



City of Caribou, Maine

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AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, December 14, 2015 Caribou City Council Chambers

1. Public Input
 - a) Vaughn Keaton – Boy Scouts
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) November 23, 2015 Council Meeting Minutes 2-5
 - b) October 19, 2015 Budget Forum Minutes 6-8
 - c) October 20, 2015 Budget Forum Minutes 9-10
 - d) November 30, 2015 Council Workshop Minutes 11-12
4. Consent Agenda
 - a) November 2015 Financials
 - b) November Library report 13-14
 - c) November Police Department Report 15-16
 - d) November Fire Department Report 17-18
 - e) License Approval 19
 - f) Abatement of Property Tax 20
5. Tax Acquired Property 21-25
6. Day Care Ordinance 26-29
7. Ambulance Contracts 30-32
8. Fire Contracts 33-35
9. Municipal Building Remodeling 36-37
10. 2016 Budget 38-39
11. Other Business

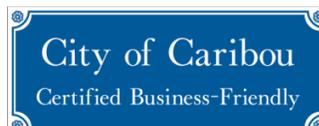
Upcoming Meeting Dates:

Organizational City Council Meeting January 4, 2016 at 6pm

Regular City Council Meeting January 11, 2016 at 6pm

Joint meeting with Caribou Economic Growth Council January 12, 2016 at 6pm

Regular City Council Meeting January 25, 2016 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, November 23, 2015 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart and Jody R. Smith.

Councilor-Elect: Timothy C. Guerrette.

Austin Bless, City Manager was present.

Department Managers: Penny G. Thompson, Tax Assessor; Michael Gahagan, Police Chief; Lisa Shaw, Library Director; Scott Susi, Fire Chief; Dave Ouellette, Public Works Director; and Gary Marquis, Supt. of Parks and Recreation.

Chris Bouchard, representing the Aroostook Republican covered the meeting.

Council Agenda Item #1: Public Input

Tina Disy requested a three month extension to pay Tony Disy's 2013 tax lien.

Today at 5:00 p.m. the City of Caribou's 2013 tax liens matured. The City Council will discuss newly tax acquired properties at the December 14, 2015 Council Meeting.

Council Agenda Item #2: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

None.

Council Agenda Item #3: Consider authorizing the minutes of the following meeting:

- a) November 9, 2015 Council Meeting
- b) November 9, 2015 Special Council Meeting

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the November 9, 2015 Council Meeting and November 9, 2015 Special Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) October 2015 Financials
- b) Acceptance of November 3, 2015 Election Results

Motion made by P. McDonough, seconded by J. Theriault, to approve Consent Agenda Items with business items A-B as presented. (6 yes) So voted.

Council Agenda Item #5: City Owned Property

Based on current payment arrangements there are six individuals that will never be able to get caught up on their taxes and reacquire their former property from the City. Discussion about waiving the interest if the tax amount was paid within a certain timeframe.

Motion made by J. Smith, seconded by D Martin, to waive interest if all taxes are paid in full, to current, within six months for these six individuals. (6 yes) So voted.

Council Agenda Item #6: Loader for Public Works

Loader bids:

Brand	New Unit	Trade-In Value of 2003 JD 710G	Trade-In Value of 1994 Volvo L120B	Cost after Trade- In
TB Equipment Hyundai L960	\$173,917	\$22,000	\$25,000	\$126,917
Chadwick Baross L110H	\$216,000	\$30,000	\$20,000	\$166,000
Nortax John Deere 644K	\$217,000	\$29,000	\$10,500	\$177,500
Milton Cat 950M	\$246,000	\$24,000	\$16,000	\$206,000

Staff recommended the acceptance of the \$166,000 bid from Chadwick Baross for a L110H plus trade in the 2003 JD 710G and 1994 Volvo L120B.

Motion made by S. McDougall, seconded by T. Stewart, to authorize the purchase of the Chadwick Baross L110H for \$166,000 with a trade in of two units. (6 yes) So voted.

Council Agenda Item #7: Christmas Eve Holiday

Motion made by S. McDougall, seconded by T. Stewart, to grant a whole day off for Christmas Eve for City Staff otherwise not contractually covered by holiday pay. (5 yes, 1 no, P. McDonough) So voted.

Councilor McDonough stated that he would have supported the motion if it had been for half a day off.

Council Agenda Item #8: 2016 Budget

Changes include a minor adjustment in the ambulance revenue, adjusted salary lines for 53 pay periods, and the amount budgeted for Tri Community is down slightly. With these changes the amount needed to run the City is up approximately \$128,000, which is about a third of a mil.

Motion made by D. Martin, seconded by S. McDougall, to approve the 2016 Budget as presented. (3 yes, S. McDougall, J. Theriault, D. Martin, 4 no, T. Stewart, J. Smith, P. McDonough, G. Aiken) Motion Failed.

Councilor Stewart wants to see another full-time staff person added to the Library budget.

Budget Workshop set for November 30, 2015 at 6:00 p.m.

Council Agenda Item #9: Lyndon Keck – PDT Architects RSU 39 School Project

Lyndon Keck, Senior Principal of PDT Architects, attended to update the Council with the progress being made with the development of a new school. Scheme Three continues to be the current scheme of choice for the new school. Two meetings have been held since last meeting with the Council, one was with the Department of Education where Scott Brown, Director of Facilities, stated that his group would recommend the demolition of Teague School, Middle School, and the Learning Center. Mr. Keck did note that Mr. Brown doesn't have the final say regarding the demolition of the buildings. Under State law only the State Board of Education is allowed to spend money as it relates to the building of schools.

After the State Board of Education approves the funding then it will go to a vote in the three RSU communities. Mr. Keck explained to the DOE about the possible land swap with the City for Teague Park and when asked DOE representatives answered in the affirmative that they would recommend the State paying for the cost of improvements to move Teague Park facilities to a new site. The second meeting was with representatives from the Attorney General's Office to discuss Teague Park. When asked as to whether or not the Council are trustees of Teague Park, an Assistant Attorney General was unsure as to whether the terms of the deed meet the definition of a "charitable trust" therefore she is unsure if the Council are trustees. The Assistant Attorney General will have to issue an opinion on this matter. It would be easier to exchange Teague Park land if it is owned in "fee simple" rather than being held in trust. Mr. Keck hopes to have this AG opinion before the end of the year. He has learned that the National Park's restrictions on Teague Park trumps the gift of the Park. The National Park's restrictions are into perpetuity. The gift of the land for a park may have already been fulfilled because the park has been a park for 118 years. In some instances the courts look at the intent of the gift and could rule that the City has fulfilled the intent of the gift because it has been a park for over a 100 years.

Doug Beck, representative for the Land and Water Conservation Fund, has provided further explanation regarding the so called 6(f) restrictions on Teague Park which includes the playground that is on RSU land. Instead of having a "yellow book" appraisal done, for now, the RSU is planning to have only a regular appraisal completed and that should be done before the end of the year. They plan to submit a completed application to the National Park Service once the appraisal price has been received. If the project continues down this road, the RSU can spend an additional \$4,000 to have the appraisal upgraded to a "yellow book" appraisal. The acreage on the City's tax records differs from the acreage on the deeds. It may be necessary for the RSU to come up with additional land to exchange with the City. The RSU Board and the National Park Service are considering three RSU sites, they are a portion of the Hilltop School parcel, RSU wetland areas, or Sincok School. Mr. Keck hopes to come before Council in January, 2016 with an option for land to exchange. A straw poll regarding the site of the new school will be held in January, 2016 and another straw poll for the building design and cost in July, 2016.

Mr. Keck stated that the RSU attorneys feel that some reversionary language that was used in deeds between the City and the RSU is not correct and that it now needs to be corrected.

Councilor McDonough expressed his concerns that a referendum vote could fail and the RSU could lose this opportunity to build a new school. Supt. Doak responded that there will be public meetings way in advance to any budget vote so people will know what expenses are the State's and what is possibly an expense for the RSU. For example, he stated that if people don't want to pay for a second gym then possibly there won't be a second gym.

Council Agenda Item #10: Other Business

Councilor McDonough asked about having a building on Broadway Street secured.

Council Agenda Item #11: Executive Session pursuant to 1 MRSA 405(6)(D)

7:00 p.m. Time in. Motion made by P. McDonough, seconded by J. Smith, to move into executive session pursuant to 1 MRSA 405(6)(D) with Manager Bleess and Councilor-Elect T. Guerrette for Labor Negotiations. (6 yes) So voted.

8:11 p.m. Time out. Motion made by D. Martin, seconded by J. Smith, to move out of executive session. (6 yes) So voted.

No action taken.

Motion made by P. McDonough, seconded by T. Stewart, to adjourn the meeting at 8:12 p.m.

Upcoming Meeting Dates:

Council Workshop November 30, 2015 at 6:00 p.m.

Regular City Council Meeting December 14, 2015 at 6:00 p.m.

Organizational City Council Meeting January 4, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary

15-22 wksp.

A Public Forum Workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, October 19, 2015 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Joan L. Theriault, Philip McDonough II, Shane McDougall, and Tiffany Stewart. Jody Smith was absent.

Austin Bleess, City Manager.

Department Managers: David Ouellette, Public Works Director; Wanda Raymond, Finance Director; Michael W. Gahagan, Police Chief; Scott Susi, Fire Chief; Gary Marquis, Supt. of Parks & Recreation; Lisa Plourde, Housing Director; Lisa Shaw, Library Director; and Penny Thompson, Tax Assessor.

PUBLIC FORUM WORKSHOP

The Public Forum Workshops are a requirement of the 2012 City Charter. This change is to allow a better understanding of the budgets and to allow discussion between the Council, Department Managers, and the Public. Other Public Forum Workshops will be held October 20th and 21st.

From the adopted City Charter:

Expense Budget. 5.06 [a] (3) (ii) On or before November 1st: The City Manager will have each City Department Head present a written detailed Expense Budget Report to both the City Council and the City's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

Capital Expense Budget. 5.06 [b] (3) (ii) On or before November 1st: The City Manager will have each City Department Head present their written detailed Capital Expense Budget Report to both the City Council and Caribou's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

Public attending: Gail Hagelstein, Wendy L. Bossie, Idella Thompson, Gilbert Hitchcock, Paul Theriault, and Katie Wilcox-Bosse.

Mayor Aiken opened the Public Forum Workshop.

City Manager Bleess read his prepared 2016 Budget Message. The 2016 Budget totals \$8,823,412 which is \$62,455 lower than the 2015 Budget. The Council's goal is not to have a tax increase in 2016. The Budget Message included the proposed 2016 Revenue Budget and a 5 year Capital Improvement Plan. To meet the Council's goal of no tax increase in 2016, the presented budget doesn't include the Assistant City Manager position, the Public Work's Office Manager position, and one Police Officer position. The budget does include a 2% COLA.

Discussion concerning the Ambulance Service Revenues from Medicare and how bills are having to be resubmitted multiple times before being paid, the cost of unfunded State mandates, and City's audit contract.

Questions from the Council were answered by the City Manager and the Department Managers for the following departments:

- 10 General Government – Austin Bless
Salary line is down because of the full elimination of the Assistant City Manager position. There was a discussion about the salary line. The Election line has been increased to include the cost of a secession election.
- 17 Health & Sanitation – Austin Bless
Manager Bless factored in a 2% increase for Tri-Community.
- 18 Municipal Buildings
The City isn't planning to heat with pellets because of the lower oil prices. Manager Bless is asking for Council approval to get out of the "Energy Savings Guarantee" that City has with Trane. In 2016, the guarantee would cost the City \$7,220.
- 20 General Assistance – General Assistance Administrator Jayne R. Farrin
General Assistance is up approximately 47% partly due to the rules and policies of the current state administration. Ms. Farrin requested a reactivation of the City General Voucher program and is requesting \$1,000 for this program. State reimbursement has increased from 50% to 70%.
- 22 Tax Assessment – Tax Assessor Penny Thompson
Tax Assessment and Code Enforcement have been combined into one department. Both the Tax Assessor and The Deputy Tax Assessor have taken and passed all ten tests necessary to be certified as a Code Enforcement Officer and Building Official. The Town of Woodland has a contract with the City for code enforcement services. The Department is still correcting errors that were made during the revaluation. The Mayor asked several questions about quarterly inspections.
- 25 Library – Library Director Lisa Shaw
Director Shaw outlined common requests and questions the staff at the Library are asked. The Library has grant-funded hotspots that can be loaned out. The Davis Family Foundation sent \$10,000 for a new microfilm machine. Volunteers are great but, Director Shaw stated the Library needs additional professional staff.
Gail Hagelstein – Library Trustee – Ms. Hagelstein described Director Shaw as "dynamic". Ms. Hagelstein referred to the Library as the "Hub of the Community" and requested the cost for a second full-time staff person be added to the Library budget.
- 31 Fire/Ambulance Department – Fire Chief Scott Susi
Chief Susi stated that there has been belt tightening. Emergency call are down in Caribou and throughout the state but the Department's long distance transfer numbers are up. The new doors are going in this week. The next ambulance purchase will be in 2017. Currently the City has 2.5 ambulance billers and that will reduce to 2 the first of the year. Providing ambulance billing services for other companies nets the City approximately \$2,000 a year.
- 35 Police Department – Police Chief Michael Gahagan
The Department has 12 officers rather than 13 and this drives up the overtime. Going with one less officer will be "trying". The budget includes an additional \$500 for internet because now there is internet in the cruisers.

- 39 Emergency Management – Police Chief Michael Gahagan
Slight decrease overall.
- 40 Public Works – Public Works Director Dave Ouellette
Director Ouellette reviewed many of the line items and explained any changes. There was a discussion concerning chip seal versus paving.

Gilbert Hitchcock – 10 Haines Street – asked when the City plans to pave the street. Director Ouellette stated that Haines Street was on the list for paving this year, but the paving contractor didn't show up to do the work. Director Ouellette stated that Haines Street will be on the paving list for next summer.

Workshop adjourned at 8:47 p.m.

Jayne R. Farrin, Secretary

A Public Forum Workshop meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, October 20, 2015 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Joan L. Theriault, Philip McDonough II, Shane McDougall, Tiffany Stewart, and Jody Smith.

Austin Bleess, City Manager.

Department Managers: David Ouellette, Public Works Director; Wanda Raymond, Finance Director; Michael W. Gahagan, Police Chief; Scott Susi, Fire Chief; Gary Marquis, Supt. of Parks & Recreation; Lisa Plourde, Housing Director; Lisa Shaw, Library Director; and Penny Thompson, Tax Assessor.

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Public attending: Paul Theriault, and William Tasker.

This is the second of the three Workshops where Councilors and audience members can ask Department Managers questions about their proposed 2016 budgets.

- 38 Protection – Manager Bleess
Based on projected year end, the line items for both street lights and hydrant fees has been increased compared to the 2015 budget amounts.
Manager answered questions concerning LED lighting.
- 50 Recreation – Supt. Gary Marquis
Supt. Marquis extended his thanks to the Department's many volunteers. Many volunteers coach teams and this year a group of volunteers painted the gym. Volunteer hours are tracked.
- 51 Parks – Supt. Gary Marquis
The department has been making efforts to be more efficient with vehicle usage resulting in savings. The department has fewer areas to mow because of land sales by the City.
Councilor Theriault asked about citizen usage for Flora-Dale Park, Hardison Park, and North Caribou Park. The Parks Department does on occasion get assisted from the Public Works Department. Supt. Marquis commented that the two departments work well together and that Parks always pays for any materials used.

- 50 Recreation – Capital Improvements – Supt. Gary Marquis
Supt. Marquis recommends replacing the air conditioners in the Wellness Center meeting rooms with a heat pump with multiple heads at an approximate cost of \$20,000. Also he is requesting that the \$10,000 that is in the budget for the Community Pool be moved to the Rec Equipment Reserve line. The Mayor doesn't with agree the reduction in the Community Pool line from \$29,000 to \$10,000.
- 60 Airport – Manager Bless
2016 Budget is down a little over \$3,000.
- 61 Trailer Park – Manager Bless
2016 Budget is down \$111. One unit is moving out and another is for sale. This will leave 15 units. Any income after expenses is put into the Trailer Park Reserve account.
- 65 Cemeteries – Manager Bless
The VFW is \$3,647 for flag holders and flags. The City has received numerous complaints about the mowing at Evergreen Cemetery but Association's request hasn't increased from the traditional \$3,000 amount.
- 70 Insurance & Retirement – Manager Bless
Workers Comp is up based upon the City's claims. Compensated Absences is budgeted at \$25,000, but when asked by the Mayor, Manager Bless stated that it would not be unreasonable to budget \$100,000 for this line item.
- 80 Unclassified – Manager Bless
Includes \$20,000 for the line item Bad Debt Write-Off which is for the debt owed by Facilities, Inc.
- Capital Improvements – Manager Bless
Manager Bless reviewed those Capital Improvements that were not reviewed previously explained by the Department Managers.
- Enterprise Fund - Economic Development – Manager Bless
At the end of September, the Fund Balance in the Enterprise Fund was \$268,000. The Mayor wants the local legislators to submit a bill that would expand what TIF monies can be used for. Councilor McDonough suggested an expansion might include the allowed use of TIF monies to repair any municipal building located within a TIF District. In 2015, the TIF saved the City \$228,000 in County and RSU costs. Discussion as to whether to fund the Chamber of Commerce. Their request is \$15,000. Chamber Director Tasker answered questions.
- Enterprise Fund – Housing – Executive Director Lisa Plourde
Director Plourde explained the benefits of having a local Section 8 Housing Choice Vouchers program. She stated that both her and the Family Self-Sufficiency Coordinator refused the 2015 2% COLA increase.
- Enterprise Fund – Snowmobile Trail Maintenance – Supt. Gary Marquis
The Snowmobile Trail Maintenance account is grant funded.

In 2016, the City will not be plowing any of the RSU parking lots.

Workshop adjourned.

Jayne R. Farrin, Secretary

A workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, November 30, 2015 at the Caribou City Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart, and Jody R. Smith.

Councilor-Elect Timothy C. Guerrette.

Austin Bleess, City Manager was present.

Department Managers: Penny G. Thompson, Tax Assessor; Scott Susi, Fire Chief; Wanda Raymond, Finance Director; Lisa Shaw, Library Director; Gary Marquis, Supt. of Parks & Recreation; and Michael Gahagan, Police Chief.

Item #1: 2016 Budget

Mayor Aiken opened the Workshop by giving an overview of the Budget process thus far. He noted that five or six Councilors have stated that they don't want to see a mil increase. The City Manager brought forward a Budget without an increase but it appears that a number of the Councilors don't care for the proposed cuts. This year the Mayor finds it difficult to expect the taxpayer to accept a mil increase when the City has received back \$3.4 million. \$3 million has been invested in CDs for the pension fund, a portion has been moved to City's unfunded compensated absences account, which leaves approximately \$220,000 that hasn't been used.

The Mayor offered several suggestions:

1. Pay for the Fire Department's new boiler out of the TIF account. The cost is \$53,000.
2. For 2016, reduce the amount budgeted for the Fire Equipment Reserve Fund by \$53,000.
3. Take the approximately remaining \$75,000 budget increase out of \$220,000.

Councilor Martin stated that he agrees with the Mayor's suggestions.

Councilor Stewart wants to see another full-time staff person at the Library.

Councilor Smith agrees with the Mayor's suggestions as long as there isn't a mil increase.

Councilor McDougall stated that we are "just kicking the can down the road" if we do not have a mil increase and it is going to make it that much harder next year.

There was a discussion concerning 2016 State Revenue Sharing projections.

Councilor Martin stated that he would be fine if the Library changed the hours that they are open if there is work that needs to be done without interruption.

Councilor McDougall sees the money moved to the City's unfunded compensated absences account as a positive action taken by the Council.

Councilor McDonough wonders what we would be doing today if this \$4.3 million hadn't been returned to the City. We need to make the hard choices that we don't want to make, but now it is a little late in the Budget process. We don't fix the problem, we just push it ahead.

Councilor Martin doesn't like to see one time funds spent on the operating budget.

Proposal: The City could remove \$100,000 from the Ambulance Reserve budget and replace it with \$100,000 from Fund Balance plus take \$53,000 from the Fire Equipment Reserve and pay for the new boiler out of the TIF account.

Councilor Theriault can support the proposal.
Councilor Stewart can't support it.
Councilor Smith can support it.
Councilor McDougall can't support it.
Councilor Martin can support it.
Councilor McDonough can't support it.
Mayor can support it.

With these adjustments, Manager Bless projects that the City will have to make up nearly \$230,000 before the start of the 2017 Budget year and this is without knowing any of the City's fixed costs. We could easily be looking at a \$320,000 or more gap a year from now.

TIF funds can be used for Fire Department buildings but not equipment. Councilor Martin asked if the replacement doors could be paid for out of TIF funds.

It is Councilor McDougall's opinion that we are funding the library "half way" and that it is an asset to the community and we shouldn't be treating it that way. Councilor Stewart and her family often use the library and it is always "jammed packed" with people. She praised Library Director Shaw. When asked, Manager Bless stated that a third of a mil increase for an average home would be \$31.00 a year. Director Shaw stated that the Library cannot continue to be short staffed and needs the second full-time person to keep up with what is happening at the Library. It takes staff to process passport applications and to write grant applications which would increase Library revenues. Councilor Theriault stated that not everyone can afford their taxes. The Mayor stated that the population is decreasing and aging. Gail Hagelstein shared the story as to why her family chose to move to Caribou rather than another community in the area. She stated that Caribou was selected because of a Library, it was the Caribou High School Library, but the deciding factor was a Library.

Councilor McDonough stated that our population isn't growing, our economic base isn't growing and we cannot continue "fund, fund, fund and take the money out of someone else's pocket".

Manager Bless suggested that maybe it is time to decide if we should be "doing it at all". He knows that is a tough thing to say but that the City can only continue to do things "half way" so long. He continued "if there is a tough decision to be made then maybe that tough decision should be made today".

Councilor Theriault commented that she doesn't see the City treating the Library and Recreation as "half way" but we do need to be supportive of our essential services.

Meeting declared adjourned at 6:53pm.

Jayne R. Farrin, Secretary



CARIBOU PUBLIC LIBRARY
CARIBOU, MAINE

To: Mayor and City Councilors
CC: Austin Bless, City Manager
From: Lisa Neal Shaw, Library Director
Date: December 9, 2015
Re: November 2015 Library Report
Dear Honorable Council Members:

I. Statistics and Usage

Table Count: **1101**

Story Hour Attendance: **63**

2697 materials were circulated

140 books were downloaded.

28 new patrons signed up for library cards.

1800 people walked through our doors.

Our public access computers had **396** sessions.

Another **240** people accessed wifi with their own devices

211 hours were volunteered

II. Recent Donations to the Library:



Left: Microfilm from Maine Old Cemetery Association
Right: BB 8 droid from Star Wars: Force Awakens



Around the Library:
Top Left: Star Wars fan with Kylo Ren
Top Right: Annie, your monthly puppy, with patron
Left: Kids in Story Group working on wreaths from donated Christmas cards

Respectfully submitted,
Lisa Neal Shaw
Library Director

Caribou Police Department

NOVEMBER 2015 MONTHLY REPORT

OFFENSE		Amount	OFFENSE		Amount
1	Complaints	1785	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	39	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	2	42	Violation of Permit	0
4	Theft Complaints	11	43	Failure to Stop at Stop Sign	0
5	Crim. Mischief Complaints	4	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	8	45	Passing Stopped School Bus	0
7	Domestic Complaints	8	46	Stops and Checks M/V	1434
8	Burglary Complaints	2	47	Parking Tickets	0
9	Oper. M/V Under the Infl.	5	48	Business Alarms	12
10	Criminal Trespass Comp.	4	49	M/V Permits	7
11	Motor Vehicle Theft	0	50	Handling Prisoners	30
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	6
13	Motor Vehicle Complaints	35	52	No Insurance	8
14	Missing Persons	1	53	Warrant Arrests	5
15	Harassment Complaints	14	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	4	55	Leave the Scene of Accident	1
17	O.A.S. Arrests	11	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	1	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	2	59	Disorderly Conduct Complaints	13
21	Criminal Threat Complaints	0	60	Unlawful Sexual Contact	1
22	Lost & Found	4	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	0
24	Prowler Complaint	0	63	Burglary Arrests	0
25	Criminal Trespass Arrest	4	64	Violation of Probation Arrests	0
26	Assist Other Agencies	20	65	Criminal Records Check	4
27	Assault Arrest	2	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	1
29	Litter Complaint	1	68	Violation of Tobacco Laws	0
30	Theft Arrest	4	69	Violation of Drug Laws	0
31	Oper.Unregistered M/V	4	70	Failure to Produce Pawn Slips	0
32	Oper M/V Without a License	0	71	Snowsled & ATV Complaints	0
33	Driving To Endanger	0	72	Juvenile Arrests	1
34	Expired Inspection	1	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	1
36	Unnecessary Noise	0	75	Violation of Bail Conditions	3
37	Eluding an Officer	0	76	Seatbelt Violation	0
38	Speeding	5	77	Disorderly Conduct Arrests	1
39	Fail to Stop for an Officer	0	78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	9	91	Hindering Apprehension	0
80	Armed Robbery Arrest	0	92	911 Calls	12
81	Truant from School	0	93	Forgery	0
82	Criminal Threatening Arrests	0	94	Assault Domestic Violence	1
83	Terrorizing Arrests	0	95	Check on Well Being	12
84	Loaded Firearm in a M/V	0	96	Police Information	5
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	17
86	Child Endangerment	0	98	Civil Complaint	4
87	Tampering with a Witness	0	99	Total Warnings	100
88	Violation Of Protection Order	0			
89	Poss. of a Firearm by a Felon	0			
90	Multi-handgun purchase	1			

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department

CFAD MONTHLY REPORT November 2015

Total Fire/ Rescue Calls	8	Total Amb Calls 140 inc. Air & Assists	
-Alarms for Fires (33)	1	- Ground Amb.:	127
-Alarms for Rescues (66)		- Air Amb Flights:	6
-Silent Alarms	7	- Amb Assist Calls:	7
-Haz-Mat		- ALS Calls	86
-Grass Fires		- BLS Calls	41
-Chimney Fires	1	- No Transport	6
-False Alarms		- Long Distance Transfers	21
-10-55's	1	- Calls Turned Over:	6
-Aid to Police		Total Out of Town Amb Calls	12
-Public Service		Total Out of Town Fire/Rescue Calls	2
		Est. Fire Loss, Caribou	\$
		Est. Fire Loss, out of City	\$
Total Hours Pumped	10 min.	Total Est. Fire Loss	\$
Gallons of Water Used	300	Total Maint. Hours	14.5
Amt. of Hose used:		Total Training Hours	202
Ladders Used (in Feet): 64' (75' Ariel)_____		Miles Traveled by all Units	6,835
Thermal Imaging Camera Used:	3	Fire Permits Issued	11
CO2 Meter Used:	3		
Rescue Sled & Snowmobile:		*Color Guard Training	10
Rescue Boat:			
Jaws Used:		Total Fire & Amb. Calls	148

MUTUAL AID TO:

P.I.F.D.
 F.F.F.D.
 L.F.D.
 W.F.D.
 Stockholm F.D.
 North Lakes FD
 Crown Amb
 Van Buren Amb. 1

MUTUAL AID FROM:

P.I.F.D. 1
 F.F.F.D.
 L.F.D.
 W.F.D.
 Stockholm F.D.
 North Lakes FD
 Crown Amb

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	2	6 mhrs.
New Sweden		
Connor		
Westmanland		

15 Smoke Detectors installed

Scott Susi, Chief
 Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For November 2015

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	2		
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices			
9. Industry, Utility, Defense			
10. Storage			
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles	1		
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value			

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	
19. Aid to Ambulance (10-55's)	1
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	4 (2-CO; 1-Smoke; 1-Alarm)
22. Service Calls	

Total Calls for the Month: 8



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 14, 2015
Re: License Approval

Pizza Hut has applied for a renewal of their Liquor Licenses and their Special Amusement Permit. Staff has reviewed these applications and recommend their approval.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 14, 2015
Re: Abatement of Property Tax

Account Number 5048 was a mobile home. That mobile home has been demolished. There are back property taxes of \$51.25 on the account. There is nothing for the City to tax acquire and attorney fees to go after the owner would cost more than the taxes.

Account number 189, a personal property account, has a balance of \$102.54. The business no longer exists, and the previous owner has passed away. There is no way to collect these funds, and attorney fees to try to do so would cost more than the taxes.

We are asking for the Council to abate the taxes on both accounts.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 14, 2015
Re: Tax Acquired Property

On the next pages is a list of property that we have tax acquired. The properties that are on the first page are ones that were tax acquired in November, the properties on the second page were tax acquired previously. In accordance with the Tax Acquired Property Policy we are asking the Council to authorize staff to place the property out for bid as outlined.

The Council has received a request from Tina Disy, whose husband is listed as the owner of record at 9 Water Street, to have more time to pay the taxes. Also included here is a letter from Michael Bergmesister, a member of an investment group, which owns property on Washington Street and Emond Road.

Last year the Council allowed owners of record to pay off all three years of back taxes, but set a time line for them to do it in. But that happened after the City had opened bids on the properties. We can do that again this year. Or if the Council would like they can set a specific date for the properties to be paid in full and have that as a part of the notice when the properties are put out for bid.

Assuming the Council authorizes us to put these properties out for bid tonight we would plan on opening bids on January 20th and would bring those bids to Council on January 25th. If the Council wanted to set a date of January 6th to allow the owner of records to pay all back taxes we could move forward and hopefully not have quite as much of a hassle as last year. Of course the Council can choose to not do that and take the requests on a case by case basis once again.

The very bottom property, 23 River Road, is the one we just cleaned up. The total costs for that project came in at about \$27,000. The Council may want to discuss what level of a minimum bid to place on that property.

Map	Lot	Location	Assessed Value	Tax Amount		Amount Owed to CUD	Minimum Bid	Lot Size (acres)	Building Details
				On Books	Occupied				
5	14-B	Dow Siding Rd	1,600	\$ 104.42	L/O	L/O	400	0.10	Land Only
8	49-B	213 Kelly Road	43,300	\$ 2,878.95	NO	0	10,800	2.00	2 Story, Single Family home
10	18	273 Lombard Rd	28,000	\$ 1,827.28	NO	0	7,000	0.17	1 Story, Single Family home
10	35-E-1-ON	225 Lombard Rd	17,000	\$ 1,109.42	YES	0	4,300	-	Mobile Home only
19	9-E	Emond Rd	9,000	\$ 587.34	L/O	L/O	2,300	2.03	Land Only
19	9-F	Emond Rd	9,000	\$ 587.34	L/O	L/O	2,300	2.03	Land Only
25	59	56 Crosby St	12,400	\$ 809.22	NO	\$ 1,536.35	3,100	0.19	24' Garage
27	51	29 Patten St	19,600	\$ 1,279.10	NO	\$ 692.22	4,900	0.14	1 Story, Single Family home
27	53	12 Patten St	8,000	\$ 522.08	L/O	L/O	2,000	0.16	Land Only
27	63	32 Patten St	15,800	\$ 1,011.17	NO	\$ 862.60	4,000	0.10	1 Story, Single Family home
28	48	7 Washinton St	70,500	\$ 4,600.83	NO	\$ 1,022.13	17,600	0.32	2 Story, Single Family home
31	170	9 Water St	79,100	\$ 5,162.07	YES	\$ 144.49	19,800	0.08	Commerial w/2 Dwellings on 2nd floor
33	8	166 Limestone	95,100	\$ 6,206.23	NO	\$ 2,029.30	23,800	0.50	7 apartment dwelling
37	27	60 Woodland Rd	43,200	\$ 2,819.23	NO	0	10,800	0.35	2 Story, Single Family home
15	59-B	253 Bog Rd	7,700	\$ 378.98	L/O	L/O	2,000	1.10	Land Only
11	28-C	Access Highway	20,600	\$ 1,175.95	L/O	L/O	5,200	10.00	Land Only

Map	Lot	Location	Assessed	Tax Amount		Amount	Minimum	Lot Size	Building
			Value	On Books	Occupied	Owed to CUD	Bid	(acres)	Details
5	14-A	Dow Siding Road	1,600	\$ 99.36	L/O	L/O	100	0.10	Land Only
19	5	1317 Van Buren Road	42,400	\$ 2,440.04	NO	N/A	2,450	0.25	1 Story, Single Family home
19	22-A	Plante Road	23,800	\$ 1,477.98	L/O	L/O	1,500	23.00	Land Only
25	119-A	Katahdin Ave - Off	3,400	\$ 211.14	L/O	L/O	100	0.20	Land Only
2	36	Presque Isle Rd	1,800	\$ -	L/O	L/O	500	0.50	Land Only
30	23	96 River Rd	3,200	\$ -	L/O	L/O	800	0.10	Land Only
31	186	Lyndon St	1,400	\$ -	L/O	L/O	400	0.14	Land Only
33	7	Limestone St	2,200	\$ -	L/O	L/O	600	0.51	Land Only
33	11-A	Limestone St	2,500	\$ -	L/O	L/O	700	0.11	Land Only
38	86-A	180 Limestone St	2,400	\$ -	L/O	L/O	600	0.10	Land Only
31	153	17 Fenderson St	5,600	\$ -	L/O	L/O	1,400	0.14	Land Only
31	154	Fenderson	900	\$ -	L/O	L/O	300	0.06	Land Only
35	103	735 Main St	8,000	\$ -	L/O	L/O	2,000	0.16	Land Only
30	162-B	Elm & Railroad St	2,400	\$ 166.80	L/O	L/O	200	0.06	Land Only
30	163-C	Broadway St	4,000	\$ 289.00	L/O	L/O	1,000	0.16	Land Only
31	21	20 Collins	7,300	\$ -	L/O	L/O	1,900	0.21	Land Only
34	176	Limestone St	700	\$ 22.20	L/O	L/O	200	0.08	Land Only
34	185	197 Limestone St	3,900	\$ -	L/O	L/O	1,000	0.12	Land Only
27	77	23 River Rd	22,200	\$ 1,320.62	NO	\$ 1,312.50	10,000	0.38	Land Only

*Mr. Michael J. Bergmeister
P. O. 133
Modena PA 19358
610-247-2516
December 4, 2015*

*City Council of Caribou
City of Caribou
25 High Street
Caribou ME 04736*

Dear Council Members,

I would like to introduce myself. I am Michael Bergmeister, a Member of Caribou Enterprise Group LLC. This letter is regarding delinquent property taxes on three parcels that are owned by the LLC. The first is located at 7 Washington Street, # 028-048, the second and third are Lots located on Emond Road # 019-009 E & F.

The reason the Property Taxes were delinquent was due to an accident I was involved in in the middle of October. This restricted me from getting to the Post Office and retrieving Certified Mail from the City of Caribou. When I was finally able to get it, the letters had been returned to the City of Caribou. With this happening, the properties were ultimately foreclosed on by the City of Caribou.

I know it is not the business of the City Council to be in the Real Estate business. Your function is to collect the monies on the properties so that the City can function and move forward. That is why we are asking for a reversal on the foreclosure relating to the above properties.

I am requesting on behalf of Caribou Enterprise Group LLC, that we be given an extension on the property taxes and liquidating the Liability that exists. I understand that in order to do this all outstanding years have to be cleared up in order for the Property to revert to the LLC. Our plan of action is to clear up the oldest year within two weeks of receiving a positive response to our request. The subsequent year would be cleared up within 90 days from the date of receiving the positive response. The final year would be cleared up within 180 days from the date of receiving the positive response.

In addition, upon receiving your positive response, I would endeavor to make arrangements to raise the funds needed for the taxes so that we would liquidate them sooner rather than later as stated above. I would keep the City Council in the loop as to how this is progressing so that they are aware of the actions we are taking.

City Council Members

Page 2

The above stated properties are actually Investment Properties that were funded by various sources that I deal with. We would like to see that they are made whole in this transaction but that determination is up to the Council.

We look forward to receiving a positive response from you after your next meeting. Thank you in advance for you cooperation, kindness and assistance in this very important matter.

Sincerely,


Michael J. Bergmeister



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 14, 2015
Re: Day Care Ordinance

The Planning Board is requesting the City Council adopt changes to the Day Care Ordinance as presented on the next pages. The Planning Board has spent a fair amount of time looking at the topic and is recommending these changes to streamline the process and not add to the stringent requirements already in place by the state.

The ordinance is on the following pages. It will need to be introduced tonight and we can hold a Public Hearing on it during our January meeting.

Councilor _____ introduced the following ordinance:

Ordinance No. 1, 2016 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 13 LAND USE ORDINANCES SECTION 760 DAYCARE FACILITIES

Short Title: An ordinance modifying the requirements for daycare facilities.

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section 1: Chapter 13 Section 760 **Daycare Facilities** of the Caribou City Code is amended as follows:

Sec. 13-760 Daycare Facilities.

As of ~~January 11, 2012~~ passage of this ordinance, newly established Daycare Facilities shall only be allowed in the R1, R2, R3, RC-2, C1 and C2 residential and commercial zones following ~~Planning Board~~ Code Enforcement Officer review and approval. All Daycare Facilities licensed by the State of Maine and operating prior to the ~~adoption of this ordinance, January 11, 2012~~ passage of this ordinance, are considered Previously Existing and exempt from the requirements of this ordinance. Any previously existing Daycare Facility that discontinues operations for a period of one (1) year that requests to reopen as a Daycare Facility must meet the current Daycare Facility requirements of this ordinance.

Daycare Facilities must provide the City of Caribou a copy of the yearly State of Maine License for the daycare, annual update contact information for the operators and employees. Daycare facilities must give written notice to the Code Enforcement officer who shall share the information with local police and fire departments as to the scope of their operation, including the number of children, location of sleeping areas, days and hours of operation.

- Licensing:
 - The facility must have an approved and current valid DHHS License, and supply a copy to the City every year.
 - The facility must provide a copy of the State Fire Marshall's inspection and approval report.
 - The facility must provide a copy of the Maine Department of Health & Human Services inspection and report.

- Inspection:

- The operation of a daycare facility will allow appropriate representative of the municipality to enter the property to inspect such use for compliance with the requirements of the City ordinance.
 - ~~○ All homes must comply with all building, plumbing, life safety, fire safety, and health codes.~~
 - The lot size, building size, set back and lot coverage shall conform to the standards of the zoning distance in which it is located unless such structure is a legal nonconforming structure.
 - ~~○ No portion of the daycare facility shall be located within a 300 foot distance from any potentially hazardous land use, or activity which could pose threat to the safety of the children, staff or other occupancy of the facility.~~
 - All proposed facilities must be physically inspected for zoning compliance prior to issuance of a Certificate of Occupancy.
- Complaints Non-Compliance:
 - ~~○ If a complaint is received concerning a daycare facility, the code enforcement officer will investigate. If the complaint has merit, the code enforcement officer may revoke or suspend the permit.~~
 - Non-compliance with this ordinance may be cause for revocation of this license.
- Outdoor Play Area:
 - An outdoor play area, as required by the State, shall be provided for daycare facilities and not be located in the front yard; they play areas must be located in the side and/or rear yards only.
 - The front yard is the area between the front property line and front wall of the structure, including the front wall projection line extending to the side property.
 - ~~○ Outdoor play areas shall be screened and buffered from surrounding residences with landscaping and/or fencing to minimize visual and noise impacts.~~
 - ~~○ The facility shall provide a minimum of seventy five (75) square feet of outdoor play per child.~~
 - ~~○ Outside play areas must be protected by a fence at least four (4) feet in height.~~
- ~~● On Site Loading/Unloading Area:
 - ~~○ An adequate on site loading/unloading area has to be provided which can be easily accessed from the daycare facility without crossing any driveways or streets. These areas may be counted toward the required parking.~~~~
- ~~● Police/Fire Department Notification:
 - ~~○ Daycare facilities must give written notice to local police and fire departments as to the scope of their operation, including the number of children, location of sleeping areas, days and hours of operation.~~~~
- Site Plan:

- ~~○ All daycare facilities shall submit a detailed site plan for review and approval by the Code Enforcement Officer before the facility goes into operation.~~
- ~~○ Site plan must show existing or proposed structures and improvements, including landscaping, play areas, parking areas, and the location of structures and improvements on adjunct properties.~~

Historical Note: Section 13-760 was adopted December 12, 2011 and revised

_____.

This ordinance, being introduced on _____ and a public hearing being held on _____ was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 14, 2015
Re: Ambulance Contracts

It is time to renew our ambulance contracts with our contract communities. The contracts are the same with the exception of the per capita fee. That fee is being increased by 25 cents per capita.

So the new contract amounts for each community are:

Woodland	\$13,950
New Sweden	\$6,923
Westmanland	\$713
Stockholm	\$2,909
Connor	\$5,244
Perham	\$4,439
Madawaska Lake	\$1,265

The sample contract is on the following pages.

We will need Council approval for the contracts.

AMBULANCE COVERAGE INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said councilors at a regular meeting held on December 14, 2015 enter into contract with the Municipality of **NAME** in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on _____ (DATE), for Ambulance Coverage.

1. The City agrees to provide 24-hour Ambulance Coverage to the above named Municipality to the Intermediate level permitted to Paramedic level of patient care according to the Rules of Maine Emergency Medical Services. All personnel will be trained to the standards of Maine EMS and be so licensed.
2. When a call for the Ambulance is received at the Caribou Fire and Ambulance Department from any person in the Municipality, the following procedure shall be followed:
 - a. When a call for the Ambulance is classed as an Emergency Call (meaning not a routine transfer), the dispatcher shall immediately notify his / her Superior who shall dispatch, as soon as possible, such force needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances, if so warranted to include 1st Responders if available.
 - b. When a call for the Ambulance is classed as Routine Transfer (meaning moving a patient from Point A to Point B non-emergency for, as example, a Doctor's appointment or other non-emergency situation), the dispatcher shall immediately notify his / her Superior who shall dispatch the Ambulance as soon as possible in response to the call. **In no event will the City of Caribou leave the Ambulance Coverage areas unprotected to handle a Routine Transfer.** All such transfers should be scheduled in advance.
3. The ambulance crew or 1st Responders sent to aid and assist, shall at all times be directly under the order and control of the City Fire Chief and / or the Officer-in-Charge of the call however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality to call for special equipment or personnel to help with the situation, should the need arise.
4. When in the opinion of the Officer-in-Charge, the services of the City are no longer needed; he / she shall order the ambulance crew to return to the City Fire Station.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 14, 2015
Re: Fire Contracts

It is time to renew our fire contracts with our contract communities. The contracts are the same with the exception of the fee. The fee is being increased by 2%.

So the new contract amounts for each community are:

Woodland	\$60,593
New Sweden	\$33,418
Westmanland	\$10,722
Connor	\$27,373

The sample contract is on the following pages.

We will need Council approval for the contracts.

FIRE PROTECTION INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said Councilors at a regular meeting held on December 14, 2015, enter into contract with the Municipality of **TOWN** in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on _____ (DATE), for fire protection to the Township(s) structures, hereinafter described and designated under the following terms and pursuant to Title 30, Section 1953, M.R.S.A..

1. The City agrees to provide auxiliary or supplemental fire protection to the above named Municipality.
2. When a call for aid or assistance from any person in the Municipality is received by the City Fire Station, the following procedure shall be followed:
 - a. When a call for aid or assistance is received, the dispatcher shall immediately notify his / her Superior who shall dispatch such force as needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances if so warranted. In no event shall the City of Caribou be left without adequate fire protection.
 - b. The decision to respond shall rest in the discretion of the Fire Chief or Officer-in-Charge at the Caribou Fire Station when any call for assistance is received.
3. A force sent to aid and assist shall at all times be directly under the order and control of the City Fire Department Officers in charge of the forces; however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality.
4. When in the opinion of the Fire Chief or Office-in-Charge, the services of the department are no longer needed; he / she shall order the force to return to the City Fire Station. The Officer may, however, leave such equipment as he / she deems advisable for use by the men on standby, if there is a danger of fire breaking out again.
5. The Fire Chief or Officer-in-Charge shall have the power to order the return of a force at any time when in his / her opinion the services of, or the presence of, such forces is required within the City of Caribou.

6. The Maine Forest Service, under Title 12, Chapter 801, Section 8002, Maine Law, has the responsibility to handle suppression of all grass, brush and forest fires, but will reimburse any municipality that fights a grass or brush fire that is a threat to the forest of the municipality. They will also respond to structural fires when, and only when, personnel and equipment are nearby and available, and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.

7. The City shall be compensated for standing by and responding to calls for aid or assistance by the Municipality in the amount of **\$AMOUNT** annually. This compensation will be due, even if there is no responses during the year.

8. Invoices will be submitted by the City to the Municipality on a yearly basis. Failure to pay such invoices within Sixty (60) days from date of invoice shall be deemed sufficient cause for cancellation of this agreement at the discretion of the City of Caribou.

9. This agreement shall be in effect from Jan. 1st, 2016 to Dec. 31st, 2016. The City and Municipality shall review this agreement at the end of each period and either the City or the Municipality, by vote of their respective officials, can terminate this contract at any time upon Ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties to those present have executed this Contract, each of which shall be deemed on original on the _____ day of _____.

1. _____
2. _____
3. _____

_____ Officials of NAME
 Witness to all

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

_____ Caribou City Councilors
 Witness to all

Filed with Fiscal Administrator _____ 2015.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
 From: Austin Bless, City Manager
 Date: December 14, 2015
 Re: Municipal Building Remodel

We have gone out for bids on the project to remodel the main floor of city hall. The project includes opening up the clerks area by removing the two offices that are behind the clerks office now (one is used for elections and the other is storage), and moving vehicle registration to the clerks office. The current vehicle registration area would become 4 offices and a storage closet. This constitutes the base project.

There were 2 alternates included with the bids.

Alternate 1 was to do new flooring and paint in the Council Chambers, the alcove right outside the Council Chambers, and the bathrooms. This would be an additional cost to the base bid.

Alternate 2 was to reuse the lights that we currently have for the new offices that will be built, rather than buying new lights. New lights would be used for the Clerk's Office so we don't have a mix and match of new and old lights. Alternate 2 is a deduct from the base bid.

The money we are projecting to use for this project comes from the following:

Account	Name	Amount
G 1-373-03	Municipal Building	\$ 11,664.58
G 1-373-03	2016 Appropriation	\$ 25,000.00
G 1-373-12	63 Sweden St	\$ 72,867.88
	Tree Harvesting Revenue	\$ 34,000.00
Total		\$143,532.46

The bids have come in as follows:

Bidder	Base Bid	Alternate 1	Alternate 2	Total with Alternate 1	Total with Alternate 2	Total with Both Alternates
Ryan Spooner	\$152,547.67	\$ 5,450.00	\$ 8,570.00	\$ 157,997.67	\$ 143,977.67	\$ 149,427.67
EW Littlefield	\$154,800.00	\$ 6,500.00	\$ 6,500.00	\$ 161,300.00	\$ 148,300.00	\$ 154,800.00
JP Martin & Sons	\$132,880.00	\$ 5,770.00	\$ 8,190.00	\$ 138,650.00	\$ 124,690.00	\$ 130,460.00
A & L Construction	\$142,786.00	\$ 6,813.00	\$ 6,000.00	\$ 149,599.00	\$ 136,786.00	\$ 143,599.00
PNM Construction	\$165,576.00	\$ 8,384.00	\$ 7,570.00	\$ 173,960.00	\$ 158,006.00	\$ 166,390.00

The bid from Ryan Spooner did not acknowledge everything it needed to and is not a complete bid. So that bid should not be considered.

The bids came in higher than we had originally hoped, but still within the amount of money that we have available for the project.

It would be nice to have the Council Chambers, alcoves, and restrooms redone. Utilizing new lights throughout the project area would provide for more control over office lighting than the reutilizing the current lights that we have today.

The Council should decide if they would like to move forward with this project, and if so they should award the bid and any alternates they would like included. The motion is to move forward it should also authorize the City Manager to sign all necessary documents to execute and complete the project.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: December 14, 2015
Re: 2016 Budget

The budget presented tonight is based upon the discussion the Council had during the November 30th, 2015 workshop. The changes from what was presented that evening include a reduction in Capital Reserves of \$100,000 for the Ambulance reserve and \$53,000 for the Fire Equipment Reserve.

Paying for the boiler at the Fire Station out of the TIF Funds is acceptable, and was discussed back in July when the Council approved the projects. However, the Council at that time decided to pay for it out of the Fire Equipment Reserve. If the Council wishes to pay for it out of the TIF Funds I would ask for a motion to reflect that change.

Another point that was discussed during the Public Forums on the budget, and should be brought up again, are the changes the State has made for the Homestead Exemptions. Current law provides for a homestead exemption in the amount of \$10,000 with the State reimbursing municipalities at a rate of 50% of the lost revenue. Beginning in 2016, the homestead exemption will increase to \$15,000 with the State reimbursement continuing at 50%. In 2017, the homestead exemption will increase to \$20,000 with the State reimbursement rate of 50% on the first \$10,000 and 75% on the second \$10,000.

For 2016 this will cause a shortfall of approximately \$85,000. So even with the changes made due to the consensus on the 30th we would likely see an increase in 2016, which at the moment is estimated to be about \$60,000. That is a very preliminary and rough number at the moment, and we won't know what the real number will be until June.

Spending one time money on ongoing expenses is not a good idea. It will only further exasperate the structural deficiency we will be facing with the 2017 budget. By spending one time funds and not funding capital equipment in 2016 we are simply kicking the can down the road.

As was noted to the Council on November 23rd, we are already looking at an increase of \$77,000 for 2017. By using one time funds and not funding Capital Equipment in 2016 that will increase the amount we need to add in 2017 by \$153,000 bringing the total to \$230,000. A 7% increase in health insurance in 2017 would mean another \$76,000 increase. We don't know what 2017 will bring for workers comp premiums, property insurance increases, fuel oil prices, or anything else.

As of right now we are projecting a \$306,000 gap that will need to be bridged in 2017. It is certainly not out of the question that the gap could grow to nearly \$400,000 by the time comes. That will be very difficult for staff and the Councilors still sitting at the table at that time to do.

We have worked over the past few years to try and increase our fund balance to better meet best accounting practices, and to help improve cash flow. By doing this we will lose ground on the progress that has been made.

Assuming the Council is keeping the same position that was the consensus on November 30th the following motions would be needed:

1. Approving the payment of the new furnace at the Fire Station from the TIF Fund rather than the Fire Equipment Reserve.
2. Transferring \$100,000 from fund balance to G 1-369-03 Ambulance Reserve to be done in January 2016.
3. Approving the expense budget for the General Fund and Enterprise Funds.

As a reminder to Council and the public all of our budgets can be found online at <http://www.cariboumaine.org/index.php/government/budgets/>