

Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, January 16, 2019  
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- IV. Public Comment Period
- V. Correspondence and Reports
  - A. Licenses/Permits
  - B. Financial Report
  - C. Aroostook Waste Solutions Report – Mr. Rogeski
- VI. Old Business
  - A. Community Center Generator
- VII. New Business
  - A. Appointments to the Economic Development Board
  - B. Appointment of Councilors to Economic Development Board
  - C. Town Revaluation – Mr. Levesque
  - D. MPBF Update – Mrs. Hegemann
  - E. Micro-Enterprise Assistance Program - Mrs. Hegemann
- VIII. Minutes of the January 2, 2019 Special Town Council Meeting.
- IX. Warrants: #13: \$104,525.56 #14: \$346,693.71
- X. Other
- XI. Manager's report
- XII. Adjournment



# MEMORANDUM

January 16, 2019

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

As of January 16, 2019 we have not received any license and permit applications.



## MEMORANDUM

January 02, 2019

To: Andrea Powers, Town Manager  
From: Ella Leighton, Treasurer  
Subject: Financial Information

The Towns' Real Estate and Personal Property tax collections as of December 31, 2018 were \$462,222.54.

Excise tax collections as of December 31 are \$337,532.34. This is 60.27% of the budgeted amount, which is greater than the 50.00% anticipated as of December 31.

State revenue sharing as of December 31 is \$125,836.64. This is 50.94% of the budgeted amount and slightly above 50.00% expected as of December 31.

Our expenses as of December 31 are \$2,723,027.34. This is 53.25 % of the budgeted amount, which is higher than the 50.00% expected as of December 31. The excess expenses were due in part to preparation for the winter season by Public Works, e.g. sand, salt, plows and chains.

Revenues are 35.55% above budget and expenses are 3.25% above budgeted amounts for December 2018.

Our cash flow is still in excellent condition at the closing of December with a checking balance of \$414,214.36 and savings balance of \$255,000 at Machias Savings.





# MEMORANDUM

January 16, 2019

To: Town Council  
From: Andrea Powers, 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

January 11, 2019

To: Town Council  
From: Town Manager  
Subject: Community Center Generator

In October, the Council approved engineering with BRSA for the Community Center Generator. January 10, 2019, Darren Hanson, Director Public Works and Chief Shawn Newell, Police Chief and Director of Public Safety met with BRSA to go over their findings of the project.

It was recommended that the Town of Fort Fairfield upgrade their amp system from a 400amp service to a 600 amp service as we are currently running at 392 amps with no room for growth or adjustment for the entire building.

There were two options presented in the meeting. The first option is the past practice of minimal cost minimal resolution to a situation without forward thinking to future use. The second option sets the building in the directions of future use and growth.

Recommendation: Town Council authorize Town Manager and Town Staff to direct BRSA to move forward with option two.

Andrea L. Powers, MPA  
Town Manager



# FORT FAIRFIELD



18 Community Center Drive  
Fort Fairfield, Me. 04752  
Phone (207) 472-3808 Fax (207) 472-3807

Shawn D. Newell  
Director of Public Safety

January 11, 2019

To: Andrea Powers, Town Manager, Town Council  
From: Shawn D. Newell, Director of Public Safety  
Subject: Community Center Generator

During the discussion with BRSA, and as reflected in Director Hanson's memo, I believe the prudent decision would be to go with option two, upgrading our current electrical system.

At this present time, Fort Fairfield does not have an emergency shelter. After having a discussion with Aroostook County Emergency Management Director Darren Woods, we agreed the Community Center gymnasium could be upgraded to the Town's emergency shelter provided that it must have a way to provide food to those who are utilizing the shelter. We currently have a skeleton kitchen in the gymnasium and would need to upgrade that facility to a working kitchen. The bathroom facilities and the handicap bathroom in the lobby are up to shelter standards.

Lastly, one part of recovering from a disaster is getting our schools up and running as soon as possible. So long as there is a single person utilizing the elementary school as a shelter, we would be prohibited from allowing the students to return to school. Also, by committing our Community Center to an emergency shelter, we would no longer need to purchase a generator for the elementary school, saving the Town and school department tens of thousands of dollars.



# FORT FAIRFIELD



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Fort Fairfield, Me. 04752  
Phone (207) 472-3808 Fax (207) 472-3807

Shawn D. Newell  
Director of Public Safety

January 11, 2019

To: Andrea Powers, Town Manager, Town Council  
From: Vince Baldwin, Fire Chief  
Subject: Community Center Generator

Through this meeting I was enlightened to the fact that we are using 392 of our 490 amp service. We can install a sized generator for this and we can operate as status quo. This leaves no room in the future for any additions to our amperage usage.

As I look forward to the future I can see potential increases in our amperage usage. The fire department does not have a gear dryer and an extractor. Both these units would use more amperage then we have. And that's not thinking of any other items the building may need to add in the future. To be fair not all items that use amps are running all the time. But I believe we would be doing a disservice to our town by not planning for the future and installing a system to get us by.

Financially if we invest now, the increase to a 600 amp service will never be cheaper to do. If we need it in the future it will cost twice if not triple. Long term it is clear to see this is the wisest choice and most responsible. But I understand concern of the price. If we cannot find the funds I recommend we don't install the system until we do so we are not throwing money away.

Vince



# MEMORANDUM

January 11, 2019

To: Town Council, Town Manager  
From: Darren Hanson, Public Works Director  
Subject: Community Center Generator

**Background:** During the October Town Council meeting a proposal by BRSA for engineering of a new generator for the Community Center was approved.

**Discussion:** During a review of what our buildings current electrical needs are and what our current electrical entrance is capable of providing it has been determined that our entrance is at max capacity meaning that we cannot add or upgrade anything electrical in the building now or in the future.

During recent discussions with BRSA we have been given two options, option one is to install a generator which will be connected to the current entrance which will not allow for any electrical expansions or upgrades, option two would be to install the new generator and have a new electrical entrance installed as part of the project for an additional (early estimate)\$10,000.00 which will give us a fifty percent reserve capacity allowing us room to grow and upgrade systems as needed in the future.

**Recommendation:** Town Council authorize Town Manager and Town Staff to direct BRSA to move forward with option two.



# MEMORANDUM

January 16, 2019

To: Town Council

From: Billie Jo Sharpe, Town Clerk

Subject: Appointments to the Economic Development Board

The Economic Development Board had member's who's terms were up June 30, 2018.

Steve Rogeski and David Dorsey are interested in remaining on the Board.

The recommendation is that Town Council appoints Steve Rogeski and David Dorsey for three year terms, each to run through June 30, 2021 with an appointment date of June 30, 2018.



# MEMORANDUM

January 16, 2019

To: Town Council

From: Billie Jo Sharpe, Town Clerk

Subject: Appointments to the Economic Development Board

According to the \*By-Laws of the Economic Development Board:

\*The Board shall consist of five (5) members appointed by the Town Council and two (2) non-voting Town Councilors.

The recommendation is that Town Council nominate and appoints two members to serve on the Economic Development Board.



# MEMORANDUM

January 10, 2019

To: Town Council  
From: Andrea L. Powers, MPA, Town Manager  
Subject: Town Revaluation

It has been 22 years before our last revaluation and it will be 24 years before implemented therefore, now is the time to begin the process with the closing of Re-Energy.

I am recommending that the Town Council approve a request for proposals (RFP) to the Tax Assessor, Tony Levesque.

Andrea L. Powers, MPA  
Town Manager



## MEMORANDUM

January 10, 2019

To: Town Council  
From: Andrea L. Powers, MPA, Town Manager  
Subject: Meg Hegemann, MPBF Director

Meg Hegemann is requesting the Town Council release her from the Independent Contractor Agreement with the Town of Fort Fairfield.

Ms. Hegemann is starting a new business in the Town of Fort Fairfield and would need to phase herself out no later than the end of April, 2019.

I have worked closely with Ms. Hegemann since my arrival to the Town of Fort Fairfield as the Town Manager and she has consented to continue working for the MPBF and its responsibilities until the end of April, 2019.

I am currently taking on some of the duties and responsibilities of the Festival and I am confident with the staff and volunteers of the Festival that I will be able to continue through to the end of Festival.

Recommendation: That the Town Council approve Meg Hegemann's request for release of her Independent Contractor Agreement with the Town of Fort Fairfield and that the Town Manager will continue the duties and responsibilities for the 2019 MPBF.

Andrea L. Powers, MPA  
Town Manager



# MEMORANDUM

January 10, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Micro-Enterprise Assistance Program, Meg Hegemann

Meg Hegemann is requesting the Town Council's support for the Micro-Enterprise Assistance Program. She is applying for this through CDBG funding. Ms. Hegemann's future business, Red Door Café, and part of the requirements she must meet is Council approval to apply.

I am recommending that the Town Council approve Meg Hegemann's application for the Micro-Enterprise Assistance Program.

Andrea L. Powers, MPA  
Town Manager