

October 25, 2010

10-20 wksp

A workshop meeting of the Caribou City Council was held at 8:44 p.m. on Monday, October 25, 2010, in Council Chambers with the following members present: Mayor Kenneth G. Murchison, Jr., Deputy Mayor Karla M. Bell, R. Mark Goughan, David Martin, and John R. Boone. Christopher A. R. Bell and Mary Kate Barbosa were absent and excused.

Steven R. Buck, City Manager.

Item#1: Review of the Steering Committee's work towards the reorganization of the Caribou Chamber of Commerce and Industry.

Manager Buck provided minutes for the October 14, 2010 meeting of the Chamber, Economic, and Community Development Steering Committee. The Manager is looking for Council consensus.

At the last meeting, the Steering Committee focused on cost efficiencies and reviewed three possible scenarios.

The City Manager outlined the three different scenarios including the following highlights:

#### Scenario #1

- Two separate entities – Stand alone Chamber (1 full time employee, 2 part time employees) 501c3 – Stand alone Economic Development Corporation (1 full time employee) 501c-6
- Each organization would need to purchase a variety of insurances including, health, workers compensation, and unemployment, individual and Board liability.
- Cost of two separate audits.
- TRIO accounts – Each entity would have the cost of opening and yearly maintenance fee for the Budgetary and Cash Receipting modules.
- Scenario #1 does not take full advantage of available capacities and efficiencies within the existing City Finance operation.
- Total known additional costs: \$16,500.00.

#### Scenario #2

- Two departments – Chamber (1 full time employee, 2 part time employees) and Economic Development Corporation (1 full time employee). Both would be employed by City, Board to provide primary direction and definition of scope, ultimately answers to City Manager.
- Insurances would be included with the City's.
- Audit would be part of the City's.
- Use the City's existing TRIO system.
- Scenario #2 takes full advantage of available capacities and efficiencies within the existing City Finance operation.
- Total know additional costs: \$2,000.00.

#### Scenario #3

- Chamber will be housed in the Wellness Center and will have a single Director.
- Chamber will use Recreation Department existing administrative support staff.
- Economic Development housed in City Office building and share services of administrative staff, supplies and equipment.

The Council discussed the pro and cons of each of the scenarios.

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On November 9<sup>th</sup> at 6:00 p.m.. the Chamber will hold an informational meeting at the Caribou Inn & Convention Center. The Councilors questioned whether they were invited to attend this meeting. The Manager will find out.

Item #2: Review of Glen Street Property, Environmental Assessment, and future use.

The City Manager has reviewed the draft Environmental Assessment report and it appears to be positive. He does not expect the final report from DEP to be much different. Proposed future uses for this parcel have included a Veteran's memorial and the site of a wood boiler.

Councilor K. Bell requested a map showing the parcel boundaries and its relationship to other City of Caribou properties. Councilor D. Martin asked additional questions about a wood boiler and what buildings could be served by one. The Council considers this a valuable piece of land located in the center of the City.

There was additional discussion regarding Teague Park and the conditions for use of the land when it was given to the City.

Item #3: Review of RSU #39 Balance Transfer and determine any future Council Actions

The City Manager provided detailed information concerning the RSU #39 Balance Transfer including the following:

- June 22, 2009 – Citizens approved the RSU #39 2009-10 budget of \$19,584,984 plus \$234,156 for Adult Education. Anticipated revenues were \$14,2010,870 leaving \$5,617,270 to be assessed against RSU #39 member communities.
- In the first operational year each municipality's share of costs was to be offset by remaining balances which was subject to final audit adjustment. The City of Caribou's share was \$1,749,682.
- The City of Caribou was assessed \$2,856,245 for the RSU #39 2009-10 budget year and this was raised through taxation.
- From July 1, 2009 to June 30, 2010, the RSU#39 received a total \$4,600,000 from the City of Caribou.

Councilor M. Goughan asked of the City Manager several questions regarding the 2009 audit and whether the City is retaining monies (\$877,000) that had been designated for education. The City Manager will seek a clarification from law firm Drummond Woodsum regarding Councilor M. Goughan's questions.

Item #4: Adjourn.

Workshop adjourned at 10:09 p.m.

Jayne R. Farrin, Secretary