

TOWN OF WINSLOW, MAINE
TOWN COUNCIL MEETING
MINUTES
Monday, June 13, 2022

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, Police Chief Leonard Macdaid, Public Works Director Paul Fongemie, Fire Chief Ronald Rodriguez, Planning Board Member Gary Owens, and several residents.

3. **Approval of Minutes of Previous Meetings:**
 - May 9, 2022

Motion by Mr. Caron to approve the minutes as present; 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.

4. **Communications:**

- Employee Recognition – Winslow Public Works
 - This month Manager Lacroix recognized the Winslow Public Works for their excellent service to the Winslow community.
- Congratulations to the Winslow Track Team
 - Mr. Macklin congratulated the Winslow Girl’s Track Team on their Class C State Championship win. Manager Lacroix extended her best wishes to the Winslow Girls Softball Team on their upcoming state title game.
- Boards/Committee Appointment: Benjamin Murray, KWD Trustee

Motion by Mr. Quirion to appoint Benjamin Murray as a Trustee to the Kennebec Water District; 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. REPORTS OF COMMITTEES AND COMMISSION

- a. Town Manager's Report
- b. Department Reports
- c. Finance Committee Report (Treasurer's Warrants)
- d. Financial Report

Manager Lacroix reviewed her monthly report with the Council. She thanked and congratulated Parks & Rec Director Amanda McCaslin and former Town Manager Mike Heavener on their efforts to make Fort Halifax Days an enormous success. Ms. Lacroix also highlighted the wonderful work being done by the Winslow Garden Club and how they are making the community look so beautiful.

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

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

None

TABLED BUSINESS

None

OLD BUSINESS

- 1. 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.

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

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.

2. Order No. 08-2022:

An Order Providing for: Authorization for the Town Manager to appropriate \$700,000 from ARPA Funds 3912001-49001 to fund FY2023 Capital Projects.

Motion by Mr. West to approve Order No. 08-2022; 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.

3. Order No. 10-2022:

An Order Providing for: Authorization for the Town Manager to renew the Dispatch Services Agreement with the City of Waterville for a period of 3 years per the attached agreement.

Motion by Mr. West to approve Order No. 10-2022; motion seconded by Mr. Macklin.

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.

NEW BUSINESS

4. Ordinance No. 11-2022:

An Amendment to Ordinance No. 5-2021 **Personnel Rules and Regulations for Town Employees** by adding a Return-To-Work policy

Motion by Mr. West to approve Ordinance No. 11-2022; motion seconded by Mr. Gravel.

It was noted that at the end of paragraph 3 there should be a comma.

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. Ordinance No. 12-2022:

An Amendment to Ordinance No. 5-2021 **Personnel Rules and Regulations for Town Employees** by replacing Appendix B: Salary Scale

Motion by Mr. West to approve Ordinance No. 12-2022; motion seconded by Mr. Trahan.

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. 13-2022:

An Amendment to Ordinance No. 5-2021 **Personnel Rules and Regulations for Town Employees** amending the Standard Hours of work and Holiday schedule by adding the underlined and deleting the ~~strikethrough~~ language in the attached documents.

Motion by Mr. Quirion to approve Ordinance No. 13--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. Order No. 13-2022:

An Order providing for the Sale of Tax Acquired Property.

Motion by Mr. Quirion to approve Order No. 13-2022; 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.

8. Order No. 14-2022:

AN ORDER providing for authorization for the Town Manager to enter into a new Preventive Maintenance agreement with Nason Mechanical for the HVAC equipment in the Winslow Police Department in the amount of \$4,560 annually per the attached document.

Motion by Mr. Quirion to approve Order No. 14-2022; 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. Caron to approve the second reading of Order No. 14-2022; 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.

9. Order No. 15-2022:

AN ORDER providing for authorization for the Town Manager to amend the contract between the Town of Winslow and Ronald Rodriguez, Winslow Fire Chief, per the attached document.

Motion by Mr. Quirion to approve Order No. 15-2022; 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 approve the second reading of Order No. 15-2022;
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.

10. Order No. 16-2022:

AN ORDER providing for authorization for the Town Manager to amend
the contract between the Town of Winslow and Leonard Macdaid, Winslow
Police Chief, per the attached document.

Motion by Mr. Quirion to approve Order No. 16-2022; 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. Caron to approve the second reading of Order No. 16-2022;
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.

11. Order No. 17-2022:

AN ORDER amending Order 06-2021 providing for authorization for the Town Manager to enter into a contract with Comprehensive Land Technologies, Inc. to clear all vegetation (trees) along the sewer interceptor line that runs from Lithgow Street to the main pump station at Chaffee Brook with an estimated cost of \$80,000, to incorporate the attached Railroad Change Order to pay for Railroad services required for this project.

Motion by Mr. Quirion to approve Order No. 17-2022; 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. Caron to approve the second reading of Order No. 17-2022; 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.

12. Order No. 18-2022:

AN ORDER authorizing the Town Manager to appropriate up to \$107,000 from State Revenue Sharing unanticipated revenues (1100004-41421) to Industrial Building Capital (2100013-53901) for the purpose of satisfying the Town's contractual obligation with Johnny's Selected Seeds to fund one half of the cost of removal of the connector between their property and Orion Cordage.

Motion by Mr. West to approve Order No. 18-2022; 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.

13. Order No. 19-2022:

AN ORDER authorizing the Town Manager to renew the contract between the Town and the Waterville Area Humane Society in the amount of \$14,574.78 annually commencing July 1, 2022, per the attached agreement.

Motion by Mr. Quirion to approve Order No. 19-2022; 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 of Order No. 19-2022; motion seconded by Mr. Macklin.

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.

14. Resolution No. 10-2022:

Regarding: Poverty/Hardship Abatement Request No. 2022-002.

Motion by Mr. West to deny Resolution No. 10-2022; motion seconded by Mr. Macklin.

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 to deny carried by unanimous vote 7-0.

15. Resolution No. 11-2022:

Application for a Restaurant On-Premises Liquor License (Renewal) by Lucky Panda Inc. d/b/a Lucky Panda, 3 Cushman Road, Unit #2.

Motion by Mr. West to approve Resolution No. 12-2022; motion seconded By Mr. Trahan.

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.

16. Resolution No. 12-2022:

Application for an On-Premises Liquor License by The Two Cent, 82 Clinton Avenue, Winslow, Maine 04901.

Motion by Mr. Trahan to approve Resolution No. 12-2022; 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.

17. Resolution No. 13-2022:

Acceptance of the Kennebec County Hazard Mitigation Plan – 2021 Update.

Motion by Mr. Quirion to approve Resolution No. 13-2022; 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.

18. Resolution No. 14-2022:

Council signatures on the attached letter to the Kennebec County Commissioners in support of a county-wide broadband assessment.

Motion by Mr. Quirion to approve Resolution No. 14-2022; motion seconded by Mr. Gravel.

Roll Call Vote:

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

Motion carried by a vote of 6-0-1.

19. Resolution No. 15-2022:

Spirit of America Award Nomination for 2022.

The Council was in support of the three nominations from the Cemetery Committee that were presented by Mr. Macklin.

Motion by Mr. West to approve Resolution No. 15-2022; motion seconded by Mr. Trahan.

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.

DISCUSSION ITEMS

- Comprehensive Plan
 - The Council discussed Comprehensive Plan being updated.
- Benton Avenue entrance to the Town Office
 - Discussion involved the public walkway alongside Benton Avenue and its current condition. Mr. Trahan would like to see improvements made due to safety hazards. The Public Works Director said this issue would be resolved over the next few months along with the path to the gazebo.
- Traffic Sign Request
 - The Council discussed whether to have a “No Thru Trucks” sign placed on Roberts Street as requested by a resident. After discussion, the Council did not agree to have a sign placed there.
- World War I Memorial
 - The Council discussed the veteran’s memorial that is located on the bridge and the necessity to have it moved during the bridge construction. Mr. Quirion suggested the Town contact the VFW and American Legion so they could be involved in the process. This discussion will be followed up on at a future meeting when more information is available.
- MTCMA Rising Star Nomination

- Manager Lacroix presented her nomination for the MTCMA Rising Star and had planned to ask for a letter of support from the Town Council, but she said the Central Maine Growth Council would be stepping in to do that.

EXECUTIVE SESSION

None

ADJOURN

Motion by Mr. West to adjourn; motion seconded by Mr. Trahan.

Motion carried by unanimous vote 7-0.

Meeting adjourned at 7:45 p.m.

Respectfully submitted by,
Lisa J. Gilliam, Town Clerk