

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, December 21, 2016
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. Tri-Community Landfill Report – Mr. Rogeski
- VI. Old Business
 - A. Morse Road Speed Limit
- VII. New Business
 - A. Appointment of Registrar of Voters
 - B. Planning Board By-laws
 - C. Resignation on the Library Board of Trustees
 - D. Community Center Storage Rooms
- VIII. Minutes of the November 16, 2016 Regular Council Meeting
- IX. Warrants: #10; \$276,556.38 #11; \$61,414.17 #12; \$300,003.79
- X. Other
- XI. Manager's Report
- XII. Executive Session
 - A. MRSA 405(6)(A) – Personnel
- XIII. Adjournment



MEMORANDUM

December 12, 2016

To: Town Manager and Town Council

From: Rebecca Hersey, Town Clerk

Subject: Licenses and Permits

There were no licenses or permits issued during the period of November 17, 2016 through December 21, 2016.



MEMORANDUM

December 14, 2016

To: Town Council
From: James Risner, Town Manager
Subject: Financial Report

The Town's Real Estate and Personal Property tax collections for November were \$110,319.88 compared to \$230,001.36 for November, 2015. There are several large tax bills that were paid during the month of November last year and have not yet been paid. I have no doubt that the tax bills will be paid on time. This delay in tax collections has not adversely impacted our cash flow, as we have used only \$100,000 of the Tax Anticipation Note (TAN) compared to using \$400,000 of the TAN this time last year.

Excise tax collections as of November 30 are \$282,110.30. This is 51.29% of the budgeted amount, which is more than the 41.66% expected as of November 30.

State revenue sharing as of November 30 is \$90,728.31. This is 42.42% of the budgeted amount, which is slightly more than the 41.66% that is budgeted as of November 30.

Our expenses as of November 30 are at 46.24%, which is higher than the 41.66% that is budgeted as of November 30. The increase is due in part to the extra pay period in the month of November and the payment of the \$207,431.40 in County tax. Overall, I am comfortable with the expenditure rate of all accounts at this time.

We received \$97,160 in Local Road Assistance Program funds from the State. This is the budgeted amount.

We received \$45,112 in Business Equipment Tax Exemption (BETE) from the State. This is \$2,320 more than the budgeted amount of \$42,792.

Cash flow is good, with a balance of \$23,150.44 in checking and no funds in savings after completion of Warrant #12. We have used \$100,000 from the TAN. For comparison, this time last year we had \$45,133.80 in checking, no funds in savings and were using \$400,000 from the TAN.



MEMORANDUM

December 13, 2016

To: Town Council
From: James Risner, Town Manager
Subject: Morse Road Speed Limit

Background: At its April 20 meeting, Town Council directed me to contact the Maine Department of Transportation (MDOT) in regards to the speed limit on the Morse Road. I contacted Mr. Ray E. DeMerchant, P.E., Region Traffic Engineer for MDOT's Northern Region.

Mr. DeMerchant is recommending that the speed be posted at 25 mph. His recommendation has been forwarded to the State Traffic Engineer, Commissioner, and State Police for their review and approval, which will probably occur sometime in the latter part of December.

Discussion: I received an update from Mr. DeMerchant on December 13. The Commissioner's monthly meeting is on December 14, and Mr. DeMerchant expects to have the signed Commissioner Record before the Council meets on December 21. He will notify me once he has received the decision on the recommendation.

Recommendation: For information at this time. I will update the Council at its December 21 meeting.



MEMORANDUM

November 17, 2016

To: Town Council and Town Manager
From: Rebecca Hersey, Town Clerk
Subject: Appointment of Registrar of Voters

Background: According to Title 21-A §101.2, "The Municipal Officers shall appoint in writing a qualified Registrar of Voters by January 1st of each odd-numbered year". This appointment is for a two year period of time.

Discussion: Ms. Billie Jo Sharpe is the current Registrar of Voters and would like to remain in this position.

- **Recommendation:** That the Town Council appoints Ms. Sharpe as Registrar of Voters for the Town of Fort Fairfield.



MEMORANDUM

December 6, 2016

To: Town Council
From: James Risner, Town Manager
Subject: Planning Board Bylaws

The Planning Board approved their bylaws during its November 22, 2016 regular meeting. A copy of the bylaws with the Board Chair's signature is attached.

The bylaws are effective upon a majority vote of the Board and a majority vote of the Town Council.

Recommendation: That Town Council approves and the Council Chair signs the Planning Board Bylaws.



MEMORANDUM

November 23, 2016

To: Town Council
From: James Risner, Town Manager
Subject: Library Board of Trustees Member Resignation

Background: Mr. Carl Young is a member of the Library Board of Trustees. His term expires on June 30, 2018.

Discussion: Mr. Young has requested the Town Council accept his resignation from the Library Board of Trustees.

Recommendation: Council accepts Mr. Young's resignation and has staff advertise to fill the position.



MEMORANDUM

December 15, 2016

To: Town Council
From: James Risner, Town Manager
Subject: Community Center Storage Rooms

Background: The State fire marshal conducted an inspection of the Community Center on August 1, 2016. The fire marshal found the Town to be in violation of proper fire rating of storage rooms.

Discussion: The Town has been using the old rifle range and a large room next to the boy's locker room as storage areas for many years. Neither area meets the requirement of 1 hour rated construction with rated doors and frames or a sprinkler system. In reviewing options to correct the rifle range violation, Town staff determined it was less expensive to remove all storage from the rifle range and use the large room under the community center foyer. Public works can do all but the electrical work on this room. The estimated cost for materials is \$1,000 and the quote for the electrical work is \$1,175, for a total cost of approximately \$2,175.

In regards to the large room next to the boy's locker room, a sprinkler system can be installed for \$780, and this will correct the violation.

The total estimated cost to comply with the State fire marshal's inspection for these storage rooms is \$2,955. There is \$2,002.80 in the Community Center building repair account (E 01-05-30-10) and \$10,278.36 in the Community Center reserve account (G 1-3061-00).

Recommendation: Town Council authorize the Town Manager to use not more than \$2,500 from the Community Center Reserve Account (G 1-3061-00) to comply with the State fire marshal's inspection report of August 1, 2016.

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, November 16, 2016
6:00 P.M.

Councilors: David McCrea, Jason Barnes, John Herold, Robert Kilcollins and Scott Smith
Staff: Tim Goff, Darren Hanson, Rebecca Hersey, Ella Leighton, Tony Levesque,
Shawn Newell, James Risner and Thomas Towle
Citizens: 12 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-

Mr. David McCrea stated that the Town employee's Thanksgiving dinner was yesterday at the Town Garage, it was well attended and a great meal. But the thing he wanted to point out was that Mr. Risner made a presentation to Mr. Tom Towle for having been employed continuously and has done a great job for the last 35 years. That is pretty momentous, so congratulations Tom.

V. Correspondence and Reports

- A. Home Modification for Seniors Pilot Program - Fort Fairfield Housing Authority - Mr. Wayne Troicke – Several months ago we found out that Maine Housing was offering a Home Modification for Seniors Pilot Program. They asked for 5000 authorities from the State of Maine to volunteer and implement this program in their areas. The Housing Authority of Fort Fairfield volunteered and last week they were informed that they were selected as one of the five to participate. This brings in about \$50,000 worth of grant money and it is designed around the fact that it is very expensive to build elderly housing but maybe we can allow people to age in place in their own homes.

Ms. Veronica Plourde – Our goal is to enter the homes of senior citizens or disabled home owners and hopefully make minor modifications that will improve their safety in their homes. Those that will be able to participate are those over 60, must live in their home or a home owned by a family member and live within 25 miles of Fort Fairfield. Different categories are safety checks such as smoke detectors and carbon monoxide detectors. The initial assessment will be with Ms. Plourde and a maintenance worker, they will sit with the homeowner and find out what they would like to have modified. After that initial assessment they will schedule a day where maintenance will go in and do the work, they will make sure that the homeowner is satisfied with the work done. Six months later a follow up assessment will be made to see how these modifications have improved their quality of life. The Fort Fairfield Housing Authority can be contacted with any questions.

- B. Licenses / Permits- Ms. Hersey – There were no license or permits issued during the period of October 20, 2016 through November 16, 2016.

- C. Financial Report – Mr. James Risner – The Town’s Real Estate and Personal Property tax collections for October were \$298,529.61 compared to \$228,561.01 for October 2015. Excise collections were \$248,013.19 which is 45.09% of the budgeted amount. State revenue sharing as of October was \$73,680.93, which is 34.45% of the budgeted amount. Our expenses as of October 31st are at 34.55% of the budgeted amount. Cash flow is fair with a balance of \$122,299.59 in checking and no funds in savings after completion of Warrant #9. We have not used any funds from the Tax Anticipation Note (TAN).

Mr. Risner also attended the public hearing on the County’s 2017 budget. The finance committee and commissioners past a budget that has a 3.6% increase over last year. The increase for municipalities has not been determined as it is tied to the Town’s valuation. Mr. Risner and the Treasurer are already factoring in the 3.6% as we start building the 17/18 budget. We have also been notified that the health insurance premiums are increasing 11.25% effective January 1, 2017. Also, the ballot question regarding the minimum wage, there should be minimal impact this year. There is a little bit more in FY17/18 as the minimum wage goes from \$7.50 to \$9.00 as of 1/1/17 and \$10.00 as of 1/1/18. We will continue to monitor this year’s budget and will factor not only \$9.00 an hour in the first half of the FY 17/18 budget, but the \$10.00 an hour will be in the second half. Then the FY 18/19 and 19/20 budgets each have a \$1.00 raise for each of those years.

- D. Tri-community Landfill Report – Mr. Stev Rogeski- The last meeting was held on October 28th. They have a wetland recovery project that is partially State funded, the lowest bid was from Soderberg Construction so they will be working with Mr. Draper on this project. We have had a lot of rain this year, we are very grateful that the communities supported us when we put in the drainage pipe, because this year there is no way that we could have trucked all of it. They did review the draft budget and it is in the black. They have a great crew and they work hard to keep costs down.

VI. Old Business –

- A. Morse Road Speed Limit – Mr. James Risner – Received an update from Mr. DeMerchant on November 8th. He is recommending that the speed be posted at 25 MPH. This recommendation will be forwarded to the State Traffic Engineer, Commissioner and the State Police for their review and approval, which will probably occur sometime in the latter part of December. He will notify me once he has received the decision on the recommendation.
- B. Tax Acquired Property – 109 Riverside Avenue – The bids for 109 Riverside were opened at 12:01 p.m., November 9th at the Town Office. There was only one bid received and it was for \$1,000.00. The land is assessed at \$5,500, with no buildings. The Town’s investment to date is \$9,595.50 with:
- | | |
|---------------------|------------|
| Demolition - | \$3,100.00 |
| Clean Basement - | \$5,342.50 |
| Taxes, Fees, etc. - | \$1,153.00 |

Property was tax acquired for the 2013 taxes in March 2016, taxes, fees, etc. due at that time was \$1,147.59. For the last 8 months or so we have been trying various ways to sell it and have been unsuccessful. The Town Council authorized offering the

property to the adjacent property owners in AS IS WHERE IS condition with no guarantees expressed or implied and invite each abutting property owner to submit a bid.

Motion: Mr. John Herold moved to accept the bid of \$1,000 and sign the quitclaim deed and real estate transfer tax declaration for 109 Riverside Avenue.

Second: Mr. Jason Barnes

Vote – All affirmative

VII. New Business

- A. Vacancy on Planning Board – Mr. James Risner - Mr. Scott Smith resigned from the Planning Board after he took office as a Town Councilor and his term expires June 30, 2020. Mr. Richard Shepherd has applied to fill the vacant seat. This position has been advertised and no other applications have been received

Motion: Mr. John Herold moved to approve Mr. Richard E. Shepherd to fill the vacant seat for the remaining term to expire June 30, 2020 on the Town of Fort Fairfield Planning Board.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- B. Designation as Acting Town Manager - Mr. James Risner – In accordance with § C-20 of the Town Charter, the Town Manager can designate a qualified person, subject to Council approval, an acting Town Manager. Mr. Risner would like to designate Mr. Richard (Tony) Levesque, Jr. as Acting Town Manager from January 19, 2017 through February 8, 2017.

Motion: Mr. Jason Barnes moved to approve the designation of Mr. Levesque as Acting Town Manger from January 19, 2017 through February 8, 2017.

Second: Mr. John Herold

Vote – All affirmative

VIII. Minutes: October 19, 2016 Town Council Meeting

Motion: Mr. Robert Kilcollins moved to approve Minutes of October 19, 2016 as presented.

Second: Mr. Jason Barnes

Vote – All affirmative

IX Warrants: #8 - \$250,485.29 and #9 - \$280,604.99

Motion: Mr. Jason Barnes moved to accept warrants #8 & #9 as presented.

Second: Mr. Robert Kilcollins

Vote – All affirmative

X Other – None

XI Manager's Report- Mr. James Risner submitted this to the Council for information purposes only.

Mr. James Risner highlighted the section on his Managers report pertaining to the elections. He stated that Election Day was a very long and busy day for Ms. Hersey and Ms. Sharpe. Polls opened at 8:00 am and both ladies were here well before 8:00 am and they didn't get out until just before midnight. We had 1704 voters come in, which was the largest turn out that we can remember and Ms. Sharpe had approximately 140 new voters that day. Mr. Risner thanked Ms. Hersey, Ms. Sharpe, the staff who chipped in and the citizens who volunteered to help. It was a very busy day, it was successful due in large part to staff and volunteers.

XII Executive Session –

Motion: Mr. Robert Kilcollins moved to go into Executive Session at 6:22 PM to discuss:

A. MRSA 405 (6) (A) – Personnel

Second: Mr. Jason Barnes

Vote – All affirmative

Motion: Mr. John Herold moved to come out of executive session at 7:32 PM

Second: Mr. Jason Barnes

Vote – All affirmative

XIII. Adjournment –

Motion: Mr. Jason Barnes moved to adjourn at 7:33 PM

Second: Mr. John Herold

Vote – All affirmative

Respectfully submitted,

Council Secretary
Rebecca J. Hersey



December 15, 2016

To: Town Council
From: James Risner, Town Manager
Subject: Manager's Report

Public Safety

- Police
 - A new prisoner transport cage was installed in the SUV along with a safety rifle and shotgun mounting system. The cost of the equipment was paid for with Byrne/Jag funds. The cage will protect officers from unruly prisoners during transport.
 - Met with Dan Taylor, Maine Emergency Management Agency, on November 17 to discuss dam maintenance. No action for the Town to take.

- Fire
 - The fire department hosted an EMERA Maine sponsored electrical safety class for first responders (firefighters, police officers and EMS personnel) on November 22.
 - Submitted an application for a Firefighters Support Foundation Grant. This grant does not require any matching funds from the Town. The application is for 2 hydraulic door jamb spreaders (approximately \$3,000) and 16 5 gallon pails of Chemguard Class A and B firefighting foam (approximately \$1,520).

Public Works

- Putting in snow roads around the area in order to keep the windblown snow out of the roads, thus cutting back on overtime callouts for drifting.
- Continue to work with ME DEP and Field Geology Services on how to come up with a solution to the sedimentation problem at Ansdan Brook on the Strickland Road.

Library

- December is Fine Forgiveness month. We are hoping to get back many of the books we are missing and will be forgiving all fines on missing books that are returned during the month of December. So far we have collected 3 large canvas bags of food for our Food for Fines drive. The food will be donated to ACAP at the end of the month.

Parks and Recreation

- Basketball programs for boys and girls in grades 1-6 continues (five different programs currently participating in youth basketball); basketball program for grades 7-8 begins December 27; recreation adult basketball and adult volleyball are currently being held.
- Cross-country ski rental program for grades 2-8 has begun for the season.
- Field trips are set for Christmas vacation (Laser Tag, Snow Tubing, Ice Skating, and the movie theater).
- A new indoor walking program is being organized and will begin right after the holidays.
- Continue preparing community center for fire suppression improvements per fire marshal report.
- Continue monitoring and pumping water at the swimming pools.

Administration

- Ms. Sharpe
 - Wednesday, December 14, we received the Toys for Tots from the United Way Santa Sleigh project. I have taken names for about a month and the ladies and I will sort and pack up the toys in bags and have the parent(s) come pick them up next week.
- Mr. Goff
 - The annual Community Tree Lighting and Lunch & Photo with Santa was held Sunday December 4th and was a success. Approximately 70 children and their families took part in the Lunch & Photo with Santa at the Knights of Columbus Hall.
 - Made a presentation to a joint meeting of the Junior Achievement of Aroostook County Board and the Aroostook Partnership's Education and Industry Working Group on Wednesday December 7th on a program Empower Aroostook is working on that seeks to educate students and educators about the career opportunities that exist and are emerging in Aroostook County. This is part of the ongoing effort to attract and retain younger workers and enable them to obtain the skills needed to thrive in our economy in the future.
 - Attended the annual Healthy You Advisory Board meeting in Caribou on Tuesday December 13th. There were many positive conversations about the programs Healthy You supports or sponsors in Aroostook County with several events hosted in Fort Fairfield highlighted as being more successful and better attended than most, including; the twice weekly Bone Builders class, the Adventure Park and Movie Under the Stars during the Potato Blossom Festival, and the walking program that Town employees participated early in the year. Discussions about ways to do more programs in Fort Fairfield are ongoing.
 - Attended the quarterly Northeastern Workforce Development Board meeting in Calais on Wednesday December 14th. The NWDB is working on its strategic plan for the coming decade and many programs that will benefit employers and job seekers are being refined.
 - Attended webinars on Workforce Development, Cyber Security and Using Trails for Economic Development.

- Mr. Levesque
 - Met with Dan Taylor, Maine Emergency Management Agency, on November 17 to discuss dam maintenance. No action for the Town to take.
 - Assisted the Fire Chief in the submittal of FEMA fire grant applications.
 - Participated in the Planning Board meeting on November 22.
 - Participated in the Maine Community Development Association meeting on December 8.
 - Attended the interior plumbing workshop at NMDC on December 13.
 - Attended the State Fire Marshal workshop in Presque Isle on December 13.
 - Scheduled to participate in the December 19 Economic Development Board meeting.

- Mr. Risner
 - Attended the Christmas tree lighting at the Community Bandstand on December 4.
 - Elected Chair of the Northern Maine Development Commission's Human Resource Committee on December 6.
 - Attended the Loring Development Authority Board meeting on December 7. A copy of the Presidents report is attached (attachment 1).
 - Participated in the NMDC Executive Board of Directors meeting on December 8. A copy of the agenda is attached (attachment 2).

LORING COMMERCE CENTRE

MEMORANDUM

TO: Board of Trustees, Loring Development Authority

FROM: Carl W. Flora, President & CEO

RE: President's Report

DATE: November 29, 2016

1. Prospects.

We have identified a series of prospects with interest levels ranging from "tire kicking" to serious discussions. The buildings potentially involved include the laundry, data center, Building #8700 (former Sitel), Chapel, and Buildings #7210, 7220 and 7230. The last three buildings would house a manufacturing operation and would necessitate the relocation of Maine Military Authority (MMA) and Loring Industries. The Blue Goose buildings #8712 and #8713, the former Jet Engine shop (#8260), former Motor Pool (#7500) and Arch Hangar (#8250) would all be candidate sites for MMA and LI. In total, the facilities mentioned represent in excess of 430,000 SF feet of newly-occupied space.

2. Possible EDA grant application.

We are in the preliminary steps of preparing a request for another grant from the Economic Development Administration (EDA). EDA has provided assistance to LDA with several grants in the past including 2 grants for demolition of housing; a grant for building improvements to Building #7220, and demolition of unusable commercial structures, and a grant for upgrades to the water treatment and distribution system. As mentioned above, we are in advanced discussions with a manufacturer that would occupy Buildings #7210, 7220 and 7230 totaling over 270,000 square feet of space. In order for this project to move forward, generic improvements to these buildings will be required. These improvements include enlarging the passageways through brick firewalls separating the two larger buildings into thirds; improved lighting, extension of electrical, compressed air and data to various stations on the production floor; preparation of floor surfaces; improved HVAC systems; upgraded office, shop and support space; and, construction of a "connector" between Buildings #7230 and 7220.

EDA grants are made on a 50-50 cash match basis. Assuming the renovation project cost \$5 M, LDA could request \$2.5 M from EDA but we would have to come up with the other \$2.5 M. There is the possibility of getting up to \$1 M from the CDBG program and up to another \$250,000 from the Northern Border Regional Commission, each of which can be used as match. The LDA could issue a bond to obtain any needed remaining funds so long as the lease payments from the manufacturer can cover the bond payments.

Attachment 1

MEETING NOTICE

December 1, 2016

TO: Executive Board of Directors

FROM: Austin Bleess, Chair
Robert P. Clark, Executive Director

RE: NMDC Executive Board of Directors Meeting
Thursday, December 8, 2016 at 12:30 P.M.
NMDC Boardroom
Lunch for Loan Review Committee and Executive Board Members
will start at 11:45 AM
Attendance Report

AGENDA

AS – Agenda Supplement

Internet Access Code: nmde-wifi

- 1.) Call to Order and Introductory Remarks
- 2.) Approval of Executive Board of Directors Meeting Minutes of October 13, 2016
Minutes
- 3.) Acceptance of the Agencywide Revenue and Expenditure Statement for the Period
Ending October 31, 2016
Financial Report
- 4.) Report of the Loan Review Committee
- 5.) Ratification of Service Contracts
- 6.) **AS - Report of the Finance/Audit Committee**
 - A.) Indirect Cost Recovery Plan
 - B.) Lines of Credit
- 7.) **AS - Report of the Human Resources Committee**
 - A.) Salary Survey Results and Salary Plan
- 8.) **AS - Report of the Community Engagement Committee – Strategic Planning**

- 9.) EPA Brownfields Monitoring Report
EPA Monitoring
- 10.) Project Amendment to the Comprehensive Economic Development Strategy
CEDS Amendment
CEDS Amendment
- 11.) Solid Waste Management Grant Proposal - \$86,000
SW Grant Proposal
- 12.) Federal Bike Route Designation Proposal - \$100,000
Bike Route Proposal
- 13.) AS - Final Report on the USDA Rural Business Development Grant Program
- 14.) Aroostook Partnership Annual Meeting Update
- 15.) Other Business
- 16.) Executive Director's Report
Press Releases
- 17.) Adjournment

ATTACHMENTS:

Travel Voucher
Attendance Record
Executive Board Meeting Minutes – October 13, 2016
Agencywide Revenue and Expenditure Statement
EPA Brownfields Monitoring Report with NMDC Response
CEDS Inclusion Statement
Solid Waste Management Grant PowerPoint
Federal Bike Route Designation Proposal
Lakeside Cabins Press Release
MDOL Press Release
Grants for Community Development Press Release
SBDC/Aroostook Driving School Press Release
SBDC/Autotronics Press Release