

Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Tuesday, November 20, 2018  
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. Aroostook Waste Solutions – Mr. Rogeski
- VI. Old Business
- VII. New Business
  - A. Donation of Soccer Goal Posts – Mr. Senal
  - B. Donation of Soccerwave Jr. – Mr. Senal
  - C. Donation of Basketballs and Soccer Balls – Mr. Senal
  - D. Monetary Donation to the Town’s Fire Department – Chief Baldwin
  - E. General Ledger Account Journal Entries
  - F. Fiscal Year 2017/2018 Audited Financial Statement
  - G. Distribution of Fiscal Year 2017/2018 Surplus Funds
  - H. Appointment to the Northern Maine Development Commission
  - I. Election and Appointment to Aroostook Waste Solutions Board of Directors
  - J. New Police Officer
- VIII. Minutes of the October 17, 2018 Regular Council Meeting, October 24, 2018 Special Council Meeting, and October 30, 2018 Special Council Meeting
- IX. Warrants: #8; \$220,998.73 #9; \$351,699.99 #10; \$355,800.07
- X. Other
  - A. Winter Sand
- XI. Manager’s Report
- XII. Adjournment



# MEMORANDUM

November 20, 2018

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

As of November 20, 2018 we have not received any license and permit applications.



# MEMORANDUM

November 14, 2018

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 \$460,115.29.

Excise tax collections as of October 31 are \$270,556.47. This is 48.31% of the budgeted amount, which is greater than the 33.33% expected as of October 31.

State revenue sharing as of October 31 is \$87,614.12. This is 35.47% of the budgeted amount, which is greater than the 33.33% expected as of October 31.

Our expenses as of October 31 are \$1,784,413.63. This is 34.89% of the budgeted amount, which is slightly more than the 33.33% that is expected as of October 31. The higher than expected expenses were due in part to a third pay day in October and Public Works preparation for the winter season, e.g. sand, salt, plows, and chains.

Cash flow is very good, with a balance of \$57,814.95 in checking and \$455,000 in savings after completion of Warrant #10.



# MEMORANDUM

November 16, 2018

To: Town Council  
From: James C. Risner, Town Manager  
Subject: Aroostook Waste Solutions (AWS) Report

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



# MEMORANDUM

October 22, 2018

To: Town Council and Town Manager  
From: Mr. Kevin Senal, Town Parks and Recreation Director  
Subject: Donation of Soccer Goal Posts

Background: Title 30-A M.R.S.A. §5655 states that a gift without conditions, of any type of property, offered to a municipality may be accepted or rejected by its legislative body.

Discussion: I contacted QuickPlay Sports in early October about donating two soccer goal posts to the Town's soccer program. QuickPlay Sports notified me on October 22 that they were donating 2, 12 foot by 6 foot quickplay match folding soccer goal posts. The retail value for both goal posts is \$559.98.



12 X 6 QUICKPLAY MATCH FOLDING  
SOCCER GOAL POST

**\$279.99**

Recommendation: Town Council accept the donation of two soccer goal posts from QuickPlay Sports.



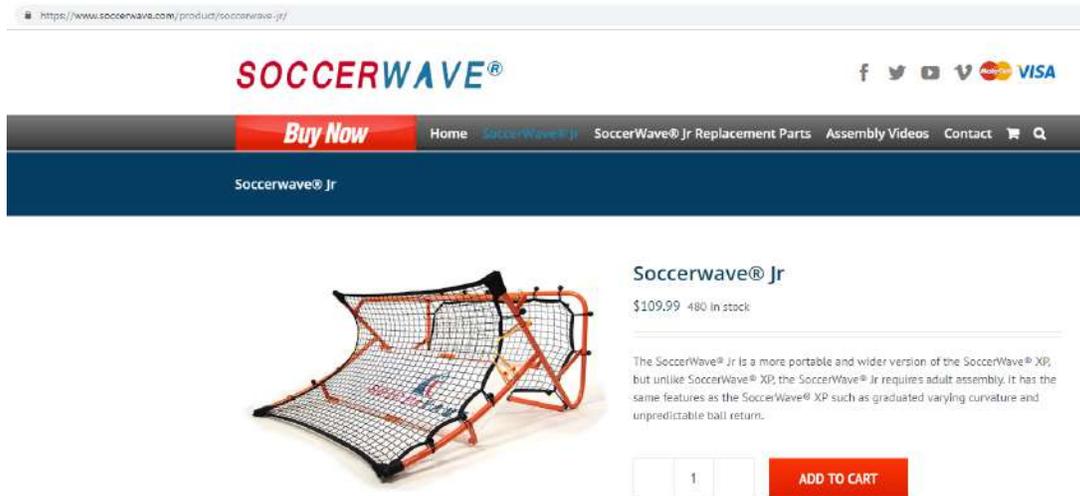
# MEMORANDUM

November 13, 2018

To: Town Council and Town Manager  
From: Kevin Senal, Parks and Recreation Director  
Subject: Soccerwave JR Donation

Background: Title 30-A M.R.S.A. §5654 states that a conditional gift for any specified public purpose offered to a municipality may be accepted or rejected by its legislative body.

Discussion: The Parks and Recreation Department, by emailing the manufacturer directly, was able to procure a Soccerwave Jr. for use in our recreational soccer programming. Retail value is \$109.99. The Town just has to cover the cost of shipping, which is \$31.90.



I have seen this tool utilized in local soccer training programs, and it has been a valuable tool in teaching a large portion of the fundamental skills needed to be successful at soccer. I am sure it will be just as valuable for our programming.

Recommendation: That Town Council accept the donation of Soccerwave Jr to the Town's Parks and Recreation Department.



# MEMORANDUM

November 13, 2018

To: Town Council and Town Manager  
From: Kevin Senal, Parks and Recreation Director  
Subject: Donation of Basketballs and Soccer Balls

Background: Title 30-A M.R.S.A. §5654 states that a conditional gift for any specified public purpose offered to a municipality may be accepted or rejected by its legislative body.

Discussion: Molten USA donated 4 basketballs (2-size 6, and 2-size 7) and 3 soccer balls to the Parks and Recreation Department for our use in recreational programming. These items have a total retail value of \$206.81.



This donation is a wonderful start towards the goal of updating worn out and damaged equipment.

Recommendation: That Town Council accept the donation of basketballs and soccer balls to the Town's Parks and Recreation Department.



# MEMORANDUM

October 24, 2018

To: Town Council

From: James C. Risner, Town Manager

Subject: Monetary Donation to the Town's Fire Department

Background: Title 30-A M.R.S.A. §5655 states that a gift without conditions, of any type of property, offered to a municipality may be accepted or rejected by its legislative body.

Discussion: Mr. Michael Cabe donated \$250 to the Town's Fire Department. This donation was in appreciation for the help he and his brother received from the Fire Department when they had an excavator catch on fire in September.

Recommendation: That Town Council accept the donation of \$250 to the Town's Fire Department, and direct the funds be placed in the Fire Department Reserve account (G 1-3020-00) for use to buy equipment.



# MEMORANDUM

October 22, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: General Ledger Account Journal Entries

Background: In the past, the Town rented table and chairs to outside organizations. The Town no longer does that, as we do not want to compete with the private sector. The balance in the furniture rental account (G 1-3155-00) is \$1,202.00.

Discussion: The furniture and equipment in the community center day room is very old and some is broken. Mr. Kevin Senal, the Town's parks and recreation director, has a plan to redo the day room and make it a more useable space. Part of the redo is replacing old furniture with newer, more appropriate furniture. The current furniture was procured sometime after 1994, following the closing of Loring Air Force Base. There have been previous attempts to clean the furniture, but the stains are set in.



(Current day room furniture)

The funds in the furniture rental account could be used to help pay for the newer furniture. Along with the rest of the proposed renovations, newer furniture would make the room a more inviting and usable space.



(Examples of possible new furniture)

Recommendation: Council authorize the Town Manager to close the furniture rental account (G 1-3155-00) and move the \$1,202.00 to the parks and recreation reserve account (G 1-3045-00) to be used to buy furniture for the community center day room.



## MEMORANDUM

November 1, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Fiscal Year (FY) 2017/2018 Audited Financial Statement

**Background:** Maine Revised Statutes, Title 30-A, §5823 requires each municipality to have an annual post audit of its accounts covering the last complete FY by the Office of the State Auditor or by a certified public accountant engaged by the municipal officers. At its June 20, 2018 meeting, the Town Council authorized the Town Manager to engage Felch & Company LLC to conduct an audit of the Town's financial statements for the year ending June 30, 2018.

**Discussion:** Felch & Company LLC completed its audit of the Town's financial statements on October 26, 2018. Hard copies of the report have been provided to Councilor's.

While the report contains a wealth of information that Town staff uses, two important parts of the report are Schedule 1, Budgetary Comparison, General Fund and the auditor's report on internal controls and compliance. Schedule 1 states that the Town has a budget surplus of \$448,499. The auditors identified no material weakness in the Town's internal controls and no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

**Recommendation:** Town Council approve the FY 17/18 audited financial statement prepared by Felch & Company, LLC.



# MEMORANDUM

November 8, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Distribution of Fiscal Year 2017/2018 Surplus Funds

Background: The audit of the Town's General Fund for the year ended June 30, 2017 showed an excess of resources over charges to appropriations of \$448,499 (Schedule 1 of the Audit). This is \$242,211 more than the projected FY 17/18 surplus of \$206,288 that was in the FY 18/19 budget approved by Town Council on June 20, 2018.

Discussion: After discussions with department heads and the treasurer, I made the decision to recommend that Town Council place the surplus of \$448,499 into the following accounts:

- |   |          |
|---|----------|
| G 1-3010-00 (Administration Reserve)  | \$4,000  |
| - Office furniture for new Town Manager, Treasurer, Clerk and Deputy Clerk. The computer desk in the Town Manager's office is not designed for office use. The desk chairs are old, and newer ergonomic chairs with proper lumbar support will benefit the health of employees.   |          |
| G 1-3045-00 (Parks & Recreation Reserve)  | \$19,500 |
| - Replace the padding in the Community Center Gym (\$2,300). The current padding has deteriorated to such a condition that it does not provide the safety it is meant to.   |          |
| - Funds for a possible shortfall in wages and benefits due to a miscalculation (\$4,000).   |          |
| - Rehabilitate the Community Center's Community Room (\$13,200). A copy of the Parks and Recreation Director's estimates are attached.  |          |
| G 1-3050-00 (Police Department Reserve)   | \$22,500 |
| - For a police cruiser in 2020. This is the 1 <sup>st</sup> half of the projected \$45,000 needed for the cruiser and equipment.  |          |
| G 1-3060-00 (Public Works Reserve)  | \$50,000 |
| - The Town bought a 2008 International wheeler plow truck in June, 2018; using Fiscal Year 2017/18 funds; which is in very good condition for less than a third of the cost of new. The truck will give the Town many years of service. We need to continue to upgrade our fleet in the same manner. Placing \$50,000 in Public Works Reserve should allow the Town to buy a similar truck next year. |          |

G 1-3064-00 (Paving Reserve) \$35,400  
 - \$5,400 to replace funds used for Fire Department parking lot paving and \$30,000 which will be used for a significant paving project on our roads as soon as the drainage issues have been taken care of so as to get the most out of our paving dollars.

G 1-3065-00 (Revaluation Reserve) \$25,000  
 - No funds were budgeted in the FY 18/19 budget. There is currently \$100,000 in this account. The addition of \$25,000 will bring the total to \$125,000. The Town Assessor estimates a revaluation of real and personal property will cost approximately \$150,000.

G 1-3139-00 (Playground Equipment Reserve) \$10,000  
 - Funds for playground equipment at Riverside Park. This is seed money for the community effort.

G 1-3154-00 (Sidewalk Project Reserve) \$20,000  
 - This is the 1<sup>st</sup> of a ten-year program to have funds ready for a sidewalk project. The Town has an opportunity to have our sidewalks that are on MDOT roads; Main, Presque Isle and High Streets; reconstructed as part of MDOT paving projects at a cost to the Town of 20% of total sidewalk reconstruction costs; approximately \$200,000. The Town needs to start putting \$20,000 per year into a sidewalk reserve so that when the projects come through; the 1<sup>st</sup> is tentatively scheduled for 2023; we will be ready.

G 1-3300-00 (Undesignated Fund) \$266,099  
 - I am recommending this amount be placed in the Undesignated Fund for two reasons. First, the uncertainty of ReEnergy’s future in Fort Fairfield. Second, I want to provide the new Town Manager and Town Council some flexibility as the FY19/20 budget is prepared. The amount I am requesting be placed in the Undesignated Fund is \$59,811 more than the budgeted excess of \$206,288.

Recommendation: Town Council approves placing the excess funds in the following accounts:

G 1-3010-00 (Administration Reserve)	\$4,000
G 1-3045-00 (Parks & Recreation Reserve)	\$19,500
G 1-3050-00 (Police Department Reserve)	\$22,500
G 1-3060-00 (Public Works Reserve)	\$50,000
G 1-3064-00 (Paving Reserve)	\$35,400
G 1-3065-00 (Revaluation Reserve)	\$25,000
G 1-3139-00 (Playground Equipment Reserve)	\$10,000
G 1-3154-00 (Sidewalk Project Reserve)	\$20,000
G 1-3300-00 (Undesignated Fund)	<u>\$262,099</u>
Total	\$448,499



# MEMORANDUM

November 5, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Appointment to the Northern Maine Development Commission (NMDC)

Background: As a member of NMDC, the Town is authorized two representatives. At least one of the representatives must be a municipal officer or a designee elected by a majority vote of the municipal officers. This designee serves at the will of the municipal officers. Mr. Mitchell Butler is the current municipal officer representative.

The other representative shall serve a term of two years and may be removed by the municipal officers for cause after notice and hearing. Mr. James Risner is this representative and was appointed by Town Council at its March 21, 2018 meeting.

Discussion: Mr. Risner's last day as Town Manager is November 25, 2018. Ms. Andrea Powers' 1<sup>st</sup> day as Town Manager is November 26, 2018.

Recommendation: Town Council appoint Ms. Andrea Powers as the other representative to the Northern Maine Development Commission; effective November 26, 2018; for a term of two years.



# MEMORANDUM

November 5, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Election and Appointment to Aroostook Waste Solutions (AWS) Board of Directors

**Background:** In accordance with Section 3 of the AWS Interlocal Solid Waste Agreement, the Town of Fort Fairfield has one Director and one Alternate Director on the AWS Board of Directors. The Town Council annually elects the Director and appoints the Alternate Director. Historically, the Director has been a Town citizen and the Alternate Director has been the Town Manager.

**Discussion:** Town Council normally elects and appoints the AWS Board members at Council's December meeting. I am recommending Town Council elect and appoint the AWS Board members at the November, 2018 Council meeting for the following reason: Ms. Andrea Powers' 1<sup>st</sup> day as Town Manager is November 26. My recommendation is to appoint Ms. Powers the Alternate Director effective November 26 for the term November 26, 2018 to December 31, 2019, and elect Mr. Stev Rogeski the Director for the term January 1, 2019 to December 31, 2019.

Mr. Stev Rogeski is the Town's current Director the Board. Mr. Rogeski has been an AWS Board member for 15 years. He is extremely knowledgeable about the AWS operations and I believe is an excellent Town member on the Board.

**Recommendation:** That Town Council elects Mr. Stev Rogeski as a Director for the term January 1, 2019 to December 31, 2019 and appoint Ms. Andrea Powers as an Alternate Director for the term November 26, 2018 to December 31, 2019 to the Aroostook Waste Solutions Board of Directors.



## MEMORANDUM

November 6, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: New Police Officer

Background: The Town Council approved funds in the Fiscal Year 2018/2019 budget to hire a new police officer to begin January 1, 2019.

Discussion: William Schrader has been hired as the new police officer. Officer Schrader is able to begin work on December 7, 2018. He does not need to attend the full-time Maine Criminal Justice Academy training.

Chief Newell budgeted funds in his department's education and training account to pay for the new officer's attendance at the Academy. There are sufficient funds available in the education and training account to pay Officer Schrader's salary and benefits starting December 7, because the funds are not now required for his training. This allows the Town to have Officer Schrader begin work on December 7, 2018 and not wait until January 1, 2019.

Recommendation: Town Council authorize the Town Manager to begin Officer Schrader's employment on December 7, 2018.



# MEMORANDUM

November 14, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: Winter Sand

Councilor Kilcollins requested this item be placed on the agenda. Mr. Darren Hanson, Road Commissioner and Public Works Director, will provide an overview of how the Town refines winter sand.