



City of Caribou, Maine

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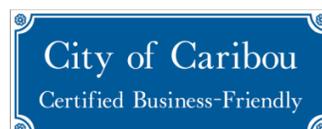
AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, May 11, 2015 Caribou City Council Chambers

1. Public Input
 - a) Vicki Conley – Caribou ATV Club
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) April 27, 2015 City Council Meeting 2-5
4. Consent Agenda
 - a) Thursdays On Sweden 6
 - b) April 2015 Police Department Report 7-8
 - c) April 2015 Fire Department Report 9-10
 - d) April 2015 Library Report 11-12
 - e) RSU Budget Referendum 13-15
 - f) Planning Board Resignation and Appointments 16
5. Secession 17
6. Milo Haney Request 18
7. Administration Ordinance Changes 19-23
8. 16 Sincock Street 24-26
9. City Investments 27
10. Fire Truck 28
11. Municipal Building 29
12. Other Business
13. Executive Session pursuant to 1 MRSA §405(6)(c) to discuss economic development and real property.

Upcoming Meeting Dates:

Regular City Council Meeting June 8, 2015 at 6pm

Regular City Council Meeting June 22, 2015 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday April 27, 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.

Austin Bless, City Manager was present.

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

Joshua Archer, representing the Aroostook Republican; and Time Warner covered the meeting.

Council Agenda Item #1: Public Input

Larry Pelletier, 124 Lombard Road, offered his opinion on the unsightly appearance of a neighboring trailer and the land it sits on plus a nuisance barking dog. Mr. Pelletier stated that he had made similar complaints in 2014 and nothing had been done to correct the situation.

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) April 13, 2015 Council Meeting

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the April 13, 2015 Council Meeting with the following amendment to Council Agenda Item #12-1: change 186 to 184. (6 yes). So voted.

Council Agenda Item #4: Consent Agenda

- a) March 2015 Financials
- b) Approval of CDBG Resolution
- c) Approval of Licenses
 - 1. Taxi Licenses
 - I. Mary Clayton dba Aroostook Cab Company
 - 2. Lunch Wagon
 - I. James Smith dba The Happy Belly
 - 3. Rubbish Haulers
 - I. Gils Sanitation
 - II. Rossignol Sanitation
 - III. Caldwell's Sanitation LLC
 - IV. Crown of Maine Sanitation
 - V. City Sanitation

Several questions from the Mayor were answered by City Manager Bless and Finance Director Raymond. Manager Bless suggested that questions be given ahead of time so the answers can be given at the meeting.

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

Council Agenda Item #5: Secession Public Hearing – Paul Camping

City Manager Bless reported that earlier this evening the information requested by the Caribou Secession Committee (CSC) had been emailed to Secession representatives. CSC Spokesperson Camping stated that they anticipate having their report completed within two weeks. The Mayor would rather see Council set the date for the Public Hearing once the CSC has completed their report.

Because of its size and comfort the CSC would prefer holding the Public Hearing in the RSU #39’s Caribou Performing Arts Center (C-PAC). They would be willing to share the cost of the facility. There was discussion concerning which day and time would be best for those planning to attend.

The CSC plans to put their report on the Bangor Daily News site. Also the Mayor commented that the report could be added to the City’s website.

No action was taken on setting a date for the Secession Public Hearing.

Council Agenda Item #6: Nylander Museum Ordinance

6:22 p.m. Public Hearing Opened.

Jessica Feeley, Nylander Board Secretary, spoke in support of the proposed Ordinance changes.

6:25 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by S. McDougall, to adopt Ordinance No. 7, 2015 Series, An Ordinance amending Chapter 15, Section 15-101, Nylander Museum, Short Title: An ordinance regarding the Nylander Board of Trustees as presented. (6 yes) So voted.

Council Agenda Item #7: Administration Ordinance Changes

Councilor McDonough introduced Ordinance No. 8, 2015 Series, An Ordinance amending Chapter 2 Administration, Short Title: An ordinance modifying the City’s Harassment Policy.

Public Hearing to be held May 11, 2015.

Council Agenda Item #8: Knox Memorial Fund

Motion made by D. Martin, seconded by J. Smith, to transfer ownership of Knox Memorial Fund CD (G-1-183-00) to Cary Medical Center. (6 yes) So voted.

Council Agenda Item #9: Fire Truck Bids

Gas Motors	\$4,567.89
Moir Farms LLC	\$4,004.00
Brown Developments	\$3,500.00

Motion made by D. Martin, seconded by P. McDonough, to reject all bids and to investigate selling to a fire station in Canada. (5 yes, 1 no, S. McDougall) So voted.

Council Agenda Item #10: Lawn Mower Bids

The City went out for competitive bid to all Caribou dealers for a front line zero turn mower with the lowest bid received from Bernaiche Sales and Service in the amount of \$7,522.91 with a \$1,000 trade in value for the 2002 Exmark zero turn mower. If approved, the \$7,522.91 would come from the Recreation Lawn Mower Reserve Fund.

Motion made by P. McDonough, seconded by D. Martin, to accept the low bid of \$7,522.91 for a zero turn mower with a \$1,000 trade in for the 2002 Exmark zero turn mower using money from the Recreation Lawn Mower Reserve Fund. (6 yes) So voted.

Council Agenda Item #11: Rails to Trails Grant

The Caribou Parks and Recreation Department has been awarded \$24,000 through the Recreation Trails Program (RTP) grant. Supt. Marquis proposed using this grant award plus \$19,420 from the Collins Pond Recreation Trail Reserve account and \$26,730 from the RC2 TIF District Account to construct a permanent bridge over Caribou Stream. A new bridge would be an engineered steel structure with concrete abutments. The old bridge would be repurposed. Supt. Marquis answered several questions from the Council.

Motion made by D. Martin, seconded by S. McDougall, to accept the \$24,000 RTP grant to construct a new bridge over Caribou Stream. (4 yes, 2 no, J. Theriault, T. Stewart) So voted.

Council Agenda Item #12: Other Business

1. Mr. Larry Pelletier answered several questions from Councilor McDonough about the Lombard Road property.
2. Brush removal is the week of May 11th.

Council Agenda Item #13: Executive Session pursuant to 1 MRSA §405(6)(C) to discuss economic development and real property.

6:52 p.m. Time In. Motion made by P. McDonough, seconded by J. Theriault, to move to Executive Session with City Manager Bleess and Troy Haney pursuant to 1 MRSA §405(6)(C) to discuss economic development and real property. (6 yes) So voted.

7:20 p.m. Troy Haney left the executive session.

7:46 p.m. John Swanberg entered the executive session.

8:05 p.m. John Swanberg left the executive session.

8:34 p.m. Time Out. Motion made by J. Smith, seconded by D. Martin, to move out of Executive Session. (6 yes) So voted.

Motion made by D. Martin, seconded by J. Smith, to approve allowing CEGC to utilize \$100,000 of TIF RLF funds. (6 yes) So voted.

Motion made by D. Martin, seconded by P. McDonough, to approve transfer of 50% of proceeds of sale of 63 Sweden Street to CEGC. (6 yes) So voted. Motion made by P. McDonough, seconded by S. McDougall, to adjourn the meeting at 8:36 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting May 11, 2015 at 6:00 p.m.

Regular City Council Meeting June 8, 2015 at 6:00 p.m.

Jayne R. Farrin, Secretary



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: Thursdays On Sweden

As we are gearing up for another great year of Thursdays On Sweden I'd like to ask Council to authorize me to sign any applications that would normally need Council approval.

These approvals would be food vendors, closing the street, and anything else that may come up as needing approval for these events. Anything that would need approval for something not related to the Thursday's on Sweden events would still come before the Council.

I'm asking for Council to authorize staff to make any and all authorizations that may be necessary for the Thursday's On Sweden events as has been done in the past.

The dates for the events this year are June 4, June 18, July 2, July 16, July 30, August 13, and August 27. A full listing of the events along with themes and more can be found on the website at <http://www.cariboumaine.org/ThursdaysOnSweden.html>

Caribou Police Department					
APRIL 2015 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	2500	40	Oper. Wrong Way on One Way	0
2	Motor Vehicle Accidents	32	41	Viol. Of Title 29A Sec 2101	0
3	Escorts	2	42	Violation of Permit	1
4	Theft Complaints	10	43	Failure to Stop at Stop Sign	0
5	Crim. Mischief Complaints	7	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	14	45	Passing Stopped School Bus	0
7	Domestic Complaints	5	46	Stops and Checks M/V	2006
8	Burglary Complaints	4	47	Parking Tickets	0
9	Oper. M/V Under the Infl.	2	48	Business Alarms	14
10	Criminal Trespass Comp.	10	49	M/V Permits	6
11	Motor Vehicle Theft	0	50	Handling Prisoners	49
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	6
13	Motor Vehicle Complaints	42	52	No Insurance	15
14	Missing Persons	1	53	Warrant Arrests	15
15	Harassment Complaints	10	54	Negotiating Worthless Instrument	0
16	Assault Complaints	6	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	9	56	Failure to Yield to Right of Way	0
18	Juvenile Complaints	0	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	1	59	Disorderly Conduct Complaints	13
21	Criminal Threat Complaints	2	60	Unlawful Sexual Contact	1
22	Lost & Found	2	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	2
24	Prowler Complaint	0	63	Burglary Arrests	0
25	Violation of PO Complaints	1	64	Violation of Probation Arrests	0
26	Assist Other Agencies	10	65	Criminal Records Check	29
27	Assault Arrest	3	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	3	67	Violation of Liquor Laws	4
29	Litter Complaint	1	68	Violation of Tobacco Laws	0
30	Theft Arrest	2	69	Violation of Drug Laws	1
31	Oper. Unregistered M/V	3	70	Teletype Requests Limestone PD	0
32	Oper M/V Without a License	2	71	Snowsled & ATV Complaints	1
33	Driving To Endanger	0	72	Juvenile Arrests	3
34	Expired Inspection	4	73	Prov. A Place for Minors to Consume Alc.	1
35	Inadequate Exhaust	1	74	Criminal Mischief Arrests	1
36	Unnecessary Noise	1	75	Violation of Bail Conditions	2
37	Eluding an Officer	0	76	Seatbelt Violation	4
38	Speeding	76	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	6	91 Hindering Apprehension/Resist Arr	0
80 Robbery	0	92 911 Calls	12
81 Truant from School	1	93 Warnings Issued	158
82 Criminal Threatening Arrests	0	94 Assault Domestic Violence	2
83 Terrorizing Arrests	0	95 Check on Well Being/Mental Subje	14
84 Loaded Firearm in a M/V	0	96 Police Information	6
85 Making a False Public Report	0	97 Suspicious Activity/Person/MV	15
86 Child Endangerment	2	98 Civil Complaint	1
87 Tampering with a Witness	0		
88 Violation Of Protection Order	0		
89 Poss. of a Firearm by a Felon	0		
90 Multi-handgun purchase	0		

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department

**CFAD MONTHLY REPORT
April 2015**

Total Fire/ Rescue Calls	9	Total Amb Calls	185 inc. Air & Assists
-Alarms for Fires (33)		- Ground Amb.:	172
-Alarms for Rescues (66)		- Air Amb Flights:	7
-Silent Alarms	9	- Amb Assist Calls:	6
-Haz-Mat		- ALS Calls	122
-Grass Fires		- BLS Calls	48
-Chimney Fires		- No Transport	9
-False Alarms	1	- Long Distance Transfers	35
-10-55's	4	- Calls Turned Over:	9 = \$23,100
-Aid to Police		Total Out of Town Amb Calls	18
-Public Service	2	Total Out of Town Fire/Rescue Calls	2
		Est. Fire Loss, Caribou	\$100
		Est. Fire Loss, out of City	\$
Total Hours Pumped	.75	Total Est. Fire Loss	\$100
Gallons of Water Used	2,500	Total Maint. Hours	19 mhrs
Amt. of Hose used:		Total Training Hours	208.5 mhrs
Ladders Used (in Feet):	(75' Ariel)_____	Miles Traveled by all Units	11,505
Thermal Imaging Camera Used:		Fire Permits Issued	66
CO2 Meter Used:	1		
Rescue Sled & Snowmobile:		*Color Guard Training	
Rescue Boat:			
Jaws Used:		Total Fire & Amb. Calls	194

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. 2 - Intercepts

MUTUAL AID FROM:

P.I.F.D.
 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	1	2.5
New Sweden	1	1.5
Connor		
Westmanland		

Scott Susi, Chief
 Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For April 2015

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes			
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			
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value			

Other Incidents

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

Total Calls for the Month: 9



CARIBOU PUBLIC LIBRARY
CARIBOU, MAINE

To: Mayor and City Councilors
CC: Austin Bless, City Manager
From: Lisa Neal Shaw, Library Director
Date: May 11, 2015
Re: April 2015 Library Report

Dear Honorable Council Members:

During the month of April 2015, Caribou Public Library recorded the following usage: **1662** people walked through our doors

The staff count hourly the number of people seated who are reading a book, playing cards or board games, doing paperwork/homework, or any other seated usage of the library that does not include computer usage. This month that total was **1165**.

Our public access computers were used **443** times. The average session length is **1 hour and 4 minutes** and the total usage time for the month adds up to over **19 days**.

Wireless devices, laptops, etc. were brought in and used **216** times.

2321 materials were circulated to the public. **134** ebooks/audiobooks were downloaded and **96** reference questions were addressed.

We had **308.75** hours of work donated to the library from the community.

Children's and public programming had **116** attendees last month. Events included programming for nutrition and a super hero themed party.

The library processed **one** passport application in April.

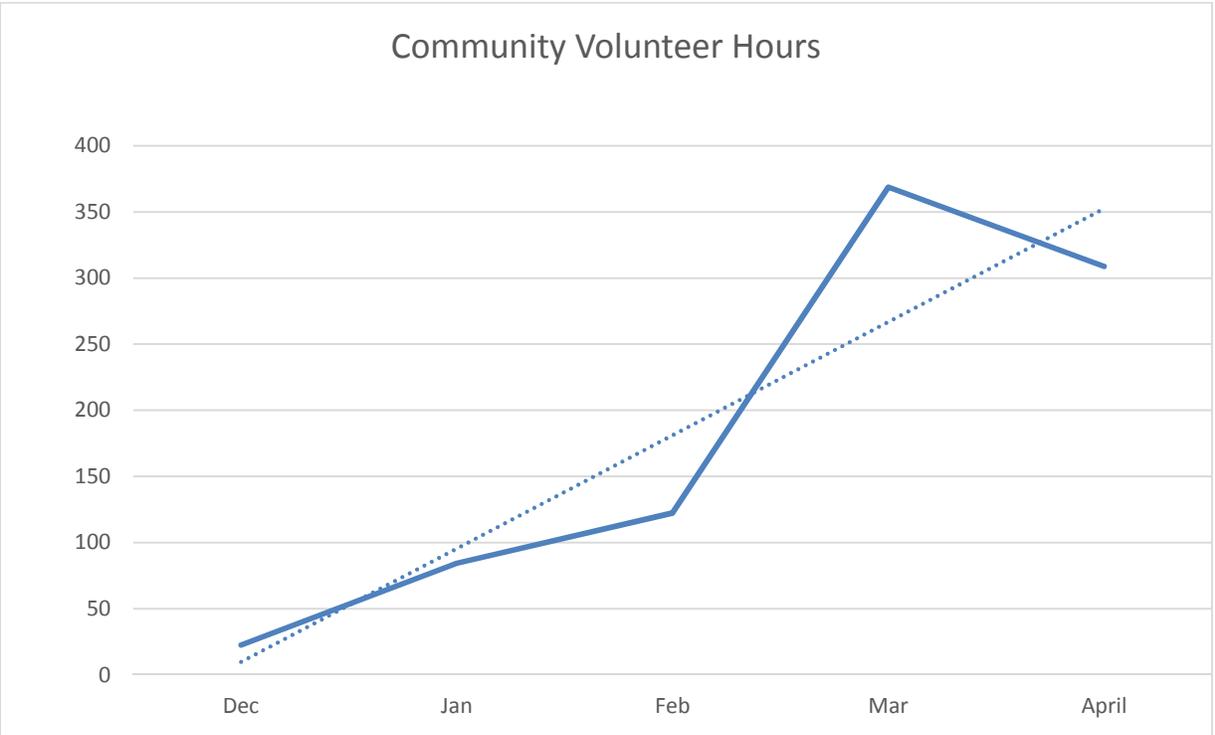
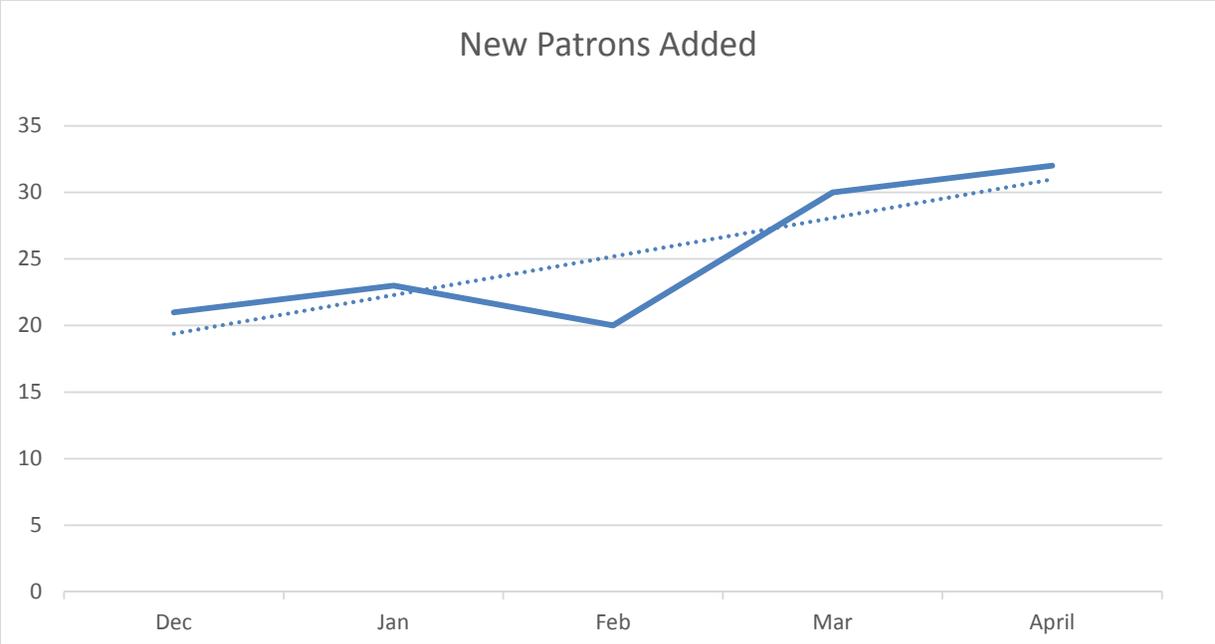
30 new patrons signed up for library cards in April, bringing the total to **105** for the year so far.

2 tests were proctored for the United States Postal Service.

The library held a two-day book sale and raised just over **\$400**.

Wiring funded through the Maine State Library began to bring the library's Internet speed up to **100 mbps**. This should be completed by summer.

Respectfully submitted,
Lisa Neal Shaw
Library Director





OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: RSU Budget Referendum

On the following pages is the Warrant and Notice of Election for the RSU 39 budget validation referendum. The Council will need to approve and sign this.

**WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT 39
BUDGET VALIDATION REFERENDUM
(20-A M.R.S.A. §1486)**

TO: Susan R. White, a resident of Regional School Unit 39 (the "Regional School Unit") composed of the City of Caribou and Towns of Limestone and Stockholm, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit 39, namely, the City of Caribou and the Towns of Limestone and Stockholm an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers, who shall post the following warrant and notice of election:

**CITY OF CARIBOU
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Aroostook ss.

State of Maine

TO: Jayne Farrin, Clerk of Caribou: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE CITY OF CARIBOU:

You are hereby notified that a Regional School Unit budget validation referendum election will be held at the Caribou Wellness Center, 59 Bennett Drive in the City of Caribou on **June 9, 2015** for the purpose of determining the following referendum articles:

Article 1: Do you favor approving the Regional School Unit 39 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

The voting on Article 1 shall be by secret ballot referendum. The polls will be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 6, 2015 at Caribou, Maine.

Michelle Albert
Michelle Albert

Kent Forbes
Kent Forbes

Clifford Rhome
Clifford Rhome

John Sjostedt
John Sjostedt

Tanya Sleeper
Tanya Sleeper

Jan Tompkins
Jan Tompkins

Ronald Willey
Ronald Willey

A majority of the Regional school Unit Board of Regional School Unit 39

A true copy of the Warrant and Notice of Election, attest: Susan R. White
Susan R. White, Resident of
Regional School Unit 39

Countersigned this _____ day of _____, 2015 at Caribou, Maine.

A majority of the municipal officers of the City of Caribou

A true copy of the Warrant and Notice of Election, _____
Jayne Farrin,
Clerk
City of Caribou



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: Planning Board Resignations and Appointment

We have received letters of resignation from Jim Cerrato and Grahm Freme from their positions on the planning board. I want to thank them for their service to the City and Citizens of Caribou. Their input and insight over the past years has been very helpful.

We have one applicant so far for the open seats. Michele Smith has submitted an application. She was very active in the community vision process with the comprehensive plan. She would be a great asset to the Planning Board.

So we will need Council acceptance of the resignations and approval of the appointment.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: Secession

Paul Camping has informed the mayor and myself last week that their report was substantially complete.

Assuming they present their report to the Council this evening the Council should set a date and time for the hearing. All parties have agreed upon the CPAC as the best location for the hearing.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: May 11, 2015
Re: Milo Haney Request

At the meeting on April 13 the Council gave Mr. Haney 30 days to pay his back personal property taxes and the City would waive the interest costs. Mr. Haney is asking for an extension on the 30 day time frame.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: Administration Ordinance Changes

On the following pages are proposed changes to the sexual harassment policy of our Administration Ordinance Changes. These changes are being made based upon the recommendations of the Department of Justice.

The ordinance was introduced at our last meeting and a public hearing scheduled for tonight.

After the public hearing the council may act on the ordinance.

Councilor _____ introduced the following ordinance:

Ordinance No. 8, 2015 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION

Short Title: An ordinance modifying the City’s Harassment Policy

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: Harassment Policy of Chapter 2, Administration, of the Caribou City Ordinances shall be modified to read as follows:

HARRASSMENT POLICY

It is the intent of the City of Caribou to provide a work environment that is free from discrimination or harassment. Therefore, it is the policy of the City that sexual and verbal harassment is unacceptable conduct in the workplace and will not be tolerated from any source, including supervisors, co-workers and non-employees. Employees are encouraged to assist the City with its goal of maintaining a workplace free of sexual and verbal harassment and with its commitment to deal seriously with allegations of sexual and verbal harassment when they arise.

Sexual Harassment Is Illegal under State and Federal Law. ~~per~~ Per State Law MRSA; Title 26.

It is illegal for any employee to sexually harass another employee, and for any supervisory employee to permit any act of sexual harassment in the workplace by anyone, whether or not an employee.

Definition of Sexual Harassment under State and Federal Law *per State Law MRSA; Title 26.*

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Description of Sexual Harassment.

- A. Physical assaults of a sexual nature such as:
 - 1. Rape, sexual battery, molestation or attempts to commit these assaults; and
 - 2. intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another employee's body.
- B. Unwanted sexual advances, propositions or other sexual comments, such as:
 - 1. sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his/her presence is unwelcome;
 - 2. Preferential treatment or promise of preferential treatment to an employee for submitting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - 3. subjecting or threatening to subject, an employee to unwelcome sexual attention or conduct or making performance of an employee's job more difficult because of that employee's sex.
- C. Sexual or discriminatory displays or publications anywhere in the organization by employees such as:
 - 1. displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work.
 - 2. Reading or otherwise publicizing in the work environment material that are in any way sexually demeaning or pornographic; and
 - 3. Displaying signs or other material purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/ changing rooms.)

Verbal Harassment: Resolving Harassment

Any employee who believes he or she has been harassed should take the following steps to resolve the problem:

- 1. If an employee finds someone's behavior offensive, they may attempt to resolve the behavior by calmly but firmly informing the individual that they find the behavior offensive and requesting that the behavior cease.
- 2. If the harassment continues and/or the employee does not feel comfortable discussing the behavior with the individual(s) involved, or if they believe some employment consequence may result from his/her confrontation with the individual whose behavior offends them, they should register a complaint orally or in writing, preferably in writing, with their any supervisor, the Equal Employment Opportunity Officer or with the City Manager.

Any supervisory or management level employee who receives an oral or written complaint of sexual harassment from an employee must report the complaint to the City's EEO Officer within five (5) business days of receiving such a complaint. Any supervisory employees who fail to meet this requirement may be subject to discipline.

Any supervisory or management level employee with actual knowledge of what he or she believes is conduct that has or may contribute to a sexually hostile work environment must report his or her knowledge of this conduct to the City's EEO Officer within five (5) business days of obtaining such knowledge. Any supervisory or management level employees who fail to meet this requirement will be subject to discipline.

Within twenty (20) days of the EEO Officer's receipt of a complaint of sexual harassment or receipt of information from a supervisor about sexual harassment, the EEO Officer shall inform the alleged victim of harassment that the allegations of sexual harassment will be promptly investigated. All complaints will be investigated promptly, and to the extent possible, on a confidential basis.

An independent investigator who does not work for the City and who has expertise in investigating harassment complaints will investigate all complaints of sexual harassment promptly and objectively.

During the course of a sexual harassment investigation, the person who is the alleged victim of sexual harassment is not required to meet with the alleged sexual harasser, work with the alleged sexual harasser, or discuss the allegations of harassment in the presence of the alleged sexual harasser.

The City will provide the results of sexual harassment investigations to the alleged victim of harassment in writing as soon as possible, but in no event later than thirty (30) workdays after the commencement of the investigation, unless a written explanation is provided to the alleged victim as to the reason(s) that the investigation could not be completed within thirty (30) workdays.

Confirmed instances of verbal or sexual harassment will be dealt with by utilizing whatever disciplinary action the City deems appropriate, up to and including termination.

~~3. — If what the employee considers to be a reasonable length of time has gone by and they believe inadequate corrective action has been taken by their supervisor, they should register their complaint in writing with the City Manager.~~

For this harassment policy "supervisory employee," "supervisor" and "management level employee" are defined to include: (a) any employee who possesses the authority to direct the work activities of at least one other employee and (b) any employee who has the authority to hire, fire, promote, transfer, or discipline another employee.

Legal Recourse through the Maine Human Rights Commission.

With regard to a sexual harassment complaint, if the employee does not want to make the report internally, the employee may make the complaint to the Maine Human Rights Commission which is located at the State House Station 51, Augusta, Maine, 04333, telephone number 289-2326. Any complaint must be filed with the Commission within 180 days of the act of harassment. Once a signed charge form has been received by the Commission, an investigation will be conducted and a determination will be made by the Commission of whether or not there are reasonable grounds to believe sexual harassment occurred.

If the Commission determined that sexual harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in Superior Court seeking appropriate relief.

Maine Human Rights Act Protection against Retaliation for Complaining about Sexual Harassment.

~~Under the law, no employee may be punished or penalized in any way for reporting, complaining about or filing a claim concerning sexual harassment, or for testifying in any procedure brought by anyone else.~~

Any employee who opposes conduct he or she believes in good faith violates Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et seq., as amended which includes but is not limited to reporting, complaining about or filing a claim concerning sexual harassment with the City, filing an EEOC or MHRC charge, and/or participating in any manner in an investigation or proceeding or hearing under Title VII, shall not be subjected to retaliation.

This notice is provided to all employees in compliance with 26 M.R.S.A. 807(2). If anyone has any questions regarding this notification, please ask your supervisor, the EEO Officer, or contact the City Manager.

This ordinance, being introduced on _____, 2015 and a public hearing being held on _____, 2015 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2015.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Tiffany Stewart, 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: May 11, 2015
Re: 16 Sincock Street

In early April I sent a letter to Bruce Wesson, the owner of 16 Sincock Street, asking him to contact me to discuss what his plans are for this property. This home burnt last fall. It is open to trespass and is dangerous. There are several other code violations at this location as well. I have not heard from him on this issue.

Tonight I am asking the Council to begin the Dangerous Buildings proceedings on this property. By state statute the Council must set a hearing date and time and that notice must be served on the owner. Given that the owner lives in Florida and it may take some time to serve the owner the notice I'm suggesting a hearing for our second meeting in June.

At this time there does not appear to be any other interested parties for the property, but we do have a title search underway.

For Council's information back in 1990 similar proceedings were started and orders for repair or demolition given on this same property owner, but for property located at 8 York Street.

The proposed Notice of Hearing is on the following pages.

**NOTICE OF HEARING - Pursuant to 17 M.R.S.A. § § 2851-2859
(Dangerous Buildings)**

To:

Mr. Bruce Wesson
2423 Dustin Circle
Spring Hill, FL 34608

Interested Parties:

You are hereby notified that the Municipal Officers of the Caribou Maine will hold a hearing on June 22, 2015 at 6pm at the Caribou City Council Chambers, 25 High St, Caribou, Maine to determine whether the residential buildings/structures owned by you and located on land owned by you and associated with Caribou Tax Account Number 2896 with the City of Caribou Maine and shown on Map 28, Lot 139, of the 2013 Tax Maps of the City of Caribou, Maine on file at the Tax Assessors Office, 25 High Street, Caribou Maine, is dangerous or a nuisance within the meaning of 17 M.R.S.A. § 2851.

If the Municipal Officers find that the buildings/structures is dangerous or a nuisance, they may order appropriate corrective action, including but not limited to demolition and removal of the buildings/structures. If their order is not complied with by the deadline stated in their order and no appeal is taken, the Municipal Officers may take the corrective action at municipal expense and recover all expenses, including reasonable attorney's fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the building/structure is not dangerous and to oppose any corrective action ordered by the Municipal Officers.

Witness our hand and seals this 11th day of May 2015, the Municipal Officers of the City of Caribou

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Tiffany Stewart, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

ACKNOWLEDGEMENT

State of Maine

Date: May 11, 2015

Aroostook County, ss.

Then personally appeared before me the above-named Municipal Officers of the Municipality of Caribou, and acknowledged the forgoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of the said Municipality.

Before me,

Jayne R. Farrin
Notary Public

My commission expires: April 11, 2021



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: City Investments

The investment committee is recommending that we invest \$3 million of the money we will be receiving back from Maine State Retirement System into 5 year CD's with Aroostook Savings and Loan at an interest rate of 3%. It is their goal to reinvest this money in the City of Caribou by lending it out to businesses in our city or helping people buy or build homes here in Caribou.

If for some reason we need to break a CD we could lose up to 6 months interest on that CD.

The remainder of the funds coming back from Maine State, which as of November 30th 2014 was \$453,556, would be placed into the G 1-417-00 Compensated Absences account. That would bring the amount in the account to \$505,913. The cumulative total for vacation and sick bank payouts as of December 31, 2014 was \$598,675. This brings that account in to good shape for the next several years.

We will need Council authorization to make these investments.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: Fire Truck

We have sought further clarification from FEMA on selling our old fire truck. According to them the truck must be “Permanently removed from emergency service”. That means we cannot use the vehicle for emergency service, nor sell or otherwise transfer title to any individual or organization that will use the vehicle for emergency service. The grantee may not sell the vehicle to another fire department under any circumstances. A grantee that certifies it will remove the vehicle from service but then sells the vehicle to another fire department, or otherwise does not remove the vehicle from service, is considered to be in default of the grant agreement.

So our plan is to go out for bids once again, with a minimum bid of \$7,000 unless the Council would like us to take a different path.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: May 11, 2015
Re: Municipal Building

With the proceeds of the sale of the 63 Sweden Street building we would like to use the funds to make some needed improvements to this building.

One project that is of an urgent nature is the brick façade on the old hose tower. On the side facing the police department some of the bricks have fallen off. They were quarter bricks that were put up in sheets. That's not a very practical solution for climate according to mason we talked with. We should put up siding on the tower, something that would look like bricks to match the rest of the building.

One project that we would like to look into the possibility of is remodeling the main floor of the municipal building. It would make sense to move the vehicle registration into the clerk's office and potentially make where vehicle registration is now into offices that would house some of the services citizens use the most such as housing and assessing. Another option would be to move the council chambers to that area and make offices out of the current council chambers.

If the council would rather not remodel we do need to replace the carpet in the main floor of the building. I would also like to look into putting heat pumps in the building to help with cooling in the summer and heating in the winter. Cooling with heat pumps would be much more cost effective than the window air conditioner units that we currently use.

I'd appreciate council feedback and direction on the topic.