

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, June 21, 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. Sharpe
 - B. Financial Report
 - C. Tri-Community Recycling and Sanitary Landfill Report – Mr. Draper
 - D. LED Streetlights
 - E. Fiber to the Home Project Extension Grant Award
 - F. U.S. Army Corps of Engineers Inspection of the Flood Damage Reduction System
 - G. 70th Annual Maine Potato Blossom Festival
 - H. Ruth Reed Mraz Family Memorial Fund of the Maine Community Foundation
 - I. Atrium Cataloging System
 - J. Update on Community Bandstand
- VI. Old Business
 - A. Approve FY 17/18 Budget
- VII. New Business
 - A. Approve FY17/18 Permits and Licenses
 - B. Approve FY17/18 Appointments of Town Officials and Board Members
 - C. Authorize Audit Services from Felch & Company, LLC
 - D. Fire Department Maintenance/Storage Ceiling
 - E. Ordinance Prohibiting Retail Marijuana Establishments and Retail Marijuana Social Clubs
- VIII. Minutes of the May 17, 2017 Regular Council Meeting and May 22, 2017 Special Council Meeting
- IX. Warrants: #24; \$265,807.22 #25; \$116,152.27
- X. Other
 - A. Town Office Closure for End of Fiscal Year Closure of Financial Records
- XI. Manager's Report
- XII. Executive Session
 - A. MRSA 405(6)(C)
 - B. MRSA 405(6)(D) Public Works Union Agreement
- XIII. Adjournment

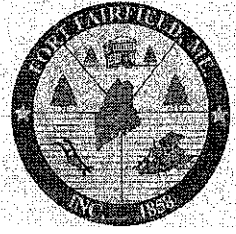


MEMORANDUM

June 21, 2017

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

As of June 21, 2017 we received one License and Permit application from the Canterbury Royale Gourmet Dining Room.



MEMORANDUM

June 15, 2017

To: Town Council

From: James Risner, Town Manager

Subject: Tri-Community Recycling and Sanitary Landfill (TCL) Report

Mr. Mark Draper, TCL Solid Waste Director, will provide information on the merger of TCL and the City of Presque Isle's landfill. Attached is a copy of the press release.



Recycling and you, it's the smart thing to do.

PRESS RELEASE

FOR IMMEDIATE RELEASE (JUNE 9, 2017)

CONTACTS:

Martin Puckett, City Manager
City of Presque Isle
12 Second Street
Presque Isle, ME 04769
(207) 760-2785

Mark Draper, Solid Waste Director
Tri-Community Recycling & Sanitary Landfill
P.O. Box 605
Caribou, ME 04736
(207) 473-7840

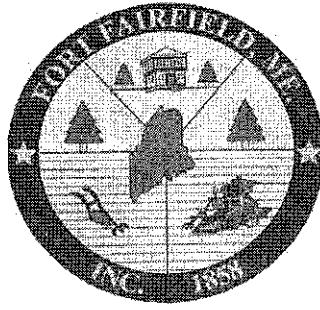
Presque Isle to merge with Tri-Community Landfill

Fort Fairfield/Presque Isle, June 9, 2017 –The Board of Directors of the Tri-Community Landfill and the Presque Isle City Council are very pleased to announce a joint effort to regionalize solid waste and recycling services. This agreement will bring the major municipal solid waste management facilities and programs in Aroostook County under one entity. A combined entity will benefit the entire County. Those facilities include both of the landfills in Aroostook County; one in Fort Fairfield, and the other in Presque Isle. “TCL has a long tradition of providing regional solid waste management services to Aroostook County, currently serving about 35 communities. This landmark agreement continues that tradition and fits very well with our mission,” stated Mark Draper, Solid Waste Director for TCL. He added that “we are very pleased that the City of Presque Isle has decided to join us in that mission.”

Presque Isle City Manager Martin Puckett stated, “This collaboration is a major step towards an efficient, long-term sustainable solution for solid waste. The City Council recognizes the need to regionalize services to reflect current demographic trends. This effort has been discussed for many years and I am excited to see this collaboration come to fruition.” The City and Tri-Community are still working to finalize the terms of agreement with the goal of finalization by January 1, 2018. More details will be made available once the agreement is finalized.

Tri-Community Recycling & Sanitary Landfill is a non-profit corporation owned by the communities of Fort Fairfield, Limestone, and Caribou – and will include Presque Isle. Their mission is to provide solid waste management services to the Aroostook County region; in a way that is equitable, environmentally sound, and cost-effective; so that those services can be provided over the long-term.

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MEMORANDUM

June 13, 2017

To: Town Council

From: James Risner, Town Manger

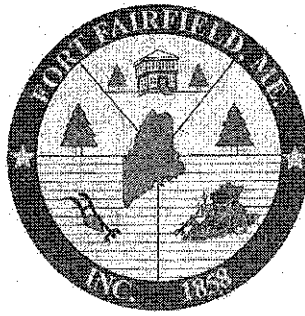
Subject: LED Streetlights

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.

Interviews of three companies; NEI (Northern Electric Incorporated), RealTerm Energy, and Tanko Lightning; were conducted on April 27 and 28 at the Presque Isle City Hall. Council Chair Barnes and I participated in all three interviews, and Councilor Smith participated in the NEI interview.

Review of the company's references was conducted after the interviews. Based on the interviews and reference reviews, RealTerm Energy was selected to work with municipalities on converting community street lights from utility owned to municipally owned and maintained fixtures on utility owned poles.

Municipal Managers are working with RealTerm Energy to establish date(s) for regional meeting(s) with municipal officers and officials. I will inform Councilors of time and place of regional meeting(s) as soon as they have been determined.



June 6, 2017

To: Town Council

From: Tim Goff, Marketing and Economic Development Director

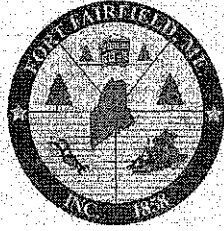
Cc: James Risner, Town Manager

Subject: Fiber to the Home Project Extension Grant Award

Background: The Town of Fort Fairfield has been working in partnership with Pioneer Broadband to expand high-speed Internet access in rural, underserved sections of our community. The Town supported Pioneer Broadband's submission of a grant application to the ConnectME Authority in May 2017 to build an extension of the fiber to the home project that is currently under construction along sections of Presque Isle Road, Houlton Road and Maple Grove Road. The ConnectME Authority awarded a grant to Pioneer Broadband of nearly \$200,000 during its 10th Round of grant funding in Spring 2016 with a total project cost of roughly \$250,000. Construction of this project has been underway since fall 2016.

Discussion: On May 26th, the ConnectME Authority announced winning proposals for their 11th Round of grant funding. The grant application submitted by Pioneer Broadband to extend the fiber to the home project further out Houlton Road and down part of Conant Road was awarded \$59,824 from the ConnectME Authority. Pioneer Broadband will match those grant funds with an additional \$45,000 investment for a total project cost of \$109,824. The project will extend service to unserved areas of Fort Fairfield, the majority of which includes a 2.6 mile section of Houlton Road from Maple Grove Road to the Francis Malcolm Science Center in Easton. This spur will serve 26 homes and businesses that have limited Internet service. In addition, the project will also extend service .8 miles down Conant Road from the intersection with Presque Isle Road nearest the Nordic Heritage Center. This extension will serve 8 additional homes that are currently underserved.

Recommendation: No action required. This grant is another example of the efforts town staff continue to make to improve services and opportunities for residents – in this case continuing to build upon the momentum we have created to address our community's need for more robust and reliable Internet infrastructure.



Memorandum

June 12, 2017

To: Town Council

From: James Risner, Town Manager

Subject: U.S. Army Corps of Engineers Inspection of the Flood Damage Reduction System

Background: The U.S. Army Corps of Engineers (USACE) conducted a routine inspection of the federally constructed Aroostook River – Right Bank, Fort Fairfield, Maine Flood Damage Reduction (FDR) System on September 27, 2016. The USACE sent a copy of the report to the Town on April 28, 2017. A copy of the report is available for review at the Town Office.

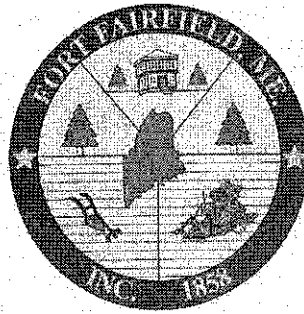
Discussion: The USACE gave the FDR System an overall rating of unacceptable, with seven items rated unacceptable and seven items rated minimally acceptable. Town staff has responded to the USACE, stating what actions the Town has taken or is planning to take to correct each of the items rated unacceptable or minimally acceptable (letter attached).

Vegetation on and along the FDR System is a major area of concern to the USACE. Public Works and a local contractor began correcting those areas during the week of June 5.

The one area that is not planned to be completed this year is the video inspection of the sanitary sewer line and culverts/discharge pipes, which is estimated to cost between \$10,000 and \$12,000. I have requested \$5,000 be included in the FY 17/18 budget in order for the Town to be in a better position to complete the video inspection in FY 18/19 (the summer of 2018).

I was contacted by members of U.S. Senator Collins' office and U.S. Representative Poliquin's office, offering assistance to help the Town correct the areas rated unacceptable or minimally acceptable. To date, we have been unsuccessful in identifying a federal program that can assist the Town.

Recommendation: Town Council continue to support the \$5,000 in the FY 17/18 budget (Administration Reserve Account) and a probable request for \$5,000 in the FY 18/19 budget (Emergency Management Account) in order to conduct the required video inspection of sanitary sewer line and toe drains in the summer of 2018.



MEMORANDUM

June 6, 2017

To: Town Council
From: Tim Goff, Director Maine Potato Blossom Festival
Cc: James Risner, Town Manager
Subject: 70th Maine Potato Blossom Festival Update

Background: The Town of Fort Fairfield has hosted the Maine Potato Blossom Festival each July for decades. While the first Maine Potato Blossom Festival was held in 1937, there were many years during WWII that the event was not held due to the war. In those early years, the Festival also was shared between communities in central Aroostook County before becoming a permanent part of our community's summertime calendar. This year, this fantastic County tradition will celebrate its 70th anniversary.

Discussion: There are roughly 100 family-friendly events planned for the 70th Maine Potato Blossom Festival July 8-16th. New additions this year include the Spuddy Buddy Challenge Scavenger Hunt which will take place at The County Federal Credit Union on Friday July 14th and the Five-O Car Show – a police vehicle display featuring current and classic cruisers from departments throughout Maine and New Brunswick, that will be held on Saturday before the parade at the Village Square parking lot. Another major change for 2017 will be an extended series of performances on the Festival Main Stage that will begin at 3pm on Saturday in order to capture more of the crowd already in town for the parade. These performances will run from 3 through late evening on Saturday the 15th. For a full schedule of events visit www.potatoblossom.org

Many thanks to the dozens of sponsors and volunteers who give their time and talent, and provide financial support, for the Festival!

Recommendation: No action required.



MEMORANDUM

June 6, 2017

To: Town Council and Town Manager

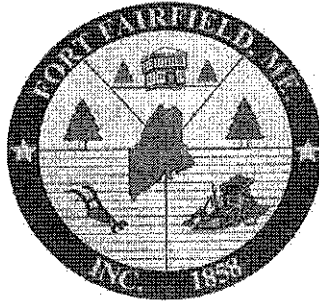
From: Library Director Jennifer Gaenzle

Subject: Ruth Reed Mraz Family Memorial Fund of the Maine Community Foundation

The Library received a grant on June 2nd in the amount of \$2,700 from the Ruth Reed Mraz Family Memorial Fund of the Maine Community Foundation. The fund was established in 2008 in memory of Ruth Reed Mraz.

The library applied for the grant in May 2017 to continue digitization of the Town's local history. The newest project will start the digitization of the oldest yearbooks and the local school newspapers. The Ruth Reed Mraz Fund has been a major source of funding in the digitization of our local town newspapers which completed last year.

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



MEMORANDUM

June 9, 2017

To: Town Council and Town Manager
From: Jennifer Gaenzle, Librarian
Subject: Atrium Cataloging System

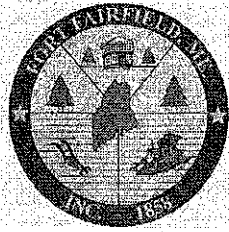
The Library will be switching its current cataloging system to Atrium beginning in July 2017. On June 1st the Library Board of Trustees unanimously voted to cover the start-up costs of the new system.

Atrium will open up greater access to the town residents by allowing them to see all our titles from their home. They will be able to place holds on items, be notified via email or phone when those items are ready to be picked up, and be reminded when checked-out items are due.

In the future, we will work with other libraries in the local area which will give our patrons access to their catalogs.

The library will be closed on June 28th for staff to complete training on the new system.

Recommendation: No Town Council action is required.

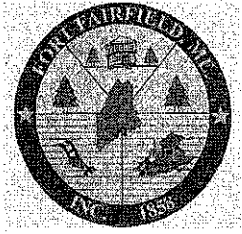


MEMORANDUM

June 15, 2017

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

I spoke with Mr. Pelletier of KPEL Industrial Services on June 15, and he informed me that the bandstand should be in Fort Fairfield by June 30 and up in time for the 70th annual Maine Potato Blossom Festival.



MEMORANDUM

June 16, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Fiscal Year 2017/2018 Budget Approval

Background: Public hearings were held on April 26 and May 10. There were no public comments at either public hearing.

Discussion: The budget presented at the April 26 public hearing had a projected deficit of \$248,289, with \$148,146 due to the increase in the MSAD #20 budget requirement and \$100,143 for the Town's Capital Reserve. The budget presented at the May 10 public hearing had a projected deficit of \$299,931, with \$199,788 due to the increase in the MSAD #20 budget requirement and \$100,143 for the Town's Capital Reserve.

The attached charts were presented at the May 10 public hearing and state the major changes from the FY16/17 to FY17/18 budgets.

The Treasurer and I are preparing new budget sheets; based on expense data after Warrant 25 and revenue data as of June 15; for your budget books. The new sheets should be ready on Tuesday. Councilors may bring their budget books to the Treasurer or me on Monday or Tuesday, and we should have the updated books for you on Tuesday afternoon.

Recommendation: Town Council approve the Fort Fairfield Fiscal Year 2016/17 budget.

➤ Projected deficit of \$299,931. Approximately 2.03 mils

- MSAD #20 = \$199,788
 - Requires approximately 1.35 mil rate increase over current mil rate.
- Town = \$100,143
 - Provides a Capital Reserve of \$226,900 needed for:
 - Highway Garage roof; \$25,000.
 - Fire Department Self Contained Breathing Apparatus; \$37,000.
 - Revaluation; \$25,000.
 - Police car; \$37,000.
 - Requires approximately .68 mil rate increase over current mil rate.

3

Path Forward

- Town Council budget approval at June 21 Council meeting.
- Property valuations and estimated Mil rate in mid-August.
- Town Council sets Mil rate at September 20 Council meeting for an October 1 commitment.

4

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Path Forward

- Town Council budget approval at June 21 Council meeting.
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4



MEMORANDUM

June 13, 2017

To: Town Council and Town Manager
From: Tony Levesque, Code Enforcement Officer
Subject: Fiscal Year 2017/18 Permits and Licenses

Attached are the list of the FY17/18 permit and license renewals and the public hearing notice. A public hearing is being held on Wednesday, June 21 at 12:00 noon in the Council Chambers of the Fort Fairfield Municipal Building.

I will discuss the results of the public hearing with Council at Council's June 21 meeting and provide Council a list of permits and licenses recommended for renewal and any new permits and licenses recommended for approval.

Recommendation: Town Council approve the permits and licenses recommended for renewal and approval by the Code Enforcement Officer.

2017-2018 Permits & Licenses

Renewals:

Victualers:

- * Boondock's Grille
- Boy Scout Troop #194
- Canterbury Royale
- Fort Fairfield Lion's Club
- * Fort Fairfield Snowmobile Club
- * Fort Fairfield Subway
- * Frontier Fish & Game
- * Frontier Heritage
- * Hillside I.G.A.
- * Knights of Columbus
- R & J Market
- * R.H. Foster Energy, LLC
- * Rosella's Restaurant of Fort Fairfield
- * St. Paul's Episcopal Church
- * Students Baking a Living
- V.F.W.

Hawkers and Peddlers:

- * Fort Fairfield Farmers Market

Refuse Haulers:

- Caldwell Sanitation, LLC
- Crown of Maine Sanitation
- * Gil's Sanitation
- * McNeal's Trucking
- * Pine Tree Waste
- Star City Sanitation
- * Turner Sanitation

Mobile Home Park:

Dance:

V.F.W.

Special Amusement:

- * Knights of Columbus

Septic System Installers:

- * Fred McGillan, Co.
- * McGillan, Inc.
- Randy Brooker
- Cushman, Inc.

Automobile Graveyard:

- * McLaughlin's Auto

* Applications received and fees paid
Notices Published June 7, 2017

Notices Mailed and Posted June 1, 2017
Public Hearing on June 21, 2017

** Application Received and fees paid post Town Council Meeting

**Town of Fort Fairfield
PUBLIC HEARING NOTICE**

There will be a Public Hearing on Wednesday, June 21, 2017, at 12:00 noon in the Council Chambers of the Fort Fairfield Municipal Building located at 18 Community Center Drive, Fort Fairfield Maine. The purpose of this hearing will be to review all renewals and applications for permits and licenses in the community. Those licenses to be reviewed are as follows:

- 1) **Victualers**
- 2) **Refuse Haulers**
- 3) **Dance**
- 4) **Special Amusement**
- 5) **Contractors**
- 6) **Automobile Graveyards**
- 7) **Hawkers and Peddlers**

Comments and/or questions should be directed to Tony Levesque, Code Enforcement Officer, 18 Community Center Drive, Fort Fairfield, Maine, 04742, or by phone at (207) 472-3805. Comments will be received until the Town Council Meeting, June 21, 2017, at 6:00 p.m.

Posted: June 1, 2017

County Federal Credit Union
Katahdin Trust Company
Municipal Building

Published: June 7, 2017

Fort Fairfield Journal



MEMORANDUM

June 21, 2017

To: Town Manager and Town Council
From: Billie Jo Sharpe, Town Clerk
Subject: FY17/18 Appointments of Authority, Board, and Committee Members

Attached is the FY17/18 list of Town Authority, Board, and Committee appointments. The following Authorities, Boards, and Committees have member's terms up for renewal/replacement:

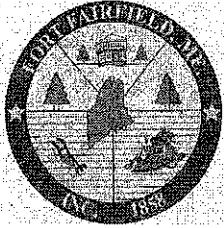
<u>AUTHORITY, BOARD OR COMMITTEE</u>	<u>TERM</u>	<u>CURRENT</u>	<u>OTHER INTERESTED PERSON (S)</u>
Library	5 Years	*Sue LeVasseur	
FFUD	3 Years	*J. Michael Edmunds	
Zoning Boards of Appeals (2 seats)	5 Years	*John Houghton *George McLaughlin	
Planning Board (2 seats)	5 Years	Carolyn Dorsey-Durepo *Richard Langley	
Board of Assessment Review	3 Years	Richard Ireland *Brent Churchill	
Housing Authority	5 Years	Roger Bernard David Ricker Vacant	Donna Currie Meg Hegemann David Armstrong
Arbor Committee (3 seats)	3 Years	*Mary Ann Ayooob *Dale Turner Vacant	Randolph Bouchard

*Those members wishing to continue in their positions

Recommendation: That Town Council appoints the Town officials in the attachment and makes the following Board appointments:

- 1) Sue LeVasseur on the Library Board of Trustees, for a five year term to run July 1, 2017 through June 30, 2022.
- 2) J. Michael Edmunds on the Fort Fairfield Utilities District, for a three year term to run July 1, 2017 through June 30, 2020. Letter of recommendation from the Fort Fairfield Utilities District Board of Trustees is attached.

- 3) John Houghton and George McLaughlin on the Zoning Boards of Appeals, for a five year term to run July 1, 2017 through June 30, 2022.
- 4) Richard Langley on the Planning Board for a five year term to run July 1, 2017 through June 30, 2022.
- 5) Brent Churchill on the Board of Assessment Review for a three year term to run July 1, 2017 through June 30, 2020.
- 6) Donna Currie and Meg Hegemann as Commissioners on the Housing Authority of Fort Fairfield, for a five year term to run July 1, 2016 through June 30, 2021, and David Armstrong to complete the term ending June 30, 2019. Letter of recommendation from the Fort Fairfield Housing Authority Board of Commissioners is attached.
- 7) Mary Ann Ayoob, Dale Turner and Randolph Bouchard on the Fort Fairfield Arbor Committee each for a term of three years to run from July 1, 2017 through June 30, 2020.



MEMORANDUM

May 24, 2017

To: Town Council

From: James Risner, Town Manager

Subject: Audit Services from Felch & Company, LLC

Background: The Town has used Felch & Company for several years and has been very satisfied with their work.

Discussion: Attached is a proposal from Felch & Company, LLC to utilize their services to complete the Town's financial audit for the year ending June 30, 2017. The proposal states the audit will begin on approximately July 10, 2017 with reports issued no later than September 15, 2017.

The fee for this years' audit is \$8,800, which is \$100 more than last year. This increase is less than last years' which was \$200.

Recommendation: Town Council authorize the Council Chair to sign the proposal from Felch & Company, LLC to conduct an audit of the Town's financial statements for the year ending June 30, 2017.



MEMORANDUM

June 1, 2017

To: Town Council
From: Town Manager
Subject: Fire Department Maintenance/Storage Ceiling

Background: The ceiling in the Fire Department maintenance/storage area was a safety hazard. Public Works was not able to repair the ceiling, as the ceiling was 1 ½" to 2" thick concrete sprayed to a wire mesh. At its April 5, 2017 Special Council meeting, Town Council authorized the Town Manager to use \$9,976 from the Contingency Funds Account (E 01-12-50-10) to have PNM Construction, Inc. repair the ceiling.

Discussion: After demolition of the old ceiling, PNM realized that they would need to strap the existing metal joist with 2x4's and steel fasteners from the wood to steel in order to ensure a proper makeup of construction for the gypsum ceiling system. The cost for this unexpected modification is \$1,000.

Recommendation: Town Council authorize the Town Manager to use \$1,000 from the Contingency Funds Account (E 01-12-50-10) to pay PNM Construction, Inc. for the extra work they did on the ceiling in the Fire Department maintenance/storage area.



MEMORANDUM

June 9, 2017

To: Town Council and Town Manager

From: Tony Levesque, Code Enforcement Officer

Subject: Ordinance Prohibiting Retail Marijuana Establishments and Retail Marijuana Social Clubs

Background: Public Law 2017, Chapter 1 (Effective January 27, 2017) postpones the State licensing of retail marijuana establishments until February 1, 2018. The personal use and possession of marijuana became legal on January 30, 2017, but the law clarifies that users must be 21 or older. Personal use is also limited to private residences or private property not generally accessible by the public and the owner's permission.

Discussion: The proposed ordinance expressly prohibits retail marijuana establishments, including retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities, retail marijuana testing facilities, and retail marijuana social clubs in Fort Fairfield.

The voters of the Town of Fort Fairfield voted in opposition to the new law last November. The vote was 684 (41%) in favor and 989 (59%) in opposition.

The Maine Municipal Association continues to provide information on the new law. Below is a quote from a recent Maine Townsman Article (February 2018).

"Since the retail parts of the law have been delayed, local officials with doubts about the law have been asking whether local action - in the form of either a moratorium or an ordinance banning retail establishments - is still imperative. We continue to advise that if a municipality wishes to act, the sooner the better because, notwithstanding the delay in State licensing, there are still some potential legal risks if there are no safeguards in place in the meantime."

Recommendation: A Councilor introduces the Ordinance Prohibiting Retail Marijuana Establishments and Retail Marijuana Social Clubs (Ordinance 17-08; copy attached) during the June 21, 2017 Council meeting. Once introduced, Council schedules a public hearing for July 11, 2017 at 6:00 p.m. in the Council Chambers at the Municipal Building.