Fort Fairfield Town Council Special Meeting Council Chambers Wednesday, October 24, 2018 4:45 p.m.

I. Roll Call

Councilors: All Councilors are present.

Staff: Mr. Risner, Billie Jo Sharpe, Darren Hanson, Vince Baldwin, Tony Levesque,

Ella Leighton.

Citizens: One, including media.

II. Old Business

A. Community Center Generator

Background: At its September 19, 2018 regular meeting, Town Council authorized the Town Manager to seek requests for bids for a generator project to provide automatic backup power to the portion of the community center that is currently served by two-phase power.

In the event of a power outage, the community center is out of power. The lack of backup power for the portion of the community center served by two-phase creates problems with providing fire, rescue and ambulance services, power to the Town's Emergency Operations Center (EOC), and heat for the entire building. The fire department bay doors can be opened manually, but due to their size it is a difficult and timely process that cuts into emergency response time. Lack of heat during the winter can cause severe damage from frozen pipes.

Mr. Risner requested B.R. Smith Associates, Inc. (BRSA) of Presque Isle to conduct a preliminary review of the existing electrical system in order to ensure the right sized generator is purchased. On October 17, BRSA submitted a proposal (attached) based on their findings in the preliminary review.

The preliminary review states a 400-amp generator will likely be needed, and if so, the 200-amp electric load to the panel will need to be upgraded to a 400-amp service in order to meet the National Electric Code. The Town does not have staff with the training or experience to conduct the design elements in BRSA's design phase, nor most of the bid and construction phase elements.

The BRSA's fee for services they will provide is \$7,500 if a 200-amp generator is sufficient and \$9,500 if a 400-amp generator is needed. There is currently \$256,235.60 in the undesignated fund (G 1-3300-00).

Recommendation: Town Council authorize the Town Manager to accept BRSA's proposal and use up to \$9,500 from the undesignated fund (G 1-3300-00) to pay for the service.

Motion: Mr. Kilcollins

Second: Mr. Butler

Discussion -

Mr. Butler asked if the upgrade to the 400 amp generator is included in the fee.

Mr. Riser responded, yes; the fee for a 200-amp generator would be the \$7,500 and a 400-amp upgrade would be the \$9,500.

Mr. Hanson explained that BRSA's services are just for the engineering and not the installation of the panels, etc. to bring everything up to code.

Mr. Risner clarified that BRSA's would also act as a general contractor which is important because BRSA can provide answers to electrical questions and provide information in a neutral manner since they will not be bidding on the project for the generator.

Mr. Butler: This is not for the purchase of the generator?

Mr. Risner: No, this is just to ensure that we get the right connection and the right generator. BRSA will monitor the installation.

Vote: All Affirmative

III. New Business

A. Application for Assistance to Firefighters Grant

Background: The Fire Department can apply for the AFG grant for 2018. Under the AFG grant the department is eligible to apply for monies under two categories; Operations and Safety, and Vehicle Acquisition. This is a matching Grant of 5%.

The Town's grant policy states that all grant applications that require Town funds must be approved by the Town Council before the application is submitted. If the grant is awarded, expenditure of Town funds must be approved by the Town Council.

The AFG grant requires a 5% match from the Town. If the grants are awarded to the Town, the cost to the Town will be \$22,150, and are listed below.

Vehicle Acquisition

1 – Fire tanker apparatus: \$310,000 Town 5% match: \$15,500

Operations and Safety

1 – Self Contained Breathing Apparatus (SCBA): \$133,000 Town 5% match: \$6,650

Total AFG Funds: \$443,000 Total AFG Town Match: \$22,150

Our Tanker/Tender truck is aging and should be replaced in the future. The SCBAs are safety equipment needed for firefighters to work in a hazardous environment. The SCBAs need to be replaced in 2019. The application period for grant submission closes on October 26, 2018, with grants being awarded between the spring and fall of 2019.

There is currently \$40,000 in the Fire Truck Replacement account (G 1-3110-00) and \$74,000 in the SCBA Air Pack Reserve account (G 1-3105-00).

Recommendation: Town Council authorizes the Town Manager to apply for the Assistance to Firefighters Grant, and if awarded, use up to \$15,500 from the Fire Truck Replacement

account (G 1-3110-00) and up to 6,650 from the SCBA Air Pack Reserve account (G 1-3105-00).

Motion: Mr. Butler Second: Mr. Kilcollins

Discussion: None Vote: All Affirmative.

IV. Executive Session

A. MRSA 405(6)(A) Town Manager Selection, Personnel

Motion: Mr. Butler Second: Mr. Barnes

Council entered into Executive Session: 4:50 pm

Motion: Mr. Butler Second: Mr. Barnes

V. Adjournment

Motion: Mr. Butler

Council adjourned: 5:11pm

Respectfully submitted,

Billie Jo Sharpe Council Secretary