

Fort Fairfield Town Council Meeting Minutes
Council Chambers
Wednesday, December 21, 2016
6:00 P.M.

Councilors: David McCrea, Jason Barnes, John Herold, Robert Kilcollins and Scott Smith
Councilor-elect Mitch Butler and Councilor-elect Melissa Libby
Staff: Tim Goff, Rebecca Hersey, Ella Leighton, Tony Levesque, Shawn Newell,
James Risner and Billie Jo Sharpe
Senator Mike Carpenter,
Citizens: 6 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-

Senator Michael Carpenter of Houlton, stated that he is excited about representing Aroostook County. He wanted to come to introduce himself and briefly say hi, he will do anything that he can do to help Aroostook County, that is his only goal. He will be able to be reached by phone for anyone who would like to contact him for any ideas or concerns.

Representative David McCrea – He echoed everything that Senator Carpenter stated. Mr. McCrea is a Representative of the house district, it covers a large part of the County. It is important for your Senator and your Representative to hear from people, we need help on creative ideas.

Mr. James Risner asked that “7. A” Muncipal Land Incentive Program be added to the agenda.

Mr. John Herold presented plaques to Councilor McCrea and Councilor Kilcollins in appreciation and recognition of their dedicated and responsible service to the citizens of Fort Fairfield. Mr. Herold stated that he very much considered both as friends, he has truly enjoyed and valued working with them, and they are valued and appreciated.

Mr. Robert Kilcollins – It feels like I just started yesterday, how time flies, it has been a learning experience during the three years that I have been here. Most of the staff that works in the office, I have no words to describe their work ethics that apply to what we do, is a big part of the credit that goes to the staff in the town office, there is a lot of work and effort that the girls do. I am going to miss being here and am looking to the future to maybe serve the community again. It was a learning experience.

Mr. David McCrea - It was an amazing experience, I have grown a lot with it. What I appreciate the most are the good people that I have been fortunate enough to work with. Every employee that this town has hired has been exceptional, the fellow councilors that I have served with over the last 15 years, it has just been a thrill to be part of it. Thank you very much it has been a pleasure.

Mr. David McCrea presented a certificate and pin to Mr. Tony Levesque for his 25 years of continuous membership in the International Association of Assessing Officers.

V. Correspondence and Reports

- A. Licenses / Permits- Ms. Hersey – There were no license or permits issued during the period of November 17, 2016 through December 21, 2016.
- B. Financial Report – Mr. James Risner – The town’s real estate and personal property tax collection for November was \$110,319.88 compared to \$230,001.36 in 2015. We have used only \$100,000.00 of the Tax Anticipation Note (TAN) compared to \$400,000.00 this time last year. Excise tax collections as of November 30th was \$282,110.30 which is 51.29% of the budgeted amount. State revenue sharing as of November 30th is \$90,728.31, which is 42.42% of the budgeted amount. Expenses as of November 30th are at 46.24% which is higher than the 41.66% that is budgeted as of November 30th. This 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. We received \$97,160 in Local Road Assistance Program funds from the State. We received \$45,112 in Business Equipment Tax Exemption (BETE) from the State, this is \$2,320 more that the budgeted amount. Cash flow is good, with a balance of \$23,150.44 in checking and no funds in savings after completion of Warrant #12.
- C. Tri-community Landfill Report –Mr. James Risner – At the November meeting the Board approved the personnel policy and the 2017 budget which will actually lower the Town of Fort Fairfield’s payment by \$840.00 in 2017. Mark continues to do an outstanding job.

VI. Old Business –

- A. Morse Road Speed Limit – Mr. James Risner – Received an update from Mr. DeMerchant on December 13th. He is recommending that the speed be posted at 25 mph. His recommendation has been forwarded to the State Traffic Engineer, Commissioner and the State Police for their review and approval. The Commissioners monthly meeting was held on December 14th. Mr. DeMerchant will notify Mr. Risner once he has received the decision on the recommendation.

VII. New Business

- A. Municipal Land Incentive Program – Mr. Tim Goff – The members of the Economic Development Board are David Dorsey, Edith Helstrom, Shane McGillan, Stev Rogeski and Gary Sirois along with John Herold and Jason Barnes who represent the Council. They have been exploring ways to reinvigorate Fort Fairfield’s economy through a variety of approaches. The Economic Development Board is recommending establishment of a Municipal Land Incentive Program (MLIP) to promote economic development and investment in our community. The Economic Development Board has explored marketing the roughly five acre parcel located (Tax Map 35, Lot 23) at the corner of Cheney Grove and High Streets to developers.

Mr. Gary Sirois – The Economic Development Board was established a year ago, the first meeting was held in February 2016 and at that time Gary was voted in Chair and

Shane McGillan was voted in as Vice-Chair. Tim has been appointed by the Town to be our support, he does all the things that we need done. We have had several presentations and have been listening a lot, we are trying to get businesses to come into Town and employee people. What we are presenting to you tonight is possibly the beginning of something that might spur that. We looked at Houlton's program, their program will provide up to \$35,000.00 to help a business get started. We thought that might be a little rich for our blood and we don't have the money to do that. The Town of Fort Fairfield does however, have undeveloped land. We are hoping to encourage people to come into Fort Fairfield, to build, employee people and this land that has been laying idle will now generate some tax money's and employee some people. This land has access, it has two driveways going into it, it is close to water and sewer, and it would accommodate a sizeable building if someone decided to build there. In order to do this we had to put in some requirements for the developer such as:

- 1) They must create or relocate a business to Fort Fairfield that employs a minimum of two people.
- 2) Must have a business plan and building designs available for review upon application and approved by the Town of Fort Fairfield.
- 3) Must meet all Federal, State and Local permitting requirements.
- 4) Construction must begin within 12 months of application approval and must be completed within 24 months.
- 5) Required to pay taxes on the parcel and remain current.
- 6) The Town will sell the property for the tax assessed value and will finance the sale for five years at 0% interest. The five annual payments will be due on the annual date of the sale. The annual payments of 20% of the sale price will be forgiven providing the Developer meets all conditions outlined by the Town. If the Developer sells the land during the five year period, the entire balance will become due and payable immediately.
- 7) The program incentive cannot be assigned or transferred to a third party without the Town's approval.
- 8) The Developer will be required to give the Town a deed to the property to be held in trust by the Town. If the Developer does not meet the conditions imposed by the Town, the deed will be recorded and the land will immediately revert back to the Town.
- 9) The Town will consider subordination to accommodate construction of buildings.
- 10) The Developer must pay any unrecovered costs incurred by the Town before execution of the agreement.
- 11) The Developer is responsible for all legal fees incurred for closing.
- 12) Other provisions required by the Town of Fort Fairfield may apply.

Motion: Mr. Robert Kilcollins moved to authorize the Economic Development Board to begin implementation of the Municipal Land Incentive Program and market all or a portion of the parcel on Tax Map 35, Lot 23 as part of the Municipal Land Incentive Program.

Second: Mr. John Herold

Vote – All affirmative

- B. Appointment of Registrar of Voters – Mr. James Risner – 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”.

Motion: Mr. Jason Barnes moved to approve appointing Ms. Sharpe as Registrar of Voters for the Town of Fort Fairfield for a period of two years to run from January 1, 2017 to December 31, 2018.

Second: Mr. John Herold

Vote – All affirmative

- C. Planning Board By-laws –Mr. James Risner – The planning Board approved their bylaws during its November 22, 2016 regular meeting. The bylaws are effective upon a majority vote of the Board and a majority vote of the Town Council.

Motion: Mr. Jason Barnes moved to approve the bylaws for the Planning Board as presented and having it signed by the Council Chair.

Second: Mr. Robert Kilcollins

Vote – All affirmative

- D. Resignation on the Library Board of Trustees – Mr. James Risner –Mr. Carl Young submitted his resignation letter dated November 17, 2016. His term expires on June 30, 2018.

Motion: Mr. Robert Kilcollins moved to accept the resignation of Mr. Carl Young and advise staff to advertise the position.

Second: Mr. Jason Barnes

Vote – All affirmative

- E. Community Center Storage Rooms – Mr. James Risner - The State fire marshal conducted an inspection of the Community Center on August 1, 2016. He found the Town to be in violation of proper fire rating in the old rifle range and a large room next to the boy's locker room which have been used for 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).

Motion: Mr. Jason Barnes moved to 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.

Second: Mr. John Herold

Vote – All affirmative

VIII. Minutes: November 16, 2016 Town Council Meeting

Motion: Mr. Jason Barnes moved to approve Minutes of November 16, 2016 as presented.

Second: Mr. Robert Kilcollins

Vote – All affirmative

IX Warrants: #10 - \$276,556.38, #11 - \$61,414.17 and #12 - \$300,003.79

Motion: Mr. Robert Kilcollins moved to accept warrants #10, #11 & #12 as presented.

Second: Mr. Jason Barnes

Vote – All affirmative

X Other – Mr. James Risner reminded the Council that the Town offices will be closed Thursday December 22nd from 11:30 AM to 12:30 PM for the employee Christmas gathering.

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

XII Executive Session –

Motion: Mr. Robert Kilcollins moved to go into Executive Session at 6:40 PM to discuss:

A. MRSA 405 (6) (A) – Personnel

Second: Mr. Jason Barnes

Vote – All affirmative

Motion: Mr. Jason Barnes moved to come out of executive session at 7:11 PM

Second: Mr. John Herold

Vote – All affirmative

Motion: Mr. Jason Barnes moved to end staff support to the Chamber of Commerce effective June 30, 2017 and the Council is willing to meet with the Chamber Board of Directors to discuss ways of support during the next two years.

Second: Mr. Scott Smith

Vote – All affirmative

XIII. Adjournment –

Motion: Mr. Jason Barnes moved to adjourn at 7:15 PM.

Second: Mr. John Herold

Vote – All affirmative

Respectfully submitted,

Council Secretary
Rebecca J. Hersey