

September 26, 2011

11-18 wksp

A workshop meeting of the Caribou City Council was held at 8:37 p.m. on September 26, 2011, in Council Chambers with the following members present: Mayor Kenneth G. Murchison, Jr., Deputy Mayor Christopher A.R. Bell, Mary Kate Barbosa, John R. Boone, R. Mark Goughan, and Miles R. Williams. David Martin was absence and excused.

Steven R. Buck, City Manager; Stephen Wentworth, Code Enforcement Officer; and Diane DuBois, Library Director were present.

Also attending the workshop were Library Trustee Jan Murchison, Paul Theriault, and Joan Theriault.

Item #1: Review of Code concerns with licensing and enforcement actions for trailer parks, pursuant to current Code.

- Section 13-408 of the Caribou Code Book calls for the annually licensing of Mobile Home Parks. The licensing process includes annual park visits by the Fire Chief, Health Officer, Police Chief, and Code Enforcement Officer. Currently this section is not being enforced.
- Caribou has eight mobile parks: Municipal Airport, River Bend, Caribou Stream, Sunny Slopes, Riverside Park, Lazy Acres, Del-wood, and West Gate Villa.
- Over some time there have been code enforcement problems; such as, failed sewer system and trash removal, with both West Gate Villa and Caribou Stream. It is difficult to deal with Nonresident Owners.
- The owners of River Bend, Paul and Joan Theriault, offered that their park is highly regulated by the Manufactured Housing Board and Drinking Water Program. Mrs. Theriault expressed concerned having to pay an additional fee that would have to be passed on to their tenants.
- If the City does not enforce this section of the Code Book then maybe the section should be removed.
- The Council suggested working with the State to see that State laws are enforced. There was discussion as to what would happen to the affected families.
- Mayor Murchison spoke about contacting the noncomplaint owners and telling them to become complaint.
- There was discussion regarding updating this section of the Code. The City will have Attorney Solman review Section 13-408.

Item #1A: Review of a part-time position at the Caribou Public Library.

- Library Director Diane DuBois presented her concerns about staffing at the Library. Currently there is an unfilled part-time position and library services may be impacted if this position remains unfilled. Staffing is stretched when someone is out sick or when vacations occur.
- Ms. DuBois recommends filling the part-time position. The cost of this position is in the current budget.
- Staffing is 3.5 man hours during the time the Library is open. The IT person is included in the 3.5 man hours.
- The Recreation Department and Library are the highest users of part-time staff.
- Council wants to review positions whenever there are openings.

- Library use goes up when the economy is down. The use of technology has increased the use of the library.
- Ms. DuBois offered an update regarding the user fee that is being charged to nonresident library patrons.
- Council consensus is to fill this part-time position.

Item #2: Review of amendments to the Demolition Permit Application, definitions, and charges associated with disposal at Tri-Community Landfill.

- Tri-Community Landfill Board of Directors has been discussing demolition debris and its associated costs. Currently, the three owner communities allow demolition debris (CDD) to come under the normal solid waste program. The CDD tonnage is added to the community's three year ton average.
- TCL Board has been working on the definition of demolition debris and a development of a system that would have the CDD projects paying for part of the disposal costs.
- The following has been developed:
 - If Code issues a building permit for the repair, renovation of an existing facility which required demolition and disposal of CDD. Then TCL will charge the tonnage to the City's annual tonnage and paid for under the annual owner community assessment bill.
 - If the structure is being raised, demolished, with renovation or replacement of the existing structure, then Code will issue a Demolition Permit and the City will implement a pre-paid charge per ton for the disposal of the estimated tonnage at TCL.

Item #3: Presentation of the 2010 Audited Financials.

- No material weaknesses.
- Acceptance of the 2010 Audit will be on the next Council agenda.
- The City was charged \$750.00 for additional work.

Item #4: Consider the creation of a Tax Increment Financing District for the RC-2 Zone along Route 1.

- Aaron Aryer wants to have 3-phase power extended to his new potato storage facility. It will cost approximately \$22,000 to accomplish this. He wants to do the project next spring.
- The whole RC-2 Zone along Route 1 would benefit from the creation of a Tax Increment Financing District.
- It could be a five year pay back.
- Council consensus – Manager Buck will work on preparing an application.

Item #5: Consider moving to Executive Session for the discussion of a personnel matter, pursuant to Title 1 MRSA § 405 (6) (A).

9:56 p.m. Motion made by M. Williams, seconded by C. Bell, to move to Executive Session to discuss a personnel matter, pursuant to Title 1 MRSA § 405 (6) (A). (6 yes) So voted.

Time Out: 10:33 p.m.

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No actions taken. Council completed the annual review of the Manager and the Manager presented a list of ongoing goals for the ensuing year.

Item #6: Adjourn

Workshop adjourned at 10:34 p.m.

Jayne R. Farrin, Secretary