

**TOWN OF WINSLOW, MAINE
TOWN COUNCIL MEETING
MINUTES
Monday, February 14, 2022, at 6:00 pm**

REGULAR COUNCIL MEETING

1. Recite the Pledge of Allegiance

2. Roll Call

Attendance was taken with the following Town Councilor present: Peter Drapeau, Dale Macklin, Jerry Quirion, Ray Caron, Joseph Gravel, Jeff West and Lee Trahan.

Also Present: Town Manager Erica Lacroix, Town Clerk Lisa Gilliam, Fire Chief Ronald Rodriguez & several members of the Winthrop Fire/Ambulance Department, Code Enforcement Officer Amos Michaud, Planning Board Members Gary Owen and Elery Keene. Also present was the Town Auditor, Hank Farrah, and Planning Board Member Gary Owen.

3. Approval of Minutes of Previous Meetings:

- January 10, 2022

Motion by Mr. West to approve the minutes dated January 10, 2022; motion seconded by Mr. Quirion.

Mr. Macklin requested an amendment to the minutes regarding the discussion for public comment, by removing the line stating this item become a resolution to be voted on; motion seconded by Mr. Caron.

Roll Call Vote on the amendment:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion carried by unanimous vote 7-0.

Roll Call Vote to approve the minutes:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion carried by unanimous vote 7-0.

4. Communications:

- Review of Town Audit
Hank Farrah from RKO presented the financial audit for the town.

- Employee Recognition – Fire Department
Fire Chief Rodriguez recognized several members of his department for their outstanding performance during a recent emergency call.

5. REPORTS OF COMMITTEES AND COMMISSION

- Town Manager's Report
- Department Reports
- Finance Committee Report (Treasurer's Warrants)
- Financial Report

Town Manager Lacroix reviewed her monthly report.

Motion by Mr. Quirion to approve the reports as presented; motion seconded by Mr. West.

Roll Call Vote:

Y Peter Drapeau

Y Dale Macklin

Y Jerry Quirion

Y Ray Caron

Y Joseph Gravel

Y Jeff West

Y Lee Trahan

Motion carried by unanimous vote 7-0.

PUBLIC COMMENT

There was no public comment.

TABLED BUSINESS

- Ordinance No. 03-2021: Providing for: An Amendment to the Winslow Zoning Map to Rezone a portion of Tax Map 13 owned by Steve Martin. The portion is described as Lots 87, 88 and 89 of the Dunbar Acres and Dunbar Acres Annex Subdivision, from the High-Density Residential District to the Mixed-Use District.

Manager Lacroix said there were continued discussions with the Town Attorney regarding this matter and that a new public hearing would be scheduled soon.

Mr. Macklin stated this item would remain tabled.

OLD BUSINESS

- Ordinance No. 01-2022: An Amendment to Ordinance 33-1973 to change the membership of the Planning Board from five (5) members and two (2) alternates to a seven (7) member board with no alternates, to clarify that votes will be decided by a majority of members present rather than a majority of the full Planning Board, and to establish the first regular meeting in January as the date upon which the Planning Board will elect its officers by adding the underlined (underlined) and deleting the strikethrough (~~strikethrough~~) language in the attached section.

Motion by Mr. West to approve Ordinance No. 01-2022; motion seconded by Mr. Gravel.

Motion by Mr. Macklin to amend Section 216 to allow decisions to be made by majority of members once a quorum is established; motion seconded by Mr. West.

Roll Call Vote on the amendment:

- Y** Peter Drapeau
- Y** Dale Macklin
- Y** Jerry Quirion
- Y** Ray Caron
- Y** Joseph Gravel
- Y** Jeff West
- Y** Lee Trahan

Motion carried by unanimous vote 7-0.

Roll Call Vote on the original motion:

- Y** Peter Drapeau
- Y** Dale Macklin
- Y** Jerry Quirion
- Y** Ray Caron
- Y** Joseph Gravel
- Y** Jeff West
- Y** Lee Trahan

Motion carried by unanimous vote 7-0.

NEW BUSINESS

3. Order No. 01-2022:

Amending Order No. 07-2021 providing for: Authorization for the Town Manager to sell the property located at 3 Jack Street, Winslow (Tax Map 013 Lot 033) for the amount of \$4,699.92 to Deutsche Bank National Trust Company.

Motion by Mr. Quirion to approve Order No. 01-2022; motion seconded by Mr. West.

Roll Call Vote:

- Y** Peter Drapeau
- Y** Dale Macklin
- Y** Jerry Quirion
- Y** Ray Caron
- Y** Joseph Gravel
- Y** Jeff West
- Y** Lee Trahan

Motion carried by unanimous vote 7-0.

Motion by Mr. West to waive the second reading; motion seconded by Mr. Drapeau.

Roll Call Vote:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion carried by unanimous vote 7-0.

4. Order No. 02-2022:

Authorization for the Town Manager to appropriate \$61,570 from ARPA Funds 3912001-49001 to pay for the Town Office Digital Sign and the Town Office Heat Pumps.

Motion by Mr. West to approve Order No. 02-2022; motion seconded by Mr. Drapeau.

Roll Call Vote:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion carried by unanimous vote 7-0.

5. Order No. 03-2022:

Authorization for the Town Manager to appropriate \$35,250 from ARPA Funds 3912001-49001 for the purpose of Vaccination Stipends offered to Town employees.

Motion by Mr. West to approve Order No. 03-2022; motion seconded by Mr. Gravel.

Roll Call Vote:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion carried by unanimous vote 7-0.

6. Ordinance No. 02-2022:

An Amendment to Ordinance 57-1976 to adopt administrative changes to the Town Code previously reviewed and approved by the Planning Board and the Town Council during the Town Code Update project on October 25, 2018, amending section 1-18 and adding Sections 1-19 through 1-27 per the attached document from General Code.

PUBLIC HEARING

Mr. Macklin opened the public hearing at 6:49pm; hearing no public comment, the hearing was closed.

Motion by Mr. Quirion to approve Ordinance No. 02-2022; motion seconded by Mr. West.

Roll Call Vote:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion carried by unanimous vote 7-0.

7. Ordinance No. 03-2022:

An Amendment to Ordinance 45-1974, Ordinance 06-2012 and Ordinance 08-2012 updating Section 4-3 and 4-4 of the Town Code addressing time limits and fees charged for building permits adding the underlined and deleting the ~~strikethrough~~ language in the attached document.

PUBLIC HEARING

Mr. Macklin opened the public hearing at 6:50pm; hearing no public comment, the hearing was closed.

Motion by Mr. Quirion to approve Ordinance No. 03-2022; motion seconded by Mr. West.

Roll Call Vote:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion carried by unanimous vote 7-0.

Motion by Mr. West to take Ordinance No. 04-2022 through Ordinance No. 10-2022 as one block item since they require no action by the Council at this meeting; motion seconded by Mr. Drapeau.

Roll Call Vote:

Y Peter Drapeau
Y Dale Macklin
Y Jerry Quirion
Y Ray Caron
Y Joseph Gravel
Y Jeff West
Y Lee Trahan

Motion approved by unanimous vote 7-0.

8. Ordinance No. 04-2022: An Amendment to Ordinance 15-2015, removing the requirement in paragraph B.1 of Sections 14-44 and 14-45 of the Zoning Ordinance requiring a one thousand (1,000) foot abutter notice from the developer when applying for a building or conditional use permit in the Mixed Use and Low-Density Residential Zones.

PUBLIC HEARING

9. Ordinance No. 05-2022: An Amendment to Chapter 14, Article III, Section 14-35, paragraph F, changing the public notice requirement from fourteen (14) days to seven (7) and adding the following language as indicated in the underlined text in the attached document: “The cost of said notification shall be borne by the applicant”.

PUBLIC HEARING

10. Ordinance No. 06-2022: An Amendment to Chapter 14, Article I, Section 14-8, Public Hearing Procedure, changing the public notice requirement in paragraph A and the Planning Board notice in paragraph B from fourteen (14) days to seven (7).

PUBLIC HEARING

11. Ordinance No. 07-2022: An Amendment to Chapter 14, Article I, Section 14-19, Powers and Duties, replacing paragraph A with the underlined language attached and adding paragraph F.

PUBLIC HEARING

12. Ordinance No. 08-2022: An Amendment to Chapter 14, Article II, Division 2. Board of Appeals, Section 14-17 Meetings, adding “on de novo appeals” to the end of paragraph A per the underlined language attached.

PUBLIC HEARING

13. Ordinance No. 09-2022: An Amendment to Chapter 14, Article I, Section 14-21, Appeals to Superior Court, changing the deadline to file an appeal from thirty (30) days to forty-five (45) days and adding reference to the State code per the underlined text attached.

PUBLIC HEARING

14. Ordinance No. 10-2022: An Amendment to Chapter 14, Appendix C, Decommissioning Plan, adding reference to Solar in paragraphs 2 through 4 by deleting the ~~strikethrough~~ text and adding the underlined text in the attached document.

PUBLIC HEARING

A public hearing was opened to discuss Ordinance items 04-2022 through 10-2022; with no public comment, the hearing was closed.

No action was taken on these items.

DISCUSSION ITEMS

- Spirit of America discussion for nominations.
 - Mr. Macklin suggested nominating the Fort Hill Cemetery volunteers. Discussion followed. The deadline for nominations is June and there is no limit as to how many awards are given.
- Ordinance Change prohibiting using a camper or travel trailer as a residence.
 - Mr. Gravel said a resident contacted him about someone in his district that is living in a camper and using a generator which is disruptive to the neighborhood. Discussion followed. It was decided that the Code Enforcement Officer would follow up on this matter.
- New Ordinance for Property Maintenance.
 - Mr. Caron said that some residents have complained about the upkeep of some properties with junk and debris being littered; these residents are concerned with this issue having an impact on their properties. Discussion followed. The Town Attorney Bill Lee suggested the Town review the Waterville Ordinance that covers this issue.
- Utilizing prior employees as contract help for snow removal.
 - Mr. Quirion suggested the Town allow retired employees to be called up to assist during a work shortage. Town Manager Lacroix stated these employees being called up would need to be current on any licenses and/or certifications.
- Budget Workshop Dates.
 - The Council discussed dates to review the budget and how much time would be needed. The Council decided on March 15th, 23rd & 24th from 8:30am to 2:30pm. Meeting with the School to review their budget will be on April 7th.

EXECUTIVE SESSION

Executive Session pursuant to 36 M.R.S.A. Subsection 841(2) (E); Poverty Abatement discussion Item 2022-01.

Motion by Mr. Caron to enter into Executive Session; motion seconded by Mr. Macklin.
Motion carried by unanimous vote 7-0.

Motion by Mr. West to exit Executive Session; motion seconded by Mr. Gravel.
Motion carried by unanimous vote 7-0.

Motion to enter into Executive Session pursuant to 36 M.R.S.A. Subsection 841(2) (E); Poverty Abatement discussion Item 2022-02.

Motion by Mr. West to enter into Executive Session; motion seconded by Mr. Trahan.
Motion carried by unanimous vote 7-0.

Motion by Mr. West to exit Executive Session; motion seconded by Mr. Gravel.
Motion carried by unanimous vote 7-0.

ADJOURN

Motion to adjourn by Mr. Trahan; motion seconded by Mr. West.
Motion carried by unanimous vote 7-0.

Meeting adjourned at 8:33 p.m.

Respectfully submitted by,
Lisa J. Gilliam, Town Clerk