Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, June 20, 2018
6:00 P.M.

I. Roll Call

II. Prayer

III. Pledge to the Flag

IV. Public Comment Period

V. Correspondence and Reports
   A. Licenses and Permits – Ms. Sharpe
   B. Financial Report
   C. Tri-Community Recycling and Sanitary Landfill Report – Mr. Rogeski
   D. 71st Annual Maine Potato Blossom Festival – Ms. Hegemann
   E. NASA @ My Library – Ms. Gaenzle
   F. Fort Fairfield Snowmobile Club Trail Grant
   G. Update of Legal Action on Land Use Complaint – Mr. Levesque
   H. State Auction Purchases

VI. Old Business
   A. Approve FY 18/19 Budget

VII. New Business
   A. Approve FY18/19 Permits and Licenses – Mr. Levesque
   B. Approve FY18/19 Appointments of Town Officials and Board Members
   C. Authorize Audit Services from Felch & Company, LLC
   D. General Ledger Account Journal Entries
   E. Law Enforcement Authority – Chief Newell
   F. Cable Television Franchise Renewal
   G. Designation as Acting Town Manager
   H. Sale of 1999 Dodge Pickup
   I. Video Inspection of Dike Toe Drains
   J. Prepayment of Taxes through a Tax Club – Ms. Leighton
   K. Payment of 2018 Maine Municipal Association Dues

VIII. Minutes of the May 16, 2018 Regular Council Meeting

IX. Warrants: #24; $69,326.53 #25; $95,791.14 #26; $152,444.37

X. Other
   A. Town Office Closure for End of Fiscal Year Closure of Financial Records

XI. Manager’s Report

XII. Executive Session
   A. MRSA 405(6)(D) Public Works Union Agreement
   B. MRSA 405(6)(A) Library Board of Trustees, Personnel

XIII. Adjournment

Posted: Municipal Building
County Federal Credit Union
Katahdin Trust Company
MEMORANDUM

June 20, 2018

To: Town Manager and Town Council
From: Billie Jo Sharpe, Town Clerk
Subject: Licenses and Permits

As of June 20, 2018 we have received one application from Canterbury Royale for a renewal of their Malt, Vinous and Spirituous privileges.
MEMORANDUM

June 14, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Financial Report

The Town’s Real Estate and Personal Property tax collections as of May 31 are $3,248,614.48.

Excise tax collections as of May 31 are $579,636.96. This is 103.51% of the budgeted amount.

We received State Revenue Sharing on May 21 in the amount of $28,176.58. The total so far this year is $212,696.62. This puts the Town below budget, as we have collected 86.97% of the amount budgeted, compared to the 91.67% expected. The Treasurer contacted the State for information on the amount to expect in June, and was told that the State will not know that amount until the date the disbursement to the Town is made. The Town normally receives its disbursement on or about the 21st of each month.

Overall, our expenses are 8.01% below projections after Warrant 26; 87.82% compared to 95.38%.

Cash flow is excellent, with a balance of $153,960.83 in checking and $1,155,000 in savings after completion of Warrant #26.
MEMORANDUM

May 25, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: Tri-Community Recycling and Sanitary Landfill (TCL) Report

Mr. Stev Rogeski, Fort Fairfield Member of the TCL Board of Directors, will provide a report to the Town Council.
MEMORANDUM

June 11, 2018

To: Town Council
From: Meg Hegemann, Maine Potato Blossom Festival Director
Cc: James Risner, Town Manager
Subject: 71st Maine Potato Blossom Festival

Background: The Town of Fort Fairfield has hosted the Maine Potato Blossom Festival each July for decades. While the first Maine Potato Blossom Festival was held in 1937, there were many years during WWII that the event was not held due to the war. In those early years, the Festival also was shared between communities in central Aroostook County before becoming a permanent part of our town’s summertime calendar. This year, the Festival celebrates its 71st anniversary.

Discussion: The 71st Maine Potato Blossom Festival will run from July 14 – 22nd. New additions this year include comedians for young and old. Andrew Silver is a variety artist offering magic, juggling and physical humor. He will perform in the bandstand, the parade, on the main stage and offer a juggling workshop as well. Tom Hayes, a comedian from the Boston area will take to the main stage on Saturday with self-deprecating humor appropriate for all ages. Wintergreen Arts will offer a Sip & Paint on Friday night, and several musicians will perform their own work during Singer Songwriter Sunday. Thanks to Fort Fairfield Public Works Department, ReMax and Aaron’s Inc., a Festival Headquarters is now open in Village Square. We offer information and registration for all things Festival, free coffee and water, a place to gather or cool off and souvenirs for sale. This year we are encouraging wider participation by selling pickers tickets. For $5, individuals get 20 tickets. When they attend an event, a Field Boss will stamp a ticket. Stamped tickets can be turned into the Headquarters for a chocolate coin and a chance for a prize. For a full schedule of events visit www.potatoblossom.org

Many thanks to the dozens of sponsors and volunteers who give their time and talent, and provide financial support, for the Festival!

Recommendation: No action required.
MEMORANDUM

May 30, 2018

To: Town Council and Town Manager
From: Jennifer Gaenzle, Librarian
Subject: NASA @ My Library Award Certificate

The Library has received a Certificate of Appreciation in Recognition of Outstanding Dedication and Commitment from NASA @ My Library. The Certificate has been framed and will hang in the Library.

Last year our library made a commitment to bring more STEAM (Science, Technology, Engineering, Art and Math) programs to the community. To achieve this commitment we applied for and received the NASA @ My Library grant. This grant provided substantial equipment and resources to support Phase 1 of the grant, allowing the library to provide a total of twelve programs. We have agreed to continue with the optional NASA @ My Library Phase 2 which will allow us to continue programming through December 2020.
MEMORANDUM

June 1, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Fort Fairfield Snowmobile Club Trail Grant

Background: At its October 18, 2017 meeting, the Town Council authorized the Town Manager to sign the application for financial assistance under the provisions of the Bureau of Parks and Lands, Municipal/County Grant-in–Aid Program for Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, Section 1893.3) for the maintenance of the Town of Fort Fairfield’s snowmobile trail system. The State distributes the grant funds to the municipality and the municipality appropriates the grant funds to the Club.

Discussion: The Town received $20,020 from the State of Maine for the Snowmobile Grant on May 31, 2018. A check in the amount of $20,020; made payable to the Fort Fairfield Snowmobile Club; was included in Warrant #25.

Recommendation: No action required. For information only.
MEMORANDUM

June 4, 2018

To: Town Council and James C. Risner, Town Manager
From: Tony Levesque, Code Enforcement Officer
Subject: Update of Legal Action on Land Use Complaint

Background: The Town continues to receive complaints about 107 Riverside Avenue. On May 10, 2018 and May 31, 2018 I conducted drive-by inspections of the property with Police Chief Shawn Newell and took pictures to verify that the violations have not been remedied.

Discussion: A Writ of Execution has been filed with the Courts and the Registry of Deeds as well as a Lien on the property to collect the amount contained in the Execution totaling $18,051.97.

Richard Currier, the Town's Legal Counsel in the case, is going to File a Motion for Contempt with the Courts since the violations have not been cleaned up by the June 1st deadline established by the Courts.

Recommendation: Continue to monitor the condition of the property and continue to participate in the litigation since the violations were not remedied by June 1, 2018.
MEMORANDUM

June 5, 2018

To: Town Council
From: James Risner, Town Manager
Subject: State Auction Purchases

Mr. Darren Hanson, Public Works Director, attended the State’s auction in Augusta on May 31 and purchased the following items.

- A 2010 GMC extended cab pickup with 126,041 miles for the Parks and Recreation Department for $5,900. The private party book value sale average is $10,500.

- A Toro 62" zero turn mower with 1,322 hours for $3,000. A comparable mower on the market is $5,000. The Exmark 60" zero turn mower that was purchased used from a local dealer in 2010 with about the same amount of hours was $8,000.

- A Bulldog 500 walk behind vibratory roller for $100. A similar roller new retails for around $700.
MEMORANDUM

June 14, 2018

To: Town Council and Town Manager
From: Tony Levesque, Code Enforcement Officer
Subject: Fiscal Year 2018/19 Permits and Licenses

A public hearing was held on Wednesday, June 13 at 12:00 noon in the Council Chambers of the Fort Fairfield Municipal Building. Attached are the list of the FY18/19 permit and license renewals, public hearing notice and minutes of the public hearing.

Recommendation: Town Council approve the permits and licenses recommended for renewal and approval by the Code Enforcement Officer.
MEMORANDUM

June 20, 2018

To: Town Council
From: Billie Jo Sharpe, Town Clerk
Subject: FY18/19 Appointments of Authority, Board, Committee Members and Town Officials.

Attached is the FY17/18 list of Town Authority, Board, and Committee appointments. The following Authorities, Boards, and Committees have member’s terms up for renewal/replacement:

<table>
<thead>
<tr>
<th>AUTHORITY, BOARD OR COMMITTEE</th>
<th>TERM</th>
<th>CURRENT</th>
<th>OTHER INTERESTED PERSON (S)</th>
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<tr>
<td>FFUD</td>
<td>3 Years</td>
<td>*Todd Maynard</td>
<td></td>
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<tr>
<td>Zoning Boards of Appeals</td>
<td>3 Years</td>
<td>Vacant (2)</td>
<td></td>
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<tr>
<td>Planning Board (1 seats)</td>
<td>5 Years</td>
<td>*Carl Young</td>
<td></td>
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<tr>
<td>Planning Board (1 seat)</td>
<td>Vacant</td>
<td>Kendall Stratton</td>
<td>(1 year term ending June 30, 2019)</td>
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<td>Planning Board (alternates)</td>
<td>Vacant (2)</td>
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<tr>
<td>Board of Assessment Review</td>
<td>3 Years</td>
<td>*Milton Ross</td>
<td></td>
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<tr>
<td>Board of Assessment Review</td>
<td>1 Seat</td>
<td>Vacant</td>
<td>(1 year term ending June 30, 2019)</td>
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<tr>
<td>Housing Authority (2 seats)</td>
<td>5 Years</td>
<td>*Rob Langner</td>
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<td>**Steve Lewis</td>
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<td><strong>(term may be adjusted due to term limits, per by-laws)</strong></td>
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<tr>
<td>Arbor Committee (3 seats)</td>
<td>3 Years</td>
<td>*Sue Levasseur</td>
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<td>*Randolph Bouchard</td>
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<td></td>
<td>Janet Giberson</td>
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*Those members wishing to continue in their positions

Recommendation: That Town Council appoints the Town officials in the attachment and makes the following Board appointments:

1) Todd Maynard on the Fort Fairfield Utilities District, for a three year term to run July 1, 2018 through June 30, 2021. Letter of recommendation from the Fort Fairfield Utilities District Board of Trustees is attached.
2) Carl Young on the Planning Board for a five year term to run July 1, 2018 through June 30, 2023 and Kendall Stratton on the Planning Board to fill a vacancy expiring June 30, 2019.

3) Milton Ross on the Board of Assessment Review for a three year term to run July 1, 2018 through June 30, 2021.

4) Rob Langner and Steve Lewis as Commissioners on the Housing Authority of Fort Fairfield, for a five year term to run July 1, 2018 through June 30, 2023, (Steve Lewis’ term will run from July 1, 2018 through Dec. 31, 2020 according to term limits per the FFHA Commission by-laws). Letter of recommendation from the Fort Fairfield Housing Authority Board of Commissioners is attached.

5) Sue Levasseur and Randolph Bouchard on the Fort Fairfield Arbor Committee and Janet Giberson to fill a vacancy each for a term of three years to run from July 1, 2018 through June 30, 2021.

The following Town Officials:

1) Richard A. Levesque as Code Enforcement Officer, Building Inspector, and Plumbing Inspector. (required annually)

2) Darren Hanson as Road Commissioner (required annually)
MEMORANDUM

May 29, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Audit Services from Felch & Company, LLC

Background: The Town has used Felch & Company for several years and has been very satisfied with their work.

Discussion: Attached is a proposal from Felch & Company, LLC to utilize their services to complete the Town’s financial audit for the year ending June 30, 2018. The proposal states the audit will begin on approximately July 23, 2018 with reports issued no later than September 14, 2018.

The fee for this years’ audit is $8,950, which is $150; or 1.7%; more than last year.

Recommendation: Town Council authorize the Council Chair to sign the proposal from Felch & Company, LLC to conduct an audit of the Town’s financial statements for the year ending June 30, 2018.
MEMORANDUM

May 22, 2018

To: Town Council
From: James Risner, Town Manager
Subject: General Ledger Account Journal Entries

Background: As Ms. Leighton, Town Treasurer, and I were reviewing General Ledger accounts in preparation of the annual audit, we determined there are three accounts that are no longer being used but have a balance in them. The accounts are Farm Park (G 1-3158-00), Senior Citizen (G 1-3165-00), and Demolition Redemption Center (G 1-3150-00).

Discussion: The balance in Farm Park is $1,727.35, Senior Citizen is -$884.05, and Demolition Redemption Center is -$20,310.20.

The Town no longer owns Farm Park. The funds can be moved to the Riverside Park Pavilion account (G 1-3166-00). Both the Farm Park and Riverside Park Pavilion accounts are used for rental income and minor maintenance. There is currently $3,254.72 in the Riverside Park Pavilion account.

The Senior Citizen account was last used on October 9, 2013. The funds in the account were used in the construction of The Meadows senior housing. Funds from the Undesignated Fund account (G 1-3300-00) can be used to close the Senior Citizen account. There is currently $278,886.23 in the Undesignated Fund.

The negative balance in the Demolition Redemption Center account is the result of the Town Council directing the demolition of the redemption center on 71 High Street by Town Order 14-02, dated September 17, 2014. Funds from the Undesignated Fund account can be used to close the Demolition Redemption Center account. There is currently $278,886.23 in the Undesignated Fund.

Recommendation: Council authorize the Town Manager to take the following actions:

1. Close the Farm Park Account (G 1-3158-00) and move the $1,727.35 to the Riverside Park Pavilion Account (G 1-3166-00).
2. Transfer $884.05 from the Undesignated Fund account (G 1-3300-00) to the Senior Citizen account (G 1-3165-00), and close the Senior Citizen account.
3. Transfer $20,310.20 from the Undesignated Fund account (G 1-3300-00) to the Demolition Redemption Center account (G 1-3150-00), and close the Demolition Redemption Center account.
MEMORANDUM

May 25, 2018

To: Town Manager James Risner and Town Council
From: Shawn Newell, Director of Public Safety
Subject: Law Enforcement Authority

Background: I am requesting authorization from Town Council to extend the Town’s police officers law enforcement authority beyond the Town’s municipal borders. Currently, Fort Fairfield police officers do not have the authority to take law enforcement action outside of the Town’s municipal borders unless requested by another police agency in need of mutual aid assistance or a few statutorily authorized exceptions stated in MRSA 30-A, §2671.

The provisions of MRSA 30-A, §2671.2-A. allows municipal officers to authorize the municipality’s police officers to perform any of the acts described in Title 17-A, section 15 while the police officers are outside the jurisdiction in which they are appointed if, when possible, the law enforcement agency of a foreign municipality in which the arrest is to be made is notified in advance or, when not possible, the law enforcement agency of the foreign municipality in which the arrest has been made is notified immediately after the arrest. This authorization provides police officers the same immunity from tort liability and all of the pension, relief, disability, workers' compensation, insurance and any other benefits the police officer enjoys while performing duties within the police officer's appointing municipality (MRSA 30-A, §2671.2-B).

Discussion: Town Council’s authorization does not allow police officers to patrol outside Fort Fairfield or respond to routine calls for service outside of the Town where no mutual aid request has been made. This request is for the sole purpose of ensuring our officers are adequately empowered and protected to act if an unexpected event does happen.

Law enforcement resources being as limited as they are in northern Maine, I believe it is in the Town’s interest to provide our police officers the ability to take appropriate action when an incident occurs outside the Town’s municipal borders, without the burden of jurisdiction complicating their response.

Recommendation: Town Council approve jurisdictional law enforcement authority under MRSA 30-A, §2671.2-A to all sworn Fort Fairfield police officers.
MEMORANDUM

May 24, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Cable Television Franchise Renewal

Background: The Town of Fort Fairfield’s cable television franchise with TWC/Charter Communications will expire on September 27, 2018. I signed an agreement for cable franchise renewal services with the James W. Sewall Company on May 18, 2017.

Discussion: The Town of Fort Fairfield joined with the Towns of Fort Kent, Mapleton, Mars Hill, and Woodland in order to leverage the knowledge of the Sewall Company and the bargaining power of multiple municipalities as we negotiate a new franchise with TWC/Charter. The Town of Fort Fairfield is able to save $3,500 (initial cost was $7,500 and the cost with five Towns is $4,000) because we joined with four other Towns.

Franchise negotiations are taking longer than anticipated. The Town’s current franchise expires on September 27, 2018, and there is no provision to continue the franchise while negotiations are underway. The Sewall representative believes an extension until March 27, 2019 will provide enough time to complete the negotiations and have a new franchise agreement in place.

Recommendation: Town Council authorize the Town Manager to sign the necessary documents to extend the current franchise contract to March 27, 2019.
MEMORANDUM

June 14, 2018

To: Billie Jo Sharpe, Secretary to the Council
From: James Risner, Town Manager
Cc: Town Councilors, Darren Hanson
Subject: Designation as Acting Town Manager

In accordance with § C-20 of the Town Charter, I am designating; subject to Town Council approval; Mr. Darren Hanson as the Acting Town Manager from June 23, 2018 through July 3, 2018.

Recommendation: Town Council approves the designation of Mr. Darren Hanson as the Acting Town Manager from June 23, 2018 through July 3, 2018.
MEMORANDUM

June 4, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Sale of 1999 Dodge Pickup

Background: At its January 17, 2018 meeting, the Town Council allocated $7,500 for the replacement of the 1999 Dodge Pickup used by the Parks and Recreation Department. The funds were placed in the Parks and Recreation reserve account (G 1-3045-00).

Discussion: A 2010 GMC extended cab pickup was purchased at the May 31, 2018 State auction in Augusta for $5,900.

I want to seek bids on the 1999 Dodge Pickup in as is, where is condition, with no warranty. Proceeds from the sale will be placed in the Parks and Recreation reserve account (G 1-3045-00).

Recommendation: Town Council authorizes the Town Manager to sell the 1999 Dodge Pickup in as is, where is condition, with no warranty, with the proceeds to be placed in the Parks and Recreation reserve account (G 1-3045-00).
MEMORANDUM

June 5, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Video Inspection of Dike Toe Drains

Background: The U.S. Army Corps of Engineers requires the Town to conduct a video inspection of the dike toe drains. During the Fiscal Year 2017/2018 (FY 17/18) budget preparation, I informed Town Council that the approximate cost for the video inspection would be approximately $10,000. Council included $5,000 in the Administration Reserve account (G 1-3010-00) in the FY 17/18 budget and I stated I would request $5,000 in the FY 18/19 budget.

Discussion: Pelletier Sewer Services of Frenchville conducted the video inspection the end of May. The cost for the video inspection was $9,345.

In addition to the video inspection, Pelletier vacuumed silt and mud from the ditch outside the pump house. A large amount of silt and mud had accumulated there over the years, and Public Works does not have the equipment to clear all the silt and mud. The cost for the silt and mud removal was $1,680.

The cost for the video inspection and the silt and mud removal is $11,025. There is $5,000 in the Administration Reserve account for the video inspection. There are sufficient funds in the Administration Reserve account to pay for the additional $6,025.

Recommendation: Council authorizes the Town Manager to use $6,025 from the Administrative Reserve account (G 01-3010-00) to pay for the video inspection of the dike toe drains.
MEMORANDUM

June 8, 2018

To: Town Council
From: Ella Leighton, Tax Collector
Cc: James Risner, Town Manager
Subject: Prepayment of Taxes through a Tax Club

Background: Prepayment of taxes is authorized by 36 M.R.S.A. §506.

Discussion: For several years the Town has offered a Tax Club so that taxpayers can pay their taxes in 12 monthly payments. Payments are made from July to June and are due on or before the 10th of each month.

The Town commits taxes on October 1, so payment of any taxes prior to that date is a prepayment. Based on information I received from Maine Municipal Association’s legal services, the Town Council needs to approve prepayment authority each year, and that prepayment is only for the next annual tax commitment, not for multiple future tax commitments.

A copy of the 2018 – 2019 tax club enrollment form is attached.

MEMORANDUM

June 8, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Payment of 2018 Maine Municipal Association Dues

Background: Payment of Maine Municipal Association (MMA) dues are due on January 1. For several years the Town has waited until after July 1 to pay the dues. This means the Town is paying the current years dues with funds from the following years budget.

Discussion: The Town has an opportunity to begin the timely payment of MMA dues. There are sufficient funds in administration salary account (E 01-01-01-05) to pay the 2018 MMA dues this fiscal year. Doing so will allow the Town to pay its 2019 MMA dues in January 2019, instead of July 2019.

Recommendation: Council authorizes the use of $4,498 from the administration salary account (E 01-01-01-05) to pay the 2018 Maine Municipal Association Dues.
I. Roll Call

Councilors: All Councilors are present.
Staff: Mr. Risner, Billie Jo Sharpe, Tony Levesque, Darren Hanson, Shawn Newell, Kevin Senal.

Citizens: 11 including media.

II. Prayer – Tony offered the prayer.

III. Pledge to the Flag – All in attendance pledged their allegiance to the American Flag.

IV. Public Comment Period

Kendall Stratton wished to address Council and specifically Chair Scott Smith and asked him if he was able to go around Town and take the measurements from the trail heads, like he said he was going to do. Mr. Smith responded that he is working on it and told Mr. Stratton that he has made yellow marks on the streets that indicate the 1500 feet from the trail. Mr. Smith said he has one or two more to do.

Mr. Stratton then directed Council to look at a map that he printed off for each of them. Mr. Stratton pointed out that many residents that live in town on these side streets can legally get to and from the three trail heads that are on Main Street if their home is within 1500 feet of those trail heads, including the new approved access route on Forest Avenue. Mr. Stratton said that while more than half of those people have legal access, some do not and that includes himself as he lives just beyond the 1500 feet on his street. Mr. Stratton then asked what the issue would be for the few people that just live beyond the 1500 feet to just go ahead and use the streets legally.

Mr. Kilcollins commented that he personally doesn’t see a problem with the ATV’s as long as safety is a priority and as long as there is a sidewalk or pedestrian access. Mr. Stratton said there isn’t any sidewalk on a street that is currently within 1500 of feet of Main Street, they can still go down Fisher Street and up Church Street legally. Mr. Kilcollins replied that he personally does not know which streets have sidewalks and which streets do not.

Mr. Stratton then asked what the difference is between someone who lives within the 1500 feet and uses that street opposed to someone who doesn’t and still travels that same street. Mr. Kilcollins reiterated that he is favor of Mr. Stratton’s request.

Mr. Stratton said that he doesn’t think it is fair that some folks are legally able to ride along these streets as they are within the 1500 feet and others are not because they may live just a few houses down.
Mr. Smith responded the he is going to finish his measurement and talk to Town Staff and see if there are any other issues that may be involved. Mr. Smith told Mr. Stratton that he knows what he is looking for, “you are looking for a “right-of-way” to go from R & J’s all the way across to Forest Avenue and I don’t believe that is going to happen.” “It doesn’t need to happen, because these people have access now.” “You in your own statement said that you have been doing it anyway and you want to be by the letter of the law but you’re not by the letter of the law, so let us finish my research and then I will have a talk with Town Staff and then we will call you in and we will see what we are going to do.”

Mr. Stratton then said that the ATV trails are scheduled to open May 26 and he would love to have answers by then if possible.

Mr. Smith – “We should be able to have an answer next week.”

V. Correspondence and Reports

A. Introduction of New Parks and Recreation Director, Mr. Kevin Senal

Mr. Risner introduced Mr. Kevin Senal as the new Parks and Recreation Director. Kevin’s 1st day with the Town will be May 26.

Kevin has many years of experience volunteering with the Town’s Parks and Recreation Department, and previously worked as a recreation instructor for the 21st Century Program at MSAD #20.

All Councilors welcomed Mr. Senal.

B. Licenses/Permits – Ms. Sharpe

As of May 16, 2018 we have received an application for an outdoor Catering Permit for Northern Maine Brewing Company, LLC during the Maine Potato Blossom Festival July 19, 20, and 21.

We have also received a corrected application from the Knights of Columbus #5014 that was originally submitted in April.

C. Financial Report – Mr. Risner

The Town’s Real Estate and Personal Property tax collections as of April 30 are $3,118,558.03.

Excise tax collections as of April 30 are $507,203.46. This is 90.57% of the budgeted amount, which is 7.24% above the 83.33% of budget projection.

We received State Revenue Sharing on April 23 in the amount of $10,237.66. The total so far this year is $184,520.04. This puts the Town below budget, as we have collected 75.45% of the amount budgeted, compared to the 83.33% expected. I am not concerned at this time, as the last two years we were below budget at this time, but received a little more than the budgeted amount by the end of the Fiscal Year.

Overall, our expenses are 4.32% below projections; at 79.01% compared to the budget projection of 83.33%.
Cash flow is excellent, with a balance of $73,729.29 in checking and $1,155,000 in savings after completion of Warrant #23.

D. Tri-Community Landfill Report – Mr. Rogeski

TCL Board last met on April 27, 2018.

As of May 9th TCL reached a 10-year agreement with Pine Tree Waste which included Mars Hill and Houlton.

There has been discussion regarding demolition work in Caribou. They need to tear down three buildings and they are looking for a reduced rate to bring the debris in. The Board discussed tipping fees for demolition debris, both in general and specifically from the Caribou school project. Mark provided some feedback he has received from a contractor relative to TCL’s competitiveness for CDD, and following discussion, the Board took no further action regarding the general tipping fee.

Specific to the Caribou school project, the Board agreed that tipping fees for demolition debris from that project could be paid by the City of Caribou, and that the decision to do so rests with the City, RSU 39, the State and the contractor.

Mr. Butler - When we took down the potato starch factory on the Caribou Road, didn’t our expenses go up? The taxpayer ended up paying $50 per permit and now you are asking me to forgive Caribou when they have their demolition.

Mr. Rogeski – Remember a year before that, they had a freezer plant that fell down in Caribou and they paid their 3 years.  
Mr. Butler – But did all the residents pay the extra?  
Mr. Rogeski – Absolutely, the increase to a $50 permit fee had nothing to do with demolition expenses, it was used to pay the people at the weigh station and that was eventually repealed.  
Mr. Butler said that we were lead to believe that it had to do with the demolition of the Starch factory in Town. 
Mr. Rogeski – That simply isn’t true. It was something the Town of Fort Fairfield requested.  
Mr. Smith – Town Council voted for that.  
Mr. Smith asked how the smaller contracts are doing.  
Mr. Rogeski replied that they are almost all in place.

E. Fiscal Year 2018/2019 Budget Public Hearings and Update

Public hearings on the Town’s FY 18/19 budget were held on April 25 and May 9. There were no comments at either public hearing.

The current projected excess is $124,766. While the Town’s expense accounts are 4.32% below budget, the reason for the size of the excess is that the MSAD #20 funding request as of May 8 is 6.2% below the FY 17/18 requirement.

Updated budget worksheets are attached as information for Council.

Revenue
- FY 17/18 estimate increased $4,576 after review of April revenue accounts.

- FY 18/19 increased $6,436 after review of April expense and revenue accounts.

Expenses

- Administration.

1. Finance Audit increased $50.

2. Emergency Management increased $5,000. The increase is for the video inspection of the dike toe drains. Last year the projected cost for the inspection was $10,000. Council added $5,000 to the Administration Reserve account in the FY 17/18 budget, and I stated I would request $5,000 in the Emergency Management account in the FY 18/19 budget.

- Police has increased $39,941. This is the addition of an officer effective January 1, 2019.

- Parks and Recreation decreased $6,614. This is due to the retirement of the Parks and Recreation Director.

- MSAD #20 as of April 27 has an estimated decrease of $137,523 (-6.2%) from FY 17/18

F. Aroostook County Action Program (ACAP) 5-2-1-Let’s Go Mini-Grant *

The ACAP recently awarded the Town’s Parks and Recreation Department a 5-2-1-Let’s Go Mini-Grant in the amount of $625. Funds from the mini-grant are to be used to improve healthy eating and/or active living at the Town’s Parks and Recreation Department.

The department will use the funds to purchase lifeguard rescue tubes, basketballs, soccer shin guards, a pickle ball set, and indoor soccer balls.

The award of this mini-grant is an example of the work Town staff is doing to find resources that provide services to the Town as well as help reduce the tax burden on our taxpayers.

G. Installation of Floor Drains in Fire Department Truck Bays *

Installation of floor drains in the fire department bays began on Wednesday, May 16 and will take 4 – 5 days to complete. The fire trucks and ambulance will be parked outside during that time.

VI. Old Business

VII. New Business

A. Appointment to MSAD #20 School Board of Directors – Mr. Risner
Ms. Dawn Martin resigned from the MSAD #20 School Board of Directors at the end of April, 2018. Ms. Martin’s term expires on December 31, 2018.

Discussion: In accordance with MRSA 20-A §1254, the municipal officers of the municipality in which the director resided shall select an interim director for the municipality to serve until the next annual municipal election.

Superintendent Doak requests that Mr. Renis Levasseur serve as a member of the School Board to fill the seat vacated by Ms. Martin’s resignation.

Recommendation: Town Council appoint Mr. Renis Levasseur to the MSAD #20 School Board of Directors for the term ending December 31, 2018.

Motion: Mr. Butler  
Second: Mr. Kilcollins

Discussion: None.  Vote – All Affirmative.

VIII. Referendum Election

A. Designation of Opening and Closing of Polls  
   Open at 8:00 a.m. and close at 8:00 p.m.
B. Designation of Voting Poll Location and Central Counting Location:  
   Town of Fort Fairfield Community Center
C. Ratification of Election Warden - Billie Jo Sharpe, Warden
D. Ratification of Election Warrants
E. Ratification of Election Clerks and Counters

Motion: Mr. Butler  
Second: Mr. Kilcollins

Discussion: None.  Vote – All Affirmative.

IX. Minutes of the April 18, 2018 Regular Council Meeting and April 25, 2018 Special Council Meeting.

Motion: Mr. Barnes  
Second: Mr. Kilcollins

Discussion: None.  Vote – All Affirmative.

X. Warrants:  
   #22; $331,518.27  
   #23; $293,044.58

Motion: Mr. Kilcollins  
Second: Mr. Butler

Discussion: None.  Vote – All Affirmative.

XI. Other
XII. Manager’s Report

This was given to Council for informational purposes only.

XIII. Executive Session

A. MRSA 30-A §405(6)(D). Public Works Union Agreement
B. MRSA 30-A §405(6)(C) *

Mr. Butler made a motion for Council to enter into Executive Session.
Mr. Kilcollins seconded.       Vote – All Affirmative.

Mr. Butler made a motion for Council to come out of Executive Session.
Mr. Kilcollins seconded.       Vote – All Affirmative.

Council came out of Executive Session at 6:42 pm.
No action was made by Council.

XIV. Adjournment

Mr. Butler made a motion to adjourn.

Council adjourned at 6:43 pm.

Respectfully submitted,

Billie Jo Sharpe,
Council Secretary

* Added at Council meeting
The Town Office will close at 12:00 p.m. on Friday, June 29 for end of fiscal year closing of financials.

We will reopen on Monday, July 2 at 7:00 a.m.