

May 23, 2011

11-10 wksp

A workshop meeting of the Caribou City Council was held at 8:16 p.m. on Monday, May 23, 2011, in Council Chambers with the following members present: Mayor Kenneth G. Murchison, Jr., Deputy Mayor Christopher A.R. Bell, David Martin, John R. Boone, Miles R. Williams, and R. Mark Goughan. Mary Kate Barbosa was absent and excused.

Steven R. Buck, City Manager.

Item#1: Review of authorizing a Blanket Letter for Game of Chance Licenses for known established operations within Caribou.

- The Council has the authority to give a Blanket Letter to any non-profit organization for the renewal of various types of games of chance and beano.
- Councilor William suggested issuing three year Blanket Letters. Mayor Murchison questioned whether the frequency and types of games played would increase with the issuance of a blanket letter.
- The Manager suggested the issuance of Blanket Letters for only the currently held Games of Chance Licenses for the organization.
- Councilors discussed having each organization's Blanket Letters expire on same date. The City Clerk noted that currently each organization's gaming licenses expire at different times and it might be difficult to get them to expire at the same time.
- The Manager fielded several questions from the Council.
- The Manager will develop a Blanket Letter and bring it to the Council.

Item #2: Review of Library operational hours, staffing levels, and Trustee authority pursuant to current By-Laws.

The Manager briefly reviewed three scenarios studying Library hours of operation and personnel hours. The third scenario is based upon the Library Board of Trustee's latest action after conducting a survey of like communities with similar libraries. The Library Board of Trustees adopted the third scenario on March 9, 2011 and these changes will take place today May 23, 2011.

The changes are:

- a. Close at 6:00 p.m. on Fridays instead of 8:00 p.m.
- b. Close at 7:00 p.m. instead of 8:00 p.m. Monday-Thursday
- c. Close at 2:00 p.m. on Saturdays as opposed to 4:00 p.m.

Scenario 3 – account for vacation time – has the average man-hours less week-end and vacation down to 3.55. This is a reduction from 4.82 man-hours in Scenario 1 and 3.91 man-hours in Scenario 2.

There was discussion as to the Library Board of Trustees' authority to make these changes. Section 2.17 of the City Charter and the Library's By-Laws were reviewed. There was further discussion on the topic of who has hiring authority for Library personnel.

Since the Manager has been in Caribou, he has seen need for clarification and changes regarding the delegating of authority in the Department of Parks and Recreation and Nylander. The consensus was to review the Library By-Laws.

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Item #3: Review of ongoing Budget Amendments for June, ambulance volumes and revenues.

The Manager provided information on proposed adjustments to the Ambulance Budget, Revenue, Bad Debt, and Contractual Allowances based upon an analysis of the current trend in run volumes. The number of Ambulance runs has increased by 38.36% for the first four months of 2011 as compared to 2010. At this time there are indications to support the further adjustment of Ambulance Revenue. There was discussion regarding excise collections, State Revenue Sharing, and the Cable Franchise Fee. Councilors spoke about Time/Warner and how the community is served by the cable company.

Item#4: Review anticipated RSU #39 Taxation request for 2011.

The Councilors reviewed the 2011-2012 Eastern Aroostook RSU #39 Budget information. The Councilors expressed their opinions regarding the proposed budget and the affect it will have on the City's 2011 mil rate. The increase to the City will be approximately \$159,653.00 more than last year and this is around ½ a mil increase. Councilor Martin wants the public to know about the amount of increase. Councilor Goughan want the citizens to understand that the City just gets the bill from the RSU.

Item #5: Review of recently Tax Acquired Properties pursuant to Policy for future disposition.

The Councilors received a copy of the City's Policy for Tax Acquired Property and with keeping of this policy; Tax Collector Wanda L. Ouellette has prepared a listing of tax acquired properties. The Manager showed photos for each of the properties listed and provided additional details regarding the properties. The properties are:

Account #2948	13 View Street
Account #4919	200 West Gate Road Lot #50
Account #1139	366 Grimes Road
Account #2732	4 River Road
Account #4112	135 Limestone Street
Account #308	1030 Presque Isle Road
Account #2159	219 Albair Road
Account #4920	590 Access Highway

None of the former taxpayers have come forth to redeem their properties.

Item #6: Review and discuss Committee vacancies and future appointments.

Councilors discussed the vacancies on several committees and expressed an interest to serve if selected.

- Personnel Committee – Kenneth G. Murchison, Jr.
- Airport Committee – Miles R. Williams
- Highway/Protection – Miles R. Williams
- NMDC – Christopher Bell
- Municipal Building Committee – John Boone
- Tri-Community Landfill – David Corriveau
- Discussed possible Nylander Board openings

Item #7: Adjourn

Workshop adjourned at 10:05 p.m.

Jayne R. Farrin, Secretary