

Fort Fairfield Town Council Special Meeting
Council Chambers
Wednesday, August 15, 2018
4:30 p.m.

I. Roll Call

II. Executive Session

A. MRSA 405(6)(A) Town Manager Selection

III. Adjournment

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, August 15, 2018
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- III. Public Comment Period
- V. Correspondence and Reports
 - A. Licenses and Permits
 - B. Financial Report
 - C. Tri-Community Landfill Report – Mr. Rogeski
 - D. Northern New England Telephone Operations LLC Application for Pole Location
- VI. Old Business
- VII. New Business
 - A. Tax Anticipation Note
 - B. Update to Town Personnel Policies and Procedures
 - C. * *Ordinance 18-09, AN ORDINANCE PROVIDING FOR the Conveyance of Municipally Owned Property*
- VIII. Minutes of the July 18, 2018 Regular Council Meeting
- IX. Warrants: #2; \$118,134.48 * #3; \$100,076.25
- X. Other
- XI. Manager’s Report
- XII. Executive Session
 - A. MRSA 405(6)(A) Town Manager Selection
- XIII. Adjournment

* *Added at Council Meeting*



Memorandum

August 15, 2018

To: Town Manager and Town Council

From: Billie Jo Sharpe, Town Clerk

Subject: Licenses and Permits

As of August 15, 2018 we have not received any license or permit applications.



Memorandum

August 7, 2018

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

The 2017 real estate tax lien notices were mailed on August 7. There were 214 notices for 2017 with a value of \$221,878.70. This is 15 less than the 229 notices; with a value of \$219,835.80; for 2016.

The Town's Real Estate and Personal Property tax collections as of July 31 are \$40,984.59, compared to \$89,279.41 for July 31, 2017.

Excise tax collections as of July 31 are \$102,300.64. This is 9.94% above projections; 18.27% compared to the projected 8.33%.

We received State Revenue Sharing on July 23 in the amount of \$22,982.87. This is 0.97% above projections; 9.30% compared to the projected 8.33%.

Our expenses are 0.52% below projections; 7.81% compared to the projected 8.33%.

Our revenues are 4.43% below projections; 3.90% compared to the projected 8.33%.

Cash flow is excellent, with a balance of \$97,688.24 in checking and \$955,000 in savings after completion of Warrant #2.



Memorandum

August 7, 2018

To: Town Council

From: James Risner, Town Manager

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

Mr. Stev Rogeski, Fort Fairfield Member of the TCL Board of Directors, will provide a report to the Town Council.

On August 7, 2018 the State of Maine Department of Economic and Community Development, Office of Community Development for the Efficient Delivery of Local and Regional Services, notified Mr. Mark Draper, TCL Solid Waste Director, that TCL has been awarded \$676,485 in grant funds for the recycling center modifications, a new baler, and recycling igloos to accommodate the additional recycling volumes from the merger with Presque Isle. Mr. Draper will work with the State to finalize a contract for approval.



Memorandum

August 1, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Northern New England Telephone Operations LLC Application for Pole Location

On July 30 the Town received an application (attached) from Northern New England Telephone Operations LLC to extend the pole line on the Flannery Road for fiber to the West Limestone Road.

The poles are part of Emera's rebuild of the electrical service and will extend Consolidated Communications' fiber for DSL expansion.

Mr. Darren Hanson, Road Commissioner, and I inspected the proposed new pole locations. The proposed pole locations will not create any problem for the Town. I approved the application for these poles based on my discussion with Mr. Hanson and our visual inspection of the site.



Memorandum

August 9, 2018

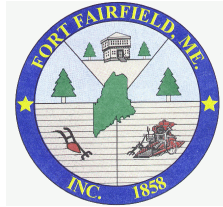
To: Town Council
From: James Risner, Town Manager
Subject: Tax Anticipation Note (TAN)

Background: As is customary to aid the Town with cash flow during the 2nd and 3rd quarters of the Fiscal Year (FY), we put out to bid the interest rate on a \$600,000 line of credit. Invitations to bid were sent to Katahdin Trust Company, Machias Savings Bank, and The County Federal Credit Union.

Discussion: I received responses from Katahdin Trust Company, Machias Savings Bank, and The County Federal Credit Union (copies enclosed).

Katahdin Trust Company presented a fixed interest rate of 2.12%. Machias Savings Bank presented an option 1 at 2.15% and an option 2 at 2.39%. Option 1 requires the Town to have its primary operating account with Machias Savings Bank, while Option 2 does not require the Town to have its primary operating account with Machias Savings Bank. The County Federal Credit Union had to decline due to internal policy and external regulatory limitations and other factors.

Recommendation: Town Council authorize the award of the FY18/19 TAN to Katahdin Trust Company at a fixed interest rate of 2.12%.



MEMORANDUM

August 8, 2018

To: Town Council
From: James Risner, Town Manager
Re: Update to Town Personnel Policies and Procedures

Background: The current Town Personnel Policies and Procedures were approved by Town Council on March 15, 2017. The Town Council may amend the Personnel Policies and Procedures.

Discussion: I recommend Section 5.4.8. Accrual of Benefits During Sick Leave be removed from the Personnel Policies and Procedures. The Section states "In the event of an extended illness, (for the purposes of this manual, one month) all benefits which normally accrue to an employee will cease."

Cessation of benefits is determined by an employee's pay status, not their health condition. An employee could be ill for more than one month, but if they have more than one month's sick leave and vacation leave they would still be in a pay status and earn benefits.

This discrepancy was found during a routine review of the Personnel Policies and Procedures.

Recommendation: Town Council amend the Town Personnel Policies and Procedures by removing Section 5.4.8. Accrual of Benefits During Sick Leave.



Memorandum

August 13, 2018

To: Town Council

From: Town Manager

Subject: Ordinance 18-09, AN ORDINANCE PROVIDING FOR the Conveyance of Municipally Owned Property.

Background: John and Ann Hangen own a parcel of land on Bryant Pond Road in Fort Fairfield, identified as Lot 42A on Tax Assessor's Map 5. The parcel abuts Town owned property on three sides (Lot 42, Tax Assessor's Map 5) and the Bangor and Aroostook Railroad on the fourth side.

Discussion: The Hangen's have offered to buy Lot 42 (2.2 acres) from the Town for the assessed value of \$6,800. Selling the property will bring the property back on the tax rolls and generate \$174.76 in tax revenue based on the current mil rate.

Lot 42 is a long, narrow lot that was used as a railroad siding many years ago. Lot 42 is divided roughly in half by Lot 42A, which is currently owned by the Hangen's.

The Hangen's currently have a right-of-way from Bryant Pond Road to Lot 42A. The purchase of Lot 42 will give the Hangen's direct access to Bryant Pond Road.

Recommendation: If interested in conveying the property to John and Ann Hangen, a Councilor needs to introduce Ordinance 18-09 during the August 15 Council meeting and direct staff to hold a public hearing on the Ordinance on Wednesday, September 5, 2018 at 12:00 Noon in the Council Chambers of the Fort Fairfield Municipal Building.