



## City of Caribou, Maine

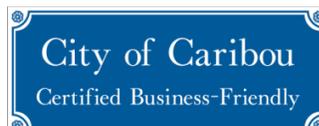
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### AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, January 11, 2016 Caribou City Council Chambers

1. Public Input
  - a) Dave Levesque
  
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
  
3. Consider authorizing the minutes of the following meetings:
  - a) December 14, 2015 Council Meeting 2-6
  - b) January 4, 2016 Organizational Council Meeting 7-9
  
4. Consent Agenda
  - a) December 2015 Library report 10-11
  - b) December 2015 Police Department Report 12-14
  - c) December 2015 Fire Department Report 15-16
  - d) 2015 Annual Fire Department Report 17-18
  - e) Council Committee Appointments 19
  
5. Day Care Ordinance 20-23
  
6. Change of Zoning Request 24-26
  
7. Parking Lot Ordinance 27-29
  
8. Compensated Absences 30
  
9. Personnel Policy Change 31-35
  
10. PDT Architects
  
11. Other Business
  
12. Executive Session pursuant to 1 MRSA § 405(6)(D) to discuss union negotiations with Teamsters Local Union No. 340 and New England Police Benevolent Association Local 605.

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

Joint meeting with Caribou Economic Growth Council January 12, 2016 at 5pm  
Regular City Council Meeting January 25, 2016 at 6pm  
Regular City Council Meeting February 8, 2016 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, December 14, 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; Wanda Raymond, Finance Director; and Gary Marquis, Supt. of Parks and Recreation.

Chris Bouchard, representing the Aroostook Republican covered the meeting.

Council Agenda Item #1: Public Input

Gary Marquis, Supt. of Parks and Recreation, spoke on behalf of Vaughn Keaton and the local Boy Scout troop. Again this year, the local troop is seeking Council approval to utilize the snow dump off of Otter Street for the 2016 Winterama.

Gail Hagelstein spoke in support of adding to the Library budget the funds to hire a second full-time professional staff person. She compared the price of purchasing one book to the average homeowner's tax increase to add the second full-time professional staff person. Ms. Hagelstein read a petition in support of having the Library opened and fully staffed, which would require the addition of the second staff person. The petition has been circulated for approximately 1-1/2 weeks and has been signed by over three hundred individuals. Library Patrons are unhappy that the Library may have to be closed at times because of staffing issues.

Katie Wilcox-Bosse, Caribou Library Youth Services Director, introduced herself, spoke about her own childhood experiences at the Caribou Library, and listed the variety of responsibilities she has as Youth Services Director. Ms. Wilcox-Bosse spoke in support of the Library adding a second full-time staff person.

Lloyd Tibbs, 42 Bradley Street, has received a letter from the City concerning the many years of back taxes he owes. He stated that he is unable to pay within the time frame given and asked for an additional six to eight months beyond the May deadline.

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

Councilor Martin declared a conflict of interest with Council Agenda Item #9.

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

- a) November 23, 2015 Council Meeting
- b) October 19, 2015 Budget Forum
- c) October 20, 2015 Budget Forum
- d) November 30, 2015 Council Workshop

Motion made by P. McDonough, seconded by S. McDougall, to approve the minutes of the November 23, 2015 Council Meeting, October 19, 2015 Budget Forum, October 20, 2015 Budget Forum, and November 30, 2015 Council Workshop as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) November 2015 Financials
- b) November Library Report
- c) November Police Department Report
- d) November Fire Department Report
- e) License Approval
  - 1. Pizza Hut – Liquor License and Special Amusement
- f) Abatement of Property Tax
  - 1. Real Estate Account Number 5048 - \$51.25
  - 2. Personal Property Account Number 189 - \$102.54

Motion made by D. Martin, seconded by J. Smith, to approve Consent Agenda Items with business items A-F as presented. (6 yes) So voted.

Council Agenda Item #5: Tax Acquired Property

Motion made by J. Smith, seconded by P. McDonough, to allow the former property owners to pay the three year arrears taxes by January 6, 2016 and if not then they will go to bid. The motion was amended to the last business day of January 2016 and to add to the City’s Tax Acquired Policy the language ‘last business day of January’. (6 yes) So voted.

Discuss about the City’s Tax Acquired Policy. Both lists of tax acquired properties will go out to bid February 1, 2016.

Council Agenda Item #6: Day Care Ordinance

P. McDonough introduced Ordinance No. 1, 2016 Series, An Ordinance amending Chapter 13 Land Use Ordinances Section 760 Daycare Facilities, Short Title: An ordinance modifying the requirement for daycare facilities.

A Public Hearing was scheduled for the January 11, 2016 Council Meeting.

Council Agenda Item #7: Ambulance Contracts

2016 Contracts:

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

Motion made by D. Martin, seconded by J. Smith to approve the new ambulance contracts. (6 yes) So voted.

Council Agenda Item #8: Fire Contracts

2016 Contracts:

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

Motion made by J. Smith, seconded by J. Theriault to approve the new fire contracts. (6 yes) So voted.

Council Agenda Item #9: Municipal Building Remodeling

Discussion.

Motion made by S. McDougall, seconded by J. Smith, to accept the low bid with Alternate 1 of \$138,650 from JP Martin & Sons and to authorize the City Manager to sign all necessary documents to execute and complete the project. (4 yes, J. Theriault, S. McDougall, J. Smith, P. McDonough, 2 no, T. Stewart, G. Aiken, 1 abstention, D. Martin) So voted.

The project will start mid-January and expected to take 90 days to complete.

Council Agenda Item #10: 2016 Budget

Councilor Martin asked about the \$3 million received back during 2015 and whether this money is available to ease the City’s cash flow. Finance Director Raymond stated that those funds are invested in CDs so are unavailable for that purpose. Manager Bleess responded to Councilor Martin’s question about the change to homestead exemptions. He stated that change was part of the discussion during the Assessing Department’s budget powerpoint and presentation. Councilor Martin stated that this change should have been part of the budget. Homestead exemption amount comes into play when the Council is setting the mil rate. The Manager stated that there is no real way to know what the number is until it is known what qualifies for the exemption.

Motion made by J. Smith, seconded by D. Martin, to pay for the new furnace at the Fire Station from the TIF Fund rather than the Fire Equipment Reserve, transferring \$100,000 from Fund Balance G-1-369-03 Ambulance Reserve to be done in January 2016, and to approve the Expense Budget for the General Fund and Enterprise Funds. (4 yes, J. Smith, D. Martin, J. Theriault, G. Aiken, 3 no, S. McDougall, T. Stewart, P. McDonough) So voted.

Motion made by S. McDougall to add the Librarian into the budget.

Discussion as to whether the Council can add something to the budget now that it has been approved. At this point, the Manager would not advise adding something to the budget because under the Charter once the budget has been adopted it is not to be increased. Councilor Martin’s suggestion to McDougall is if he wants to add the Librarian then he could find corresponding cuts.

Council Agenda Item #11: Other Business

- a. Vaughn Keaton addressed the Council concerning Winterama. The Katahdin Area Council likes the area and is requesting on-going approval to use the area rather than having to come back annually for Council approval. The KAC will provide the City and Cary Medical proof of liability insurance, the Recreation Department would groom the trails so they can run the dog sleds, and the Public Works Department would clear the area for camping.

Motion made by D. Martin, seconded by J. Smith, to approve Scouts' use of the area on an on-going basis. (6 yes) So voted.

Councilor Martin stated that 61 Scouts have earned their Eagle rank under Mr. Keaton's guidance.

- b. Councilor McDonough requested the test fits for Hilltop and High School be brought to the next meeting with the architects. Manager Bleess stated that he has them and will mail them out. The new school will be on the January 11<sup>th</sup> Council agenda.
- c. Mayor Aiken thanked Councilor Tiffany Stewart for her service to the City and her name plate was presented to her.
- d. Discussion with Mr. Tibbs concerning the money that is due to the City for back taxes. Mr. Tibbs suggested he could increase his monthly payment to \$300 with interest being waived. According to the Finance Director, Mr. Tibbs would have total taxes paid in about 14-1/2 months. \$100 a month is Mr. Tibbs current payment arrangement and there have been times that he has been unable to pay even that amount. His income is around \$1,800 a month. Councilor McDonough expressed his concern that if the Council agrees to this then all the others that are behind will be in asking for the same thing.

Motion made by D. Martin, seconded by S. McDougall, to extend the time from six months to fifteen months for complete payment of taxes for Barbara Tompkins, Dwayne Theriault, Ernie Currie, Calvin Lund, Lloyd Tibbs, and Theresa Ewing, and to waive the interest and missing one payment will break the agreement. (6 yes) So voted.

Manager Bleess will see that the other five individuals are notified of this change.

- e. Some employees have expressed an interest in receiving sick and vacation bank buyouts before retirement. Paying them now would save the City money and would allow the employees to invest the money in their retirement. To do this would require an ordinance change. The Mayor stated that it should be discussed and will be added to a Council agenda.

Motion made by J. Smith, seconded by T. Stewart, to adjourn the meeting at 6:58 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

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

Regular City Council Meeting January 11, 2016 at 6:00 p.m.

Joint meeting with Caribou Economic Growth Council January 12, 2016 at 6:00 p.m.

Regular City Council Meeting January 25, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary

The Caribou City Council held an organizational meeting Monday, January 4, 2016 at 6:00 p.m. in Council Chambers with the following members present: Gary Aiken, David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Jody R. Smith, and Timothy C. Guerrette.

Austin Bleess, City Manager and Jim Chandler, Assistant City Manager were present.

Department Manager: Penny Thompson, Tax Assessor.

Christopher Bouchard representing the Aroostook Republican; and Time Warner covered the meeting.

Council Agenda Item #1: Swearing in of New Councilors

The City Clerk administered the oath of office to Philip McDonough II and Timothy C. Guerrette for three years.

Council Agenda Item #2: Election of Chairperson/Mayor for the City Council for 2016.

Motion made by P. McDonough, seconded by D. Martin, to nominate Gary Aiken for Mayor for the 2016 Caribou City Council.

Gary Aiken was elected Mayor for the 2016 City Council by secret ballot (6, Gary Aiken, 1, Shane McDougall). So voted.

Council Agenda Item #3: Election of Deputy Chairperson/Deputy Mayor for the City Council for 2016.

Motion made by P. McDonough, seconded by G. Aiken, to nominate David Martin as Deputy Mayor for the 2016 Caribou City Council.

David Martin was unanimously elected Deputy Mayor of the 2016 City Council by secret ballot.

Council Agenda Item #4: Establish a date, time and location of regular meetings of the City Council.

Manager Bleess presented a proposed meeting schedule for 2016:

January 11 January 25	February 8	March 14 March 28
April 11 April 25	May 9	June 13 June 27
July 11	August 8	September 12
October 11 October 17 Public Forum October 18 Public Forum October 19 Public Forum, if needed October 24	November 14 – Public Hearing for Budget November 28	December 12

Motion made by P. McDonough, seconded by D. Martin, to adopt the proposed meeting calendar, subject to change, with Council Meetings and Public Forums to be held at 6:00 p.m. in the Council Chambers at 25 High Street. (6 yes) So voted.

Council Agenda Item #5: Authorizing the City Manager to approve Treasurer’s Warrants for 2016.

Motion made by P. McDonough, seconded by D. Martin to authorize the City Manager Austin Bless to approve the Treasurer’s Warrants for the 2016 calendar year (6 yes) So voted.

Council Agenda Item #6: Appointment of Administrative City Officers for 2016.

Motion made by D. Martin, seconded by P. McDonough, to appoint the slate of Administrative City Officers for 2016 as presented. (6 yes) So voted.

The following administrative officers were appointed:

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

The following administrative officers were appointed by staff and approved by Council:

Holli Doody	Deputy City Treasurer
Kalen Hill	Deputy City Clerk

Council Agenda Item #7: Appointment of City Board Officers for 2016.

Motion made by P. McDonough, seconded by J. Theriault, to move the slate of appointments as presented. (6 yes) So voted. (Exhibit A)

Council Agenda Item #8: Consider authorizing the collection of property tax before the 2016 Commitment date.

Motion made by P. McDonough, seconded by S. McDougall, to authorize the Tax Collector to accept payments towards property taxes prior to the 2016 commitment date and pay no interest (0%) on said prepayments. (6 yes) So voted.

Council Agenda Item #9: Consider authorizing the City to provide a Tax Club for 2016.

Motion made by P. McDonough, seconded by J. Theriault, to authorize a Tax Club for 2016 as previously established providing for 12 equal payments of an accounts tax liability with no interest for October, November, and December. (6 yes) So voted.

Council Agenda Item #10: Junk Yard Permits

6:09 p.m. Public Hearing Opened.

No one from the public spoke.

6:10 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by T. Guerrette, to approve the 2016 Junk Yard Permits for:

John Gilbert                  Gilbert’s Salvage                  1060 Albair Road

Mark Nadeau	Mark's Towing	508 Access Highway
Leon Dorr	AIM Recycling	Limestone Street, Tax Map 33, Lot 11

(6 yes) So voted.

Council Agenda Item #11: Other Business

1. Cathie McBreairty and her dog "Gus" won the dog raffle for having her dog licensed before January 1<sup>st</sup>. Ms. McBreairty will receive a \$50.00 certificate for the veterinarian of her choice.
2. The Mayor welcomed Assistant City Manager Jim Chandler to Caribou.
3. Councilor Martin wants the Council to consider and decide whether the City adds back any streetlights, if the time comes when the City changes to LED streetlights.
4. There was discussion about moving the meeting time for the joint meeting with the Caribou Economic Growth Council from 6:00 p.m. to 5:00 p.m. because that is the same evening as a RSU #39 meeting concerning the proposed new school.
5. Councilor McDonough requested a change to the parking lot ordinance introduced at the next Council meeting.

Motion made by J. Smith, seconded by P. McDonough to adjourn the meeting at 6:15 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting, January 11, 2016 at 6:00 p.m.

Joint meeting with Caribou Economic Growth Council January 12, 2016 at 5:00 p.m.

Regular City Council Meeting, January 25, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary



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CARIBOU PUBLIC LIBRARY  
CARIBOU, MAINE

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To: Mayor and City Councilors  
CC: Austin Bless, City Manager  
From: Lisa Neal Shaw, Library Director  
Date: January 7, 2016  
Re: December 2015 Library Report  
Dear Honorable Council Members:

**I. December 2015 Statistics and Usage**

Table Count: **1022**  
Story Hour Attendance: **178**  
**2377** materials were circulated  
**138** books were downloaded.  
**21** new patrons signed up for library cards.  
**1640** people walked through our doors.  
Our public access computers had **335** sessions.  
Another **225** people accessed wifi with their own devices  
**192.5** hours were volunteered.

**II. Recent Donations to the Library:**



Over 100 DVDs of popular movies and series were recently donated to the Library!



Halfway Home Pet Rescue



Feline Rescue &



Rehabilitation Program



Guest Speaker: Norma Milton

When: December 18, 2015

Location: Caribou Public Library

Where: Caribou Room

Time: 1:00 p.m.-1:30 p.m. and 2:00 p.m. -2:30 p.m.



Respectfully submitted,  
Lisa Neal Shaw  
Library Director

Caribou Police Department							
DECEMBER 2015 MONTHLY REPORT							
OFFENSE			Amount	OFFENSE			Amount
1	<b>Complaints</b>	1629	40	Oper. Wrong Way on a One Way	0		
2	<b>Motor Vehicle Accidents</b>	21	41	Viol. Of Title 29 A Sec 2101	0		
3	<b>Escorts</b>	3	42	Violation of Permit	1		
4	<b>Theft Complaints</b>	13	43	Failure to Stop at Stop Sign	0		
5	Crim. Mischief Complaints	4	44	Failure to Stop for Pedestrians	0		
6	<b>Animal Complaints</b>	4	45	Passing Stopped School Bus	0		
7	<b>Domestic Complaints</b>	7	46	<b>Stops and Checks M/V</b>	1288		
8	<b>Burglary Complaints</b>	5	47	<b>Parking Tickets</b>	0		
9	<b>Oper. M/V Under the Influ.</b>	2	48	<b>Business Alarms</b>	13		
10	Criminal Trespass Comp.	6	49	M/V Permits	3		
11	<b>Motor Vehicle Theft</b>	0	50	<b>Handling Prisoners</b>	30		
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	5		
13	Motor Vehicle Complaints	34	52	No Insurance	2		
14	<b>Missing Persons</b>	1	53	<b>Warrant Arrests</b>	4		
15	Harassment Complaints	9	54	Neg. Worthless Instrument Arrests	0		
16	Assault Complaints	3	55	Leave the Scene of Accident	0		
17	O.A.S. Arrests	4	56	Failure to Yield the Right of Way	0		
18	<b>Juvenile Complaints</b>	3	57	Arson Complaints	0		
19	<b>Fight Complaints</b>	0	58	Suicide Complaints	0		
20	Noise Complaints	2	59	Disorderly Conduct Complaints	8		
21	Criminal Threat Complaints	2	60	<b>Unlawful Sexual Contact</b>	0		
22	Lost & Found	5	61	<b>Gross Sexual Contact</b>	0		
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	1		
24	<b>Prowler Complaint</b>	0	63	Burglary Arrests	0		
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0		
26	<b>Assist Other Agencies</b>	18	65	Criminal Records Check	36		
27	<b>Assault Arrest</b>	1	66	Refusal to Sign U.T.T.	0		
28	Drunk Complaint	0	67	Violation of Liquor Laws	1		
29	Litter Complaint	0	68	Violation of Tobacco Laws	3		
30	<b>Theft Arrest</b>	2	69	Violation of Drug Laws	0		
31	Oper.Unregistered M/V	2	70	Failure to Produce Pawn Slips	0		
32	Oper M/V Without a License	2	71	Snowsled & ATV Complaints	3		
33	Driving To Endanger	1	72	Juvenile Arrests	0		
34	Expired Inspection	0	73	Prov. A Place for Minors to Consume Alc.	0		
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	0		
36	Unnecessary Noise	0	75	Violation of Bail Conditions	0		
37	Eluding an Officer	0	76	Seatbelt Violation	0 12		
38	<b>Speeding</b>	3	77	Disorderly Conduct Arrests	0		
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	0
80 Robbery	0	92 911 Calls	23
81 Truant from School	3	93 Warnings Issued	96
82 Criminal Threatening Arrests	0	94 Assault Domestic Violence	1
83 Terrorizing Arrests	0	95 Check on Well Being	17
84 Loaded Firearm in a M/V	0	96 Police Information	3
85 Making a False Public Report	0	97 Suspicious Activity/Person/MV	18
86 Child Endangerment	2	98 Civil Complaint	2
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	2		

Respectively Submitted,

Chief Michael W. Gahagan  
Caribou Police Department

2015 Annual Statistics

<u>2015</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
COMPLAINTS	2139	3042	2354	2500	2652	2491	2361	2313	1966	1801	1785	1629	27033
M/V ACCIDENTS	44	26	27	32	22	18	27	20	21	22	39	21	319
ESCORTS	1	2	0	2	9	7	7	6	3	8	2	3	50
THEFT COMPLAINTS	8	11	7	10	18	28	15	18	19	18	11	13	176
ANIMAL COMPLAINTS	7	9	9	14	11	17	14	17	22	7	8	4	139
DOMESTIC COMPLAINTS	6	6	7	5	9	9	6	6	0	4	8	7	73
BURGLARY COMPLAINTS	1	2	1	4	1	5	5	2	2	7	2	5	37
O.U.I.	4	4	1	2	1	6	5	3	6	2	5	2	41
M/V THEFTS	0	2	0	0	1	0	0	4	1	2	0	0	10
MISSING PERSONS	1	5	0	1	1	1	3	3	1	3	1	1	21
JUVENILE COMPLAINTS	2	6	2	0	3	3	1	5	3	0	1	3	29
CIVIL COMPLAINTS	1	12	2	1	6	0	0	0	0	76	100	0	198
PROWLER COMPLAINTS	0	3	0	0	0	0	0	0	0	0	0	0	3
ASSIST OTHER AGEN	18	49	32	10	16	12	15	14	23	27	20	18	254
ASSAULT ARREST	4	0	2	3	1	1	1	1	1	7	2	1	24
THEFT ARRESTS	5	1	2	2	3	6	9	6	6	15	4	2	61
SPEEDING	25	42	49	76	30	38	20	45	3	3	5	3	339
STOPS/CHECKS M/V	1734	2432	1877	2006	2143	1967	1828	1804	1514	1379	1434	1288	21406
PARKING TICKETS	0	1	0	0	0	0	0	0	0	0	0	0	1
HANDLING PRISONERS	41	38	48	49	44	36	43	38	42	35	30	30	474
WARRANT ARRESTS	4	6	9	15	12	7	11	6	11	5	5	4	95
UNLAWFUL SEX. CON	0	3	2	1	0	0	0	0	0	1	1	0	8
GROSS SEX. ASSAULT	0	1	0	0	0	2	1	3	1	0	0	0	8
BUSINESS ALARMS	18	14	19	14	10	20	17	25	25	19	12	13	206
BURGLARY ARRESTS	0	0	0	0	0	2	0	0	0	7	0	0	9

**CFAD MONTHLY REPORT  
December 2015**

Total Fire/ Rescue Calls 16  
 -Alarms for Fires (33) 1  
 -Alarms for Rescues (66)  
 -Silent Alarms 15  
     -Haz-Mat  
     -Grass Fires  
     -Chimney Fires  
     -False Alarms  
     -10-55's 4  
     -Aid to Police  
     -Public Service 3

Total Amb Calls 191 inc. Air & Assists  
 - Ground Amb.: 167  
 - Air Amb Flights: 11  
 - Amb Assist Calls: 13  
 - ALS Calls 131  
 - BLS Calls 39  
 - No Transport 8  
 - Long Distance Transfers 36  
 - Calls Turned Over: 10  
 Total Out of Town Amb Calls 14  
 Total Out of Town Fire/Rescue Calls 2  
 Est. Fire Loss, Caribou \$

Est. Fire Loss, out of City \$1,000

Total Hours Pumped 1 hr.  
 Gallons of Water Used 400  
 Amt. of Hose used: 250'  
 Ladders Used (in Feet): (75' Ariel) \_\_3\_\_  
 Thermal Imaging Camera Used:  
 CO2 Meter Used: 3  
 Rescue Sled & Snowmobile:  
 Rescue Boat:  
 Jaws Used:

Total Est. Fire Loss \$1,000  
 Total Maint. Hours 15.5  
 Total Training Hours 126  
 Miles Traveled by all Units 11,061  
 Fire Permits Issued 4

**\*Color Guard Training**

**Total Fire & Amb. Calls 207**

**MUTUAL AID TO:**

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

**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**

<b>LOCATION</b>	<b># OF CALLS</b>	<b>MAN HRS.</b>
Woodland	1	2 hrs.
New Sweden		
Connor	1	2.25 hrs.
Westmanland		

Fire Extinguisher Class – 22 participants

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Scott Susi, Chief  
 Caribou Fire and Ambulance

**BREAKDOWN OF FIRES**  
For December 2015

<b>Situation Found</b>	<b># Of Incidents</b>	<b>Fire Casualties</b>	<b>Est. Property Damage</b>
1. Private Dwellings inc. Mobile Homes			
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)	1		
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	2		\$1,000
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	1 - PIFD
19. Aid to Ambulance (10-55's)	4
20. Aid to Police	
21. Investigation (Smoke, CO <sub>2</sub> or Alarm)	5 - 1 Alarm; 1 Smoke; 3 CO
22. Service Calls	3 - 1 City; 2 AKEMA

Total Calls for the Month:   16

**CFAD YEARLY REPORT  
2015**

Total Fire/ Rescue Calls	191	Total Amb. Calls	2,124 Inc. Air & Assists
-Alarms for Fires (33)	18	- Ground Amb.	1,956
-Alarms for Rescues (66)	6	- Air Amb. Flights:	73
-Silent Alarms	167	- Amb. Assist Calls:	95
-Haz-Mat	3	- ALS Calls	1,315
-Grass Fires	6	- BLS Calls	602
-Chimney Fires	7	- No Transport	118
-False Alarms	13	- Calls Turned Over:	81
-10-55's	49	- Long Distance Transfers:	347
-Aid to Police	4	Total Out of Town Amb. Calls	230
-Public Service	20	Total Out of Town Fire/Rescue Calls	29
Total Hours Pumped	23.5	Est. Fire Loss, Caribou	\$181,100
Gallons of Water Used	72,155	Est. Fire Loss, out of City	\$6,500
Amt. of Hose used:	3,870'	Total Est. Fire Loss	\$186,600
Ladders Used (in Feet): 156' (75' Ariel)___15___		Total Maint. Hours	181
Thermal Imaging Camera Used:	16	Total Training Hours	1785.5
CO2 Meter Used:	22	Miles Traveled by all Units	123,878
Rescue Sled & Snowmobile:	1	Fire Permits Issued	637
Rescue Boat:		<b>*Color Guard Training</b>	<b>196.25</b>
Jaws Used:	2	Total Fire & Amb. Calls	2315

**MUTUAL AID TO:**

P.I.F.D.	2
F.F.F.D.	1
L.F.D.	2
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	8
Van Buren Amb.	12

**MUTUAL AID FROM:**

P.I.F.D.	8
F.F.F.D.	
L.F.D.	3
W.F.D.	1
Stockholm F.D.	
North Lakes FD	
Crown Amb	

**OUT OF CITY FIRES/RESCUES**

<b>LOCATION</b>	<b># OF CALLS</b>	<b>MAN HRS.</b>
Woodland	12	47.75
New Sweden	12	29
Connor	4	10.5
Westmanland		
Stockholm (Rescue)	1	15.75

Fire Safety & Extinguisher Classes = 86 participants	Learn Not to Burn = 101.5 mhrs
Smoke Detectors Installed = 113	Middle School Presentation = 3 mhrs.
Inspections = 56	

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Scott Susi, Chief  
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES**  
For 2015

<b>Situation Found</b>	<b># Of Incidents</b>	<b>Fire Casualties</b>	<b>Est. Property Damage</b>
1. Private Dwellings inc. Mobile Homes	18	1	\$134,600
2. Apartments (3 or more)	2		\$50,000
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)	1		
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices	1		
9. Industry, Utility, Defense	4		
10. Storage	3		
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles	8		\$2,000
14. Other Vehicles (planes, trains, etc.)	1		
15. Fires in brush, grass w/no value	6		

**Other Incidents**

16. Haz-Mat	3
17. False Calls	13
18. Mutual Aid Calls	5
19. Aid to Ambulance (10-55's)	49
20. Aid to Police	4
21. Investigation (Smoke, CO <sub>2</sub> or Alarm)	53
22. Service Calls	20

Total Calls for the Month:   191




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**OFFICE OF THE CITY MANAGER**  
CARIBOU, MAINE

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To: Mayor and Council Members  
 From: Austin Bleess, City Manager  
 Date: January 11, 2016  
 Re: Council Committee Appointments

Pursuant to City Charter Section 2.03 the Mayor is making the following appointments for Council Committees

<b><u>Highway/Protection</u></b>		<b><u>Investment</u></b>		<b><u>Municipal Buildings</u></b>	
Phil McDonough		Gary Aiken, Chair		Dave Martin, Chair	
Jody Smith		Dave Martin		Joan Theriault	
Joan Theriault, Chair		Timothy Guerrette		Jody Smith	
				Timothy Guerrette	
<b><u>Personnel</u></b>		<b><u>NMDC</u></b>		<b><u>CEGC</u></b>	
Phil McDonough, Chair		Austin Bleess		Gary Aiken	
All Council		Gary Aiken		Austin Bleess	
<b><u>Airport</u></b>		<b><u>Nylander Board</u></b>		<b><u>Planning Board Liaison</u></b>	
Phil McDonough, Chair				Phil McDonough	
Joan Theriault					
Shane McDougall					

As these appointments are subject to the approval of the Council we will need Council approval of them.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 11, 2016  
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.

The ordinance was introduced at the last meeting and advertised for a public hearing tonight. The public hearing needs to be held and after that the Council may act on it.

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



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 11, 2016  
Re: Zoning Change Request

We have received a request to change the zoning of Map 32, Lot 175 from the C-2 Zone to an R-1 Zone.

When the last zoning map was created the lot in question was zoned as residential. In 2009 the property owners requested the Planning Board to re-zone the property from Residential to Commercial as they felt it would offer a better chance for the property to sell if it was zoned commercial. The Planning Board recommended the change to the Council in the summer of 2009 and it was changed at that time.

Since then they have not been able to sell the property. Now they are asking for the zoning to be changed back to R-1. If the change is approved their plan is to build a home on the lot. The lot does meet the minimum standards to accommodate a home in the R-1 district. The lot already borders the R-1 District, so this is not a spot zoning request.

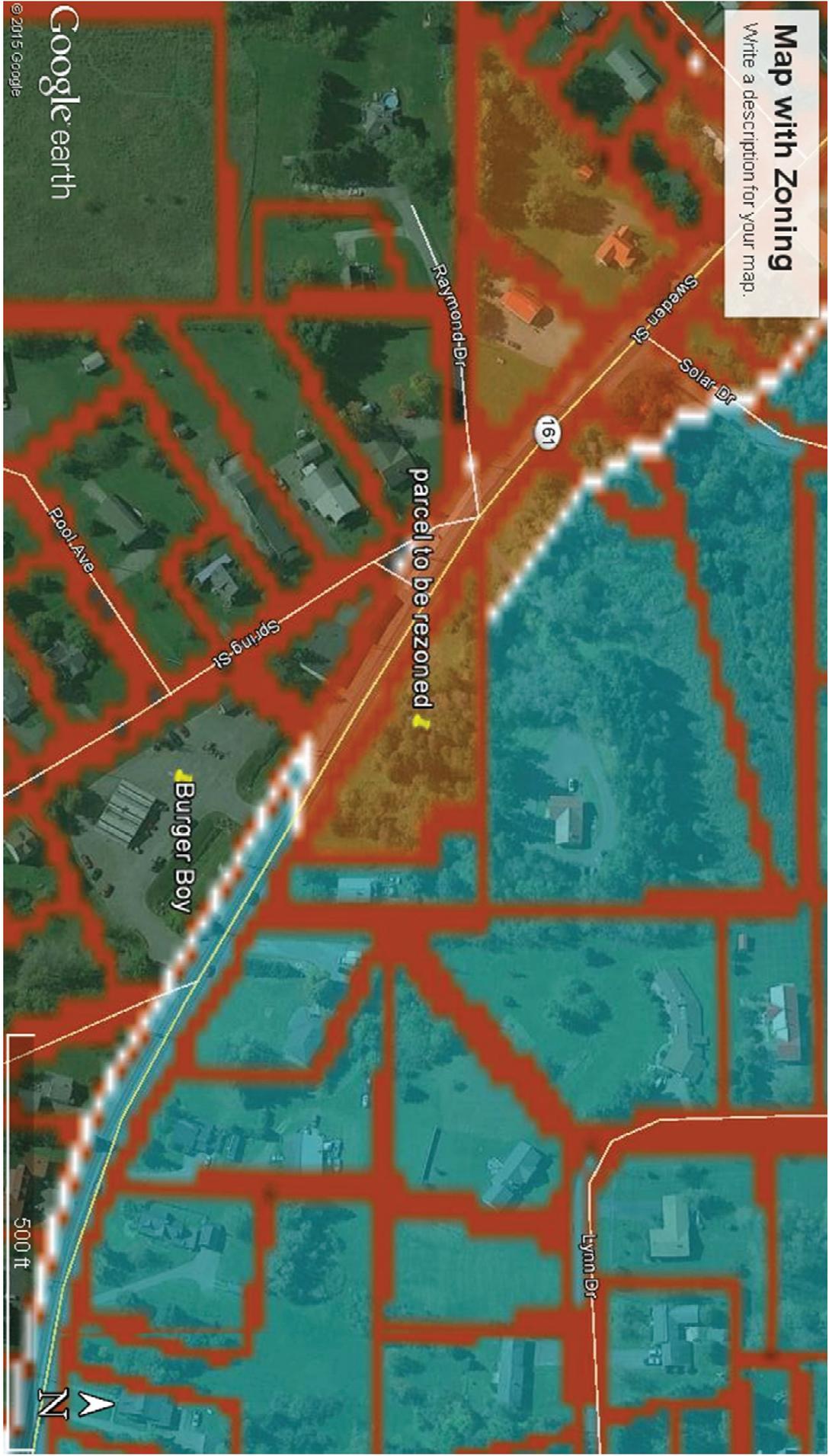
On the following pages are two maps. The first is the Tax Map showing the dimensions. The second is a map showing the zoning of the parcel to be rezoned and the zoning of parcels around it, and gives a better picture of its exact location.

The Planning Board held a public hearing on this topic. That public hearing was advertised in the paper and notices to those that live within 500 feet of the property were mailed out as well. At that public hearing no one spoke on the topic.

The Planning Board believes this to be a reasonable request and voted unanimously to recommend the Council approve the request.



**Map with Zoning**  
Write a description for your map.



Google earth

© 2015 Google



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 11, 2016  
Re: Parking Ordinance

On the next page is a proposed modification to the parking ordinance, and has two sections. Section 1 deals with parking lots and has three main changes.

The first change clarifies that there is no overnight parking in the city owned lots from November 1 to May 1. This matches the current overnight parking ban on city streets.

The second change would remove the reference to the Albair parking lot since that is no longer a public parking lot.

The third change clarifies that no tractor trailer trucks are allowed to park in municipal parking lots, but trucks like delivery trucks, would be allowed to park there.

Section 2 deals with parking on streets and would move the ban up to 11pm from 12midnight.

The Police Chief, Public Works Director, and myself have all discussed these changes. It is preferable to have the parking restrictions in place starting the same time of day rather than having streets be different from parking lots. For the Public Works department to plow the snow it is better for them to have the restriction start at 11pm rather than midnight.

The proposed ordinance could be introduced tonight. If it is introduced tonight we would schedule a hearing for our next meeting.

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

Ordinance No. 2, 2016 Series  
City of Caribou  
County of Aroostook  
State of Maine

AN ORDINANCE AMENDING CHAPTER 12 **TRAFFIC**

Short Title: An ordinance amending parking restrictions.

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 12, Section 410 **Parking Lot Regulations of the Caribou City Code** is hereby modified to read as follows:

Because of congestion of traffic, the following regulations are hereby established:

- 1) Unregistered vehicles. No unregistered vehicles shall be parked in any public parking lot provided and operated by the City of Caribou.
- 2) Parking in public parking lots shall be as follows:
  - a) ~~From November 1 to May 1~~ Overnight, 11:00pm to 6:00am, parking is allowed only in the North Downtown Mall Parking lot along the retaining wall, ~~and in the South Hatch Drive (Albair) Parking Lot along the western edge of the parking lot (along the fence).~~ Overnight parking is not allowed in any other public parking lots.
  - b) Parking in spaces adjacent to buildings shall be limited to two (2) hours during business hours.
  - c) Parking of ~~trucks other than pickup trucks~~ Tractor Trailer Trucks is prohibited in all public parking lots.
- 3) Lot in front of Municipal Building, parking shall be limited to fifteen (15) minutes.
- 4) Parking at 6 Water Street shall be limited to two (2) hours.

Section 2: Chapter 12, Section 407 **All Night Parking** is hereby modified to read as follows:

Parking is prohibited on any street in Caribou between the hours of ~~12:00 midnight~~ 11:00pm to 6:00 a.m. from November 1 to May 1.

This ordinance, being introduced on January 11, 2016 and a public hearing being held on \_\_\_\_\_ was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
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



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 11, 2016  
Re: Compensated Absences

While the 2015 financial numbers are not done quite yet it does look like we will have come in under budget for 2015 by as much as \$375,000. The two largest contributing factors to this is the positions that were unfilled during 2015 and the low fuel prices.

As was done last year I'm asking Council to put more money into the Compensated Absences reserve fund for Fiscal Year 2015.

As of the end of December there is \$296,509 in the Compensated Absences Reserve Account (G 1-417-01).

I'm asking Council to approve putting another \$275,000 into the reserve. This would increase the amount spent in E70-01-043-01 which is deposited into the reserve line. Without putting the money into this reserve line the money would just hit the fund balance for the City.

This would put the total reserve line at \$571,509 which would be fully funded.

This would likely leave an unexpended balance of approximately \$100,000. The Council could designate that to go into a reserve account or let it go to fund balance. If it's designated to a reserve account I would recommend the Fire Equipment Reserve or the Public Works Reserve which was decreased for 2016. Or it could be put towards the ambulance reserve line rather than doing a transfer from fund balance to ambulance reserve in 2016.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 11, 2016  
Re: Personnel Policy Change

I've been approached by a few employees that have expressed interest in having their vacation and sick banks paid out today, rather than waiting for retirement. Current policy states that the banks would be paid out at retirement. If we were to pay out today we could save money versus waiting a few more years. It would also allow employees to put the money into their retirement accounts and potentially see better returns by having it invested.

If someone were to buy out their currently banked vacation time their banks would drop to zero.

If someone were to buy out their banked sick time they're banks would go to zero and any sick time accrued in the future would not be paid out. In this case they do run the risk of not having paid time off available to them if they become sick or injured.

The policy could say they could cash out a portion of their banked sick time, and keep some sick time in the case of emergencies. This could be more work to track, but there would be some cash savings to the city.

The proposed ordinance on the following pages reflects the changes that would be necessary to allow this to be done.

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

Ordinance No. 3, 2016 Series  
City of Caribou  
County of Aroostook  
State of Maine

**AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION**

Short Title: An ordinance modifying sick and vacation buyouts.

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 2, Section Vacations is hereby modified to read as follows:

An employee is eligible to take annual vacation time with pay after completing six (6) continuous months of service with the City. For employees completing six months of service, all vacations will be taken by January 1 or within three (3) months of their employment anniversary date.

All subsequent annual vacations are calculated by January 1. Vacations cannot be accumulated from year to year. All vacation time should be taken during the established vacation period for each department.

Vacation will be accumulated as follows:

After six months of service the employee will receive 1 workweek.

After 1 year of service the employee will receive 1 additional workweek.

After 2 years of service the employee will receive 2 work weeks vacation.

After 5 years of service the employee will receive 3 workweeks.

After 15 years of service the employee will receive 4 workweeks.

After 20 years of service the employee will receive 5 workweeks.

(Amended 10/07) (Amended 6/14)

Regular part time employees are eligible to accumulate vacation based on the average number of hours worked in the past year. The average number of hours is calculated at the number of years of service. (Amended 8/07)

Vacation pay is determined by the pay rate of the employee at the time they are actually on vacation. Employees may take vacations in any increments of their choosing, at the discretion of the Department Head. If payday falls during the annual vacation of any employees, he/she is entitled to his/her pay in the payroll prior to the start of their vacation. (Amended 10/07)

It is the City policy that each employee shall take at least one (1) week vacation a year. Department Heads are in charge of scheduling vacations. They will do their best to plan their schedules according to requests made by employees and employee's seniority. (Amended 2/96)

An employee is not allowed to work and be paid double his/her wage during his/her vacation period, ~~or carry over any unused vacation time unless approved by the Department Head and City Manager.~~ (Amended 2/96, updated 2016)

The employer encourages employees to use all of their annual accrued vacation however; under some circumstances an employee may not be able to use their full allotted vacation. With the approval of the Department Head and the City Manager, an employee may bank unused vacation time up a maximum of what the employee has in their bank as of December 31, 2014, to be paid only upon separation or retirement. (Amended 2/01) Banked Vacation hours beyond 400 hours will not be paid out. (Amended 6/14)

An employee may request to receive the entire amount of banked vacation pay prior to their retirement or resignation from the City's employment. It shall be solely up to the discretion of the city manager to allow the banked vacation time to be paid out after receiving the request. If the request is granted the employee shall not be eligible to bank hours.

Each year an employee may roll over unused vacation to be used by the last day of February of the following year. (Amended 6/14)

Upon retirement or resignation from the City's employment, or upon death, the employee or his/her estate can collect unused vacation pay. (Amended 2/96)

**Section 2:** Chapter 2, Section Sick Leave is hereby modified to read as follows:

If you are a full time employee, you will be eligible for paid sick leave after completing six (6) months of continuous service from date of employment, at which time you will have accumulated 48 hours. Sick leave is accumulated at the rate of eight hours per month up to 960 hours or its equivalent.

Should any employee become ill, he/she will make an attempt to contact their supervisor or Department Head prior to their regularly scheduled start time. Failure to do this may jeopardize eligibility for sick leave for the period.

Employees may be required to present a doctor's certificate to justify absence and to qualify for payment for time lost during sick leave. (Amended 2/01)  
Any sickness occurring during a regularly scheduled vacation may not be counted as sick leave.

#### Payout of Banked Sick Leave

For employees hired on or before December 31, 2013: Upon retiring and discontinuance from the City's employment or upon death, the employee or his/her estate shall be paid unused sick leave benefits up to the amount in the employees sick bank as of December 31, 2014. (Amended 2/01) Upon termination of employment in good standing with the City, the employee will be compensated for unused banked sick leave, up to the number of hours in their bank as of December 31, 2014, according to the following schedule:

After	5	years	-	25%
After	10	years	-	50%
After	15	years	-	75%
After	20	years	-	100%

(Amended 6/14)

An employee may request to receive a partial amount or the entire amount of banked sick time pay prior to their retirement or resignation from the City’s employment. It shall be solely up to the discretion of the city manager to allow the banked time to be paid out after receiving the request.

If the request is granted the employee shall not be eligible to be paid out banked hours beyond the number that exists after the payout. For example if an employee has 960 hours banked at they are paid out 480 hours before retirement the maximum amount they could be paid out at retirement is 480 hours.

If an employee is paid out before retirement the maximum amount of sick time they can build up is 960 hours and they are not eligible payouts of sick leave beyond 960 hours.

For employees hired on or after January 1, 2014 there shall be no pay out of unused banked sick leave. (Amended 6/14)

### Payout of Sick Leave beyond 960 hours

For employees hired on or before December 31, 2013: The City wishes to encourage employees to build up their accrued sick leave to provide security for those instances when the employee is unable to perform duties because of sickness. Upon accruing the maximum number of hours, the employer will permit the employee to bank additional unused hours for additional security, to be used only when a long term illness of the employee occurs, which can be documented by the employee’s physician. The employer will also permit the employee to cash in any accrued sick leave, beyond nine hundred sixty (960) hours at the rate of \$6.25 per hour. The determination to bank or cash in these sick leave hours will be done during the month of January each year and will be paid out to the employee or credited to the sick leave bank in February of each year.

For Employees hired on or after January 1, 2014 there shall be no payout of sick time accumulated beyond the nine hundred sixty (960) hours. (Amended 6/14)

This ordinance, being introduced on January 11, 2016 and a public hearing being held on \_\_\_\_\_ was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
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