

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, November 16, 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
 - B. Tax Acquired Property – 109 Riverside Avenue
- VII. New Business
 - A. Vacancy on Planning Board
 - B. Designation as Acting Town Manager
- VIII. Minutes of the October 19, 2016 Regular Council Meeting
- IX. Warrants: #8; \$250,485.29 #9; \$280,604.99
- X. Other
- XI. Manager's Report
- XII. Executive Session
 - A. MRSA 405(6)(C) – Economic Development
 - B. MRSA 405(6)(A) – Personnel
- XIII. Adjournment



MEMORANDUM

November 10, 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 October 20, 2016 through November 16, 2016.



MEMORANDUM

November 9, 2016

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

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 tax collections as of October 31 are \$248,013.19. This is 45.09% of the budgeted amount, which is more than the 33.33% expected as of October 31.

State revenue sharing as of October 31 is \$73,680.93. This is 34.45% of the budgeted amount, which is slightly more than the 33.33% that is budgeted as of October 31.

Our expenses as of October 31 are at 34.55%, which is slightly higher than the 33.33% that is budgeted as of October 31. I am comfortable with the expenditure rate of all accounts at this time.

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). For comparison, this time last year we had \$68,990.24 in checking, no funds in savings and were using \$300,000 from the TAN.



MEMORANDUM

November 8, 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.

Discussion: I received an update from Mr. DeMerchant on November 8. He is recommending that the speed be posted at 25 mph. His recommendation will be 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. 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 10, 2016

To: Town Council
From: James Risner, Town Manager
Subject: Tax Acquired Property – 109 Riverside Avenue

Background: At its September 21, 2016 meeting, the Town Council authorized the Town Manager to offer 109 Riverside Avenue 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.

Discussion: The bids for 109 Riverside Avenue were opened at 12:01 p.m., November 9 at the Town Office. Only one bid was received, and it was for \$1,000.00.

The land is assessed at \$5,500. There are no buildings on the land. The Town's investment to date is \$9,595.50. Town's Investment:

- Demolition	= \$3,100.00
- Clean Basement	= \$5,342.50
- Taxes, Fees, etc.	= <u>\$1,153.00</u>
- Total	= \$9,595.50

The following is the timeline on 109 Riverside Avenue since it became tax acquired by the Town.

- March 8, 2016. Property is tax acquired for the 2013 taxes. Taxes, fees, etc. due at that time were \$1,147.59.
- March 16. Town Council authorized offering 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. There were no bids.

- April 20. Town Council authorized 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. There were no bids.
- May 18. Town Council authorized the Town Manager to solicit Requests for Proposals for the removal of the structures at 109 Riverside Avenue.
- June 15. Town Council authorized the award of the contract to McGillan, Inc. in the amount of \$3,100 for the demolition and burial on site of the structures at 109 Riverside Avenue. During the preparation for demolition it was discovered that the basement was flooded, causing a heating oil tank to leak. The cost to clean the basement prior to demolition was \$5,342.50.
- September 21. Town Council authorized offering 109 Riverside Avenue 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.

Recommendation: Town Council accepts the bid of \$1,000 and signs the quitclaim deed and real estate transfer tax declaration for 109 Riverside Avenue.



MEMORANDUM

November 3, 2016

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

Background: Mr. Scott Smith resigned from the Planning Board after he took office as a Town Councilor. His term on the Planning Board expires on June 30, 2020. The Town has advertised to fill the vacant seat.

Discussion: Mr. Richard E. Shepherd, 82 Center Limestone Road, has applied to fill the vacant seat.

Recommendation: Council appoints Mr. Richard E. Shepherd to serve on the Planning Board until the term ends on June 30, 2020.



MEMORANDUM

November 3, 2016

To: Rebecca Hersey, Secretary to the Council
From: James Risner, Town Manager
Cc: Town Councilors, Richard A. (Tony) Levesque, Jr.
Subject: Designation as Acting Town Manager

In accordance with § C-20 of the Town Charter, I am designating; subject to Council approval; Mr. Levesque as the Acting Town Manager from January 19, 2017 through February 8, 2017.

Recommendation: Town Council approves the designation of Mr. Levesque as Acting Town Manager from January 19, 2017 through February 8, 2017.

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, October 19, 2016
6:00 P.M.

Councilors: David McCrea, Jason Barnes, John Herold, Robert Kilcollins and Scott Smith
Staff: Vincent Baldwin, Tim Goff, Darren Hansen, Ella Leighton, Tony Levesque,
Shawn Newell, James Risner, Billie Jo Sharpe and Thomas Towle
Citizens: Yancy LaPointe, Kimberly Jones, Carolyn Dorsey, James Everett, Carl
Young, Tammy Deschesne and David Deschesne

- 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- There was no public comment.
- V. Correspondence and Reports
 - A. Recognition of former Planning Board Members – Mr. James Risner – Mr. Jefferson Ashby served on the Town’s Planning Board for 20 years and Mr. James Everett served on the Town’s Planning Board for 7 years. Mr. Richard Levesque read the certificate and then the Town Council presented the certificate to Mr. Everett in recognition of his service to the Town. Mr. Ashby was unable to attend the meeting.
 - B. Storm Ready Designation – Mr. James Risner – StormReady is a National Oceanic and Atmospheric Administration program that helps build community resiliency in the face of extreme weather and water events. Fort Fairfield was designated a StormReady Community in 2001. On October 3rd, the Town was once again recognized for its efforts and was awarded the StormReady designation for the years 2017-2020. Mr. Dumont from the National Weather Service presented a plaque to the Town and noted that Fort Fairfield is the first Community in Northern New England to receive this designation and praised the Town on its accomplishment.
 - C. Licenses / Permits- Ms. Hersey – There were two liquor license applications submitted, one for the Knights of Columbus #1753 and the other for Canterbury Royale Gourmet Dining Room.
 - D. Financial Report – Mr. James Risner – For the 2nd consecutive year, 100% of the Town’s Personal Property taxes were paid before the commitment date. The Town’s Real Estate and Personal Property tax collection for September was \$62,000, Excise tax collections was \$203,478.48 which is 37% of the budgeted amount. State revenue sharing as of September 30th is \$51,328.10, which is 24% of the budgeted amount slightly less than the 25% budgeted for September. Expenses as of September 30th are at 26.03% of the budgeted amount. There was a miscalculation in the Excel spreadsheet used to determine the excess in the FY15/16 budget to be used in the FY16/17 budget. The miscalculation increased the amount of excess from \$55,357 to \$75,457. At the September Council meeting the Council authorized the placement of the \$55,357 into several accounts. With Council approval, we would like to put the \$20,100 into the

Undesignated Fund account (G 1-3300-00), funds from this account were used to repair the Community Center roof in FY 15/16 and this will help replenish the account. Cash flow is fair with a balance of \$7,231.72 in checking and \$300,000.00 in savings after completion of Warrant #7.

The Council all agreed to place the \$20,100 into the Undesignated Fund account (G 1-3300-00) as suggested by Mr. Risner.

- E. Tri-community Landfill Report –Mr. Stev Rogeski- Mr. Rogeski was unable to attend this meeting. Mr. Risner felt there was nothing significant to report based on the most recent meeting he had attended. The Board is meeting next Friday where they plan to discuss the personnel policy.
- F. Bullet Proof Vest Grant – Mr. James Risner – The Police department's five bullet proof vests were purchased in 2011 and have a five year shelf life, which expired June 21, 2016. To replace the five vests it will cost approximately \$2,500.00. The Town applied for a U.S. Department of Justice (DOJ) grant that required a fifty percent (50%) match from the Town. At the May 18, 2016 meeting council authorized the Town Manager to use up to \$1,250 from the Police Department Reserve account (G 1-3050-00) to pay the town's share. On October 7, 2016 DOJ notified the Town that it had award \$1,258.75 to the Town for the purchase of five bullet proof vests.

VI. Old Business –

- A. Morse Road Speed Limit – Mr. James Risner – Spoke with Mr. DeMerchant of MDOT on October 4th and there is no new update.
- B. General Assistance Ordinance 16-09 – Ms. Billie Jo Sharpe – Mr. Jason Barnes introduced this Ordinance 16-09 at the September 21st council meeting. A public hearing was held on October 11, 2016 at 1:00pm in the Council Chambers, the minutes are attached. Appendices A and C are the only appendices that have changed and affect Aroostook County.

Motion: Mr. Kilcollins moved to approve Ordinance 16-09 General Assistance as presented.

Second: Mr. Barnes

Vote – All affirmative

VII. New Business

- A. Annual Snowmobile Trail Grant – Mr. James Risner – The Town has provided a conduit for snowmobile trail maintenance funds from the State to the Fort Fairfield Snowmobile Club since 1999. The club takes care of all the paperwork and it involves very little staff time, we are simply a way for the Club to receive the money.

Motion: Mr. Kilcollins moved to authorize the Town Manager to sign the application for Financial Assistance on behalf of the Fort Fairfield Snowmobile Club.

Second: Mr. Herold

Vote – All affirmative

VFA

- 10 Portable Radios – \$3,750
- 1 Pager - \$500
- 1 Portable Pump - \$4,900

Town 50% match = \$1,875
 Town 50% match = \$ 250
 Town 50% match = \$2,450

Motion: Mr. Barnes moved to authorize the matching funds if grants are awarded, with the first \$10,000 coming from the Fire Department Reserve Account (G 1-3020-00) and the remaining \$18,450 coming from the Undesignated Funds Account (G 1-3300-00) for grants that require a match from the Town in Fiscal Year 2016/2017 and that any possible funds needed in FY 2017/2018 be budget for in the FY 2017/2018 Budget.

Second: Mr. Kilcollins

Discussion: Mr. McCrea - Is it very likely that the Town receive these grants?
 Chief Baldwin – The VFA program is federally funded through the Maine Forestry Service and is most likely the one the Town may receive as funding. The AFG funds, there are two categories, although they are all high priority to the Federal Government. Chief Baldwin spoke to the regional coordinator and they meet all the criteria's, except the Vehicle Acquisition Grant is less of a chance to receive mostly because of the size of our Town, call numbers, etc. The Operations and Safety Grant is high priority to the Federal Government and what makes it high priority for the Town is that the requirement is for the equipment to be older than 10 years. Last year the Department applied for a personal protective equipment grant and it went all the way through peer review, however for whatever reason they didn't get to the final step of being rewarded. Chief Baldwin is hopeful that this year will yield better result and they will receive the funds.

Vote – All affirmative

General Election

- A) Designation of Opening and Closing of the polls
 - Open at 8:00 AM and close at 8:00PM
- B) Designation of Central Counting Location
 - Town of Fort Fairfield Community Center
- C) Designation of Voting Pol Location
 - Town of Fort Fairfield Community Center
- D) Ratification of Election Warden
 - Rebecca Hersey, Warden
- E) Ratification of Election Warrants
- F) Ratification of Election Clerks and Counters

Motion: Mr. Barnes moved to approve A – F regarding the primary election as presented

Second: Mr. Herold

Vote – All affirmative

VIII. Minutes: September 21, 2016 Town Council Meeting

Motion: Mr. Barnes moved to approve Minutes of September 20, 2016 as presented.

Second: Mr. Kilcollins

Vote – All affirmative

IX Warrants: #6 - \$296,313.22 and #7 - \$230,572.45

Motion: Mr. Kilcollins moved to accept warrants #6 & #7 as presented.

Second: Mr. Barnes

Vote – All affirmative

X Other – Mr. Risner wanted to remind Council that the Annual Thanksgiving dinner for Town staff and the Utilities district will be on Tuesday, November 15, 2016 at 11:30AM at Public Works and Council members are invited to attend. The Town Office and Library will be closed from 11:15AM to 12:45PM, so that all Town employees have an opportunity to attend the dinner.

XI Manager's Report- Mr. James Risner submitted this to the Council for information purposes only. Mr. Risner wanted to inform Council that the Highway Department is currently working on the Old East road using the track paver that Council approved the Department purchase and asked that Council, if they get a chance to go out and take a look at the work done with this piece of equipment. Mr. Risner also explained to Council that He, Mr. Goff and Mrs. Hersey are working on having the Council meeting agendas, memos and all open session items available on the Town's website beginning with November's Council meeting.

XII Executive Session –

Motion: Mr. Barnes moved to go into Executive Session at 6:26 PM to discuss:

A. MRSA 405 (6) (A) – Personnel

Second: Mr. Kilcollins

Vote – All affirmative

Motion: Mr. Herold moved to come out of executive session at 7:35 PM

Second: Mr. Barnes

Vote – All affirmative

XIII. Adjournment –

Motion: Mr. Herold moved to adjourn at 7:35 PM.

Second: Mr. Barnes

Vote – All affirmative

October 19, 2016

Fort Fairfield Town Council Meeting Minutes

Respectfully submitted,

A handwritten signature in cursive script that reads "Billie Jo Sharpe". The signature is written in black ink and is positioned above the printed name.

Deputy Town Clerk
Billie Jo Sharpe



November 10, 2016

To: Town Council

From: James Risner, Town Manager

Subject: Manager's Report

Public Safety

■ Police

- Chief Newell spoke at the Fort Fairfield High School National Honor Society (FFHS NHS) Induction Ceremony on October 11. Attached is a thank you note to Chief Newell from the FFHS NHS.
- The Amateur Radio Emergency Service (ARES) Team conducted a drill at the Town's Emergency Operations Center on October 22. The drill provided an opportunity for the ARES Team to become familiar with Fort Fairfield, which will enable the Team to provide better support if the need arises. Attached is a thank you note from the Team to Chief Newell.

■ Fire

- Chief Baldwin prepared two Fire Grant Applications. He was assisted by Mr. Levesque and Mr. Goff.
- Elementary School Fire Prevention Winners. Chief Baldwin awarded a winning student from each kindergarten and first grade class prizes for the fire prevention week coloring contest. Attached is the press release the school submitted to the paper.

Public Works

- Mr. Hanson met with Mr. Scott Belair, Maine Department of Environmental Protection (DEP), on November 8 to discuss DEP requirements when the Town works on the recreational trail along the river to Pattee Brook.
- Public Works is planning on three trial runs of salt only on Streets in Town so as to get feedback as to what people think of it. Weather permitting we will try once in December, once in January and once in February.
- Maine DOT is planning a highway resurfacing/mill and fill project for the summer of 2017 on Route 167 from Route 1A to just north of the Maple Grove Road.

Library

- During the month of November the library will be holding a donation drive for DVD movies and books on CD. We will not be accepting VHS movies or cassette audio books.
- Saturday November 19 is International Game Day at the library - bring your own board games or use ours, you may also bring your own electronic hand-held games or other electronic devices and use our free Wi-Fi.
- 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.

Parks and Recreation

- Assisted with the Fall Fun Fest on October 29.
- Conducted the local and regional "Soccer Challenge" for boys and girls ages 9-14.
- Concluded the youth soccer programs for grades 2-3 and 4-6.
- Started the youth basketball program for boys and girls in grades 1-3 and 4-6.
- Started coed volleyball on Sunday evenings.
- Finished winterization of the swimming pool.
- Attended several meetings including Northern Maine Community Recreation Association, Maine Recreation and Parks Association, Nordic Heritage Sport Club, and Aroostook Valley Country Club annual meeting.

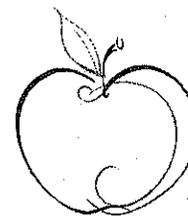
Administration

- Mr. Goff
 - Toured ReEnergy in Ashland on October 19 as part of National Bioenergy Day.
 - Toured Huber Wood Products in Easton with Empower Aroostook on October 20.
 - Attended the 'Bringing Broadband to Maine's Rural Communities Conference' in Hallowell on October 25 in Hallowell.
 - Assisted with the Fall Fun Fest on October 29.
 - Participated in the two-day Northeastern Workforce Development Board meeting and retreat in Millinocket on November 1 and 2.
 - Met with Stephen Lewis of Friends Helping Friends on November 3 to discuss the Friends Helping Friends partnership with Hillside IGA to create \$5 donation bags. This partnership has reaped a tremendous amount of support in the week since it launched; 51 bags were donated in less than 2 days. By sharing this information on our social media channels, we have been able to generate awareness about the pantry and the program – with many former residents contacting us to see how they can help folks in our community. This is a nice way to connect folks that no longer live here with the community.
 - Scheduled to attend the Aroostook Partnership's annual meeting at NMCC on November 16.
- Ms. Hersey
 - Elections are behind us, although there are still the reports and clean-up to do. We had 1704 voters come in. Since I have been involved with the election this was the largest turnout that I can remember. Ms. Sharpe had a continuous line of people coming in to register to vote.

- Mr. Levesque
 - Participated in the Planning Board By-Laws Work Session on October 19.
 - Municipal Valuation Return submitted to Maine Revenue Services on October 20.
 - Tri-Community Landfill PILOT computed and submitted October 31.
 - Participated in ACAP's Community Forum in Presque Isle on November 4.
 - Scheduled to attend the Aroostook Partnership's annual meeting at NMCC on November 16.
 - Scheduled to participate in the Planning Board meeting on November 22.
 - Worked with Mr. Goff to add three named Drives to E-911 Maps.
 - Assisted Chief Baldwin and Mr. Goff with two Fire Grant Applications.
 - Completed NMDC Planning Survey.
- Mr. Risner
 - Participated in the Aroostook Municipal Association on October 27 in Ashland.
 - Scheduled to attend the Public Hearing on the County' budget on November 15.
 - Scheduled to attend the Aroostook Partnership's annual meeting at NMCC on November 16.
- Ms. Sharpe
 - Registered approximately 140 new voters at the polls on election day.

Fort Fairfield Elementary School

76 Brunswick Avenue Fort Fairfield, ME 04742
Telephone: (207) 472-3290 Fax: (207) 472-3282 www.msad20.org



Suzanne Parks, Principal
Emily Ala, School Counselor

Pamella Sayers, Special Service Director
Tiffany Daigle, Administrative Assistant

PRESS RELEASE *** PRESS RELEASE

Fire Prevention Lessons ... Chief Vince Baldwin, of the Fort Fairfield Fire Department, visited the elementary school to talk with all students about fire prevention safety. Specificially he addressed the importance of homes having working smoke detectors, and families knowing and practicing various safe exit plans. Our Kindergarten and first grade students also got to visit the fire station and to climb on the big trucks. Our Pre-K students even got to meet Sparky the Fire Dog! Assorted goodies (which included helmets, bracelets and coloring books) were handed out much to the delight of the children. A coloring and poster contest was also part of the learning experience. Winning entries were selected at each grade level.



Chief Vince Baldwin, of the Fort Farifield Fire Department congratulated the fire prevention winners and presented each one with a smoke detector and nifty water bottle. Pictured with Chief Balwin are (left to right): **Anthony Betancourth, Annabelle Page, Benjamin Bing, Karmon Hitchcock, Jayden Corey and Mcailee Benseon.**