

Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, March 15, 2017  
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- IV. Public Comment Period
- V. Correspondence and Reports
  - A. Recognition of Former Library Board of Trustees Member
  - B. Licenses and Permits – Ms. Hersey
  - C. Financial Report
  - D. Tri-Community Landfill Report – Mr. Rogeski
  - E. LED Street Lights
- VI. Old Business
- VII. New Business
  - A. Planning Board Ordinance
  - B. Construction Over Limit Permit
  - C. Tax Acquired Property for 2014 Taxes
  - D. Winter Sand
  - E. Personnel Policy
  - F. Diesel Fuel Pump Replacement
  - G. Rename Mountain View Trailer Park Drive
  - H. Proclamation 17-04 Community Development Week
- VIII. Minutes of the February 15, 2017 Regular Council Meeting and the March 6, 2017 Special Council Meeting.
- IX. Warrants: #17; \$249,998.76      #18; \$287,290.23
- X. Other
- XI. Manager's Report
- XII. Executive Session
  - A. MRSA 405(6)(A) – Personnel
- XII. Adjournment



# MEMORANDUM

March 2, 2017

To: Town Council

From: Rebecca Hersey, Town Clerk

Subject: Recognition of Former Library Board of Trustee

Mr. Carl Young served on the Town's Library Board of Trustees from December 16, 2015 to December 21, 2016. In recognition of his service to the Town, the Town Council will present a certificate of appreciation to Mr. Young during the March 15, 2017 Town Council meeting.

# CERTIFICATE OF APPRECIATION

Presented to

**Carl J. Young**

For Serving on the

Town of Fort Fairfield's Library Board of Trustees

and for providing exemplary and dedicated service to the citizens of Fort Fairfield. Your performance in this volunteer position from December 16, 2015 to December 21, 2016 was important in making decisions that positively affect the Town and its citizens. You demonstrated a genuine interest in your community and its residents.

The Fort Fairfield Town Council hereby expresses its sincere appreciation and thanks to you for your distinguished service to your community.

Presented this 15th day of February, 2017

FORT FAIRFIELD TOWN COUNCILORS

\_\_\_\_\_  
Jason F. Barnes, Chairman

\_\_\_\_\_  
Mitchell J. Butler

\_\_\_\_\_  
John F. Herold

\_\_\_\_\_  
Melissa S. Libby

\_\_\_\_\_  
Scott T. Smith



## MEMORANDUM

March 09, 2017

To: Town Manager and Town Council  
From: Rebecca Hersey, Town Clerk  
Subject: Licenses and Permits

We received one Liquor license application from the VFW Paul Lockhart #6187.



## MEMORANDUM

March 6, 2017

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

Excise tax collections as of February 28 are \$380,889.20. This is 69.25% of the budgeted amount, which is 2.59% above the 66.66% of budget projection.

We received State Revenue Sharing on February 22 in the amount of \$20,749.88. The total so far this year is \$144,757. This puts the Town ahead of budget as we have collected 67.68% of the amount budgeted.

Overall, our expenses are in line with expectations; at 65.93% compared to the budget projection of 66%. I am closely monitoring the salary and benefit accounts as we enter the 3<sup>rd</sup> quarter of the Fiscal Year.

Cash flow is good with a balance of \$403,563.33 in checking and \$900,000 in savings after completion of Warrant #18.

A copy of the FY 17/18 budget schedule and the agenda for the FY 17/18 department presentations to Council are attached.

Town of Fort Fairfield  
Fiscal Year 2017/18 Budget Schedule

April 5, 2017 at 3:30 p.m.	Presentation to Town Council by Department Heads
April 19, 2017 at 6:00 p.m.	Presentation of Budget to Town Council
April 26, 2017 at 6:00 p.m.	First Budget Public Hearing
May 10, 2017 at 6:00 p.m.	Final Budget Public Hearing
May 17, 2017 at 6:00 p.m.	Town Council Budget Discussion
June 21, 2017 at 6:00 p.m.	Budget Approval by Town Council

Enclosure

Fiscal Year 2017/18 Budget  
Department Presentations  
April 5, 2017  
Council Chambers, Municipal Building

- 3:30 pm Economic Development, Code Enforcement, Tax Assessor – Mr. Tony Levesque
- 3:45 pm Marketing and Economic Development – Mr. Goff
- 4:00 pm Police Department – Chief Shawn Newell
- 4:30 pm Fire Department – Chief Vince Baldwin
- 5:00 pm Library – Ms. Jennifer Gaenzle
- 5:30 pm Public Works – Mr. Darren Hanson
- 6:00 pm Parks & Recreation Department – Mr. Tom Towle
- 6:30 pm Administration, Insurance, Safety & Sanitation, School Administrative District,  
and Unclassified – Mr. James Risner
- 7:00 pm Revenues – Mr. James Risner

Enclosure



## MEMORANDUM

March 1, 2017

To: Town Council

From: James Risner, Town Manger

Subject: LED Streetlights

I am working with 13 other municipalities in Aroostook County to look at the possibility of converting our community street light system to LED fixtures and from utility owned to municipally owned and maintained fixtures on utility owned poles. The other municipalities are the cities of Caribou and Presque Isle and the towns of Fort Kent, Frenchville, Grand Isle, Houlton, Island Falls, Limestone, Madawaska, Mapleton, Mars Hill, St. Agatha, and Washburn.

A Request for Qualification (RFQ) was released on February 24, with proposals to be submitted no later than 2:00 p.m. on March 27. A copy of the RFQ is enclosed. The information companies provide in their response will be used by each municipality to determine which, if any, of the companies they might want to contract with to do the conversion. It is expected that by combining our needs, we will lower the cost of conversion.

The Town of Fort Fairfield and the other municipalities, at their discretion, may select a firm outright or select a finalist(s) for in-person interviews; reserves the right to negotiate directly with the firm selected for additional project work at a negotiated contract for services; reserves the right to accept or reject any or all proposals for any reason; and reserves the right to negotiate with any individual or firm and to select one or more of the proposals.

I intend to sit on the selection committee to review the proposals (due Tuesday, March 27) and the selection committee (interviews slated from April 3-7). I welcome a Councilor to sit on the selection committees also. Please note that each vendor packet could be at least 25 pages, and we are expecting several vendors. Please let me know by Thursday, March 16 if you are interested in sitting on the committees.





## MEMORANDUM

February 17, 2017

To: Town Council and Town Manager  
From: Tony Levesque, Code Enforcement Officer  
Subject: Planning Board Ordinance

**Background:** The Training Manual for Planning Boards states that it is important to remember that a Planning Board has no authority to act as an official arm of municipal government unless it has been legally established.

The laws pertaining to the establishment of a Planning Board have been modified several times over the years.

The Town records show that the Planning Board was established after 1945 to aid in the post war recovery. No legislative document could be found in the archives to verify what the Planning Board's purpose or duties would be.

The Training Manual further states that any action by the Planning Board might be challenged if their enabling legislation is not on record.

**Discussion:** The Town of Fort Fairfield Planning Board has drafted a new ordinance to establish/reestablish the local Planning Board in order to validate any past and future action of the local Planning Board.

**Recommendation:** A Councilor introduces the Planning Board Ordinance (Ordinance 17-02; copy attached) during the March 15, 2017 Council meeting. Once introduced, Council schedules a public hearing for April 11, 2017 at 12:00 Noon in the Council Chambers at the Municipal Building.

**1. TITLE**

This Ordinance shall be known as, and may be cited as, the “Planning Board Ordinance for the Town of Fort Fairfield”.

**2. PURPOSE**

The purpose of this Ordinance is to establish/reestablish the Town of Fort Fairfield Planning Board (hereafter Board).

**3. AUTHORITY**

This Ordinance is adopted pursuant to the enabling provisions of Article VIII, Part 2, Section 1 of the Maine constitution , the provisions of Title 30-A M.R.S.A. Section 3001.

**4. CONFLICT WITH OTHER ORDINANCES**

Whenever a provision of this Ordinance conflicts with, or is inconsistent with, another provision of this Ordinance or any other Town Ordinance, State of Maine, or Federal statute or regulation, the more restrictive provision shall apply, except when a provision of State or Federal law expressly preempts local authority on the subject.

**5. VALIDITY AND SEVERABILITY**

Should any section, or part of a section, or any provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such declarations shall not affect the validity of this Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**6. REPEAL OF PRIOR ORDINANCES**

Any prior “Planning Board Ordinance for the Town of Fort Fairfield” is repealed effective with the date of this Ordinance.

**7. AVAILABILITY**

A certified copy of this ordinance shall be filed with the Town Clerk and shall be accessible to any member of the public. Copies shall be made available to the public at reasonable cost at the expense of the person making the request. Notice of availability of this ordinance shall be posted.

**8. ESTABLISHMENT: REESTABLISHMENT**

Pursuant to Article VIII, Pt. 2, Sec. 1 of the Maine Constitution and 30-A M.R.S.A. § 3001, the Town of Fort Fairfield hereby establishes a Planning Board. The Board which has been acting as a planning board is hereby reestablished as the legal Planning Board. The members currently serving may continue to do so until the end of the term for which they were appointed without the need to be reappointed or to take a new oath of office. The actions which that board took prior to the adoption of this ordinance are hereby declared to be the acts of the legally constituted planning board of the Town of Fort Fairfield.

**9. BOARD PURPOSE**

The Board supports orderly Town growth and development.

## **10. MEMBERSHIP**

### Appointments and Terms:

- A. The Board consists of five members and two associate members serving five year staggered terms
- B. Members and associates are appointed by the Council
- C. All members and associates are legal residents of the Town at the time of their appointment
- D. All members and associates have knowledge and experience making decisions on questions of growth and development
- E. Vacancies in membership are filled by Council appointment for the unexpired term only
- F. Members and associates are eligible for reappointment
- G. A municipal officer may not be a member

### Removal from Office:

- A. All members are expected to attend scheduled meetings on a regular basis
- B. Failure to attend at least 50% of all regular meetings over a one year period constitutes a resignation that must be acted upon by the Council
- C. Members may be removed by the Council for malfeasance in office

## **11. STAFF SUPPORT**

Town staff support – Town Code Enforcement Officer (CEO)

## **12. OFFICERS AND DUTIES**

The Board officers are the Chair and Secretary.

The Chair duties are:

- A. Presides at all Board meetings
- B. Appoints sub-committees
- C. Rules on procedural questions (subject to reversal by two-thirds majority vote of members present)
- D. Reports official correspondence at the next regular Board meeting
- E. Certifies official documents involving Board authority
- F. Certifies minutes are true and correct copies
- G. Prepares, or causes to be prepared, agendas for Board meetings and forwards the same to the CEO for action
- H. Designates an alternate member to serve in place of a regular member
- I. Performs other duties as are normally associated with the Chair office
- J. The Chair is an ex-officio member of all subcommittees
- K. In the event of the absence or inability to act as Chair, the remaining members appoints one of their members to act temporarily as Chair

The Secretary duties are:

- A. Responsible for the minutes and records of Board meetings preparation, keeping a record of all motions and seconding's, votes, transactions, correspondences, findings and conclusions of the Board
- B. Maintains Board meeting minutes and records
- C. Working with the Chair, prepares or causes to be prepared, all Board meetings and hearings agendas
- D. Provides notice to CEO for publishing public notices of all Board meetings and hearings
- E. Maintains a file of all official Board records
- F. Working with Town Staff, ensures that all official documents involving Board authority are complete and ready for Board use/certification
- G. Performs other duties as are normally associated with the Secretary office

### **13. OFFICERS ELECTION AND TERMS**

Officers' election and terms are:

- A. A Chair and Secretary are elected by the membership
- B. Officers are elected for one year terms at the first meeting of the Town's fiscal year by a majority of the Board membership, and are eligible for re-election

### **14. BOARD DUTIES**

The Board:

- A. Performs such duties and exercises such powers as are provided in the Town's municipal ordinances and the laws of the State of Maine
- B. Exercises general supervision of, and make regulations for, the administration of its affairs
- C. Prescribes rules pertaining to its investigations and hearings
- D. Prepares, or causes to be prepared, and maintains a complete record of its proceedings and is responsible for the custody and preservation of its papers and documents
- E. Reviews and acts upon officially submitted proposals within the Board's jurisdiction, in coordination with Town staff, public authorities, and state agencies
- F. Conducts public hearings as required by law

### **15. PUBLIC HEARING**

Public hearings as required by law, to include prior to amending or adopting the Comprehensive Plan or the Town Zoning Ordinance.

### **16. EXPENSES AND COMPENSATION**

The Council may provide for expenses payment incurred by Board members and associates in the performance of their official duties, and compensation for services

**17. PERFORMANCE ISSUES**

Board members serve as official Town representatives and therefore are expected to comport themselves accordingly. All members adhere to the Maine Freedom of Access Act (1 MRS § 401 et seq.) and, where applicable, the Fort Fairfield Personnel Policies and Procedures Manual.

**18. AMENDMENTS**

Amendments to this ordinance are done in accordance with the Town Charter or as otherwise allowed by law.

**19. EFFECTIVE DATE**

This Ordinance shall take effect and be in force from the date of its adoption.

INTRODUCED: \_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

PUBLIC HEARING: \_\_\_\_\_

ADOPTED \_\_\_\_\_ at a Regular/Special Town Council Meeting

FORT FAIRFIELD TOWN COUNCIL

\_\_\_\_\_  
Jason Barnes, Chairman

\_\_\_\_\_  
Mitchell J. Butler

\_\_\_\_\_  
John F. Herold

\_\_\_\_\_  
Melissa S. Libby

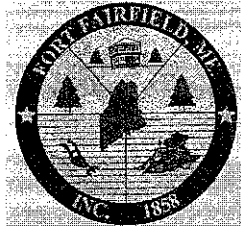
\_\_\_\_\_  
Scott T. Smith

ATTEST: \_\_\_\_\_  
Rebecca J. Hersey, Council Secretary

DATE: \_\_\_\_\_

FILED: \_\_\_\_\_  
Rebecca J. Hersey, Town Clerk

DATE: \_\_\_\_\_



## MEMORANDUM

March 1, 2017

To: Town Council  
From: James Risner, Town Manager  
Subject: Construction Over limit Permit

**Background:** The Maine Department of Transportation (MDOT) has established a construction area on Route 167 in the Town of Fort Fairfield, from the intersection of Route 1A to the Town's boundary with Presque Isle. MDOT requests the municipal officers sign an agreement (copy attached) to issue a construction over limit permit to the contractor for overweight equipment and loads that may be required to use a municipal way in the Town as part of the construction.

**Discussion:** Title 29-A § 2382 MRSA requires a permit be procured from the municipal officers for a construction area within the municipality.

**Recommendation:** That Town Council signs the agreement that a construction over limit permit will be issued to the contractor for the Maine Department of Transportation Project Number STP-2259(100) allowing the contractor to use overweight equipment and loads on municipal ways.



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Paul R. LePage  
GOVERNOR

David Bernhardt  
COMMISSIONER

James Risner, Town Manager  
Town of Fort Fairfield  
18 Community Center Drive  
Fort Fairfield, ME 04742

2/24/17

Subject: Pavement Milling and Hot Mix  
Asphalt Overlay  
Project No.: STP-2259(100)  
City of Presque Isle and Town of Fort  
Fairfield

Dear Mr. Risner:

The Maine Department of Transportation will soon advertise the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area". A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers". In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 624-3410.

Sincerely,

George Macdougall,  
Contracts & Specifications Engineer  
Bureau of Project Development



PRINTED ON RECYCLED PAPER

Project No.: STP-2259(100)

**SPECIAL PROVISION 105**  
**CONSTRUCTION AREA**

A Construction Areas located in the City of Presque Isle and Town of Fort Fairfield has been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

The section of highway under construction in Aroostook County:

- (a) Project No. STP-2259(100) is located on Route 167, beginning in Presque Isle 0.04 of a mile north of Maple Grove Road and extending northerly 4.74 miles, ending at the intersection of Route 1A in Fort Fairfield.

Per 29-A § 2382 (7) MRSA, the MDOT may "issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

*The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;*

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section."

The Municipal Officers for the City of Presque Isle and Town of Fort Fairfield agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the "Construction Area".

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.



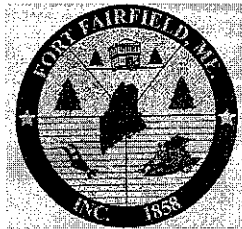


## MEMORANDUM

March 9, 2017

To: Town Manager/Town Council  
From: Ella Leighton, Treasurer  
Subject: Tax Acquired Properties

On March 8, 2017 the Town of Fort Fairfield possibly became owner of property(s) for unpaid 2014 Real Estate taxes. We are required to accept a postmark date as payment date, therefore I would prefer to wait until March 13, 2017 before presenting this list to the Council.



## MEMORANDUM

March 2, 2017

To: Town Manager, Town Council  
From: Darren Hanson, Public Works Director  
Subject: Winter Sand

**Background:** The Town will need to purchase up to 3,000 cubic yards of screened sharp winter sand with 200 pounds of rock salt per yard in order to prepare for the 2017/2018 snow season.

The Town used 3,000 cubic yards of screened sharp winter sand with 200 pounds of rock salt per yard during the 2016/2017 snow season.

**Discussion:** Without serious competition in the winter sand market, the Town is spending more by putting the winter sand out to bid than it would if we negotiated the price.

Last year the Town put the winter sand out to bid. The Town received two bids for 2,000 cubic yards of screened sharp winter sand with 200 pounds of rock salt per yard; O'Neal General Contracting Ltd for \$14.99 per yard and K & M Sand and Gravel for \$19.25 per yard. For the winter season of 2014/2015 and 2015/2016 the Town negotiated with O'Neal General Contracting Ltd a price of \$13.75 per yard for both years.

**Recommendation:** Town Council authorizes the public Works Director to negotiate the price of winter sand for the winter season of 2017/2018.



## MEMORANDUM

March 6, 2017

To: Town Council  
From: James Risner, Town Manager  
Re: Update to Personnel Policy

Background: The current Town Personnel Policy was adopted on April 15, 1993.

Discussion: The Town Personnel Policy has been updated and is enclosed. Staff has reviewed personnel policies from other municipalities. The Maine Municipal Association's (MMA) Personnel Services and Labor Relations department has reviewed the updated policy, and we have incorporated changes they recommended.

The significant changes made in the update are:

1. Removed "Boards, Committees, and Commissions" from the Scope of the policy.
2. Removed 1.3.4. Limited Term Employees and 1.3.6. Temporary Employees as the Town does not use these types of employees.
3. Added 1.2.5. Seasonal Employees. Examples of seasonal employees are summer hires for the pool and public works.
4. Removed 3.2.1. Outside Employment by Town Manager, as this is addressed in the Employment Agreement between the Town Council and the Town Manager.
5. Removed 3.2.3. Employment by Councilors or Supervisors, which states "Employees of the Town may not be employed by a member of the Town Council nor any supervisory employee of the Town." MMA stated this may not be enforceable because it is outside employment, and the Town's concern is that the employee satisfactorily performs their municipal duties.
6. Added 5.1.5 to set the policy on weather closures.
7. 5.2.1. reinstates Martin Luther King Jr. day as a paid holiday. This is in line with paid holidays of a number of municipalities and the State.
8. 5.11.2 Employees who purchase health insurance other than through the Town. Increases this payment from 35% to 50%. I checked with several municipalities, and this change is not out of line with what is offered in other municipalities. For FY 17/18, this change increases the payment to five employees by \$1,718.46 each.

9. 6.3.3. Payment for training. Provides financial assistance to employees for courses offered by approved institutions of learning that directly or reasonably relate to the employee's present job or are in line with a position the Town believes the employee can reasonably achieve. This policy is basically the same as the one I worked on as the chair of the Northern Maine Development Commission's human resource committee. Assistance is dependent on availability of funds.
10. Removed Chapter 10, Travel. This is in the updated Finance Policy, which I will bring to Council at the April 19 Council meeting.



## MEMORANDUM

March 7, 2017

To: Town Manager, Town Council  
From: Darren Hanson, Public Works Director  
Subject: Diesel Fuel Pump Replacement

**Background:** The Town currently uses a diesel fuel pump that is twenty years old and is experiencing mechanical and electrical failures which are becoming very costly; \$2,000 so far this year.

**Discussion:** In February the town could only access its diesel supply sporadically for a full week due to the failure of an aged pump. During the process of having repairs made and seeing the cost of repairs to the pump, we realized that maintenance costs in the coming years on the old pump would be more than the cost of purchasing a new pump.

I asked three companies for bids on replacing our pump. The only company that gave us an installed price was Gaftek of Bangor. The other two companies; John W. Kennedy of Hampden and Simard and Sons of Lewiston; would sell us pumps at a fixed cost, but would only do the installation on a time and material basis. After an analysis of the bids and the estimated installation cost (based on Gaftek's installation fee), Gaftek is the lowest responsive and responsible bid at \$8,681.30.

There are enough funds in the Public Works vehicle fuel account; E 01-08-25-60; to pay for the purchase and installation of the diesel fuel pump because fuel costs have been lower than expected this year.

**Recommendation:** Town Council authorize Public Works to purchase a new diesel fuel pump; including installation; from Gaftek for \$8,681.30, using funds from the Public Works vehicle fuel account; E 01-08-25-60.



## MEMORANDUM

March 7, 2017

To: Town Council

From: James Risner

Subject: Rename Mountain View Trailer Park Drive

Discussion: The Fort Fairfield Housing Authority (FFHA) recently purchased the Mountain View Trailer Park land (Tax Map 33, Lot 14). The FFHA intends to remove the mobile homes and demolish the structure on the property, and build one duplex for moderate income individuals.

Mr. Wayne Troicke, FFHA Executive Director, has requested that Mountain View Trailer Park Drive; which goes onto the property; be changed to Cherry Lane.

Recommendation: Town Council rename Mountain View Trailer Park Drive to Cherry Lane.



## MEMORANDUM

March 9, 2017

To: Town Manager and Town Council  
From: Tony Levesque, Community Development Director  
Subject: Proclamation 17-04, Community Development Week

**Background:** The Community Development Block Grant (CDBG) program was established in 1974 and is a partnership of federal, state and local governments as well as private sector, non-profit and community efforts to develop viable urban communities by providing decent housing, suitable living environments and expanded economic opportunities, principally for low and moderate income persons.

The Town of Fort Fairfield has received \$10,728,926 in CDBG funds since 1988. Town projects funded with CDBG dollars include the clinic project, armory renovation and Monson pond dam and bridge project.

**Discussion:** The National Community Development Association established the National Community Development Week 31 years ago. This year, April 17 through April 22 has been designated Community Development Week.

The proclamation (attached) proclaims the week of April 17 through April 22, 2017 as Community Development Week throughout the Town of Fort Fairfield and gives special thanks and recognition to all the participants whose hard work and devotion to the neighborhoods and their low and moderate income residents to help insure the quality and effectiveness of the Community Development Block Grant Program.

**Recommendation:** Town Council sign Proclamation 17-04, Community Development Week.

TOWN OF FORT FAIRFIELD

WHEREAS, the Community Development Block Grant (CDBG) program is a partnership of federal, state, and local government, as well as private sector, non-profit, and community efforts; and

WHEREAS, the Community Development Block Grant program has become the foundation of virtually all community and economic development occurring across the nation; and

WHEREAS, the Community Development Block Grant program's primary objective is the development of viable urban communities, by providing decent housing, suitable living environments, and expanded economic opportunities, principally for low and moderate income persons; and

WHEREAS, a week recognizing national community development will encourage the Town Council, non-profit organizations, and community residents throughout the Town to reaffirm the significance and diversity of their local community development program efforts toward meeting the need of persons of low and moderate income; and

WHEREAS, since 1988, the Town of Fort Fairfield has received a total of \$10,729,000.00 in Community Development Block Grant Funds with \$1,920,000.00 awarded in the past ten years; and

WHEREAS, this year, marks the 43<sup>rd</sup> anniversary of the CDBG Program and the 31<sup>st</sup> anniversary of the National Community Development Week Campaign.

NOW, THEREFORE, We, the Town Council of Fort Fairfield, do hereby proclaim

April 17 through April 22, 2017

COMMUNITY DEVELOPMENT WEEK

throughout the Town of Fort Fairfield, and give special thanks and recognition to all participants whose hard work and devotion to the neighborhoods and their low and moderate income residents help insure the quality and effectiveness of the Community Development Block Grant Program.

FORT FAIRFIELD TOWN COUNCIL

Jason F. Barnes, Chairman

Mitchell J. Butler

John F. Herold

Melissa S. Libby

Scott T. Smith

ATTEST: Rebecca J. Hersey, Council Secretary

DATE:

FILED: Rebecca J. Hersey, Town Clerk

DATE:



**Fort Fairfield Town Council Meeting Minutes**  
**Council Chambers**  
**Wednesday, February 15, 2017**  
**6:00 P.M.**

Councilors: Jason Barnes, Mitchell Butler, John Herold, Melissa Libby and Scott Smith  
Staff: Tim Goff, Darren Hanson, Rebecca Hersey, Ella Leighton, Tony Levesque, Shawn Newell and James Risner.  
Citizens: 2 including media

- I. Roll Call – Chair Jason Barnes asked that the record reflect all councilors were 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-

Mr. Mitchell Butler stated that a couple of citizens spoke to him, one being a resident on the Morse Road who stated that they were quite happy with the 25 mph speed limit signs that were going up. The second person had a problem with the sidewalks by Borderview not being cleared off. He notified the town and was happy he got a response back and was very happy to see public works there the next day cleaning the sidewalks off. Mr. Butler congratulated the town and said thank you for a job well done, you made these residents happy.

V. Correspondence and Reports

- A. Recognition of Former Library Board of Trustees Member – Mr. James Risner asked that this be removed as the member was unable to attend and to have it tabled until the March 15<sup>th</sup> Council meeting.
- B. Licenses / Permits- Ms. Hersey – As of February 15<sup>th</sup> we received one application for a Liquor License with Catering Permit from the Fort Fairfield Lions Club.
- C. Financial Report – Excise collections as of January 31<sup>st</sup> were \$340,816.60, which is 61.97% of the budgeted amount. On January 23<sup>rd</sup> we received State Revenue Sharing in the amount of \$18,274.28. Expenses as of January 31<sup>st</sup> are at 60.57% of the budgeted amount. We received payment in lieu of taxes from the Fort Fairfield Housing Authority on January 20<sup>th</sup> in the amount of \$13,979.39. Cash flow is good, we have a balance in checking in the amount of \$118,105.08, \$400,000.00 in savings and the TAN has a zero balance. Our 45 day foreclosure notices were mailed on January 20<sup>th</sup> to property owners for their 2014 taxes. We sent 44 notices compared to 66 last year. The total unpaid taxes for 2014 were \$31,355.80 compared to \$36,903.37 for 2013.
- D. Tri-community Landfill Report – Mr. Tony Levesque attended the meeting as Mr. Risner and Mr. Rogeski were both unavailable. Mr. Levesque stated that it was his

pleasure to represent the Town Manager at the meeting. They appointed the officers, the new chairman will be Fred Ventresco, and Austin Bless is staying on as Vice Chair until he leaves, the Treasurer is Mark Draper and the Secretary is Mr. Risner. This was just their regular business meeting, they approved their minutes and their financial statements. Tony stated that they are in very good shape and are managed very well. They are slightly ahead for their budget on receipts and right on par for expenses. They spoke of a purchase of a pickup truck that was budgeted and previously approved for, they had let it go on a year or two longer than they wanted to. They are now accepting debit and credit cards. Looking at options for the recycling center and they are moving igloos to Allagash. They approved the purchase of a piece of equipment for gas extraction.

- E. Update on the Maine Volunteer Fire Assistance Program – Chief Baldwin – The Fire Department applied for a matching grant from the Volunteer Firefighters Assistance (VFA) program for a portable fire pump, pager and radios. The communications part (radios and pager) was not funded but the department has been awarded money for the portable pump. The amount awarded was less than applied for due to lack of funding for the entire program. The Chief re-analyzed our needs for the pump and determined that a smaller pump will meet the Fire Department needs. This will also reduce the financial burden on the Town.

VI. Old Business – None

VII. New Business

- A. Pioneer Wireless Pole Permit - Mr. Tim Goff - The Town of Fort Fairfield has been working in partnership with Pioneer Broadband to expand high-speed Internet access in rural, underserved sections of our community. The Town and Pioneer Broadband submitted a grant application to the ConnectME Authority. Pioneer Broadband was awarded nearly \$200,000 for the project to construct fiber to the home to serve residents and businesses along sections of Presque Isle Road, Houlton Road and Maple Grove Road. As part of this construction project, Pioneer Broadband has applied for permission to locate a utility pole and cables in the Town's right-of-way near the intersection of Maple Grove Road and Houlton Road (Route 1A). The utility pole is necessary for Pioneer Broadband to construct an electronics cabinet which would house equipment used to provide Internet service to the area. The cabinet cannot be attached to the existing poles in this area as Emera Maine and Time Warner Cable do not allow this type of equipment to be attached to their utility poles.

Once permission is granted by the Town Council, Pioneer Broadband will install the pole and the electronics which power the project, with the goal of having the service ready for customers later this spring.

Discussion: Mr. Jason Barnes asked how the Presque Isle portion of this project was going.

Mr. Goff – Before you attach fiber to poles you have to put a thing called strand

up, that strand is then attached to most of the poles. There were some poles in Presque Isle that needed to be put into place and there was a gap between the Mall and State Street intersections. They had to go into the permitting process, which was complicated a little bit by the new by-pass that is going to happen in that area. Even when they were attaching the strand they come up with a couple of poles that were not up to standard, that have to be replaced this spring, which is another setback.

Mr. John Herold asked that based on zoning, electrical standards and DOT safety requirements, is there anything about this location that will create a hindrance? Has this all been looked into by someone?

Mr. Goff – Yes, Mr. Hanson went out and took a look, it is in a good area that will not be in anyone's way. It is in the right of way with the other poles that are already located there.

Motion: Mr. John Herold moved to approve Pioneer Broadband's application for the pole placement near the intersection of Maple Grove Road and Houlton Road.

Second: Mr. Mitchell Butler

Vote – All affirmative

- B. Community Bandstand – Mr. James Risner - The Town's Community Bandstand collapsed just before 2:00 am on January 5<sup>th</sup>. Mr. Hanson, Director of Public Works, has researched companies that build structures that replicate the size and design of the Community Bandstand. Fifthroom is the only company that he has found that will build a structure like the Community Bandstand, the information on two structures from Fifthroom is attached. Assembly of the structure will need to be done by a local contractor. Fifthroom needs a three month lead to build the structure. The plan is to bring something to Council in March to make a decision and still have time to have it in place for the 70th Maine Potato Blossom Festival, July 8-16.

Mr. Jason Barnes – What is the status of the insurance claim?

Mr. Risner – We have the clean-up that starts the 27<sup>th</sup> and that has been submitted and approved by adjuster. We know what the amount is that it's covered for and unless the construction of putting it together is extraordinarily high we have enough to cover the cost. We have also considered that the electrical work will be done pro bono by Mike Greenlaw and K-Pel has offered to help out.

Mr. John Herold stated that he didn't see where they followed our blue prints, I assume that they have their own blue prints.

Mr. Risner – We provided them with our blue prints.

February 15, 2017

Fort Fairfield Town Council Meeting Minutes

Motion: Mr. Mitchell Butler moved to approve Minutes of January 18, 2017 as written.

Second: Mr. Scott Smith

Vote – All affirmative

IX Warrants: #15 - \$79,841.30 and #16 - \$115,779.97

Motion: Mr. John Herold moved to accept warrants #15, & #16 as presented.

Second: Mr. Mitchell Butler

Vote – All affirmative

X Other – None

XI Manager's Report – Mr. James Risner submitted this to the Council for information purposes only.

Mr. Risner took the opportunity to thank Mr. Levesque for filing in while he was out.

Mr. Barnes repeated the same sentiment.

XII Executive Session

Motion: Mr. Mitchell Butler moved to go into Executive Session at 6:19 PM to discuss

MRSA 405 (6) (F)

Second: Mr. John Herold

Vote – All affirmative

Motion: Mr. John Herold moved to come out of executive session 6:26 PM

Second: Mr. Mitchell Butler

Vote – All affirmative

XII. Adjournment –

Motion: Mr. Mitchell Butler moved to adjourn at 6:27 PM

Second: Mr. John Herold

Vote – All affirmative

Respectfully submitted,

Council Secretary  
Rebecca J. Hersey

**Fort Fairfield Town Council Special Meeting Minutes**  
**Council Chambers**  
**Monday, March 6, 2017**  
**4:30 P.M.**

Councilors: Jason Barnes, Mitchell Butler, Melissa Libby, John Herold and Scott Smith  
Staff: Rebecca Hersey, Ella Leighton and James Risner  
Citizens: 0 including media

- I. Roll Call – Chair Jason Barnes asked that the record reflect all councilors were present.
- II. Public Comment- N/A
- III. New Business -

A. Waiver of Foreclosure – Ella Leighton –

One March 8, 2017 the Town will become owner of property(s) for which the 2014 Real Estate taxes have not been paid. The Town has the option of filing a “Waiver of Foreclosure” on any property deemed by the Council to be of no interest to the Town. We have one property, a 1974 Liberty Mobile Home located at the intersection of Conant and Presque Isle Roads with a physical address of 278 Presque Isle Road, which is a mobile home owned by Gary Goodblood and is on leased land. If the Town acquires the property, we would be responsible for the cost of removal and disposal of the mobile home. With the waiver, the disposal of the property would remain with the owner. This waiver needs to be recorded before the right of redemption expires on March 8, 2017. The total taxes due as of March 8, 2017 for the 2014 tax year is \$373.07.

Discussion –

Mr. John Herold asked if this was something that we will have renew annually.

Ms. Leighton – If it hasn’t been disposed of and it is still on the tax records, yes we will have to do the Waiver again.

Ms. Melissa Libby – Is there a cost to file the waiver?

Ms. Leighton – Yes, \$19.00 and the Town would have to pay this.

Mr. Scott Smith – If we foreclose on it we will have to dispose of the property.

Ms. Leighton – Correct, and we will not collect any tax monies.

Motion: Mr. Scott Smith moved to approve authorizing the Treasurer to file a “Waiver of Foreclosure” on Property owned by Gary Goodblood and identified in the Town of Fort Fairfield tax records as Map 04, Lot 018-B-ON.

March 6, 2017

Fort Fairfield Town Council Special Meeting Minutes

Second: Mr. Mitchell Butler

Vote – All affirmative

XII Other – N/A

XV Adjournment

Motion: Mr. Mitchell Butler moved to adjourn at 6:36 PM.

Respectfully submitted,

Council Secretary  
Rebecca J. Hersey

DRAFT



March 9, 2017

To: Town Council  
From: James Risner, Town Manager  
Subject: Manager's Report

#### Public Safety

##### ■ Police

- Chief Newell and Officer Dubie attended a Maine Attorney General sponsored 'Understanding Legal Marijuana' course in Bangor on February 28.
- Chief Newell attended the annual Ice-Out planning meeting in Fort Fairfield on March 1.
- Chief Newell will be attending a one-week training seminar in Portsmouth, New Hampshire the last week of March. The FBI is hosting the seminar and providing the training, which will include topics on media relations, leadership development, legal issues, cyber threats, and current trends in law enforcement.

##### ■ Fire

- Chief Baldwin attended the annual Ice-Out planning meeting in Fort Fairfield on March 1.
- Chief Baldwin attended a meeting/training session on the new State mandates for fire dispatching at the Houlton Department of Public Safety on March 8.
- Chief Baldwin attended a training session on the new State fire reporting software system (MEFIRS) at the Northern Maine Community College on March 9.
- FD Responses:

	Crown EMS Night Driver	--Fire Related Calls	--FD EMS Calls	--Meeting/Training
January	6	2	1	9
February	9	5	1	3
March (as of 6 Mar)	1	3		1

#### Public Works

- Mr. Hanson attended the annual Ice-Out planning meeting in Fort Fairfield on March 1.
- Pump house training will be conducted for volunteer firefighters and citizen volunteers at the pump house at 6:30 pm Monday the 13th and 9:00 am Tuesday the 14th.
- Looking into doing our own beaver control trapping. The Town spent \$3,000 for last year's trapping.
- Posted roads for heavy load restrictions.
- Starting to take care of spring maintenance issues such as opening up ditches and waterways to allow for spring run-off.
- Striping and painting crosswalks will be done around the Memorial Day weekend instead of Fourth of July in order to provide safe pedestrian travel earlier in the summer.

## Recreation Department

- Attended the monthly meeting of the Northern Maine Community Recreation Association in Mars Hill on March 8.
- Pumped water out of both swimming pools.
- Continued coordinating and hosting basketball programs for boys and girls in grades 2-8.
- Coordinated and hosted the Annual Hot Shot Basketball program at the local level.
- Continued instructing the Youth Ski Program for boys and girls in grades 2-6.
- Started the Indoor Youth Soccer Program for boys and girls in grades 2-8.
- Coordinated field trips for boys and girls during February school vacation, to include ice skating at the Forum, tubing at Big Rock, movies at Caribou Theater, and swimming at Limestone High School.
- Continued coordinating all activities that occur in the Community Center Gymnasium, such as the annual Snowmobile Club Super Draw held on March 4.

## Library

- Effective March 1, the Maine State Library is changing how patrons borrow e-books through Maine Infonet. The State Library will be using Bibliotheca's CloudLibrary platform instead of the Overdrive platform. This service provides Maine library patrons with online access to over 10,000 e-books and e-audiobooks. The new platform is easier for patrons to use and will also allow schools to join in the program, which had not been available to them via the old system. This, ultimately, should help lower the cost for all libraries around the state as well as make more content available. A local library card is needed to access the site. The new download library application can be downloaded by visiting: <http://yourcloudlibrary.com/index.php/en-us/how-it-works> or visiting <http://download.maineinfonet.org> and following the links to login via your library.
- Ms. Gaenzle attended the Communicating for Women Course in Presque Isle on February 27.

## Administration

- Mr. Goff
  - Hosted the Cable Franchise Meeting on February 16 with representatives from Sewall and surrounding communities to learn more about ways to partner together to leverage our resources during upcoming cable franchise agreement negotiations.
  - Attended the annual Ice-Out planning meeting in Fort Fairfield on March 1.
  - Provided feedback on the Northeastern Workforce Development Board's (NWDB) draft strategic plan during the March 2 NWDB meeting.
  - Participated in a meeting in Presque on March 3 with the Maine Department of Environmental Protection, U.S. Environmental Protection Agency, Fort Fairfield Utilities District (FFUD), and others to discuss options to replace or repair FFUD infrastructure.
  - Scheduled to participate in the regional roll out of the NWDB's strategic plan during NWDB meeting in Aroostook County at Northern Maine Community College on March 14.
  - Scheduled to attend the NWDB's Quarterly Meeting on March 15 in Bangor.



- Ms. Hersey
  - There will be a Special Referendum Election on June 13, 2017 (Public Law 2015, chapter 479) An Act To Authorize a General Fund Bond Issue To Stimulate Investment in Innovation by Maine Businesses To Produce Nationally and Globally Competitive Products and Services. A copy of the Act is attached. More information is available at <http://maine.gov/sos/cec/elec/upcoming/>.
  
- Ms. Leighton
  - Attended the Communicating for Women Course in Presque Isle on February 27.
  
- Mr. Levesque
  - Attended MMA's 'Lifting the Haze: Marijuana and Legal Considerations' course in Freeport on February 28.
  - Hosted the annual Ice-Out planning meeting in Fort Fairfield on March 1.
  - Participated in a meeting in Presque on March 3 with the Maine Department of Environmental Protection, U.S. Environmental Protection Agency, Fort Fairfield Utilities District (FFUD), and others to discuss options to replace or repair FFUD infrastructure.
  - Participated in a Maine Community Development Association teleconference on March 9.
  - Scheduled to attend a March 13 Advanced Erosion Control Workshop hosted by the Maine Department of Environmental Protection.
  - Scheduled to attend the March 14 Planning Board meeting.
  
- Mr. Risner
  - Attended the annual Ice-Out planning meeting in Fort Fairfield on March 1.
  - Attended a Tax Increment Financing Forum; hosted by the Maine Revenue Services; at NMDC on March 3.
  - Scheduled to attend the Maine Town, City and County Management Association's Statewide Manager's Interchange in Bangor on March 24. This year's topic is preparing for Recreational Marijuana in Maine.