

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, December 20, 2017
6:00 P.M.

- I. Prayer
- II. Pledge to the Flag
- III. Public Comment Period
- IV. Correspondence and Reports
 - A. Recycle Presentation – Ms. Hunter St. Pierre
 - B. Safety and Health Award for Public Employers (SHAPE) Award – Chief Shawn Newell
 - C. National Flood Insurance Program Community Rating System – Mr. Tony Levesque
 - D. New Fire Department Officers
 - E. Licenses and Permits
 - F. Financial Report
 - G. Update of Legal Action on Land Use Complaint
 - H. Preservation Assistance Grant
- V. Old Business
- VI. Public Hearing - Tri-Community Recycling & Sanitary Landfill Interlocal Solid Waste Agreement
- VII. New Business
 - A. Tri-Community Recycling & Sanitary Landfill Interlocal Solid Waste Agreement
 - B. Appointment to the Housing Authority of Fort Fairfield Board of Commissioners
 - C. Resolution to Authorize the Application for Community Development Block Grant Funds on Behalf of the Fort Fairfield Utilities District
 - D. Donation of 60 inch TV and Chromecast to Library
 - E. Donation of Vehicle and Ambulance Body from the Town of Limestone
 - F. Transfer Funds from Administration Reserve to Emergency Management
 - G. **Inventory of Industrial Sites Available for Redevelopment*
 - H. ** Farm Park Pavilion*
- VIII. Minutes of the November 15, 2017 Regular Council Meeting
- IX. Warrants: #12; \$266,567.81 #13; \$312,071.49
- X. Other
 - A. Closure of Town Office and Library for Employee Christmas Gathering
- XI. Manager's Report
- XII. Executive Session
 - A. MRSA §405.6.C.
- XIII. Adjournment
 - * Added at Council Meeting*



Memorandum

December 11, 2017

To: Town Council

From: James Risner, Town Manager

Subject: Donation of Vehicle and Ambulance Body from the Town of Limestone

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: The Town of Limestone Board of Selectpeople have graciously approved the donation of the following two items to the Town of Fort Fairfield: 1) 1997 Dodge 1 ton truck; 2) ambulance body.

The Dodge truck will be used for parts to repair our 1999 Dodge 1 ton truck.

We will use the ambulance body for parts to repair the current Town ambulance body.

Recommendation: That Town Council accept the donation of the 1997 Dodge 1 ton truck and the ambulance body from the Town of Limestone.



Memorandum

November 28, 2017

To: Town Council and Town Manager
From: Jennifer Gaenzle, Library Director
Subject: Donation of 60 inch TV and Chromecast to Library

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: Kendall and Beth Stratton have graciously offered a 60 inch Samsung LCD Series 6 TV to the library. The donated TV will benefit library patrons, as it will allow larger groups of patrons to see the screen. Mr. and Mrs. Stratton included a Chromecast device, which allows the library or anyone using the community room to cast computer presentations, live educational video-streams and Power-point presentations, directly from a smartphone, tablet or laptop.

Recommendation: That Town Council accept the donation of the 60 inch Samsung TV and Chromecast device from Kendall and Beth Stratton.



Memorandum

November 20, 2017

To: Town Manager and Town Council

From: Billie Jo Sharpe, Town Clerk

Subject: Appointment to the Housing Authority of Fort Fairfield Board of Commissioners

The Housing Authority of Fort Fairfield Board of Commissioners recommends Town Council appoint Lynn Tarbox as a Resident Commissioner, Housing Authority of Fort Fairfield, to complete the term ending June 30, 2021. A letter of recommendation from the Fort Fairfield Housing Authority Board of Commissioners is attached.

Recommendation: That Town Council appoints Lynn Tarbox to complete the term ending June 30, 2021.



Memorandum

December 12, 2017

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

The Town's Real Estate and Personal Property tax collections as of November 30 are \$673,576.66, compared to \$594,640.00 for November 30, 2016.

Excise tax collections as of November 30 are \$297,442.99. This is 53.11% of the budgeted amount, which is 11.44% more than the 41.67% expected as of November 30.

State revenue sharing as of November 30 is \$101,973.55. This is 41.70% of the budgeted amount, which is slightly more than the 41.67% that is expected as of November 30.

Our expenses as of November 30 are 1.72% higher than the budgeted amount, at 43.39% compared to the 41.67% expected as of November 30. I am not concerned at this time, as most of the difference is driven by seasonal requirements such as material needed for plowing and accounts such as insurance which are paid in a lump sum early in the Fiscal Year. I am concerned about the Emergency Management Account, and I will address this in more detail under New Business.

Cash flow is good, with a balance of \$57,160.22 in checking and \$5,000 in savings after completion of Warrant #13 on December 12. In comparison, last year at this time we had \$23,150.44 in checking, no funds in savings, and had taken an advance of \$100,000 from our Tax Anticipation Note.

We received a dividend check from the Maine Employers' Mutual Insurance Company (MEMIC) on November 28 in the amount of \$5,243.31. The Town uses MEMIC for its workers' compensation insurance. The dividend represents 15.57% of the budgeted amount for this year's workers compensation insurance.

We received \$98,712 from the State for road assistance on November 29. This is \$3,712 over our budgeted amount of \$95,000.



Memorandum

November 28, 2017

To: Town Council and James C. Risner, Town Manager
From: Tony Levesque, Code Enforcement Officer
Subject: National Flood Insurance Program Community Rating System

Background: A question of fairness was raised several years ago regarding the way flood insurance rates were applied nationwide. Regardless of how well a jurisdiction administered its floodplain regulations, the insurance rates were the same. Those Towns that practice good floodplain management reduce their exposure to flooding risk and therefore reduce costs to the National Flood Insurance Fund. Less cost should mean lower rates.

The Community Rating System (CRS) was created to acknowledge a Town's efforts to enforce floodplain development. A task force appointed by the Federal Insurance Administrator developed a list of 18 activities that have been proven to reduce losses. Communities that practice these activities can obtain credit points. Each 500 points that a community earns can translate into a 5% savings on the flood insurance premiums for those in the Town that buy flood insurance.

Discussion: The Town of Fort Fairfield has qualified for CRS since 2001. Our rating was as an 8 from 2001 to 2016, saving Flood Insurance Policy Holders 10% off their rates. There is an annual recertification process and every 5 years there is a full application process. The Town's rating has become a 7 after the application submitted in August 2016 was approved in January, 2017, saving Flood Insurance Policy Holders 15% off their rates.

The Town of Fort Fairfield's program has always scored over the required 1500 points to be rated a 7. In the past we did not receive full credit for project activities because of limitations in the State's Building Codes. In this application round the Town received full credit for all activities on record, allowing for the rating increase.

Recommendation: That Town Council continues to support the National Flood Insurance Program and the Community Rating System.

**The Town Offices and Library
will be closed from
11:30 a.m. to 12:30 p.m.
Thursday, December 21
for the employee
Christmas gathering**



Memorandum

December 12, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Recycle Presentation

Ms. Hunter St. Pierre, a senior at Fort Fairfield Middle/High School, will make a presentation to Town Council on a recycle project she is doing for her senior exhibition project, which is a graduation requirement.

Ms. St. Pierre became interested in this project at the start of the school year, when she noticed that the blue recycling bins had been removed from the classrooms. She expanded her project from recycling in schools to recycling in the community after an experience she had with her Gifted and Talented group. The group was doing a fundraiser at the Tri-Community Recycling and Sanitary Landfill, cleaning up around the landfill, raising money for the groups' trip to New York City this spring. She noticed how many plastic bags had blown off the landfill and how big of a problem they were. She researched various solutions as part of her project and wants to propose a local fee on plastic bags as it seems to be most effective.



Memorandum

November 29, 2017

To: Town Council and James C. Risner, Town Manager
From: Tony Levesque, Community Development Director
Subject: Resolution to Authorize application for CDBG funds on behalf of the FFUD

Background: The Fort Fairfield Utilities District (FFUD) is seeking assistance from the federal and state governments to construct a new wastewater lagoon system. The existing facility was constructed in the mid-1970's and is in need of major upgrades and repairs. The upgrades and repairs are very costly and for that reason the FFUD has decided to construct a new wastewater lagoon system.

The FFUD is currently examining all sources of funding necessary to complete this project in the most cost-effective manner as possible in order to keep user fees at a minimum.

The 2018 Community Development Block Grant (CDBG) Program includes funding for this type of activity in the Public Infrastructure (PI) Program.

Discussion: Only Municipalities or County Governments are eligible to apply for CDBG funds.

The Town of Fort Fairfield may apply for the funds on behalf of the FFUD to be used as the gap funding for the project by signing Resolution 17-11, copy attached.

A Letter of Intent to Apply for 2018 CDBG-PI funds is due to the Department of Economic and Community Development - Office of Community Development by January 19, 2018.

Recommendation: Town Council approve and sign Resolution 17-11, authorizing the Town Manager to submit an application for 2018 Community Development Block Grant Public Infrastructure funds on behalf of the Fort Fairfield Utilities District.



Memorandum

November 22, 2017

To: Town Council and Town Manager

From: Shawn D. Newell, Director of Public Safety

Subject: Safety and Health Award for Public Employers (SHAPE) Award

Background: After months of working with the Department of Labor, Workplace Safety and Health Division (SafetyWorks!) the Town has been awarded the SHAPE Award. The SHAPE program recognizes public sector employers who maintain an exemplary safety and health management system. Acceptance into SHAPE by the Maine Department of Labor, Bureau of Labor Standards is an achievement that distinguishes the Town as a model for workplace safety and health. The Town will be exempt from programmed inspections during the period the SHAPE certification is valid.

Discussion: Maine Department of Labor Director Steve Greeley and Maine Department of Labor Program Manager Mike LaPlante will present the SHAPE Award to the Town during the December 20, 2017 regular Town Council meeting.

Recommendation: Council Chairperson Jason Barnes accepts the award on behalf of the Town of Fort Fairfield.



Memorandum

December 6, 2017

To: Town Council and Town Manager

From: Shawn D. Newell, Director of Public Safety/Emergency Management Director

Subject: Transfer Funds from Administration Reserve to Emergency Management

Background: I am requesting a transfer of \$3,600 from the Administrative Reserve account (G 1-3010-00) into the Emergency Management account (E 01-01-55-10).

The \$4,000 that is in the FY 17/18 budget has been expended for pump house and dike maintenance this year. I have incurred over \$2,250 in unexpected expenses for vegetation mitigation, pump repair, and electrical issues within the pump house.

Discussion: The request for a transfer \$3,600 to the Emergency Management account will fund the operation of the pump house throughout the remainder of FY 17/18 for personnel during spring ice out and the replacement of a broken sump pump. We spend an average of \$2,600 for personnel during spring ice out. The replacement of the broken sump pump is approximately \$450. The remainder of the requested funds are for unforeseen expenses during the remainder of the Fiscal Year.

Recommendation: Council approves the Town Manager to transfer \$3,600 from Administrative Reserves (G 1-3010-00) to Emergency Management (E 01-01-55-10), with any funds remaining at the end of the Fiscal Year returned to the Administrative Reserve account.



Memorandum

December 13, 2017

To: Town Council and Town Manager

From: Jennifer Gaenzle, Librarian

Subject: National Endowment for the Humanities Preservation Assessment Grant for Smaller Institutions*

Background: The library applied to the National Endowment for the Humanities (NEH) for a grant on May 2, 2017 to do an assessment of the Jesse Drew Historical Room.

Discussion: The National Endowment for the Humanities notified the Fort Fairfield Library on December 13, 2017, that the Library had been awarded a grant in the amount of \$5,915.00. This grant will assess the room, shelving and climate requirements to properly protect our local, state and Civil War collections. The funds will be used to hire preservation specialists from the Northeast Document Conservation Center to work with the Library to devise short and long term plans of action to make the room safe and protective for the books and documents housed in its collection.

This was a highly competitive grant, with only three other institutions in the state being offered grants from NEH. The library is extremely grateful to NEH for the opportunity this grant will afford us in protecting our historic collection.

Recommendation: No Town Council action is required.

**The Jesse Drew Historical Room Preservation Assessment has been made possible in part by a major grant from the National Endowment for the Humanities: Exploring the human endeavor*



Memorandum

November 28, 2017

To: Town Council and James C. Risner, Town Manager
From: Tony Levesque, Code Enforcement Officer
Subject: Update of Legal Action on Land Use Complaint

Background: The Town continues to receive complaints about 107 Riverside Avenue. Today, Darren Hanson and I conducted a site inspection of the property to review its current condition and we noted that the violations have not been remedied.

Discussion: The Court Date for the Continuance of the case that was scheduled for November 29, 2017 was postponed. The new Court Date has been scheduled for December 22, 2017 at 8:30 a.m.

Recommendation: To continue to participate in the litigation.



Memorandum

December 19, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Farm Park Pavilion

Background: I informed Town Council; at its October 18 meeting; that the structural beams of the pavilion have shifted to such an extent that Mr. Hanson, Director of Public Works, and I are concerned about the structural integrity of the pavilion. Town Council authorized the Town Manager to award a contract for the structural analysis and improvements to the Farm Park Pavilion to B.R. Smith Associates, Inc. (BRSA) in the amount of \$1,300 using funds from the undesignated fund account.

Discussion: The Town received the structural report from BRSA on December 15. A copy of the report is attached. It is the opinion of BRSA that the "...facility should not be allowed to be used until upgrades are properly designed and constructed."

To give Council an idea of the magnitude of the cost to repair the structure, one part of the structural analysis says that roof sheathing should be installed. There are 625 sheets of sheathing, and at a cost of \$25.00 per sheet, the cost just for materiel would be \$15,625.

Recommendation: For discussion and guidance from Town Council.



Memorandum

December 19, 2017

To: Town Council

From: James Risner, Town Manager

Subject: Inventory of Industrial Sites Available for Redevelopment

Background: On November 22, 2017, the State of Maine Department of Economic and Community Development (DECD) requested a list be compiled of any applicable nonproductive industrial or manufacturing sites available for redevelopment in the Town of Fort Fairfield. The requested list is a requirement under Maine Public Law 174, which directs the Maine Rural Development Authority (MRDA), in consultation with DECD, to develop an inventory of nonproductive industrial or manufacturing sites Statewide.

Discussion: Mr. Levesque created the inventory (copy attached) and presented it to the Economic Development Board during their regular meeting on December 18, 2017. The Economic Development Board voted to approve the inventory and recommended the Town Council approve the submittal of the inventory by the Town Manager to the State.

Recommendation: The Town Council authorize the Town Manager to submit the Fort Fairfield inventory of industrial sites available for redevelopment to the State.