



## City of Caribou, Maine

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

### AGENDA Caribou City Council Regular City Council Meeting 7:00 P.M. Monday, May 13, 2013 Caribou City Council Chambers

1. Presentation of Plaque to Former Councilor Mary Kate Barbosa
2. Public Input
3. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
4. Consider authorizing the minutes of the following meetings:
  - a) April 22, 2013 Council Workshop 2
  - b) April 22, 2013 Council Meeting 3-4
  - c) April 29, 2013 Council Workshop 5
5. Consent Agenda
  - a) April 2013 Caribou Fire and Ambulance Report 6-7
  - b) April 2013 Caribou Police Department Report 8-9
  - c) Warrant and Notice of Election calling RSU #39 Budget Validation Referendum 10-11
  - d) Appointments and Approvals for RSU #39 Election 12
  - e) Lunch Wagon Application 13
6. Plan for Replacement of 2003 Trail Groomer 14
7. Chipseal, Shim and Patch Bids 15
8. School Board using City Council Chambers (Councilor Request) 16
9. Setting Date for Housing Board of Commissioners Meeting 17
10. Introduction of Sign Ordinance 18-22
11. Other Business

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

Regular City Council Meeting, June 10, 2013 at 7pm

Regular City Council Meeting, June 24, 2013 at 7pm

A workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, April 22, 2013 in Council Chambers with following members present: Mayor Gary Aiken, David Martin, Joan L. Theriault, Philip McDonough II, David R. Genter, Sr., and Aaron P. Kouhoup (arrived at 6:15 p.m.) Kenneth G. Murchison, Jr. was absent and excused.

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

Council Agenda Item #1: Executive Session to discuss an Abatement Request pursuant to MRSA Title 36

Chapter 105 Section 841 et seq.

6:00 p.m. Motion made by P. McDonough, seconded by D. Martin to move to executive session with City Manager Bleess, Assistant City Manager Mazzucco, and applicant to discuss an abatement request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq. (5 yes) So voted.

6:59 p.m. time out. Motion made by P. McDonough, seconded by D. Martin to move out of executive session.

(5 yes) So voted.

No action taken.

Council Agenda Item #2: Executive Session to discuss a Personnel Issue pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A).

Executive session was not held to discuss a Personnel Issue Pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A).

Workshop adjourned 7:00 p.m.

Kalen Hill, Secretary Pro-Tem

A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, April 22, 2013 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Aaron P. Kouhoupt.

Austin Bleess, City Manager and Tony Mazzucco, Assistant City Manager was present.

Department Managers: William Tasker, Director Chamber of Commerce and Diane Dubois, Library Director.

Lisa Wilcox, representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Public Input

None.

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 meetings:

- a) April 8, 2013 Council Workshop
- b) April 8, 2013 Council Meeting
- c) April 16, 2013 Council Workshop

Motion made by P. McDonough, seconded by J. Theriault, to accept the minutes of April 8, 2013 Council Workshop, April 8, 2013 Council Meeting, and April 16, 2013 Council Workshop as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) Approval of March 2013 Financials
- b) License Application Approvals
- c) Approval of Quit Claim Deeds
- d) Appointment of Councilor Kouhoupt to Council Committees

Councilor Theriault commented on the Recreation Department salary amount. City Manager suggested when amounts were entered manually in excel the numbers may have been transposed. Mayor Aiken noted that office supplies expense is fairly high with only quarter of the year finished and already in the 50% range. City Manager stated that paper was ordered in bulk. Mayor Aiken also mentioned General Government health insurance is already at 32% and the amount for 2013 Public Works liquid de-ice has already been used.

Motion made by P. McDonough, seconded by K. Murchison to accept the Consent Agenda with Business Items a, b, c, and d as presented. (6 yes) So voted.

Council Agenda Item #5: Awarding bid for Library Roofing Project:

Bids were open Thursday, April 18th. Currently the City has \$134,261 available for the project.

Bids received from:

Kevin W. Smith & Sons	\$ 91,000
Powers Roofing & Sheet Metal	\$ 92,754
Roof Systems of Maine	\$148,830

Motion made by D. Martin, seconded by K. Murchison to accept bid from Kevin W. Smith & Sons for \$91,000 plus additional \$7,000 for engineering cost. (4 yes, G. Aiken, D. Martin, K. Murchison, A. Kouhoupt, 3 no, J. Theriault, D. Genthner, P, McDonough) So voted.

Council Agenda Item #6: Request to waive interest

John Haley is requesting the waiving of interest on his personal property tax bill. He no longer owns the property and has not been billed since 2005. Mr. Haley has signed an agreement to pay \$140 monthly starting in May. Councilor Theriault questioned if interest could be waived after the principal is paid. Mayor Aiken stated that he has a problem with the waiving of interest as it sends out the wrong message to the taxpayer. Motion made by K. Murchison, seconded by D. Martin to waive interest. (3 yes, K. Murchison, D. Martin, A. Kouphoupt, 4 no, G. Aiken, J. Theriault, D. Genthner, P. McDonough). Motion failed.

Council Agenda Item #7: Fair Housing Resolution

NMDC is requesting that the City of Caribou adopt a Fair Housing Resolution. The Resolution is needed as part of their regional HUD Sustainable Community Planning Grant Project and there is no cost to the City.

Motion made by P. McDonough, seconded by D. Genthner to approve the Fair Housing Resolution. (6 yes) So voted.

Council Agenda Item #8: Authorize putting tax forfeiture property out for bid.

Deputy Tax Collector, Carl Grant provided a list of tax acquired properties which are ready to go out to bid. Motion made by P McDonough, seconded by J. Theriault to put tax acquired property out to bid. (6 yes) So voted.

Council Agenda Item #9: Action from Executive Session held during workshop.

Motion made by P. McDonough, seconded by A. Kouhoupt, to table making a decision on the abatement request to be no later than the next Council Meeting. (6 yes) So voted.

Council Agenda Item #10: Other Business

City Manager stated that Public Works will be spring cleaning which includes painting lines and culvert work and this is accounted for within the budget line. Received several bids on paint and going with lowest bid from Sherwin- Williams of \$11,435.50. Lowest bid on culverts is \$12,737.40.

Motion made by P. McDonough, seconded by D. Martin to go with low bid of \$11,435.50 for paint and a bid of \$12,737.40 for culverts. (6 yes) So voted.

City Manager stated that Public Works would like to purchase three sanders totaling \$37,500 and if approved will place the order for delivery in August.

Motion made by D. Martin, seconded by P. McDonough to purchase three sanders totaling \$37,500. (6 yes) So voted.

Council Agenda Item #11: Executive Session to discuss a Personnel Issue pursuant to MRSA Title 1 Chapter 13 Section 405 (6) (A).

7:40 p. m. Motion made by P. McDonough, seconded by D. Genthner to move to executive session to discuss a Personnel Issue pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A). (6 yes) So voted 8:23p.m. time out. Motion made by P. McDonough, seconded by D. Genthner to move out of executive session. (6 yes) So voted.

No action taken.

Motion made by D. Martin, seconded by A. Kouhoupt to adjourn. (6 yes) So voted.

Meeting adjourned at 8:24 p.m.

Upcoming Meeting Dates:

Special City Council Meeting, April 29, 2013 at 6 pm

Regular City Council Meeting, May 13, 2013 at 7 pm

Regular City Council Meeting, June 10, 2013 at 7 pm

Kalen Hill, Secretary Pro-Tem

A special meeting of the Caribou City Council was held at 6:00 p.m. on Monday, April 29, 2013, in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., Philip McDonough II, David Martin, Joan L. Theriault, David R. Genthner, Sr., and Aaron P. Kouhoup.

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

Council Agenda Item #1: Executive Session to discuss an Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq.

6:03 p.m. Motion made by P. McDonough, seconded by D. Genthner, to move to executive session with City Manager Bleess, Assistant City Manager Mazzucco, and applicant to discuss an Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq. (6 yes) So voted.

6:38 p.m. Motion made by K. Murchison, seconded by P. McDonough, to move out of executive session. (6 yes) So voted.

Motion made by K. Murchison, seconded by J. Theriault, to deny the abatement request and to encourage applicant to continue to look at other arrangements. (5 yes, 1 no, A. Kouhoup) So voted.

Council Agenda Item #2: Executive Session to discuss a Personnel Issue pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A).

6:43 p.m. Motion made by K. Murchison, seconded by P. McDonough, to move to executive session with City Manager Bleess to discuss a Personnel Issue pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A). (6 yes) So voted.

6:50 p.m. Time out.

Motion made by P. McDonough, seconded by J. Theriault, to remove City Manager Bleess from probation, accept the employment agreement as amended, and warmly welcome his continued employment. (6 yes) So voted.

Other Business:

- a. Motion made by K. Murchison, seconded by P. McDonough, to authorize purchase of a new police cruiser. (6 yes) So voted.

Staff will look at keeping the police cruiser being replaced as a city vehicle.

Motion made by P. McDonough, seconded by K. Murchison to adjourn at 6:58 p.m. (6 yes) So voted.

Austin Bleess, City Manager

## CFAD MONTHLY REPORT

April 2013

Total Fire/ Rescue Calls	32	Total Ambulance Calls	165 inc. 5 Air & 7 Assists
-Alarms for Fires (33)	9	- Amb. Assist Calls:	7
-Alarms for Rescues (66)		- ALS Calls	95
-Silent Alarms	23	- BLS Calls	56
-Haz-Mat		- No Transport	7
-Grass Fires	14	- Calls Turned Over:	8
-Chimney Fires	1	Total Out of Town Amb. Calls	11
-False Alarms		Total Out of Town Fire/Rescue Calls	6
-10-55's	3	Est. Fire Loss, Caribou	\$22,000
-Aid to Police		Est. Fire Loss, out of City	\$15,000
-Public Service	3	Total Est. Fire Loss	\$37,000

Total Hours Pumped	11.75
Gallons of Water Used	20,050
Amt. of Booster	725'
Amt. of 1 ½" hose used	150'
Amt. of 1 ¾" hose used	2,700'
Amt. of 2 ½" hose used	

Total Maint. Hours	10.5 mhrs
Total Training Hours	150.75 mhrs
Miles Traveled by all Units	7,416
Fire Permits Issued	228

Amt. of 5" hose used  
Ladders Used (in Feet): 150' (75' Ariel) \_\_1\_\_

Thermal Imaging Camera Used: 1

CO2 Meter Used:

Rescue Sled & Snowmobile:

Rescue Boat:

Jaws Used:

**MUTUAL AID TO:**

P.I.F.D.	1
F.F.F.D.	
L.F.D.	
W.F.D.	1
Stockholm F.D.	
North Lakes FD	
Crown Amb	2 - Stby
Van Buren Amb.	

**MUTUAL AID FROM:**

P.I.F.D.	1
F.F.F.D.	
L.F.D.	2
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	1 - Stby

**OUT OF CITY FIRES/RESCUES**

LOCATION	# OF CALLS	MAN HRS.
Woodland	3	7.5
New Sweden	3	5.75
Connor		
Westmanland		

1 Fire Extinguisher Class - 13 participants

---

Scott Susi, Chief  
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES  
For April 2013**

<b>Situation Found</b>	<b># Of Incidents</b>	<b>Fire Casualties</b>	<b>Est. Property Damage</b>
1. Private Dwellings inc. Mobile Homes	1		
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	2		\$22,000
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles	2		\$15,000
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value	14		

**Other Incidents**

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	2 - (1-PIFD; 1-WFD)
19. Aid to Ambulance (10-55's)	3
20. Aid to Police	
21. Investigation (Smoke, CO <sub>2</sub> or Alarm)	5 (4-Smoke; 1-Alarm)
22. Service Calls	3 (1-Natl Guard; 1-Rec Dept; 1-Radio Tower)

**Total Calls for the Month:** \_\_\_32\_\_\_\_\_

	OFFENSE	Amount		OFFENSE	Amount
1	<b>Complaints</b>	1781	40	Following Too Close	0
2	<b>Motor Vehicle Accidents</b>	25	41	Failure to Provide Correct Name	0
3	<b>Escorts</b>	5	42	Dog at Large	0
4	<b>Theft Complaints</b>	18	43	Violation of Liquor Laws Complaint	0
5	Crim. Mischief Complaints	8	44	Violation of Drug Laws Complaint	0
6	<b>Animal Complaints</b>	21	45	Passing Stopped School Bus	0
7	<b>Domestic Complaints</b>	9	46	<b>Stops and Checks M/V</b>	1243
8	<b>Burglary Complaints</b>	8	47	<b>Parking Tickets</b>	8
9	<b>Oper. M/V Under the Infl.</b>	3	48	<b>Business Alarms</b>	10
10	Criminal Trespass Comp.	15	49	M/V Permits	10
11	<b>Motor Vehicle Theft</b>	0	50	<b>Handling Prisoners</b>	60
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	12
13	Motor Vehicle Complaints	31	52	No Insurance	10
14	<b>Missing Persons</b>	4	53	<b>Warrant Arrests</b>	13
15	Harassment Complaints	11	54	Neg. Worthless Instrument	1
16	Assault Complaints	7	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	5	56	Failure to Yield the Right of Way	0
18	<b>Juvenile Complaints</b>	17	57	Arson Complaints	1
19	<b>Fight Complaints</b>	0	58	Suicide Complaints	0
20	Noise Complaints	5	59	Disorderly Conduct Complaints	28
21	Criminal Threat Complaints	3	60	<b>Unlawful Sexual Contact</b>	0
22	Lost & Found	3	61	<b>Gross Sexual Contact</b>	0
23	Criminal Trespass Arrest	1	62	Unattended Death Reports	1
24	<b>Prowler Complaint</b>	1	63	Burglary Arrests	0
25	Violation of PO Complaints	0	64	Violation of Probation Arrests	0
26	<b>Assist Other Agencies</b>	20	65	Criminal Records Check	38
27	<b>Assault Arrest</b>	3	66	Refusal to Sign U.T.T.	1
28	Drunk Complaint	4	67	Violation of Liquor Laws	2
29	Litter Complaint	4	68	Violation of Tobacco Laws	1
30	<b>Theft Arrest</b>	0	69	Violation of Drug Laws Arrests	4
31	No Front Plate	0	70	Teletype Requests Limestone PD	0
32	Oper M/V Without a License	0	71	Snowsled & ATV Complaints	2
33	Driving To Endanger	2	72	Juvenile Arrests	1
34	Expired Inspection	7	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	3	74	Criminal Mischief Arrests	2
36	Forgery Complaint	0	75	Violation of Bail Conditions	7
37	Eluding an Officer	0	76	Seatbelt Violation	0
38	<b>Speeding</b>	8	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	2	91	Hindering Apprehension/Resist Arr	1
80	Robbery	0	92	911 Calls	19
81	Truant from School	0	93	Furnishing Liquor to Minor	0
82	Criminal Restraint	1	94	Assault Domestic Violence	2
83	Terrorizing Arrests	1	95	Check on Well Being/Mental Subje	16
84	Loaded Firearm in a M/V	0	96	Warnings	47
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	22
86	Child Endangerment	0	98	Civil Complaint	5
87	Tampering with a Witness	0			
88	Violation Of Protection Order	1			
89	Poss. of a Firearm by a Felon	0			
90	Multi-handgun purchase	5			

Respectively Submitted,

Chief Michael W. Gahagan  
Caribou Police Department

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

TO: Franklin R. McElwain, 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 11, 2013** 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?

Article 2: Do you wish to continue the budget validation referendum process in the Regional School Unit 39 for an additional three (3) years?

**A "YES" vote** will require Eastern Aroostook RSU 39 to continue to conduct a referendum to validate its annual school budget for the next three years.

**A "NO" vote** will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget shall be finally adopted at a meeting of the voters.

The voting on Article 1 and Article 2 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 1, 2013 at Caribou, Maine.

Michelle M Albert  
Michelle Albert

Kent Forbes  
Kent Forbes

Dale Gordon  
Dale Gordon

Lynn McNeal  
Lynn McNeal

John Sjostedt  
John Sjostedt

Clifford Rhome  
Clifford Rhome

Mary White  
Mary White

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

A true copy of the Warrant and Notice of Election, attest:

Franklin R. McElwain  
Franklin R. McElwain, Resident of  
Regional School Unit 39

Countersigned this \_\_\_\_\_ day of \_\_\_\_\_, 2013 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 13, 2013  
Re: Appointments and Approvals for RSU #39 Election

As part of the June 11, 2013 RSU #39 Elections the Council needs to approve the following:

Approval of opening the polls for the election on June 11, 2013 at 8:00 am.  
Appointment of Jayne R. Farrin as Election Warden  
Appointment of Donna Barnes, as Deputy Election Warden  
Approval of Idella Thompson as ballot clerk



---

OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: May 13, 2013  
Re: Lunch Wagon Application

Scott and Ted Walker have applied for a lunch wagon permit. They operate as "The Guys With The Fries". They have been granted an application in the past. Staff has reviewed the application and has no issue with it.



---

PARKS AND RECREATION DEPARTMENT  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Kathy Mazzuchelli  
Date: May 13, 2013  
Re: Plan for Replacement of 2003 Trail Groomer

The Caribou Snowmobile Advisory Committee has been assessing the 2003 Gilbert Groomer over the last two seasons and for the last year have been researching possible options for upgrading. On Monday, May 13 we would like to approach the Caribou City Council to discuss the information below including the recommendation by the Advisory Committee. Prior to that discussion, should you have any questions, please feel free to contact me for information or clarification.

**Options:**

Change-over: This would include purchasing a new tractor unit, updating the frame assembly, converting the old tractor back to a wheeled unit and selling it.

Estimated cost for changeover	\$ 94,296.38
Projected sale price for 2003 tractor unit	- 20,000.00
Total projected investment for changeover	\$ 74,296.38

Purchase of New Trail Groomer

Quote from Theriault Equipment which would include a John Deere 6125M Tractor with a Gilbert RTS Groomer Conversion Kit/w drag

Quoted Price	\$215,966.49
Less Trade In	<u>\$ 30,000.00</u>
Actual Cost	\$185,966.49

Quote from Crown Equipment which would include a T7-170 New Holland Tractor with a Soucy Trac Kit and a Mountain Equipment drag

Quoted Price	\$197,424.00
Less Trade In	<u>\$ 30,000.00</u>
Actual Cost	\$167,424.00

As of today we have \$129,839.94 in the Trail Groomer Reserve Account. That does not include the \$10,000 appropriation for 2013.

**Recommendation:**

At this juncture the Caribou Snowmobile Advisory Committee recommends the Crown Equipment option and will provide full details as to the reasoning for that recommendation as well as possible funding options at the May 13 City Council meeting.



---

OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: May 13, 2013  
Re: Chipseal, Shim and Patch Bids

We received the following bids for Chipsealing and Shim and Patch.

**Bid Results - Shim & Patch 2013**

<b>Lane Construction</b>	<b>Presque Isle, ME</b>	<b>207.764.4137</b>	<b>Tim Ring</b>	<b><u>\$74.30</u></b>
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$79.85

**Bid Results - Chipseal 2013**

<b>Aroostook Asphalt Applicators</b>	<b>Presque Isle, ME</b>	<b>207.764.8085</b>	<b>Rodney Maynard</b>	<b><u>\$3.35</u></b>
Sunrise Materials	Orono, ME	207.866.2194	Edward Nason	\$3.44

The Shim and Patch bid is lower than last year, by about \$5. The Chipseal is about 5 cents more expensive than last year.

Staff is recommending we go with the lowest bidders.

We will need Council approval.



---

OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: May 13, 2013  
Re: School Board using City Council Chambers (Councilor Request)

Mayor Aiken asked me to add this topic to the agenda. He would like to offer the use of the City Council Chambers to the School Board so their meetings could be televised.





---

OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: May 13, 2013  
Re: Setting Date for Housing Board of Commissioners Meeting

Lisa Plourde, the Housing Director, is requesting the Council, in their capacity as the Housing Board of Commissioners, set a date to meet as such.

The purpose of the meeting will be to go over the Housing Choice Voucher (HCV) Administrative Plan and the Family Self-Sufficiency (FSS) Administrative Plan.

The three dates that Lisa is suggesting are Wednesday, May 22, Wednesday, June 5, Wednesday, June 12.

The meeting would take place off site, and would be at a time that is convenient for the Board.

Since the Administrative Plans are quite lengthy, a combined total of over 500 pages, Lisa would also like to know which Board members would like the plan digitally and which would prefer paper copies.

We will need to set a date and time for the meeting.



---

OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: May 13, 2013  
Re: Introduction of Sign Ordinance

The Planning Commission has recently held a public hearing on the sign ordinance as presented on the following pages. They are recommending approval of the ordinance.

The Council will need to introduce the ordinance tonight. A public hearing will be scheduled for our next regular meeting, after which Council may act on the ordinance.

Councilor \_\_\_\_\_ introduced the following ordinance:

Ordinance No. 10, 2013 Series  
City of Caribou  
County of Aroostook  
State of Maine

**AN ORDINANCE AMENDING SECTION 13-700-29 OF CHAPTER 13 LAND USE  
ORDINANCES**

Short Title: An ordinance regarding Signs.

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:** Sec. 13-700-29 of the Caribou Code is hereby repealed.

**Section 2:** Sec. 13-700-29 shall read:

**29. Signs.**

A. Purposes: The purposes of this subsection are to:

1. Encourage the effective use of signs as a means of communication;
2. Maintain and enhance the aesthetic environment;
3. Create and maintain an attractive business climate;
4. Improve and maintain pedestrian and traffic safety;
5. Minimize the possible adverse effect of signs on nearby public and private property;  
and
6. Implement the intent of the Caribou Comprehensive Plan.

B. Sign Permit: Except as provided in subsection "D" below, no sign may be erected, enlarged, illuminated, or substantially altered without a Sign Permit issued by the Code Enforcement Office after they find that the sign is in accordance with the provisions of this subsection. Each individual sign shall require a permit issued from the CEO.

B1. Sign Permit Fee: The permit fee shall be \$50.00 for each sign permit issued. Charitable and/or civic organizations must obtain a permit, however the fee is waived.

C. General Provisions.

1. Signs must be kept clean, legible, and free from all hazards such as, but not limited to, faulty wiring, loose fastenings, or deterioration, and must be maintained at all times in such condition so as not to be detrimental to the public health or safety, detract from the physical appearance and the natural beauty of the community, or constitute a distraction or obstruction that may impair traffic safety. Property owners are responsible for the conditions of signs on their property; regardless of rental

- arrangements. Signs for businesses that have been closed or otherwise no longer operate are required to be maintained in the same condition noted above.
2. Except for banners, flags, and temporary signs, conforming in all respects with the requirements of this ordinance, all signs shall be constructed of permanent materials, and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
  3. Flags of the United States, Maine, Aroostook County, or any other flag allowed by the City Council, provided that such flag shall not exceed sixty (60) square feet in area and shall not be flown from a pole the top of which is more than 40 feet in height are exempt from this ordinance. These flags shall be flown in accordance with protocol established by the Congress of the United States in Chapter 1 of Title 4 of the United States Code.
  4. Nothing within this subsection shall prohibit the use of the following signs:
    - a. Traffic safety signs, directional signs, or emergency warning signs, erected by a government agency, or a public utility.
    - b. Legal notices, identification, information, or directional signs erected or required by governmental bodies.
- D. Permitted Signs: The following types of signs are permitted, except where otherwise prohibited by law, and shall not require a Sign Permit issued by the Code Enforcement Officer.
1. All permanent on-premise signs erected prior to the effective date of this Ordinance, (ordinary maintenance and upkeep shall be allowed).
  2. Any sign approved by the Planning Board, as an element of Site Design Review, prior to the effective date of this Ordinance or as proposed in a pending application.
- E. Prohibited Signs: The following signs are prohibited in all areas of the City.
1. No permanent sign except traffic and similar public safety signs, official business directional signs (OBDS) shall be located in the public right-of-way of any street or highway unless approved by the Police Chief or his/her designee; if applicant is aggrieved by the decision of the Police Chief he or she may appeal the decision of the Police Chief to the City Council.
  2. No sign shall be located so that it interferes with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads.
  3. Temporary movable signs are allowed under the following uses:
    - a. To call attention to and/or to advertise the name of a new business and the products sold or activities to be carried on in connection with a new business. In such cases, no sign shall remain at a premises for a period of more than ninety (90) consecutive days.
    - b. To advertise a special sale or sales. In such cases, a sign shall be allowed for a period not to exceed ninety (90) consecutive days.
    - c. To promote community or civic activities. In such cases, no sign shall remain in place for more than ninety (90) consecutive days.

- d. There must be a 30 day waiting period in between each 90 day period a temporary sign is erected.
  - e. Temporary signs less than 12 square feet which are not displayed when the business is closed, are exempt from this ordinance.
- 4. Signs in any district shall not exceed 25 feet in height
  - 5. Signs in any district shall not exceed 80 square feet
  - 6. Signs in R-1 and R-2 districts that are not in compliance with the Home Occupation Ordinance or in a subdivision a sign for the purpose of identifying that subdivision exceeding 32 square feet are prohibited
- F. Non-Conforming Signs: Non-Conforming signs that were otherwise lawful on the effective date of this Ordinance may continue except as provided below:
- 1. No non-conforming sign may be enlarged or altered in such a manner as to aggravate the non-conforming condition.
  - 2. A non-conforming sign may not be moved except for maintenance, change in message or repair, or replaced except to bring the sign into conformity with this subsection.

#### H Specific Standards.

- 1. C-1, C-2, RC-2, I-1, and I-2 Districts.

The following standards apply to signs in the C-1, C-2, RC-2, I-1, and I-2 Districts.

- a. In the case of a multi-tenant or unit commercial or industrial development, the owner of such premises is responsible for compliance with this ordinance
- 2. R-1, R-2 and R-3 Districts.

The following standards apply to signs in the R-1, R-2 and R-3 Districts.

- a. In the case of a multi-family development or a subdivision with an identifying name (i.e. "Solar Slopes"), the owner of such premises is responsible for compliance with this ordinance

#### I. Changeable Signs

The goal of the City is to regulate the frequency and manner of change of display on each side of a changeable sign in a manner consistent to that provided by State law, and to do so in a manner that promotes highway safety.

- 1. Definitions
  - a. Changeable Sign: "Changeable sign" means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally or mechanically altered by the complete substitution or replacement of one display by another on each side.

b. Display: "Display" means that portion of the surface area of a changeable sign that is, or is designed to be, or is capable of being, periodically altered for the purpose of conveying a message.

c. Message: "Message" means a communication conveyed by means of a visual display of text.

2. Regulations

a. The display on each side of the changeable sign may be changed no more frequently than once every thirty (30) seconds.

b. The display on each side of the changeable sign must change as rapidly as technologically practicable, but the display may change through phasing, rolling, scrolling or blending provided, however, that the display on each side of a changeable sign shall not flash.

c. Changeable signs are only allowed in C-1, C-2, RC-2, I-1, and I-2 districts

3. Administration

Pursuant to Title 23 M.R.S.A. Section 1914, Sub-Section 11-A, the changeable signs within the municipality and displays on each side of those changeable signs shall comply with all other requirements of State law. The City shall notify the Maine Department of Transportation in writing that it has adopted this Ordinance and shall send it a copy of the same. The City's Code Enforcement Officer shall administer the provisions of this Ordinance.

4. Penalty

Any person who shall violate a provision of the Ordinance, or shall fail to comply with any of the requirements thereof, shall be found guilty of a civil offense, punishable by a fine of not less than \$100.00, or more than \$2,500.00. Each day that a violation continues shall be deemed a separate offense.

This ordinance, being introduced on \_\_\_\_\_ 2013 and a public hearing being held on \_\_\_\_\_, 2013 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_ day of \_\_\_\_ 2013.

\_\_\_\_\_  
Gary Aiken, Mayor

\_\_\_\_\_  
Kenneth G. Murchison Jr, Councilor

\_\_\_\_\_  
Joan L. Theriault, Councilor

\_\_\_\_\_  
David Martin, Councilor

\_\_\_\_\_  
Philip J. McDonough II, Councilor

\_\_\_\_\_  
David Genthner Sr, Councilor

\_\_\_\_\_  
Aaron Kouhopt, Councilor

Attest:

\_\_\_\_\_  
Jayne R. Farrin, City Clerk