

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, October 19, 2016
6:00 P.M.

Councilors: David McCrea, Jason Barnes, John Herold, Robert Kilcollins and Scott Smith
Staff: Vincent Baldwin, Tim Goff, Darren Hansen, Ella Leighton, Tony Levesque,
Shawn Newell, James Risner, Billie Jo Sharpe and Thomas Towle
Citizens: Yancy LaPointe, Kimberly Jones, Carolyn Dorsey, James Everett, Carl
Young, Tammy Deschesne and David Deschesne

- I. Roll Call – Chair David McCrea asked that the record reflect all councilors 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- There was no public comment.

- V. Correspondence and Reports
 - A. Recognition of former Planning Board Members – Mr. James Risner – Mr. Jefferson Ashby served on the Town’s Planning Board for 20 years and Mr. James Everett served on the Town’s Planning Board for 7 years. Mr. Richard Levesque read the certificate and then the Town Council presented the certificate to Mr. Everett in recognition of his service to the Town. Mr. Ashby was unable to attend the meeting.
 - B. Storm Ready Designation – Mr. James Risner – StormReady is a National Oceanic and Atmospheric Administration program that helps build community resiliency in the face of extreme weather and water events. Fort Fairfield was designated a StormReady Community in 2001. On October 3rd, the Town was once again recognized for its efforts and was awarded the StormReady designation for the years 2017-2020. Mr. Dumont from the National Weather Service presented a plaque to the Town and noted that Fort Fairfield is the first Community in Northern New England to receive this designation and praised the Town on its accomplishment.
 - C. Licenses / Permits- Ms. Hersey – There were two liquor license applications submitted, one for the Knights of Columbus #1753 and the other for Canterbury Royale Gourmet Dining Room.
 - D. Financial Report – Mr. James Risner – For the 2nd consecutive year, 100% of the Town’s Personal Property taxes were paid before the commitment date. The Town’s Real Estate and Personal Property tax collection for September was \$62,000, Excise tax collections was \$203,478.48 which is 37% of the budgeted amount. State revenue sharing as of September 30th is \$51,328.10, which is 24% of the budgeted amount slightly less than the 25% budgeted for September. Expenses as of September 30th are at 26.03% of the budgeted amount. There was a miscalculation in the Excel spreadsheet used to determine the excess in the FY15/16 budget to be used in the FY16/17 budget. The miscalculation increased the amount of excess from \$55,357 to \$75,457. At the September Council meeting the Council authorized the placement of the \$55,357 into several accounts. With Council approval, we would like to put the \$20,100 into the

Undesignated Fund account (G 1-3300-00), funds from this account were used to repair the Community Center roof in FY 15/16 and this will help replenish the account. Cash flow is fair with a balance of \$7,231.72 in checking and \$300,000.00 in savings after completion of Warrant #7.

The Council all agreed to place the \$20,100 into the Undesignated Fund account (G 1-3300-00) as suggested by Mr. Risner.

- E. Tri-community Landfill Report –Mr. Stev Rogeski- Mr. Rogeski was unable to attend this meeting. Mr. Risner felt there was nothing significant to report based on the most recent meeting he had attended. The Board is meeting next Friday where they plan to discuss the personnel policy.
- F. Bullet Proof Vest Grant – Mr. James Risner – The Police department's five bullet proof vests were purchased in 2011 and have a five year shelf life, which expired June 21, 2016. To replace the five vests it will cost approximately \$2,500.00. The Town applied for a U.S. Department of Justice (DOJ) grant that required a fifty percent (50%) match from the Town. At the May 18, 2016 meeting council authorized the Town Manager to use up to \$1,250 from the Police Department Reserve account (G 1-3050-00) to pay the town's share. On October 7, 2016 DOJ notified the Town that it had award \$1,258.75 to the Town for the purchase of five bullet proof vests.

VI. Old Business –

- A. Morse Road Speed Limit – Mr. James Risner – Spoke with Mr. DeMerchant of MDOT on October 4th and there is no new update.
- B. General Assistance Ordinance 16-09 – Ms. Billie Jo Sharpe – Mr. Jason Barnes introduced this Ordinance 16-09 at the September 21st council meeting. A public hearing was held on October 11, 2016 at 1:00pm in the Council Chambers, the minutes are attached. Appendices A and C are the only appendices that have changed and affect Aroostook County.

Motion: Mr. Kilcollins moved to approve Ordinance 16-09 General Assistance as presented.

Second: Mr. Barnes

Vote – All affirmative

VII. New Business

- A. Annual Snowmobile Trail Grant – Mr. James Risner – The Town has provided a conduit for snowmobile trail maintenance funds from the State to the Fort Fairfield Snowmobile Club since 1999. The club takes care of all the paperwork and it involves very little staff time, we are simply a way for the Club to receive the money.

Motion: Mr. Kilcollins moved to authorize the Town Manager to sign the application for Financial Assistance on behalf of the Fort Fairfield Snowmobile Club.

Second: Mr. Herold

Vote – All affirmative

B. Budget Line for Arbor Committee- Mr. James Risner – The Arbor Committee is a Town Council appointed Committee. The committee purchases flowers each year to place in urns along Main Street. The cost of the flowers this year was \$479.52, which was paid for by the Arbor Committee. At their September 8th meeting the Arbor Committee passed a motion to ask the Town to budget for the annual purchase of flowers in the amount of \$500.00.

Mr. Risner asked that this item be removed from the agenda tonight as the Town already has a General ledger account for the Arbor Committee. There is currently no money in the account but there is an account and Mr. Risner will include it in FY 17/18 budget for Council’s consideration. There was no objection by Council.

C. Pedestrian Bridge – Mr. James Risner – The pedestrian bridge that crosses Pattee Brook was washed out several years ago. Earlier this year Town staff looked into a possible grant application for revitalizing the trail, to include the purchase of an aluminum pedestrian bridge that would be capable of being removed during the winter months, reducing the possibility of damage. Mr. Levesque and Mr. Goff attended a grant workshop on June 21st. After the workshop it was determined that the Town should wait at least a year because of the cost of the project, the bridge alone would cost approximately \$40,000.00. Mr. Hanson attended a State of Maine surplus property auction on September 22nd. One of the items at the auction was an aluminum bridge that would work very well as a pedestrian bridge. I authorized Mr. Hanson to bid on and purchase the bridge for \$2,500, as this fit our plan to reopen the recreational trail and would save the Town over \$35,000.00.

Motion: Mr. Herold moved to authorize the Town Manager to use \$2,500.00 from the Undesignated Fund (G 1-3300-00) for the purchase of the pedestrian bridge.

Second: Mr. Barnes Vote – All affirmative

D. Assistance to Firefighters Grant (AFG) and Volunteer Fire Assistance Program (VFA) – Mr. James Risner – The Fire Department has the opportunity to apply for the AFG grant and the VFA grant for 2016. Under the AFG grant the department is eligible to apply under two categories; Vehicle Acquisition and Operations and Safety, which requires a 5% match from the Town. For the VFA grant the department can apply for items related to Rural Community Fire Protection needs and this requires a 50% match from the Town. The Grant awards start in the spring of 2017 and go until August 2017.

Discussion: Items and costs we are requesting to apply for are listed below. The total cost to the Town if all grants are awarded is \$28,450.

AFG

Vehicle Acquisition

– 1 Fire tanker/tender apparatus - \$ 335,000 Town 5% match = \$16,750

Operations and Safety

– 13 Self Contained Breathing Apparatus - \$95,000 Town 5% match = \$ 4,750
 – 15 Structural Firefighting Personal Protective Gear - \$37,500 Town 5% match = \$ 1,875
 – 1 Thermal Imaging Camera - \$10,000 Town 5% match = \$ 500

VFA

- 10 Portable Radios – \$3,750
- 1 Pager - \$500
- 1 Portable Pump - \$4,900

Town 50% match = \$1,875
 Town 50% match = \$ 250
 Town 50% match = \$2,450

Motion: Mr. Barnes moved to authorize the matching funds if grants are awarded, with the first \$10,000 coming from the Fire Department Reserve Account (G 1-3020-00) and the remaining \$18,450 coming from the Undesignated Funds Account (G 1-3300-00) for grants that require a match from the Town in Fiscal Year 2016/2017 and that any possible funds needed in FY 2017/2018 be budget for in the FY 2017/2018 Budget.

Second: Mr. Kilcollins

Discussion: Mr. McCrea - Is it very likely that the Town receive these grants?
 Chief Baldwin – The VFA program is federally funded through the Maine Forestry Service and is most likely the one the Town may receive as funding. The AFG funds, there are two categories, although they are all high priority to the Federal Government. Chief Baldwin spoke to the regional coordinator and they meet all the criteria's, except the Vehicle Acquisition Grant is less of a chance to receive mostly because of the size of our Town, call numbers, etc. The Operations and Safety Grant is high priority to the Federal Government and what makes it high priority for the Town is that the requirement is for the equipment to be older than 10 years. Last year the Department applied for a personal protective equipment grant and it went all the way through peer review, however for whatever reason they didn't get to the final step of being rewarded. Chief Baldwin is hopeful that this year will yield better result and they will receive the funds.

Vote – All affirmative

General Election

- A) Designation of Opening and Closing of the polls
 - Open at 8:00 AM and close at 8:00PM
- B) Designation of Central Counting Location
 - Town of Fort Fairfield Community Center
- C) Designation of Voting Pol Location
 - Town of Fort Fairfield Community Center
- D) Ratification of Election Warden
 - Rebecca Hersey, Warden
- E) Ratification of Election Warrants
- F) Ratification of Election Clerks and Counters

Motion: Mr. Barnes moved to approve A – F regarding the primary election as presented

Second: Mr. Herold

Vote – All affirmative

VIII. Minutes: September 21, 2016 Town Council Meeting

Motion: Mr. Barnes moved to approve Minutes of September 20, 2016 as presented.

Second: Mr. Kilcollins

Vote – All affirmative

IX Warrants: #6 - \$296,313.22 and #7 - \$230,572.45

Motion: Mr. Kilcollins moved to accept warrants #6 & #7 as presented.

Second: Mr. Barnes

Vote – All affirmative

X Other – Mr. Risner wanted to remind Council that the Annual Thanksgiving dinner for Town staff and the Utilities district will be on Tuesday, November 15, 2016 at 11:30AM at Public Works and Council members are invited to attend. The Town Office and Library will be closed from 11:15AM to 12:45PM, so that all Town employees have an opportunity to attend the dinner.

XI Manager's Report- Mr. James Risner submitted this to the Council for information purposes only. Mr. Risner wanted to inform Council that the Highway Department is currently working on the Old East road using the track paver that Council approved the Department purchase and asked that Council, if they get a chance to go out and take a look at the work done with this piece of equipment.
Mr. Risner also explained to Council that He, Mr. Goff and Mrs. Hersey are working on having the Council meeting agendas, memos and all open session items available on the Town's website beginning with November's Council meeting.

XII Executive Session –

Motion: Mr. Barnes moved to go into Executive Session at 6:26 PM to discuss:

A. MRSA 405 (6) (A) – Personnel

Second: Mr. Kilcollins

Vote – All affirmative

Motion: Mr. Herold moved to come out of executive session at 7:35 PM

Second: Mr. Barnes

Vote – All affirmative

XIII. Adjournment –

Motion: Mr. Herold moved to adjourn at 7:35 PM.

Second: Mr. Barnes

Vote – All affirmative

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Respectfully submitted,

Deputy Town Clerk
Billie Jo Sharpe