

TOWN OF WINSLOW, MAINE
REGULAR COUNCIL MEETING
Minutes of Meeting
January 10, 2011

REGULAR MEETING

1. Roll call attendance was taken with seven (7) members present.

Raymond Caron, Ken Fletcher, Paul Manson, Roland Michaud, Catherine Nadeau, Steven Russell and Gerald Saint Amand.

Michael Heavener, Town Manager was present along with Attorney Bill Lee and Frank Stankevitz, CEO.

2. Approval of Minutes of Previous Meetings:

Motion by Mr. Michaud and seconded by Mr. Caron that the minutes of the meetings held on December 13 and January 3 be approved. Motion carried. Unanimous

1. Communications

- a. Appointments

Motion by Mr. Michaud and seconded by Mr. Fletcher to reappoint Pamela Smiley as Registrar of Voters for a two year term. Motion carried. Unanimous.

Motion by Mr. Fletcher and seconded by Mr. Manson to reappoint Deb Lavoie to the Personnel Appeals Board for a 3-year term. Motion carried. Unanimous.

- b. Legislative Update

- c. Other

1. Copy of Minutes from Kennebec Water District meeting held December 2.

4. Reports of Committees and Commissions

- a. Town Manager's Report

LIBRARY HEATING/COOLING UNITS

Last month I reported that the four (4), rooftop, heating/cooling units at the Public Library needed to be replaced due to frequent breakdowns and the age of the units. According to Mechanical Services the existing units are at least 20 years old and have an estimated service life of 15 years.

I have spoken with an energy auditor about heating/cooling options for the library and it was recommended that we replace the existing units with like units because it would be cost prohibitive to

convert to another heating/cooling option. It was pointed out that newer heating/cooling units are more efficient than our existing units.

Attached to this report are two proposals to replace the existing units with new versions of the units. If there are no objections from the Council I would like to contract with Mechanical Services, Inc. to replace the existing 4 units at a cost of \$19,891.00. We currently have \$53,737.24 in the Library Building Capital Account, which is intended to be used for this purpose.

TOWN OFFICE AIR QUALITY CONCERNS

As you may already know, the Town Office has no air handling or air exchange system. Last fall we experienced a roof leak in the Assessing/Codes office, which resulted in the floor carpeting being saturated with water, as well as, some ceiling tiles. The ceiling tiles were replaced and the carpeting was dried out, however, those in that office began complaining of respiratory irritation.

Arrangements were then made for Safety Works to conduct air quality testing at the Town Office (*see attached results and conclusion*). The testing found higher than acceptable carbon dioxide levels in the Assessing/Codes office, which is a reflection of not having an air handling/exchange system. I will be exploring options to improve the airflow in that office.

The report also recommended that the carpet in the Assessing/Codes office be replaced along with the ceiling insulation that was impacted by the roof leak. We have consulted with a flooring company who has recommended that the carpeting not be replaced but be thoroughly cleaned instead, which we will make arrangements to do. We are also making arrangements for Public Works to replace the affected ceiling insulation.

I am continuing to work with IRC Roof Management Services to prevent future roof leaks both short and long term.

FORT HALIFAX PARK PLANNING COMMITTEE UPDATE

The Fort Halifax Park Planning Committee has been meeting since July of 2010 for the purpose of developing a Master (Development) Plan for the park that preserves and promotes all of the unique historical aspects of the park. The committee is chaired by Town Councilor Ray Caron.

At the last committee meeting in December the committee completed the process of identifying park features or concepts that should be included in a conceptual park plan. The following is a list of the proposed features or concepts:

Fort Halifax (History)

Rebuild Second Blockhouse and use as On-Site Museum
Interpretive Signs (including what was on Ft. Halifax Hill Cemetery)
Stockade Fence
Shadow Frames for other Fort Features

Carry-In Boat Access

Wooden Dock System
Stone Walkway to Dock

Interpretive Signs - To highlight historical features of the site.

Maintain Views of the Rivers

Education - Maximize the educational potential of the site.

Landscaping Enhancements - Should be utilized to enhance and highlight various park features. Benefits to birds and waterfowl should be considered when selecting vegetation.

Parking Lot - Relocate further north as portrayed in an earlier DeWan park plan.

Walking Trail - Should run along the northern edge of the park and onto CMP land. There should be no trail on the south side of the park.

Lighting

Light New Parking Lot and the newly cleared CMP Land
Light the Blockhouse with Ground Lighting

Riverbank Stabilization - Consult with a Geotechnical Firm to identify areas of concern and to develop a

Riverbank Stabilization plan.

Water Drinking Fountain - The existing water fountain should be improved.

The committee would now like to work with DeWan & Associates Landscape Architects and State Park Officials to incorporate the above list into a conceptual park plan. DeWan & Associates have developed conceptual park plans for the Ft. Halifax Park in the past and are proposing to work with the committee to develop a new plan at a cost of between \$3,000 and \$3,500. We currently have \$51,326.70 in a Capital Recreation Development Account that can be used to fund this project.

If there are no objections from the Town Council I would like to contract with DeWan Associates to develop a conceptual park plan.

PLANNED DISPOSAL FEE INCREASES

As you are aware, we are a member community of the Municipal Review Committee (MRC) which manages the disposal of our municipal waste at the PERC Trash to Energy facility. The existing contract with PERC will expire in 2018. The current contract guarantees our disposal costs at \$45 per ton. The MRC has adopted a Target Value Step Increase Implementation Plan (see attached) due to concerns of depleting reserve cash accounts in order to maintain the \$45 per ton fee. As you will see in the plan our cost per ton will increase to \$46 per ton for FY 2011. That equates to an approximate increase for us of \$3,338. In 2017 the cost is expected to be \$67 per ton, which represents an increase of \$223,647 when compared to today's fee.

In light of these projected increases the Waterville/Winslow Solid Waste Corp is planning to begin meeting soon to strategize about ways to reduce our waste in order to minimize the disposal fee increases.

PACE LOAN UPDATE

Last fall we adopted a PACE Ordinance that authorizes qualifying Winslow residents to access loan funds, for energy efficiency projects, through the Efficiency Maine Trust. The trust has not yet finalized the loan process so funds are not yet available to residents. At this point I do not know when funds will be available.

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee has completed their work and I hope to have their report to the Council complete by Friday, January 7th.

SALARY REVIEW COMMITTEE

We currently have a vacancy on the Salary Review Committee. Current members are Councilors Michaud and Manson. One more Councilor needs to be appointed to this committee.

EXECUTIVE SESSION

We will need to go into executive session at the January 10th Council meeting to consult with Legal Counsel about the Fort Hill Cemetery Landslide. In your Council packet is an envelope labeled "Confidential", which we will discuss the contents of at the meeting.

The Council requested that Mr. Heavener check the price of replacing only two of the heating units at the Library and approved the replacement of four units. They agreed that the Fort Halifax Park Planning Committee should proceed with obtaining a conceptual park plan. Councilman Caron volunteered to serve as an alternate member of the salary review committee.

b. Department Reports

Reports were received from Code Enforcement, Assessor, Police Department, Public Works, Fire Department, Parks & Recreation and Library.

c. Treasurer’s warrant approved and signed by the Finance Committee during the Month of December.

No. 12.....	\$	753,832.77
No. 13.....	\$	<u>751,342.53</u>

Total	\$	1,505,175.30
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d. Financial Report

Motion by Mr. Manson and seconded by Mr. Caron to approve all reports.
Motion carried. Unanimous

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Ordinance No. 1-2011: Providing for an amendment to Winslow Zoning Ordinance Article 4 Section, 14-46, Rural District, by adding the underlined language in the attached Section of the Zoning Ordinance. (First Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Michaud and seconded by Mr. Fletcher to approve the first reading of Ordinance No. 1-2011. After a lengthy discussion a motion by Mr. Russell and seconded by Mrs. Nadeau to table Ordinance No. 1-2011 until March 14 so that the Planning Board can make some revisions. Motion carried. 5 - 2

2. Ordinance No. 2-2011: Providing for an amendment to the Winslow Zoning Ordinance Article 4, Section 14-49, Shoreland Resource Protection District, By adding the underlined language and deleting the strikethrough In the attached Section of the Zoning Ordinance. (First Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Russell and seconded by Mr. Caron to approve the first reading of Ordinance No. 2-2011. After a lengthy discussion a motion by Mr. Caron and seconded by Mr. Russell to table Ordinance No. 2-2011 until March 14 so that the Planning Board can make some revisions. Motion carried. 5 - 2

EXECUTIVE SESSION

Motion by Mr. Manson and seconded by Mr. Fletcher to enter into Executive Session at 9:00 p.m. Motion carried. Unanimous.

Motion by Mrs. Nadeau to exit Executive Session at 9:28 p.m. Motion carried. Unanimous.

ADJOURNMENT

Motion by Mr. Fletcher and seconded by Mrs. Nadeau to adjourn the meeting. Motion carried. Unanimous.

The meeting adjourned at 9:29 p.m.

ATTEST: _____
Town Clerk of Winslow Maine