

Fort Fairfield Town Council Special Meeting Minutes  
Council Chambers  
Tuesday, January 2, 2024  
6:00 PM

I. Roll Call

Council: Keith E. Thibeau II, James Ouellette, Patricia Canavan, Shane McGillan (excused absence – Kevin Pelletier)

Staff: Timothy Goff, Neadra Dubois, Police Chief Cummings, Fire Chief Jalbert

Citizens: 1 (one)

II. Prayer

Town Manager Goff provided prayer for the Council Meeting.

III. Pledge to the Flag

All attendees pledged their allegiance to the flag.

IV. Public Comments

No public comments made.

V. Swearing in of New Councilor

Town Clerk/Council Secretary swore in Shane McGillan as a new member of the Fort Fairfield Town Council, elected in November of 2023 and replacing Robert Kilcollins.

VI. Election of Chairperson

Motion: Councilor Ouellette motions to keep Keith E. Thibeau II as Chair.

Second: Councilor Canavan seconded.

Discussion: None.                      Vote: All Councilors present - Affirmative

VII. Appointments

Finance Committee

Current Members: Robert Kilcollins, Jim Ouellette, Pat Canavan

Current Alternate Members: Keith Thibeau, Kevin Pelletier

Council discusses the Finance Committee members and agrees on the new members:

New Members: Shane McGillan, Jim Ouellette, Pat Canavan

New Alternate Members: Keith Thibeau, Kevin Pelletier

VIII. Scheduling of Regular Council Meetings

Current Schedule: Third Wednesday of the Month at 6:00 PM

Request to Hold January's Meeting on Fourth Tuesday, January, 23, 2024

Council Chair Thibeau and Town Manager Goff discuss the current schedule of the Regular Council Meetings and it is agreed that the current schedule will remain the same.

Town Manager Goff requests to move January's Meeting to Tuesday, January 23, 2024. Council Chair Thibeau agrees for the January Meeting to be held on January 23, 2024

IX. Executive Session Policy

Town Manager Goff reads the Executive Session Policy and Council Members sign their copy.

X. Minutes of the December 20, 2023 Regular Council Meeting

Motion: Councilor Ouellette motioned to approve the minutes as written.

Second: Councilor Canavan seconded.

Discussion: None.

Vote: All Councilors present - Affirmative

XI. Set A Date For Councilor Budget Workshop

Councilor Ouellette suggests that the Town Council have a workshop to discuss the 24/25 Budget. Council discusses what day the meeting will take place. Town Manager Goff explains what will be discussed/looked at, at this meeting including expenditures, current revenue, infrastructure needs of both equipment and place, and the budgetary process. The next step to this process is to have Council and the Budget Advisory Committee and the public to do a walk through of each department to see the needs of each department to maintain or improve services. The public will be allowed to observe and listen, but no public comments will be allowed or taken. Councilors Canavan and Ouellette discuss what the purpose of the workshop is, which is Council giving Staff guidelines that they hope can be achieved. After discussion, it is agreed that the workshop will take place January 9<sup>th</sup> at 5:30 PM.

## XII. Adjournment

Motion: Councilor Ouellette motioned to adjourn.

Second: Councilor Canavan seconded.

Discussion: None.

Vote: All Councilors present – Affirmative

Respectfully Submitted,

Neadra E. Dubois, Council Secretary