



## *City of Caribou, Maine*

### **AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, January 9, 2017 Caribou City Council Chambers**

*Municipal Building  
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1. Public Input
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 13, 2016 Council Meeting 2-4
  - b) November 28, 2016 Council Meeting 5-8
  - c) January 3, 2017 Organizational Council Meeting 9-11
4. Consent Agenda
  - a) Department Reports 12-21
  - b) Approval of Quit Claim Deeds 22
  - c) Approval of Council Committee Appointments 23
  - d) Approval of Zoning Board of Appeals Appointments 24
5. Ordinance Modifying the Moratorium on Marijuana Dispensaries 25-26
6. 2015 Property Maintenance Code 27-29
7. Replacement of Engine 1 30-31
8. Other Business

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

Regular City Council Meeting Monday, January 23, 2017 at 6pm

Regular City Council Meeting Monday, February 13, 2017 at 6pm

Per Mayor Aiken, the 6:00 p.m. Monday, December 12, 2016 Caribou City Council meeting was postponed to 6:00 p.m. Tuesday, December 13, 2016.

A regular meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, December 13, 2016 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor 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.

Department Manager: Penny Thompson, Tax Assessor; David Ouellette, Public Works Director; and Lisa Plourde, Housing Executive Director.

Chris Bouchard 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) October 17, 2016 Budget Forum
- b) October 18, 2016 Budget Forum
- c) November 28, 2016 Council Workshop

Motion made by P. McDonough, seconded by J. Theriault, to approve the minutes of the October 17, 2016 Budget Forum, October 18, 2016 Budget Forum, and November 28, 2016 Council Workshop as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) Department Reports
  - 1. Caribou Fire and Ambulance – November 2016
  - 2. Caribou Police Department – November 2016
  - 3. Monthly Permit – November 2016
  - 4. Clerk and General Assistance – November 2016
- b) Approval of Quit Claim Deeds
  - 1. Morris and Debra Bragdon – Map 18 Lot 31 #66
- c) November 2016 Financials

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

Council Agenda Item #5: Maine Housing Home Modification for Seniors Program

Veronica Plourde, program leader, explained the pilot program the Housing Authority of Fort Fairfield has been selected to offer to seniors and disabled home owners. The Home Modification for Seniors

Program will allow eligible homeowners to apply for home modification that will improve safety or accessibility. The program is free and allows up to \$1,500 in repairs to be made. They are looking to extend the range of the program up to 25 miles from Fort Fairfield which would include Caribou.

Eligibility requirements include being 60 years of age or older, homeowner or living in a home of a relative, and income guidelines with the limit for one individual to be \$40,000, \$45,700 for two, and \$51,400 for three. Potential repairs include grab bars, handrails, existing ramps, and smoke detectors.

Ms. Plourde, Wayne Troicke, and Lisa Plourde answered several questions. Discussion.

Motion made by P. McDonough, seconded by D. Martin, in their role as Housing Commissioners to support the expansion of the Fort Fairfield Housing Authority's Home Modification for Seniors Program into Caribou's jurisdiction. (6 yes) So voted.

Council Agenda Item #6: Fuel Tanks at Public Works

Option 1: Installation of in ground tanks

Option 2: Installation of above ground tanks

Option 3: Use of off-site vendors

With either of the three options, the City will have to have the current tanks out of the ground by June 29, 2018.

Motion made by P. McDonough, seconded J. Theriault, to accept the Public Works Director's recommendation and to authorize Option 1. (6 yes) So voted.

Council Agenda Item #7: Ambulance 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 P. McDonough, seconded by D. Martin, to approve renewal of the City's ambulance contracts. (6 yes) So voted.

Council Agenda Item #8: Fire Contracts

- Woodland \$62,411
- New Sweden \$34,421
- Connor \$28,194

Motion made by P. McDonough, seconded by J. Theriault, to approve renewal of the City's fire contracts. (6 yes) So voted.

Council Agenda Item #9: Other Business

- A. Previously tax-acquired property Map 31 Lot 169-A has been put out to bid and no one bid on the property. Willey Rentals has expressed an interest in acquiring the property and has agreed to pay the advertised bid amount.

Motion made by J. Smith, seconded by P. McDonough, to sell for \$1,100 Map 31 Lot 169-A to Willey Rentals. (6 yes) So voted.

- B. The Mayor questioned how many buildable lots are owned by the City and wonders if the City might consider giving them away. He wonders if the offer of a free house lot would encourage individuals to relocate to Caribou. He noted that a free lot would come with certain conditions; such as, building within 18 months.
- C. Councilor Martin noted the deadline to submit bills for the next Legislative session is nearly here and suggested that Caribou's State Senator and Representative be contacted about their submitting a bill concerning State unfunded mandates.

Motion made by, J. Smith, seconded by J. Theriault to adjourn the meeting at 6:20 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Organizational City Council Meeting Tuesday, January 3, 2017 at 6:00 p.m.

Regular City Council Meeting Monday, January 9, 2017 at 6:00 p.m.

Regular City Council Meeting Monday, January 23, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, November 28, 2016 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor 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.

Department Manager: Penny Thompson, Tax Assessor; Gary Marquis, Supt. of Parks & Recreation; David Ouellette, Public Works Director; Michael Gahagan, Police Chief; and Scott Susi, Fire Chief.

Chris Bouchard representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Public Input.

- a) Ann Wilson, 375 Belanger Road, requested an extension for the payment of taxes. Ms. Wilson had been making payments to the land owner Tammy Cyr until she learn that the money wasn't being used for taxes since then she has been coming and paying on the taxes herself.

The property became tax acquired on Tuesday, November 22, 2016.

Manager Bleess noted that the current policy has the City placing the property out to bid, but the Council could deviate from policy and choose to sell the property to Ms. Wilson.

- b) Deborah Bragdon and husband, 200 West Gate Road, Lot #66, have been living there for three years and recently the City acquired the mobile home. They had been paying someone for the mobile home but had been unable to obtain a bill of sale. Recently they learned that the owner of record says they don't own it. Mrs. Bragdon stated that she has receipts totaling \$3,800 showing that they have purchased the mobile home. The park manager didn't give the money to the park owner.

Tahoe Gaming LLC are the land owners. They have told Collections that they don't own any mobile homes in the park. Tahoe Gaming LLC has been making tax payments on the land.

- c) Chris Bouchard, Aroostook Republican, asked if Council will be discussing the new school building permit fee.

Councilor Martin stated that he plans to bring it up under Other Business.

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:

- d) October 24, 2016 City Council Meeting
- e) November 14, 2016 Special Council Meeting
- f) November 14, 2016 City Council Meeting

Motion made by S. McDougall, seconded by J. Smith, to approve the minutes of the October 24, 2016 City Council Meeting, November 14, 2016 Special Council Meeting, and November 14, 2016 City Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- d) November 8, 2016 Election Results

Motion made by P. McDonough, seconded by J. Theriault, to approve Consent Agenda Item A as presented. (6 yes) So voted.

Council Agenda Item #5: Downtown Parking Lots

Discussion.

Motion made by P. McDonough, to reconsider the selling of parking lots. Motion failed.

Motion made by J. Smith, seconded by S. McDougall, to not sell the parking lots at this time. Motion withdrawn.

Motion made by J. Theriault, to retain the north and south mall parking lots. Motion failed.

Councilor McDonough reminded the Council that currently the parking lots are for sale. There was discussion about the correct way for the Council to proceed.

Council Agenda Item #6: Tax Acquired Property

20 properties were tax acquired on November 22, 2016.

Motion made by J. Smith, seconded by D. Martin, to sell to Ann Wilson, 375 Belanger Road, Map 017 Lot 333 C for \$3,494.17 provided she pays by 5:00 p.m. January 31, 2017. (6 yes) So voted.

Motion made by J. Smith, seconded J. Theriault, to sell to Deborah Bragdon and her husband, the mobile home located at 200 West Gate Road Lot #66, Map 018 Lot 031-066 for \$608.41 provided they pay by 5:00 p.m. January 31, 2017 (6 yes) So voted.

Councilor Theriault questioned why the City is tax acquiring mobile homes as they then became a liability for the City and of little value. Discussion.

Motion made by J. Smith, seconded by D. Martin, to sell by bid the mobile home located at 188 West Gate Road Lot #14 Map 018 Lot 031-014 and to demolish the mobile home located at 194 West Gate Road Lot #48 Map 018 Lot 031-048. (6 yes) So voted.

Motion made by D. Martin, seconded by J. Smith, to offer to sell to the former owners the properties listed as #1, #3, #5, and #7-13 and that they would have until 5:00 p.m. January 31, 2017 to pay all back taxes, cost, and interest and if not interested put it out to bid any time for the minimum bid prices. (6 yes) So voted.

The City now owns the Birdseye properties (Nasiff Land LLC, Map 025 Lot 146, Map 027 Lot 074-A, and Map 027 Lot 074-B).

The City will work on demolishing the buildings located on properties listed as #6, #14, and #18-20 during 2017 while buildings located on properties #15-17 (Nasiff Land LLC) will require more time to complete the demolition process.

Motion made by J. Smith, seconded by J. Theriault, to move forward with the demolition of buildings located on properties listed as #6, #14, and #18-20. (6 yes) So voted.

Council Agenda Item #7: Putting Tax Acquired Property Out For Bid

An abutting landowner for the tax acquired property of Map 31 Lot 169 and Lot 157 has expressed interest in purchasing one or both of these lots.

Motion made by J. Smith, seconded by D. Martin, to offer to the abutting landowner, who has expressed interest, Map 31 Lot 169 for the assessed value of \$2,300 and Lot 157 for the assessed value of \$5,900 and if the abutter is not interested then place out to bid. (6 yes) So voted.

Council Agenda Item #8: Moratorium on Marijuana Dispensaries

6:43 p.m. Public Hearing opened.

Michelle Smith – 71 Fontaine Drive – spoke in support of adopting a moratorium regarding marijuana dispensaries.

Jonathan Clark – Bog Road – spoke in support of dispensaries being allowed outside of city center. That would still allow people access.

6:47 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by S. McDougall, to adopt Ordinance No. 13, 2016 Series, An Ordinance regarding Marijuana Dispensaries. (6 yes) So voted.

Council Agenda Item #9: 2017 Budget

Discussion.

Motion made by S. McDougall, to adopt as presented the proposed 2017 General Fund Expense Budget, 2017 Capital Improvement Budget, 2017 Enterprise Funds Expense Budgets, and the amended wage scale for non-union employees. Motion died for the lack of a second.

Discussion whether a public hearing is necessary to make a change to the wage and classification, as is done with an ordinance or is policy that can be accepted without a public hearing.

Motion made by D. Martin, seconded by J. Smith, to use line three for all employees on the amended wage scale for non-union employees. (6 yes) So voted.

Discussion concerning Mayor Aiken's and Councilor McDonough's suggested 2017 budget reductions.

Motion made by D. Martin, seconded by S. McDougall, to adopt as presented the proposed 2017 General Fund Expense Budget, 2017 Capital Improvement Budget, 2017 Enterprise Funds Expense Budgets, and the amended wage scale for non-union employees. (6 yes) So voted.

Council Agenda Item #10: Other Business

- A. Motion made by J. Theriault, seconded by T. Guerrette, to reconsider waiving the building permit fee for the RSU #39 school building project. (5 yes, 1 no, P. McDonough) So voted.
- B. Motion made by J. Smith, seconded by S. McDougall, to waive the building permit fee for the RSU #39 school building project. (5 yes, 1 no, P. McDonough) So voted.
- C. Councilor Martin wants the City to review the current building permit fee structure.
- D. The Cities of Caribou and Presque Isle have had discussions about Presque Isle contracting with Caribou for ambulance billing services.

- E. Public Works Director requested direction on the replacement of fuel tanks at Public Works. Councilor McDougall suggested that the Director put something together for them to review and to place it on the next agenda.

Motion made by, seconded by P. McDonough, seconded by T. Guerrette, to adjourn the meeting at 7:50p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting Monday, December 12, 2016 at 6:00 p.m.

Organizational City Council Meeting Tuesday, January 3, 2017 at 6:00 p.m.

Regular City Council Meeting Monday, November 28, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary



The Caribou City Council held an organizational meeting Tuesday, January 3, 2017 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 was present.

Department Managers: Penny Thompson, Tax Assessor and Lisa Plourde, Executive Director Caribou Housing.

Time Warner covered the meeting.

Council Agenda Item #1: Swearing in of New Councilors

The City Clerk administered the oath of office to David Martin and Joan L. Theriault for three years.

Council Agenda Item #2: Election of Chairperson/Mayor for the City Council for 2017.

Motion made by P. McDonough, seconded by T. Guerrette, to nominate Gary Aiken for Mayor for the 2017 Caribou City Council.

Gary Aiken was elected Mayor for the 2017 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 2017.

Motion made by P. McDonough, seconded by J. Theriault, to nominate David Martin as Deputy Mayor for the 2017 Caribou City Council.

David Martin was unanimously elected Deputy Mayor of the 2017 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 2017:

January 9 January 23	February 13	March 13 March 27
April 10 April 24	May 8	June 12 June 26
July 10	August 14	September 11
October 10 October 16 Public Forum October 17 Public Forum October 18 Public Forum, if needed	November 13 – Public Hearing for Budget November 27	December 11

Motion made by P. McDonough, seconded by S. McDougall, 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 2017.

Motion made by P. McDonough, seconded by D. Martin to authorize the City Manager Austin Bleess to approve the Treasurer's Warrants for the 2017 calendar year (6 yes) So voted.

Council Agenda Item #6: Appointment of Administrative City Officers for 2017.

Motion made by D. Martin, seconded by P. McDonough, to appoint the slate of Administrative City Officers for 2017 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
Jayne R. Farrin	Registrar of Voters (2 year term)
Kalen Hill	Deputy Registrar of Voters (2 year term)
Scott Susi	Public Health Officer

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 2017.

Motion made by D. Martin, seconded by P. McDonough, to move the slate of appointments as presented with the exception of the Zoning Board of Appeals. (6 yes) So voted. (Exhibit A)

Council Agenda Item #8: Consider authorizing the collection of property tax before the 2017 Commitment date.

Motion made by P. McDonough, seconded by J. Theriault, to authorize the Tax Collector to accept payments towards property taxes prior to the 2017 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 2017.

Motion made by P. McDonough, seconded by D. Martin, to authorize a Tax Club for 2017 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: Approve Warrant and Notice of Election for RSU #39 Referendum

Motion made by P. McDonough, seconded by D. Martin, to approve and countersign the Warrant and Notice of Election for the February 7, 2017 RSU #39 Referendum. (6 yes) So Voted.

January 3, 2017

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Motion made by P. McDonough, seconded by D. Martin, to adjourn the meeting at 6:09 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting, January 9, 2017 at 6:00 p.m.

Regular City Council Meeting, January 23, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

# Caribou Fire and Ambulance Monthly Report

## December 2016

	Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	20	220	16	211
Fire Permits Issued	2	591	4	629
Mutual Aid Received	0	17	0	5
Mutual Aid Provided	6	53	0	26
Estimated Damage	\$ -	\$ 437,100	\$ 1,000.00	\$ 186,500

## Out of City Fire Calls

Location	Current Month # of Calls	Current Month Man Hours	YTD Calls	YTD Man Hours	Prior YTD Calls	Prior YTD Man Hours
Woodland	1	1	18	64.5	12	47.75
New Sweden	1	3	8	32.5	10	22.25
Connor	0	0	5	12	6	17.25
Westmanland	0	0	0	0	0	0
<b>Totals</b>	2	4	31	109	28	87.25

	Current Month	YTD	Prior Year Month	Prior YTD
Ground Ambulance	148	2059	167	1956
Air Ambulance	7	66	11	73
Cancelled	0	53	13	95
<b>Totals</b>	155	2178	191	2124
ALS Calls	88	1285	131	1316
BLS Calls	53	621	39	601
No Transport	14	223	8	118
Long Distance	22	260	36	351
Calls Turned Over	9	89	10	81
Revenue Lost	\$ 19,552	\$ 175,984	\$ 11,500	\$ 11,500
Mileage	6,835	101,863	11,601	11,601

YTD is from  
January 2016  
through  
December 2016

Monthly Permit Report				
December 2016				
	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	0	52	1	39
Permit Value	\$ -	\$ 2,732,095	\$ 5,200	\$ 1,698,400
Homes	0	7	0	2
Mobile Homes	0	1	0	2
Multi Family	0	0	0	1
Commercial	0	11	0	5
Plumbing Permits				
Internal	0	19	1	21
External	1	18	3	9
Demolition Permits	1	4	0	5
Sign Permits	0	9	0	6
	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Woodland Permits				
Building Permits	0	52	1	39
Internal Plumbing	0	5	0	5
External Plumbing	0	7	0	6
YTD is	January 2016	to	December 2016	

## Clerk and General Assistance Dashboard

December 2016

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	35	436	71	560
Fishing Licenses	21	245	23	320
Boat Registrations	-	296	2	335
ATV Registrations	3	723	1	712
Snowmobile Registrations	33	513	183	422
Vehicle Registrations	481	7,549	439	7,857
Rapid Renewal	20	354	15	396
Birth Records	48	728	47	764
Death Records & Permits	55	876	49	918
Marriage Records & Licenses	12	199	5	208
Dog Licenses	83	1,127	304	1,206

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	12	116	7	160
GA Cases Paid - Caribou	4	122	10	162
People Assisted - Caribou	5	179	15	235
GA Dollars Spent - Caribou	\$ 582	\$ 29,465	\$ 1,540	\$ 42,057

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Connor	0	1	0	0
GA Cases Paid - Connor	0	2	0	0
People Assisted - Connor	0	8	0	0
GA Dollars Spent - Connor	\$ -	\$ 295	\$ -	\$ -

Year To Date is from January 2016 through December 2016

# Housing and FSS Monthly Report

December 2016

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	2316	193	2316
Vouchers leased	168	2111	177	2180
Vouchers available	22	173	15	121
Housing Assistance Payments, to Landlords	\$ 62,714	\$ 777,189	\$ 66,762	\$ 815,723
Utility Reimbursements, to Participants	\$ 79	\$ 3,015	\$ 163	\$ 2,147

Waiting List Statistics	Current Month	Average YTD
Applicants on Waiting List	35	100
Average wait time (in days)	23	118
Families with Children	16	32
Elderly Families	6	14
Families with Disabilities	16	41
Household Income		
Extremely Low Income	29	76
Very Low Income	4	14
Low Income	4	6
Over Income Limit	0	3
Incomplete	1	1

Family Self Sufficiency	Current Month	YTD	Prior Year Month	Prior YTD
Number of Participants	24	352	33	382
Monthly Escrow Deposit	\$ 3,280	\$ 39,325	\$ 1,979	\$ 27,950
Number of Families Earning Escrow	16	204	16	149
FSS Graduates	-	5	0	3
Escrow Earned	\$ -	\$ 17,047	\$ -	\$ 10,869
FSS Forfeitures	-	5	0	2
Escrow Lost	\$ -	\$ 9,657	\$ -	\$ 750

YTD Numbers are January 2016 through December-2016

Library Monthly Statistics					
November 2016					
	Current Month	Year To Date			
Circulation	1,834	24,521			
Table Count	1,403	14,346			
Walk-ins	1,770	17,354			
E-/Audio Books	77	1,494			
Computer Users	380	3,942			
Wireless Use	1,928	4,378			
New Patrons	21	275			
Passports	-	17			
Tests Proctored	-	5			
Interlibrary Loans	41	409			
	Current Month	Year To Date			
Volunteer Hours	80	2,507			
Value of Hours	\$ 600	\$ 18,799			
Grants	\$ -	\$ 16,750			
In-Kind Donations	\$ -	\$ 14,900			
Memorial Donations	\$ 50	\$ 1,940			
	Current Month	Year To Date			
Overdue Fees	\$ 100	\$ 1,488			
Fax/Printing	\$ 91	\$ 1,308			
Replacement/Misc	\$ -	\$ 595			
Non-Resident Fes	\$ 35	\$ 1,513			
Passport Fees	\$ -	\$ 450			
Value of volunteer hours is calculated using minimum wage rate.					



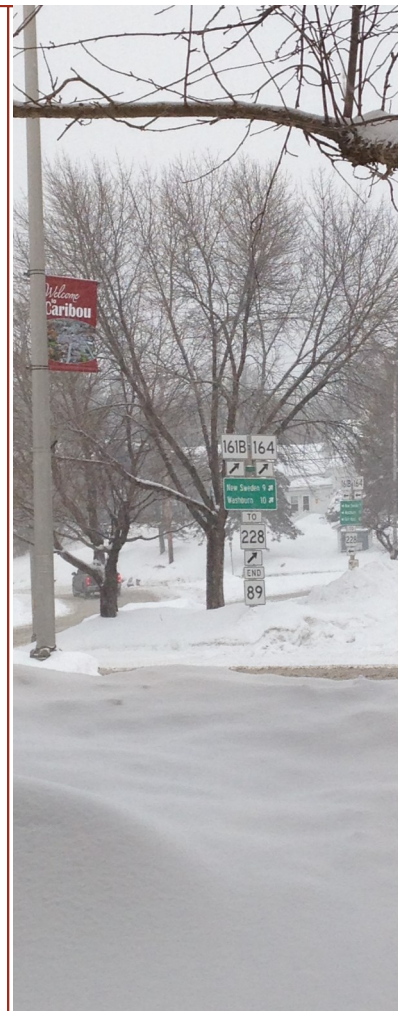
Library Monthly Statistics					
December 2016					
	Current Month	Year To Date			
Circulation	1,596	26,117			
Table Count	1,350	15,696			
Walk-ins	3,151	20,505			
E-/Audio Books	112	1,606			
Computer Users	350	4,292			
Wireless Use	4,314	8,692			
New Patrons	7	282			
Passports	-	17			
Tests Proctored	-	5			
Interlibrary Loans	30	439			
	Current Month	Year To Date			
Volunteer Hours	40	2,547			
Value of Hours	\$ 300	\$ 19,099			
Grants	\$ -	\$ 16,750			
In-Kind Donations	\$ -	\$ 14,900			
Memorial Donations	\$ -	\$ 1,940			
	Current Month	Year To Date			
Overdue Fees	\$ 101	\$ 1,589			
Fax/Printing	\$ 200	\$ 1,508			
Replacement/Misc	\$ 25	\$ 620			
Non-Resident Fes	\$ 210	\$ 1,723			
Passport Fees	\$ -	\$ 450			
Value of volunteer hours is calculated using minimum wage rate.					

# TAX BASE TALK

## Notes from the Tax Assessment and Permit Office:

- \* Effective 1/1/2017, the State of Maine has adopted the 2015 version of the Uniform Plumbing Code which is the current edition produced by IAPMO with the next version scheduled for 2018
- \* In November, the final revisions for updates to the Maine Uniform Building (and) Energy Code—MUBEC—were sent to the Attorney General’s Office for review. The next step in the process will be a Public Hearing. No hearing date has been set at this time.
- \* On November 12, 2016, chapter 205 was amended. This rule establishes levels of assessor certification and also outlines the enforcement of the continuing education requirements imposed by statute. New certifications include: CMA-2, CMA-3, and CMA-4. Candidates must have a combination of both experience and education to attain.
- \* Recent trainings attended by staff:
  - \* Proposed MUBEC updates to the 2015 IBC, IRC and IEBC held in Brewer and Augusta November 2—4
  - \* State Fire Marshal’s Office presented a training on their plans review process and barrier free permitting held in Presque Isle December 13
  - \* International Association of Assessing Officers courses on Income Approach to Valuation, Fundamentals of Real Property Appraisal and the IAAO Standards of Professional Practice and Ethics

\* A well-trained staff is critical to the function of this office\*



## INSIDE THIS ISSUE

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## NEW TO WEBSITE:

- 2016 tax maps
- Updated GIS maps
- 2015 Uniform Plumbing Code (read-only)
- Permit applications

**2016 Permits**  
**~ A Busy Year ~**

Building Permits:

51

Total Revenue:

\$16,156

All revenue for building permits, demo permits and sign permits stays 100% in Caribou.

Progress continues on the building permits for 7 new homes that were issued in 2016

Recent inquiries made to the office suggest that 2017 will be another busy construction year in Caribou.







In March 2016, staff attended training in Fort Fairfield by Presby Environmental Inc. on their line of septic treatment products.

In 2016, we saw both the Presby Enviro-Septic pipe and Enviro-Fin products installed in Caribou.



Plumbing Permits:

37

Total Revenue:

\$4,200



Each year, we are required to send copies of all plumbing permits to the State along with the State fees collected. For 2016, the City sent a total of \$1,610 back to Augusta.

# TAX ASSESSMENT

The Tax Assessment Department must comply with all statutory laws as mandated by the State of Maine. One responsibility is to complete the Municipal Valuation Return which is due to Maine Revenue Services, Property Tax Division by November 1 of each year. This 10-page document provides a snapshot of the valuation of the City of Caribou.

## City of Caribou Municipal Valuation Commitment Date: July 1, 2016

Taxable value of land:	\$ 93,341,700
Taxable value of buildings:	\$ 253,536,300
Taxable value of personal property:	\$ 17,083,800
TOTAL taxable valuation:	\$ 363,961,800

2016 Property Tax Rate: .02290

Coming soon ... April 1

April 1 is an important day in the Tax Assessment department!

- \* 36 MRSA §502 states: “the status of all taxpayers and of such taxable property must be fixed as of that date”
- \* All real estate exemption forms must be received prior to April 1, 2017 to be considered for the 2017 tax year.
- \* Any changes to the property must be reported to us so the that the change in status can be verified on April 1. Examples: all or part of a building torn down, substantial change in condition
- \* Business Equipment lists are due by April 15
- \* BETE forms are due by May 1

Frequently requested forms are online:

<http://www.cariboumaine.org/index.php/departments/66-2/>

## REVENUE GENERATOR\$

This department works to generate revenue for the City in several ways:

- \* Issue permits
- \* Discover value when no permit obtained
- \* List/measure property
- \* List business property
- \* Promote exemption and reimbursement options
- \* Submit documents to State of Maine in timely manner



Tax Assessment & Permit Office  
25 High Street  
First Floor  
Caribou Maine 04736

(207) 493-3324 X 3  
Fax: (207) 498-3954

[www.cariboumaine.org](http://www.cariboumaine.org)

Penny Thompson, Assessor  
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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 9, 2017  
Re: Approval of Quit Claim Deeds

Pursuant to the Council action of November 28, 2016 Willey Rentals LLC has given us a check in the amount of \$2,300 for the property at Map 31, Lot 169. We will need council authorization on the quit claim deed.

James Michaud has offered \$1 for the property at Map 2, Lot 36. That is what the property had last been put out for bid at. We will need Council authorization of this sale and of the quit claim deed.



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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 9, 2017  
Re: Approval of Council Committee Appointments

The Mayor is appointing the following Councilors to the various committees. The appoints are subject to Council confirmation.

**Highway/Protection**

Phil McDonough  
Jody Smith  
Joan Theriault, Chair

**Personnel**

Phil McDonough, Chair  
All Council

**Airport**

Phil McDonough, Chair  
Joan Theriault  
Timothy Guerrette

**Investment**

Gary Aiken, Chair  
Dave Martin  
Timothy Guerrette

**NMDC**

Austin Bleess  
Gary Aiken

**Nylander Board**

**Municipal Buildings**

Dave Martin, Chair  
Joan Theriault  
Jody Smith  
Shane McDougall

**CEGC**

Gary Aiken  
Austin Bleess

**Planning Board**

**Liaison**

Phil McDonough



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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 9, 2017  
Re: Approval of the Zoning Board of Appeals

The Zoning Board of Appeals appointments would be for George Howe and Robert Ouellette to terms ending December 2019.





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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 9, 2017  
Re: Ordinance Modifying the Moratorium on Marijuana Dispensaries

Based upon the moratorium that has been put in place on Marijuana dispensaries the Planning Board has reviewed the medical marijuana ordinance is recommending that no changes be made to that portion of the city ordinance.

They are requesting more time to look at the recreational marijuana side of the law. They would like to do a workshop, which the Council is invited to attend, to discuss the topic further. They have not set a date yet, but if there is a date the Council would like to do it we could schedule for that date.

With a site design waiting for a medical marijuana dispensary they are recommending the Council move forward with the ordinance on the following page. The ordinance modifies the moratorium to remove medical marijuana dispensaries and clarifies the moratorium further (based upon recommendations of the City Attorney) to list out the recreational marijuana facilities and establishments that are a part of the moratorium.

The ordinance can be introduced tonight and a public hearing scheduled for our next meeting.

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

Ordinance No. 1, 2017 Series  
City of Caribou  
County of Aroostook  
State of Maine

AN ORDINANCE REGARDING MARIJUANA DISPENSARIES

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 (7) does ordain the following:

**Section 1. Applicability and Purpose:** Ordinance Number 13, 2016 series placed a moratorium on marijuana dispensaries including recreational and medical marijuana and directed the Planning Board to submit recommendations for permanent action to the City Council.

**Section 2. Action:** Based upon the Planning Boards review of the medical marijuana and their recommendation to the City Council the marijuana dispensary moratorium is hereby modified to remove medical marijuana from the moratorium.

**Section 3. Further Clarification:** It is further clarified that the moratorium in Ordinance Number 13, 2016 Series applies to marijuana operations as defined under the Marijuana Legalization Act, 7 MRSA c. 417 including, but not limited to, “Retail Marijuana”, “Retail marijuana cultivation facility”, “Retail marijuana establishments”, “Retail marijuana Products”, “Retail marijuana products manufacturing facility”, “Retail marijuana social clubs, and “Retail marijuana stores”.

This ordinance, being introduced on January 9, 2017 and a public hearing being held on \_\_\_\_\_, was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_, 2017.

\_\_\_\_\_  
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 9, 2017  
Re: 2015 Property Maintenance Code

As the International Code Council has come out with a 2015 version of the Property Maintenance Code staff is recommending that we update our code to the new version.

Copies of the full code are available for review at City Hall and online at  
[http://codes.iccsafe.org/app/book/toc/2015/I-Codes/2015\\_IPMC\\_HTML/index.html](http://codes.iccsafe.org/app/book/toc/2015/I-Codes/2015_IPMC_HTML/index.html)

The ordinance is on the next page would can be introduced tonight and a public hearing will be scheduled for our next meeting.

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

Ordinance No. 2, 2017 Series  
City of Caribou  
County of Aroostook  
State of Maine

AN ORDINANCE adopting the 2015 edition of the *International Property Maintenance Code*, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the City of Caribou; providing for the issuance of permits and collection of fees therefor.

Short Title: Property Maintenance Ordinance.

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.** The *International Property Maintenance Code*, 2012 edition, as adopted by the Caribou City Council in Ordinance 2013-12 is hereby repealed.

**Section 2.** That the *International Property Maintenance Code*, 2015 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Caribou, in the State of Maine for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City Clerk City of Caribou are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

**Section 3.** The following sections are hereby revised:  
Section 101.1. Insert: City of Caribou

Section 103.5. Insert: The minimum penalty for a specific violation is \$50 payable to the City. The fees for activities and services performed to correct or abate a violation shall be at cost plus a 10% administrative fee payable to the City.

Section 112.4. Insert: \$25 and \$2,500

Section 302.4. Insert: 7 inches within the Urban Compact Zone

Section 304.14. Insert: May 1 and October 1

Section 602.2. Strike 68°F (20°C) and insert 65°F (18.4°C)

Section 602.3. Insert: October 1 and May 1

Section 602.4. Insert: October 1 and May 1

**Section 4.** If another ordinance, or portion of ordinance, is found to conflict with the ordinances herewith that this ordinance shall supersede any other ordinance.

**Section 5.** That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 6.** That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

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 \_\_\_\_\_.

\_\_\_\_\_  
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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FIRE AND AMBULANCE DEPT  
CARIBOU, MAINE

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To: Mayor and Council Members  
CC: Austin Bleess, City Manager  
From: Scott Susi, Fire Chief  
Date: January 9, 2017  
Re: Replacement of Engine 1

Tonight I am presenting a proposal to replace engine #1 at the fire station. Engine #1 is our first due, first out and primary class "A" pumper, our only class "A" pumper. During the 2017 budget process I noted the truck would need replacement before its 25-year age because of what was thought to be a corrosion issue with the front cab support. On recommendation from the council I had a certified EVT (emergency vehicle technician) come in and do a complete inspection of the truck cab for safety of our firefighters, the public we share the road with and respond to for emergencies.

On December 6<sup>th</sup>, 2016 Kurtis Daigle, Certified EVT, performed a limited inspection on Caribou Engine #1. The inspection was limited to visual inspection, the information gathered was provided to Caribou Fire and the management team to evaluate the condition of this fire apparatus, what was first thought to be a corrosion issue turned out to be structural faults. The following are the details and suspicions regarding this piece of equipment:

1. An exterior inspection of the cab reveals stress cracks at different points around the cab structure. Hair line fractures exist from the top rear to the front face panel.
2. The underside of the cab reveals more aggressive cracking around the radiator support, floor pan and the cab exterior skin. These cracks are in the finish and cab skin area of the occupant compartment. Additionally, signs of physical interaction between the broken pieces is evident from the black streaks and small aluminum filings found during the inspection.
3. The most concerning and severe of the structure damage is the failure of the main structure support of the cab. The main aluminum beams supporting the cab and surrounding reinforcements have severe cracks in the structure along with cracking/failure of the welds securing the cab roll over structure to the main frame. Also very evident, is that the complete cab has dropped down from the sagging of the main structure and is hitting the front bumper cover plate and upper side of the vehicle frame rails. The cab tilt hydraulics are straining to lift the cab due to the conditions mentioned above. In addition to this issue, the apparatus has been having electrical issues such as: Failure of hydraulic system for cab tilt, overheating electrical panel, erratic engine gauges, inaccurate gauges in cab and a total melting of the overhead switch panel.

At this time we suspect that undue mechanical pressure from the cab weight is stressing the main wiring harnesses.

In order to provide greater details of the severity of the condition of this unit, Engine #1 would need to completely be stripped of the finish trim from the interior of the vehicle, remove the floor covering, ceiling liner and driver/passenger seats to accurately detail all of the failures that are occurring in the unit. The Department has received an electronic file of the photos taken of what could immediately be seen during the inspection. Please note that the door frames are also cracked in the hinge area of the entrance doors.

The inspection concluded with the recommendation this vehicle be removed from service until a thorough inspection can be performed. Judging from the current evidence seen during the inspection, safety of this vehicle has been severely compromised and creates a safety issue for both the public and the department personnel.

Since the inspection, the current response structure has been changed for the department to accommodate this recommendation thus putting more strain on our remaining fleet.

The starting price for a complete inspection and general repair is \$168,000 and this includes an \$8,000 engineer review. This is an estimate number because any problems found the needed parts will have to be manufactured because the company that makes the chassis for the truck went out of business three years ago. This type of work is estimated to take between five and six months and with no upgrades just fixing the issues noted and still leaving the City with a 20-year-old truck.

In an effort to try and money and improve efficiency, my recommendation would be to replace Engine#1 with a rescue pumper, two trucks in one. The city could trade our rescue truck in and place the old Engine out to bid, no company wants the truck due to age. The City would replace two trucks with one saving money by not having to replace both in the future. The City would also save by only having to send one truck to an accident instead of two, one rescue and one with water. It would be more efficient to run just one truck with personnel, not having extra people taking trucks and equipment, and maintenance on one truck instead of two.

The timing of this catastrophic issue with this Engine is not what was planned and has placed great stress on myself and the crews. The safety of our personnel and the citizens is priority, getting the right equipment to an incident for safety or to save a life is priceless. The ability to provide mutual aid is compromised right now being down one truck and as you all know, we rely on mutual aid so we have to reciprocate, mutual aid.

The cost of a rescue pumper will cost \$585,000.00 including the trade in of rescue #6. This purchase would save the city from the future purchase of a rescue truck in the future and maintenance costs for multiple trucks. A class "A" pumper alone is \$525,000.00 and still leaves us with the future replacement of our rescue and the improvements needed for it. Costs go up 5% a year on fire apparatus and right now the company we have been dealing with has agreed to keep pricing till the sixteenth of January, that is an additional savings of \$30,000.00. The MVP (multi vocational pumper) will cost the City \$116,996 with 0% financing through the company for the next five years. This is a special offer they have right now.