

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, August 17, 2016
6:00 P.M.

Councilors: Jason Barnes, John Herold, Robert Kilcollins and Scott Smith
Staff: Ryan Eagles, Rebecca Hersey, Dale Keegan, Tony Levesque and James Risner
Citizens: 2 including media

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

Mr. Tony Levesque requested a moment of silence in tribute to Councilor Ruel Flannery, who served 15 years.

V. Correspondence and Reports

- A. Introduction of New Police Officer – Officer Dale Keegan – Chief Newell has hired Ryan Eagles as our newest full-time officer. He lives here in Fort Fairfield with his wife Michelle and two daughters and one on the way. Officer Eagles is a 2013 Maine Criminal Justice Academy graduate, he has obtained his bachelor's degree in criminal justice and has been working for the Presque Isle Police Department for over three years. He was also a reserve officer for the Town of Fort Fairfield Police Department in 2010, he lives in Fort Fairfield and is looking forward to serving our community.
- B. Licenses / Permits- Ms. Hersey –There were no licenses and permits for the period of July 22, 2016 through August 17, 2016.
- C. Financial Report – Mr. James Risner –The preliminary results of the 2015-2016 Audit Report of Financial Statement from Felch & Company indicates our surplus to be \$230,456 which is within 10% of our projected surplus of \$211,667.

Mr. Levesque, Tax Assessor, has completed a preliminary calculation for the FY 16/17 mil rate and the minimum needed is 24.18, so leaving the mil rate at 24.50 will provide a surplus of \$50,416.44. I would recommend leaving the mil rate at 24.50 and putting the surplus into reserves accounts.

During FY 15/16 we used reserve accounts to make several large purchases including a plow truck, a new vehicle for the Police Department, repairs to Rec Department's pick-up, Community Center flooring and roof repairs. With Council permission, I would like to use surplus funds to replenish our reserve accounts as well as plan for expenses during the up-coming years. The 2015 real estate tax lien notices were mailed out on august 5th. There were

230 in total with a value of \$221,260.39.

We have received reimbursements for the homestead exemption and veterans' exemption and both came in above budget. The Town's Real Estate and Personal Property tax collections for July were \$58,206 compared to \$53,070 for July, 2015. As of July 31, 2016 the excise tax collections were \$88,914.78 and the State revenue sharing was \$19, 559.99. Expenses are above what is expected due to most insurance premiums for the year are paid in July and many of the Recreation Department activities are in the summer months. Cash flow is good with a balance of \$75,512.55 in checking and \$500,000 in savings after completion of Warrant #3.

- D. Tri-community Landfill Report – Mr. Stev Rogeski – The last meeting was held on July 15th, Mr. Rogeski checked with Mark Draper to see if there was anything to update the Council on. Mr. Draper stated that we have been waiting on an independent accountant to look at Presque Isle's finances and Tri-Community's to keep moving forward with the potential merger.

VI. Old Business –

- A. Morse Road Speed Limit – Mr. James Risner- We received an update from Mr. DeMerchant on August 10th, he informed me that the field data is being reviewed at this time.

VII. New Business

- A. Tax Anticipation Note – Mr. James Risner- To aid the Town with cash flow during the 2nd and 3rd quarters, we have put out to bid the interest rate on a \$600,000 line of credit. Invitations to bid were sent to Katahdin Trust Company and Machias Savings Bank. Katahdin's response was an interest rate of 1.25% and Machias was option 1 at 0.90% and option 2 at 1.65%. Option 1 requires the Town to have its primary operating account with Machias Savings Banks. The Town's primary operating account has been with Katahdin Trust Company for 27years. I don't believe it is in the Town's interest to move its banking in order to take advantage of the interest rate under option 1 from Machias. It is recommended that the Town Council authorize the award of the FY 16/17 TAN to Katahdin Trust Company.

Motion: Mr. John Herold moved to approve Mr. James Risner, Town Manager and Chair David McCrea to sign the agreement for the FY 16/17 TAN with Katahdin Trust Company with an interest rate of 1.25%.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- B. Fiscal Year 2015/2016 Audited Financial Statement – Mr. James Risner – Felch & Company LLC completed its audit of the Town's financial statements on August 12, 2016. We received our copies of the report on August 17, 2016. Two important parts of the report are Schedule 1, Budgetary Comparisons,

General Fund and the auditor's report on internal controls and compliance. Schedule 1 states that the Town has a budget surplus of \$230,456, which is the same amount the preliminary audit stated. They 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: Mr. John Herold moved to approve the FY 15/16 audited financial statement prepared by Felch & Company, LLC

Second: Mr. Robert Kilcollins

Vote – All affirmative

VIII Minutes: July 20, 2016 Town Council Meeting

Motion: Mr. Robert Kilcollins moved to approve Minutes of July 20, 2016 as presented.

Second: Mr. Jason Barnes

Vote – All affirmative

IX Warrants: #2 - \$255,558.36 and #3 - \$296,857.52

Motion: Mr. Robert Kilcollins moved to accept warrants #2 & #3 as presented.

Second: Mr. John Herold

Vote – All affirmative

X Other – None

XI Manager's Report- Mr. James Risner submitted this to the Council for information purposes only. Mr. Risner pointed out two things on the report, the first under Public Safety. Fort Fairfield Police, Fire and Crown Ambulance were invited to the American Legion for an appreciation BBQ on August 1st. After the dinner, members from all three departments were presented with a framed American Flag and certificates. This flag is now on display here in the Council Chambers. The other news is in the Parks and Rec, summer is coming to a close, the pool is closing for the season on August 23rd.

XII Executive Session – None

XIII. Adjournment –

Motion: Mr. Scott Smith moved to adjourn 6:15 PM

Second: Mr. Robert Kilcollins

Vote – All affirmative

Respectfully submitted,

Council Secretary
Rebecca J. Hersey