

Fort Fairfield Town Council Special Meeting
Council Chambers
Tuesday, July 10, 2018
12:00 P.M.

I. Roll Call

Councilors: All Councilors are present.

Staff: Mr. Risner, Billie Jo Sharpe, Tony Levesque

Citizens: 1 including media.

II. New Business

A. Ratify Purchase of Service Agreement with Maine Municipal Association for the Search and Selection of a Town Manager.

Mr. Barnes made a motion to ratify a purchase of service agreement with Maine Municipal Association for the search and selection of a Town Manager and include advertising in the additional locations as mentioned.

Mr. Butler seconded.

Vote – All affirmative.

Dave Barrett from MMA was present to discuss how MMA can provide assistance with the recruitment of a new Town Manager.

All advertising and receipt of resumes and applications will be done directly by MMA. Applications will be screened and sorted based on the information gathered from Council today as to the wants and needs of the Town. The applications will then be copied and sent to Councilors in a notebook format in preparation for interviews. Mr. Barrett will contact applicants selected for interviews and will provide a list of all applicants to Council in case they need to make an additional selection. It is not uncommon for it to take approximately 3-4 months from selection until fully hired status.

Mr. Barnes would like applicants to be familiar with the Town's budget numbers.

Mr. Risner – Staff has a great handle on the budget process.

Mr. Barrett asked if the Town's budget is stable.

Mr. Risner – said that right now it is relatively stable; however the school always remains a factor.

Mr. Risner suggested that Municipal government experience be included in the advertisement.

Mr. Kilcollins and Mr. Barnes wanted Economic Development to be a strong point.

Mr. Risner said the position left vacant by Tim Goff has never been filed despite advertising. More than 25% of the position was as the Director of the Fort Fairfield

Chamber of Commerce; with the Agri-Business Trade Show being their big event; and another portion was as the Director of the Maine Potato Blossom Festival. The Chamber folded and the Festival has a director.

Mr. Risner also stated that the loss of ReEnergy could have a potential 2-3 mil rate impact in the near future.

Mr. Risner – The merger with TCL may help cover some of the impact on the mil rate if ReEnergy closes though hopefully the TLC funds can be put into reserve accounts.

Mr. Barrett explained that once the Ad is drafted it will be sent to staff to approve and then it will be placed on MMA's website, plus a website in Vermont. Mr. Barrett recommended that the Town also advertise in Massachusetts and New Hampshire for an additional fee of \$150 each. There is also an international job bank site (ICMA) for an additional \$450. If the ad gets posted this week, it would close around August 6th or 7th with a review of resumes the week of the 13th and interviews could potentially be set up for the week of the 20th of August.

Mr. Levesque recommended that preliminary interviews could be done via SKYPE is necessary.

Mr. Barrett agreed but stated final interviews need to be done in person.

III. Warrant: #27; \$377,366.95.

Mr. Butler made a motion to approve Warrant #27 in the amount of \$377,366.95.

Mr. Barnes seconded.

No Discussion.

Vote – All affirmative.

IV. Adjournment

Mr. Butler made a motion to adjourn

Mr. Butler seconded.

Vote – All affirmative.

Meeting adjourned: 12:31 pm.

Respectfully submitted,

Billie Jo Sharpe
Council Secretary

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, July 18, 2018
6:00 P.M.

I. Roll Call – All Councilors are present

Staff – Jim Risner, Billie Jo Sharpe, Tony Levesque, Ella Leighton, Darren Hanson, Fred Everitt.

Citizens – One.

II. Prayer

Mr. Levesque offered the prayer.

III. Pledge to the Flag

All in attendance pledged their allegiance to the American Flag.

IV. Public Comment Period

V. Correspondence and Reports

A. Licenses and Permits – Ms. Sharpe

As of July 18, 2018 we have not received any license or permit applications.

B. Financial Report

The Town's Real Estate and Personal Property tax collections as of June 30 are \$3,462,787.54.

Excise tax collections as of May 31 are \$646,285.45. This is 115.41% of the budgeted amount.

We received State Revenue Sharing on June 21 in the amount of \$33,796.39. The total for this year is \$246,493.01. This puts the Town above budget, at 100.79% of the amount budgeted.

Our expenses are 6.88% below projections; 93.12% compared to 100%.

Our revenues are slightly below projections; 99.05% compared to 100%.

Cash flow is very good, with a balance of \$29,594.85 in checking and \$955,000 in savings after completion of Warrant #1.

C. Tri-Community Landfill Report

The minutes of the May 25, 2018 Board of Directors meeting were given to Councilors to review.

D. 71st Maine Potato Blossom Festival – Ms. Hegemann

Ms. Hegemann provided an update on this year's Festival.

E. Speed Sign – Chief Newell

Background: The Town's speed sign has been operational for three weeks. The sign spent one-week collecting data on northbound traffic on Presque Isle Street, one-week collecting data on inbound traffic on High Street, and is currently collecting data on lower Main Street.

Discussion: The information provided by the speed sign has been exceptionally valuable. I am able to determine specific days and times of day where we encounter speed related issues. For instance, when the speed sign was parked on Presque Isle Street, it counted 17,485 vehicles within the 7 day period it was operational in that location. Within this data, it told me the average speed for all vehicles was 31 miles per hour, with the majority of speed violations occurring between the hours of 2:00 AM and 7:00 AM.

Mr. Newell will continue to collect and analyze the data as the speed sign is posted throughout different sections of town; specifically, where we are receiving speed complaints.

Mr. Butler asked if the speed sign will be located on any of the side streets.

Mr. Newell responded that they will finish up with the main roads first and then proceed to place the sign on some side streets.

Recommendation: No action required.

F. Riverside Park Playground Equipment – Mr. Risner

Edith Helstrom contacted the Town with interest in adding additional playground equipment to Riverside Park. Mr. Senal and Ms. Helstrom have had one meeting thus far, and that meeting quickly brought to light the age and condition of our current equipment. The plan going forward is to replace ALL equipment. Ms. Helstrom is spearheading a committee to raise funds through grants and fundraisers. Per her request, Mr. Senal advertised the committee on the Rec. Department Facebook page, along with her contact number. Mr. Senal has given Ms. Helstrom a list of websites for commercial playground equipment. The websites have pricing and give the required open area for the equipment to be installed. Mr. Senal included a map that shows the area to be used for the playground equipment. The total available area for the equipment is roughly 25,575 square feet (the area in yellow). The red is the proposed rerouted

snowmobile trail. Mr. Senal will be contacting the snowmobile club to see if this would cause any issues for their trail maintenance equipment.

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

The Town continues to receive complaints about 107 Riverside Avenue. On July 1, 2018 and July 8, 2018, Mr. Levesque conducted drive-by inspections of the property to verify that the violations have not been remedied.

The Town's Legal Counsel in the case, has filed a Motion for Contempt with the Courts since the violations have not been cleaned up by the June 1st deadline established by the Courts. The hearing will be held at the District Court in Presque Isle at 8:30 a.m. on August 31, 2018.

Recommendation: To monitor the condition of the property and to continue to participate in the litigation since the violations were not remedied by June 1, 2018.

H. Aroostook County Fire Muster 2018

On July 7, 2018 several firefighters attended the County Fire Parade and Fireman's muster in Easton. The department received three awards for the parade. They were Third Place for the Newest, Oldest, and the Most Unique Apparatus in the parade. The firefighters also competed in the Muster and received Third Place in the wet hose line event. I am very pleased with the firefighters that attended. Our Department and Town were proudly represented at this muster.

I. Emergency Management Update – Chief Newell

On Friday, July 13, 2018, I was notified by Aroostook County Emergency Management Director Darren Woods, that Fort Fairfield is one of two towns in Aroostook County that was selected to receive a cache of shelter equipment. The Town will receive 24 cots, pillows and blankets for use in the Town's shelter.

One of the reasons the Town was considered for this equipment, at no cost to the Town, is our continued effort to improve and work on emergency management preparedness by providing our citizens with the best possible care in the event of an emergency.

No action required by Town Council.

VI. Old Business

VII. New Business

A. Maine Municipal Association Legislative Policy Committee Election

Background: The MMA is holding an election for its Legislative Policy Committee (LPC) members. A copy of the MMA cover memo, ballot, and candidate profiles are attached.

Discussion: The Town of Fort Fairfield is part of LPC Senate District 2. There are four candidates for two District 2 LPC members. The ballot must be completed by the Town Council.

Recommendation: Town Council vote for two candidates to serve on Maine Municipal Association's Legislative Policy Committee, and sign the voting ballot held by the Secretary to the Council.

Mr. Butler made a motion to vote for Diane Hines from Ludlow and Dwayne Young from Weston to serve on Maine Municipal Association's Legislative Policy Committee, and sign the voting ballot held by the Secretary to the Council.

Mr. Kilcollins seconded.

Discussion – None.

Vote – All Affirmative.

B. Fire Department Parking Lot Paving

Background: At its January 17, 2018 meeting, Town Council approved \$11,000 to be placed in the Paving Reserve account (G 1-3064-00) to be used to pave the parking lot in front of the Fire Department.

Discussion: Three estimates have been received, the lowest of which is from D+J Paving of Limestone for the sum of \$16,400.00, the next being from Triple LLL paving, LLC of Presque Isle for the sum of \$23,100.00 and the last from Soderberg Company Inc. of Caribou for the sum of \$29,025.00.

Recommendation: Town Council award the contract to pave the Fire Department parking lot to D+J Paving of Limestone for the sum of \$16,400 with funds from the Paving Reserve Account (G 1-3064-00).

Mr. Kilcollins made a motion to award the contract to pave the Fire Department parking lot to D+J Paving of Limestone for the sum of \$16,400 with funds from the Paving Reserve Account (G 1-3064-00).

Mr. Butler seconded.

Discussion: Mr. Smith asked if there was a date for completion. Mr. Hanson said that it should be completed in about 2 weeks.

Vote – All Affirmative.

C. Tower Site Garage Rehabilitation

Background: Public Works stored its grounds maintenance equipment in the garage which is part of the bathhouse at Farm Park. With the sale of Farm Park, that storage is no longer available.

The Town owns a building at its tower site on the Center Limestone Road. The building is structurally sound, but is in need of repairs. The repairs would include a cement foundation and slab floor, metal roof, and a new garage door. These repairs would provide the storage space needed for the grounds maintenance equipment and the Town's antique fire truck, and would dramatically prolong the usable life of the building.

The proceeds from the sale of Farm Park were \$14,530. At its March 18, 2018 meeting, Town Council approved the \$14,530 be placed in the Public Works Reserve Account (G 1-3060-00) to be used to rehabilitate the garage at the tower site.

Discussion: Three estimates have been received, the lowest of which is from NicCait Construction Inc. of Presque Isle for the sum of \$16,350, the next being from Earthworks Inc. of Presque Isle for the sum of \$16,485 and the last from Anthill Roofing and Siding of Fort Fairfield for the sum of \$19,900.

Recommendation: Town Council award the contract to rehabilitate the garage at the tower site to NicCait Construction Inc. for the sum of \$16,350 with funds from the Public Works Reserve Account (G 1-3060-00).

Mr. Butler made a motion to award the contract to rehabilitate the garage at the tower site to NicCait Construction Inc. for the sum of \$16,350 with funds from the Public Works Reserve Account (G 1-3060-00).

Mr. Kilcollins seconded.

Discussion: None.

Vote – All Affirmative

D. Community Bandstand

Background: On April 7, 2017, The Town's insurance provider authorized the acceptance of the K-PEL Industrial Services quote of \$81,952.34 to build and install an all metal structure to replace the community bandstand. The insurance provider issued payment in that amount, which was paid to K-PEL Industrial Services.

On September 8, 2017, K-PEL Industrial Services sent a letter to the Town of Fort Fairfield (attached) stating the cost of the project was \$98,465.10, which is \$16,512.76 more than the quoted price. The reason for the increase was the amount of labor that was required to build the community bandstand was twice the amount quoted by the company that furnished the material (attached Americana Building Products letter dated December 28, 2017).

Discussion: I submitted the new information to the Town's insurance provider. Initially, the insurance provider did not want to pay any of the overage. After several months of working with the insurance provider, I was able to have them agree to pay for ½ of the overage; \$8,256.38; or 50% of the overage.

K-PEL Industrial Services has requested that the Town pay the remaining \$8,256.38.

Recommendation: Town Council authorize the payment of \$8,256.28 to K-PEL Industrial Services for the construction of the community bandstand, using funds from the Undesignated Fund (G 1-3300-00).

Discussion:

Mrs. Libby would like the Town to contact the Insurance Company in order to request that the amount of full replacement of the Bandstand as originally insured be paid to the Town.

Mr. Barnes asked if the materials that K-Pel used were purchased at their cost or were there mark-ups. Mr. Risner responded that it is his understanding that materials used were purchased at cost by K-Pel for the Community.

Mr. Kilcollins and Mr. Butler stated that K-Pel needs to be paid and should not have to wait for their money.

Mr. Butler made a motion for the Town Manager to pursue the Insurance Company for the amount of \$8,256.28.

Mrs. Libby seconded.

No further discussion.

Vote – All Affirmative.

E. * *Maine Municipal Association (MMA) Vice President and Executive Committee Members Election*

Background: The MMA is holding an election for vice president and three executive committee members. Attached is a copy of the voting ballot, biographical sketch of nominees and the cover memo from MMA.

Discussion: There is one candidate for vice president and three candidates for executive committee positions. The MMA does not provide for write in candidates, as MMA's process includes an opportunity to nominate a candidate by petition.

Recommendation: Town Council vote for one candidate for vice president and three candidates for executive committee positions and sign the voting ballot held by the Secretary to the Council.

Mr. Butler made a motion that Council vote for the one candidate for vice president and the three candidates as listed for executive committee positions, as they were all running unopposed and sign the voting ballot held by the Secretary to the Council.

Mr. Kilcollins seconded.

Discussion – None.

Vote – All Affirmative.

F. * *Use of Fire Department Reserve Account Funds*

Background: In accordance with Section 5.1.5. of the Town's Finance Policy, I recommend that Town Council authorize the use of \$1,273.40 in the Fire Department Reserve Account (G 1-3020-00) to pay for repairs to the Fire Department's Tanker. There is currently \$5,119 in the account.

Discussion: The Fire Department's Tanker was damaged during a fire on May 10, 2018. Sparks from the fire entered the Tanker's air intake and caused damage to the Tanker.

The Town is working with the insurance company for the property that burned. Any funds received from the insurance company for the Tanker damage will be placed in the Fire Department Reserve Account (G 1-3020-00).

The Tanker is now in service.

Recommendation: Council authorize the Town Manager to use \$1,273.40 in the Fire Department Reserve Account (G 1-3020-00) to pay for repairs to the Fire Department's Tanker.

Mr. Kilcollins made a motion to authorize the Town Manager to use \$1,273.40 in the Fire Department Reserve Account (G 1-3020-00) to pay for repairs to the Fire Department's Tanker.

Mr. Barnes seconded.

Discussion – Mr. Smith commented that it is his experience that this type of occurrence is normal.

Vote – All Affirmative.

G. * *UDAG Loan #5282*

Background: The Town loaned Thompsons Redemption Center \$31,000 in September, 1997 from the UDAG Account (G 1-1620-00). The owners of the business filed bankruptcy in June, 2009. The Town's Auditors wrote off the remaining amount (\$22,749.80) as uncollectible during its Fiscal Year 2006-2007 audit.

Discussion: The owner has paid \$100 per month since 2009, even though he did not need to because of the bankruptcy. The current amount owed is \$17,190.57.

The owner would continue to pay, but recent adverse financial events have made it impossible to make the monthly payment and pay for basic needs.

Recommendation: Council authorize the Town Manager to release the lien on the mortgage and promissory note for loan #5282.

Mr. Butler made a motion to authorize the Town Manager to release the lien on the mortgage and promissory note for loan #5282.

Mr. Kilcollins seconded.

Discussion: Councilors thanked Mr. Thompson for making payments in the past.

Vote – All Affirmative.

VIII. Minutes of the June 20, 2018 Regular Council Meeting.

Mr. Kilcollins made a motion to approve the minutes of the June 20, 2018 Regular Council Meeting.

Mr. Butler seconded.

Minutes of the July 10, 2018 Special Council Meeting.

Mr. Kilcollins made a motion to approve the minutes of the July 10, 2018 Special Council Meeting.

Mr. Butler seconded.

Discussion – None.

Vote – All Affirmative.

IX. Warrant #1; \$332,916.67

Mr. Butler made a motion to approve Warrant #1 in the amount of \$332,916.67.

Mr. Kilcollins seconded.

Discussion – None.

Vote – All Affirmative.

X. Other

XI. Manager's Report

Given to Council for informational purposes only.

XII. Adjournment

Mr. Butler made a motion to adjourn.

Council adjourned at 6:33 pm.

** Added at Council meeting.*