

Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, May 20, 2019  
6:00 P.M.

I. Roll Call

Councilors: All Councilors are present

Staff: Ms. Powers, Billie Jo Sharpe, Darren Hanson, Chief Newell, Chief Baldwin,  
Kevin Senal, Tony Levesque

Citizens: None, live streamed (COVID-19)

II. Prayer

III. Pledge to the Flag

IV. Public Comment Period

Mr. Butler commented that he follows the Town's social media page(s) and recognized the Town Clerk, Billie Jo Sharpe for providing information in a timely manner.

V. Correspondence and Reports

A. Licenses/Permits – Ms. Sharpe

We have not received any license or permit applications as of May 20, 2020

B. Financial Report

Checking account balance as of 04/30/2020 is \$684,156.76; Machias Savings balance \$5,000.00; combined balance of CDARS and ICS accounts is \$883,361.28. TAN balance owed is \$300,000.

As of April 30, 2020, total excise tax collected to date is \$448,322.39 (71.73% of budget); State revenue sharing is \$308,290.99 (71.07% of budget); in April we collected \$52,633.53 in Real Estate & Personal Property bringing our total collected to \$2,749,053.90.

We received May Revenue Sharing in the amount of \$52,807.25 on 5/20/2020. Total receipts for revenue sharing are now at \$361,098.24 which is 83.25% of the amount budgeted. Our Revenue Sharing is now down \$36,537 from budgeted amount. Our uncollected balance as of today is \$72,699.76.

Loan balances as of 03/31/2020:

Jones Fuel - \$1,980.63

Langley #5275 - \$19,016.63

Langley #5277 - \$6,899.37

Pelletier - \$488.91

C. AWS – Mr. Rogeski

Mr. Rogeski is not available this evening.

D. Fiscal Year 2020/2021 Budget Public Hearings and Update

Ms. Powers stated that Council has two Consolidated Expenses proposals before them, one with reserve accounts and one without reserve accounts. Consolidated income has not changed. “We were hoping it would be different, but it stayed the same.”

Mr. Smith – Has the Revenue Sharing prediction changed any?

Ms. Powers – Not yet. “I don’t anticipate it going up at all.” Even though our revenue sharing went up from the traditional \$14,000 that they’ve been holding back on since the COVID-19 started and it went back up to the \$52,000 today. I don’t anticipate Revenue Sharing for next year going beyond what they’ve already cut.

Ms. Powers – if you’ve read some of the legislation that’s been enacted recently, emergency legislation as well as legislation to be decided on in June. There is a lot of money out of the General Fund that was removed for the COVID-19 and the stimulus package funding that has come though, there has been no determination as to how they are going to disburse that.

Ms. Powers recommended that Council not remove the Reserve Accounts. The reserve accounts are essential to their operating budgets moving forward. “I am very comfortable with this new budget, knowing that there are things that we can do.” “Maybe not all of the projects that we had hoped to accomplish, but it certainly doesn’t set us backwards.

Mr. Kilcollins – We can’t start cutting because once you start doing that, it’s very hard to get it back.

Mrs. Libby – commented that they appreciate the hard work the departments have done on the budget.

Mr. Butler – agreed.

Mr. Kilcollins – If it had been a normal year, we wouldn’t be having these conversations. The departments heads know what they are doing and they use their funds very well. “It is just one of them years.”

Ms. Powers – Will be sending Council weekly updates as things change.

VI. Old Business

A. Update on Tax Acquired Property for 2017 Taxes

Corrected Quitclaim Deed is attached for councilors to sign. The original deed was recorded in error as Map 28 Lot 107. This corrected Quitclaim Deed is corrected to Map 28 Lot 117.

VII. New Business

A. Proclamation 20-02 51st Anniversary of Municipal Clerks Week

The International Institute of Municipal Clerks (IIMC) initiated the Municipal Clerks Week back in 1969 to celebrate the contributions of municipal Clerks in local government. Our profession is one of the oldest documented roles in government.

The proclamation (attached) proclaims the week of May 3, 2020 through May 9, 2020 as Municipal Clerks Week throughout the Town of Fort Fairfield and gives special thanks and recognition to the contributions of the Municipal Clerk in local government.

Recommendation: Town Council sign Proclamation 20-02, Municipal Clerks Week.

Mr. Butler made a motion to sig Proclamation 20-20, Municipal Clerks Week.

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

B. July 14, 2020 State Primary and Special Referendum Election – Ms. Sharpe

The Maine Primary and Special Referendum Election is scheduled for July 14, 2020.

Voter turn-out will be hard to predict due to the COVID-19 pandemic. (I expect an increase in absentee voting). I will plan to have two Election Clerks at the incoming voter table all day. I am planning on scheduling a total of five Clerks; two Clerks to work 8am to 2 pm and the other two Clerks to work 2 pm – 8 pm and a ballot box Clerk to work all day. (8am -8pm).

Town Clerks were asked by the Secretary of State's Office, Division of Elections to poll our election clerks and ask them how they felt about working at the Polls. Most of my Clerks said they will still work as long as there is PPE available.

As in the past, Council needs to approve the following:

- A) Opening (8:00AM) and closing (8:00PM) of the polls, which is set by the State as stated in Title 21-A §626.
- B) Voting location per Title 21-A §622-A.
- C) The election warden, Billie Jo Sharpe.
- D) Approval of Election Clerks of the Town Clerk's choosing.
- E) The warrant for payment for the election clerks.

Recommendation: That Town Council approves A – E.

Mr. Kilcollins made a motion to approve A-E as presented.

Mr. Smith seconded.

Discussion: None.

Vote: All Affirmative.

VIII. Minutes of the April 15, 2020 Regular Council Meeting

Mr. Kilcollins made a motion to approve the minutes of the April 15, 2020 Regular Council Meeting as written

Mr. Smith seconded.

Discussion: None.

Vote: All Affirmative.

IX. Warrants: #25: \$106,141.93; #26: \$333,300.85

Warrant #25 in the amount of \$106,141.93 was completed on 4/28/2020.

Warrant #26 in the amount of \$333,300.85 was completed on 05/13/2020.

Checking account balance as of 05/13/2020 is \$427,715.12; Machias Savings balance \$5,000.00; combined balance of CDARS and ICS accounts is \$883,361.28. TAN balance owed is \$300,000.

Mr. Kilcollins made a motion to approve Warrants #25 and #26 as written.

Mr. Butler seconded.

Discussion: None.

Vote: All Affirmative.

X. Other

Ms. Powers - Since we were closed to the public, but still offering to the best of our abilities, service to the public. Ms. Sharpe was able to create a form that allowed staff to process registrations through the mail and it was very well received. They processed 96 registrations through the mail prior to the May 11<sup>th</sup> date. With what has happened and

where we are at compared to last year; Excise tax Personal Property tax, Real Estate tax, and Revenue Sharing we are down \$306,054. From May 11-May 19<sup>th</sup> we took in 221 registrations which is more than what we did just in the prior month. It's nice to see that we are able to do that when we don't have indication of what that fourth stimulus package will bring. We are still keeping track of lost revenue.

Department heads are doing a nice job at keeping spending down.

XI. Manager's Report

XII. Executive Session

M.R.S.A. §405 (6)(A) Personnel Matter  
M.R.S.A. §405 (6)(G) Code Enforcement

Mr. Butler made a motion to enter into Executive Session regarding a Personnel Matter and Code Enforcement.

Mr. Kilcollins seconded.

Vote: All Affirmative.

Council entered into Executive Session at 6:18 pm

Mr. Butler made a motion to come out of Executive Session regarding Personnel Matter with not action taken by Council.

Mrs. Libby seconded.

Vote: All Affirmative.

Mr. Butler made a motion to enter into Executive Session regarding Code Enforcement.

Mr. Smith seconded.

Vote: All Affirmative.

Mr. Kilcollins recused himself during some of the discussions in Executive Session.

Mr. Butler made a motion to come out of Executive Session regarding Code Enforcement.

Mr. Smith seconded.

Vote: All Affirmative.

Mr. Smith made a motion that construction must be started by June 18, 2020 and Mr. Kilcollins be given until August 17, 2020 to cease current operation of a commercial business in a residential zone.

Mr. Butler seconded.

Vote: 4 Affirmative as Mr. Kilcollins recused himself from the vote.

### XIII. Adjournment

Mr. Butler made a motion to adjourn.

Mr. Kilcollins seconded.

Council adjourned at 7:45 pm.

Respectfully submitted,

Billie Jo Sharpe, Council Secretary