

Town Council Minutes: September 12, 2016

5:45 PM: Council members conducted an ambulance inspection with EMS Director John Dovinsky. Chief Dovinsky explained the new stretcher system designed to lift patients safely.

6:00 PM: The Council entered executive session with Attorney Glenn Israel, pursuant to 1 MRSA Section 405 (6)(D), to discuss a proposed contract with AFSCME Council 93, representing police officers and dispatchers. The executive session ended at 6:50 PM.

7:00 PM: Business Meeting

Attending: Sarah Fuller, Chairperson; Barbara Buck, Linda Caprara, Richard Henry, Priscilla Jenkins, Linda MacDonald, Peter Nielsen, Ginny Geyer, Kristin Shumway, Jana Diket, Gary Rosenthal, Dale Glidden, Winnie Turner, Jeff Toothaker, Lonney Steeves, Charlie Eichacker, Chief Ryan Frost, Jeff Ladd, Keith Morin, Erin Dow, John Dovinsky, Melody Main, Greg Chabot, Lauri Carson, Wendy Dennis, Andy Wess, Mr. Ferraro.

Chairperson Fuller called the meeting to order at 7:00 PM, led the Pledge of Allegiance, and began the meeting, to wit:

Item 105. The Council voted to approve the minutes of the meetings held August 1, and August 15, 2016 (Jenkins/Henry, 6-0), and signed disbursement warrants.

Item 106. Jeff Toothaker distributed a handout and described the recent work of the Conservation Commission towards developing a hiking trail from Winthrop High School to the Mt. Pisgah Conservation area. Jeff explained that the Conservation Commission and the Recreation Committee are working together to fulfill the goal laid out in the 2010 Comprehensive Plan to make the connection. The School Athletic Department and Kennebec Land Trust are partnering as well. The group is reaching out to several landowners, and making plans for a grant application to Maine Recreational Trails Program. The Conservation Commission is seeking Council support to move forward. After questions from the Council, Councilors Henry and Fuller commended the work to date and requested future updates.

Item 107. The Chairperson opened a public hearing at 7:08 PM for input on the General Assistance annual updates. The Town Manager explained the town's responsibilities to the Maine Department of Health and Human Services and our GA clients to keep our standards current. The Chairperson closed the public hearing at 7:10 PM. The Council voted to approve amended Appendices A-D as presented (Henry/Jenkins, 6-0).

Item 108. EMS Director Dovinsky described the \$225,815 cost to replace Ambulance M3, which includes the new Ferno Stretcher system designed to reduce the risk of injury to responders, as patients are raised and lowered to and from the vehicle. John explained we are working directly with the ambulance vendor who was low bidder in each of the last several

ambulance replacement purchases. The Council voted to authorize the ambulance purchase in the amount of \$225,815 (Henry/Caprara, 6-0).

Item 109. Dam Committee Chair Wendy Dennis distributed a handout summarizing bids from H.L. Turner Group and GEI Consultants for final design of the Maranacook Dam repair. Both bids were over budget. Wendy negotiated with low bidder GEI to reduce the scope of work, and thus the design cost to \$30,000, with a not to exceed \$5,000 additional increment for permitting assistance. Winthrop's 46.7% share of the total is in reserve. Readfield will vote to award on September 19. The Council voted to accept the low bid, as further negotiated from GEI for a base scope of work fixed price of \$30,000, with additional as-needed work with an additional budget of \$5,000 (MacDonald/Buck, 6-0).

Item 110. Peter Nielsen explained a recommendation to consolidate three part-time positions: Assessor, Assessing Assistant, and General Assistance Administrator into one full-time, 32 hours per week position. The purpose is to improve efficiency, offer more hours of service to the public, and save money. The plan is to consider an existing employee for the multiple roles, or devise another approach for providing assessing and GA services. After discussion, the Council voted to approve the consolidation (Henry/Jenkins, 6-0).

Item 111. The Council reviewed a draft Facilities Usage Policy, in part to accommodate a recent request to use a town facility as a site for private, fee based activities. Essentially, the policy requires facility users to be properly insured, and leave town facilities in good condition. Councilor Henry suggested adding the deposit fee to the language. The Council voted to approve the policy with that suggestion included (Henry/Jenkins, 6-0).

Item 112. A council sub-committee of Councilors Caprara, Henry, and Jenkins met to prepare a draft Fund Balance Policy to provide a benchmark for managing the town's surplus funds. The policy sets a goal of keeping one twelfth, or 8% of the year end audited General Fund budget total in reserve. After discussion, the Council voted to approve the draft Fund Balance Policy (Jenkins/Henry, 6-0).

Item 113. The Council voted to sign 4 quit claim deeds, per a list dated September 12, 2016 (Henry/Jenkins, 6-0).

Item 114. The Council selected Councilor Jenkins for Voting Delegate to the MMA Annual Business Meeting (Henry/Buck, 6-0). Councilors will let the Town Manager know this week if they plan to attend the MMA Convention in Bangor, October 5 and 6.

Other Business: None

Manager's Report:

1. Peter Nielsen explained an error was found during the tax commitment process. During the 2015-2016 budget process, \$700,000 in school revenues were double counted. Overstating last

year's revenues made this year's school increase look smaller than it was. A meeting held 8/24/16 with the elected chairs, administrators, staff, and our auditor confirmed the error. A determination was made to keep the tax mil rate increase at the level discussed during the budget meetings in May and June, and that the school department would absorb corresponding expenditure reductions.

Superintendent Gary Rosenthal distributed a handout describing a plan of budget reductions to offset the error. Seven steps are listed to implement the plan. The Council asked for monthly updates from the Superintendent to track progress in attaining the goals during the budget year. The Superintendent agreed. Chairperson Fuller asked Greg Chabot when his analysis will be complete. He indicated by the October 3 council meeting. The Council voted to postpone for one year the \$70,000 payable from the school to the town (Henry/Jenkins, 6-0).

2. Submitted Sidewalk Grant application 8/30/16.
3. Report- Tax Acquired property tax write-offs \$8,335.14
4. MMA insurance dividend \$4,979
5. Farmers Market moved to Sunday.

The meeting adjourned at 8:45 PM.