and consistent with neighboring communities.*

*The Town Manager replied in the affirmative.*

*Motion by Despres and seconded by Caprara to accept the recommendations as presented. The Vote was 7-0.*

*Item #15 - Update from the Winthrop Unites Advisory Committee*

*Councilor Putman informed the group that this committee has met two times*

*Minutes of those meetings were distributed to the Council members. She continued by stating that these meetings to date have been very informative and beneficial.*

*The three recommendations are as follows:*

- 1. Hire an individual (job description sent out to council members). This is going to be presented to the Board of Education at the 2/15 meeting. This individual will be a suicide prevention expert and serve as a referral source.*

- 2. The Winthrop porch light program is similar to an Employees Assistance Program (EAP) concept in an attempt to stay in contact with high school graduates from ages 18-25 years (identified as the ages with the greatest risk), starting with next years' graduating class.*

*Chairman Norris inquired as to what percentage of the potential population does EAP actually serve. Councilor Putman responded that it is approximately 8 to 10% of the insured population. The committee is recommending that four focus groups of junior and senior girls, junior and senior boys, and recent grads for both sexes, help to see if this is something that would be used. They would assist the committee in determining how to market it in an effective way.*

- 3. School health facility as in Maranacook high school. Those utilizing this kind of service are students that are covered by health insurance.*

*Chairman Norris noted that Councilor Buck, MacDonald and Putman are the representatives on this committee with Putman as Chairman.*

*Item #16 Consider publishing a Newsletter on the Town's website*

*The Town Manager reported that the consensus of his staff thought it was a good idea. He felt that this would come out every six weeks with articles about the department's happenings and the council goings on definitely would increase web usage.*

*Chairman Norris noted that this is definitely a way to increase communication.*

*Councilor Despres stated that she has been told by a citizen or two that the agendas and minutes sometimes are not posted in the site. The Town Manager responded that the agenda is posted and the minutes are posted after the council approves them. But everything is accessible in paper form at the Town office. Minutes are stamped draft if not approved.*

*Councilor Buck inquired as to how people without computer access would benefit and if it would be possible to mail out this newsletter. The Town Manager responded that this would be quite costly and that all residents had access to it, as it would be made available in the Town Office as a handout.*

#### *Manager's Report*

*Of special note was the article in the January 9, 2006 edition of MaineBiz – front-page story on the mill redevelopment and the Town's road to renovation.*

*The Bureau of General Services awarded the Dept of Labor lease to a site in Augusta. Winthrop developers are going to appeal the decision, as Winthrop was clearly a savings to the state.*

*DOT is paving Route 135 and Route 41 from intersection 133 to Readfield Town line. A meeting will be held at the Kennebec Valley Council of Governments at the Winthrop area credit union on Thursday, February 9<sup>th</sup> at 7:15 a.m. breakfast meeting. Ken Young, Kennebec Valley Council of Governments will chair.*

*A copy of a letter sent by our superintendent of schools to the superintendent of Monmouth School is attached for councilors review and information. It concerns \$54,000 owed to Winthrop for the food service contract in 2001.*

*On Tuesday, the 7<sup>th</sup>, Readfield, Fayette and Manchester and Wayne are holding a meeting to discuss regionalization of the public works department. Dave Smith will be in attendance as the Town Manager has a conflict. It will be held in the Readfield Town office at 7pm.*

*Motion by Caprara and seconded by Cookson to adjourn at 8:15 p.m. with a vote of 7-0.*