

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, January 16, 2019
6:00 P.M.

I. Roll Call

Staff: Ms. Powers, Billie Jo Sharpe, Darren Hanson, Chief Newell, Ella Leighton, Fred Everitt, Jr.

Councilors: All Councilors are present

Citizens: Six Citizens including Media.

II. Prayer

Tony Levesque offered the Prayer.

III. Pledge to the Flag

All in attendance pledged their allegiance to the American Flag.

IV. Public Comment Period

Fort Fairfield resident, Michael Edgecomb presented a small bag of stones to Council members. Mr. Edgecomb states that he picked these stones up today and that this has been an ongoing problem for the past year and a half.

Mr. Butler asked if that came off our trucks.

Mr. Edgecomb responded yes that he travels the roads every day and that comes off the trucks.

Mr. Babin asked if this was all from one spot or different locations.

Mr. Edgecomb said that it was up McGillan Drive, about 200 feet.

V. Correspondence and Reports

A. Licenses/Permits

As of January 16, 2019 we have received one Restaurant/Lounge license renewal for VFW Post #6187.

B. Financial Report

The Towns' Real Estate and Personal Property tax collections as of December 31, 2018 were \$462,222.54.

Excise tax collections as of December 31 are \$337,532.34. This is 60.27% of the

budgeted amount, which is greater than the 50.00% anticipated as of December 31.

State revenue sharing as of December 31 is \$125,836.64. This is 50.94% of the budgeted amount and slightly above 50.00% expected as of December 31.

Our expenses as of December 31 are \$2,723,027.34. This is 53.25 % of the budgeted amount, which is higher than the 50.00% expected as of December 31. The excess expenses were due in part to preparation for the winter season by Public Works, e.g. sand, salt, plows and chains.

Revenues are 35.55% above budget and expenses are 3.25% above budgeted amounts for December 2018.

Our cash flow is still in excellent condition at the closing of December with a checking balance of \$414,214.36 and savings balance of \$255,000 at Machias Savings.

C. Aroostook Waste Solutions Report – Mr. Rogeski

Mr. Rogeski provided a brief update to Council.

VI. Old Business

A. Community Center Generator

Background: During the October Town Council meeting a proposal by BRSA for engineering of a new generator for the Community Center was approved.

Discussion: During a review of what our buildings current electrical needs are and what our current electrical entrance is capable of providing it has been determined that our entrance is at max capacity meaning that we cannot add or upgrade anything electrical in the building now or in the future.

During recent discussions with BRSA we have been given two options, option one is to install a generator which will be connected to the current entrance which will not allow for any electrical expansions or upgrades, option two would be to install the new generator and have a new electrical entrance installed as part of the project for an additional (early estimate)\$10,000.00 which will give us a fifty percent reserve capacity allowing us room to grow and upgrade systems as needed in the future.

Recommendation: Town Council authorizes Town Manager and Town Staff to direct BRSA to move forward with option two.

Mr. Kilcollins made a motion to authorize the Town Manager and Town Staff to direct BRSA to move forward with option two.

Mr. Butler seconded.

Discussion: None.

Vote: All Affirmative.

VII. New Business

A. Appointments to the Economic Development Board

The Economic Development Board had member's terms were up June 30, 2018.

Steve Rogeski and David Dorsey are interested in remaining on the Board.

The recommendation is that Town Council appoints Steve Rogeski and David Dorsey for three year terms, each to run through June 30, 2021 with an appointment date of **July 01, 2018.

Mr. Butler made a motion that Town Council appoints Steve Rogeski and David Dorsey for three year terms, each to run through June 30, 2021 with an appointment date of **July 01, 2018.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

B. Appointment of Councilors to Economic Development Board.

According to the *By-Laws of the Economic Development Board:

*The Board shall consist of five (5) members appointed by the Town Council and two (2) non-voting Town Councilors.

The recommendation is that Town Council nominates and appoints two members to serve on the Economic Development Board.

Mr. Butler nominated Mr. Smith.

Mr. Kilcollins seconded.

Mr. Smith stated he may not be able to attend enough meetings according to the By-Laws but will accept the nomination.

Discussion: None.

Vote: All Affirmative.

Mr. Butler then nominated Mrs. Libby

Mr. Kilcollins seconded.

Mrs. Libby asked to decline the nomination stating that she does not have the availability at this point and does not want to take away from other Council duties.

Mrs. Libby then nominated Mr. Butler.

Mr. Butler declined due to other family commitments and then stated that he already serves on the NMDC Board.

Mr. Kilcollins nominated Ms. Powers.

Ms. Powers stated that she already serves as ex officio.

Mrs. Libby retracted and accepted the nomination stating she will make time to serve on the Board.

Mr. Kilcollins seconded Mrs. Libby's nomination.

Discussion: None.

Vote: All Affirmative

C. Town Revaluation

It has been 22 years since our last revaluation and it will be 24 years before implemented therefore, now is the time to begin the process with the closing of Re-Energy.

Ms. Powers is recommending that the Town Council approve a request for proposals (RFP) to the Tax Assessor, Tony Levesque.

Mr. Kilcollins made a motion that the Town Council approves a request for proposals (RFP) to the Tax Assessor, Tony Levesque.

Mr. Butler seconded.

Discussion: None.

Vote: All Affirmative.

D. MPBF Update – Mrs. Hegemann

Meg Hegemann is requesting the Town Council release her from the Independent Contractor Agreement with the Town of Fort Fairfield.

Ms. Hegemann is starting a new business in the Town of Fort Fairfield and would need to phase herself out no later than the end of April, 2019.

Ms. Powers has worked closely with Ms. Hegemann since her arrival to the Town of Fort Fairfield as the Town Manager and she has consented to continue working for the MPBF and its responsibilities until the end of April, 2019.

Ms. Powers is currently taking on some of the duties and responsibilities of the Festival and is confident with the staff and volunteers of the Festival that she will be able to continue through to the end of Festival.

Recommendation: That the Town Council approve Meg Hegemann's request for release of her Independent Contractor Agreement with the Town of Fort Fairfield and that the Town Manager will continue the duties and responsibilities for the 2019 MPBF.

Mr. Butler made a motion that the Town Council approve Meg Hegemann's request for release of her Independent Contractor Agreement with the Town of Fort Fairfield and that the Town Manager will continue the duties and responsibilities for the 2019 MPBF.

Mrs. Libby said that she would like to make a motion to let Mrs. Hegemann out of her contract but have the Town advertise the position of MPBF director instead of putting the duties on the Town Manager.

Mr. Babin asked if there would be enough time to advertise and get someone into the position in time for the Festival in July.

Mrs. Libby – If we advertise now, we may have someone in time. In years past, it's been an extreme amount of work and it would be best if one person has this as their prime responsibility rather than also have other duties.

Mr. Kilcollins – asked if it was ever in the plan to have Mrs. Hegemann's position replaced.

Ms. Powers – replied that Mrs. Hegemann's contract is through Festival, 2019.

Mr. Kilcollins – asked if this is the first time this has been on the table?

Ms. Powers – replied, yes.

Mrs. Hegemann - added some clarification as to how it came that she became Festival Director in 2018 and mentioned that the position had been advertised for quite some time without anyone being hired. Prior to Mr. Risner retiring, she resigned a contract for the 2019 MPBF not knowing that her new venture would come to fruition. Mrs. Hegemann stated that she won't be able to manage both a new business and the Festival.

Mrs. Libby – asked if Mrs. Hegemann agreed that volunteers for events are difficult to find.

Mrs. Hegemann – suggested focusing on events and activities that have good participation and eliminating the ones that don't.

Mr. Kilcollins – How much responsibility does the Town Manger want.

Ms. Powers – responded that she has no problem helping out for the last three months as it is a cost savings to the Town. Based on the foundation placed by Mrs. Hegemann

from last year and continued work through April, Ms. Powers stated that this year's Festival will be successful and agreed that it will need to be advertised shortly after for the following Festival.

Mr. Kilcollins – suggested a motion that the Town Manger take responsibility for what she feels she is able along with appointing someone if someone comes to the table.

Mr. Babin stated that we already have a motion.

Mr. Butler said that he made the motion because the Town Manager feels that she is capable of doing the job.

Mr. Smith stated that in the past the Town Manager has always had an active role in the Festival and supports Mrs. Libby's idea to try to find someone and release Mrs. Hegemann from her contract but still make an effort to try to find someone to become the Director with continued help from the Town Manager, Staff and the volunteers.

Mr. Smith said he recalled prior full-time Directors being overwhelmed. It needs to stay this way and not over burden the Town Manager.

Mrs. Libby stated that she does not think that Ms. Powers is not capable of doing it, but that there is a difference having someone that does it full-time and not as part of their full-time job and we should at least try to find someone if we can.

Mr. Babin said that while he is in favor of the recommendation to try to find someone to fill the position there is already a motion by Mr. Butler.

Mr. Kilcollins seconded.

Vote: Mr. Kilcollins – Aye
 Mr. Butler – Aye
 Mrs. Libby – No
 Mr. Smith – No, not as written.
 Mr. Babin – Aye

Motion passed with a vote of three to two.

E. Micro-Enterprise Assistance Program - Mrs. Hegemann

Meg Hegemann is requesting the Town Council's support for the Micro-Enterprise Assistance Program. She is applying for this through CDBG funding. Ms. Hegemann's future business, Red Door Café, and part of the requirements she must meet is Council approval to apply.

Ms. Powers is recommending that the Town Council approve Meg Hegemann's application for the Micro-Enterprise Assistance Program.

Mr. Kilcollins made a motion that the Town Council approves Meg Hegemann's application for the Micro-Enterprise Assistance Program.

Mr. Butler seconded.

Discussion: None.

Vote: All Affirmative.

*F. State of Maine Volunteer Firefighters Assistance Grant

Background: The Fire Department applied for a matching grant from the Volunteers Firefighters Assistance (VFA) program for a Personal Protective Gear. This gear is used for wild land firefighting and vehicle extrication. The fire department has been awarded the money for all requested items. The total awarded amount is \$3960.00.

Discussion: This is a 50% match towards purchasing this fire equipment. The town will be reimbursed the awarded amount after the completion of the project.

For information only.

VIII. Minutes of the January 2, 2019 Special Town Council Meeting.

Mr. Butler made a motion to approve the minutes of the January 2, 2019 Special Town Council Meeting.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

IX. Warrants: #13: \$104,525.56 #14: \$346,693.71

Mr. Butler made a motion to approve Warrant #13 for \$104,525.56 and Warrant #14 for \$346,693.71.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

X. Other

XI. Manager's report

Given to Councilors for informational purposes.

XII. Adjournment

Mr. Butler made a motion to adjourn.

Mr. Kilcollins seconded.

Council adjourned at 6:28 p.m.

**Added prior to Council Meeting*

*** Corrected and approved at the February 20, 2019 Council Meeting.*