

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, June 17, 2015
6:00 P.M.

Councilors: David McCrea, Jason Barnes, Susan LeVasseur, John Herold and Robert Kilcollins

Staff: Tony Levesque, Ella Leighton, Bill Campbell, George Watson and Tim Goff and James Risner

Citizens: 4 including media

- I. Roll Call - Chair Jason Barnes asked that the record reflect all councilors were present.
- II. Prayer – Tony Levesque offered the prayer.
- III. Pledge to the Flag - All in attendance pledged their allegiance to the Flag.
- IV. Public Comment- NONE
- V. Correspondence and Reports
 - A. Licenses / Permits- Ms. Rebecca Hersey- We received a Temporary Extension of Premises from the VFW, this request is to allow for alcoholic beverages outside of the premises at their Presque Isle Street property. This will be for the 19th when they will be holding a Human Foosball Tournament during the Potato Blossom Festival. They have also applied for a catering Permit for the Beer Garden, which will be on July 16, 17 and 18th, on Main Street also during the festival.
 - B. Financial Report – Mr. James Risner - Expenses are in line with what we expect and with the exception of the Recreation Department payroll is at or below budget. The Recreation Department will have a slight increase over the budgeted amount. The Heating expense for both the Community Center and Public Works building are still over budget, with the community center around 17% over and Public Works around 32% over budget. The Fire Department has an error in the Equipment Maintenance account #E-01-06-25-10, in the amount of \$900.24 for repairs on the Honda Ridgeline which should have been charged to the Vehicle Repairs account #E-01-06-30-55. Revenue side of the budget is in good condition. It appears that both Revenue Sharing and Excise Tax will be above budgeted amounts. Cash flow is still in good shape, we currently have \$500,000 in our savings account and over \$228,000 in our checkbook. We do have two more payrolls for this month and we should have adequate funds in the check book for both payrolls.
 - C. Tri-community Landfill Report – Mr. James Risner – No report as the next meeting is scheduled for June 19th.
 - D. Department Report: Public Safety – Chief Bill Campbell – Officer Schrader has given his resignation, effective June 25th. He will be missed as he was an asset to the department. We began advertising last week in the Star Herald, the Maine Municipal website and the Maine Criminal Justice Academy’s website. As of today we have received three resumes and we are having our first interview on Thursday, the 25th which is also the closing date for applications. In the meantime

we will revert back to our three man schedule, so things will be a little busier in the Police Department. Chief Campbell will be relying more heavily on the Assistant Chiefs in the Fire Department for day to day operations, although he will still be available to them if needed. But being down one officer he will have to handle more complaints than normal.

Mr. Robert Kilcollins asked if any of the reserve officers will they be able to help out by filling in at all?

Chief Campbell – Yes, we have one that has every other weekend off and he has expressed interest in filling in.

Mr. David McCrea – Would like you to express to Officer Schrader on the Councils behalf that we thank him for his service and wish him our very best.

Chief Campbell - On another note we are continuing to have problems with the DVD recorder in the interview room. The company was called in to repair it again, but there still is a problem with it recording the wrong day. We spoke with Darren Woods, of Aroostook EMA, he had some extra money left over from some equipment that he had purchase for the area Chiefs. He asked what our wishes would be. I explained the situation of the DVD recorder and asked him about a video recorder with an SD card. He is going to get one for us.

Also the door handle in the holding cell locks on the inside, once you are in you can't get back out so we are having a locksmith come in and change out that handle.

I have spoken with Mr. George Watson regarding the Durango and his crew is going to service and clean up the rust and Bob's Service Station is going to rotate the tires. So down the road when we are ready to put a new vehicle on the road, this one will be in tip top shape. The new vehicle will be ordered once the budget is approved, \$30,000.00 was put into the budget for the purchase.

On the Fire Department side, the Assistant Chiefs will be doing a 1 to 2 day training class on supervision training. The Caribou Fire Department will be helping out in much needed training with pump classes and with separate training on pump testing which needs to be done once a year. Another class they will be helping with is on fire calculators.

There has been a huge push on the trainings for Class B driving licenses, Fire 1 & 2 (5 month training course) and Basic EMT testing or retesting, upon successful completion of this we will reimburse the cost.

VI. Old Business –

- A. Approve FY 15/16 Budget-Mr. James Risner – Changes that have been made was to add \$6,716.00 to the Highway Department due to a change in the amount budgeted for personnel. Workmen's compensation and unemployment insurance for administration and fire department were budgeted in those lines as well as the

insurance line. This caused a double counting of workmen's compensation and unemployment insurance. The amount was removed from the Administration and fire department lines. The total amount was \$6,716.00; \$2,624.00 in administrations and \$4,092.00 in fire department. It is recommended that the Town council approve the Fort Fairfield Fiscal Year 2015/16 budget.

Motion: Mr. David McCrea moved to approve the FY15/16 Budget as presented.

Second: Ms. Susan LeVasseur

Vote – All affirmative

- B. Approve Parking Ordinance Change to Address Maine Potato Blossom Festival Parade - Mr. James Risner - This change came about due to a request from the Maine Potato Blossom Festival Committee. The request is to eliminate having vehicles, trailers and placeholder objects set in place along Presque Isle and Main Streets to "save their spot" for good viewing of the parade. The intent is to provide a clean appearance along these streets and limit the amount of time the cars, pickups, trailers and placeholder objects are in place.

Mr. Tony Levesque summarized the Public Hearing which was held today at 12:30 p.m. and he strongly recommends that the Council pass this.

It is recommended that the Town Council approve the new language in Town Ordinance 15-02, Parking Regulations, Section VI – Parking Restrictions, 4th paragraph, that address the request of the Maine Potato Blossom Festival Committee.

Motion: Ms. Susan LeVasseur moved to approve the new language in Town Ordinance 15-02, Parking Regulations, Section VI – Parking Restrictions, 4th paragraph, that addresses the request of the Maine Potato Blossom Festival Committee.

Second: Mr. Robert Kilcollins

Discussion: Mr. David McCrea- Fully support this but are we going to advertise this so that the public will be informed?

Mr. Tony Levesque and Chief Campbell explained that it will be in the media, on the Towns Facebook page and website and also Mr. Goff has been in touch with WAGM and they will be doing some advertising.

Vote – All affirmative

- C. Sign Quitclaim Deed and Real Estate Transfer Tax Declaration- Mr. James Risner –Upon payment in full of all taxes, interest and fees (including taxes for the current), the Town of Fort Fairfield agreed to release its interest in the property at 120 Dumond Road with a quitclaim deed. Mr. Stephen Watson paid all Taxes, interest, fees as well as paying to have the quitclaim deed recorded.

Motion: Mr. John Herold moved to approve signing the Quitclaim Deed and Real Estate Transfer Tax Declaration to Mr. Stephen Watson

Second: Mr. David McCrea

Vote – All affirmative

- D. Disposition of Tax Acquired Property, Results of Bids – Mr. James Risner – Recommended for the Town Council to sign the quitclaim deed(s) and real estate transfer tax declaration(s) for properties with successful bids. Town Council authorizes the Town Manager or his representative to contact the adjacent property owners of any property without a successful bid to determine if there is interest in acquiring the property.

Mr. Tony Levesque summarized the Public Hearing for the bid openings and the high bidders were:

Matthew & Darlene Saunders - A 1.87 acre lot at 11 Cozy Cove, (Map 23 Lot 9)
Fred & Jane Glew - the 7 acre lot off of the Gray Road, (Map 3 Lot 4B)
Tom Towle - two apartment buildings on 19 & 21 Richard Street.
(Map 33 Lots 68 & 69)

Motion: Mr. David McCrea moved to accept the bids as presented and approve the signing the Quitclaim Deeds and Real Estate Transfer Tax Declarations.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- E. Disposition of Tax Acquired Property, 5 Arch Street – Mr. James Risner – Received a letter from Mr. Tim Goff of the Quality of Place Council. Its states that the Quality of Place Council Housing Subcommittee respectfully requests the Town Council table the pending sale of the 5 Arch Street property until the Town Councils July 15th regular meeting so that the Subcommittee can fully investigate all available options to salvage the property.

Chair Jason Barnes asked what the impression of the house was.

Mr. Tim Goff – The members of the sub-committee took a tour of the home and it is in distress. The sub-committee met and decided that they would like to have three contractors come in and give the sub-committee estimates.

Motion: Mr. David McCrea moved to table the sale of this property until the next council meeting on July 15, 2015

Second: Ms. Susan LeVasseur

Vote- All affirmative

- F. Spring Clean Up - Mr. George Watson – This year’s event was completed within three and one half days, thanks to the effort of Mr. Tim Goff. Mr. Goff spoke to many home owners as to why some items would not be hauled off. There were no projects put on hold for this year’s clean-up, at that of time of year we are very limited as to what can be done due to the ground conditions. During May we are very limited to such work as cleaning and the removal of snow removal

equipment, street seeping and general patching. This year we had completed removal of plows, sanders, etc. and both street sweepers were broken down waiting for parts. Regarding any direct cost to the Town for this project, most items were hauled to Tri-Community with no direct cost to the Town. White goods and other metals were taken to our junk pile located at the old town garage area to be sold as junk at a later date. As regard to fuel we used around 140 gallons of diesel at cost of \$315.00 and 30 gallons of gas at costs of \$66.00 to our department.

Ms. Susan LeVasseur stated that she would like to have seen in the report total cost in this project, to include wages of the employees, rental of the trucks just so the citizens can see what it does cost and if we vote that we don't do it another year they will see why we are not doing this anymore. She doesn't believe it is fair to the crew, they were hired to plow, work on vehicles and roads not to haul garbage. This is not a budgeted item and the department heads are told to cut cost.

Motion: Mr. David McCrea moved to table this discussion until the next Council meeting when we have more information.

Second: Mr. Robert Kilcollins

Vote – All affirmative

VII. New Business

- A. Approve FY 15/16 Permits and Licenses-A public hearing was being held today at 12:00 Noon in the Council Chambers.

Mr. Tony Levesque summarized the Public Hearing that was held at 12:00 noon. This is an annual renewal, there were no comments. He recommended to the Council to approve the permits and license for renewal with the exception of the Mountain View Trailer Park until we receive an application, the fee and an inspection report from the State.

It is recommended that the Council approve the permits and licenses for renewal.

Motion: Mr. John Herold moved to approve renewing the FY 15/16 Permits and Licenses received as of today and authorize staff to approve and renew all the ones we received in the future as long as they are received in a timely fashion as presented with the exception of the Mountain View Trailer Park until we receive an application with fee and the inspection from the State.

Second: Mr. David McCrea

Vote – All affirmative

- B. Approve FY 15/16 Board Member Appointments and Department Heads and Town Officials –The Housing Authority of Fort Fairfield Board of Commissioners recommends Mr. Thomas Rochford be reappointed as a Commissioner and Ms. Duska Day for appointment to finish Ms. Betty Kent-Conant's term. For the Planning Board Mr. Scott Smith will move from an alternate position to a permanent position. For the Board of Assessment Review, Mr. Ross Milton for appointment and the Zoning Board of Appeals Mr. John Houghton for

appointment. It is recommended that the Council approve the appointments as presented.

Motion: Mr. Robert Kilcollins moved to approve the FY 15/16 Board Member Appointments and Department Heads and Town Officials as presented.

Second: Ms. Susan LeVasseur

Vote – All affirmative

- C. Approve Audit Services from Felch & Company – It is recommended that the Council authorize the Manager to sign the proposal from Felch & company, LLC to conduct an audit for year ending June 30, 2015. The contract states that the audit will begin approximately July 20, 2015 and reports will be issued no later than September 15, 2015. This year's quote in in the amount of \$8,500.00

Motion: Mr. David McCrea moved to approve authorizing the Town Manager to sign the contract with Felch & Company, LLC in the amount of \$8,500.00

Second: Mr. John Herold

Vote – All affirmative

- D. Authorize Winter Sand Purchase- For the last several years the Town has been purchasing winter sand from O'Neal General Construction, Ltd, Aroostook, New Brunswick, Canada. This product is blended with 200 pounds of road salt per cubic yard. Public Works has estimated that they will need between 4,000 and 4,500 cubic yards of winter sand in FY15/16. It is recommended that the Council approve the contract with O'Neal General Contracting, LTD at the cost of \$13.75 per cubic yard.

Motion: Mr. John Herold moved to approve the winter sand purchase from O'Neal General Contracting, LTD at the cost of \$13.75 per cubic yard.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- E. Authorize Purchase of 2005 International Truck – Public Works has an opportunity to purchase a 2005 International Model 7600, fully equipped for plowing, for \$60,000.00. There is \$24,000.00 in the Public Works Reserve Account #G-1-3060-00 and the FY15/16 budget has \$25,000.00 in the Reserve Account for a total pending Council approval of the budget of \$49,000.00. The additional \$11,000.00 can be moved from the Undesignated Fund Account # G-1-3300-00 to the Public Works Reserve Account. Mr. Watson believes the Town's 1994 International truck could be sold for between \$8,000.00 and \$10,000.00. It is recommended that the Council authorize the purchase of the 2005 International Model 7600, fully equipped for plowing, for not more than \$60,000.00 after July 1, 2015 and authorize \$11,000.00 to be moved from the Undesignated Fund Account to the Public Works Reserve Account in order to pay for the 2005 truck. Also that the Council direct that any proceeds from the sale of the 1994 International truck be placed in the Undesignated Fund Account.

Motion: Ms. Susan LeVasseur moved to authorize the purchase of the 2005 International Model 7600, fully equipped for plowing, for not more than

\$60,000.00 after July 1, 2015 and authorize \$11,000.00 to be moved from the Undesignated Fund Account to the Public Works Reserve Account in order to pay for the 2005 truck. Also that the Council direct that any proceeds from the sale of the 1994 International truck be placed in the Undesignated Fund Account.

Second: Mr. David McCrea

Vote – All affirmative

VIII Minutes: FY 15/16 Budget Public Hearing May 20, 2015 & Council Meeting
May 29, 2015

Motion: Ms. Susan LeVasseur moved to approve Minutes of May 20, 2015 and May 29, 2015 as written.

Second: Mr. David McCrea

Vote – All affirmative

IX Warrants: #24 - \$86,717.89, #25 - \$288,088.71

Motion: Mr. John Herold moved to accept warrants #24 & #25 as presented.

Second: Ms. Susan LeVasseur

Vote – All affirmative

X Other – Mr. James Risner brought it to the Council’s attention that the Sustainability Agreement with MSAD#20 has been signed by Mr. Marc Gendron, Superintendent of Schools, Mr. Tom Towle and Mr. James Risner

XI Executive Session 7:10 PM

Motion: Mr. Robert Kilcollins moved to go into Executive Session to discuss

1 MRSA 405 (6) (A) - Personnel

1 MRSA 405 (6) (C) - Acquisition of Real Property

Second: Ms. Susan LeVasseur

Vote – All affirmative

Came out of executive session at 7:45 PM

No Action Taken

Respectfully submitted,

Rebecca J. Hersey
Council Secretary