

June 11, 2012

12-15

A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, June 11, 2012 in Council Chambers with the following members present: Mayor Kenneth G. Murchison, Jr., Deputy Mayor David Martin, Mary Kate Barbosa, John R. Boone, Philip McDonough II, and Gary Aiken. Bryan Thompson was absent and excused.

Steven R. Buck, City Manager; Kathy Mazzuchelli, Superintendent of Parks & Recreation; Scott Susi, Fire Chief; David Ouellette, Director of Public Works; and Michael Shrewsbury, Community Development Director were present.

Attending: Doug Morrell, Wilfred Martin, Milo Haney, Jim Bacon, Frank Bagley, Judith A. Pickard, Mark Power, Scott Caldwell, Chelsea Campbell, Robbie Caldwell, Donald M. Gagnon, R. Mark Gagnon, and Paul Theriault.

Barbara Scott, representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Public Input

- ❖ Doug Morrell, representing Citizens for Responsible City Management, stated that their Board of Directors is urging citizens to go through the appeals process with their new property valuations. Additionally they have concerns with the timeline for the appeal process as originally the new valuations were to be given out in March of 2012. CRCM suggest that the Council become actively involved with the process. Mr. Morrell asked whether the Council will step in and oversee the process to see that due process is met for the taxpayers of Caribou.

The Mayor stated that the appeal process is ongoing and he encouraged individuals to take advantage of this opportunity. He commented that the revaluation team and assessing will continue doing their work.

- ❖ Milo Haney inquired about the new building being built at Public Works Garage and how much did it cost the taxpayers? The Mayor explained that it is a brand new cold shelter that was acquired through the DRMO and was free to the City. Manager Buck offered that the City acquired the building over a year ago and its construction is being done between other highway projects.

Mr. Haney commented on the RSU #39 budget and how it should be trimmed.

- ❖ Wilfred Martin asked about the City placing on the internet Caribou's assessed property values. This would assist individuals in finding comparables. He stated that Caribou is one of the only communities that do not have property values on the internet. Manager Buck explained that it would cost \$4,000 to purchase the Trio module plus there would be ongoing maintenance associated with it, and finally there would be a cost for it to be hosted. He offered that the City might be able to host it since the City has acquired a new exchange server.

Council Agenda Item #2: Updates from City Administration

The City Manager provided updated information on a variety of topics including:

- RSU #39 Budget – The Budget Validation Meeting was held May 30th at the Caribou Middle School. This annual meeting was held in a town meeting format and all budget articles were past without amendment. On Tuesday, June 12th the validated budget will go to a referendum vote. Caribou's share of the 2012-2013 budget is \$3,247,603. with the amount to be raised for

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Caribou's 2012 budget to be \$3,213,918. This is an increase of \$121,148.50 over the amount raised in 2011.

- Audit – Mr. Buck will be meeting with the auditors to discuss Airport expenses, as the auditors have some questions. Then the audit work will be completed and the City will be able to go forward with the printing of the annual report.
- Public Works Trucks – The conversion of the DRMO trucks has started.
- Election – The Primary Election will be held June 12th at the Wellness Center from 8:00 a.m. to 8:00 p.m. The RSU #39 will have two referendum questions – 1) whether to accept the donation of an addition to the ski building at the high school 2) Budget.
- Revaluation – RJD Appraisal has started with the scheduled hearings for the real property valuations. Personal property valuation notifications are going out in the mail this week. Once the hearing process has concluded then the final figures will be given to the Board of Assessors.

Council Agenda Item #3: Consider authorizing the minutes of the following meetings:

- A. May 29, 2012 Council Meeting
- B. May 29, 2012 Council Workshop

Councilor P. McDonough noted that the Council votes for Agenda Items #10B, #11, and #12 were not recorded in the minutes and that each vote was unanimous with six yes.

Motion made by P. McDonough, seconded by D. Martin, to approve the minutes of the May 29, 2012 Council Meeting as corrected and the May 29, 2012 Council Workshop as presented. (5 yes, 1 abstention, G. Aiken) So voted.

Council Agenda Item #4: Consider the license application for a Rubbish Hauler's License for Chelsea Campbell d/b/a Caldwell's Sanitation, Limestone.

Manager Buck stated that the application is complete.

Motion made by P. McDonough, seconded by D. Martin, to approve the Rubbish License for Chelsea Campbell d/b/a Caldwell's Sanitation, Limestone as presented. (6 yes) So voted.

Council Agenda Item #5: Consider the acceptance of Bids for the CIP purchase of a replacement tractor for the Parks Department.

Supt. Mazzuchelli outlined the bid procedure which limited bidding to the two tractor vendors in Caribou. The bid request included two options with one including the trade in of the current John Deere tractor and the other without a trade in.

Motion made by P. McDonough, seconded by MK Barbosa, to accept the bid from Gary's Yamaha Option #2 tractor with trade in for \$20,000. (6 yes) So voted.

Council Agenda Item #6: Consider an Engineered Proposal from Trane for Energy Savings on Municipal Facilities.

Trane representative Mark Power lead a PowerPoint presentation titled "A Conversion to Wood Biomass & Guaranteed Energy Savings Measures". Trane has been active in the County with projects with the RSU #39 and in Fort Fairfield. He provided information on the performance contracting process, Caribou's guaranteed energy conservation project which includes lighting retrofit, airport

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insulation, roof, and stack repairs, vending misers, and pellet boiler plants, project costs, and year one guaranteed savings.

Mr. Power detailed the proposed pellet boiler plants for the four installation sites which include the Library, Municipal Building, Fire and EMS, and Wellness Center.

The total project cost is \$1,059,310. The City could pay for the project with the projected energy savings over a 15 year period.

Council Agenda Item #7: Development of a Response to the Grievance filed by employees on April 24, 2012.

On April 18th, a grievance was filed by eighteen non-union employees that stated that no notice or opportunity to ask questions was given prior to amending the proposed 2012 Municipal Budget to include five furlough days (exempting fire, police, and ambulance personnel). These employees questioned the process.

Manager Buck is looking to the Council for guidance in drafting a response. The Councilors offered their opinion on the grievance, the Budget process leading up to amending the 2012 Municipal Budget to include five furlough days, and communication between the Council and employees. Councilor Boone suggested that perhaps the Council should have followed the furlough day idea through and made it very clear that it was very much still on the table. Furthermore he wants it clear that past practices are not necessarily the same going forward. The Council is going to have to consider all options during the Budget process.

Supt. Mazzuchelli stated as employees, we are not sure when we should invoke comment unless we are asked to come in. In her opinion, this year the employees were not involved in the budget process except at Department meetings.

Manager Buck expressed his frustrations with the 2012 Budget process.

Council Agenda Item #8: Consider review and acceptance of the Financial Statements ending May 31, 2012.

The City Manager noted the Revenue Summary Report is closing at 42.82% or 1.15%, an improvement of 0.98% ahead of projections YTD. The Expense Summary Report is closing at 39.40%, 2.27% under Budget YTD. The Net Cash Position YTD is a positive \$258,775 an improvement of \$167,785 as compared to last month. Budgeted revenue, non property tax revenue and tax collections, for 2012 is stronger as compared to this same period in 2011.

The outstanding 2011 real property taxes have been filed as tax liens to mature in November 2013. The negative balance in the Airport Improvements account is due to the ongoing Phase II obstruction project. The Manager, Finance and Billing Departments are examining the current split between net receipts, contractual allowances, and bad debt for the Ambulance Department. After this examination an error was found in the Medicare Allowable rate for ground transport mileage. The error carried the allowable rate for air transports of \$12.39 per mile in to the ground category. This error caused a contractual allowance calculation that is \$36,434 lower than it should be.

During the past snowmobile season the number of registrations were down about 33%. This will reduced the amount of reimbursement the City will receive. Any remaining differential to balance the account will be taken from the Trail Maintenance Reserve Account.

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Councilor Aiken asked several questions and requested additional information and explanation for several accounts.

Motion made by P. McDonough, seconded by MK Barbosa, to accept the Financial Statements for the period ending May 31, 2012 as presented. (7 yes) So voted.

Council Agenda Item #9: Consider authorizing the purchase from Streets and Roads Reserves a replacement culvert for the River Road.

Director Ouellette provided background information regarding the need to replace a large diameter ribbed galvanized culvert. After speaking with the City's culvert provider, Director Ouellette recommends replacing the current 72' culvert with a 60" smooth bore plastic pipe. The smaller diameter smooth bore pipe will accommodate the necessary water flow. The project requires 60 feet of new culvert. To complete the project it will be necessary to close the road for one day, overnight, and until approximately noon the next day.

Motion made by D. Martin, seconded by P. McDonough, to authorize the expenditure of \$4,000.00 from Street and Road Reserves G-1-388-00 for the purchase of a replacement culvert for the River Road. (6 yes) So voted.

Council Agenda Item #10: Consider a request from the Tax Collector to place certain properties to Bid.

Motion made by P. McDonough, seconded by G. Aiken, to table placing these properties out to Bid until Manager Buck completes his research and reports back on June 27th. (6 yes) So voted.

Council Agenda Item #11: Consider supporting the City Manager's nomination to the MMA's Legislative Policy Committee.

Motion made by D. Martin, seconded by P. McDonough, to support the City Manager's nomination to the MMA's Legislative Policy Committee. (6 yes) So voted.

Council Agenda Item #12: Other Business

- a. Notice of Construction by the Caribou Utilities District for High Street and update from MDOT

Caribou Utilities District plans to complete a water main replacement project on High Street between August 1st and October 31st. The City has lost the PIN number for the MDOT project that was to be done on this same section of High Street. The Manager has been working with MDOT to see what can be done to correct the drainage problems and complete the necessary reconstruction.

- b. Review of the Dismissal of Norma Milton vs. The Inhabitants of the City of Caribou, et al and pending Consent Agreement

The court case filed against the City has been dismissed. The Manager suggested that the City move forward with a Consent Agreement between the City and Halfway Home Pet Rescue. He will have a draft Consent Agreement ready for the next Council meeting.

- c. Discussion of Facilities Inc. and pending receipts

Last week two Councilors, Finance Director Ouellette, and the Manager met with the Board of Directors for Facilities Inc. concerning the PILOT and the \$40,000 owed to the City. The Manager has been actively searching for a copy of the original PILOT agreement and thus far has not been able to locate a copy. The original PILOT was \$625.00 per unit and there are 16 units.

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d. Other –

Councilor Martin has been contacted by the Bouchard Potato Company concerning the amount of building fee required to build a potato packing structure in Caribou versus building in a neighboring community. Manager Buck noted that Caribou is required to follow MUBEC where smaller communities are not required to and in Connor TWP the State does not assess personal property. He commented that it is difficult to compete as it is not a level playing field.

Meeting Dates previously set:

- June 12, 2012 Primary and Referendum Elections – Caribou Wellness Center from 8 a.m. – 8 p.m.
- Investment Committee Meeting June 18, 2012 6:00 PM Council Chambers
- Council Meeting June 27, 2012 7:00PM Council Chambers
- Revaluation: June 11- 14 Hearings (3 per hour) possibly overlapping into the next week
June 18-19 Clean-up week
- Tax Commitment June 27th for a July 1st Commitment
- Elected Officials Workshop July 25, 2012 at NMDC in Caribou Registration at 4:00 p.m.
Training from 4:30 – 8:30 p.m. via video conference

Council Agenda Item #13: Executive Session: Consider moving to Executive Session to discuss the disposition of city owned property, pursuant to MRSA Title 1 §405 (6)(C).

10:08 p.m. Motion made by P. McDonough, seconded by D. Martin, to move to Executive Session to discuss the disposition of city owned property, pursuant to MRSA Title 1 §405 (6)(C). (6 yes) So voted.

10:33 p.m. Returned from Executive Session.

Manager was given a directive to continue communications pertaining to the development and to report back to the Council with further information and or responses as discussed.

Council Agenda Item #14: Executive Session: Consider moving to Executive Session to review pending developments for proposed Ambulance Services to the Town of Limestone, pursuant to Title 1 MRSA §405 (6)(C).

10:34p.m. Motion made by D. Martin, seconded by J. Boone, to move to Executive Session to review pending developments for proposed Ambulance Services to the Town of Limestone, pursuant to Title 1 MRSA §405 (6)(C). (6 yes) So voted.

10:45 p.m. Returned from Executive Session.

The Council will wait for a response from the Town of Limestone and Fire District #1 as to the ability to fulfill portions of the pending relationship to enhance both Ambulance and Fire Protection Services.

Council Agenda Item #15: Executive Session: Consider moving to Executive Session to discuss further actions with the Caribou Police Unit Teamsters Local 340, pursuant to Title 1 MRSA §405 (6)(D).

10:46 p.m. Motion made by MK Barbosa, seconded by D. Martin, to move to Executive Session to discuss further actions with the Caribou Police Unit Teamsters Local 340, pursuant to Title 1 MRSA §405 (6)(D). (6 yes) So voted.

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10:53 p.m. Returned from Executive Session.

Council consensus to hold its position towards the ongoing negotiations with the Police Unit remains unchanged and the Manager will communicate the same to the Union Representative.

Council Agenda Item #16: Consider moving to Executive Session for a personnel matter, pursuant to Title 1 MRSA §405 (6)(A).

10:54 p.m. Motion made by MK Barbosa to move to Executive Session for a personnel matter, pursuant to Title 1 MRSA §405 (6)(A). (6 yes) So voted.

City Manager, Steven R. Buck, tendered his resignation to the City Council during the Executive Session.

Motion made by MK Barbosa, seconded by P. McDonough, to accept the Manager's resignation with regret. (6 yes) So voted.

Council Agenda Item #17: Adjourn

Meeting adjourned at 11:26 p.m.

Jayne R. Farrin, Secretary