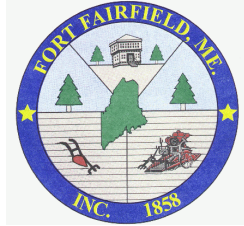


Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, June 19, 2019
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- IV. Public Comment Period
- V. Correspondence and Reports
 - A. Licenses and Permits – Ms. Sharpe
 - B. Financial Report
 - C. AWS Report – Mr. Rogeski
 - D. Fort Fairfield Snowmobile Club Trail Grant
 - E. Town Generator Project Update and Discussion with BRS Engineering
- VI. Old Business
 - A. Approve FY 19/20 Budget
 - B. Re-Energy
- VII. New Business
 - A. Approve FY19/20 Permits and Licenses – Mr. Levesque
 - B. Approve FY19/20 Appointments of Town Officials and Board Members
 - C. Authorize Audit Services from Felch & Company, LLC
 - D. Prepayment of Taxes through a Tax Club – Ms. Leighton
 - F. RLC Generator Donation – Rec Department
 - G. Chicken Ordinance discussion
- VIII. Minutes of the May 15, 2019 Regular Council Meeting
- IX. Warrants:
- X. Other
 - A. Town Office Closure for End of Fiscal Year Closure of Financial Records
- XI. Manager’s Report
- XII. Adjournment



MEMORANDUM

June 19, 2019

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

As of June 19, 2019 we have received a Malt, Vinous, and Spirituous license renewal for Canterbury Royale Gourmet Dining Room and a Catering permit for Northern Main Brewing Company, LLC during the Potato Blossom Festival July 18-21.



MEMORANDUM

June 04, 2019

To: Andrea Powers, Town Manager
From: Ella Leighton, Treasurer
Subject: Financial Information

The Towns' Real Estate and Personal Property total tax collections as of May 31, 2019 are \$3,248,489.48. Tax collections are \$82510.00 less than for the same period last year.

Excise tax collections as of May 31, 2019 are \$592,439.75. We have collected 105.79% of our budgeted amount, which is 14.12% greater than the anticipated amount for May 31, 2019.

State revenue sharing as of May 31, 2019 is \$191,284.42; this shows a slight decrease compared to our budget. History shows this as normal for this time of the year.

Our expenses as of May 31, 2019 are \$4,627,704.68. Expenses are at 90.50% (slightly lower) than our budget of 91.67%

May, 2019 revenues are 1.91% above budget.

Our checking account balance as of May 31, 2019 is \$406,007.60; CDARS balance is \$1,474,763; ICS balance is \$162,878 and Machias savings has a balance of \$5,000.00.



MEMORANDUM

June 4, 2019

To: Town Council
From: Andrea Powers, Town Manager
Subject: Fort Fairfield Snowmobile Club Trail Grant

Background: At its October 17, 2018 meeting, the Town Council authorized the Town Manager to sign the application for financial assistance under the provisions of the Bureau of Parks and Lands, Municipal/County Grant-in-Aid Program for Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, Section 1893.3) for the maintenance of the Town of Fort Fairfield's snowmobile trail system. The State distributes the grant funds to the municipality and the municipality appropriates the grant funds to the Club.

Discussion: On May 29, 2019 the Town received \$22,050 from the State of Maine for the Snowmobile Grant. A check in the amount of \$22,050; made payable to the Fort Fairfield Snowmobile Club; was included in Warrant #25.

Recommendation: No action required. For information only.



June 12, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Second Generator Project/ Town Office

I have met with BRSA, the Public Works Director, Chief Newell and Chief Baldwin to further discuss the second generator project being proposed for the Town Office side of the Community Center. It is my finding that the second generator project is a necessity to the stability of the daily processes for the citizens of the Town of Fort Fairfield, but not an immediate one as we are moving forward with the first generator project.

I am proposing to the Council to create a three year reserve account funding of the second generator project.

Recommendation: It is my recommendation to the Council to approve the three year reserve account funding for the second generator project for the Town of Fort Fairfield.



MEMORANDUM

June 12, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Fiscal Year 2019/2020 Budget Approval

Background: Public hearings were held on April 24th, 2019 and May 8th, 2019. There were no public comments at either public hearing.

Discussion: The budget presented at the April 25 public hearing had a projected excess of \$95,622. The budget presented at the May 9 public hearing had a projected excess of the same amount. The projected excess for FY 19/20 as of MSAD #20 budget hearings on May 23rd, 2019 is a projected excess of \$17,227.

Recommendation: Town Council approve the Fort Fairfield Fiscal Year 2019/20 budget.



MEMORANDUM

June 12, 2019

To: Town Council
From: Andrea L. Powers, MPA, Town Manager
Subject: ReEnergy Site Contract Revised

ReEnergy has proposed a Site Redevelopment Agreement to the Town of Fort Fairfield, 32 acres of land (the "Site") located at 78 Cheney Grove Road. As per the May 15th, 2019 Council Meeting a meeting between The Town Manager, the Town Attorney, ReEnergy's Chief Risk Officer, Director of Communications and Governmental Affairs and their Attorney produced the revised Site Agreement Contract for tonight's meeting.

Recommendation: That the Town Council signs the revised ReEnergy Contract for Site Redevelopment Agreement dated June 19th, 2019.

Updated 6/17/19

Approve FY 19/20 Appointments of Town Officials and Board/Committee Members

1. The following Town Officials require annual reappointment:

Darren Hanson as Road Commissioner

Andrea L. Powers as Health Officer.

Richard A. Levesque as Plumbing Inspector

Richard A. Levesque as Code Enforcement Officer

Trudy O'Neal as Sub-Registrar

2. The following Town Official requires appointment:

Neadra E. Dubois as General Assistance Administrator

3. The following boards individuals wished to remain serving on the following

***George McLaughlin** on the Fort Fairfield Utilities District for a three year term to run July 1, 2019 through June 30, 2022

*Letter of recommendation from the Fort Fairfield Utilities District Board of Trustees is attached.

Jeffrey Murchison on the Zoning Board of Appeals for a 5 year term to run July 1, 2019 through June 30, 2024

Kendall F. Stratton, II on the Planning Board for a five year term to run July 1, 2019 through June 30, 2024

Shane McGillan on the Economic Development Board for a three year term to run July 1, 2019 through June 30, 2022

***There is also ONE three year term vacancy on the Economic Development Board as Gary Sirois did not wish to remain on the Board after June 30, 2019.**

Mr. Kevin Pelletier has submitted an application for the Economic Development Board. (attached)

Mr. Kendall Stratton II has submitted an application for the Economic Development Board. (attached)

Patricia Troicke on the Fort Fairfield Arbor Committee for a term of three years to run from July 1, 2019 through June 30, 2022

*On June 12, Dale Turner submitted his letter of resignation from the Arbor Committee as he is retiring; this leaves a vacancy with a term ending June 2020. According to their By-Laws, they need to have 7 members.

***This vacancy will create a total of two vacancies on the Arbor Committee that will need to be filled.**

Duska Day on the Fort Fairfield Housing Authority for a five year term, to run from July 1, 2019 through June 30, 2024

*Letter of recommendation is attached

There are two vacancies on the Board of Assessment Review. Both are three year terms to run July 1, 2019 through June 30, 2022

***There has been no interest in these vacancies as of June 19, 2019**

There is a vacancy on the Library Board of Trustees, for a five year term to run July 1, 2019 through June 30, 2024.

Mr. Kendall Stratton II has submitted an application for the Library Board of Trustees. (attached)

The recommendation is that Town Council appoints and reappoints the Town Officials as presented and appoints the above Authority, Boards, Commissions and Committee members as presented and appoint one person to the Economic Development Board and one person to the Library Board of Trustees from the applications received.

Staff will continue to search for individuals to fill vacancies moving forward.



MEMORANDUM

June 05, 2019

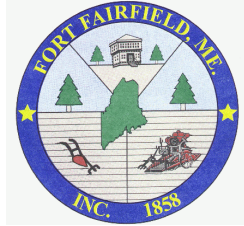
To: Town Council
From: Andrea Powers, Town Manager
Subject: Audit Services from Felch & Company, LLC

Background: The Town has used Felch & Company for several years and has been very satisfied with their work.

Discussion: Attached is a proposal from Felch & Company, LLC to utilize their services to complete the Town's financial audit for the year ending June 30, 2019. The proposal states the audit will begin on approximately July 08, 2019 with reports issued later in September 2019.

The fee for this years' audit is \$9,200, which is \$250 more than last year.

Recommendation: Town Council authorize the Council Chair to sign the proposal from Felch & Company, LLC to conduct an audit of the Town's financial statements for the year ending June 30, 2019.



MEMORANDUM

June 4, 2019

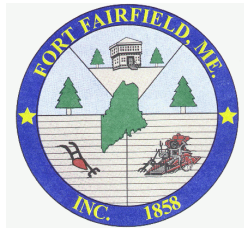
To: Town Council
From: Ella Leighton, Tax Collector
Cc: Andrea Powers, Town Manager
Subject: Prepayment of Taxes through a Tax Club

Background: Prepayment of taxes is authorized by 36 M.R.S.A. §506.

Discussion: For several years the Town has offered a Tax Club so that taxpayers can pay their taxes in 12 monthly payments. Payments are made from July to June and are due on or before the 10th of each month.

The Town commits taxes on October 1, so payment of any taxes prior to that date is a prepayment. Based on information I received from Maine Municipal Association's legal services, the Town Council needs to approve prepayment authority each year, and that prepayment is only for the next annual tax commitment, not for multiple future tax commitments.

Recommendation: Council authorizes the Tax Collector to establish a Tax Club for the 2019 – 2020 tax commitment.



MEMORANDUM

June 11, 2019

To: Town Council
From: Kevin Senal, Parks and Recreation Director
Subject: RLC Electric Donation

Background: Title 30-A M.R.S.A. §5654 states that a conditional gift for any specified public purpose offered to a municipality may be accepted or rejected by its legislative body.

Discussion: The Parks and Recreation Department inquired about a donation of a portable generator to be used for recreation department events and activities. RLC Electric of Fort Fairfield is willing to donate a new Generac GP3500iO to our department for this purpose.



The Value of this donation is \$799.00.

Recommendation: That Town Council accepts the donation of the Generac generator from RLC Electric, valued at \$799.00.



June 12, 2019

To: Town Council
From: Andrea L. Powers, MPA, Town Manager
Subject: Chicken Ordinance

I was contacted by a citizen asking if the Town of Fort Fairfield had a Chicken Ordinance, referring to an ordinance regulating the keeping of chickens within the Residential District of Fort Fairfield.

After discussing this matter with our Code Enforcement Officer it was determined that we have a zoning ordinance against the keeping of and raising of poultry within the Residential District of the Town, Ordinance 98-02, Section 11.2 definition of agriculture. It was further determined that should a resident wish to have chickens within the Residential District they would need to go before the Planning Board and apply for a change in use.

“Urban chicken farming” has been a topic of interest for many across the State of Maine with interest in locally grown and locally sourced food products. Many urban communities have considered the permitting of the keeping of chickens on residentially zoned property as a means of supporting this movement and the desires of residents.

The concern of the Town should not be based on viewpoints, rather on the compatible use of land and the ability of the Town to effectively enforce such provisions.

Some policy questions the Council should consider are:

1. Is the keeping of chickens a desired and compatible use of residential property within the community? How much does noise, smell, and visual, impact the enjoyment of one’s property?
2. How involved do we want to regulate the activity? What type of staff investment in the regulation of this activity is desirable?
3. If the regulating of the keeping of chickens is desired, what will the next steps be? Ordinance hearing?

Recommendation: None, at this time of discussion.



MEMORANDUM

May 15, 2019

To: Town Manager
From: Ella Leighton, Treasurer
Subject: Cash Flow

Warrant #23 in the amount of \$302,069.06 was completed on 05/15/2019.

We now have a checking balance of \$342,250.05; Machias Savings balance of \$5,000.00; CDARS balance of \$1,474,763.00 and ICS balance of \$162,878.00.



MEMORANDUM

June 12, 2019

To: Andrea Powers, Town Manager
From: Ella Leighton, Treasurer
Subject: Cash Flow

Warrant #25 in the amount of \$352,489.39 was completed on 06/12/2019.

We now have a checking balance of \$126,808.43; Machias Savings balance of \$5,000.00; CDARS balance of \$1,474,763.00 and ICS balance of \$162,878.00.



**The Town Office will
close at 12:00 p.m. on
Friday, June 28 for end of
fiscal year closing of financials.**

**We will reopen on Monday, July 1
at 7:30 a.m.**

