

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, June 18, 2014
6:00 P.M.

Councilors: David McCrea, Jason Barnes, Robert Kilcollins, Susan Levasseur and John Herold
Staff: Ella Leighton, George Watson, Tony Levesque, Mike Jalbert, Tom Towle
Citizens: 4 including media

- I. Roll Call - Chair David McCrea asked that the record reflect all councilors present except Susan Levasseur
- II. Prayer – Tony Levesque offered a prayer
- III. Pledge to the Flag - All in attendance pledged their allegiance to the Flag.
- IV. Public Comment Period –

V. Correspondence and Reports

A. Licenses/Permits- NONE

B. Financial Report – Mike indicated that we are tracking well with the projections that we have had and State revenues are on target. Most departments are at or below budget with the exception of fuel oil. The one item that is continuing to show a deficit is Tri Community. As it stands it is \$441 over budget and the last payment is still due. Mike has asked Ella to hold that payment until July with the approval from the Councilors. If the payment is made now we will see an \$8900 deficit on that line item. Mike would like to defer the payment until July, 2014 in the next fiscal year because of the \$50 sticker fees that will continue to be paid as revenue until December 1, in the next fiscal year and he can use those funds to offset this deficit. Also it is likely that the Town will receive the dividend as an owner/community of Tri Community Landfill that is not in our budget that will also offset the \$8500 rather than show a deficit for this fiscal year would rather move it to next year and should have some unbudgeted income for next year that will offset it and therefore not have a deficit.

All Councilors agreed with no discussions about the deferment and that it was the correct way to handle this issue.

C. Tri-Community Landfill Report – Mike mentioned that Tri Community Landfill has not met and will meet on June 20, 2014

- D. Department Report: Library – Vicki not available for tonight’s meeting as she has been sick.
- E. Department Report: Highway: Auction update – George visited the Surplus auction in June and was unable to purchase any equipment on that visit. Mike requested that the council allow George open-ended authority to visit the Surplus Auction in July or anytime after that should he need to in order to find and purchase suitable equipment for the Highway Department as the most recent visit did not yield any purchase(s) of equipment. The \$30,000 expense amount will remain the same. John Herold asked that since we are moving into our next fiscal year, if the \$30,000 had been figured into the expenses of the department in the new budget and Mike informed him that yes it was figured in.
- F. Quality of Place Council Report – Mike reported that the project on 85 Presque Isle Street is making great progress and at this time they are painting and priming and installed the front door. Hopefully floors will be installed next week. Mike is hopeful that the property will be finished and on the market in early July. The Quality of Place Council’s next scheduled meeting in on June 25, 2014 at 4 pm.
- G. Bureau of Labor Standard Inspection Report – Mike reported to the Council that the Bureau of Labor Standards had recently performed an audit/safety inspection of the municipal buildings and workplaces. The inspection netted several citations that pointed out exposures to employees that may cause them injury and or deficiencies in the Town’s record keeping with the majority being record keeping. An appeal was filed by Mike on June 11, 2014 asking that the penalties be waived. Each Department head has addressed the issues within their departments and Mike feels that 90-95% of all citations have been or will be corrected in time.

Discussion:

Jason Barnes asked how long since the Town has had an audit.

Mike – stated typically every 5 years. The Fire Department was not inspected because they are in a program called SHAPE and Mike Jalbert has reported on that in the past.

David McCrea – asked if Mike felt that these issues would be fully resolved with little or no pain.

Mike – stated that yes that is what he has been lead to believe at this time.

- H. Update on Budget Process – Mike was confident that the surplus of \$67,000

from last Fiscal year would be carried forward this Fiscal year and thanked the Department heads for keeping their budgets in check. Another issue came up that will affect the budget was the payroll. This fiscal year we are having what is known as “Payroll Leap-Year” where we have 27 pay periods instead of the normal 26 and the final payroll lands in the next Fiscal Year. This happens every nine to eleven years and is not expected to happen again until FY 2025/26; however it affected this year’s budget by approximately \$23,777. Mike instructed Ella to post the last pay period in FY 2014/15 even though the time accrued is in the previous Fiscal Year. It was noted that it affected the line item for hourly wage employees and the \$23,777 has been added to the individual department wage lines. Department head gross salaries will be divided by 27 pay periods instead of 26 giving the overall appearance they are taking a pay cut but their pay will remain the same and does not affect the budget.

- I. Within the last week Mike has also received the renewal quote for the insurance policy and the Town’s premiums have gone up \$3179 so the projection for insurance was off by the \$3179 This has also been added to the insurance line items in the budget. With the discussion and vote from last months meeting, Mike added the cost to the Tri Community Landfill bill to cover the dump sticker issue and that added another \$16,180. With all those addition Mike is projecting a Mil rate increase to 24.2 for the next fiscal year. Mike stated that Tony is committed to gathering as much valuation so that we can offset it.

J.

Discussion:

Robert Kilcollins – do you propose that this Mil rate increase is justified for a 1, 2 or 3 year projection?

Mike – Next fiscal year we will not have to include the \$23,777 that we are including for the odd pay period this fiscal year. If we see a dividend from Tri-Community we can absorb that into the next budget. The School Department maintained their bottom line this year but Mark Gendron said to watch out for next year.

David McCrea – the hourly wage people are going to be paid on July 1, 2014 and their hours they are getting paid for are going to be worked in this year and thus we are going to be stuck paying for those next fiscal year in that budget and there is nothing we can do about that.

Mike – Ella and I counted over and over as to why we were experiencing 27 pay periods and that’s just the way it is.

VI. Old Business –

A Approve FY 14/15 Budget -

David McCrea – What will this mean to the Mobile Home Park, not having this done. Will there be any fall-out from this?

Tony – I don't think that there is anything we can do that wouldn't cost a lot of money to make them move out and remove the Mobile Home Park from our community but at least it can get them to "toe the line" a little bit in the process, make sure that the documentation is there and a process that we follow is spelled right out. They have altered documents and moved things in legally with permits with the line at the bottom stating not to be lived in until inspected. Tony stated that he has not inspected anything since the last time he was there last May. No further discussion.

Vote: All Affirmative

B. Approve FY14/15 Board Member appointments

Becky has prepared a list of board member appointments and the Council is voting on the names with asterisks beside them and Scott Smith has expressed an interest to serve as an alternate on the Planning Board. Also on a yearly basis the Council votes to approve other members within the community that serve on boards and committees as well as Town Officials.

Discussion:

David McCrea – Should we motion to approve these as a blanket?

Or would it be preferred to go through each one?

Mike – would really prefer to not go through and read all the names.

David McCrea – is there anybody here that the Council feels uncomfortable having serve on any board or committee – No

Motion: John Herold moved to approve all appointments as a group/block.

Second: Robert Kilcollins

Vote: All Affirmative

C. Motion: John Herold motioned to allow George to go to the State Surplus auction with an open-ended authority with same expense account of \$30,000.

Second: Jason Barnes

Discussion:

John Herold – how are we accounting for the \$30,000 that was budgeted this year and is now being spent in the next fiscal year?

Mike – It has been included in the budget in George's surplus account.

John Herold – How open ended do we want to make it?

Mike - Guaranteed that they will be purchased as expeditious as

possible because George does need them by this winter.
George - indicated that the State has an auction in July and August, possibly September so if they haven't made a purchase by fall, it's a mute point.

Vote: All affirmative

VIII. Minutes: Budget hearing May 21, 2014 & Council Meeting May 21, 2014

Motion: Jason Barnes moved to approve the Budget public hearing and Council meeting Minutes of May 21, 2013 as written.

Second: John Herold

Vote – All affirmative

IX Warrants: #24- \$228,134.11 #25- \$124,964.20

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

Second: Robert Kilcollins

Vote – All affirmative

X. Executive Session - 6:34 PM

Motioned: Jason Barnes moved to go into Executive Session to discuss

1 MRSA 405(6)(C) Economic Development

1 MRSA 405(6)(A) Personnel

Second: John Herold

Vote – All Affirmative

Came out of executive session at 7:00 PM

Motioned: Robert Kilcollins moved to renew a 2 year contract of Mike Bosse as Town Manager

Second: John Herold

Vote – All Affirmative

Adjournment at 7:04PM

Respectfully submitted,

Billie Jo Sharpe