



## *City of Caribou, Maine*

### **AGENDA Caribou City Council Organizational City Council Meeting 5:00 P.M. Friday, January 2, 2015 Caribou City Council Chambers**

*Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org*

1. Swearing in of New Councilors
2. Election of Chairperson/Mayor for the City Council for 2015 2
3. Election of Deputy Chairperson/Deputy Mayor for the City Council for 2015 3
4. Establish a date, time and location for regular meetings of the City Council 4
5. Authorizing the City Manager to approve Treasurer's Warrants for 2015 5
6. Appointment of Administrative City Officers for 2015 6
7. Appointment of City Board Officers for 2015 7
8. Authorizing the collection of property tax before the 2015 Commitment date 8
9. Authorizing the City to provide a Tax Club for 2015 9
10. Executive Session pursuant to 1 MRSA §405(6)(C) to discuss economic development
11. Executive Session pursuant to 1 MRSA §405(6)(A) to discuss a personnel issue

#### **Upcoming Meeting Dates:**

Regular City Council Meeting, January 12, 2015

Regular City Council Meeting, January 26, 2015





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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: January 2, 2015  
Re: Election of Chairperson/Mayor for the City Council for 2015

As required by Charter we need to elect a Chairperson/Mayor for 2015.

Ballots will be distributed for written submission for the Mayor's position, votes counted immediately upon collection and certified by the City Clerk.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: January 2, 2015  
Re: Election of Deputy Chairperson/Deputy Mayor for the City Council for 2015

As required by Charter we need to elect a Deputy Chairperson/ Deputy Mayor for 2015.

Ballots will be distributed for written submission for the Deputy Mayor's position, votes counted immediately upon collection and certified by the City Clerk.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: January 2, 2015  
Re: Establish a date, time, and location for regular meetings of the City Council for the year 2015.

Below are the meeting dates that are proposed for the calendar year 2015, and it follows for the most part the meeting dates that were held in 2014.

All meetings will be held in the Council Chambers at 25 High Street.

Traditionally meetings have been held at 7pm, but the Council may choose a different meeting time as they wish.

January 12 January 26	February 9	March 9 March 23
April 13 April 27	May 11	June 8 June 22
July 13	August 10	September 14
October 13* October 26	November 9 November 23	December 14

The dates listed above, with the exception of October 13 are Monday's. October 13 is a Tuesday due to Columbus Day.

Public forums for the budget will be held October 19 and October 20. We will plan on October 21 as an additional public forum for the budget if needed. These will start at 6pm.

The Public Hearing for the budget will be held November 9<sup>th</sup>.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: January 2, 2015  
Re: Authorizing the City Manager to approve Treasurer's Warrants for 2015

We will need a motion to authorize City Manager Austin Bless to approve the Treasurer's Warrants for the 2015 calendar year.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: January 2, 2015  
Re: Appointment of Administrative City Officers for 2015

We will need a motion to appointment the following Administrative City Officers for 2015.

Wanda L. Raymond	City Treasurer
Jayne R. Farrin	City Clerk
Felch & Company LLC	City Auditor
Wanda L. Raymond	Tax Collector
Jayne R. Farrin	General Assistance Administrator
Kalen Hill	Deputy General Assistance Administrator
Scott Susi	Public Health Officer

We will also need Council approval of the following appointments made by City Staff:

Mary Ann Scott	Deputy City Treasurer
Kalen Hill	Deputy City Clerk

Note: All other City Administrative Officers are appointed by the City Manager as per the City Charter Section 3.04.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 2, 2015  
Re: Appointment of City Board Officers for 2015

We will need a motion to appoint the city Board Officers effective for the beginning of 2015 until their successors are appointed as recommended:

**Cary Medical Center Directors**

***Michael Quinlan (2017)***

***Vacant (2017)***

***James Mockler (2017)***

Rob Kieffer (2015)

Sherry Dumont, D.O. (2015)

Sue White (2015)

Gregg Collins (2016)

David Sleeper (2016)

Carl Flynn M.D. (2016)

Austin Bleess, Ex-Officio

Betty Hatch, Ex-Officio

**Hospital District**

***Doug Plourde (2017)***

Norman Collins (2015)

David Wakem (2016)

**Nylander Board of**

**Trustees**

Vacant (2016)

Vacant (2016)

Kimber Noyes (2016)

Philip Bosse (2015)

Vacant (2015)

***Jessica Feeley (2017)***

***Vacant (2017)***

**Public Safety Complex Study Committee**

City Councilor

City Councilor

Chief Michael Gahagan

Chief Scott Susi

Austin Bleess

Vacant

Vacant

**Library Board**

***Ryan Scheiber (2019)***

Gillian Sleeper (2015)

Marty Belanger (2015)

Janine Murchison (2016)

Robert Thompson (2017)

Patrick Bennett (2017)

Gail Hagelstein (2018)

**Caribou Utilities District**

***David Belyea (2017)***

W. Louis Greenier (2015)

Scott Willey (2015)

Nancy Solman (2016)

Janine Murchison (2016)

**C.E.G.C.**

Ken Murchison

Austin Bleess

**Capital Improvement**

City Council

Austin Bleess, Ex-Officio

Wanda Raymond, Ex-Officio

**Planning Board**

***Robert White (2017)***

***Philip Cyr (2017)***

Matthew Hunter (2015)

James Cerrato (2015)

Philip J. McDonough III (2016)

Grahm Freme (2016)

Todd Pelletier (2016)

**Board of Assessors**

***Romeo J. Parent (2017)***

John Weeks (2015)

Michael Quinlan (2016)

**Recreation Commission**

***Troy Barnes (2015)***

Andrew Scott (2017)

***Susan White (2017)***

***Mark Shea (2015)***

Jane Mavor-Small (2016)

Gary Marquis, Ex-Officio

Austin Bleess, Ex-Officio

**Zoning Board of Appeals**

Donald Cote (2015)

Lewis Cousins (2016)

George Howe (2016)

Robert Ouellet (2017)

Kevin Tingley (2017)

**Tri-Community Landfill**

***Shane McDougal***

***Ken Murchison***

***Austin Bleess***



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 2, 2015  
Re: Authorizing the collection of property tax before the 2015 Commitment date

We will need a motion to authorize the tax collector to accept payments towards property taxes prior to the 2015 commitment date and pay no interest (0%) on said prepayments.





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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 2, 2015  
Re: Authorizing the City to provide a Tax Club for 2015

The Tax Club allows for persons to participate in a program whereby their 2015 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2015 Commitment has been made, the final payment on their actual 2015 commitment, the difference between their 2014 commitment versus their 2015 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November and December as part of the program. Many persons find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

We will need a motion to authorize a Tax Club for 2015 as previously established providing for 12 equal payments of an accounts tax liability with no interest for October, November, and December.