

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, October 21, 2015
6:00 P.M.

Councilors: David McCrea, Jason Barnes, Susan LeVasseur, John Herold
and Robert Kilcollins

Staff: Billie Jo Sharpe, Ella Leighton, Tony Levesque, Tim Goff, Darren Hanson,
Rebecca Hersey and James Risner

Citizens: 8 including media

- I. Roll Call - Chair Jason Barnes asked that the record reflect all councilors were present.
- II. Prayer – Tony Levesque offered the prayer.
- III. Pledge to the Flag - All in attendance pledged their allegiance to the Flag.
- IV. Public Comment-

Mr. Robert Dorsey spoke of the establishment of the Economic Development Board, I applaud you for considering this and encourage that you get active business leaders involved.

V. Correspondence and Reports

- A. Recognition of Wind Energy Technical Review Committee Members- Certificates of Appreciation were distributed to the members of the Wind Energy Technical Review Committee for their exemplary and dedicated service that they provided to the citizens of Fort Fairfield.
- B. Licenses/Permits – Two Liquor license applications, one from Canterbury Royale and the other from the Knights of Columbus. We also received one application from the Lions Club for a catering permit.
- C. Financial Report -Mr. James Risner – Taxes were committed on October 1, 2015. Real estate and Personal property tax bills were mailed on October 3rd, last year tax bills were sent out on October 6th. Our expenses are in line with our budget, as of September 30th, we have spent 24.89% of our budget. Our revenue side is looking good as well. Excise tax collections are up for the third consecutive month. State revenue sharing for September is \$16,357 and increase of \$11,994 from last year. Cash flow is in good shape, after Warrant #7 on October 9th, we have over \$100,000 in our savings account and \$45,600 in our checking. Town council approved a Tax Anticipation Note in the amount of \$600,000.00 at its September 16th meeting, we might need to use this TAN to pay county taxes of \$195,033.20 which will be paid on October 30, 2015.
- D. Introduction of New Public Works Director, Mr. Darren Hanson – Mr. Hanson’s first day was October 5th, he came to us from MDOT where he has worked the last 12 years.

He brings a wealth of road construction maintenance experience, winter maintenance, snowplowing, and equipment maintenance.

Mr. Darren Hanson - It is good to be here tonight, I am looking forward to working with you and serving Fort Fairfield, Thank you.

- E. Internet Survey – Mr. Risner – During late August and early September, Mr. Goff conducted a door-to-door survey of more than 275 homes and business. With the majority of them located on the north side of the Aroostook River. Tim did an outstanding job in preparing and conducting the survey. The work Tim has done in this area has brought positive attention to the needs of Fort Fairfield. Last week the Town was approached by a company who is interested in doing and conducting a broadband feasibility study for the Town at no charge. I think this was a result of the Connect Me meeting that Tony, Tim and I went to and the leg work that Tim did. This company's feeling that Fort Fairfield was not only very interesting but that we have done a lot of ground work on it. Want to applaud Tim for getting out there and doing the hard work and I think it is going to pay off.

Mr. Tim Goff - As Mr. Risner mentioned over the course of two weeks I did visit every residence and business on the north side of the river as well as homes on the Houlton Road up until the Presque Isle Road. The reason we took that approach rather than mailers, we knew we would get better results. We also wanted to do some education of residences and some public awareness of what we were trying to accomplish. The findings were presented to Connect ME authority, which oversees the grant process for the State of Maine. The write up that we presented was featured as a blog post on the Bangor Daily News website by the Maine broadband coalition. We are working to find solutions that will work for our community and we are heading in the right direction.

Mr. David McCrea - Appreciate your vision and the fact that you carried through with it, it has certainly put us in the spot light and for that I want to thank you and tell you how much we appreciate it.

- F. 2016 "DriveSober, Maine!" Grant - The purpose of the "DriveSober, Maine!" program is to increase effective enforcement of traffic-safety related laws and to decrease impaired driving incidences as well impaired driving-related injuries, crashes, and fatalities. This is the third year that the Police Department has participated in this grant which is funded by the Bureau of Highway Safety. It will run from November 2015 through September 5, 2016, in which time we will be required to participate in two national campaigns, to complete a number of roving patrols along with at least one O.U.I. Roadblock. Last year the Town received nearly \$9,000.00 in grant money for this program.

VI. Old Business

- A. Lease of Puddledock, 38 Dorsey Road, Ordinance 15-05 – Mr. Risner – Mr. John Herold introduced Ordinance 15-05 at the September 16th regular council meeting. A

public hear was held on October 14th at noon in the Council Chambers, (minutes are attached). The Towns lease is with Mama Bear Day Care, LLC, Heather Beaulieu is the owner and wants to continue leasing the building and premises for use as a licensed Daycare. It is recommended that the Town Council adopt Town Ordinance 15-05, as presented.

Motion: Mr. Robert Kilcollins moved to approve Ordinance 15-05 for the Town's lease to Mama Bear Day Care, LLC.

Second: Mr. John Herold

Vote – All affirmative

- B. General Assistance, Ordinance 15-07 – Mr. Risner – Mr. David McCrea introduced Ordinance 15-07 at the September 16, 2015 regular Town Council meeting. The Public Hearing was held on October 14, 2015 at noon in the Council Chambers, (minutes are attached). The law requires municipal officers adopt the ordinance after notice and hearing. It is recommended that the Town Council adopt Ordinance 15-07.

Motion: Mr. John Herold moved to approve the General Assistance Ordinance 15-07 which is required by law.

Second: Mr. David McCrea

Vote – All affirmative

VII. New Business

- A. Approve Fiscal Year 2014/2015 Audited Financial Statement – Mr. Risner – The independent auditor's report of the Town's financial statements was completed by Felch and Company, LLC on October 16, 2015. 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.

Motion: Ms. Susan LeVasseur moved to approve the Fiscal Year 2014/2015 Audited Financial Statement as prepared by Felch and Company, LLC

Second: Mr. John Herold

Vote – All affirmative

- B. Establishment of Economic Development Board – A town citizen recommended Town Council consider establishing an Economic Development Board. The purpose of the board would be to actively seek economic development opportunities for the Town. Town Staff developed a draft set of by-laws for an Economic Development Board, (attached). It is recommended that the Board have five members appointed by the Council and that the Council review the purpose at least every five years. The board would consist of members with banking or finance experience, management or strategic planning experience, a realtor, real estate broker or developer and a Fort Fairfield business owner. The Town's Director of Marketing and Economic Development would provide Staff support and the Town Clerk would act as the Board's Secretary. It is recommended that if the Council decides to create an Economic Development Board,

Council direct staff to advertise for applicants and provide the list of applications to Council at its November 2015 regular meeting.

Motion: Mr. David McCrea moved to approve the creation of an Economic Development Board, Council direct staff to advertise for applicants and provide the list of applications to Council at its November 2015 regular meeting.

Second: Mr. John Herold

Vote – All affirmative

VIII. General Election – The referendum election is scheduled for November 3, 2015. Ms. Hersey spoke with Garret Martin, Fort Fairfield High School Civics teacher and Mr. Martin has a student that would like to work the polls. This will be a great opportunity for the student to see democracy in action and will benefit Ms. Hersey in her role as election warden.

- A. Designation of Opening and Closing of Polls
Open at 8:00 am and close at 8:00 pm
- B. Designation of Central Counting Location
Town of Fort Fairfield Community Center
- C. Designation of Voting Poll Location
Town of Fort Fairfield Community Center
- D. Ratification of Election Warden
Becky Hersey, Warden
- E. Ratification of Election Warrants
- F. Ratification of Election Clerks and Counters

Motion: Ms. Susan LeVasseur moved to approve moved to approve A – F as presented

Second: Mr. Robert Kilcollins

Vote – All affirmative

IX. Minutes: Council Meeting September 16, 2015

Motion: Mr. Robert Kilcollins moved to approve Minutes of September 16, 2015 as written.

Second: Mr. John Herold

Vote – All affirmative

X. Warrants: #6 in the amount of \$267,162.56, #7 for \$135,645.71

Motion: Mr. John Herold moved to accept warrants #6 and #7 as presented.

Second: Mr. David McCrea

Vote – All affirmative

XI. Other – None

XII. Executive Session – None

October 21, 2015

Fort Fairfield Town Council Meeting Minutes

XIII. Adjournment

Council adjourned at 6:25 p.m.

Respectfully submitted,

Rebecca J. Hersey
Council Secretary