

Fort Fairfield Town Council Monthly Meeting
Council Chambers
Wednesday, October 18, 2017
6:00 P.M.

I. Roll Call

II. Prayer

III. Pledge to the Flag

III. Public Comment Period

V. Correspondence and Reports

A. County Government Presentation – Mr. Pelletier, County Administrator

B. Licenses and Permits

C. Financial Report

D. Tri-Community Landfill Report – Mr. Rogeski

E. FairPoint Application for Pole Location

VI. Old Business

A. General Assistance Ordinance 17-09

VII. New Business

A. Farm Park Pavilion

B. Designation as Acting Town Manager

C. Fort Fairfield Snowmobile Club Trail Grant

D. Led Streetlights

E. Release of Lien

F. **Quit Claim Deed*

VIII. General Election

A. Designation of Opening and Closing of Polls

- Open at 8:00 a.m. and Close at 8:00 p.m.

B. Designation of Central Counting Location

- Town of Fort Fairfield Community Center

C. Designation of Voting Poll Location

- Town of Fort Fairfield Community Center

D. Ratification of Election Warden

- Billie Jo Sharpe, Warden

E. Ratification of Election Warrants

F. Ratification of Election Clerks and Counters

IX. Minutes of the September 20, 2017 Regular Council Meeting

X. Warrants: #7; \$324,985.05 #8; \$234,901.12

XI. Other

XII. Manager's Report

XIII. Executive Session

XIII. Adjournment

** Added at Council Meeting*



Memorandum

October 4, 2017

To: Town Council
From: James Risner, Town Manager
Subject: County Government Presentation

Mr. Ryan D. Pelletier, County Administrator, will give a presentation on the Aroostook County government.



Memorandum

October 18, 2017

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

As of October 18, 2017 we have received one application for a one-day catering permit for the Lions Club during the annual Rotary Club super draw on October 21, 2017.



Memorandum

October 4, 2017

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

The Town's Real Estate and Personal Property tax collections as of September 30 are \$26,291.18 compared to \$54,058.21 for September 30, 2016.

Excise tax collections as of September 30 are \$214,488.79. This is 38.30% of the budgeted amount, which is ahead of the 25% expected as of September 30.

State revenue sharing as of September 30 is \$58,236.86. This is 23.81% of the budgeted amount, which is slightly behind the 25% that is expected as of September 30.

Our expenses as of September 30 are slightly below the budgeted amount, at 23.65% compared to the 25% expected as of September 30.

All personal property taxes for 2016 have been paid.

Cash flow is fair, with a balance of \$6,762.76 in checking and \$500,000 in savings after completion of Warrant #8.



Memorandum

October 2, 2017

To: Town Council

From: James Risner, Town Manager

Subject: FairPoint Application for Pole Location

On September 29, I received an application from FairPoint to move one pole from the east side of Morse Road to the west side of Morse Road at 105 Morse Road, and install a new pole to the south of the pole that was moved (see attached).

Mr. Darren Hanson, Road Commissioner, and I inspected the current and proposed new pole locations. Moving the pole from the east to west side of Morse Road and adding a new pole will not create any problem for the Town.

I approved the application based on my discussion with Mr. Hanson and our visual inspection of the site.



Memorandum

October 18, 2017

To: Town Council
From: Billie Jo Sharpe, General Assistance Administrator
Subject: General Assistance, Ordinance 17-09

Background: Mr. Butler introduced Ordinance 17-09 for General Assistance (attachment 1) at the September 20, 2017 regular Town Council meeting. A public hearing was held on October 5, 2017, at 1:00 P.M. in the Council Chambers at the Fort Fairfield Municipal Building. The minutes of the public hearing are at attachment 2.

Discussion: The new maximums for the 2017 – 2018 General Assistance Ordinance are at attachment 3.

The law requires municipal officers adopt the ordinance after notice and hearing.

Recommendation: Town Council adopt Ordinance 17-09, an ordinance for General Assistance.

Agenda Item VII.A.



Memorandum

October 17, 2017

To: Town Council
From: James Risner, Town Manager
Subject: Farm Park Pavilion

Background: This is a follow-up to the memo in your October Council packet.

Discussion: The Town received the following quotes for the structural review, summary report and general recommendations for repairs for the Farm Park pavilion:

- | | |
|--|---------|
| 1) B.R. Smith Associates, Inc., Presque Isle | \$1,300 |
| 2) James W. Sewall Company, Caribou | \$2,500 |

Recommendation: Town Council authorize the Town Manager to award the contract for the structural analysis and improvements for the Farm Park pavilion to B.R. Smith Associates, Inc. in the amount of \$1,300 using funds from the Undesignated Fund account (G 1-3300-00).



Memorandum

September 26, 2017

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 October 19, 2017 through October 29, 2017.

Recommendation: Town Council approves the designation of Mr. Darren Hanson as the Acting Town Manager from October 19, 2017 through October 29, 2017.



Memorandum

October 12, 2017

To: Town Council
From: James Risner, Town Manager
Subject: LED Streetlights

Background: The majority of the 14 towns met recently to look at next steps for the LED conversion process. The group discussed estimated costs to do the project and different financing projects. A copy of the September 18, 2017 RealTerm presentation in Presque Isle is enclosed.

Discussion: According to Emera, we currently have 191 street lights in the Town. RealTerm's estimate to convert a light will range \$350 to \$400 per light, so the project will range between \$66,850 and \$76,400. I recommend a lease to own type of funding with a term of 10 years rather than an outright purchase, the rates are competitive.

Savings will range between 40% to 60%, largely depending on the type of lights we select and the wattage of the lights. The Town spent \$30,571.14 on street lights in Fiscal Year 2016/2017, so there is a potential to reduce costs by \$12,228.46 to \$18,342.69. Conservative payback time is 6.25 years*. Average payback time is 4.69 years**.

There are two options for the contract (copy enclosed) in terms of how we can pay for their services; a closed book which is a flat fee per light or open book that uses actual costs with a markup:

1. **Closed Book:** The Town shall pay for the services and equipment furnished by the Consultant in accordance with the terms of the Consultant's Cost Proposal to the Town dated _____, 2017 (the Proposal), the price being subject to adjustment based upon the (1) actual fixture count as determined during the Investment Grade Audit (IGA) (2) refusing and rewiring requirements and (3) any other services which are outside the scope of the Proposal. The Consultant shall submit an invoice on or about the first of each month reflecting services performed to date, which invoices will be due and payable within 30 days of receipt.
2. **Open Book:** The Town understands that the payment for completion of the services shall be based upon a cost plus basis whereby the consultant agrees to charge a \$_____ per street light fixture fee for data collection services, the IGA, project management and post installation services, plus a mark-up on fixture procurement and installation costs resulting in a 20% gross margin to the Consultant on these items. The \$_____ per fixture fee does not apply to other outdoor lights for which additional pricing may apply. The Consultant agrees to perform the services on that basis. The Consultant shall submit an invoice on or about the first of each month reflecting services performed to date, which invoices will be due and payable within 30 days of receipt.

I recommend using the open book rather than the closed book due to the high level of

I recommend using the open book rather than the closed book, due to the high level of transparency. The closed book does lock in a rate but is at a higher rate per light due to the risk RealTerm is assuming. With option 2, we will see their actual costs and get an agreed upon 20% mark up for services. Most municipalities chose the open book method.

It is important to note that the Town can decide not to move forward after RealTerm completes the Investment Grade Audit (IGA). The cost at this point is \$30 to \$40 per light, so the cost to complete the IGA is \$5,730 to \$7,640. There are funds in the Street Light Reserve account (G 1-3163-00) to pay for the IGA.

Recommendation: That Town Council authorize the Town Manager to sign the contract with RealTerm; using funds in the Street Light Reserve account (G 1-3163-00) to pay for the IGA; with the requirement that at the completion of the IGA, the Town Council makes a decision on whether to complete the project or terminate the project.

* Project cost of \$76,400 and savings of \$12,228. $76,400/12,228 = 6.25$

** Average project cost of \$71,625 and average savings of \$15,285.58. $71,625/15,285.58 = 4.69$



Memorandum

October 13, 2017

To: Town Council and James C. Risner, Town Manager
From: Tony Levesque, Community Development Director
Subject: Release of Lien

Background: The Estate of Marilyn A. Churchill is being sold and title work has discovered a Writ of Execution from a judgment on a debt owed by David E. Churchill still in place against the property. The original judgment was in 1998 and the Writ of Execution was executed in January 2000.

I reviewed all the Town Council Minutes for 1998, 1999 and 2000 and did not find any action on record by the Town Council on this matter.

I contacted Dick Langley to see if he had any information on this issue. Dick suggested that David may have deeded the property to his sister Marilyn in May of 2000 and retain a Life Estate so that he would have a place to live without the Courts taking away his home for other back debt.

My assumption is that the Town's debt was created with a Home Rehabilitation Loan before 1988 with only a Promissory Note for documentation and the Town's attempt to recover the debt was through the Courts.

The files for that loan would have been destroyed after the loan was written off.

Discussion: Marilyn Churchill died in 2003. David Churchill died in 2014. The Town did not attempt to collect the debt after the Writ of Execution was filed in 2000 even though the documentation included a three year payment deadline.

Since I cannot find any record of the loan as being paid or not paid, it is my opinion that the debt was written off many years ago.

Recommendation: To authorize the Town Manager to sign the Release of Lien.

Agenda Item VII.F.



MEMORANDUM

October 16, 2017

To: James Risner, Town Manager and Town Council
From: Ella Leighton, Treasurer
Subject: Quit Claim Deed

Attached is a Quit Claim Deed prepared by Norstar Title Company on behalf of Samuel D. Miller and Carolina S. Miller for property they are purchasing, which is identified as Tax Map 5, Lot 31 and Tax Map 8, Lot 40.

The liens filed on 7/1/1938, 7/28/1941, 9/27/1983, 9/28/1984, 9/25/1985, and 9/29/1986 have never been discharged; therefore the Millers are requesting a Quit Claim Deed be signed by the Town Council.

There is currently a lien on the property for 2016 taxes. This lien will be paid off at the time of closing on 10/20/2017.

Recommendation: That the Councilors sign the attached Quit Claim Deed and allow the Treasurer to hold the Quit Claim Deed until the 2016 lien has been paid in full.



Memorandum

October 12, 2017

To: Town Manager and Town Council

From: Billie Jo Sharpe, Town Clerk

Subject: November 7, 2017 Elections

The Local and Referendum Election this year is scheduled for November 7, 2017. I am not anticipating a heavy turn-out as with a Presidential or Gubernatorial election. I believe it will be somewhat sporadic during the day and steady in the hours of 5pm to 7pm. As in the past we need to have the Council vote on:

- A) Opening (8:00AM) and closing (8:00PM) of the polls, which is set by the State as stated in Title 21-A §626.
- B) Designation of Counting location per Title 21-A §622-A.
- C) Designation of Voting Poll Location
- D) The election warden, Billie Jo Sharpe.
- E) The warrant for payment for the election clerks.
- F) The election clerks and counters.

Recommendation: That Town Council approves A – F as presented.