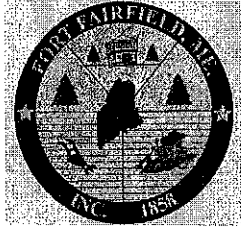


Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, September 20, 2017
6:00 P.M.

- 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
 - D. FairPoint Application for Pole Location
 - E. LED Streetlights
- VI. Old Business
 - A. Public Works Garage Roof
- VII. New Business
 - A. General Assistance Ordinance 17-09
 - B. Town Order 17-10 - Establish mil rate and due date, interest and interest penalty date for Fiscal Year 2017/2018 (FY 17/18) real estate and personal property taxes
 - C. Purchase of a Police Vehicle
 - D. Legal Action on Land Use Complaint
 - E. Maine Municipal Association Annual Business Meeting Voting Delegate
 - F. Fiscal Year 2016/2017 Audited Financial Statement
- VIII. Minutes of the August 16, 2017 Regular Council Meeting
- IX. Warrants: #5; \$296,805.71 #6; \$587,995.29
- X. Other
- XI. Manager's Report
- XII. Executive Session
- XIII. Adjournment

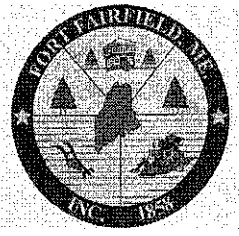


MEMORANDUM

September 20, 2017

To: Town Manager and Town Council
From: Billie Jo Sharpe, Town Clerk
Subject: Licenses and Permits

As of September 20, 2017 we have received one license application for the Knights of Columbus.



MEMORANDUM

September 11, 2017

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

On August 4, the Town mailed 229 real estate tax lien notices for 2016; with a value of \$219,835.80. On September 6, 2017, the Town filed 135 liens for unpaid 2016 real estate taxes; for a total of \$108,259.04; with the Registry of Deeds (South) in Houlton, and mailed copies to property owners and interested parties.

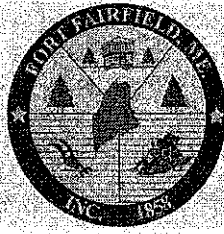
The Town's Real Estate and Personal Property tax collections as of August 31 are \$198,312.48, compared to \$131,246.16 for August, 2016.

Excise tax collections as of August 31 are \$149,750.92. This is 26.74% of the budgeted amount, which is ahead of the 16.67% expected as of August 31.

State revenue sharing as of August 31 is \$38,555.69. This is 15.77% of the budgeted amount, which is slightly behind the 16.67% that is expected as of August 31.

Our expenses as of August 31 are basically on track, at 16.65% compared to the 16.67% expected as of August 31.

Cash flow is good, with a balance of \$41,922.36 in checking and \$800,000 in savings after completion of Warrant #6.



MEMORANDUM

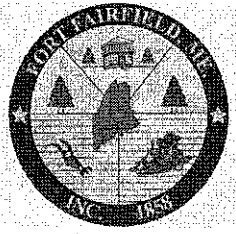
September 8, 2017

To: Town Council
From: James Risner, Town Manager
Subject: FairPoint Application for Pole Location

On September 6, I received an application from FairPoint to move one pole approximately five feet closer to Bryant Pond Road (see attached).

Mr. Darren Hanson, Road Commissioner, and I inspected the current pole location and the proposed pole location. Moving the pole approximately five feet closer to Bryant Pond Road will bring the pole in line with the other poles on that side of Bryant Pond Road, and will not create any problem for the Town.

I approved the application based on my discussion with Mr. Hanson and our visual inspection of the site.



MEMORANDUM

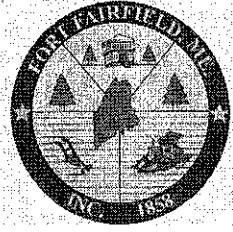
September 11, 2017

To: Town Council
From: James Risner, Town Manager
Subject: LED Streetlights

Elected officials, managers and staff from several municipalities; including Fort Fairfield, Caribou, Mapleton, Chapman, Castle Hill, Madawaska, and Mars Hill; are meeting with RealTerm at 1 P.M. on Monday, September 18. The meeting will take place in the 1st floor conference room at the Turner Memorial Library at 39 2nd St, Presque Isle.

Discussion at the meeting will focus on two contract options in converting community street lights to LED lights and from utility owned to municipally owned and maintained fixtures on utility owned poles. The two options are purchasing the lights or leasing to own.

I will provide an update to Council at the September 20 Town Council meeting.



MEMORANDUM

September 13, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Public Works Garage Roof

Background: At its' August 16, 2017 meeting, Town Council authorized the Town to secure a loan from Katahdin Trust Company in the amount of \$75,000 to repair the Public Works garage roof.

Discussion: The Town received the following two bids for the replacement of the Public Works Garage Roof:

- | | |
|--|--------------|
| 1) PNM Construction, Presque Isle, ME | \$141,750.00 |
| 2) Powers Roofing & Sheet Metal, Inc., Caribou, ME | \$ 66,960.00 |

The lowest cost responsive and responsible company is Powers Roofing & Sheet Metal, Inc.

A ten year warranty on the roof may be purchased for \$1,267.00. This was not included in either bid. I recommend the Town purchase the ten year warranty.

Recommendation: Town Council authorize the Town Manager to award the contract for the Public Works Garage Roof to Powers Roofing & Sheet Metal, Inc. in the amount of \$66,960.00, and purchase the 10 year warranty on the roof for \$1,267.00 using Highway Garage Reserve funds (G 1-3153-00).



MEMORANDUM

September 11, 2017

To: Town Council

From: James Risner, Town Manager

Subject: Town Order 17-10 - Establish mil rate and due date, interest and interest penalty date for Fiscal Year 2017/2018 (FY 17/18) real estate and personal property taxes

Background: Town Council approves the budget in June for a July 1st implementation. The mil rate is not set until the taxes are committed on October 1st.

Discussion: A 1.2 mil rate increase is needed in order to support the FY 17/18 budget the Town Council approved on June 21, 2017. The need for a mil rate increase is driven by:

1. A 6.414% increase in funding for the school. This is an increase of \$133,842 over the FY 16/17 budget, and requires a mil rate increase of approximately .86 mils.
2. A Capital Reserve of \$53,227 for the Town. This requires a mil rate increase of approximately .34 mils.

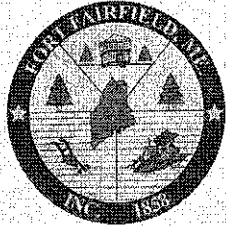
MSAD #20 = \$133,842/156,548 = 0.86 Mil
Town = \$ 53,227/156,548 = 0.34 Mil
TOTAL = \$187,051 = 1.20 Mil

<u>Mil Rate</u>	<u>\$50,000 value</u>	<u>increase over current rate</u>	<u>\$100,000 value</u>	<u>increase over current rate</u>
24.50*	\$1,225.00	\$0	\$2,450.00	\$0
25.70	\$1,285.00	\$60.00	\$2,570.00	\$120.00

*current mil rate

one mil is one-tenth of a cent (\$0.001).

Recommendation: Town Council approves Town Order 17-10, and adopts a 25.70 mil rate to support the FY 17/18 budget; due date of February 1, 2018, interest rate of 7.00%, and interest penalty date of March 1, 2018 for FY 17/18 real estate and personal property taxes.



MEMORANDUM

September 7, 2017

To: Town Council and James C. Risner, Town Manager
From: Tony Levesque, Code Enforcement Officer
Subject: Legal Action on Land Use Complaint

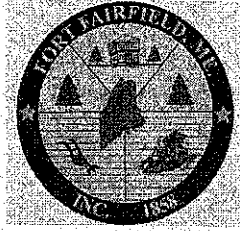
Background: The Town continues to receive complaints about 107 Riverside Avenue. I have been sending correspondence to the Owners and Tenants for over a year and there has been no improvement. The next step would be to retain a lawyer to seek a judgment in District Court.

I contacted Richard Currier to get an estimate of what that would cost and to get direction from him on how to best prepare the case. Mr. Currier has provided an estimated cost to take the case to court of between \$1,000 and \$1,500. Those costs may be recovered if the Town wins the case.

Discussion: In order to retain Mr. Currier's services and in order for me as Code Enforcement Officer to participate in District Court, the Town Council would need to vote to authorize the expenditure and action.

Recommendation: Approve an order by the Town Council to:

"To empower the Code Enforcement Officer and the Town's Attorney to prosecute a Land Use Citation and Complaint in District Court for property located at 107 Riverside Avenue as depicted on Tax Assessor's Map 37 Lot 15."



MEMORANDUM

September 5, 2017

To: Town Council

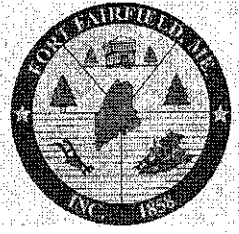
From: James Risner, Town Manager

Subject: Maine Municipal Association Annual Business Meeting Voting Delegate

Each year the Town Council elects one individual to represent the Town as a voting delegate and one individual as an alternate to the MMA annual meeting. This year's MMA annual meeting is being held at 1:30 p.m. on Wednesday, October 4, at the Augusta Civic Center. The MMA voting credentials memorandum, annual business meeting agenda and voting delegate credentials form are attached.

Richard A. "Tony" Levesque, Jr. plans on attending the annual meeting.

Recommendation: Town Council appoints Richard A. "Tony" Levesque, Jr. as the Town's voting delegate to the MMA annual meeting.



MEMORANDUM

September 13, 2017

To: Town Council

From: James Risner, Town Manager

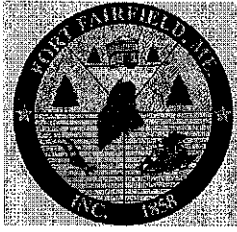
Subject: Fiscal Year (FY) 2016/2017 Audited Financial Statement

Background: Maine Revised Statutes, Title 30-A, §5823 requires each municipality to have an annual post audit of its accounts covering the last complete FY by the Office of the State Auditor or by a certified public accountant engaged by the municipal officers. At its June 21, 2017 meeting, the Town Council authorized the Town Manager to engage Felch & Company LLC to conduct an audit of the Town's financial statements for the year ending June 30, 2017.

Discussion: Felch & Company LLC completed its audit of the Town's financial statements on September 8, 2017. Hard copies of the report were received on September 13, 2017 and are included in Councilor's meeting packet.

While the report contains a wealth of information that Town staff uses, two important parts of the report are Schedule 1, Budgetary Comparison, General Fund and the auditor's report on internal controls and compliance. Schedule 1 states that the Town has a budget surplus of \$305,518, which is the same amount the preliminary audit stated. 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.

Recommendation: Town Council approve the FY 16/17 audited financial statement prepared by Felch & Company, LLC.



MEMORANDUM

September 20, 2017

To: Town Council
From: Billie Jo Sharpe, General Assistance Administrator
Subject: General Assistance Ordinance 17-09

Enclosed please find the new maximums for the 2017-2018 General Assistance Ordinance, Appendices A-D. These maximums are updated annually and are effective beginning October 1, 2017.

I have enclosed last years' maximums and the proposed changes for this year for your information.

The law requires that the municipal officers adopt the ordinance and/or Appendices after notice and public hearing.

Recommendation: A Councilor needs to introduce the attached ordinance during the September Council meeting and direct staff to hold a public hearing on October 5, 2017 at 1:00 p.m. on the Ordinance.