

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, April 19, 2017
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- IV. Public Comment Period
- V. Correspondence and Reports
 - A. Licenses and Permits – Ms. Hersey
 - B. Financial Report
 - C. Tri-Community Landfill Report
 - D. Presentation of Fiscal Year 2017/2018 Town Budget
 - E. Update on Community Bandstand
 - F. Stephen and Tabitha King Foundation Grant
- VI. Old Business
 - A. Planning Board Ordinance 17-02
 - B. Tax Acquired Property for 2014 Taxes
- VII. New Business
 - A. EMS Proclamation 17-03
 - B. Municipal Clerks Week Proclamation 17-06
 - C. Comprehensive Emergency Management Plan
 - D. Town Finance Policy
 - E. Nomination of Inland Fisheries and Wildlife Agent
 - F. Council Secretary Appointment
 - G. Proclamation 17-07 I-Care Pharmacy
 - H. Fire Department Lighting
- VIII. Minutes of the March 15, 2017 Regular Council Meeting and April 5, 2017 Special Council Meeting.
- IX. Warrants: #19; \$121,820.01 #20; \$150,489.33
- X. Other
- XI. Manager's Report
- XII. Executive Session
 - A. MRSA 405(6) (C)
- XII. Adjournment

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MEMORANDUM

March 21, 2017

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

As of April 19, 2017 we have received one liquor license from Rosellas of Fort Fairfield.



MEMORANDUM

April 11, 2017

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

Excise tax collections as of March 31 are \$427,488.48. This is 77.73% of the budgeted amount, which is 2.73% above the 75% budget projection.

We received State Revenue Sharing on March 21 in the amount of \$8,888.03. To date we have received \$153,645.03, which is 71.84% of our budget projection. This puts us behind our budget projection of 75%. I am not concerned, as this time last year we had received only 63.23% of the budget projection, and we received our budgeted amount by the end of the year.

Real Estate and Personal Property tax collections were \$2,984,149.19 on March 31. This is 81.91% of our budget projection.

Overall, our expenses are lower than our budget projection; 72.81% compared to the budget projection of 75%.

Cash flow is very good with a balance of \$25,238.38 in checking and \$1,400,000 in savings after completion of Warrant #20 on April 7.



MEMORANDUM

April 13, 2017

To: Town Council

From: James Risner, Town Manager

Subject: Presentation of Fiscal Year 2017/2018 Town Budget

I will present the FY17/18 budget, with a focus on items that have changed since the April 5 budget presentation by the department heads.

I am in the process of making minor adjustments to the budget based on the March revenue and expense reports. I am continuing to work with Superintendent Doak as he builds the MSAD #20 budget.

Updated worksheets; with changes highlighted; should be ready on Tuesday, April 18. If you wish, you can give your budget book to Ms. Hersey prior to noon on the 18th and the updated worksheets will be added to your book and ready for you the afternoon of the 18th.

Budget hearings will be held at 6:00 p.m. in the Council Chambers on the following days:

April 26, 2017 First Public Budget Hearing

May 10, 2017 Final Public Budget Hearing

Town Council approval of the budget is scheduled for the June 21, 2017 Town Council meeting.



MEMORANDUM

April 13, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Community Bandstand

We received three quotes from local companies for the replacement of the community bandstand. Buck Construction provided a quote for erecting the material provided by Fifthroom, and I included both amounts into the total cost for Buck Construction's quote. KPEL Industrial Services and PNM Construction provided quotes for building and installing a new bandstand. The three quotes, listed below, were given to the Town's insurance provider, who accepted the KPEL Industrial Services quote.

- 1) Buck Construction, Inc., Mapleton
 - a. To erect the material provided by Fifthroom
 - i. \$37,875.00
 - b. To purchase material from Fifthroom
 - i. \$114,200.00
 - c. Total = \$152,075.00

- 2) KPEL Industrial Services, Inc., Fort Fairfield
 - a. To build and install an all metal structure.
 - b. \$81,952.34

- 3) PNM Construction, Inc., Presque Isle
 - a. To build and install an all metal structure.
 - b. \$98,870.00

Mr. Hanson and I have met with Mr. Pelletier of KPEL Industrial Services, and Mr. Pelletier is confident that the bandstand will be in place in time for the 70th Annual Maine Potato Blossom Festival.



MEMORANDUM

April 12, 2017

To: Town Council and Town Manager
From: Fire Chief Vince Baldwin
Subject: Stephen and Tabitha King Foundation Grant

The Fire Department received a grant on March 15 in the amount of \$25,000 from the Stephen and Tabitha King Foundation. The Foundation was created in 1986 to provide support to Maine communities.

The Fire Department applied for the grant in December, 2016 to purchase tools and equipment to outfit the Department's fire trucks and bring the fire trucks up to minimum standards. The estimated cost of the requested tools and equipment was \$27,315.

The award of this grant is an example of the work Town staff is doing to find resources that help reduce the tax burden on our taxpayers.



MEMORANDUM

April 12, 2017

To: Town Council and Town Manager
From: Tony Levesque, Code Enforcement Officer
Subject: Planning Board Ordinance 17-02

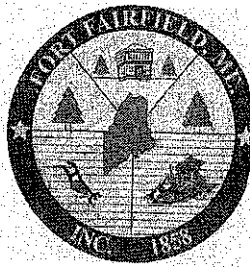
Background: Councilor Mitchell Butler introduced Ordinance 17-02, Planning Board Ordinance (attachment 1), at the March 15, 2017 Town Council meeting. A public hearing was held on April 11, 2017 at 12:00 noon in the Town Council Chambers. The minutes of the public hearing are at attachment 2.

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

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

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.

Recommendation: That Town Council adopts Ordinance 17-02, Planning Board Ordinance.



MEMORANDUM

April 11, 2017

To: Town Council
From: Town Manager
Subject: Tax Acquired Property for 2014 Taxes

Background: At its' March 15, 2017 meeting, the Town Council authorized the following tax acquired properties be put out for bid in AS IS WHERE IS condition with no guarantees expressed or implied with the minimum bids as stated in (A) to (C):

- (A) James Chambers Estate – 90 Sam Everett Road – Total Taxes Due \$1,212.29
Assessed Value is \$12,200: Minimum Bid Recommendation is \$1,500
- (B) M& T Bank – 37 Aroostook Falls Road – Total Taxes Due \$6,552.93
Assessed Value is \$82,600: Minimum Bid Recommendation is \$15,000
- (C) Kenneth Morrow – 332 Old East Road – Total Taxes Due \$1,272.68
Assessed Value is \$21,500: Minimum Bid Recommendation is \$2,500

Discussion: The bids will be opened at 12:01 p.m., April 19 at the Town Office. The results of the bid opening will be provided to Council at its' April 19 regular meeting.

Recommendation: Town Council signs the quitclaim deeds and real estate transfer tax declarations for properties with successful bids.



MEMORANDUM

April 11, 2017

To: Town Council and Town Manager

From: Fire Chief Vince Baldwin

Subject: Proclamation 17-03, Emergency Medical Services (EMS) Week

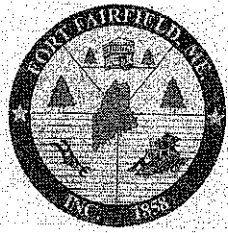
Background: President Gerald Ford authorized EMS Week in 1974 to celebrate EMS practitioners and the important work they do in our nation's communities.

In the Town of Fort Fairfield, EMS members include volunteer firefighters, emergency medical technicians, paramedics, first responders, and police officers.

Discussion: This year, May 14 through May 20 has been designated Emergency Medical Services Week.

The proclamation (attached) proclaims the week of May 14 through May 20, 2017 as Emergency Medical Services Week throughout the Town of Fort Fairfield and gives special thanks and recognition to the members of EMS teams, who are ready to provide lifesaving care to those in need 24 hours a day, seven days a week.

Recommendation: Town Council sign Proclamation 17-03, proclaiming May 14 through May 20, 2017 as Emergency Medical Services Week.



MEMORANDUM

April 5, 2017

To: Town Manager and Town Council
From: Rebecca Hersey, Town Clerk
Subject: Proclamation 17-06, Municipal Clerk Week

Background: Municipal Clerks Week has been observed since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

Discussion: This proclamation is to recognize the accomplishments to the Office of the Municipal Clerk, their vital part they have in local government, how they strive to improve the Municipal Office in participation of education programs, seminars, workshops and meetings. Although it is one of the oldest positions in local government, few people realize the vital services Municipal Clerks perform for their community. The attached Press Release lists just a few of the many duties your Municipal Clerk may do.

Recommendation: Town Council sign Proclamation 17-06, proclaiming May 7 through May 13, 2017 as Municipal Clerks Week.

MUNICIPAL CLERKS WEEK

May 7 - 13, 2017

Although it is one of the oldest positions in local government, few people realize the vital services Municipal Clerks perform for their community. Primarily, they act as the cornerstone of their council. Do you know what your Municipal Clerk does for your Community? Here's just a few of the many duties your Municipal Clerk may do:

- Maintains the official council minutes, ordinance books, records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting. It takes Municipal Clerks months to organize and prepare this key element in the democratic process which must be done correctly for the whole system to work!
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

One of local government's deep-rooted titles is the Municipal Clerk, and their duties have expanded over the years. Today, modern technology assists them with their increasing responsibilities.

Municipal Clerks Week has been observed since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.



MEMORANDUM

April 10, 2017

To: Town Manager and Town Council
From: Shawn Newell, Director of Public Safety
Subject: Comprehensive Emergency Management Plan (CEMP)

Background: Maine's Emergency Management Statute (MSRA 37-B, Chapter 13) requires each municipality to have a disaster emergency plan. The Town's CEMP meets the State requirement. It has been several years since the Fort Fairfield CEMP has been updated

Discussion: The Town's CEMP has been updated and requires approval by Town Council. A copy of the updated document was provided to Councilors. Since that time there have been several administrative changes, e.g., selectmen to councilors, proper formatting of document, reference to the Aroostook County Mitigation Plan which allows the removal of the Town's Hazard Mitigation Plan. No substantive changes were made.

Copies of the updated CEMP are available from the Town Clerk.

Recommendation: Council approve and sign the 2017 Fort Fairfield Comprehensive Emergency Management Plan.



MEMORANDUM

April 10, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Town Finance Policy

Background: The Town does not have a finance policy. The Town's Procurement and Disposal Policy; approved on November 15, 1995, with amendments on June 26, 1996 and July 24, 2002; does not address several of the items in the proposed finance policy.

Discussion: Finance policies from other municipalities were reviewed before the proposed finance policy was written. The proposed finance policy, which has been provided to Councilors, includes and updates much of the information in the current Procurement and Disposal Policy.

A significant change is in purchases (paragraph 2.1.3 of the proposed finance policy), which has an increase in the dollar threshold for small purchases from not to exceed \$1,000 to not to exceed \$2,000, for intermediate purchases from greater than \$1,000 but less than \$5,000 to greater than \$2,000 but less than \$10,000, and large purchases from equal to or greater than \$5,000 to equal to or greater than \$10,000. This change is in line with many other municipalities' policies and reflects the increased cost of items since the current Procurement and Disposal Policy was approved in 1995.

The Finance Policy

1. Adds a financial management chapter; Chapter 1.
2. Adds a credit card policy; Chapter 3. Information on credit card use was recommended by the Maine Municipal Association as part of their review of the Town's Personnel Policy; approved by Town Council on March 15, 2017. Town staff determined that because a credit card is a financial instrument, the policy for its use was better included in the Finance Policy.
3. Moves the travel policy; Chapter 4; from the Personnel Policy and updates the travel policy.
4. Adds a fund balance policy; Chapter 5.
5. Adds an internal control policy and cash handling; Chapter 6.
6. Adds the following forms:
 - a. Notice of Award
 - b. Standard Bid Forms
 - c. Agreement to Accept Credit Card
 - d. Request for Reimbursement of Expenses

Recommendation: Town Council approve the Finance Policy.



MEMORANDUM

April 7, 2017

To: Town Council

From: Rebecca Hersey, Town Clerk

Subject: Nomination of Inland Fisheries and Wildlife Agent

Background: In order for a new agent to be appointed for Inland Fisheries and Wildlife Agent the Municipal Officers must complete an "Agent Nomination form".

Discussion: Ms. Billie Jo Sharpe has been appointed as the Town of Fort Fairfield's Town Clerk effective April 24, 2017. In the position of Town Clerk she will be the Inland Fisheries and Wildlife Agent. The Council needs to nominate Ms. Sharpe as the Fisheries and Wildlife Agent and the Council Chair would sign the form, which is attached.

Recommendation: That Town Council nominates Ms. Sharpe as the new Inland Fisheries and Wildlife Agent and Mr. Jason Barnes signs the form as Council Chair.



MEMORANDUM

April 7, 2017

To: Town Council
From: Rebecca Hersey, Town Clerk
Subject: Appointment of Council Secretary

Background: According to Article II, §C-11 of the Fort Fairfield Town Charter, "The Council shall appoint a person who shall have the title of Secretary to Council and shall fix his/her Compensation", this appointment has no time limit.

Discussion: Ms. Billie Jo Sharpe has been appointed as the Town of Fort Fairfield's Town Clerk effective April 24, 2017. In this position she would also be Secretary to the Council and she would be compensated in increments of one (1) hour depending on the time spent at the Council meeting.

Recommendation: That Town Council appoint Ms. Billie Jo Sharpe as the Secretary to the Council and she would be compensated in increments of one (1) hour depending on the time spent at the Council meeting.



MEMORANDUM

April 13, 2017

To: Town Manager and Town Council
From: Mr. Tim Goff, Marketing and Economic Development Director
Subject: Proclamation 17-07

Background: I-Care Pharmacy was established in Fort Fairfield in 2007 by Fort Fairfield High School alumnus Terry Greenier. In those ten years, I-Care has grown to employ 23 people at their operational headquarters in the building on Main Street that formerly housed the Town's Fire and Police Departments and served as the Town Office (a building which recently turned 100 years old). I-Care's Pharmacists and technicians supply medications to residents throughout the Northeastern United States.

Discussion: I-Care Pharmacy will be holding a public celebration to thank the community for its support which has helped them grow in our community for the past decade. The celebration will also be an opportunity to acknowledge the historic building which houses the company.

A 10th/100th Celebration will be held at I-Care Pharmacy Thursday April 27th from 11:30-1:30. Councilors and citizens are invited to attend.

Recommendation: That Town Council approves Proclamation 17-07 in celebration of the 10th anniversary of I-Care Pharmacy.



MEMORANDUM

April 13, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Fire Department Lighting

Background: There are rebates available from Efficiency Maine to replace standard lights with LED lights in the fire department truck bays.

Discussion: The lighting in the fire department truck bays does not provide sufficient lighting throughout the bay, which negatively impacts the safety of firefighters as they work around the station doing routine maintenance, manning the trucks to respond to emergencies and putting the trucks back in service at the station.

The installation of LED lights will provide sufficient lighting, reduce energy costs, and increase overall safety.

The net cost to the Town, with rebates, is \$3,080. The breakdown of costs is below:

Disposal and Installation	\$5,480
Rebate	<u>-\$2,400</u>
Net Cost to Town	\$3,080

Recommendation: Town Council authorize the Town Manager to use \$5,480 from Contingency Funds (E 01-12-50-10) for the replacement of old lights in the Fire Department truck bay with LED lights, with the rebate funds being placed in the Contingency Funds account.

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, March 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, James Risner and Thomas Towle.
Citizens: 2

- 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- None
- V. Correspondence and Reports

A. Recognition of Former Library Board of Trustees Member – Mr. James Risner - Mr. Carl Young served on the Town's Library of Trustees from December 16, 2015 to December 21, 2016. Chair Jason Barnes presented Mr. Young with a certificate of appreciation for his service.

B. Licenses / Permits- Ms. Hersey – We received two Liquor License applications, one from the VFW Paul Lockhart #6187 and the other from Boondocks Grille.

C. Financial Report – Mr. James Risner – Excises tax collections as of February 28 are \$380,889.20, which 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, which puts the Town ahead of budget as we have collected 67.68% of the amount budgeted. We received the FY18 projected revenue sharing numbers this week, which are \$244, 550.00, which is up \$30, 637.00 from FY17. Overall, our expenses are in line with expectations; at 65.93% compared to the budget projection of 66%. Cash flow is good with a balance of \$403,563.33 in checking and \$900,000.00 in savings after completion of Warrant #18.

Mr. Risner and Ms. Leighton are planning to attend SAD 20's first public workshop for the school budget scheduled for March 21st at 6 PM.

D. Tri-community Landfill Report – Mr. James Risner - The board met on February 24th and reviewed the draft audited financial statements. Over all Tri-Community Landfill is adequately funded and met all of their anticipated liabilities. DEP has approved their five year renewal for the multi sector general permit for storm water discharge and the storm water management plan has been updated. The next board meeting is scheduled for this Friday, March 17th.

E. LED Street Lights – Mr. James Risner – 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. 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. Each municipality, 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.

Mr. Risner plans to sit on the selection committee to review the proposals and the selection committee (interviews slated from April 3-7). He welcomes a Councilor to sit on the selection committees also. If a Councilor is interested in sitting on a committee, Mr. Risner asks that they let him know by Thursday, March 16.

Discussion:

Mr. John Herold stated that this was not the Town's first experience with LED lights. The Town owns around 170 of its own street lights, which around 2010 we received a \$58,000.00 grant to replace existing bulbs with LED bulbs. In 2012 we experienced some problems with the lights, I believe they were Sylvania. They kept burning out, about half of the bulbs failed to function. Sylvania claimed these were due to manufacture defects and they replaced the lights for us, but the installation was not covered. He raised the question about any monies that may be available to further cover municipal lights.

Mr. James Risner - One of the things in the RFQ is to have them identify any grants, any monies out there, any discounts.

VI. Old Business – None

VII. New Business

A. Planning Board Ordinance – Mr. Tony Levesque - 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. It further states that any action by the Planning Board might be challenged if their enabling legislation is not on record. 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 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.

Mr. Mitchell Butler introduced the Planning Board Ordinance 17-02 and proposed that a public hearing be scheduled for April 11, 2017 at 12:00 Noon in the Council Chambers at the Municipal Building.

- B. Construction Over Limit Permit – Mr. James Risner - 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 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. Title 29-A § 2382 MRSA requires a permit be procured from the municipal officers for a construction area within the municipality.

All Councilors agreed to sign 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.

- C. Tax Acquired Property for 2014 Taxes Ms. Ella Leighton - On March 8, 2017 the Town of Fort Fairfield became owner of property(s) for unpaid 2014 Real Estate taxes. The following is a list of properties and the total amount due on each property as of March 8, 2017.

- (A) James Chambers Estate – 90 Sam Everett Road – tax amount due is \$1,212.29, assessed value is \$12,200, minimum bid recommendation is \$1,500.00.
- (B) M & T Bank – 37 Aroostook Falls Road – tax amount due is \$6,552.93, assessed value is \$82,600.00; minimum bid recommendation is \$15,000.00.
- (C) Kenneth Morrow – 332 Old East Road – tax amount due is \$1,272.68, assessed value is \$21,500.00; minimum bid recommendation is \$2,500.00.

Motion: Mr. Mitchell Butler moved to approve the Treasurer putting the above mentioned properties out for bid in "AS IS WHERE IS" condition with no guarantees expressed or implied with minimum bids as presented.

Second: Mr. John Herold

Vote – All affirmative

- D. Winter Sand – Mr. James Risner – 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. This was the amount used for the 2016/2017 snow season. 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. For the 2014/2015 and 2015/2016 winter season the Town negotiated with O’Neal General Contracting Ltd a price of \$13,75 per yard for both years.

Motion: Mr. John Herold moved to approve the Public Works Director to negotiate the price of winter sand for the winter season of 2017/2018.

Second: Mr. Mitchell Butler

Vote – All affirmative

- E. Personnel Policy – Mr. James Risner – The current Personnel Policy was adopted on April 15, 1993. Town staff has reviewed policies from other municipalities and the Maine Municipal Association’s Personnel Services and Labor Relations department has reviewed the updated policy and we have incorporated changes they recommended.

Discussion –

Mr. Jason Barnes – Remarked about the Martin Luther King Holiday being reinstated, we had originally dropped that holiday so employees could have the day after Thanksgiving off, so we are adding another day.

Mr. Risner - Yes, we are adding the extra day, with looking at other municipalities and the State, 12 holidays is the norm.

Mr. John Herold – Section 5.6, Religious Observance states, “The Town permits employees to participate in the religious observances of their choice”. This needs to say, “The Town recognizes employees’ rights to participate in the religious observances of their choice”.

Motion: Mr. Mitchell Butler moved to adopt the new Personnel Policy with one amendment to the 5.6 Religious Observance to read: “The Town recognizes the employees rights to participate in the religious observances of their choice”.

Second: Mr. John Herold

Vote – All affirmative

- F. Diesel Fuel Pump Replacement – Mr. Darren Hanson- 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, \$2,000.00 so far this year. Mr. Hanson has asked three companies for bids on replacing the pump, the only company that gave an installed price was Gaftek of Bangor. The other two companies, John W. Kennedy of Hampden and Simard and Sons of Lewiston would sell the pump at a fixed cost but would only do the installation on a time and material basis. After

looking over the bids and the estimated installation cost, Gaftek's is the lowest responsive and responsible bid at \$8,681.30.

Motion: Mr. John Herold moved to authorize the Public Works Director 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.

Second: Mr. Mitchell Butler

Vote – All affirmative

G. Rename Mountain View Trailer Park Drive – Mr. James Risner – The Fort Fairfield Housing Authority recently purchased the Mountain View Trailer Park land and they intend to remove the mobile homes and demolish the structure on the property and build one duplex for moderate income individuals. Mr. Troicke, FFHA Executive Director, has requested that Mountain View Trailer Park Drive be changed to Cherry Lane.

Motion: Mr. Mitchell Butler moved to approve changing the Mountain View Trailer Park Drive to Cherry Lane.

Second: Mr. John Herold

Vote – All affirmative

H. Proclamation 17-04 Community Development Week- Mr. Tony Levesque – The Community Development Block Grant (CDBG) program was established in 1974. The Town of Fort Fairfield has received \$10,728,926 in CDBG funds since 1988. Projects included the clinic project, armory renovation and Monson pond dam and bridge project. The National Community Development Association established the National Community Development Week 31 years ago. This year, April 17 through April 22, 2017 has been designated Community Development Week.

VIII Minutes: Council Meeting February 15, 2017 Regular Council Meeting and the March 6, 2017 Special Council Meeting.

Motion: Mr. Mitchell Butler moved to approve Minutes of February 15, 2017 and March 6, 2017 as written.

Second: Mr. John Herold

Vote – All affirmative

IX Warrants: #17 - \$249,998.76 and #18 - \$287,290.23

Motion: Mr. Mitchell Butler moved to accept warrants #17, & #18 as presented.

Second: Mr. John Herold

Vote – All affirmative

X Other – None

March 15, 2017

Fort Fairfield Town Council Meeting Minutes

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

XII Executive Session

Motion: Mr. Mitchell Butler moved to go into Executive Session at 6:34 PM to discuss

MRSA 405 (6) (A) - Personnel

Second: Mr. John Herold

Vote – All affirmative

Motion: Mr. Mitchell Butler moved to come out of executive session 6:51 PM

Second: Mr. John Herold

Vote – All affirmative

Motion: Mr. John Herold moved to approve the Town Managers Contract as presented.

Second: Mr. Mitchell Butler

Vote – All affirmative

XII. Adjournment –

Mr. John Herold moved to adjourn at 6:54 PM

Respectfully submitted,

Council Secretary
Rebecca J. Hersey

Fort Fairfield Town Council Special Meeting Minutes
Council Chambers
Monday, April 5, 2017
3:30 P.M.

Councilors: Jason Barnes, Mitchell Butler, Melissa Libby, John Herold and Scott Smith
Staff: Vince Baldwin, Jennifer Gaenzle, Timothy Goff, Darren Hanson, Rebecca Hersey, Ella Leighton, Tony Levesque, Shawn Newell, and James Risner
Citizens: Stephen Farnham

- I. Roll Call – Chair Jason Barnes asked that the record reflect all councilors were present.
- II. Public Comment- None
- III. New Business –

A. Public Works Vehicle – Mr. James Risner – The Town Council authorized the Town Manager to use not more than \$15,000 from the Public Works Reserve Account (G 1-3060-00) to purchase a single axel plow truck and a 4x4 pickup. The Town has purchased a 1996 GMC pickup with plow for \$2,200 and a 2001 pickup with plow for \$3,500 leaving \$9,300 available for the purchase of a single axel low truck. Mr. Hansen has found a 2003 Sterling single plow truck for \$18,000. It is in very good condition with low mileage.

Motion: Mr. John Herold moved authorize the Town Manager to use not more than \$8,700 from Public Works Reserve Account (G 1-3060-00) to purchase the 2003 Sterling 8500 single axel plow truck at a cost of not more than \$18,000.00

Second: Mr. Mitch Butler

Vote – All affirmative

B. Fire Department Maintenance/Storage Ceiling – Chief Vince Baldwin – The ceiling in the Fire Department maintenance/storage area is a safety hazard. Access to this area is restricted and signs are posted for all employees not to enter without a hard hat. This ceiling is directly under the recreational basketball court. Due to the continual vibrations from the use of the court, the ceiling, electrical conduits and lights are removing from the floor joists above. Public Works is not able to repair the ceiling, as the ceiling is 1 ½” to 2” thick concrete sprayed to a wire mesh. This type of ceiling has a large amount of weight. If it was to come down on an employee, they could be severely injured.

The Town received the following three estimates for the repair of the ceiling:

- 1) Anthill Roofing & Siding - \$10,800
- 2) NicCait Construction, Inc. - \$14,763
- 3) PNM Construction, Inc. - \$9,976

April 5, 2017

Fort Fairfield Town Council Special Meeting Minutes

Motion: Mr. Mitchell Butler moved authorize the Town Manager to award the contract for repairing the Fire Department Maintenance/Storage ceiling to PNM Construction, Inc. of Presque isle in the amount of \$9,976 using Contingency Funds (E01-12-50-10).

Second: Mr. John Herold

Vote – All affirmative

- C. Proclamation 17-05 – Mr. Tim Goff- Michael Bruce, a nine year old resident of Fort Fairfield, had a championship performance at the National Drive, Chip and Putt Championships, held April 2nd, 2017, at Augusta National Golf Club, in Augusta, Georgia, finishing 10th in the Nation in the Boys Age 7-9 Division of the competition. Michael's achievement at the National Drive, Chip and Putt Championship is an outstanding example of the determination and discipline that is critical to succeed in life. In recognition of Michael's efforts, it is requested the Town Council declare that April 6th, 2017 be known as Michael Bruce Day in The Town of Fort Fairfield. A reception honoring Michael is being held at the Fort Fairfield Elementary School at 5:00 p.m. on Thursday, April 6th. Councilors and citizens are invited to attend.

Motion: Mr. John Herold moved to approve Proclamation 17-05 in honor of Michael Bruce.

Second: Mr. Mitchell Butler

Vote – All affirmative

IV. Other – None

VII. Adjournment

Motion: Mr. John Herold moved to adjourn at 3:40 PM.

Respectfully submitted,

Council Secretary
Rebecca J. Hersey



April 14, 2017

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

Public Safety

■ Police

- Chief Newell attended 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

- Fire Department Responses:

	Crown EMS Night Driver	--Fire Related Calls	--FD EMS Calls	--Meeting/Training
February	9	5	1	3
March	0	3	3	3
April (as of 13 April)	4	1	0	2

Public Works

- The Town wide Spring Clean-up is the week of May 16. A copy of the flyer is attached.
- The Maine Department of Transportation is planning to perform coating activities on beam ends/bearing plates at the McShea Bridge (#3258) located along Route #1A in Fort Fairfield. This bridge is located between the Route #1A/Currier Road intersection and Route #1A/Conant Road intersection (map with location is attached). The project completion date is intended for October 2017.
- Starting to sweep in town in order to pick up the sand and keep dust down.
- Repairing shoulders where the runoff has caused erosion, which has been minimal this year partly because of the ground being thawed and partly due to the drainage work we did last year.

Recreation Department

- Programs ending for the season include: all basketball programs, indoor soccer, coed volleyball, youth cross-country ski program, and open gymnasium.
- Programs beginning during the upcoming month include: Pitch Hit Run Baseball/Softball, Minor League Baseball (ages 8-9) and Major League Baseball (ages 10-12), and MRPA Track and Field (ages 7-14).
- Scheduling/staffing is being planned and organized for all summer programs and activities, which for the most part will begin once school ends on June 14 and prior to summer school beginning on July 5.

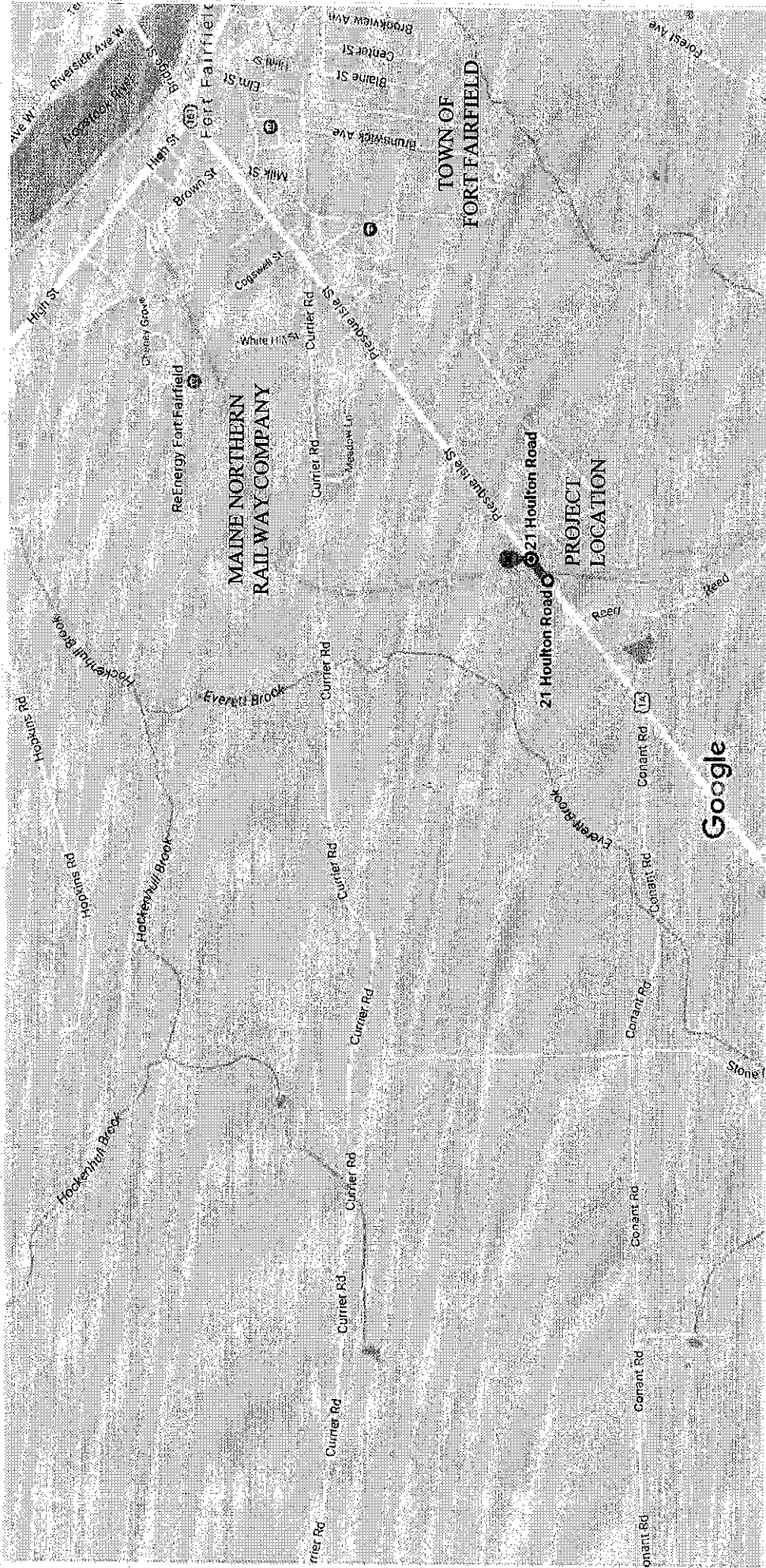
Library

- **Maine Families Playgroup: Sensory Fun** is being held at the Library on April 28. Play areas include texture painting, grain bins, and more! Parents and children will have a chance to play while learning how to recreate these fun experiences at home. Maine Families Playgroup is hosted by Aroostook Council for Healthy Families. Suggested ages are newborn-5 years.
- **Check Out the Night Sky: May Astronomy Program** at the Library on May 2. Jim Stepp of the Aroostook County Astronomy Club will share tips, resources, and tools for observing the night sky during the month of May.

Administration

- **Mr. Goff**
 - Attended the ACAP 'Invest in Tomorrow' Forum at NMCC March 29.
 - Attended the Northeastern Workforce Development Board (NWDB) quarterly meeting in Bangor on April 4.
 - Attended the NWDB Strategic Plan Rollout at NMCC on April 6.
 - Attended the Northern Border Regional Commission Grant Information Session at NMDC on April 12.
- **Ms. Hersey**
 - Attended the Database Application for Vital Events (DAVE) Maine marriage module training at Northern Maine Community College on April 3. The training is required in order for the Town Clerk and Deputy Clerk to issue marriage licenses electronically.
- **Mr. Levesque**
 - Attended the Amish Buggy Safety Committee Meeting on March 24.
 - Submitted the Annual Housing Tax Increment Financing (TIF) Report to the Maine State Housing Authority on April 3.
 - Conducted the Quarterly Town Safety Committee Meeting on April 4.
 - Conducted a Public Hearing for Planning Board Ordinance #17-02 on April 11.
 - Attended the Northern Border Regional Commission Grant Information Session at NMDC on April 12.
 - Registered for the Assessor's Spring Training Workshop at NMDC on April 14.
- **Mr. Risner**
 - Attended 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.
 - Participated in TAMC's Community Advisory Group Meeting on March 29.
 - Elected Vice Chair of the NMDC Executive Board at the Board's meeting on April 13.
- **Ms. Sharpe**
 - Attended the Database Application for Vital Events (DAVE) Maine marriage module training at Northern Maine Community College on April 3. The training is required in order for the Town Clerk and Deputy Clerk to issue marriage licenses electronically.

Google Maps #021724_FORT FAIRFIELD_ROUTE #1A_McSHEA BRIDGE #3258



NOTE: The McShea Bridge is located between the Route #1A/Currier Road intersection and Route #1A/Conant Road intersection. The bridge crosses over an existing railroad operated by the "Maine Northern Railway Company".

PROJECT LOCATION MAP

NOT TO SCALE



Spring Clean-up May 15-18

Accepted Items:
Brush/Lawn Debris
Old Appliances
Large Metal Items

We Will NOT accept:
Paints or Stains
Tires
Furniture
Glass Items
Electronics
Household Waste

**NO HAZARDOUS
MATERIALS WILL
BE ACCEPTED!**

SPRING CLEAN-UP RETURNS!!!!

Curbside Collection Begins May 15th

The Town of Fort Fairfield Public Works Department will be going street by street to pick-up and dispose of unwanted items. We will only remove large metal items, brush and lawn debris that are placed by the curbside and sorted.

WE WILL ONLY VISIT YOUR STREET ON THE DESIGNATED DAY! Visit <http://www.fortfairfield.org/2017-spring-clean-up.html> for a list of streets and dates.

ITEMS LEFT BEHIND ARE THE RESPONSIBILITY OF THE PROPERTY OWNER. Visit www.fortfairfield.org or call 472-3800 for more info.

FOR MORE INFO
Call Town Office
472-3800
or visit
www.fortfairfield.org

2017 Fort Fairfield Spring Clean-up Date by Street

Monday

May 15th

Arch Street
Aroostook Falls Road
Blaine Street
Bluebell Court
Border View
Bowers Street
Brookview Ave.
Brayall Road
Brunswick Ave.
Bryant Pond Road
Byron Street
Center Street
Church Street
Columbia Ave.
Cross Street
Decker Street
Dorsey Road
Dumond Road
Elm Street
Fisher Street
Forest Ave.
Fort Hill Street
Franklin Ave.
Grant Road
Gray Road
Hamilton Ave.
Harding Ave.
Harrison Ave.
Hoover Ave.
Hunt Street
Lincoln Street
Main Street
Milk Street
Moonlight Drive
Morse Road
Page Road
Park Street
Payne Court
Reed Road
Roosevelt Ave.
Sam Everett Road
School Street
Sunrise Terrace
Up Country Road

Tuesday

May 16th

Brown Street
Cogswell Street
Conant Road
Currier Road
Currier Street
Damboise Road
Densmore Road
Depot Street
Green Ridge Road
Green Street
High Street
Hopkins Road
Houlton Road
Hoyt Road
Maple Grove Road
Marshall Road
Meadow Lane
Presque Isle Street
Richard Street
Rt. 167 (Presque Isle Rd)
South Caribou Road
White Hill Street
Whitherly Road

Wednesday

May 17th

Barnes Hill Road
Center Limestone Road
Flannery Road
McCrea Road
Murphy Road
North Caribou Road
Strickland Road
Terrace Drive
Turner Road
West Limestone Road

Thursday

May 18th

Martin Road
McGillan Drive
McNamee Road
Old East Limestone Rd
Riverside Ave.
Rt. 1A (Limestone Road)
Russell Road