

June 17, 2013

13-14 wksp

A workshop meeting of the Caribou City Council was held at 5:30 p.m. on Monday, June 17, 2013, in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., Philip McDonough II, David Martin, Joan L. Theriault, David R. Genthner, Sr., and Aaron P. Kouhought.

Austin Bless, City Manager and Tony Mazzucco, Assistant City Manager were present.

Department Managers: Elizabeth O'Bar, Tax Assessor; William Tasker, Director of Chamber of Commerce; Kathleen A. Mazzuchelli, Superintendent of Parks & Recreation; Scott Susi, Fire Chief; Michael Gahagan, Police Chief; David Ouellette, Director of Public Works; Wanda Raymond, Finance Director; Stephen Wentworth, Code Enforcement Officer; Lisa Plourde, Director of Caribou Housing; and Diane DuBois, Library Director were present.

Natalie De La Garza, representing the Aroostook Republican and Time Warner covered the meeting.

#### Item#1: Discussion on health insurance for Part Time Employees

As directed by Council, management has gathered information regarding potential costs if the City were to offer health insurance to part-time employees. Currently there are eight part-time employees that average twenty or more hours per week with three of those averaging thirty or more hours per week. Manager Bless provided cost information for all five plans offered through Maine Municipal Employees Health Trust. His memo included monthly and annual costs based on 80/20, 50/50, and 25/75 split between employer and employee.

Councilor Kouhought's questions were answered by the City Manager. Councilor Kouhought stated that is it not unreasonable to spend \$17,420.40 to offer part-time employees health care.

#### Item#2: Update on Street Light Committee

Manager Bless outlined the decision making process that was used in selecting the final three options that are being presented to Council.

Option #1: Lower Wattage Lights

Option #2: Keep 50 HPS and Caribou buys and donates to MPS higher wattage LED lights

Option #3: Caribou buys and owns LED lights

Discussion.

Council consensus: To work towards LED streetlights versus going to a lower wattage bulb. Directed the Manager to look at other cities that have installed LED streetlights to see what their experience has been.

#### Item#3: 2013 Budget

Councilor Kouhought stated that he will not be accepting Council pay and encouraged his fellow Councilors to do the same; furthermore, he suggested City Management should potentially look at voluntarily lowering their pay. Mayor Aiken commented that several Councilors donate their Council pay to local charities. Discussion.

Manager Bless provided historical data for Revenue Sharing funds received, 2008-2012 tax commitment amounts to fund school, county, and city expenses, and projected 2013 expenses. The projected Revenue Sharing cut is \$381,762. As requested by Council, staff has prepared a

June 17, 2013

13-14 wksp Pg. 2

list of possible cuts to the 2013 Budget. Mr. Bleess noted that many of the cuts are one time cuts as they are maintenance items and will need to be done and capital equipment purchased that will need to be made. The Manager encouraged the Council to come to a consensus on a final budget and number and to allow the staff to implement that budget number as necessary.

General Government: Council consensus to cut \$10,000 Contracted Services, \$2,000 Annual Report, and \$500.00 Council Pay.

Chamber of Commerce: Council consensus to pay \$8,500 for event expenses out of TIF Funds.

General Assistance: Council consensus to cut \$250 Office Supplies, \$250 Legal Fees, \$66 Travel Expense, \$40 Training and Education, and \$25,000 General Assistance. Reduce Revenue Budget by \$12,500.

Tax Assessing: Council consensus not to make any additional cuts.

Code Enforcement: Council consensus to cut \$50 Mileage and \$400 Car Allowance.

Library:

*Councilor Kouhought supports whatever cuts to the Library that the Department Head recommends. He is not in favor of any additional cuts to the Library\*;* such as, closing the Library on Saturdays, or reducing the amount spent on books and periodicals. Historically the Library closes Saturdays during the summer months. This practice was established prior to the current Library Director. Councilors Martin and Kouhought agreed that closing on Saturdays during any part of the year is one of the worst days to be closed because that is when people are able to go to the Library.

Councilor Kouhought stated that the Library budget has already been reduced by \$10,641. This is the savings of contracting IT services versus having an in-house Technology Coordinator.

Council consensus to cut \$500 Travel, \$450 Training & Education, \$250 Office Supplies, \$750, New Equipment, and \$4000 Books & Periodicals.

Nylander: Council consensus not to make any additional cuts.

Fire Department: Council consensus to cut \$1,250 Janitor.

Ambulance: Council consensus to cut \$6000 Ambulance Billing Salaries and Health Insurance and \$3,660 Janitor Service. The Council would reconsider the Ambulance Billing Salaries line if additional need for billing occurs.

Police: Council consensus not to make any additional cuts.

Emergency Management: Council consensus to cut \$447 Salaries, \$400 Recognitions and Awards, \$1000 Equipment Maintenance, and \$4,000 Rent.

6:57 p.m. Mayor Aiken excused Councilor McDonough from the meeting.

Public Works: Council consensus to cut \$3,645 Salaries (summer help), \$50 Postage, \$25 Paper, \$150 Meals/Lodging, \$242 Travel, \$250 New Equipment, \$500 Office Equipment, \$750 Miscellaneous Expense, \$1,000 Heating Fuel, \$100 Building Supply, \$1,000 Equipment Rental, \$600 Tools – Shop, \$1,000 Tools, \$200 Solvents, \$5,000 Sand, \$8,000 Salt, \$1,000 Gasoline, \$500 Building Maintenance, and \$1,000 Signs.

June 17, 2013

13-14 wksp Pg. 3

Mayor Aiken extends his thanks to the Public Works Director.

Recreation Department:

Councilor Kouhoupt is not in favor of reducing services provided by the Recreation Department; additionally, he stated Recreation services have been reduced in recent years. The Councilor suggested that a Recreation Department is something that attracts people to a community.

*Councilor Kouhoupt agreed with the Department Head's recommendation of closing the center on holidays and Christmas week programs because the explanation given made perfect sense to him\**. The Recreation Department Staff has developed a list of seven activities that they are willing to run that would be money makers; such as, basketball tournaments and summer soccer programs.

Council consensus to cut \$500 Skating Rink Maintenance, \$179 Rink Equipment, \$50 Rink Electricity, \$2,836 Close the gameroom at 6.00 p.m., \$293 Close on holiday (Columbus Day and Veteran's Day), \$700 No Christmas Week Programs, \$360 Eliminate participation soccer round robins, \$400 leave basketball and tennis lights off, \$1,000 Youth Equipment, \$1,000 Car Allowance, and \$300 Arts & Crafts.

Councilor Kouhoupt expressed his appreciation to Supt. Mazzuchelli.

Parks Department: Council consensus to cut \$1,580 by reducing summer seasonal help to 30 hours.

Cemeteries: Council consensus not to make any cuts.

Insurance and Retirement: Council consensus not to make any cuts.

Contributions: Council consensus not to make any cuts.

Capital Expense: Council consensus to cut \$20,000 Library Roof.

Tax Increment Financing: Council consensus not to cut \$100,000 from the TIF Accounts.

Mayor Aiken extended his thanks to the City Administration and Department Managers for all their hard work and efforts. Due to State Government funding, the Mayor stated that there will be a tax increase.

Workshop adjourned 7:45 p.m.

Jayne R. Farrin Secretary

*\*amended per vote of the Council June 24, 2013*