

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, January 17, 2018
6:00 P.M.

I. Roll Call

Councilors: Mr. Smith, Mr. Barnes, Mr. Butler, Mr. Kilcollins, Mrs. Libby.

Staff: James Risner, Tony Levesque, Billie Jo Sharpe, Darren Hanson, Vince Baldwin, Ella Leighton, Shawn Newell.

Citizens: Eleven, including media.

II. Prayer – Tony offered the prayer.

III. Pledge to the Flag – All in attendance pledged their allegiance to the American Flag.

Mr. Risner requested that item VII, 7 be added to the agenda.

III. Public Comment Period

Kendall Stratton presented Council with information supporting his request that a new Ordinance be written regarding opening access to all side streets to ATV's and asking that priority be given to the 1.1 mile of access on Forest Avenue from the Car Wash to the Lion's Club.

Mr. Butler noted that Mr. Stratton has spoken to a lot of officials but hasn't spoken yet to the Police Chief.

Mr. Stratton said that he has in the past spoken to the Police Chief regarding access on the Dorsey road, for which he stated the Chief hates the idea of ATV's on the Dorsey Road and that Chief Newell's opinion was that Forest Avenue is safer than the Dorsey Road for ATV access. Mr. Stratton has gotten permission from all the landowners on Forest Avenue from Kings Castle all the way to Bryant Pond Road.

Mrs. Libby said it sounded like Mr. Stratton is in fact looking for the access on Forest Avenue, but also looking for access to all streets in Town for ATV use.

Mr. Stratton responded that he is asking that Fort Fairfield, like many other Towns in the State, open up all their side streets and even Main street to ATV traffic to get to the businesses to spend money.

Mrs. Libby noted that isn't there already access behind the businesses instead of using Main Street? She is more concerned with all the streets being opened up versus just a few being opened up to access the trails.

Mr. Stratton stated that the request is just for access to the trails or businesses and not for casual use of the streets to tool up and down on. He would expect them to be ticketed for tooling and not using the streets as recommended and that's why he wants it in writing so there wouldn't be any "he said", "she said".

Mr. Butler asked who would write the Ordinance.

Mr. Risner said that with direction from Council, staff could do the research and bring

something back in February.

Mr. Barnes stated that there are still a lot of safety concerns with opening it up too much.

Mr. Stratton replied not any more than that of other modes of transportation that he mentioned previously. (Lawn tractors, tractors, heavy equipment, horse and buggy)

Mr. Butler does not want to use the comparison of lawn tractors, and horse and buggy, etc. to ATV's as they are not similar and should not be compared to this situation. He is all for anything that will benefit the businesses in Town and the ATV Club.

Mrs. Libby agreed with Mr. Butler but still does not agree with opening up access to all the streets at this time.

Gary McNeal, Vice President of the FF ATV Club, lives on Forest Avenue and said that he has to trailer his ATV and haul it when he is only 1600 feet away from the trail. The intent is not to just ride up and down the streets. People they meet on the trails often ask how to get into downtown Fort Fairfield and it's very hard to explain with the way the trails are right now without much street access. It would be a lot easier and safer for everyone.

Mr. Stratton – asked how do you open just a few streets for some people and not all the streets for all the people in Town? I am not talking about marking them up with ATV access route signs either because we don't want people from out of town running up and down our streets, we want them to use the trails system. This is why we want an Ordinance that states that side street usage is just for the residents of Fort Fairfield that live on those side streets giving them access to the trail ends legally.

Mr. Smith – told Mr. Stratton that he did a good job with his research and the report he presented to Council and thanked him.

Mr. Stratton expressed that he would like to see Fort Fairfield be an "ATV Friendly" town.

Mrs. Libby – told Mr. Stratton that he has done a great job with the ATV Club since taking over.

Mr. Kilcollins – agreed with Mrs. Libby and said that he felt the Town may be able to help him in some capacity.

Mr. Stratton asked that priority be taken as far as access on Forest Avenue because it tends to take a long time to get everything together and in to the State.

Mr. Risner – We have been working closely with the ATV Club and some things are going in the right direction and we don't agree with everything and this was apparent this evening. The Club wouldn't be where it is tonight without us working together.

Mr. Smith recommends that Mr. Risner and staff review the current Ordinance and look at Mr. Stratton's information and get back to Council next month.

V. Correspondence and Reports

A. Recognition of Former Library Board of Trustees Member – Mr. Risner

Ms. Ruth D. Adams served on the Town's Library Board of Trustees from July 1, 2009 to December 15, 2017. In recognition of her service to the Town, the Town Council will present a certificate of appreciation to Ms. Adams.

Mr. Risner stated that Ms. Adams was unable to attend tonight's meeting. Mr. Risner read the certificate and said that the Town Clerk will mail the certificate to her.

B. Licenses/Permits

As of January 17, 2018 we have received two applications for renewal of Malt, Vinous, and Spirituous licenses for the Frontier Fish and Game Club and the VFW Post #6187.

C. Financial Report

The Town's Real Estate and Personal Property tax collections as of December 31 are \$1,072,206.23, compared to \$1,087,251.44 for December 31, 2016.

Excise tax collections as of December 31 are \$335,501.21. This is 59.91% of the budgeted amount, which is 9.91% more than the 50% expected as of December 31.

State revenue sharing as of December 31 is \$119,307.26. This is 48.79% of the budgeted amount which is slightly less than the 50% that is expected as of December 31. Not concerned as it tends to lag mid-year.

Our expenses as of December 31 are .12% lower than the budgeted amount, at 49.88% compared to the 50.00% expected as of December 31.

Cash flow is in excellent condition with a checking balance of \$72,251.47 and savings balance of \$355,000 after completion of Warrant #15 on January 10. We have not used our Tax Anticipation Note this year. In comparison, last year at this time we had \$95,435.54 in checking, no funds in savings, and had our Tax Anticipation Note paid in full.

We received \$47,378.00 from the State for BETE reimbursement December 27. This is \$1,570.00 more than our budgeted amount of \$45,808.00.

The Town's County Tax for 2018 is \$227,826.60. This is an 11.10% increase from last year's County Tax of \$205,064.25.

Discussion: Mr. Barnes asked if the budget for County Tax had been increased last year. Mr. Risner explained yes it had, but not by 11%.

D. Tri-Community Recycling and Sanitary Landfill Report – Mr. Rogeski

Board last met on December 22, 2017 where we approved the 2018 budget. Beginning in January, the landfill started closing 15 minutes earlier to allow us to clean things up at the gate without having to pay overtime to the employees.

We had a brief update on the Aroostook Ag Power Project, which is still a long ways away but it is still moving forward. We also voted to distribute \$400,000 to the Owners and we did decide to change how we do our self-insurance. At our meeting next week we will sign our memorandum of agreement with Presque Isle. As of today Mark said that now that we are together with our Presque Isle partners, we are able to apply for a grant for an amount between \$300,000 and \$500,000 for a recycling building. It should be noted that the \$300,000 upgrade is already in the budget for the next 4-5year to take care of that. If the grant comes through it will give more cushion over the next several years. Mr. Rogeski will continue to update monthly on the progress of the grant.

Mr. Barnes – Is the self-insurance program going away and being replaced with commercial insurance?

Mr. Risner – Liability to the State is \$400,000 and for many years TCL has held that \$400,000 in its reserves. As part of the merger negotiations Presque Isle was asked to pay their portion towards self insurance and Presque Isle stated that the chances of getting over

men portion towards self-insurance and Presque Isle stated that the chances of getting sued are so minimal and the \$400,000 is just sitting there not making any money and they have the reserves anyway. Board decided to disburse the \$400,000 in its reserves to the three current owners prior to Presque Isle becoming a member.

E. Police Body Cameras – Chief Newell

The Police Department received \$2,000 from the Aroostook Emergency Management Agency for the purchase of two new body-worn cameras. The cameras have been purchased along with a Terabyte hard drive, and each full-time officer now has their own body-worn camera.

Recommendation: For information only. No Town Council action required.

F. Update of Legal Action on Land Use Complaint – Mr. Levesque

The Town continues to receive complaints about 107 Riverside Avenue. On January 5, 2018 Mr. Levesque conducted a drive-by inspection of the property to review its current condition and noted that the violations have not been remedied.

The resident of the property had agreed to a formal inspection of the property but he has recently postponed the inspection on two occasions. Mr. Levesque is trying to reschedule the inspection with him before returning to court.

Discussion: The Court Date for the Continuance of the case and a Pre-Trial Hearing has been scheduled for January 31, 2018 at 8:30 a.m.

Recommendation: To continue to participate in the litigation.

G. Award of State of Maine Volunteers Firefighters Assistance Grant – Chief Baldwin

The Fire Department applied for a matching grant from the Volunteer Fire Assistance (VFA) program for a forestry fire pump, hose reel and hose, forestry hand tools and portable radios. The portable radios and the fire hose were not funded. The fire department has been awarded the money for all other requested items. The total awarded amount is \$1,289.50.

At its November 15, 2017 meeting, the Town Council approved the grant application and authorized the use of matching funds up to \$2,184.50 from the Fire Department Reserve Account (G 1-3020-00) if the grant was awarded.

We will still be able to complete this project with the smaller amount awarded from the State. This is a 50% match towards purchasing this fire equipment. The town will be reimbursed the awarded amount after the completion of the project.

Mr. Risner commented that this is another example of good work being done by Chief Baldwin and keeping costs down for the taxpayers.

H. Update on Winter Road Conditions – Mr. Hanson

Mr. Hanson gave an update of where the Public Works Department is with overtime and materials usage compared to last year. Our winter season is well underway, and we are having a pretty severe start.

In a recent three-week period; which is approximately 15% of our winter; we have used 30% of our stockpiled sand. This is mostly due to the freezing rain events followed by severely low temperatures.

We are at 600 hours of overtime to date this year. This is a 33% increase from the 403.5

hours we were at last year. The majority of the storms have come on holidays and weekends' including Christmas and New Year's Eve, and each storm has either had freezing rain and sleet associated with it or has had high winds which have followed for several days.

I. Emergency Shelter Generator – Chief Newell

Prior to the January blizzard, Chief Newell requested an emergency shelter status update from Mr. James Everett. Chief Newell was informed that the shelter generator is not operational. The generator is antiquated and parts are not available.

The replacement cost of a new generator will range from \$30,000 to \$40,000.

Chief Newell is currently searching federal government surplus sites for a suitable generator for the Town. Mr. Newell is optimistic he will be able to procure a reliable generator at a much lower cost.

Recommendation: No Council action at this time, for situational awareness.

Discussion: Mr. Smith asked how many Kw are needed. Chief Newell replied, 60.

J. Executive Director, Maine Potato Blossom Festival – Mr. Risner

The executive director for the 2018 Maine Potato Blossom Festival is Meg Hegemann. Meg was born and raised in Fort Fairfield, and came back to pastor a local church. Meg will be meeting the MPBF Committee Chairs in the next few days and I am confident that they, like Town staff and I look forward to working with her to make the 2018 Maine Potato Blossom Festival a great time for families and the community.

Recommendation: For information only.

VI. Old Business – None

VII. New Business

A. Leaf Composting – Mr. Hanson

Ms. Hunter St. Pierre presented a recycling presentation to Town Council at its December 20, 2017 meeting. One of the items Ms. St. Pierre addressed was leaf composting.

It is the policy of the State to plan for and implement an integrated approach to solid waste management for solid waste generated in the State, with one of the priorities being composting of biodegradable waste (M.R.S.A. Title 38, §2101.1.D.).

It is also the policy of the State to actively promote and encourage waste reduction measures from all sources and maximize waste diversion efforts by encouraging new and expanded uses of solid waste generated in the State as a resource (M.R.S.A. Title 38, §2101.2.).

Mr. Hanson met with Ms. St. Pierre and discussed the leaf composting portion of her presentation. The Town has a great deal of leaf compost at our old lot, and I think it would be a good idea to set out a pile of the compost free for the taking for the townspeople of Fort Fairfield. In doing so we would not only be giving a useful material back to the people, but we would also be getting rid of a leaf compost pile that has been building up for years and supporting the State's policies.

Recommendation: Town Council authorizes the Town Manager to make the leaf compost

Recommendation: Town Council authorizes the Town Manager to make the leaf compost pile at the old Town lot available to Town residents at no cost.

Mr. Butler made a motion to authorize the Town Manager to make the leaf compost pile at the old Town lot available to Town residents at no cost.

Mr. Barnes seconded.

Discussion – None.

Vote – All Affirmative.

B. Ordinance 18-02: Lease of Town Property to the Fort Frontier ATV Club – Mr. Risner

The Fort Frontier ATV Club requests to lease a parcel of land located off of Cheney Grove Road and further identified as being Tax Assessor's Map 11, Part of Lot 16A in the Town of Fort Fairfield. The proposed lease will allow the Fort Frontier ATV Club to place a shed on the property. This is a convenient location for the ATV Club, as the property is accessible to vehicles and is adjacent to an ATV trail.

The proposed lease is for three years with one three year option, for a total period of up to six years. Both the Town and Fort Frontier ATV Club must agree to the renewal of the lease.

The terms and conditions of the lease will be the same for the renewal, with the exception that the rent amount will be renegotiated at the time of renewal. The proposed rent for the 1st three years is \$1.00 per year.

An ordinance is required in order to lease lands of the Town (Town Charter, Section C-14. A. (5)).

Recommendation: If interested in leasing the property to the Fort Frontier ATV Club, a Councilor needs to introduce the attached ordinance during the January 17 Council meeting and direct staff to hold a public hearing on the ordinance on Wednesday, February 7, 2018 at 12:00 Noon in the Council Chambers of the Fort Fairfield Municipal Building.

Mr. Butler introduced Ordinance 18-02: Lease of Town Property to the Fort Frontier ATV Club and requested that staff hold a public hearing on the ordinance on Wednesday, February 7, 2018 at 12:00 Noon in the Council Chambers of the Fort Fairfield Municipal Building.

C. Appointment of Council Member to the Economic Development Board – Mr. Risner

The Town's Economic Development Board has five members appointed by Town Council and two non-voting Town Councilors. The Town Council members serve at the pleasure of Town Council.

Discussion: Mr. Jason Barnes and Mr. John Herold are the Town Councilors on the Board. Town Council should appoint a Councilor to fill the position vacated by Mr. Herold.

Recommendation: Town Council appoints a Councilor to the Economic Development Board.

Mrs. Libby expressed interest in being appointed to the Economic Development Board.

Mr. Butler nominated Mrs. Libby.

Mr. Kilcollins seconded.

Discussion – None.

Vote – All Affirmative.

D. Self-Contained Breathing Apparatus – Chief Baldwin

The Fire Department's Self Contained Breathing Apparatus (SCBA) is currently out of compliance with the State of Maine Bureau of Labor Standards (BLS). The manufacturer of our SCBA's has gone out of business and there is no business that can do the required annual flow test or repairs on our SCBA's. Our flow tests ran out in the end of June 2017. This is not only a liability to the Town, but it is a health and safety issue when it comes to our firefighter's using them. We are currently seeking grant funds to replace our SCBA's. In addition, Town Council approved the creation of a SCBA Replacement Reserve Account (G 1-3105-00) during the Fiscal Year 2017/2018 (FY 17/18) budget process and included \$37,000 in the budget, with the intent to include \$37,000 in the FY 18/19 and FY 19/20 budgets in case we do not receive grant funds.

With assistance from Industrial Protection Services (IPS); a fire equipment sales and service company; we have been able to put together a plan to bring our department back into compliance. They would loan us used SCBAs that are compliant with the required air bottles. We would need to pay for the flow testing, any hydrostatic bottle testing, and purchase SCBA face pieces. The cost would be \$5,600.

Making this decision will afford us the time to seek grant funds or until we can fund the replacement of the SCBA's in FY 19/20. This would bring us into compliance with the State BLS standards and allow us to provide a safe working equipment to our firefighters. Without the loan from IPS, our firefighters will not be able to perform interior rescues and interior fire attack at emergency scenes.

The Town recently received \$92,308 from Tri-Community Recycling and Sanitary Landfill; this will be discussed in more detail under the agenda item 'Distribution of Funds Received from Tri-Community Recycling and Sanitary Landfill'.

Recommendation: Town Council authorize \$5,600 of the \$92,308 the Town received from Tri-Community Recycling and Sanitary Landfill be placed in the Fire Department's Equipment Lease/Purchase account (E-01-06-25-10) to be used for the flow testing and any hydrostatic bottle testing of the IPS loaned SCBAs, and the purchase of SCBA face pieces.

Mr. Barnes made a motion to authorize \$5,600 of the \$92,308 the Town received from Tri-Community Recycling and Sanitary Landfill be placed in the Fire Department's Equipment Lease/Purchase account (E-01-06-25-10) to be used for the flow testing and any hydrostatic bottle testing of the IPS loaned SCBAs, and the purchase of SCBA face pieces.

Mr. Kilcollins seconded.

Discussion: Mr. Smith asked if we have the ability to fill the tanks here.

Chief Baldwin responded yes.

Vote – All Affirmative

E. Distribution of Funds Received from Tri-Community Recycling and Sanitary Landfill – Mr. Risner

On December 22, 2017, the Tri-Community Recycling and Sanitary Landfill (TCL) Board of Directors approved reducing the designated reserve for self-insurance from \$400,000 to \$0, and to distribute the \$400,000 to the existing owner communities (Fort Fairfield, Limestone and Caribou) based on their owner contributions made for 2017.

Fort Fairfield's 2017 owner contribution was \$88,200, which was 23.08% of owner
Discussion: The Town received the funds from TCL on January 2, 2018. The \$92,308 was

placed in the Towns Administration Reserve account (G 1-3010-00) pending direction from Town Council.

During the Fiscal Year 2017/2018 budget process I cut \$84,500 from the following Reserve Accounts in order reduce the impact of a mil rate increase:

G 1-3020-00 (Fire Department Reserve)	\$ 4,500
G 1-3050-00 (Police Department Reserve)	\$10,000
G 1-3061-00 (Community Center Reserve)	\$ 5,000
G 1-3064-00 (Paving Reserve)	\$11,000
G 1-3110-00 (Fire Truck Replacement)	\$50,000
G 1-3164-00 (Stray Animal Fund)	<u>\$ 4,000</u>
Total	\$84,500

After discussions with department heads and the treasurer, I made the decision to recommend that Town Council place the funds from TCL into the following accounts:

G 1-3020-00 (Fire Department Reserve) \$ 4,500
- This is the 2nd half of the funds needed for a new thermal imaging camera. The old camera quit functioning earlier this month, and replacement parts are no longer made for it.

G 1-3045-00 (Parks & Recreation Reserve) \$ 7,500
- Place \$7,500 in the Parks & Recreation Reserve account, which is \$7,500 more than the initial FY17/18 request. The funds will be used to replace the current parks and recreation department pickup in the next 12 – 24 months. We will look at the State auctions for a replacement, as in the past there have been good quality vehicles at very reasonable price. The current pickup is a 1999 Dodge 4WD 1/2 ton with just over 127,000 miles. The main issues with the pickup are significant rust on the outer surface around the wheel wells, the rear bumper, and the bottom of the doors. Other issues include occasional transmission slippage and a slight knocking sound coming from the engine.

G 1-3050-00 (Police Department Reserve) \$10,000
- Restore the \$10,000 that I removed from my initial FY 17/18 budget request and that was to be used to help fund the purchase of a police cruiser.

G 1-3061-00 (Community Center Reserve) \$26,000
- Place \$26,000 in the Community Center Reserve account, which is \$26,000 more than the initial FY17/18 request. The funds will be used to put a floor drain in one of the fire department bays where there is often standing water, especially in the winter when snow and ice melt off the ambulance (approximately \$12,000); heat tape on the roof that will minimize the ice jamming we currently experience, and which is a safety issue and decreases the life of the gutter system (approximately \$8,000); and heat exchanger repair in the fire department bays, replacement of the hot water baseboard heater in the foyer to the Town office with an electric baseboard and upgrading the coal boiler with an auto ash discharge (approximately \$6,000).

G 1-3064-00 (Paving Reserve) \$11,000
- Restore the \$11,000 that I removed from my initial FY 17/18 budget request and that was to be used to repair the area in front of the fire department bay doors.

G 1-3110-00 (Fire Truck Replacement) \$20,000
- Restore some of the funds that I removed from my initial FY 17/18 budget request.

G 1-3164-00 (Stray Animal Fund) \$ 2,000

- Restore ½ of the \$4,000 that I removed from my initial FY 17/18 budget request. This will bring the account out of a deficit posture and into a positive, with \$415 in the account.

Recommendation: Council approves leaving \$5,708 in the Administration Reserve account (G 1-3010-00), \$5,600 in the Fire Department Equipment Lease/Purchase account (E 01-06-25-10) and move the remaining \$81,000 from the Administration Reserve account to the following accounts:

G 1-3020-00 (Fire Department Reserve)	\$ 4,500
G 1-3045-00 (Parks & Recreation Reserve)	\$ 7,500
G 1-3050-00 (Police Department Reserve)	\$10,000
G 1-3061-00 (Community Center Reserve)	\$26,000
G 1-3064-00 (Paving Reserve)	\$11,000
G 1-3110-00 (Fire Truck Replacement)	\$20,000
G 1-3164-00 (Stray Animal Fund)	<u>\$ 2,000</u>
Total	\$81,000

Mr. Butler made a motion to approve the recommendation as presented by Mr. Risner.

Mr. Barnes seconded.

Discussion – None.

Vote – All Affirmative.

F. Application for Assistance to Firefighters Grant – Chief Baldwin

The Fire Department can apply for the AFG grant for 2017. Under the AFG grant the department is eligible to apply for monies under two categories (Operations and Safety, and Vehicle Acquisition). This is a matching Grant of 5%.

Discussion: The AFG grant requires a 5% match from the Town. If the grants are awarded to the Town, the cost to the Town will be \$30,988.35, and are listed below.

Vehicle Acquisition

1 – Fire tanker apparatus: \$450,000
\$22,500

Town 5% match:

Operations and Safety

1 – Self Contained Breathing Apparatus (SCBA): \$169,767
\$8,488.35

Town 5% match:

Total AFG Funds: \$619,767 Total AFG Town Match: \$30,988.35

Our Tanker/Tender truck is aging and should be replaced in the future. The SCBAs are safety equipment needed for firefighters to work in a hazardous environment. The SCBAs need to be replaced in 2019. The application period for grant submission closes on February 2, 2018, with grants being awarded between the spring and fall of 2018.

There is currently \$10,000 in the Fire Truck Replacement account (G 1-3110-00); \$30,000 if Council approves the Manager’s recommended distribution of the Tri-Community Recycling and Sanitary Landfill funds; and \$18,115 in the Fire Department Reserve Account (G1-3020-00).

Recommendation: Town Council authorizes the Town Manager to apply for the Assistance to Firefighters Grant, and if awarded, use up to \$22,500 from the Fire Truck Replacement

account (G 1-3110-00) and up to \$8,488.35 from the Fire Department Reserve account (G 1-3020-00).

Mr. Butler made a motion to authorize the Town Manager to apply for the Assistance to Firefighters Grant, and if awarded, use up to \$22,500 from the Fire Truck Replacement account (G 1-3110-00) and up to \$8,488.35 from the Fire Department Reserve account (G 1-3020-00).

Mr. Barnes seconded

Discussion -

G. Housing Authority of Fort Fairfield Payment in Lieu of Taxes – Mr. Risner

The Housing Authority of Fort Fairfield currently pays to the Town a PILOT for its property at Fields 1, Fields 3, Hillcrest and Borderview.

The current formula is: tenant rental income – utility charges x 10% = PILOT.

The Authority requests the formula be changed to: tenant rent collected – utility charges x 10% = PILOT.

Discussion: The formula does not take into account the savings the Authority has made in utility costs over the past 12 years due to equipment, nor does it take into account uncollectable rent. This year the Authority was unable to collect \$16,000 in rent that they pay PILOT on, which equates to \$1,600 to the Town.

In addition, subsidies from the Federal Government that support the Housing Authority are at an all-time low.

Recommendation: Town Council authorize the modification of the Public Housing Agreement that includes the PILOT to the following formula: tenant rent collected – utility charges x 10% = PILOT, and authorize the Town Manager to sign any documents that might be required by the Housing Authority to effect the change.

Mr. Kilcollins made a motion to authorize the modification of the Public Housing Agreement that includes the PILOT to the following formula: tenant rent collected – utility charges x 10% = PILOT, and authorize the Town Manager to sign any documents that might be required by the Housing Authority to effect the change.

Mr. Butler seconded.

Discussion – None.

Vote – All Affirmative

H. Ordinance 18-03, Conveyance of Town Property to Stev and Nancy Rogeski

The Town of Fort Fairfield owns a parcel of land located off of the West Limestone Road, FARM Park, so-called, and further identified as being Tax Assessor's Map 12, Part of Lot 1B in the Town of Fort Fairfield.

The Pole Barn located on the property has been determined to be unsafe by an engineering firm. The cost to repair or demolish the building would be at least several thousand dollars, and would take years for the Town to recover.

An option for the Town is to sell the property. An ordinance is required in order to convey lands of the Town (Town Charter, Section C-14. A. (5)).

Recommendation: If interested in conveying the property to Palmyra Park, LLC, a Councilor needs to introduce the attached ordinance during the January 17 Council meeting and direct staff to hold a public hearing on the ordinance on Wednesday, February 7, 2018 at 12:00 Noon in the Council Chambers of the Fort Fairfield Municipal Building.

Mr. Butler introduced Ordinance 18-03 and directed staff to hold a public hearing on the ordinance on Wednesday, February 7, 2018 at 12:00 Noon in the Council Chambers of the Fort Fairfield Municipal Building.

I. Appointment to the Housing Authority of Fort Fairfield Board of Commissioners

The Housing Authority of Fort Fairfield Board of Commissioners recommends Town Council appoint Marilou Libby as a Resident Commissioner, Housing Authority of Fort Fairfield, to complete the term ending June 30, 2021. A letter of recommendation from the Fort Fairfield Housing Authority Board of Commissioners is attached.

Recommendation: That Town Council appoints Marilou Libby to complete the term ending June 30, 2021.

Mr. Butler made a motion that Town Council appoints Marilou Libby to complete the term ending June 30, 2021.

Mr. Barnes seconded.

Discussion – None.

Vote – All Affirmative.

VIII. Minutes of the January 3, 2018 Special Council Meetings.

Mr. Barnes made a motion to approve the Minutes of the January 3, 2018 Special Council Meetings.

Mr. Butler seconded.

Discussion – None.

Vote – All Affirmative.

IX. Warrants: #15; \$695,165.81

Mr. Kilcollins made a motion to approve Warrant #15 for \$695, 165.81.

Mr. Butler seconded.

Discussion – None

Vote – All Affirmative.

X. Other - None

XI. Manager's Report –given to Council for informational purposes only.

XII. Executive Session

MRSA 405(6)(C) – Farm Park

Mr. Butler made a motion for Council to enter into Executive Session.

Mr. Kilcollins seconded.

Discussion – None

Vote – All Affirmative.

Council entered into Executive Session at 6:58 pm.

Mr. Barnes made a motion to come out of Executive Session.

Mr. Kilcollins seconded.

Council came out of Executive Session at 7:04 pm.

No action taken by Council.

Vote – All Affirmative.

XIII. Adjournment

Mr. Butler made a motion to adjourn.

Council adjourned at 7:05 pm.