

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, September 18, 2019
6:00 P.M.

I. Roll Call

Staff: Andrea Powers, Billie Jo Sharpe, Darren Hanson, Tony Levesque, Mitch Dufour, Ryan Eagles, Chief Newell, Chief Baldwin, Neadra Dubois, Kevin Senal.

Councilors: All Councilors are present

Citizens: 8 including media.

II. Prayer

A moment of silence was held in honor of fallen Fire Captain Michael Bell from the Farmington Fire Department prior to the Prayer.

III. Pledge to the Flag

III. Public Comment Period

V. Correspondence and Reports

A. Licenses and Permits

As of September 18, 2019 we have not received any license renewals.

B. Financial Reports

Checking balance as of 8/31/2019 was \$206,136.96; Machias Savings balance \$5,000.00; CDARS balance \$1,081,800.08; ICS balance \$163,324.01.

Excise tax collected during August was \$68,727.74; Real Estate & Personal Property taxes were \$108,805.25 and we received \$28,392.44 in Revenue Sharing.

Loan Balances as of 8/31/2019:

Jones Fuel - \$2,380.63

Langley #5275 - \$19,216.63

Langley #5277 - \$6,999.37

Pelletier - \$913.91

We received our bill from Emera Maine giving us a credit of \$548.44 for street lights.

Our original bill for street lights was \$1,050.58 which is \$764.00 less than prior month.

Based on the bill for this month, we will be paying \$9,168.00 less per year for street lights than we have in the past since switching to LED lights.

Based on the auditors' findings and assessor's assessed values for Re-Energy, would you please get Council permission to change the following two accounts by the same amount of \$72,359.

Decrease surplus to: \$63,000 (from \$135,359)

Increase Tax Revenue to: \$3,589,894 (from \$3,517,535)

Recommendation: Town Council approves the requested line item changes to the Fiscal

Year 2019/2020 budget.

Mr. Kilcollins made a motion to approve the requested line item changes to the Fiscal Year 2019/2020 budget.

Mr. Butler seconded.

Discussion – None.

Vote – All Affirmative.

C. Vacancy on the Economic Development Board

August 5, 2019 David Dorsey resigned from the Economic Development Board.

The Economic Development Board's By-Laws require 5 appointed members. With Mr. Dorsey's resignation, they are left with 4 members.

Ronald Jalbert, III is interested in serving on the Economic Development Board and has submitted an application for Council to review.

Recommendation: Council appoints Mr. Jalbert to the Economic Development Board to fill the vacancy left by David Dorsey. This term would run through June 30, 2021.

Mr. Butler made a motion to appoint Mr. Jalbert to the Economic Development Board to fill the vacancy left by David Dorsey. This term would run through June 30, 2021.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

D. AWS Report – Mr. Rogeski

Last meeting of the AWS Board of Directors was August 23, 2019.

The Presque Isle Landfill Cell II C tie-in project is nearly complete.

Hired a new Scale attendant – June Levesque.

Bid for banking services was awarded to Katahdin Trust Company.

AWS is working to license both landfills to accept WWTP Sludge, this is an ongoing effort. Researching pre-drying sludge like Limestone is currently doing.

VI. Old Business

A. Ordinance 19-06 Conveyance of Municipal Property to Peggy Strid

The Town of Fort Fairfield owns a parcel of land located at South Street and further identified as being Tax Assessor's Map Book 5492, Page 186 Part of Map 28 Lot 66-A in the Town of Fort Fairfield.

Discussion: That Council introduces the attached ordinance during the September 18th Council meeting and direct staff to hold a public hearing on the ordinance on Wednesday, October 8th, 2019 at 12:00 Noon in the Council Chambers of the Fort Fairfield Municipal Building.

Recommendation: That the Town Council approve the public hearing on the ordinance to convey land to Ms. Peggy Strid and hold the public hearing on October 8th, 2019.

Mr. Kilcollins introduced Ordinance 19-06

Mr. Butler made a motion to approve a Public Hearing on Ordinance 19-06 on October 8, 2019 at 12:00 Noon in Council Chambers.

Mr. Smith seconded.

Discussion – None.

Vote – All Affirmative.

B. Fire Fighter Paramedic Service

Ms. Powers read the following memo from Chief Baldwin to Council.

Our Fire Department like many in our State and Nation has had an issue providing fire protection at a high level due to the low interest of citizens to become a paid on call firefighter; coupled with the need for the majority of the staff to work out of our community on a daily basis. During the day there is no guarantee that we would have any response to a fire call. This is not a new issue; neighboring departments around the region, the State and over the nation are going through the same issues. I have worked on community outreach and recruiting to try to help with the low numbers of firefighters and have seen very little results.

In May we contracted with the City of Presque Isle to provide our 911 EMS response. In August Northern Light Health decided to end their 911 EMS service to all our communities in the region. This change will result in the City of Presque Isle covering 13 communities for 911 EMS responses. The types of coverage the City of Presque Isle will provide has not been decided yet. Due to the coming changes, there may be some type of change in the level of service we receive. I have been building a plan to provide 911 EMS response and fire Protection to our community. We could transition into a combination Fire Department, career and paid on call employees. This would give us the ability it provide 911 EMS responses and increase our fire protection in our community. We will also be able to assist in our regional EMS crisis by possible coverage of the town of Limestone and Caswell for 911 EMS responses. It is my belief that having a full time service is the best decision for our citizens in Fort Fairfield and also for our region.

Ms. Powers - In May, the community gave the Council the directive at that Council Meeting to inquire and research having our own full-time ambulance service here in the Town of Fort Fairfield.

“It is imperative to the growth and stability of our community to provide a full-time fire protection and EMS service.”

Recommendation: Town Council approves moving forward with the Town providing a full time Fire Protection/EMS Service.

Recommendation: The Council approves moving forward with the Town providing a full time EMS/Fire Protection service.

Mr. Smith made a motion to move forward with the Town providing a full time EMS/Fire Protection service.

Mr. Butler seconded.

Discussion – None.

Vote – All Affirmative.

C. Animals Ordinance Discussion

There have been several discussions on the Town Council adopting an Animal Ordinance in the Town of Fort Fairfield.

Discussion: That Council introduces the attached ordinance during the September 18th Council meeting and direct staff to hold a public hearing on the ordinance on Wednesday, October 8th, 2019 at 4:00pm in the Council Chambers of the Fort Fairfield Municipal Building.

Recommendation: That the Town Council introduces Ordinance 19-07 and holds the public hearing on October 8th, 2019.

Mr. Butler introduced Ordinance 19-07.

Mr. Smith made a motion to hold a public hearing on Ordinance 19-07 on October 8, 2019 at 4:00 p.m. in Council Chambers.

Mr. Butler seconded.

Discussion – None.

Vote – All Affirmative.

D. Public Works Purchase of Plow Truck

Background: Public Works fleet is aging and a severe winter like the one we just went through shows the need to update our equipment.

Discussion: After looking for several months Public Works has found and inspected a 2011 Freightliner M2112V tandem axel plow truck for \$60,000. The truck appears to be in very good condition having low mileage (85000) and is equipped with Everest plow equipment and a four-season body.

The truck will replace the 1996 International tandem axel plow truck that will become a spare.

Recommendation: Town Council authorize the Town Manager to use not more than \$60,000 from the Public Works Reserve Account (G 1-3066-00) to purchase the 2011 Freightliner tandem axel plow truck.

Mr. Kilcollins made a motion to authorize the Town Manager to use not more than \$60,000 from the Public Works Reserve Account (G 1-3066-00) to purchase the 2011 Freightliner tandem axel plow truck.

Mr. Smith seconded.

Discussion – None.

Vote – All Affirmative.

VII. New Business

A. Rec Department UTV

Discussion: It is our desire to use up to \$21,000 to purchase a UTV, snow blower, and track system package. This purchase will allow us to expand our program offerings, such as the outdoor skating rink for the 2019/2020 winter season, and it will help improve upon the quality of our current programming. It is a tool that we will be able to utilize year round.

It is the same brand that the Fire Department has and we will be able to share accessories between the two UTV's.

Recommendation: That Council approves the purchase of the UTV/Snow blower package for the Recreation Department from R-01-09-635.

Mr. Butler made a motion to approve the purchase of the UTV/Snow blower package for the Recreation Department from R-01-09-635.

Mr. Kilcollins seconded.

Discussion – None.

Vote – All Affirmative.

B. Resolution 19-03 CDBG

The Council Resolution from 12.20.17 for the Department of Economic and Community Development for a Community Development Block Grant needs to be updated to reflect current amounts and information.

Recommendation: That the Council votes to approve the updated Council Resolution 19-03.

Mr. Levesque read Resolution 19-03 CDBG in its entirety.

Mr. Kilcollins made a motion to approve the updated Council Resolution 19-03.

Discussion – None.

Vote – All Affirmative.

C. GA Introduction to Order 19-04 GA Maximums

Enclosed please find the new maximums for the 2019-2020 General Assistance Ordinance, Appendices A-D. These maximums are updated annually and are effective beginning October 1, 2019.

The law requires that the municipal officers adopt the Ordinance and/or Appendices after notice and public hearing.

Recommendation: A Councilor needs to introduce the attached ordinance during the September Council meeting and direct staff to hold a public hearing on October 4, 2019 at 12:00 Noon.

Mr. Butler introduced Ordinance 19-04.

Mr. Butler made a motion that staff hold a public hearing on October 4, 2019 at 12:00 Noon.

Mr. Kilcollins seconded.

Discussion – None.

Vote – All Affirmative.

D. Audit FY 2018/2019

Background: Maine Revised Statutes, Title 30-A, §5823 requires each municipality to have an annual post audit of its accounts covering the last complete FY by the Office of the State Auditor or by a certified public accountant engaged by the municipal officers.

At its June 19, 2019 meeting, the Town Council authorized the Town Manager to engage Felch & Company LLC to conduct an audit of the Town's financial statements for the year ending June 30, 2019.

Discussion: Felch & Company LLC completed its audit of the Town's financial statements on September 12, 2019. Hard copies of the report were to be received on September 18, 2019 and a sample audit is included in Councilor's meeting packet.

While the report contains a wealth of information that Town staff uses, two important parts of the report are Schedule 1, Budgetary Comparison, General Fund and the auditor's report on internal controls and compliance. Schedule 1 states that the Town has a budget surplus of \$63,922. The auditors identified no material weakness in the Town's internal controls and no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Recommendation: Town Council approves the FY 18/19 audited financial statement prepared by Felch & Company, LLC.

Mr. Kilcollins made a motion to approve the FY 18/19 audited financial statement prepared by Felch & Company, LLC.

Mr. Butler seconded.

Discussion – None.

Vote – All Affirmative.

E. Mil Rate Town Order 19-05

Establish a mil rate, due date, interest and penalty date for Fiscal Year 2019/2020 real estate and personal property taxes.

Town Council approves the budget in June for a July 1st implementation. The mil rate is not set until the taxes are committed on October 1st.

A 24.70 mil rate will support the FY 19/20 budget the Town Council approved on June 19, 2019.

<u>Mil Rate</u>	<u>\$50,000 value</u>	<u>increase above current rate</u>	<u>\$100,000 value</u>	<u>increase above current rate</u>
24.70*	\$1,235.00	\$0.00	\$2,470.00	\$0.00
25.02**	\$1,251.00	\$16.00	\$2,502.00	\$32.00

*current mil rate

**suggested mil rate

one mil is one-tenth of a cent (\$0.001).

Recommendation: Town Council approves Town Order 19-05, and adopts a 25.02 mil rate to support the FY 19/20 budget; due date of February 1, 2020, interest rate of 9.00%, and interest penalty date of March 1, 2020 for FY 19/20 real estate and personal property taxes.

Discussion – Mr. Butler asked if this suggested mil rate of 25.02 will help support the adoption of the EMS service?

Ms. Powers replied yes, it will help supplement the financial part of it.

Mr. Smith made a motion to approve Town Order 19-05 and adopt a 25.02 mil rate to support the FY 19/20 budget; due date of February 1, 2020, interest rate of 9.00%, and interest penalty date of March 1, 2020 for FY 19/20 real estate and personal property taxes.

Mr. Kilcollins seconded.

Vote – All Affirmative.

F. Changes to Land Use Chart

In order to amend the Fort Fairfield Zoning Ordinance Land Use Chart the Town Council would have to Introduce and Adopt an Ordinance to make the changes.

For Example: If a requested use is shown as "No" in the Land Use chart the Key could be changed to

"PB2" that would allow the use with Site Design Review by the Planning Board.

There are many ways to move forward on a request for a change to the Land Use Chart.

1. A draft Ordinance could be prepared in advance by the Town Manager and their staff for Town Council consideration at a Regular Town Council Meeting.
2. The Town Council could direct the Town Manager and their staff to prepare a draft Ordinance for consideration.
3. The Town Council could ask the Planning Board to review the request for a change and make a recommendation on the requested change to the Land Use Chart and/or a Draft Ordinance.

Upon introduction of the Ordinance there would need to be scheduled a Public Hearing to receive comments on the proposed Ordinance.

After a duly posted and published Public Hearing the Town Council could consider the proposed Ordinance at their next Regular or Special Town Council Meeting.

When the Town Council is considering the proposed Ordinance they have four options:

1. Adopt the Ordinance as written
2. Adopt an amended copy of the Ordinance
3. Table the Ordinance

4. Vote down the Ordinance

Mr. Smith made a motion to ask the Planning Board review the request for a change and make a recommendation on the requested change to the Land Use Chart and/or a Draft Ordinance.

Discussion – None.

Vote – All Affirmative.

VIII. Minutes of the August 21, 2019 Regular Council Meeting.

Mr. Butler made a motion to approve the minutes of the August 21, 2019 Regular Council Meeting.

Mr. Kilcollins seconded.

Discussion – None.

Vote – All Affirmative.

IX. Warrants

Warrant #05 in the amount of \$163,692.93 was completed on 09/04/2019 leaving a checking balance of \$55,322.55; Machias Savings balance \$5,000.00; CDARS balance \$1,081,800.08; ICS balance \$163,324.01.

Mr. Kilcollins made a motion to approve Warrant #05 in the amount of \$163, 692.93.

Mr. Smith seconded.

Discussion – None.

Vote – All Affirmative.

X. Other

XI. Manager's Report

Given to Councilors for informational purposes only.

XII. Adjournment

Mr. Butler made a motion to adjourn.

Mr. Kilcollins seconded.

Council adjourned at 6:33 pm.

Respectfully submitted

Billie Jo Sharpe, Council Secretary