



Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, May 17, 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/Permits – Ms. Sharpe
 - B. Financial Report
 - C. Tri-Community Landfill Report – Mr. Rogeski
 - D. LED Streetlights
 - E. NASA @ My Library Grant
 - F. Fiscal Year 2017/2018 Budget Public Hearings and Update
 - G. Fiber to the Home Project Extension Grant Application
 - H. Cable Television Franchise Renewal
- VI. Old Business
- VII. New Business
 - A. Approve Appointment of Housing Authority Board Member
- VIII. Referendum Election
 - A. Designation of Opening and Closing of Polls
 - Open at 8:00 a.m. and close at 8:00 p.m.
 - B. Designation of Voting Poll Location and Central Counting Location
 - Town of Fort Fairfield Community Center
 - C. Ratification of Election Warden
 - Billie Jo Sharpe, Warden
 - D. Ratification of Election Warrants
 - E. Ratification of Election Clerks and Counters
- IX. Minutes of the April 19, 2017 Regular Council Meeting
- X. Warrants: #21; \$291,766.37 #22; \$94,591.40
- XI. Other
- XII. Manager's Report
- XIII. Adjournment



MEMORANDUM

May 17, 2017

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

As of May 17, 2017 we received one License and Permit application from the Knights of Columbus #1753.



MEMORANDUM

May 10, 2017

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

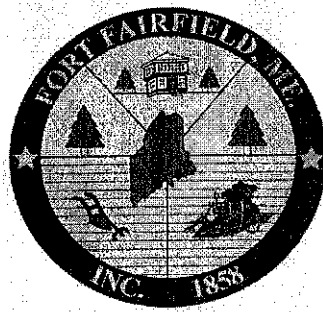
Excise tax collections as of April 30 are \$486,199.06. This is 88.40% of the budgeted amount, which is 5.07% above the 83.33% budget projection.

We received State Revenue Sharing on April 21 in the amount of \$9,428.52. To date we have received \$163,153.30, which is 76.28% of our budget projection. This puts us behind our budget projection of 83.33%. Historically, the reduction in receipt of State Revenue Sharing is normal in March and April and the full amount is received by June.

Real Estate and Personal Property tax collections were \$3,093,402.54 on April 30. This is 84.12% of our budget projection.

Overall, our expenses are lower than our budget projection; 80.01% compared to the budget projection of 83.33%.

Cash flow is comfortable with a balance of \$94,260.33 in checking and \$1,200,000 in savings after completion of Warrant #22 on May 4.



MEMORANDUM

May 11, 2017

To: Town Council

From: James Risner, Town Manger

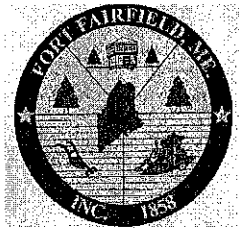
Subject: LED Streetlights

I am working with 13 other municipalities in Aroostook County to look at the possibility of converting our community street light system to LED fixtures and from utility owned to municipally owned and maintained fixtures on utility owned poles. The other municipalities are the cities of Caribou and Presque Isle and the towns of Fort Kent, Frenchville, Grand Isle, Houlton, Island Falls, Limestone, Madawaska, Mapleton, Mars Hill, St. Agatha, and Washburn.

A Request for Qualification was released on February 24, with proposals to be submitted no later than 2:00 p.m. on March 27.

Interviews of three companies; NEI (Northern Electric Incorporated), Realterm Energy, and Tanko Lightning; were conducted on April 27 and 28 at the Presque Isle City Hall. Council Chair Barnes and I participated in all three interviews, and Councilor Smith participated in the NEI interview. Review of the company's references is being conducted.

The municipalities, at their discretion, reserve the right to negotiate directly with the firm selected for additional project work at a negotiated contract for services, reserves the right to accept or reject any or all proposals for any reason, and reserves the right to negotiate with any individual or firm and to select one or more of the proposals.



MEMORANDUM

May 9, 2017

To: Town Council and Town Manager
From: Jennifer Gaenzle
Subject: NASA@ My Library Grant

I am pleased to announce that out of 513 applicants across the USA, Fort Fairfield was selected to receive resources, training and support through the NASA@ My Library. Only 75 libraries were chosen from across the country, with Fort Fairfield being the only library in Maine to receive this grant.

Thanks to its selection as a participant in the NASA@My Library Program, the library will be able to open a new chapter of discovery for students, transporting children to the far reaches of the universe to learn more about space while gaining skills that could prepare them for their own future explorations in science, technology, engineering, and math.

The NASA@My Library Program will provide the library with a host of space-related educational materials for students focused on increasing proficiency in STEM (Science, Technology, Engineering, and Math) disciplines while generating more interest and understanding about the world around us, and beyond our exosphere. Included in the program are two NASA STEM Facilitation Kits designed for use in hands-on STEM programming facilitated by library staff or outside groups, such as NASA subject matter experts. The library will also receive a tablet computer, pre-loaded with apps, educational games and visualizations relevant to the kit materials, \$500 to assist with programming, ongoing training for staff and financial assistance to allow a staff member to travel to Denver for a two-day NASA workshop.

The library has begun planning for special events to introduce children and community members to the NASA@My Library programming and is excited to share this opportunity with the Fort Fairfield residents.



MEMORANDUM

May 11, 2017

To: Town Council

From: James Risner, Town Manager

Subject: Fiscal Year 2017/2018 (FY 17/18) Budget Public Hearings and Update

Public hearings on the Town's FY 17/18 budget were held on April 26 and May 10. There were no comments from the public at the April 26 and May 10 hearings. Copies of the presentations and minutes are attached.

The current projected deficit is \$299,931; approximately 2.03 mils. This deficit is driven by:

- A 9.57% increase in funding for the school. This is an increase of \$199,788 over the FY 16/17 budget, and requires a mil rate increase of approximately 1.35 mils.
- A Capital Reserve of \$100,143 for the Town. This requires a mil rate increase of approximately .68 mils.

Amounts below as of May 10, 2017

FY17/18 deficit = \$299,931 = 2.02 Mil
MSAD #20 = \$199,788/148,000 = 1.35 Mil
Town = \$100,143/148,000 = 0.67 Mil *

* Current FY 17/18 Capital Reserve budgeted = \$226,900

- \$100,143 (Town's portion of deficit)
\$126,757 (Amount available in Capital Reserve
with no increase in Mil Rate)

<u>Mil Rate</u>	<u>\$50,000 home</u>	<u>increase over current rate</u>	<u>\$100,000 home</u>	<u>increase over current rate</u>
24.50*	\$1,225.00	\$0	\$2,450.00	\$0
25.85	\$1,292.50	\$67.50	\$2,585.00	\$135.00
26.52	\$1,326.00	\$101.00	\$2,652.00	\$202.00

*current mil rate

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



MEMORANDUM

May 12, 2017

To: Town Council

From: Tim Goff, Marketing and Economic Development Director

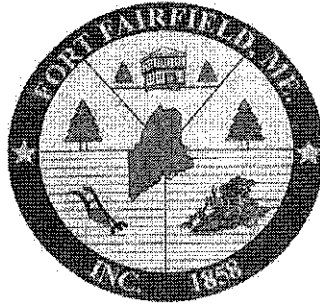
Cc: James Risner, Town Manager

Subject: Fiber to the Home Project Extension Grant Application

Background: The Town of Fort Fairfield has been working in partnership with Pioneer Broadband to expand high-speed Internet access in rural, underserved sections of our community. The Town supported Pioneer Broadband's submission of a grant application to the ConnectME Authority to construct a fiber to the home project to serve residents and businesses along sections of Presque Isle Road, Houlton Road and Maple Grove Road. The ConnectME Authority awarded a grant to Pioneer Broadband of nearly \$200,000 in spring 2016. Construction of this project has been underway since fall 2016.

Discussion: In April 2017, the ConnectME Authority announced a new round of grant funding. Given the results of the Town's Internet Feasibility Study, which recommended the Town work with Internet Service Providers to seek funds for phased expansion to serve unserved areas, Town Staff have been working with Pioneer Broadband to craft a proposal to expand the fiber to the home project and extend service to other unserved areas of Fort Fairfield. With only \$300,000 in funding available statewide, the proposed expansion project was scaled back to include only a 2.6 mile section of Houlton Road from Maple Grove Road to the Francis Malcolm Science Center in Easton. This project would serve 23 more homes and businesses that have limited Internet service. In addition, the grant proposal would extend service .5 miles down Conant Road from the intersection with Presque Isle Road nearest the Nordic Heritage Center. This spur would serve seven additional homes that are currently underserved.

Recommendation: No action required.



MEMORANDUM

May 11, 2017

To: Town Council

From: James Risner, Town Manager

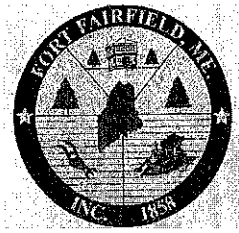
Subject: Cable Television Franchise Renewal

Background: The Town of Fort Fairfield's cable television franchise with TWC/Charter Communications will expire on September 27, 2018. Town staff does not have the expertise to negotiate a new franchise with TWC/Charter. The Town received \$23,377 in franchise fees from TWC/Charter in Fiscal Year 2016/2017.

Discussion: I contacted Mr. Michael Edgecomb of the James W. Sewall Company in January of this year to discuss Sewall's assistance in the Town's franchise renewal. I arranged a February meeting with Mr. Edgecomb and several municipalities in order to get an understanding of the franchise renewal process and how Sewall could assist the municipalities in the renewal process. Mr. Edgecomb and Mr. Brian Lippold from Sewall made a presentation on cable franchise renewal at the April Aroostook Municipal Association meeting. As a result of the February and April meetings, several municipalities have expressed an interest in contracting with Sewall to assist with cable franchise renewals.

On May 10, Sewall sent the Town a proposal for franchise renewal agreement services (copy attached). Mr. Goff and I have reviewed the proposal and believe it addresses the items that need to be accomplished. The proposed budget has a sliding scale that reduces the cost per municipality from \$5,000 when three municipalities join, to \$3,500 when nine municipalities join. I have spoken with several Town Managers who plan to take Sewall's proposal to their Councils or Boards. I intend to contract with Sewall for the cable franchise renewal.

Recommendation: No Town Council action is required. The Town's Finance Policy allows the Town Manager to join other units of government in a cooperative purchasing plan when it is in the best interest of the Town.



MEMORANDUM

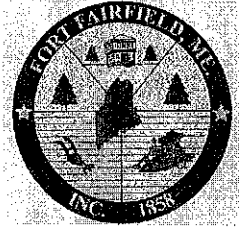
May 10, 2017

To: Town Council and Town Manager
From: Billie Jo Sharpe, Town Clerk
Subject: Appointment of Housing Authority Board Member

The Housing Authority of Fort Fairfield will provide to the Town Council a letter of recommendation for an individual to serve the remainder of a Board Member's term that expires on June 30, 2020.

The Housing Authority Board meets in the morning of May 17, and will provide the letter of recommendation to the Town Council at the Town Council's May 17 meeting.

Recommendation: That Town Council appoints _____ to the Fort Fairfield Housing Authority, for the term ending June 30, 2020.



MEMORANDUM

May 17, 2017

To: Town Manager and Town Council

From: Billie Jo Sharpe, Town Clerk

Subject: June 13, 2017 Election

A Special Referendum Election is scheduled for June 13, 2017. As in the past we need to have the Council vote on:

- A) Opening (8:00AM) and closing (8:00PM) of the polls, which is set by the State as stated in Title 21-A §626.
- B) Voting and counting location per Title 21-A §622-A.
- C) The election warden, Billie Jo Sharpe.
- D) The election clerks and counters.
- E) The warrant for payment for the election clerks.

Recommendation: That Town Council approves A – E as presented.