

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

I. Roll Call

Councilors: All Councilors are present

Councilor Elect: Mark Babin

Staff: Jim Risner, Billie Jo Sharpe, Darren Hanson, Chief Newell, Kevin Senal, Tony Levesque, Ella Leighton, Mike Cyr, Chief Baldwin, Andrea Powers.

Citizens: One

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

Mr. Butler thanked the Fort Fairfield Fire Department for putting on a great open house this year.

Mr. Risner noted Ms. Powers is in attendance tonight along with Councilor elect Mark Babin.

V. Correspondence and Reports

A. Licenses and Permits

As of November 20, 2018 we have not received any license and permit applications.

B. Financial Report

The Town's Real Estate and Personal Property tax collections as of October 31 are \$460,115.29.

Excise tax collections as of October 31 are \$270,556.47. This is 48.31% of the budgeted amount, which is greater than the 33.33% expected as of October 31.

State revenue sharing as of October 31 is \$87,614.12. This is 35.47% of the budgeted amount, which is greater than the 33.33% expected as of October 31.

Our expenses as of October 31 are \$1,784,413.63. This is 34.89% of the budgeted amount, which is slightly more than the 33.33% that is expected as of October 31. The

higher than expected expenses were due in part to a third pay day in October and Public Works preparation for the winter season, e.g. sand, salt, plows, and chains.

Cash flow is very good, with a balance of \$57,814.95 in checking and \$455,000 in savings after completion of Warrant #10.

C. Aroostook Waste Solutions – Mr. Rogeski

Aroostook Waste Solutions last met on Wednesday, November 14. Mr. Rogeski outlined the major items discussed at this meeting.

- AWS passed their budget.
- AWS purchased a new loader.
- Capital reserve cushions set aside for the future.
- Caribou has a large project coming up, and AWS would like to be able to take the product, however AWS can't take it at the rate that they would like to bring it because it may create a soft spot in the landfill later on. AWS is not considering this any further at this time.
- Scrap metal bids are in; getting \$103 per ton with a Company out of Canada that could generate \$10,000 - \$20,000 in revenue.

Mr. Rogeski on behalf of the AWS Board extended appreciation to Mr. Risner as a member of the Board of Directors for the past 3 and a half years.

VI. Old Business

None.

VII. New Business

A. Donation of Soccer Goal Posts – Mr. Senal

Background: Title 30-A M.R.S.A. §5655 states that a gift without conditions, of any type of property, offered to a municipality may be accepted or rejected by its legislative body.

Discussion: Mr. Senal contacted QuickPlay Sports in early October about donating two soccer goal posts to the Town's soccer program. QuickPlay Sports notified me on October 22 that they were donating 2, 12 foot by 6 foot quick-play match folding soccer goal posts. The retail value for both goal posts is \$559.98.

Recommendation: Town Council accepts the donation of two soccer goal posts from QuickPlay Sports.

Mr. Butler made a motion that Town Council accepts the donation of two soccer goal posts from QuickPlay Sports.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

B. Donation of Soccerwave Jr. – Mr. Senal

Background: Title 30-A M.R.S.A. §5654 states that a conditional gift for any specified public purpose offered to a municipality may be accepted or rejected by its legislative body.

Discussion: The Parks and Recreation Department, by emailing the manufacturer directly, was able to procure a Soccerwave Jr. for use in our recreational soccer programming. Retail value is \$109.99. The Town just has to cover the cost of shipping, which is \$31.90.

Recommendation: That Town Council accepts the donation of Soccerwave Jr to the Town's Parks and Recreation Department.

Mr. Butler made a motion that Town Council accepts the donation of Soccerwave Jr to the Town's Parks and Recreation Department.

Mr. Barnes seconded.

Discussion: None.

Vote: All Affirmative.

C. Donation of Basketballs and Soccer Balls – Mr. Senal

Background: Title 30-A M.R.S.A. §5654 states that a conditional gift for any specified public purpose offered to a municipality may be accepted or rejected by its legislative body.

Discussion: Molten USA donated 4 basketballs (2-size 6, and 2-size 7) and 3 soccer balls to the Parks and Recreation Department for our use in recreational programming. These items have a total retail value of \$206.81.

Recommendation: That Town Council accepts the donation of basketballs and soccer balls to the Town's Parks and Recreation Department.

Mr. Kilcollins made a motion that Town Council accepts the donation of basketballs and soccer balls to the Town's Parks and Recreation Department.

Mr. Butler seconded.

Discussion: Mr. Risner commented that the recent donations received by the Recreation Department have saved the Town \$876.

Vote: All Affirmative

D. Monetary Donation to the Town's Fire Department – Chief Baldwin

Background: Title 30-A M.R.S.A. §5655 states that a gift without conditions, of any type of property, offered to a municipality may be accepted or rejected by its legislative body.

Discussion: Mr. Michael Cabe donated \$250 to the Town's Fire Department. This donation was in appreciation for the help he and his brother received from the Fire Department when they had an excavator catch on fire in September.

Recommendation: That Town Council accept the donation of \$250 to the Town's Fire Department, and direct the funds be placed in the Fire Department Reserve account (G 1-3020-00) for use to buy equipment.

Chief Baldwin stated that the Department recently purchased smoke cutter flashlights for each of the members of the Fire Department. The Flashlights are a great tool for all the firefighters to have when entering a smoke filled structure.

Mr. Smith agreed that the flashlights are an excellent tool and work very well.

Mr. Butler made a motion that Town Council accept the donation of \$250 to the Town's Fire Department, and direct the funds be placed in the Fire Department Reserve account (G 1-3020-00) for use to buy equipment.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

E. General Ledger Account Journal Entries

Background: In the past, the Town rented table and chairs to outside organizations. The Town no longer does that, as we do not want to compete with the private sector. The balance in the furniture rental account (G 1-3155-00) is \$1,202.00.

Discussion: The furniture and equipment in the community center day room is very old and some is broken. Mr. Kevin Senal, the Town's parks and recreation director, has a plan to redo the day room and make it a more useable space. Part of the redo is replacing old furniture with newer, more appropriate furniture. The current furniture was procured sometime after 1994, following the closing of Loring Air Force Base. There have been previous attempts to clean the furniture, but the stains are set in.

The funds in the furniture rental account could be used to help pay for the newer furniture. Along with the rest of the proposed renovations, newer furniture would make the room a more inviting and usable space.

Recommendation: Council authorize the Town Manager to close the furniture rental account (G 1-3155-00) and move the \$1,202.00 to the parks and recreation reserve account (G 1-3045-00) to be used to buy furniture for the community center day room.

Mr. Kilcollins made a motion that Council authorize the Town Manager to close the furniture rental account (G 1-3155-00) and move the \$1,202.00 to the parks and recreation reserve account (G 1-3045-00) to be used to buy furniture for the community center day room.

Mr. Butler seconded.

Discussion: None.

Vote: All Affirmative.

F. Fiscal Year 2017/2018 Audited Financial Statement

Background: Maine Revised Statutes, Title 30-A, §5823 requires each municipality to have an annual post audit of its accounts covering the last complete FY by the Office of the State Auditor or by a certified public accountant engaged by the municipal officers. At its June 20, 2018 meeting, the Town Council authorized the Town Manager to engage Felch & Company LLC to conduct an audit of the Town's financial statements for the year ending June 30, 2018.

Discussion: Felch & Company LLC completed its audit of the Town's financial statements on October 26, 2018. Hard copies of the report have been provided to Councilor's.

While the report contains a wealth of information that Town staff uses, two important parts of the report are Schedule 1, Budgetary Comparison, General Fund and the auditor's report on internal controls and compliance. Schedule 1 states that the Town has a budget surplus of \$448,499. The auditors identified no material weakness in the Town's internal controls and no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Recommendation: Town Council approves the FY 17/18 audited financial statement prepared by Felch & Company, LLC.

Mr. Barnes made a motion that Town Council approves the FY 17/18 audited financial statement prepared by Felch & Company, LLC.

Mr. Butler seconded.

Discussion: None.

Vote: All Affirmative.

G. Distribution of Fiscal Year 2017/2018 Surplus Funds

Background: The audit of the Town's General Fund for the year ended June 30, 2017 showed an excess of resources over charges to appropriations of \$448,499 (Schedule 1 of the Audit). This is \$242,211 more than the projected FY 17/18 surplus of \$206,288 that was in the FY 18/19 budget approved by Town Council on June 20, 2018.

Discussion: After discussions with department heads and the treasurer, I made the decision to recommend that Town Council place the surplus of \$448,499 into the following accounts:

G 1-3010-00 (Administration Reserve)	\$4,000
- Office furniture for new Town Manager, Treasurer, Clerk and Deputy Clerk. The computer desk in the Town Manager's office is not designed for office use. The desk	

chairs are old, and newer ergonomic chairs with proper lumbar support will benefit the health of employees.

G 1-3045-00 (Parks & Recreation Reserve) \$19,500

- Replace the padding in the Community Center Gym (\$2,300). The current padding has deteriorated to such a condition that it does not provide the safety it is meant to.

- Funds for a possible shortfall in wages and benefits due to a miscalculation (\$4,000).

- Rehabilitate the Community Center's Community Room (\$13,200). A copy of the Parks and Recreation Director's estimates are attached.

G 1-3050-00 (Police Department Reserve) \$22,500

- For a police cruiser in 2020. This is the 1st half of the projected \$45,000 needed for the cruiser and equipment.

G 1-3060-00 (Public Works Reserve) \$50,000

- The Town bought a 2008 International wheeler plow truck in June, 2018; using Fiscal Year 2017/18 funds; which is in very good condition for less than a third of the cost of new. The truck will give the Town many years of service. We need to continue to upgrade our fleet in the same manner. Placing \$50,000 in Public Works Reserve should allow the Town to buy a similar truck next year.

G 1-3064-00 (Paving Reserve) \$35,400

- \$5,400 to replace funds used for Fire Department parking lot paving and \$30,000 which will be used for a significant paving project on our roads as soon as the drainage issues have been taken care of so as to get the most out of our paving dollars.

G 1-3065-00 (Revaluation Reserve) \$25,000

- No funds were budgeted in the FY 18/19 budget. There is currently \$100,000 in this account. The addition of \$25,000 will bring the total to \$125,000. The Town Assessor estimates a revaluation of real and personal property will cost approximately \$150,000.

G 1-3139-00 (Playground Equipment Reserve) \$10,000

- Funds for playground equipment at Riverside Park. This is seed money for the community effort.

G 1-3154-00 (Sidewalk Project Reserve) \$20,000

- This is the 1st of a ten-year program to have funds ready for a sidewalk project. The Town has an opportunity to have our sidewalks that are on MDOT roads; Main, Presque Isle and High Streets; reconstructed as part of MDOT paving projects at a cost to the Town of 20% of total sidewalk reconstruction costs; approximately \$200,000. The Town needs to start putting \$20,000 per year into a sidewalk reserve so that when the projects come through; the 1st is tentatively scheduled for 2023; we will be ready.

G 1-3300-00 (Undesignated Fund) \$266,099

Mr. Risner is recommending this amount be placed in the Undesignated Fund for two reasons. First, the uncertainty of ReEnergy's future in Fort Fairfield. Mr. Risner wants to provide the new Town Manager and Town Council some flexibility as the

FY19/20 budget is prepared. The amount Mr. Risner is requesting be placed in the Undesignated Fund is \$59,811 more than the budgeted excess of \$206,288.

Recommendation: Town Council approves placing the excess funds in the following accounts:

G 1-3010-00 (Administration Reserve)	\$4,000
G 1-3045-00 (Parks & Recreation Reserve)	\$19,500
G 1-3050-00 (Police Department Reserve)	\$22,500
G 1-3060-00 (Public Works Reserve)	\$50,000
G 1-3064-00 (Paving Reserve)	\$35,400
G 1-3065-00 (Revaluation Reserve)	\$25,000
G 1-3139-00 (Playground Equipment Reserve)	\$10,000
G 1-3154-00 (Sidewalk Project Reserve)	\$20,000
G 1-3300-00 (Undesignated Fund)	\$262,099
Total	\$448,499

Mr. Butler made a motion that Town Council approves placing the excess funds in the following accounts:

G 1-3010-00 (Administration Reserve)	\$4,000
G 1-3045-00 (Parks & Recreation Reserve)	\$19,500
G 1-3050-00 (Police Department Reserve)	\$22,500
G 1-3060-00 (Public Works Reserve)	\$50,000
G 1-3064-00 (Paving Reserve)	\$35,400
G 1-3065-00 (Revaluation Reserve)	\$25,000
G 1-3139-00 (Playground Equipment Reserve)	\$10,000
G 1-3154-00 (Sidewalk Project Reserve)	\$20,000
G 1-3300-00 (Undesignated Fund)	\$262,099
Total	\$448,499

Mr. Barnes seconded.

Discussion: None.

Vote: All Affirmative.

H. Appointment to the Northern Maine Development Commission

Background: As a member of NMDC, the Town is authorized two representatives. At least one of the representatives must be a municipal officer or a designee elected by a majority vote of the municipal officers. This designee serves at the will of the municipal officers. Mr. Mitchell Butler is the current municipal officer representative.

The other representative shall serve a term of two years and may be removed by the municipal officers for cause after notice and hearing. Mr. James Risner is this representative and was appointed by Town Council at its March 21, 2018 meeting.

Discussion: Mr. Risner's last day as Town Manager is November 25, 2018. Ms. Andrea Powers' 1st day as Town Manager is November 26, 2018.

Recommendation: Town Council appoint Ms. Andrea Powers as the other representative to the Northern Maine Development Commission; effective November 26, 2018; for a term of two years.

Mr. Butler made a motion that Town Council appoint Ms. Andrea Powers as the other representative to the Northern Maine Development Commission; effective November 26, 2018; for a term of two years.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

I. Election and Appointment to Aroostook Waste Solutions Board of Directors

Background: In accordance with Section 3 of the AWS Interlocal Solid Waste Agreement, the Town of Fort Fairfield has one Director and one Alternate Director on the AWS Board of Directors. The Town Council annually elects the Director and appoints the Alternate Director. Historically, the Director has been a Town citizen and the Alternate Director has been the Town Manager.

Discussion: Town Council normally elects and appoints the AWS Board members at Council's December meeting. Mr. Risner is recommending Town Council elect and appoints the AWS Board members at the November, 2018 Council meeting for the following reason: Ms. Andrea Powers' 1st day as Town Manager is November 26. Mr. Risner's recommendation is to appoint Ms. Powers the Alternate Director effective November 26 for the term November 26, 2018 to December 31, 2019, and elect Mr. Stev Rogeski the Director for the term January 1, 2019 to December 31, 2019.

Mr. Stev Rogeski is the Town's current Director of the Board. Mr. Rogeski has been an AWS Board member for 15 years. He is extremely knowledgeable about the AWS operations and I believe is an excellent Town member on the Board.

Recommendation: That Town Council elects Mr. Stev Rogeski as a Director for the term January 1, 2019 to December 31, 2019 and appoints Ms. Andrea Powers as an Alternate Director for the term November 26, 2018 to December 31, 2019 to the Aroostook Waste Solutions Board of Directors.

Mr. Kilcollins made a motion that Town Council elects Mr. Stev Rogeski as a Director for the term January 1, 2019 to December 31, 2019 and appoint Ms. Andrea Powers as an Alternate Director for the term November 26, 2018 to December 31, 2019 to the Aroostook Waste Solutions Board of Directors.

Mr. Barnes seconded.

Discussion: None

Vote: All Affirmative.

J. New Police Officer

Background: The Town Council approved funds in the Fiscal Year 2018/2019 budget to hire a new police officer to begin January 1, 2019.

Discussion: William Schrader has been hired as the new police officer. He does not need to attend the full-time Maine Criminal Justice Academy training. However, even though Officer Schrader has over 30 years' experience as a law enforcement officer in another State, the Maine Criminal Justice Academy requires him to complete certain requirements before he can work as a law enforcement officer in the State of Maine. Completing these requirements might take several weeks.

Chief Newell budgeted funds in his department's education and training account to pay for the new officer's attendance at the Academy. There are sufficient funds available in the education and training account to pay Officer Schrader's salary and benefits starting December 7, because the funds are not now required for his full-time Maine Criminal Justice Academy training. This allows the Town to have Officer Schrader begin work on December 7, 2018, or as soon the Maine Criminal Justice Academy allows him to work as a law enforcement officer in the State of Maine, and not wait until January 1, 2019.

Recommendation: Town Council authorize the Town Manager to begin Officer Schrader's employment on December 7, 2018 or as soon the Maine Criminal Justice Academy allows him to work as a law enforcement officer in the State of Maine; whichever occurs last.

Mr. Butler made a motion that Town Council authorize the Town Manager to begin Officer Schrader's employment on December 7, 2018 or as soon the Maine Criminal Justice Academy allows him to work as a law enforcement officer in the State of Maine; whichever occurs last.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative

*K. * State Auction*

Background: The Public Works Director currently uses a 2008 Chevrolet 1500 pickup with 160,000 miles to complete daily tasks. This truck is also used as needed for plowing parking lots and drifting snow.

Discussion: Mr. Hanson would like to keep the 2008 Chevrolet to be used as a shop vehicle replacing the 1999 Dodge 2500 and purchase a 2012 GMC Sierra 2500 pickup from the State Auction at a cost of \$11,500. The Blue Book value is \$19,000, a savings of \$7,500. The purchase will give Mr. Hanson a more reliable vehicle, with 35,000 fewer miles than the 2008 Chevrolet 1500 pickup.

Recommendation: Town Council authorizes Public Works to use \$11,500 from the Public Works reserve account (G 1-3060-00) at the state auction to replace the 2008 Chevrolet 1500 pickup.

Mr. Barnes made a motion that Town Council authorizes Public Works to use \$11,500 from the Public Works reserve account (G 1-3060-00) at the state auction to replace the 2008 Chevrolet 1500 pickup.

Mr. Kilcollins seconded.

Discussion: Mr. Kilcollins asked if the price was a set price or could it end up being higher?

Mr. Hanson replied that it is a set price for them as it isn't being purchased through the auction process.

Vote: All Affirmative.

VIII. Minutes of the October 17, 2018 Regular Council Meeting, October 24, 2018 Special Council Meeting, and October 30, 2018 Special Council Meeting.

Mr. Butler made a motion to approve the minutes of the October 17, 2018 regular Council Meeting, October 24, 2018 Special Council Meeting, and October 30, 2018 Special Council Meeting.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

IX. Warrants: #8; \$220,998.73 #9; \$351,699.99 #10; \$355,800.07

Mr. Kilcollins made a motion to approve Warrants# 8, #9, #10 as written.

Mr. Barnes seconded.

Discussion: None.

Vote: All Affirmative.

X. Other

A. Winter Sand – Mr. Hanson

Mr. Hanson provided an overview of how the Town refines winter sand stating that they have been producing their sand the exact same way for the last 4 years. One thing that has changed is when you have the first storm; you will always have that coarsest stone due to segregation in your pile. Mr. Hanson explained that just because you order 1" screened sand, doesn't mean you are going to get uniformed 1" materials.

Mike Cyr, Public Works Foreman noted that the Town has been getting their sand from the same place in Canada ever since he has worked for the Town, approximately thirty years. When we put our sand away, the larger stones tend to go to the bottom of the pile. It is normal to have the larger stones in the first dozen loads and then it will fade away.

Mr. Kilcollins asked where this size of stone was coming from.

Mr. Hanson replied that screening is an imperfect process. It could have come from the supplier or it could have come from us; with the volume they have to produce, we can have the men stop and check every load.

Mr. Butler asked if the supplier is screening the stone first.

Mr. Hanson replied yes.

Mr. Kilcollins then asked Mr. Hanson if we are buying it already screened why are we screening it again.

Mr. Hanson replied that we only screen the bottom ash portion. This year we bought 3000 yards all screened with the specs to be 5/8th inch. It is impossible to ensure that there won't be any irregularity in the material. Mr. Hanson stated that you won't see anything over 3/4 inches this season.

Mr. Kilcollins then asked if the 3000 yards of sand is enough for every season.

Mr. Hanson replied that last year Public Works had to come up with 1000 yards on their own and that is where they used the bottom ash. Mr. Hanson said that the Town has used approximately 1000 yards of bottom ash every year, which has saved the Town about \$60,000.

XI. Manager's Report

The Managers report is given to Council for informational purposes only.

XII. Adjournment

Mr. Butler made a motion to adjourn.

Mr. Kilcollins seconded.

Council adjourned at 6:47 pm.

** Added at Council meeting*