

Fort Fairfield Town Council Special Meeting  
Council Chambers  
Monday, January 4, 2021  
5:00 P.M.

I. Roll Call

Councilors: All Councilors present

Staff: Andrea Powers, Billie Jo Sharpe, Tony Levesque

Citizens: Three

II. Prayer

III. Pledge to the Flag

IV. Swearing in of new Councilor

Billie Jo Sharpe, Town Clerk administered the Oath of Office to Robert E. Kilcollins.

V. Election of Chairperson

Mark Babin nominated Mitchell Butler.

Scott Smith seconded.

Vote: All Affirmed

Motion passed.

VI. Financial Information

We received December Revenue Sharing in the amount of \$37,510.14 on 12/21/2020. Monthly revenue sharing is down \$1,888 however, total revenue sharing received to date is \$243,045.20. This puts us at 51.41% of budget versus 41.6%. We are now 1.4% (\$6,657.70) over our budgeted amount.

VII. Appointments

A. Finance Committee

Current Members: Robert Kilcollins, Melissa Libby, Scott Smith

Current Alternate Members: Mitchell Butler, Mark Babin.

All current members spoke in favor and remaining on the Finance Committee.

Mr. Babin made a motion to re-appoint Robert Kilcollins, Melissa Libby, and Scott Smith to the Finance Committee.

Mr. Kilcollins seconded.

Vote: All Affirmative.

### C. Scheduling of Regular Council Meetings

Current Schedule: Third Wednesday of the Month at 6:00 p.m.

Motion: Mr. Smith made a motion to keep the current schedule of the third Wednesday of the month at 6:00 pm.

Mr. Babin seconded.

Discussion: Ms. Powers asked Council to change the April 21<sup>st</sup> 2021 meeting to the 14<sup>th</sup>.

Vote: All Affirmative.

### VIII. New Business – CDBG Tony Levesque

Please see the guidance from Terry Ann Holden from the Office of Community Development on the use of existing CDBG Phase II Documentation from previous projects.

All five documents referenced in Mr. Helstrom’s question are dated 2006 or 2000 and will need to be updated.

Mr. Levesque has drafted the new documents and recommends that the new documents be authorized and signed by the Town Council at their January 4, 2021 Meeting.

Mr. Babin made a motion that Council authorize and the Town Manager sign the documents.

Mrs. Libby seconded.

Vote: All Affirmative.

### IX. Old Business - Food Sovereignty

A Public Hearing was held for the Food Sovereignty Ordinance on December 30, 2020 at 12:00pm in the Council Chambers of the Fort Fairfield Municipal Building. There was one citizen that left a voice mail for the Town Manager that spoke for, there was no one that spoke against, and no one that spoke neither for or against at the hearing.

“Food Sovereignty Ordinance 20-09.”

Recommendation: That the Town Council approves the Food Sovereignty Ordinance.

Mr. Kilcollins made a motion that Town Council approves the Food Sovereignty Ordinance, 20-09.

Mr. Babin seconded.

Vote: All Affirmative.

X. Minutes of the December 16, 2020 Regular Council Meeting

Mr. Kilcollins made a motion to approve the Minutes of the December 16, 2020 Regular Town Council Meeting.

Mr. Babin seconded.

Vote: All Affirmative.

XI. Warrant #14 Warrant #15

Warrant #14 in the amount of \$784,439.99 was completed on 12/22/2020.

Warrant #14 includes the TAN pay-off to Katahdin Trust in the amount of \$500,710 and the checking balance includes the promissory note from AWS and \$47,821 which we received for BETE reimbursement.

Warrant #15 in the amount of \$9,270.01 was completed on 12/28/2020. Checking account balance as of 12/28/2020 is \$636,566.25; Machias Savings balance \$5,000.00

Mr. Babin made a motion to approve Warrants #14 and #15 as written.

Mr. Kilcollins seconded.

Vote: All Affirmative.

XII. Adjournment

Motion: Mr. Babin made a motion to adjourn.

Mr. Kilcollins seconded.

Council adjourned at 5:09 p.m.

Respectfully submitted,

Billie Jo Sharpe  
Council Secretary/Town Clerk