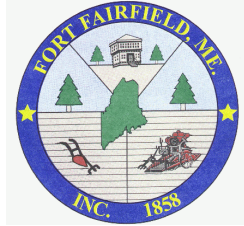


Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, August 21, 2019  
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- IV. Public Comment Period
- V. Correspondence and Reports
  - A. MPBF Update
  - B. Licenses and Permits
  - C. Financial Report
  - D. AWS Report – Mr. Rogeski
- VI. Old Business
  - A. Tobacco/Smoking Policy
- VII. New Business
  - A. Franchise Agreement
  - B. Mission Broadband
  - C. Systems Engineering IT Proposal
- VIII. Minutes of the July 24, 2019 Regular Council Meeting
- IX. Warrants
- X. Other
- XI. Manager's Report
- XII. Adjournment

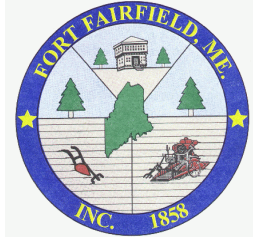


# MEMORANDUM

August 21, 2019

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

As of August 21, 2019 we have not received any license renewals.



# MEMORANDUM

August 12, 2019

To: Andrea Powers, Town Manager  
From: Ella Leighton, Treasurer  
Subject: Loan Balances/Payments

Loan Balances as of 7/31/2019:

Jones Fuel – Balance @\$2,430.63 – Pays \$50.00 per month.  
Langley #5275 – Balance @\$19,216.63 – Paying \$200 per month as promised.  
Langley #5277 – Balance @\$6,999.37 – Paying \$100 per month as promised.  
Pelletier – Balance @\$938.91 – Paying regularly as agreed



## MEMORANDUM

August 13, 2019

To: Andrea Powers, Town Manager

From: Ella Leighton, Treasurer

Subject: July 2019 Interest on Investments/TAN

Our investments are doing well; CDARS accounts show interest income from June 27 through July 31 in the amount of \$1,793.47. ICS accounts have interest income for the month of July in the amount of \$104.10. Total interest on investments for July is \$1,897.57.

Interest charged on TAN (\$300,000.00) from July 18 is \$633.16. This nets our interest out to \$1,264.41 income for July 2019



# MEMORANDUM

August 20, 2019

To: Andrea Powers, Town Manager  
From: Ella Leighton, Treasurer  
Subject: Homestead Exemption

We received homestead exemption reimbursement in the amount of \$183,602.00, bringing our total to \$238,628.00. This is \$17,646.00 less than our budgeted amount of \$256,274.00

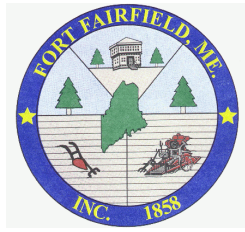


# MEMORANDUM

August 21, 2019

To: Town Council  
From: Andrea Powers, Town Manager  
Subject: Aroostook Waste Solutions (AWS) Report

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



# MEMORANDUM

August 2, 2019

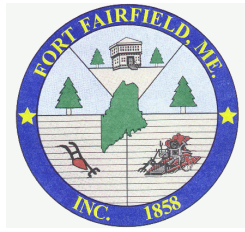
To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Policy Change Smoking

Background: With the passing of the legalization of recreational marijuana, and the increased use of electronic devices by the State of Maine, it is time to update our smoking policy to include all forms of combustible products. I have added the new policy to your Council Packets.

Recommendation: That the Town Council vote to approve the updated smoking policy.



# MEMORANDUM

August 2, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Franchise Agreement

This Franchise Agreement is between the Town of FORT FAIRFIELD, MAINE, and Time Warner Cable Northeast, LLC, locally known as CHARTER COMMUNICATIONS. We currently have not had a signed franchise agreement since 2017.

Recommendation: That the Town Council approve the Franchise Agreement with Time Warner Cable Northeast, LLC, locally known as Charter Communications.





## MEMORANDUM

August 2, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Mission Broadband

Mission Broadband is a trusted independent advisor to communities across the United States, assisting them with broadband solutions. They utilize public-private partnerships, federal subsidies, state subsidies, and local financial support to build high speed internet access infrastructure in communities across America. They are an influential advisor to federal and state governments regarding "Broadband" and "Internet" legislation.

The proposal for Mission Broadband, Inc. is to provide broadband internet consulting to the Town of Fort Fairfield, Maine and to assist the Town in the development and execution of a strategic planning and vision document, and develop a Request for Proposal (RFP) process concerning the Town's broadband internet infrastructure

Recommendation: This is for the Council's information and discussion.



## MEMORANDUM

August 2, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Systems Engineering IT Proposal

Systems Engineering has provided the Town with a Proposal for IT Management. Components of the Town's IT environment that are covered are determined by the assessment work proposal. Assessment work inventories and evaluates how the Town needs to operate on a daily basis. Systems Engineering IT is available 24/7 365 remotely. If we were to need assistance in-house, there would be dispatch out of Portland, maybe Bangor. The cost to do the assessment with Systems Engineering IT is \$8,975.00, if the Town signs a one-year contract after the assessment, they would discount at 50% for a price of \$4,487.50. The cost for the one-year contract is determined by the findings of the assessment.

Our current contract with ReBoot IT is through to March 20, 2020. We currently pay \$480.00 a month for 24/7 365 coverage both remote and on-site.

Recommendation: This is for the Council's information and discussion.

Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, July 24, 2019  
6:00 P.M.

I. Roll Call

All Councilors are present

Staff: Darren Hanson, (Acting Town Manager), Billie Jo Sharpe, Tony Levesque, Chief Baldwin, Chief Newell.

Citizens: 4 including Media.

II. Prayer

Tony offered the prayer.

III. Pledge to the Flag

IV. Public Comment Period

Tony Levesque thanked the public for their support of the Knights of Columbus' food booth during the Maine Potato Blossom Festival.

V. Correspondence and Reports

A. Licenses and Permits – Ms. Sharpe

As of July 24, 2019 we have not received any license renewals.

B. Financial Report

We received June Revenue Sharing on 6/21/2019 in the amount of \$33,875.60. Our year to date total is \$257,597.03 which is 4.29% (\$10,585.03) above our budgeted total.

We have received anticipated balances from Katahdin for CDARS and ICS investments. CDARS accounts have an anticipated interest income of \$7,187.08 and ICS accounts \$434.87 for a combined total of \$7,621.95 in interest income since March 2019.

Our total interest expense on the \$600,000 Tan is \$4,202.00 for the same period. This gives us a net interest income of \$3,419.95 since March 2019.

Without using the TAN, we would have been unable to make investments into CDARS and ICS and would not have realized a net income of \$3,419.95.

The Towns' Real Estate and Personal Property total tax collections as of June 30, 2019 were \$3,282,183.67.

Excise tax collections as of June 30, 2019 are \$647,318.23 which is 15.59% over budgeted amount.

State revenue sharing as of June 30, 2019 is \$257,597.03 which is 4.29% over budget.

Our expenses for EOY 2019 were 98.38% of budget.

Our revenue for EOY 2019 was 99.84% of budget.

2018-2019 TAN at Katahdin has been paid in full.

Interest income on CDARS and ICS accounts from March 27 thru June 27, 2019 was \$7621.95.

As of June 30, 2019 our checking account balance was \$6,005.58; CDARS (reinvested) \$1,081,800.08 and ICS \$163,324.01.

C. AWS– Mr. Rogeski – (moved to next Council Meeting)

## VI. Old Business

### A. Public Works Bid Results

With prior Council approval, three pieces of Public Works equipment were advertised for bid, five bids were received in all by the Town Clerk by the closing date of June 26th 2019 at 4:30 p.m. Bids were opened on June 27th at noon by Tony Levesque and Witnessed by Billie Jo Sharpe and Darren Hanson. The Ford trucks each had one bid, number Eighty three's bid was for \$225 and number Four's bid was for \$325. The John Deere tractor had three bids with the high bid being \$1,575.

## VII. New Business

### A. Town's Fireworks Ordinance – Removed 7-24-19 per Mr. Goodman

### B. Fire Department Donation

Background: Title 30-A M.R.S.A. §5655 states that a gift without conditions, of any type of property, offered to a municipality may be accepted or rejected by its legislative body.

The department has received two donations. One from Maine Public Broadcasting for a donation of \$50.00 in memory of the passing of Gary Demerchant and \$500.00 from the Loring Timing Association for fire/rescue coverage at the Landspeed Races.

Recommendation: That Town Council accepts both donations for the amount of \$550.00 to the Town's Fire Department, and direct the funds be placed into expense account (E-01-06-25-10).

Mr. Butler made a motion that Council accepts both donations for the amount of \$550.00 to the Town's Fire Department, and directs the funds be placed into expense account (E-01-06-25-10).

Mr. Kilcollins seconded.

Discussion: None.

Vote: All Affirmative.

#### C. Police Department Cruiser Bids – Chief Newell

Background: Fort Fairfield Police Department is requesting the purchase of a new police vehicle. Currently, the 2014 Ford Explorer has 105,000 miles and has reached the end of its usefulness as a police vehicle. The 2014 Ford Explorer will be removed from service sold by sealed bid. Proceeds of the sale will be placed in Police Department Reserve Account G-1-3050-00.

Chief Newell would like to purchase a Chevy Tahoe due to Ford not making any new police vehicles until the start of 2020. After doing some research, Ford has increased the cost of their new police vehicle by \$7,000.00; slightly higher than the Chevy Tahoe. The Tahoe also offers better gas mileage, larger accommodations for equipment, and higher resale value at the end of the vehicle's usefulness as a police vehicle.

Chief Newell received three quotes for the price of a new 2020 Chevy Tahoe: Carroll's Auto Sales, Presque Isle, \$36,987.00, Valley Motors, Fort Kent, \$37,199.00, and Quirk, Augusta, \$37,181.90.

The cost of the uplift of equipment to the vehicle is \$6,672.32 by Third Eye Global.

Recommendation: Council approves the purchase of a new 2020, Chevy Tahoe from Carroll's Auto sales in Presque Isle for \$36,987.00 and \$6,672.32 for vehicle uplift by Third Eye Global, totaling \$43,659.32 from Reserve Account G-1-3050-00.

Mr. Butler made a motion that Council approves the purchase of a new 2020, Chevy Tahoe from Carroll's Auto sales in Presque Isle for \$36,987.00 and \$6,672.32 for vehicle uplift by Third Eye Global, totaling \$43,659.32 from Reserve Account G-1-3050-00.

Mr. Kilcollins seconded.

Discussion: Mr. Kilcollins asked Chief Newell how much the last Explorer cost.

Chief responded that they paid \$31,000+/- for the 2018 Ford Explorer. Chief Newell explained that he would not be able to order an Explorer until the middle of next year and the life of the 2014 Explorer police vehicle is fading quickly.

Mr. Babin asked if there is an issue with the 2014 Explorer.

Chief Newell responded that they recently had \$2,500 in repair costs and that it is the vehicle he normally uses for police business and not normally and pursuits. Chief Newell said that he would not take it any further than Houlton in its current condition. Mr. Kilcollins – Is the Chevy Tahoe a cruiser equipped vehicle?

Chief Newell – “It is a Police rated vehicle.” “It comes with a Police package.”

Vote: All Affirmative.

D. \*ABC Appointment

The Town Clerk recently received an application to serve on a Town of Fort Fairfield Authority, Board or Committee from Mr. Mark Roy.

Mr. Roy is interested in serving on both the Planning Board and the Board of Assessment Review which both have vacancies at this time.

Recommendation: Council appoints Mr. Mark Roy to the Planning Board for term ending June 30, 2022 and to the Board of Assessment Review for a term ending June 30, 2022.

Mr. Kilcollins made a motion that Council appoints Mr. Mark Roy to the Planning Board for term ending June 30, 2022 and to the Board of Assessment Review for a term ending June 30, 2022.

Mr. Butler seconded.

Discussion: None

Vote: All Affirmative.

VIII. Minutes of the June 19, 2019 Regular Council Meeting and July 15, 2019 Special Council Meeting.

Mr. Kilcollins made a motion to approve the minutes of the June 19, 2019 regular Council Meeting and July 15, 2019 Special Council Meeting.

Mr. Butler seconded.

Discussion: None.

Vote: All Affirmative.

IX. Warrants: #26: \$729,400.42 #1: \$161,771.76

Mr. Butler made a motion to approve Warrant #26 and Warrant #1 as written.

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.

Mr. Kilcollins seconded.

Vote: All Affirmative.

Council adjourned at 6:15 pm.



## MEMORANDUM

August 12, 2019

To: Andrea Powers, Town Manager

From: Ella Leighton, Treasurer

Subject: July 2019 Financial Information

Warrant #02 in the amount of \$323,212.74 was completed on 07/22/2019.

Checking balance as of 7/31/2019 was \$249,577.24; Machias Savings balance \$5,000.00; CDARS balance \$1,081,800.08; ICS balance \$163,324.01.

Excise tax collected during July was \$105,985.81; Real Estate & Personal Property taxes were \$70,033.15 and we received \$34,665.36 in Revenue Sharing.





## MEMORANDUM

August 12, 2019

To: Andrea Powers, Town Manager

From: Ella Leighton, Treasurer

Subject: Checking Balance after Warrant #3  
30 Day Lien Notices

Warrant #03 in the amount of \$215,346.11 was completed on 08/12/2019 leaving us with a comfortable checking balance of \$157,844.94; Machias Savings balance \$5,000.00; CDARS balance \$1,081,800.08; ICS balance \$163,324.01.

We sent out 215 thirty-day notices totaling \$255,673.09 for 2018 unpaid taxes on 8/6/2019.