

Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, September 19, 2018  
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
  - B. Financial Report
  - C. Tri-Community Landfill Report – Mr. Rogeski
  - D. Impact Melanoma Grant – Mr. Senal
  - E. Legal Action on Land Use Complaint – Mr. Levesque
  - F. Emera Application for Utility Location Permit
- VI. Old Business
  - A. Ordinance 18-09, AN ORDINANCE PROVIDING FOR the Conveyance of Municipally Owned Property
- VII. New Business
  - A. Town Order 18-10, Establish Mil Rate and Due Date, Interest and Interest Penalty Date for Fiscal Year 2018/2019 (FY 18/19) Real Estate and Personal Property Taxes
  - B. Housing Authority of Fort Fairfield Request to have the Town of Fort Fairfield Assume Ownership of Cherry Lane
  - C. General Assistance Ordinance 18-11
  - D. Sale of 1999 Dodge Pickup
  - E. Designation as Acting Town Manager
  - F. Maine Municipal Association Annual Business Meeting Voting Delegate
  - G. Use of Police Department Reserve Funds
  - H. Community Center Generator
  - I. Volunteer Fire Assistance (VFA) Grant Application
  - J. Educational Disc Golf Experience (EDGE) Grant – Mr. Senal
- VIII. Minutes of the August 15, 2018 Special Council Meeting, the August 15, 2018 Regular Council Meeting, and the September 5, 2018 Special Council Meeting
- IX. Warrants: #4; \$343,809.18                      #5; \$165,311.93
- X. Other
- XI. Manager’s Report
- XII. Executive Session
  - A. MRSA 405(6)(A) Town Manager Selection
- XIII. Adjournment



# Memorandum

September 19, 2018

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

As of September 19, 2018 we have received one application for a Malt, Vinous and Spirituous Club license renewal for the Knights of Columbus #1753.



## Memorandum

September 10, 2018

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

The Town mailed 214 real estate tax lien notices for 2017; for a total of \$221,878.70; on August 7, 2018. On September 7, 2018, the Town recorded 125 liens for unpaid 2017 real estate taxes; for a total of \$103,107.03; with the Registry of Deeds (South) in Houlton, and mailed copies to property owners and interested parties. Last year the Town recorded 136 liens for a total of \$108,146.34 for 2016 real estate taxes.

The Town's Real Estate and Personal Property tax collections as of August 31 are \$108,494.29.

Excise tax collections as of August 31 are \$167,574.52. This is 29.92% of the budgeted amount, which is greater than the 16.67% expected as of August 31.

State revenue sharing as of August 31 is \$41,240.14. This is 16.70% of the budgeted amount, which is slightly more than the 16.67% that is expected as of August 31.

Our expenses as of August 31 are \$808,899.31. This is 15.82% of the budgeted amount, which is less than the 16.67% that is expected as of August 31.

Cash flow is good, with a balance of \$36,490.24 in checking and \$955,000 in savings after completion of Warrant #5.



# Memorandum

September 7, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Tri-Community Recycling and Sanitary Landfill (TCL) Report

Mr. Stev Rogeski, Fort Fairfield Member of the TCL Board of Directors, will provide a report to the Town Council.



# Memorandum

August 17, 2018

To: Town Council and Town Manger  
From: Kevin Senal, Parks and Recreation Director  
Subject: Impact Melanoma Grant

Impact Melanoma, a national non-profit organization dedicated to working to reduce the incidence of melanoma through education, prevention, and support, has been granted funds to help their cause. This grant funding allows them to offer free education and prevention tools for the next two years to community and non-profit organizations.

The Town was able to utilize Impact Melanoma's grant opportunity to obtain a "camp kit" that contains crafts and educational materials focused on sun safety, as well as five sunscreen dispensers and three cases of sunscreen for those dispensers. The total value of all goods combined is \$925.00. The award of these goods will allow us to teach sun safety to younger kids, and provide sun protection to our community at various public locations such as the pool and Riverside Park.



# Memorandum

September 7, 2018

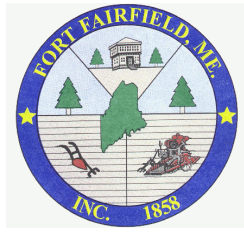
To: Town Council and James C. Risner, Town Manager  
From: Tony Levesque, Code Enforcement Officer  
Subject: Update of Legal Action on Land Use Complaint

**Background:** The Town continues to receive complaints about 107 Riverside Avenue. On August 23, 2018 and August 30, 2018 I conducted two drive-by inspections of the property to verify that the violations have not been remedied. Mr. Hanson took pictures and I submitted them to Mr. Currier for the record since as the Town's Legal Counsel in the case, he has filed a Motion for Contempt of Court as the violations have not been cleaned up by the June 1st deadline established by the Court. The hearing was held at the District Court in Presque Isle at 8:30 a.m. on August 31, 2018. A timeline of this process to date is attached.

**Discussion:** The Judge ordered the defendants to remove all violations in Ten (10) days.

If the property is not improved to the Town's satisfaction in Ten (10) days the Judge ruled that the Town will be allowed to clean up the property and recover costs.

**Recommendation:** To monitor the condition of the property and to remove all violations that remain on the property after September 11, 2018.



## Memorandum

August 29, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Emera Application for Utility Location Permit

On August 27 the Town received an application (attached) from Emera Maine for a utility location permit on the Morse Road.

Mr. Darren Hanson, Road Commissioner, and I inspected the proposed utility locations. The proposed utility locations will not create any problem for the Town. I approved the application for the permit based on my discussion with Mr. Hanson and our visual inspection of the site.



# Memorandum

September 5, 2018

To: Town Council

From: Town Manager

Subject: Ordinance 18-09, AN ORDINANCE PROVIDING FOR the Conveyance of Municipally Owned Property located on Bryant Pond Road in Fort Fairfield, Maine and further identified as Lot 42 on Tax Assessor's Map 5.

Background: Councilor Butler introduced Ordinance 18-09 at the August 15 Council meeting.

Discussion: A public hearing was held in the Town Council Chambers on September 5 at 12:00 p.m. A copy of the minutes from the September 5, 2018 Public Hearing are attached.

Recommendation: Town Council adopt Ordinance 18-09 AN ORDINANCE PROVIDING FOR the Conveyance of Municipally Owned Property located on Bryant Pond Road in Fort Fairfield, Maine and further identified as Lot 42 on Tax Assessor's Map 5.





# Memorandum

September 7, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Town Order 18-10, Establish Mil Rate and Due Date, Interest and Interest Penalty Date for Fiscal Year 2018/2019 (FY 18/19) Real Estate and Personal Property Taxes

Background: Town Council approves the budget in June for a July 1<sup>st</sup> implementation. The mil rate is not set until the taxes are committed on October 1<sup>st</sup>.

Discussion: A 1.00 mil rate decrease will support the FY 18/19 budget the Town Council approved on June 20, 2018.

<u>Mil Rate</u>	<u>\$50,000 value</u>	<u>decrease below current rate</u>	<u>\$100,000 value</u>	<u>decrease below current rate</u>
24.70	\$1,235.00	\$50.00	\$2,470.00	\$100.00
25.70*	\$1,285.00	\$0.00	\$2,570.00	\$0.00

\*current mil rate

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

Recommendation: Town Council approves Town Order 18-10, and adopts a 24.70 mil rate to support the FY 18/19 budget; due date of February 1, 2019, interest rate of 8.00%, and interest penalty date of March 1, 2019 for FY 18/19 real estate and personal property taxes.



# Memorandum

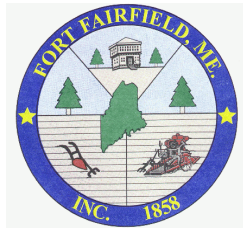
September 19, 2018

To: Town Council  
From: Billie Jo Sharpe, General Assistance Administrator  
Subject: General Assistance Ordinance 18-11

Enclosed please find the new maximums for the 2018-2019 General Assistance Ordinance, Appendices A-D. These maximums are updated annually and are effective beginning October 1, 2018.

The law requires that the municipal officers adopt the Ordinance and/or Appendices after notice and public hearing.

Recommendation: A Councilor needs to introduce the attached ordinance during the September Council meeting and direct staff to hold a public hearing on October 5, 2018 at 12:00 p.m. on the Ordinance.



# Memorandum

September 4, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: Sale of 1999 Dodge Pickup

Background: At its June 20, 2018 meeting, the Town Council authorized the Town Manager to sell the 1999 Dodge Pickup in as is, where is condition, with no warranty, with the proceeds to be placed in the Parks and Recreation reserve account (G 1-3045-00).

Discussion: The Town sold the truck through a sealed-bid process. One bid was received for \$703, and the vehicle was sold to that bidder.

The replacement Parks and Recreation Department pickup is a 2010 GMC. This pickup recently required maintenance to replace a corroded fuel pump and fuel lines, with a cost of around \$510.00. There was also a cost to advertise the sale of the 1999 pickup in a local paper.

Recommendation: Town Council authorize the proceeds of the sale be placed in the following accounts; \$617.50 in Parks and Recreation Reserve (G 1-3045-00) to be used for maintenance of the Parks and Recreation Department's 2010 GMC pickup and \$85.50 in Advertising (E 01-01-10-05) to pay for the newspaper ad.



# Memorandum

September 14, 2018

To: Billie Jo Sharpe, Secretary to the Council  
From: James Risner, Town Manager  
Cc: Town Councilors, Darren Hanson  
Subject: Designation as Acting Town Manager

In accordance with § C-20 of the Town Charter, I am designating; subject to Town Council approval; Mr. Darren Hanson as the Acting Town Manager from September 29, 2018 through October 7, 2018.

Recommendation: Town Council approves the designation of Mr. Darren Hanson as the Acting Town Manager from September 29, 2018 through October 7, 2018.



# Memorandum

September 11, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Maine Municipal Association Annual Business Meeting Voting Delegate

Each year the Town Council elects one individual to represent the Town as a voting delegate and one individual as an alternate to the MMA annual meeting. This year's MMA annual meeting is being held at 1:45 p.m. on Wednesday, October 3, at the Augusta Civic Center. The MMA voting credentials memorandum, annual business meeting agenda and voting delegate credentials form are attached.

Richard A. Levesque, Jr. and Billie Jo Sharpe plan on attending the annual meeting.

Recommendation: Town Council appoints Richard A. Levesque, Jr. as the Town's voting delegate and Billie Jo Sharpe as the Town's alternate voting delegate to the MMA annual meeting.



# Memorandum

September 13, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: Use of Police Department Reserve Funds

**Background:** The Police Department's main operating computer failed on August 5, 2018. After inspection, it was determined that the computer could not be repaired and a replacement was purchased.

**Discussion:** I authorized the purchase of a new computer due to the critical need of the Police Department. I am requesting to use \$1,200 from the Police Department Reserve account (G-1-3050-00) to pay for the computer and installation services. There is currently \$23,932 in the Police Department Reserve account.

**Recommendation:** Town Council authorize the Town Manager to used \$1,200 from the Police Department Reserve account (G-1-3050-00) to pay for the computer and installation services.



# Memorandum

September 12, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: Community Center Generator

**Background:** In the event of a power outage, the community center is out of power. We do not have a generator or any other source of backup power. The community center has two different wiring configurations; two-phase and three-phase. The new section; town administrative offices, council chambers and the police department are on three-phase. The rest of the building, to include the fire department, gym and heat for both the old and new portions of the community center, is on two-phase.

**Discussion:** The lack of backup power for the portion of the community center served by two-phase creates problems with providing fire, rescue and ambulance services, power to the Town's Emergency Operations Center (EOC), and heat for the entire building. The fire department bay doors can be opened manually, but due to their size it is a difficult and timely process that cuts into emergency response time. Lack of heat during the winter can cause severe damage from frozen pipes.

A generator will allow our first responders to minimize the response time to an emergency. In the winter we need to keep our entire building heated so our water does not freeze in the event of a long power outage. By providing backup power to the fire department, we will be able to run power to all of the fire department which houses a 24-hour ambulance staff, recreation center, and the heat to all of the community center. This will enable us to keep our EOC open and provided power to the recreation center if it is needed in an emergency.

A generator for the the portion of the community center served by three-phase power is not asked for at this time. This portion of the building houses areas that are not emergency essential, and while there will be no electricity in this portion, there will be heat. During an emergency the police department and town manager will use the EOC, Town Council can meet in the EOC or recreation center if needed.

**Recommendation:** Town Council authorize the Town Manager to seek requests for bids for a generator project to provide automatic backup power to the portion of the community center that is currently served by two-phase power.



## Memorandum

September 12, 2018

To: Town Council

From: James Risner, Town Manager

Subject: Volunteer Fire Assistance (VFA) Grant Application

Background: The Fire Department has the opportunity to apply for a VFA grant for 2018. The VFA grants require a 50% match from the Town.

The Town's grant application policy states that all grant applications requiring Town funds must be approved by the Town Council before the grant application is submitted, and that the Town Council must approve the expenditure of Town funds if the grant is awarded.

Discussion: The Fire Department is requesting the following items in the VFA grant application:

Fifteen (15) sets of personal protective gear used for wildland firefighting and vehicle extrication

Total grant project cost = \$7,920

**Total VFA Funds = \$3,960**

**Total Town 50% match = \$3,960**

If the grant is awarded to the Town, the initial cost to the Town will be \$7,920. When the grant is completed, the State will reimburse the Town the 50% match of \$3,960.

The application deadline for the VFA grant is November 16, 2018.

Recommendation: Town Council approves the grant application and if the grant is awarded, authorizes the use of up to \$7,920 from the Fire Department Reserve Account (G 1-3020-00) for the initial cost, and the 50% reimbursement from the State be placed in the Fire Department Reserve Account (G 1-3020-00).





# Memorandum

September 14, 2018

To: Town Council  
From: James Risner, Town Manager  
Subject: Educational Disc Golf Experience (EDGE) Grant

Background: The Parks and Recreation Department has the opportunity to apply for a grant through EDGE. The EDGE grant requires a 50% match from the Town.

The Town's grant application policy states that all grant applications requiring Town funds must be approved by the Town Council before the grant application is submitted, and that the Town Council must approve the expenditure of Town funds if the grant is awarded.

Discussion: The Parks and Recreation Department is requesting the following items in the EDGE grant application:

- 4 Portable disc golf targets
- 50 golf discs
- 50 mini marking discs
- 5 Ultimate discs
- 1 EDGE bee set
- 1 EDGE Curriculum
- 1 EDGE Instructional DVD

Total grant project cost = \$799.99

**Total EDGE Funds = \$399.99      Total Town 50% match = \$400.00**

The application deadline for the EDGE grant is September 30, 2018.

If the Town receives the grant, the parks and recreation department will be able to introduce disc golf to residents, and the department will provide at least one multi-lesson course in disc golf using the material supplied by the grant. The department's goal is to share the program with the elementary and middle/high schools, and organize community recreational trips to the 18-hole disc golf course at the University of Maine at Presque Isle.

Recommendation: Town Council approves the grant application and if the grant is awarded, authorizes the use of up to \$400.00 from the Parks and Recreation Reserve Account (G 1-3045-00) to pay of the Town's match.