

September 10, 2012

12-24

A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, September 10, 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, Gary Aiken, and Bryan Thompson.

Margaret N. Daigle, Interim City Manager; David Ouellette, Director of Public Works; Michael Shrewsberry, Community Development Director; and Kathy Mazzuchelli, Superintendent of Parks & Recreation were present.

Attending: John Holden, John Swanberg, Paul Theriault, Wilfred Martin, and Joan Theriault.

Natalie Bazinet, representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda: PUBLIC HEARING: RC-2 TIF
7:00 p.m. Public Hearing Opened

John Holden of Eaton Peabody Consulting Group spoke about the items that were clarified and added to the RC-2 TIF documents and are required by the Department of Economic & Community Development (DECD) prior to their approval of the RC-2 TIF.

- DECD wants included a timeline of events including public hearings and meetings held concerning the RC-2 TIF.

There are three areas the DECD wants added or clarified:

1. Include language that states that on a case by case basis the City will consider other credit enhancement agreements.
2. Add a list of projects that are allowed under state statutes and would fit with the anticipated budget the City would raise in the TIF District.
3. Addition of a map with all map and lot numbers.

Councilor P. McDonough requested that Director Shrewsberry review the City's Code to see if any changes need to be made to have the RC-2 TIF and the Code complement each other.

The Mayor, Director Shrewsberry, and John Holden answered several questions from Wilfred Martin concerning the number of TIFs in Caribou, whether TIFs are for one business or a designated area, location of the TIFs, credit enhancement agreements, the City's use of TIF monies, and whether TIFs can be a burden to the other taxpayers in the City.

Mr. Martin commented that when TIFs were first talked about in Caribou, he thought they were for specific areas of development and to enhance the development in that one area and now they seem to be spreading all over. Interim City Manager Daigle stated that one of the reasons for TIFs is to give an incentive to businesses to locate businesses as a TIF is merely a tool to get development in place and funded. Councilor Aiken commented that businesses have reasons to locate where they do and it may not be in a prior created TIF district. Mr. Holden noted that it is not uncommon for a community to have several TIF Districts. Communities cannot have more than 5% of the land area in TIFs and only 2% of Caribou's land area is in TIFs. Mr. Holden stated that new developments in TIF Districts are sheltered from three formulas that could save Caribou money; they are State Revenue Sharing, Education, and County Tax. Life span of a TIF is limited to 30 years.

7:27 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by D. Martin, to accept the RC-2 TIF District as defined and presented this evening by Director Shrewsberry and Mr. Holden. (7 yes) So voted.

Council Agenda Item #1: Public Input

None.

Council Agenda Item #2: Updates from City Administration

1. Council packets will continue to be available for pickup in the City Clerk's Office.
2. In honor of September 11th the Fire Department will hold a ceremony on Tuesday at 8:30 a.m. at the Fire Station.
3. Conversion of Public Works to alternative heating fuel – Dead River Company has provided an estimate of \$8,826.36 to convert the two boilers at Public Works to propane. Dead River projects a first year fuel cost savings of \$8,340. Director Ouellette supports converting because it is “simple”. Their waste oil heating unit is a separate unit. Council consensus was to move forward with the conversion.
4. Sweden Street– Director Ouellette spoke about the reclassification of Sweden Street resulting from the completion of the Caribou Connection. The City will lose approximately \$7,500 in URIP funds.
5. The Council was updated on the 2012 chip sealing and paving program and other Public Works projects.

Council Agenda Item #3: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

Mayor Murchison declared a conflict of interest concerning the matter to be discussed under agenda item #9.

Council Agenda Item #4: Consider authorizing the minutes of the following meetings:

- A. August 13th Council Meeting
- B. August 27th Council Meeting
- C. August 28th Workshop Meeting

Motion made by D. Martin, seconded by P. McDonough, to approve the minutes of the August 13, 2012 and August 27, 2012 Council meeting and August 28, 2012 Council workshop as presented. (7 yes) So voted.

Council Agenda Item #5: CONSENT AGENDA (Business items A, B & C)

- A. The Caribou City Council hereby authorizes execution of the 2012 to 2015 proposed snow removal contract between the City of Caribou and Aroostook County for winter snow plowing services on 11.88 miles of road in Connor TWP.
- B. The Caribou City Council hereby authorizes execution of a Municipal Quitclaim Deed without Covenants for taxes paid to George & Helen Doody for Tax Map 12, Lot 19.
- C. The Caribou City Council hereby authorizes execution of a Municipal Quitclaim Deed without Covenants to John W. Stubbs for Tax Map 29, Lot 28.

Motion made by P. McDonough, seconded by D. Martin, to approve the Consent Agenda with Business items A, B & C as presented. (7 yes) So voted.

Council Agenda Item #6: Financial Reports for August 2012

Interim City Manager Daigle asked if the Council had any questions. Ms. Daigle noted Council questions and will report back her findings. Director Ouellette and Supt. Mazzuchelli answered all questions concerning their departments. Councilor Aiken asked about the Revenue Account

Community Development and why it is in the budget as there have not been any revenues for 2012 and 2013. This will be researched.

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

Council Agenda Item #7: Grimes Mill Road Project

The Council has received a professional services agreement from Stantec for the final engineering of the Grimes Mill Road Project. The cost for the final engineering is \$92,000. Director Ouellette is recommending that the City use monies from the CIP Streets and Roads account to pay the City's share of the project and for the City to reimburse this account over a five year period. This project is estimated to cost \$475,000 and the City's share is 10% of the total cost. The other monies are coming from FEMA (75%) and State (15%). Director Ouellette plans to get the project out to bid this fall.

Motion made by MK Barbosa, seconded by P McDonough, to authorize the Interim City Manager to execute the contract documents for the final engineering designs and preconstruction for the Grimes Mills Road Slope Stabilization Project with the funding to come from G-1-388-00. (7 yes) So voted.

Council Agenda Item #8: North Woods Communications to return phone systems back to former system

The City of Caribou has received an estimate of \$1,245.00 from North Woods Communications, LLC of Presque Isle to reconnect the telephone systems at the Library, Public Works, Police Department, Fire Department, and Recreation Department to the former phone system. The current telephone system was installed last spring and since then the City has experienced several outages. The Interim City Manager will investigate as to whether the OTT contract includes a performance clause and will report back to the Council.

Motion made by G. Aiken, seconded by D. Martin, to authorize the Interim City Manager to hire North Woods Communications, LLC to reconnect the Library, Public Works, Police Department, Fire Department, and Recreation Center to the former phone system at a cost of \$249.00 for each department for a total cost of \$1,245.00 with funds to be taken from each department's current operating budget. (7 yes) So voted.

Council Agenda Item #9: Roof Design Bids

The City sent out to eight firms a Request for Proposals to assist with a roof rehabilitation project at the Library. Two engineering firms submitted proposals:

Proposal #1:	James W. Sewall Company.	\$3,420
Proposal #2:	BRSA	\$4,750

The Library Board of Trustees has reviewed proposals and is recommending that the Council accept the lower bid of \$3,420.00 from James W. Sewall Company.

Motion made by P. McDonough, seconded by G. Aiken, to authorize the Interim City Manager to execute a contract for services from James W. Sewall Company at a cost of \$3,420.00 to complete the scope of work pursuant to the request for proposals to repair the Library roof. (6 yes, 1 abstention, K. Murchison) So voted.

Council Agenda Item #10: Budget Pricing

Director Ouellette has prepared a spreadsheet that shows the historical usage for heating fuel, diesel, gasoline, and electricity for the City's buildings and Departments plus the target prices for the prior year.

The target prices for heating fuel, diesel, and gasoline were too low as the average costs ranged from \$0.10 more per gallon for gasoline, \$0.25 per gallon for heating fuel, and \$0.34 per gallon for diesel.

Council Agenda Item #11: In-house Fuel Costs

Director Ouellette explained how other departments pay to use the fueling station at the Public Works Department. Currently a \$0.04 surcharge is added to each gallon pumped there. This money is placed in the General Ledger Account #390-00 Fuel Tank Reserve with plans to use this money to pay for the replacement of the tanks in 2020. Currently the Reserve balance is around \$45,000. Director Ouellette recommends that this surcharge be increased to \$0.10 per gallon. He projects by increasing this surcharge by \$0.06 that the balance in the Fuel Tank Reserve in 2020 will be \$125,000.

Motion made by G. Aiken, seconded by P. McDonough, to approve the target estimate pricing for 2012 budget: heating fuel \$3.40 plus 5%, \$3.44 plus 5%, and gasoline \$3.35 plus 5% and to increase the per gallon fuel charged to departments from \$0.04 to \$0.10 per gallon and this amount to be placed into General Ledger account #390-00 Fuel Tank Reserve. (7 yes) So voted.

Council Agenda Item #12: Presentation of Historical Expense Report per the 2012 Charter Requirements

5.06 [a] (2) Expense Budget Report

Interim City Manager Daigle reviewed the Charter required Historical Expense Budget Report. This Report includes a three year average for expenditures, 2011 budget and actual expenditures, and 2012 budget and estimated year end balance.

5.06 [b] (2) Capital Expense Budget Report

Interim City Manager Daigle has nearly completed this report and is working on the Revenue report.

Council Agenda Item #13: Review Schedule

Expense Budget Reports and Capital Expense Budget Reports

5.06 [a] (3) (i) On or before October 1st: The City Manager will have each City Department Head provide an initial WRITTEN DETAILED EXPENSE BUDGET REPORT for the ensuing year. 5.06 [b] (3)

5.06 [a] (3) (ii) Public forums on departmental expense budgets and capital expense budgets. (*Meetings on the 15th, 22nd, and 29th of October*)

5.06 [a] (3) (iii) Public Hearing on departmental expense budgets and capital expense budgets. (*Tentatively scheduled for November 5th or November 12th*)

5.06 [a] (3) (iv) Department expense and capital expense budgets to be adopted. (*This could be held December 10th*)

5.06 [b] (4) Potential Referendum Vote On Capital Expense Budget.

Interim City Manager Daigle reviewed the proposed fall budget schedule. She suggested that the Capital Improvement Committee may want to attend. Ms. Daigle further offered that the process should be as open as possible and to allow citizen comments, questions and concerns.

Council Agenda Item #14: Other Business

- a. The Interim City Manager is unable to attend the September 24th Council Meeting.
- b. Councilor McDonough requested additional information regarding City Owned Property including the date of foreclosure and payment arrangements.

- c. Councilor Aiken commented that former City Manager Buck needs to be removed from NMDC mailing list.
- d. Bryan Thompson submitted his letter of resignation from the Caribou City Council. He requested that his resignation become effective September 11, 2012. He noted the changes in his personal life including the birth of a child and two new careers paths. He has enjoyed serving on the Council but feels he no longer has the time to fulfill his duties. He hopes the Council will consider allowing him to continue to serve on the Economic Growth Council.

Motion made by G. Aiken, seconded by P. McDonough, to accept with regrets the resignation of Bryan Thompson and to allow him to continue serving on the Economic Growth Council. (6 yes, 1 abstention, B. Thompson) So voted.

City Clerk Farrin reported that Maine Municipal Services Legal Services have reviewed the Charter and Attorney Richard Flewelling states that the nomination process for elective offices in the City of Caribou is as provided for municipal nominations generally under Title 30-A and that the Council can designate a shorter time period; such as, ten days for the availability of nomination papers. A ten day time period would have the closing of nomination papers for this position to coincide with the closing of nomination papers for the other municipal openings thus keeping the printing of ballots on track for the November election.

Motion made by D. Martin, seconded by MK Barbosa, to call for the November 6th Election of the unanticipated vacancy with September 21st as the filing deadline for nomination papers for the unexpired term. (6 yes, 1 abstention, B. Thompson) So voted.

Meeting Dates previously set:

- September 24, 2012 (Start time will be 6 p.m. for an Executive Session) – The Mayor and Interim City Manager Daigle to discuss whether there will be a meeting on the 24th and when the Council will hear the Poverty Abatement request.
- October 9, 2012 and October 22, 2012 Council Meetings

Council Agenda Item #15: Adjourn

Motion made by P. McDonough, seconded by D. Martin, to adjourn.

A Council Workshop was held upon the adjournment of the Council Meeting.

9:46 p.m. Motion made by P. McDonough, seconded D. Martin, to move to Executive Session to discuss upcoming union contract negotiations. (7 yes) So voted.

10:17 p.m. Motion made by P. McDonough, seconded by B. Thompson, to come out of Executive Session. (7 yes) So voted.

No action taken.

Workshop adjourned at 10:17 p.m.

Jayne R. Farrin, Secretary