

Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, November 15, 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
  - B. Financial Report
  - C. Tri-Community Recycling and Sanitary Landfill – Mr. Rogeski
  - D. Update of Legal Action on Land Use Complaint
- VI. Old Business
- VII. New Business
  - A. Library Board of Trustees Bylaws
  - B. Volunteer Fire Assistance Program Grant Application
- VIII. Minutes of the October 18, 2017 Regular Council Meeting
- IX. Warrants: #9; \$317,942.80                      #10; \$348,800.12
- X. Other
- XI. Manager’s Report
- XII. Executive Session
- XIII. Adjournment

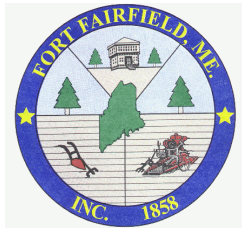


# Memorandum

November 15, 2017

To: Town Manager and Town Council  
From: Billie Jo Sharpe, Town Clerk  
Subject: Licenses and Permits

As of November 15, 2017 we have not received any applications for licenses or permits.



## Memorandum

October 31, 2017

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

The Town's Real Estate and Personal Property tax collections as of October 31 are \$\_\_\_\_\_ compared to \$\_\_\_\_\_ for October 31, 2016.

Excise tax collections as of October 31 are \$\_\_\_\_\_. This is xx.xx% of the budgeted amount, which is \_\_\_\_\_ of the 33% expected as of October 31.

State revenue sharing as of October 31 is \$82,881.56. This is xx.xx% of the budgeted amount, which is slightly \_\_\_\_\_ the 33% that is expected as of October 31.

Our expenses as of October 31 are slightly \_\_\_\_\_ the budgeted amount, at xx.xx% compared to the 33% expected as of October 31.

Health insurance...

Cash flow is \_\_\_\_, with a balance of \$\_\_\_\_\_ in checking and \$\_\_\_\_\_ in savings after completion of Warrant #11.



## Memorandum

November 8, 2017

To: Town Council and James C. Risner, Town Manager  
From: Tony Levesque, Code Enforcement Officer  
Subject: Update of Legal Action on Land Use Complaint

**Background:** The Town continues to receive complaints about 107 Riverside Avenue. I have continued to monitor the conditions at the property and there has been little improvement. The Town has retained the services of Richard Currier, Attorney at Law to represent the Town in District Court.

The case was heard in Court on November 8, 2017. After brief presentations by Mr. Currier and Mr. McLaughlin who represented Union Jack Properties, LLC, the defendants without legal representation were questioned. The Judge then asked that we meet with all parties in mediation.

**Discussion:** After the mediation meeting we returned to the Court and the Judge scheduled the continuation of the case and set the next court date at November 29, 2017.

**Recommendation:** To continue to participate in the litigation.



# Memorandum

October 30, 2017

To: Town Council  
From: James Risner, Town Manager  
Subject: Library Board of Trustee Bylaws

The Library Board of Trustees approved their bylaws during its October 26, 2017 regular meeting. A copy of the bylaws with the Board Chair's signature is attached.

The bylaws are effective upon a majority vote of the Board and a majority vote of the Town Council.

Recommendation: That Town Council approves and the Council Chair signs the Library Board of Trustees Bylaws.



# Memorandum

November 7, 2017

To: Town Council  
From: James Risner, Town Manager  
Subject: Volunteer Fire Assistance (VFA) Grant Application

Background: The Fire Department has the opportunity to apply for a VFA grant for 2017. The VFA grants require a 50% match from the Town.

The Town's grant application policy states that all grant applications requiring Town funds must be approved by the Town Council before the grant application is submitted, and that the Town Council must approve the expenditure of Town funds if the grant is awarded.

Discussion: The Fire Department is requesting the following items in the VFA grant application:

- 1 - Portable Radios (4) - \$1,520
- 2 - Forestry tools and Equipment (Pump, Hose reel and Hose, Hand Tools) - \$2,849

**Total VFA Funds - \$4,369    Total VFA Town 50% match - \$2,184.50**

If the grant is awarded to the Town, the cost to the Town will be \$2,184.50.

The application deadline for the VFA grant is November 17, 2017.

Recommendation: Town Council approves the grant application and authorizes the use of matching funds up to \$2,184.50 from the Fire Department Reserve Account (G1-3020-00) if the grant is awarded.