

**Fort Fairfield Town Council Meeting Minutes**  
**Council Chambers**  
**Wednesday, April 20, 2016**  
**6:00 P.M.**

Councilors: David McCrea, Jason Barnes, John Herold, Robert Kilcollins and Scott Smith  
Staff: Tim Goff, Darren Hansen, Rebecca Hersey, Ella Leighton, Tony Levesque, Shawn Newell, James Risner and Tom Towle  
Guest Speaker: Brian Lippold of James W. Sewall Company  
Citizens: 5 including media

- I. Roll Call – Chair David McCrea asked that the record reflect all councilors 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- NONE
- V. Correspondence and Reports
  - A. Licenses / Permits- Ms. Hersey – We had one Liquor license application from Boondocks Grill.
  - B. Financial Report – Mr. James Risner – As of March 31, 2016 the total tax collections are \$3,033,604 which is an increase of \$353,787 compared to last year. Excise tax collection as of March 31, 2016 is at \$412,005, which is slightly ahead of budget. State revenue sharing as of March 31, 2016 is \$161,715, which is ahead of budget as we have received 77.75% of the budgeted amount. Our expenses are in line and cash flow is good with a balance of \$144,002 in checking and \$1,000,000 in savings after completion of warrant #20.
  - C. Tri-community Landfill Report – Mr. James Risner – The last meeting was held on April 15, 2016. At the end of the first quarter they are ahead of budget. Tri-Community is looking for a full time truck driver, applications will be accepted until April 29<sup>th</sup>. The litter fences that were put up last year are doing a great job, it is keeping the litter and bags on Tri-Community’s property and not on the adjacent properties. With the recent rains, and early melting of snow, it increased the value of the leach aid pipeline that was put in a few years ago. In the first three months of 2015 they shipped 400,000 gallons and this year they have shipped 2.4 million gallons. If they didn’t have the pipeline, they would have had to hire trucks to come in.
  - D. Internet Feasibility Study Presentation– Mr. Tim Goff and Mr. Brian Lippold – Town staff has worked closely with officials from the James W. Sewall Company to conduct an intensive internet feasibility study since last fall. The goal of the study is to provide detailed information about current internet infrastructure that is in place in Fort Fairfield and to determine the cost and

benefits of implementing various investments in telecommunications technology to improve access and speeds in our community.

Mr. Brian Lippold of the Sewall Company made a presentation on the Broadband Feasibility Study. He discussed steps that were taken in the study, such as internet access technology overview, documenting and mapping existing broadband assets, community outreach and inventory and capabilities assessment. He went over what options might possibly fill the gaps and what recommendations that he had. The next steps are to meet with potential providers, validate costs, education of the community, collaborate with existing providers. A copy of Mr. Lippold's presentation is attached to the minutes on file with the Town Clerk.

- E. Presentation of Fiscal Year 2016/2017 Town Budget – Mr. James Risner – Minor adjustments were made to the budget based on the March expense report. On March 23<sup>rd</sup> Mr. Risner presented a balanced budget with a 2% cost of living raise for all town employees and that we would maintain the current mil rate, with a projected surplus of \$18,545, these were based on conservative revenue estimates. A major change from the March 16<sup>th</sup> presentation is a projected deficit of \$42,309, as a note this would be a surplus of \$6,691 if the FY15/16 property valuation was used. The 2% COLA for all employees impact to the budget is \$15,625. There is a \$600 telephone line increase for GPS units in the police vehicles. Our first public hearing is scheduled for April 27<sup>th</sup>, the 2<sup>nd</sup> public hearing is scheduled for May 18<sup>th</sup> and approval is scheduled for the June 15<sup>th</sup> Council Meeting.

VI. Old Business –

- A. Tax Acquired Property for 2013 Taxes – At the March 16, 2016 Council meeting, the Council authorized the following:

277 South Caribou Road, 19 Brunswick Avenue and 37 Riverside Avenue be put out for bid in AS IS WHERE IS condition with no guarantees expressed or implied with a minimum bid of the cost to cover taxes plus any cost incurred between now and closing. The notice of tax sale is attached.

The Town tax collector tries one more time to contact the owner of 23 Morse Road and offer the property back to them upon payment of taxes and fees owed. That the Town tax collector be authorized to put the property out to bid in AS IS WHERE IS condition with no guarantees expressed or implied with a minimum bid of the cost to cover taxes plus any cost incurred between now and closing if the owner does not respond, or informs the tax collector that they do not want the property.

The Town offer 109 Riverside Avenue to adjacent property owners in AS IS

WHERE IS condition with no guarantees expressed or implied at a cost to cover taxes plus any cost incurred between now and closing, with additional conditions to read that the structures on the property are to be demolished and cleared from the property. Failure to do so within a four month period from date of sale, then the Town of Fort Fairfield shall be able to purchase it back at the price it was sold for.

The opening of the bids was done today at noon, there were successful bids on 277 South Caribou Road, 19 Brunswick Avenue and 37 Riverside Avenue. A copy of the bid sheet is attached. The tax collector did not hear from the owner of 23 Morse Road or from either adjacent property owners to 109 Riverside Avenue.

It is recommended that the Council:

- a) signs the quitclaim deed(s) and real estate transfer tax declaration(s) for 277 South Caribou Road, 19 Brunswick Avenue and 37 Riverside Avenue.
- b) authorizes 23 Morse Road be put out to bid in AS IS WHERE IS condition with no guarantees expressed or implied with a minimum bid of the cost to cover taxes plus any cost incurred between now and closing.
- c) authorizes that 109 Riverside Avenue be put out for bid in AS IS WHERE IS condition with no guarantees expressed or implied with a minimum bid of the cost to cover taxes plus any cost incurred between now and closing, with additional conditions to read that the structures on the property are to be demolished and cleared from the property. Failure to do so within a four month period from date of sale, then the Town of Fort Fairfield shall be able to purchase it back at the price it was sold for.

Motion: Mr. Robert Kilcollins moved to approve signing the quitclaim deed(s) and real estate transfer tax declaration(s) for 277 South Caribou Road, 19 Brunswick Avenue and 37 Riverside Avenue.

And

Authorize that 23 Morse Road and 109 Riverside Avenue be put out to bid in AS IS WHERE IS condition with no guarantees expressed or implied with a minimum bid of the cost to cover taxes plus any cost incurred between now and closing. With an additional condition to read that the structures on the 109 Riverside Avenue are to be demolished and cleared from the property. Failure to do so within a four month period from date of sale, then the Town of Fort Fairfield shall be able to purchase it back at the price it was sold for.

Second: Mr. Jason Barnes

Vote – All affirmative

VII. New Business

- A. Town of Fort Fairfield Grant Application Policy – Mr. James Risner – At the March 23<sup>rd</sup> budget work session, Councilor Herold stated that he recalled that three or four years ago the Council passed a resolution that when there was a request for a grant that the Council would be notified and included in the process. Ms. Hersey researched the records and did not find a resolution. The only record found were the minutes of the Council’s December 21, 2011 meeting. My policy is that before submission, all grant applications must be approved by the Manager and that all grant applications that require Town funds must be approved by the Council before the application is submitted. This policy is more stringent than the process Council approved on December 21, 2011 in that the 2011 process involved Council after a grant was received but before funds could be expended, whereas my policy involves the Manager and Council prior to submission of a grant application. It is recommended that the Council approve the Town of Fort Fairfield Grant Application Policy as presented.

Motion: Mr. Jason Barnes moved to approve the Town of Fort Fairfield Grant Application Policy which states that before submission, all grant applications must be approved by the Manager and that all grant applications that require Town funds must be approved by the Council before the application is submitted

Second: Mr. John Herold

Vote – All affirmative

- B. Town of Fort Fairfield Communications and Social Media Policy – Mr. James Risner - The Maine Municipal Association (MMA) recommends municipalities have a communication and social media policy. After reviewing policies of MMA and other municipalities, Mr. Goff, the Town’s Public Information Officer, wrote a policy for the Town. It is recommended that the Town Council approves the Town of Fort Fairfield Communications and Social Media Policy as written.

Motion: Mr. John Herold moved to approve the Town of Fort Fairfield Communications and Social Media Policy as presented.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- C. Community Center Roof Replacement - The Community Center roof, particularly the portion over the gym floor near the main entrance, leaks during heavy rains. The existing shingles were put on the roof over 25 years ago by the Maine Army National Guard and they used 20 year shingles that the State of Maine had as surplus property in Augusta. There are three possible remedies and all have a setup fee that is estimated to cost between \$1,000 and \$2,000.

- 1) Patch that portion of the roof, and this may not work.

- 2) Put new shingles on the section of the roof that contains the leak.  
There is concern that a new leak could occur where the new roof ties into the old.
- 3) Replace the Community Center roof. We received two estimates, with each one over \$5,000.00.

The Town's policy requires that all improvements with an estimate cost over \$5,000.00 that it should go out to bid. It is recommended that the Council authorize the Town manager to solicit formal written sealed bids for the replacement of the Community Center roof.

It was the consensus of the Council to discuss this further in executive session.

- D. Morse Road Speed Limit –Mr. James Risner – Council Chair McCrea requested this item be placed on the agenda, as he has received comments from citizens who are concerned about the safety of a 45 mil per hour (MPH) speed limit on the Morse Road. It was discussed to start by contacting MDOT to see if they will take the lead. Council can decide not to do anything or council can direct Town Manager and staff to start looking into the process, what it involves and what our options are. It was the consensus of the Council to direct the Town Manager and staff to do research and come back to the May Council meeting with a report of costs and what can be done.
- E. Construction Over limit Permit – Mr. James Risner - The Maine Department of Transportation (MDOT) has established two construction areas on Route 1A in the Town of Fort Fairfield. MDOT requests the municipal officers sign an agreement (copy attached) to issue a construction over limit permit to the contractor for overweight equipment and loads that may be required to use a municipal way in the Town as part of the construction. Title 29-A § 2382 MRSA requires a permit be procured from the municipal officers for a construction area within the municipality. It is recommended that Town Council signs the agreement that a construction over limit permit will be issued to the Contractor for the Maine Department of Transportation Project Numbers 022593.00 and 022595.00 allowing the contractor to use overweight equipment and loads on municipal ways.

Motion: Mr. Jason Barnes moved to approve that the Town Council signs the agreement that a construction over limit permit will be issued to the contractor for the MDOT projects #022593.00 and 022595.00 allowing the contractor to use overweight equipment and loads on municipal ways.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- F. Appointments to the Northern Maine Development Commission – Mr. Risner – As a member of NMDC the Town is authorized two representatives. At least one must be an elected official or an employee of a general purpose unit of local

government. Town Council, at its December 16, 2015 meeting appointed Councilor Herold and Mr. Risner as representatives of the Town. It is recommended that Council appoints one Councilor as the first representative and the Town Manager as the second representative to NMDC.

Motion: Mr. Robert Kilcollins nominated Councilor John Herold as the first representative and the Town Manager as the second representative to NMDC.

Second: Mr. Jason Barnes

Vote – All affirmative

VIII Minutes: March 16, 2016 Town Council Meeting and the March 23, 2016 FY 16/17 Budget Department Presentation.

Motion: Mr. Jason Barnes moved to approve Minutes of March 16, 2016 Town Council Meeting and the March 23, 2016 FY 16/17 Budget Department Presentation as presented.

Second: Mr. John Herold

Vote – All affirmative

IX Warrants: #19 - \$121,820.01 and #20 - \$124,220.06

Motion: Mr. Robert Kilcollins 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 attended the Maine Municipal Association's roles of elected officials and municipal managers workshop on April 6<sup>th</sup>. One of the items discussed was the inclusion of a manager's report as part of the Town Council agenda. This would be an opportunity to provide information to the Council that is informative but does not require action.

- a) Spring Cleanup is scheduled for May 16<sup>th</sup> – 19<sup>th</sup>
- b) The Commissioner of the Maine Department of Environmental Protection is visiting Re-Energy Friday morning and Mr. Risner has been asked to be there.
- c) Mr. Darren Hanson graduated from the Young Professional Institute on April 12<sup>th</sup>. This is a seven week professional development course conducted at UMPI.
- d) Darrin Woods, Director of Aroostook County Emergency Management, publicly thanked Mr. Levesque for his coordination of 2016 flood watch and Mr. Woods also thanked the Fire Dept. for keeping an eye on everything and communicating with his office.

XII Executive Session –

Motion: Mr. John Herold moved to go into Executive Session at 7:27PM  
to discuss:

A. MRSA 405(6)(C) – Community Center Roof Replacement

Second: Mr. Robert Kilcollins

Vote – All affirmative

Motion: Mr. Jason Barnes moved to come out of executive session at 7:45 PM

Second: Mr. John Herold

Vote – All affirmative

Motion: Mr. John Herold moved to approve that the Town Manager solicit formal  
written sealed bids for the replacement of the Community Center roof.

Second: Mr. Jason Barnes

Vote – All affirmative

XIII. Adjournment –

Mr. Jason Barnes moved to adjourn at 7:46 PM.

Respectfully submitted,

Council Secretary  
Rebecca J. Hersey