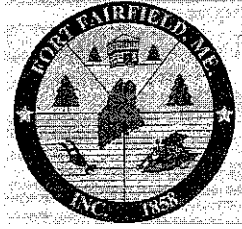


Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, January 18, 2017  
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- IV. Election of Chairperson
- V. Public Comment Period
- VI. Appointments
  - A. Tri-Community Recycling and Sanitary Landfill Board of Directors
  - B. Finance Committee
    - Current Members: John Herold and Scott Smith; Robert Kilcollins was a member.
    - Current Alternate Members: Jason Barnes; David McCrea was an alternate member.
  - C. Chamber of Commerce Board of Directors
    - Current Member: Jason Barnes. Current Alternate Member: Scott Smith
- VII. Scheduling of Regular Council Meetings
  - Current Schedule: Third Wednesday of the Month at 6:00 p.m.
- VIII. Correspondence and Reports
  - A. Licenses/Permits
  - B. Financial Report
  - C. Tri-Community Landfill Report – Mr. Rogeski
  - D. Community Bandstand
- IX. Old Business
  - A. Morse Road Speed Limit
- X. New Business
  - A. Proclamation 17-01
  - B. Economic Development Board Position
  - C. Firefighter Gear
  - D. Highway Safety Grant
  - E. Adoption of Fort Fairfield Utilities District Income Survey
- XI. Minutes of the December 21, 2016 Regular Council Meeting
- XII. Warrants: #13; \$59,791.26 #14; \$429,555.77
- XIII. Other
- XIV. Manager's Report
- XV. Executive Session
  - A. MRSA 405(6)(A) – Consideration of Appointment to the Library Board of Trustees
- XVI. Adjournment



## MEMORANDUM

December 22, 2016

To: Town Council

From: James Risner, Town Manager

Subject: Appointment to Tri-Community Landfill and Recycling Center (TCL) Board of Directors

**Background:** In accordance with the TCL Interlocal Solid Waste Agreement, the Town of Fort Fairfield has one director and one alternate director on the TCL Board of Directors who are appointed annually by the municipal officers. Historically, the director has been a Town citizen and the alternate director has been the town manager.

**Discussion:** Mr. Stev Rogeski is the Town's current member on the Board. Mr. Rogeski has been a TCL Board member for 11 years. He is extremely knowledgeable about the TCL operations and I believe is an excellent Town member on the Board.

**Recommendation:** That Town Council re-appoints Mr. Stev Rogeski as a director and Mr. James Risner as an alternate director to the Tri-Community Landfill and Recycling Center Board of Directors.



## MEMORANDUM

January 9, 2017

To: Town Manager and Town Council

From: Rebecca Hersey, Town Clerk

Subject: Licenses and Permits

We received one renewal Liquor License application from the Frontier Fish and Game Club.



## MEMORANDUM

January 11, 2017

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

The Town's Real Estate and Personal Property tax collections through December 31 were \$1,087,721.84 compared to \$977,679.61 for the same time period in 2015.

Excise tax collections as of December 31 are \$313,709.10. This is 57.04% of the budgeted amount, which is more than the 50% expected as of December 31.

State revenue sharing as of December 31 is \$105,732.84. This is 49.44% of the budgeted amount, which is slightly less than the 50% that is budgeted as of December 31. At this time I am not concerned that the Town will not receive the budgeted amount.

Our expenses as of December 31 are at 53.09%, which is higher than the 50% that is budgeted as of December 31, but slightly less than the 53.82% we were at this time last year. Overall, I am comfortable with the expenditure rate of all accounts at this time.

Cash flow is good after completion of Warrant #14, with a balance of \$95,435.54 in checking, no funds in savings and nothing against the TAN; which was paid off on January 9. The January payment of \$173,880.32 to SAD #20 was included in Warrant #14. For comparison, this time last year we had \$225,711.38 in checking, no funds in savings and were using \$400,000 from the TAN.



## MEMORANDUM

January 11, 2017

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

**Background:** The Town's Community Bandstand collapsed just before 2:00 a.m. on Thursday, January 5. A contributing factor to the collapse was the snow load on the Bandstand's roof.

**Discussion:** The Town has insurance coverage on the Bandstand and we are working with the insurance carrier.

We are receiving estimates for removal of the collapsed bandstand.

We have a copy of the blueprints for the bandstand, and will use those as we begin the process of rebuilding the bandstand.

The cupola and wind vane were recovered; undamaged; by Public Works and are stored at Public Works. A member of Public Works will be on site during the removal of debris in order to retrieve anything that is not damaged or not damaged beyond repair, such as benches.

Mike Greenlaw of Greenlaw electric has offered to donate all the electrical work, to include materials and labor. Kevin Pelletier of K-Pel Industrial Services, Inc. has offered to help where he can.

All efforts will be made to have the new Community Bandstand in place for the 70<sup>th</sup> Maine Potato Blossom Festival.

**Recommendation:** For information.



## MEMORANDUM

January 4, 2017

To: Town Council  
From: James Risner, Town Manager  
Subject: Morse Road Speed Limit

**Background:** At its April 20, 2016 meeting, Town Council directed me to contact the Maine Department of Transportation (MDOT) in regards to the speed limit on the Morse Road. I contacted Mr. Ray E. DeMerchant, P.E., Region Traffic Engineer for MDOT's Northern Region.

**Discussion:** I received an update from Mr. DeMerchant on January 3. Mr. DeMerchant recommended that the speed be posted at 25 mph. His recommendation has been approved by the State Traffic Engineer, Director of Maintenance and Operations, State Police and Commissioner of Transportation (copy attached).

The Town Public Works Department will install speed limit signs as soon as the weather permits.

**Recommendation:** For information.

**State of Maine  
Department of Transportation  
Inter-Departmental Memorandum**


To: Dale Doughty, Director, M & O                      Dept: Transportation  
From: Stephen Landry, State Traffic Engineer            Dept: Transportation  
Date: 11/9/2016

Subject: Speed Zoning – Fort Fairfield, Morse Road (INV#0301019)


New     No Change     Raise     Lower  
 Arterial     Mobility Arterial     Retrograde Arterial     Other

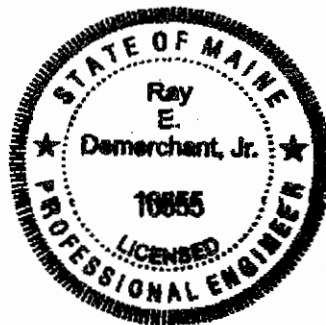
The Director of Maintenance and Operations concurred with the recommendation of the State Traffic Engineer for the following changes:

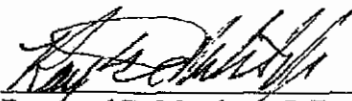
Adopt: 25 MPH speed zone beginning at the intersection (Node 5844) of Morse Road (0301019) and Page Road (0301848) in Fort Fairfield and extending southerly to the end of Morse Road (Node 5845) in Fort Fairfield, a total distance of 1.17 miles.

  
\_\_\_\_\_  
Stephen Landry, P.E.  
State Traffic Engineer

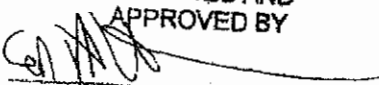
Comments: This speed zone review was requested by the Town of Fort Fairfield. Morse Road is an unposted 45 MPH zone. The Town of Fort Fairfield expressed their concern over safety and feel that 45MPH is too fast. In their letter, they cited "blind curves and the narrowness of the road". Morse Road is a paved, 20' (+/-) wide, dead end, residential street. Morse Road is a townway with an AADT of 79 which provides access to homes and camps along one side of Monson Pond. The only traffic control device on the roadway is the stop sign at the junction of the Page Road. This speed zone review was carried out using standard MaineDOT procedures. The recommended speed is based on factors such as design speed, public and private access points, test runs and engineering judgment.

REVIEWED AND APPROVED BY  
  
\_\_\_\_\_  
DIRECTOR, MAINTENANCE & OPERATIONS  
11-16-16



  
\_\_\_\_\_  
Raymond DeMerchant, P.E.  
Region Traffic Engineer

APPROVED BY  
AWARDED BY  
CONCURRED  
NOTED  
COMMISSIONER OF  
TRANSPORTATION  
11/16/16  
DATE

REVIEWED AND APPROVED BY  
  
\_\_\_\_\_  
CHIEF, MAINE STATE POLICE



## MEMORANDUM

December 29, 2016

To: Town Manager & Town Council  
From: Rebecca Hersey, Council Secretary  
Subject: Proclamation 17-01

**Background:** Mr. Timothy Goff received an email from Janet Behnke, daughter of Roberta (Grant) Holland. She stated that her mom is going to be 100 years old on January 31, 2017. Ms. Holland was a longtime resident of Fort Fairfield and was the co-owner of Holland Real Estate in Fort Fairfield for many years. She currently lives at Leisure Village Assisted Living in Presque Isle. Ms. Behnke would like to know if the Town would be able to acknowledge and celebrate her mom's 100<sup>th</sup> birthday.

**Discussion:** Ms. Behnke is unable to bring her mom to the January 18<sup>th</sup> Council Meeting, but will be traveling to Presque Isle the weekend of the 28<sup>th</sup>. Attached to this memo is a copy of Proclamation 17-01 honoring Ms. Holland and proclaiming January 31, 2017 as Roberta (Grant) Holland Day.

**Recommendation:** That Town Council approves Proclamation 17-01 in honor of Ms. Roberta (Grant) Holland and instructs staff to mail the Proclamation to Ms. Behnke for presentation to her mom.





## ***PROCLAMATION***

**WHEREAS**, Roberta (Grant) Holland was born to Roscoe and Vera Ingersoll Grant in Columbia, Maine on January 31, 1917; and

**WHEREAS**, Roberta (Grant) Holland has been a resident of the Town of Fort Fairfield since 1958; and

**WHEREAS**, Roberta (Grant) Holland, a licensed Real Estate Broker, co-owned and managed Holland Real Estate in Fort Fairfield for many years with her late husband Joseph M. Holland; and

**WHEREAS**, Roberta (Grant) Holland actively participated in Community, Church and Family events throughout her life; and

**WHEREAS**, Roberta (Grant) Holland will be celebrating her 100<sup>th</sup> birthday on January 31, 2017; and

**WHEREAS**, The Town Council of The Town of Fort Fairfield recognizes the significance of a citizen of Fort Fairfield celebrating their 100<sup>th</sup> birthday.

**NOW THEREFORE BE IT PROCLAIMED** by the Town Council of the Town of Fort Fairfield that January 31, 2017 be known as

*Roberta (Grant) Holland Day*

in Fort Fairfield, Maine.

*In testimony whereof, we have caused the Seal of this Town of Fort Fairfield to be hereunto affixed given under our hand at Fort Fairfield this eighteenth day of January in the Year of Lord Two Thousand and Seventeen.*

Fort Fairfield Town Council

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Jason F. Barnes

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Mitchell J. Butler

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John F. Herold

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Melissa S. Libby

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Scott T. Smith



## MEMORANDUM

January 11, 2017

To: Town Manager and Town Council  
From: Rebecca Hersey, Council Secretary  
Subject: Economic Development Board

**Background:** At its December 16, 2015 meeting, Town Council appointed Ms. Edith Helstrom to the Economic Development Board for a one year term.

**Discussion:** Ms. Helstrom's term expired December 16, 2016 and she has expressed that she would like to remain on the Board. Her new term would be for three years, expiring December 16, 2019.

**Recommendation:** That the Council approve Ms. Helstrom for the three year term on the Economic Development Board.



## MEMORANDUM

January 11, 2017

To: Town Council  
From: James Risner, Town Manager  
Subject: Firefighter Gear

**Background:** The Fire Department has a volunteer firefighter going to a Firefighting 1 and 2 training course. Chief Baldwin was recently informed from the lead instructor that one of our firefighter's protective firefighting gear did not pass inspection. Chief Baldwin inspected the firefighter's gear and agrees with the lead instructor.

**Discussion:** We do not have the proper size protective gear for the firefighter. This protective firefighting gear is essential to a firefighter's safety in a fire and on the fire scene, as well as their continued training in the Firefighting 1 and 2 training course.

The cost to purchase protective gear for the firefighter is \$2,200. There is \$500 in Clothing/Uniforms (E 01-06-05-10) that can be used. I would like to use \$1,700 from the Fire Department Reserve account (G 1-3020-00) to pay the remainder of the cost. There is currently \$13,435.44 in the Reserve account.

**Recommendation:** Town Council authorize the Town Manager to use \$1,700 from the Fire Department Reserve account (G 1-3020-00) to purchase the necessary protective gear.



## MEMORANDUM

January 12, 2017

To: Town Council  
From: James Risner, Town Manager  
Subject: Maine Bureau of Highway Safety Grant

**Background:** The Maine Bureau of Highway Safety has selected the Fort Fairfield Police Department to participate in the 2017 Speed Enforcement and Equipment (Municipal and County) Grant. The purpose of the grant is to reduce speed-related crashes, fatalities and injuries. The maximum amount of grant funds available to Fort Fairfield is \$4,170.68 with the option to be reimbursed up to \$2,000 for the purchase of a new radar unit, for a total possible grant award of \$6,170.68. The grant requires a match of \$1,542.67 from the Town.

**Discussion:** The grant money is to be used for 2017 Speed enforcement (salary and benefits) and purchase of a new radar unit. The Police Department is in need of a new radar unit, which costs \$1,951.

The grant application is due to the Bureau of Highway Safety by February 1, 2017.

**Recommendation:** Town Council authorize the Town Manager to use up to \$1,550 from the Police Department Reserve account (G 1-3050-00) for the grant's cash match requirement. There is currently \$19,666.81 in the Police Department Reserve account.



# MEMORANDUM

January 13, 2017

**To:** Town Manager and Town Council  
**From:** Tony Levesque, Community Development Director  
**Subject:** Adoption of Fort Fairfield Utilities District Income Survey

**Background:** The Fort Fairfield Utilities District (FFUD) had Northern Maine Development Commission complete an income survey in order to prove eligibility for a Community Development Block Grant (CDBG). If awarded, the CDBG funds will be used to replace an existing septic sewer system treatment plant.

**Discussion:** The Town of Fort Fairfield will administer the CDBG if it is awarded to the FFUD, and therefore the Town Council needs to adopt the Income Survey.

**Recommendation:** That Town Council signs the Income Survey Adoption.

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**Survey Methodology and Certification Form**  
*(Attach a map for all target area surveys)*

Community: Town of Fort Fairfield Date: January 6, 2017

Type of Survey:  Single Community  Multi-Community  Target Area

Description of Survey Area: Customers of Fort Fairfield Utility District – sewer users

For Single Community or Multi-Community surveys list the original percentage of low-to-moderate-income persons according to the American Community Survey data provided by HUD in the file ACS\_2006\_lowmod\_localgov\_me\_2014.xlsx (This can be found on the OCD Website)  
\_\_\_\_\_ %

Survey Method:  Door to Door  Telephone  Mail  Other

If other, explain: \_\_\_\_\_

Universe Size: 870 (Households) Sample Size: 300 (Households)

Date Survey Conducted: From August 6, 2016 to January 5, 2017  
MONTH/DATE/YEAR MONTH/DATE/YEAR

Survey conducted by: Joella R. Theriault, Community Development Specialist

Relationship to Community: Contracted services through Northern Maine Development Commission

**Survey Narrative**

(Describe how the survey was conducted, including details on methodology for selection of random sample, publicity, data collection, system for dealing with non-respondents and tabulation of results and certification process.)

Obtained a master listing of all customers from the Fort Fairfield Utility District; obtained a listing of households to be interviewed through www.random.org; mailed out surveys to 400 households in accordance with the random sampling; recorded responses; did a second mailing and recorded those responses. Followed up with telephone surveys and recorded those responses. On November 1 and 12, 2016; did door-to-door surveys. Obtained the assistance of Community Development Director, Fort Fairfield Utility District staff, and members of NMDC who reside in Fort Fairfield to obtain cell phone numbers and places of work. Did more telephone surveys.

Completed the survey methodology workbook on January 6, 2017 and mailed out complete

package to the Fort Fairfield Utility District on January 9, 2017. Package included all survey forms, certification form, map, worksheet and random sampling listing.

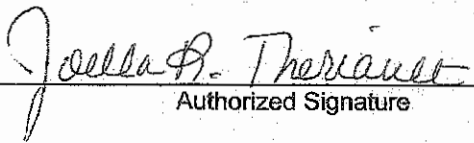
Certifications

We, the undersigned certify that the information contained in this survey is true and complete to the best of our knowledge and belief, and that the State of Maine, Department of Economic and Community Development, the United States Department of Housing and Community Development or their designees are hereby authorized to verify the information contained herein, as necessary or appropriate.

**Signature of Independent Verifier**

Must be a CDBG Certified Administrator from a Regional Planning Commission or Statistician for the Maine State Planning Office

Date: January 6, 2017

  
Authorized Signature

Joella R. Theriault, Community Development Specialist  
Printed Name and Title

**Adoption by Local Board or Council**

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

Municipal Seal

**AUTHORIZED SIGNATURES**

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

## LOW- AND MODERATE-INCOME WORKSHEET

### PART A. INFORMATION CONTAINED IN YOUR SURVEY

1. Enter the estimated total number of households in the target area. 1. 870
2. Enter the total number of households interviewed. 2. 300
3. Enter the total number of low- and moderate-income households interviewed. 3. 197
4. Enter the total number of persons living in the low- and moderate-income households interviewed. 4. 355
5. Enter the total number of households interviewed in which the income was above the low- and moderate-income level. 5. 103
6. Enter the total number of persons living in the households in which the income was above the low- and moderate-income level. 6. 259

### PART B. CALCULATIONS BASED ON DATA CONTAINED IN YOUR SURVEY

7. Divide Line 4 by Line 3. (This is the average size of the low-mod household you interviewed.) 7. 1.802
8. Divide Line 6 by Line 5. (This is the average size of non low-mod household you interviewed.) 8. 2.514
9. Divide Line 3 by Line 2. (This is the proportion of households interviewed that have low- and moderate-incomes.) 9. .6566
10. Divide Line 5 by Line 2. (This is the proportion of households interviewed that do not have low- and moderate-incomes) 10. .3433
11. Multiply Line 1 by Line 9. (This is the estimate of the total number of low-mod households in your target area) 11. 571.242
12. Multiply Line 1 by Line 10. (This is the estimate of the total number of non-low-mod households in your target area) 12. 298.671
13. Multiply Line 7 by Line 11. (This is the estimate of the total number of low-mod persons in your target area) 13. 1029.388
14. Multiply Line 8 by Line 12. (This is the estimate of the total number of non-low-mod persons in your target area) 14. 750.858
15. Add Line 13 and Line 14. (This is the estimate of the total number of persons in your target area) 15. 1780.246
16. Divide Line 13 by Line 15 and multiply the resulting decimal by 100. (This is the estimated percentage of persons in your target area that has low- and moderate-incomes) 16. 57.8%





January 12, 2017

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

#### Public Safety

##### ■ Police

- Attended the Integrated Warning Team Meeting in Caribou on January 12.
- Chief Newell will be teaching a Community Relations to the police academy pre-service students at UMPI on Tuesday, January 24, from 7:00 PM - 10:00 PM.

##### ■ Fire

- Annual training and Self-Contained Breathing Apparatus (SCBA) Mask fit tests on Saturday, January 14.
- This year we are expanding our partnership with the State of Maine's Houlton Dispatch center. The dispatch center will be expanding their dispatch services they provide to us. Together we will have better communications and record keeping to help in our local emergencies.
- Thank you to Scott Smith for the donation of \$500 to the volunteer's scholarship fund.

#### Public Works

- Keeping roads clear during and after major snowfalls and storms.
- Between major snowfalls and storms, we are pushing back or removing snow at intersections to improve sightlines, removing the heavy buildup of snow from streets that is causing sightline problems for people trying to exit their drives, opening snow roads so as to cut down on drifting, cleaning bridges and sidewalks for pedestrian use, and pushing snow banks back so as to widen narrow roads.

#### Library

- The library collected about 80 pounds of food with their Food for Fines drive in December. The food was donated to ACAP in Presque Isle.

## Administration

- Mr. Goff
  - Attended the Integrated Warning Team Meeting in Caribou on January 12.
  - Attended the Maine Agriculture Trades Show in Augusta on January 11.
  
- Mr. Levesque
  - Attended the International Plumbing Workshop at NMDC on December 13.
  - Attended the Fire Marshal Workshop in Presque Isle on December 13.
  - Attended the Planning Board Meeting on January 10.
  - Participated in the Aroostook Integrated Team Meeting in Caribou on January 12.
  - Scheduled to participate in the Aroostook Municipal Association Meeting on January 26.
  - Scheduled to participate in the Aroostook Code Enforcement Officers Meeting on February 7.
  - Scheduled to attend the NMDC Land Use Planning Workshop on February 7.
  - Scheduled to attend the NMDC Planning Board Workshop on February 7.
  
- Mr. Risner
  - Attended the TAMC Emergency Care Advisory Committee meeting on January 3.

**Fort Fairfield Town Council Meeting Minutes**  
**Council Chambers**  
**Wednesday, December 21, 2016**  
**6:00 P.M.**

Councilors: David McCrea, Jason Barnes, John Herold, Robert Kilcollins and Scott Smith  
Councilor-elect Mitch Butler and Councilor-elect Melissa Libby  
Staff: Tim Goff, Rebecca Hersey, Ella Leighton, Tony Levesque, Shawn Newell,  
James Risner and Billie Jo Sharpe  
Senator Mike Carpenter,  
Citizens: 6 including media

- I. Roll Call – Chair David McCrea asked that the record reflect all councilors 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-

Senator Michael Carpenter of Houlton, stated that he is excited about representing Aroostook County. He wanted to come to introduce himself and briefly say hi, he will do anything that he can do to help Aroostook County, that is his only goal. He will be able to be reached by phone for anyone who would like to contact him for any ideas or concerns.

Representative David McCrea – He echoed everything that Senator Carpenter stated. Mr. McCrea is a Representative of the house district, it covers a large part of the County. It is important for your Senator and your Representative to hear from people, we need help on creative ideas.

Mr. James Risner asked that “7. A” Municipal Land Incentive Program be added to the agenda.

Mr. John Herold presented plaques to Councilor McCrea and Councilor Kilcollins in appreciation and recognition of their dedicated and responsible service to the citizens of Fort Fairfield. Mr. Herold stated that he very much considered both as friends, he has truly enjoyed and valued working with them, and they are valued and appreciated.

Mr. Robert Kilcollins – It feels like I just started yesterday, how time flies, it has been a learning experience during the three years that I have been here. Most of the staff that works in the office, I have no words to describe their work ethics that apply to what we do, is a big part of the credit that goes to the staff in the town office, there is a lot of work and effort that the girls do. I am going to miss being here and am looking to the future to maybe serve the community again. It was a learning experience.

Mr. David McCrea - It was an amazing experience, I have grown a lot with it. What I appreciate the most are the good people that I have been fortunate enough to work with. Every employee that this town has hired has been exceptional, the fellow councilors that I have served with over the last 15 years, it has just been a thrill to be part of it. Thank you very much it has been a pleasure.

Mr. David McCrea presented a certificate and pin to Mr. Tony Levesque for his 25 years of continuous membership in the International Association of Assessing Officers.

V. Correspondence and Reports

- A. Licenses / Permits- Ms. Hersey – There were no license or permits issued during the period of November 17, 2016 through December 21, 2016.
- B. Financial Report – Mr. James Risner – The town's real estate and personal property tax collection for November was \$110,319.88 compared to \$230,001.36 in 2015. We have used only \$100,000.00 of the Tax Anticipation Note (TAN) compared to \$400,000.00 this time last year. Excise tax collections as of November 30th was \$282,110.30 which is 51.29% of the budgeted amount. State revenue sharing as of November 30<sup>th</sup> is \$90,728.31, which is 42.42% of the budgeted amount. Expenses as of November 30<sup>th</sup> are at 46.24% which is higher than the 41.66% that is budgeted as of November 30<sup>th</sup>. This increase is due in part to the extra pay period in the month of November and the payment of the \$207,431.40 in County tax. We received \$97,160 in Local Road Assistance Program funds from the State. We received \$45,112 in Business Equipment Tax Exemption (BETE) from the State, this is \$2,320 more than the budgeted amount. Cash flow is good, with a balance of \$23,150.44 in checking and no funds in savings after completion of Warrant #12.
- C. Tri-community Landfill Report – Mr. James Risner – At the November meeting the Board approved the personnel policy and the 2017 budget which will actually lower the Town of Fort Fairfield's payment by \$840.00 in 2017. Mark continues to do an outstanding job.

VI. Old Business –

- A. Morse Road Speed Limit – Mr. James Risner – Received an update from Mr. DeMerchant on December 13<sup>th</sup>. He is recommending that the speed be posted at 25 mph. His recommendation has been forwarded to the State Traffic Engineer, Commissioner and the State Police for their review and approval. The Commissioners monthly meeting was held on December 14<sup>th</sup>. Mr. DeMerchant will notify Mr. Risner once he has received the decision on the recommendation.

VII. New Business

- A. Municipal Land Incentive Program – Mr. Tim Goff – The members of the Economic Development Board are David Dorsey, Edith Helstrom, Shane McGillan, Stev Rogeski and Gary Sirois along with John Herold and Jason Barnes who represent the Council. They have been exploring ways to reinvigorate Fort Fairfield's economy through a variety of approaches. The Economic Development Board is recommending establishment of a Municipal Land Incentive Program (MLIP) to promote economic development and investment in our community. The Economic Development Board has explored marketing the roughly five acre parcel located (Tax Map 35, Lot 23) at the corner of Cheney Grove and High Streets to developers.

Mr. Gary Sirois – The Economic Development Board was established a year ago, the first meeting was held in February 2016 and at that time Gary was voted in Chair and

Shane McGillan was voted in as Vice-Chair. Tim has been appointed by the Town to be our support, he does all the things that we need done. We have had several presentations and have been listening a lot, we are trying to get businesses to come into Town and employee people. What we are presenting to you tonight is possibly the beginning of something that might spur that. We looked at Houlton's program, their program will provide up to \$35,000.00 to help a business get started. We thought that might be a little rich for our blood and we don't have the money to do that. The Town of Fort Fairfield does however, have undeveloped land. We are hoping to encourage people to come into Fort Fairfield, to build, employee people and this land that has been laying idle will now generate some tax money's and employee some people. This land has access, it has two driveways going into it, it is close to water and sewer, and it would accommodate a sizeable building if someone decided to build there. In order to do this we had to put in some requirements for the developer such as:

- 1) They must create or relocate a business to Fort Fairfield that employs a minimum of two people.
- 2) Must have a business plan and building designs available for review upon application and approved by the Town of Fort Fairfield.
- 3) Must meet all Federal, State and Local permitting requirements.
- 4) Construction must begin within 12 months of application approval and must be completed within 24 months.
- 5) Required to pay taxes on the parcel and remain current.
- 6) The Town will sell the property for the tax assessed value and will finance the sale for five years at 0% interest. The five annual payments will be due on the annual date of the sale. The annual payments of 20% of the sale price will be forgiven providing the Developer meets all conditions outlined by the Town. If the Developer sells the land during the five year period, the entire balance will become due and payable immediately.
- 7) The program incentive cannot be assigned or transferred to a third party without the Town's approval.
- 8) The Developer will be required to give the Town a deed to the property to be held in trust by the Town. If the Developer does not meet the conditions imposed by the Town, the deed will be recorded and the land will immediately revert back to the Town.
- 9) The Town will consider subordination to accommodate construction of buildings.
- 10) The Developer must pay any unrecovered costs incurred by the Town before execution of the agreement.
- 11) The Developer is responsible for all legal fees incurred for closing.
- 12) Other provisions required by the Town of Fort Fairfield may apply.

Motion: Mr. Robert Kilcollins moved to authorize the Economic Development Board to begin implementation of the Municipal Land Incentive Program and market all or a portion of the parcel on Tax Map 35, Lot 23 as part of the Municipal Land Incentive Program.

Second: Mr. John Herold

Vote – All affirmative

- B. Appointment of Registrar of Voters – Mr. James Risner – According to Title 21-A §101.2, "The Municipal Officers shall appoint in writing a qualified Registrar of Voters by January 1st of each odd-numbered year".

Motion: Mr. Jason Barnes moved to approve appointing Ms. Sharpe as Registrar of Voters for the Town of Fort Fairfield for a period of two years to run from January 1, 2017 to December 31, 2018.

Second: Mr. John Herold

Vote – All affirmative

- C. Planning Board By-laws –Mr. James Risner – The planning Board approved their bylaws during its November 22, 2016 regular meeting. The bylaws are effective upon a majority vote of the Board and a majority vote of the Town Council.

Motion: Mr. Jason Barnes moved to approve the bylaws for the Planning Board as presented and having it signed by the Council Chair.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- D. Resignation on the Library Board of Trustees – Mr. James Risner –Mr. Carl Young submitted his resignation letter dated November 17, 2016. His term expires on June 30, 2018.

Motion: Mr. Robert Kilcollins moved to accept the resignation of Mr. Carl Young and advise staff to advertise the position.

Second: Mr. Jason Barnes

Vote – All affirmative

- E. Community Center Storage Rooms – Mr. James Risner - The State fire marshal conducted an inspection of the Community Center on August 1, 2016. He found the Town to be in violation of proper fire rating in the old rifle range and a large room next to the boy's locker room which have been used for storage areas for many years. Neither area meets the requirement of 1 hour rated construction with rated doors and frames or a sprinkler system. In reviewing options to correct the rifle range violation, Town staff determined it was less expensive to remove all storage from the rifle range and use the large room under the community center foyer. Public works can do all but the electrical work on this room. The estimated cost for materials is \$1,000 and the quote for the electrical work is \$1,175, for a total cost of approximately \$2,175. In regards to the large room next to the boy's locker room, a sprinkler system can be installed for \$780, and this will correct the violation.

The total estimated cost to comply with the State fire marshal's inspection for these storage rooms is \$2,955. There is \$2,002.80 in the Community Center building repair account (E 01-05-30-10) and \$10,278.36 in the Community Center reserve account (G 1-3061-00).

Motion: Mr. Jason Barnes moved to authorize the Town Manager to use not more than \$2,500 from the Community Center Reserve Account (G 1-3061-00) to comply with the State fire marshal's inspection report of August 1, 2016.

Second: Mr. John Herold

Vote – All affirmative

December 21, 2016

Fort Fairfield Town Council Meeting Minutes

VIII. Minutes: November 16, 2016 Town Council Meeting

Motion: Mr. Jason Barnes moved to approve Minutes of November 16, 2016 as presented.

Second: Mr. Robert Kilcollins

Vote – All affirmative

IX Warrants: #10 - \$276,556.38, #11 - \$61,414.17 and #12 - \$300,003.79

Motion: Mr. Robert Kilcollins moved to accept warrants #10, #11 & #12 as presented.

Second: Mr. Jason Barnes

Vote – All affirmative

X Other – Mr. James Risner reminded the Council that the Town offices will be closed Thursday December 22<sup>nd</sup> from 11:30 AM to 12:30 PM for the employee Christmas gathering.

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

XII Executive Session –

Motion: Mr. Robert Kilcollins moved to go into Executive Session at 6:40 PM to discuss:

A. MRSA 405 (6) (A) – Personnel

Second: Mr. Jason Barnes

Vote – All affirmative

Motion: Mr. Jason Barnes moved to come out of executive session at 7:11 PM

Second: Mr. John Herold

Vote – All affirmative

Motion: Mr. Jason Barnes moved to end staff support to the Chamber of Commerce effective June 30, 2017 and the Council is willing to meet with the Chamber Board of Directors to discuss ways of support during the next two years.

Second: Mr. Scott Smith

Vote – All affirmative

XIII. Adjournment –

Motion: Mr. Jason Barnes moved to adjourn at 7:15 PM.

Second: Mr. John Herold

Vote – All affirmative

Respectfully submitted,

Council Secretary  
Rebecca J. Hersey