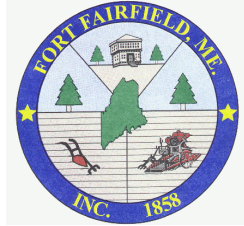


Fort Fairfield Town Council Monthly Meeting  
Council Chambers  
Wednesday, September 18, 2019  
6:00 P.M.

- I. Roll Call
- II. Prayer
- III. Pledge to the Flag
- IV. Public Comment Period
- V. Correspondence and Reports
  - A. Licenses and Permits
  - B. Financial Report
  - C. Vacancy on the Economic Development Board
  - D. AWS Report – Mr. Rogeski
- VI. Old Business
  - A. Conveyance of Municipal Property to Peggy Strid
  - B. Fire Fighter Paramedic Service
  - C. Animals Ordinance Discussion
  - D. Public Works Purchase of Plow Truck
- VII. New Business
  - A. Rec Department UTV
  - B. Ordinance 19-03 CDBG
  - C. GA Introduction to Order 19-04 GA Maximums
  - D. Audit FY 2018/2019
  - E. Mil Rate Town Order 19-05
  - F. Changes to Land Use Chart
- VIII. Minutes of the August 21, 2019 Regular Council Meeting
- IX. Warrants
- X. Other
- XI. Manager's Report
- XII. Adjournment





# MEMORANDUM

September 18, 2019

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

As of September 18, 2019 we have not received any license renewals.



## MEMORANDUM

September 4, 2019

To: Andrea Powers, Town Manager  
From: Ella Leighton, Treasurer  
Subject: July 2019 Financial Information

Checking balance as of 8/31/2019 was \$206,136.96; Machias Savings balance \$5,000.00; CDARS balance \$1,081,800.08; ICS balance \$163,324.01.

Excise tax collected during August was \$68,727.74; Real Estate & Personal Property taxes were \$108,805.25 and we received \$28,392.44 in Revenue Sharing.

Loan Balances as of 8/31/2019:

Jones Fuel - \$2,380.63  
Langley #5275 - \$19,216.63  
Langley #5277 - \$6,999.37  
Pelletier - \$913.91

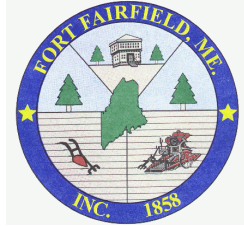


# MEMORANDUM

September 16, 2019

To: Andrea Powers, Town Manager  
From: Ella Leighton, Treasurer  
Subject: August 31, 2019 Cash Flow

Checking balance as of 8/31/2019 is \$206,912.79; Machias Savings balance \$5,000.00; CDARS balance \$1,081,800.08 and ICS balance \$163,324.01.



# MEMORANDUM

September 18, 2019

To: Town Manager and Town Council  
From: Billie Jo Sharpe, Town Clerk  
Subject: Vacancy on the Economic Development Board

August 5, 2019 David Dorsey resigned from the Economic Development Board.

The Economic Development Board's By-Laws require 5 appointed members. With Mr. Dorsey's resignation, they are left with 4 members.

Ronald Jalbert, III is interested in serving on the Economic Development Board and has submitted an application for Council to review.

Recommendation: Council appoints Mr. Jalbert to the Economic Development Board to fill the vacancy left by David Dorsey. This term would run through June 30, 2021.



# MEMORANDUM

September 12, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Ordinance 19-06, Conveyance of Town Property to Peggy Strid

The Town of Fort Fairfield owns a parcel of land located at South Street and further identified as being Tax Assessor's Map Book 5492, Page 186 Part of Map 28 Lot 66-A in the Town of Fort Fairfield.

Discussion: That Council introduces the attached ordinance during the September 18th Council meeting and direct staff to hold a public hearing on the ordinance on Wednesday, October 8th, 2019 at 12:00 Noon in the Council Chambers of the Fort Fairfield Municipal Building.

Recommendation: That the Town Council approve the public hearing on the ordinance to convey land to Ms. Peggy Strid and hold the public hearing on October 8th, 2019.



# MEMORANDUM

September 12, 2019

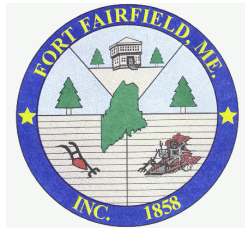
To: Town Council  
From: Andrea L. Powers, MPA, Town Manager  
Subject: Full-time Fire and EMS Service Town of Fort Fairfield

In April the community gave the Council the directive at that Council Meeting to inquire and research having our own full-time ambulance service here in the Town of Fort Fairfield. In your Council Packets are the due diligence of our findings.

It is imperative to the growth and stability of our community to provide a full-time fire protection and EMS service.

Recommendation: Town Council approves moving forward with the Town providing a full time Fire Protection/EMS Service.





# MEMORANDUM

September 12, 2019

To: Town Council  
From: Andrea L. Powers, MPA, Town Manager  
Subject: Ordinance 19-07, Animal Ordinance

There have been several discussions on the Town Council adopting a Chicken Ordinance in the Town of Fort Fairfield.

Discussion: That Council introduces the attached ordinance during the September 18th Council meeting and direct staff to hold a public hearing on the ordinance on Wednesday, October 8th, 2019 at 4:00pm in the Council Chambers of the Fort Fairfield Municipal Building.

Recommendation: That the Town Council approves the public hearing on the ordinance to and hold the public hearing on October 8th, 2019. .



# MEMORANDUM

September 16, 2019

To: Town Council and Town Manager  
From: Darren Hanson, Public Works Director  
Subject: Public Works Plow Truck

Background: Public Works fleet is aging and a severe winter like the one we just went through shows the need to update our equipment.

Discussion: After looking for several months Public Works has found and inspected a 2011 Freightliner M2112V tandem axel plow truck for \$60,000. The truck appears to be in very good condition having low mileage (85000) and is equipped with Everest plow equipment and a four-season body.

The truck will replace the 1996 International tandem axel plow truck that will become a spare.

Recommendation: Town Council authorize the Town Manager to use not more than \$60,000 from the Public Works Reserve Account (G 1-3066-00) to purchase the 2011 Freightliner tandem axel plow truck.



# MEMORANDUM

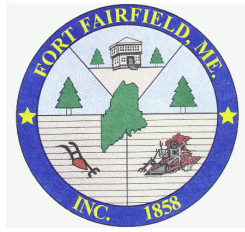
September 3, 2019

To: Town Council  
From: Kevin Senal, Parks and Recreation Director  
Subject: UTV

Discussion: It is our desire to use up to \$21,000 to purchase a UTV, snow blower, and track system package. This purchase will allow us to expand our program offerings, such as the outdoor skating rink for the 2019/2020 winter season, and it will help improve upon the quality of our current programming. It is a tool that we will be able to utilize year round.

It is the same brand that the Fire Department has and we will be able to share accessories between the two UTV's.

Recommendation: That Council approves the purchase of the UTV/Snow blower package for the Recreation Department from R-01-09-635.



# MEMORANDUM

August 2, 2019

To: Town Council  
From: Andrea L. Powers, MPA, Town Manager  
Subject: Resolution 19-03

The Council Resolution from 12.20.17 for the Department of Economic and Community Development for a Community Development Block Grant needs to be updated to reflect current amounts and information.

Recommendation: That the Council votes to approve the updated Council Resolution 19-03.



# MEMORANDUM

September 18, 2019

To: Town Council  
From: Neadra Dubois, General Assistance Administrator  
Subject: General Assistance Ordinance 19-04

Enclosed please find the new maximums for the 2019-2020 General Assistance Ordinance, Appendices A-D. These maximums are updated annually and are effective beginning October 1, 2019.

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 4, 2019 at 12:00 p.m. on the Ordinance.



# MEMORANDUM

September 12, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Fiscal Year (FY) 2018/2019 Audited Financial Statement

Background: Maine Revised Statutes, Title 30-A, §5823 requires each municipality to have an annual post audit of its accounts covering the last complete FY by the Office of the State Auditor or by a certified public accountant engaged by the municipal officers. At its June 19, 2019 meeting, the Town Council authorized the Town Manager to engage Felch & Company LLC to conduct an audit of the Town's financial statements for the year ending June 30, 2019.

Discussion: Felch & Company LLC completed its audit of the Town's financial statements on *September 12, 2019*. Hard copies of the report were to be received on *September 18, 2019* and a sample audit is included in Councilor's meeting packet.

*While the report contains a wealth of information that Town staff uses, two important parts of the report are Schedule 1, Budgetary Comparison, General Fund and the auditor's report on internal controls and compliance. Schedule 1 states that the Town has a budget surplus of \$63,922. The auditors identified no material weakness in the Town's internal controls and no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.*

Recommendation: Town Council approve the FY 18/19 audited financial statement prepared by Felch & Company, LLC.



# MEMORANDUM

September 12, 2019

To: Town Council

From: Andrea L. Powers, MPA, Town Manager

Subject: Town Order 19-05, Establish Mil Rate and Due Date, Interest and Interest Penalty Date for Fiscal Year 2019/2020 (FY 19/20) Real Estate and Personal Property Taxes

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>.

A 24.70 mil rate will support the FY 19/20 budget the Town Council approved on June 19, 2019.

<u>Mil Rate</u>	<u>\$50,000 value</u>	<u>increase above current rate</u>	<u>\$100,000 value</u>	<u>increase above current rate</u>
24.70*	\$1,235.00	\$0.00	\$2,470.00	\$0.00
25.02**	\$1,251.00	\$16.00	\$2,502.00	\$32.00

\*current mil rate

\*\*suggested mil rate

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

Recommendation: Town Council approves Town Order 19-05, and adopts a 25.02 mil rate to support the FY 19/20 budget; due date of February 3, 2020, interest rate of 9.00%, and interest penalty date of March 2, 2020 for FY 19/20 real estate and personal property taxes.



# MEMORANDUM

September 12, 2019

To: Andrea L. Powers, Town Manager  
From: Tony Levesque, Code Enforcement Officer  
Subject: Amendments to the Fort Fairfield Zoning Ordinance Land Use Chart

In order to amend the Fort Fairfield Zoning Ordinance Land Use Chart the Town Council would have to Introduce and Adopt an Ordinance to make the changes.

For Example: If a requested use is shown as "No" in the Land Use chart the Key could be changed to "PB2" that would allow the use with Site Design Review by the Planning Board.

There are many ways to move forward on a request for a change to the Land Use Chart.

1. A draft Ordinance could be prepared in advance by the Town Manager and their staff for Town Council consideration at a Regular Town Council Meeting.
2. The Town Council could direct the Town Manager and their staff to prepare a draft Ordinance for consideration.
3. The Town Council could ask the Planning Board to review the request for a change and make a recommendation on the requested change to the Land Use Chart and/or a Draft Ordinance.

Upon introduction of the Ordinance there would need to be scheduled a Public Hearing to receive comments on the proposed Ordinance.

After a duly posted and published Public Hearing the Town Council could consider the proposed Ordinance at their next Regular or Special Town Council Meeting.

When the Town Council is considering the proposed Ordinance they have four options:

1. Adopt the Ordinance as written
2. Adopt an amended copy of the Ordinance
3. Table the Ordinance
4. Vote Down the Ordinance





# MEMORANDUM

September 4, 2019

To: Andrea Powers, Town Manager

From: Ella Leighton, Treasurer

Subject: Checking Balance after Warrant #5

Warrant #05 in the amount of \$163,692.93 was completed on 09/04/2019 leaving a checking balance of \$55,322.55; Machias Savings balance \$5,000.00; CDARS balance \$1,081,800.08; ICS balance \$163,324.01.