

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, April 19, 2017
6:00 P.M.

Councilors: Jason Barnes, Mitchell Butler, John Herold, Melissa Libby and Scott Smith
Staff: Vince Baldwin, Tim Goff, Rebecca Hersey, Ella Leighton, Shawn Newell,
James Risner, Billie Jo Sharpe.
Citizens: 12 including media

- I. Roll Call – Chair Jason Barnes asked that the record reflect all councilors were present.
- II. Prayer – Mr. Timothy Goff offered the prayer
- III. Pledge to the Flag - All in attendance pledged their allegiance to the Flag.
- IV. Public Comment- None

Mr. Risner requested that we move item 7- A and 7-B before the Correspondence and Reports.

VIII. New Business

- A. EMS Proclamation 17-03 – Chief Vince Baldwin- President Gerald Ford authorized EMS Week in 1974 to celebrate EMS practitioners and the important work they do in our nation's communities. In the Town of Fort Fairfield, EMS members include volunteer firefighters, emergency medical technicians, paramedics, first responders, and police officers. This year, May 14 through May 20 has been designated Emergency Medical Services Week. Mr. Risner read the proclamation and it was presented to EMS personnel by Chair Jason Barnes.
- B. Municipal Clerks Week Proclamation 17-06 – Mr. James Risner - Municipal Clerks Week has been observed since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government. This proclamation is to recognize the accomplishments to the Office of the Municipal Clerk, their vital part they have in local government, how they strive to improve the Municipal Office in participation of education programs, seminars, workshops and meetings. Although it is one of the oldest positions in local government, few people realize the vital services Municipal Clerks perform for their community. The attached Press Release lists just a few of the many duties your Municipal Clerk may do (are you attaching the Press Release to the Minutes? If not, I would remove the sentence). Mr. Risner read the proclamation and Chair Jason Barnes presented it to Ms. Hersey, the Town Clerk.

Chair Barnes then went on to present Ms. Hersey a Certificate of Appreciation for her service as Council Secretary.

Mr. Risner asked Council Chair if Item I – All-Terrain Vehicle Trails, under new business could be moved in front of C- Comprehensive Emergency Management Plan. Chair Barnes approved the change.

V. Correspondence and Reports

- A. Licenses / Permits- Ms. Hersey – We received one Liquor License application from Rosella’s of Fort Fairfield.
- B. Financial Report – Mr. James Risner – Excises tax collections as of March 31st are \$427,488.48, which is 77.73% of the budgeted amount. We received State Revenue Sharing on March 21st in the amount of \$8,888.03. To date we have received \$153,645.03, which is 71.84% of our budget projection. Real Estate and Personal Property tax collections were \$2,984,149.19 on March 31st which is 81.91% of our budget projection. Overall, our expenses are lower than our budget projection; 72.81% compared to the budget projection of 75%. Cash flow is very good with a balance of \$25,238.38 in checking and \$1,400,000 in savings after completion of Warrant #20 on April 7. The Towns annual audit is scheduled for July 10th and 11th.
- C. Tri-community Landfill Report – Mr. Stev Rogeski – Last meeting was held on March 17th. The financial audit was approved for 2016, there were no difficulties or no material weakness and we were in the black. We also looked at some alternative methods for heating our recycling center. Mark has also found some portable litter screens, these are being used by larger landfills throughout the country. Tri-Community was approached by an anaerobic digestion company regarding the elimination of waste products and they will be making a presentation on Friday.
- D. Presentation of Fiscal Year 2017/2018 Town Budget – Mr. James Risner presented the FY 17/18 budget and stated that he is still working with Superintendent Doak as he builds the MSAD #20 budget. The FY 17/18 deficit is \$248,289, the Towns portion of that is \$100,143 and the MSAD #20 portion is \$148,146. Some adjustments have been made with an overall reduction in expense and reserve accounts in the amount of \$79,958. Budget hearings will be held at 6:00 PM in the Council Chambers on April 26th and May 10th.
- E. Update on Community Bandstand – Mr. James Risner - We received three quotes from local companies for the replacement of the community bandstand. The three quotes, listed below, were given to the Town’s insurance provider, who accepted the KPEL Industrial Services quote.

Buck Construction, Inc., Mapleton
 To erect the material provided by Fifthroom
 \$37,875.00
 To purchase material from Fifthroom
 \$114,200.00
 Total = \$152,075.00

KPEL Industrial Services, Inc., Fort Fairfield
 To build and install an all metal structure.
 \$81,952.34

PNM Construction, Inc., Presque Isle
To build and install an all metal structure.
\$98,870.00

Mr. Hanson and I have met with Mr. Pelletier of K-PEL Industrial Services, and Mr. Pelletier is confident that the bandstand will be in place in time for the 70th Annual Maine Potato Blossom Festival.

There was a brief discussion on the band stand being brought back to the original state, looking like wood rather than metal. I recall that only Mrs. Libby wanted to see pictures; am I mistaken?

- F. Stephen and Tabitha King Foundation Grant- Chief Baldwin - The Fire Department received a grant on March 15th in the amount of \$25,000 from the Stephen and Tabitha King Foundation. The Fire Department applied for the grant in December, 2016 to purchase tools and equipment to outfit the Department's fire trucks and bring the fire trucks up to minimum standards. The estimated cost of the requested tools and equipment was \$27,315.

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

VI. Old Business –

- A. Planning Board Ordinance – Mr. Tony Levesque - Councilor Mitchell Butler introduced Ordinance 17-02, Planning Board Ordinance (attachment 1), at the March 15, 2017 Town Council meeting. A public hearing was held on April 11, 2017 at 12:00 noon in the Town Council Chambers. The minutes of the public hearing are at attachment 2. The Town of Fort Fairfield Planning Board drafted an ordinance to establish/reestablish the local Planning Board in order to validate any past and future action of the local Planning Board.

Motion: Mr. Mitchell Butler moved to approve the adoption of Ordinance 17-02, Planning Board Ordinance.

Second: Mr. John Herold

Vote – All affirmative

- B. Tax Acquired Property for 2014 Taxes – Ms. Ella Leighton – At its' March 15, 2017 meeting, the Town Council authorized the following tax acquired properties be put out for bid in AS IS WHERE IS condition with no guarantees expressed or implied with the minimum bids as stated. The bids were opened at 12:01 p.m., April 19 at the Town Office.

- (A) James Chambers Estate – 90 Sam Everett Road – Total Taxes Due \$1,212.29
Assessed Value is \$12,200: Minimum Bid Recommendation is \$1,500

Successful bid was from Jacob Chambers in the amount of \$1,786.00

- (B) M& T Bank – 37 Aroostook Falls Road – Total Taxes Due \$6,552.93
Assessed Value is \$82,600: Minimum Bid Recommendation is \$15,000

Successful bid was from William Chapman in the amount of \$18,256.00

- (C) Kenneth Morrow – 332 Old East Road – Total Taxes Due \$1,272.68
Assessed Value is \$21,500: Minimum Bid Recommendation is \$2,500

Successful bid was from Caity Holdings, LLC (Tracy Raymond) in the amount of \$3,500.00.

Motion: Mr. Mitchell Butler moved to approve signing the quitclaim deeds and real estate transfer tax declarations for properties with successful bids.

Second: Mr. Scott Smith

Vote – All affirmative

VII. New Business

- I. All-Terrain Vehicle (ATV) Trails – Mr. James Risner – The Town of Fort Fairfield from time to time supported the Recreational and Economic Benefit of the Fort Frontier ATV Club by granting them permission to operate ATV's on town owned properties and portions of Town Ways for the local ATV Trail System. The ATV Club may be submitting an application to MDOT to use some of the State of Maine Ways and part of the application process needs to show community support of the proposed trail system.

Motion: Mr. Mitchell Butler moved to approve authorizing the Town Manager to sign the ATV use permit and if requested, a letter of support to MDOT.

Second: Mr. Scott Smith

Vote – All affirmative

- C. Comprehensive Emergency Management Plan – Chief Shawn Newell – Maine's Emergency Management Statute (MSRA 37-B, Chapter 13) requires each municipality to have a disaster emergency plan. The Town's CEMP meets the State requirement. The Town's CEMP has been updated and requires approval by Town Council.

Motion: Mr. Mitchell Butler moved to approve the 2017 Fort Fairfield Comprehensive Emergency Management Plan as presented.

Second: Mr. John Herold

Vote – All affirmative

- D. Town Finance Policy – Mr. James Risner – The Town does not have a finance policy. The Town's Procurement and Disposal Policy; approved on November 15, 1995, with amendments on June 26, 1996 and July 24, 2002; does not address several of the items in the proposed finance policy. The proposed finance policy updates much of the information in the current Procurement and Disposal Policy. A significant change is in purchases (paragraph 2.1.3 of the proposed finance policy), which has an increase in the dollar threshold for small purchases from not to exceed \$1,000 to not to exceed

\$2,000, for intermediate purchases from greater than \$1,000 but less than \$5,000 to greater than \$2,000 but less than \$10,000, and large purchases from equal to or greater than \$5,000 to equal to or greater than \$10,000.

Some other changes are in - Chapter 1 - which adds a financial management.
Chapter 3 - adding a credit card policy, as suggested by MMA.
Chapter 4 - updates the travel policy.
Chapter 5 – adds a fund balance policy.
Chapter 6 – adds an internal control policy and cash handling.

Adds the following forms:

- a. Notice of Award
- b. Standard Bid Forms
- c. Agreement to Accept Credit Card
- d. Request for Reimbursement of Expenses

Motion: Mr. Mitchell Butler moved to approve the Finance Policy as presented.

Second: Mr. John Herold

Vote – All affirmative

E. Nomination of Inland Fisheries and Wildlife Agent – Ms. Rebecca Hersey – In order for a new agent to be appointed for Inland Fisheries and Wildlife Agent the Municipal Officers must complete an “Agent Nomination form”. Ms. Billie Jo Sharpe has been appointed as the Town of Fort Fairfield’s Town Clerk effective April 24, 2017. In the position of Town Clerk she will be the Inland Fisheries and Wildlife Agent.

Motion: Mr. John Herold moved to nominate Ms. Sharpe as the new Inland Fisheries and Wildlife Agent having Mr. Jason Barnes sign the form as Council Chair.

Second: Mr. Mitchell Butler

Vote – All affirmative

F. Council Secretary Appointment – Ms. Rebecca Hersey – According to Article II, §C-11 of the Fort Fairfield Town Charter, “The Council shall appoint a person who shall have the title of Secretary to Council and shall fix his/her Compensation”, this appointment has no time limit. Ms. Billie Jo Sharpe has been appointed as the Town of Fort Fairfield’s Town Clerk effective April 24, 2017. In this position she would also be Secretary to the Council and she would be compensated in increments of one (1) hour depending on the time spent at the Council meeting.

Motion: Mr. Mitchell Butler moves to approve the appointment of Ms. Billie Jo Sharpe as the Secretary to the Council and she would be compensated in increments of one (1) hour depending on the time spent at the Council meeting.

Second: Mr. John Herold

Vote – All affirmative

G. Proclamation 17-07 I-Care Pharmacy – Mr. Tim Goff – I-Care Pharmacy was established in Fort Fairfield in 2007 by Fort Fairfield High School alumnus Terry Greenier. I-Care’s operational headquarters in the building on Main Street that

formerly housed the Town’s Fire and Police Departments and served as the Town Office (a building which recently turned 100 years old). I-Care’s Pharmacists and technicians supply medications to residents throughout the Northeastern United States. A 10th/100th Celebration will be held at I-Care Pharmacy Thursday April 27th from 11:30-1:30. Councilors and citizens are invited to attend.

- H. Fire Department Lighting – Mr. James Risner – There are rebates available from Efficiency Maine to replace standard lights with LED lights in the fire department truck bays. The installation of LED lights will provide sufficient lighting, reduce energy costs, and increase overall safety. The net cost to the Town, with rebates, is \$3,080. The breakdown of costs is:

Disposal and Installation	\$5,480
Rebate	-\$2,400
Net Cost to Town	\$3,080

Motion: Mr. Scott Smith moved to authorize the Town Manager to use \$5,480 from Contingency Funds (E 01-12-50-10) for the replacement of old lights in the Fire Department truck bay with LED lights, with the rebate funds being placed in the Contingency Funds account.

Second: Mr. Mitchell Butler

Vote – All affirmative

VIII Minutes: Council Meeting March 15, 2017 Regular Council Meeting and the April 5, 2017 Special Council Meeting.

Motion: Mr. Mitchell Butler moved to approve Minutes of March 15, 2017 and April 5, 2017 as written.

Second: Mr. Scott Smith

Vote – All affirmative

IX Warrants: #19 - \$121,820.01 and #20 - \$150,489.33

Motion: Mr. Mitchell Butler moved to accept warrants #19, & #20 as presented.

Second: Mr. John Herold

Vote – All affirmative

X Other - None

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

XII Executive Session

Motion: Mr. Mitchell Butler moved to go into Executive Session at 6:45 PM to discuss MRS 405 (6) (C).

Second: Mr. John Herold

Vote – All affirmative

Motion: Mr. John Herold moved to come out of executive session 7:01 PM

April 19, 2017

Fort Fairfield Town Council Meeting Minutes

Second: Mr. Mitchell Butler

Vote – All affirmative

XII. Adjournment –

Mr. Mitchel Butler moved to adjourn at 7:02 PM

Respectfully submitted,

Council Secretary
Rebecca J. Hersey