



City of Caribou, Maine

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**AGENDA
Caribou City Council
Regular City Council Meeting
6:00 P.M. Monday, October 24, 2016
Caribou City Council Chambers**

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) October 11, 2016 City Council Meeting 2-4
4. Consent Agenda
 - a) Approval of Quit Claim Deed 5
 - b) Abatement of Property Taxes 6
5. Broadband Planning Study 7
6. Audit proposals 8
7. 2017 Budget 9
8. Other Business

Upcoming Meeting Dates:

Regular City Council Meeting Monday, November 14, 2016 at 6pm

Regular City Council Meeting Monday, November 28, 2016 at 6pm

A regular meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, October 11, 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 and Gary Marquis, Supt. of Parks & Recreation.

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

Council Agenda Item #1: Public Input.

Camden Dumont – student at Caribou High School – presented a plan to construct and attach a flower planter to the median strip in front of Caribou High School to improve the image of the school. The planter will be constructed from pressure treated pine and will be attached using rebar. Construction will be completed by using personal equipment of the students plus donated equipment with as much labor as possible completed by students.

Council questions were answered by Mr. Dumont. Several Councilors stated their support for the project. Council directed Mr. Dumont to Public Works Director Ouellette.

Motion made by D. Martin, seconded by J. Smith, to approve the construction of a flower planter to be located on the median strip in front of Caribou High School. (6 yes) So voted.

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) August 22, 2016 Special Council Meeting
- b) September 12, 2016 Council Meeting

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the August 22, 2016 Special Council Meeting and September 12, 2016 City Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) Department Reports
 - 1. Clerk and General Assistance – September 2016
 - 2. Fire and Ambulance – September 2016
 - 3. Housing and FSS –September 2016
 - 4. Police – September 2016
 - 5. Permit – September 2016
 - 6. Assessment and Permit – 3rd quarter
- b) November Election Items
 - 1. Approve 8:00 a.m. opening time
 - 2. Appoint Jayne R. Farrin as Election Warden and Kalen Hill as Deputy Election Warden for the November 8, 2016 Elections

3. Approve and sign Notice of Municipal Election

c) Financials

1. Months of July, August, & September

The Mayor asked several questions concerning Ambulance billing software, Betterment Fund Grant, Veterans' Exemptions, Woodland services, prisoner boarding reimbursement, EOC reimbursement, and whether next year the Chamber will be reclassified as Nylander.

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

Council Agenda Item #5: Authorize Sale of Tax Acquired Property

The last time Map 25 Lot 59 went out to sale by bid, the minimum bid price was \$50.00 and the City didn't receive any bids. Joshua Tracy has offered \$50.00 to purchase the property.

Motion made by J. Smith, seconded by T. Guerrette, to sell Map 25 Lot 59 to Joshua Tracy for the amount of \$50.00. (6 yes) So voted.

Council Agenda Item #6: Authorize Transfer of City Land

In 2010, the City transferred the lots associated with the paper streets of Tibbets Terrance Subdivision to abutters with the exception of Map 32 Lots 119F and 119G. Staff hasn't found any reason why these lots weren't transferred then to and current abutting landowner Dana Pike.

Motion made by J. Smith, seconded by P. McDonough, to authorize the deeds to transfer Map 32 Lots 119F and 119G to Dana Pike. (6 yes) So voted.

Council Agenda Item #7: Authorize Land Swap

Land swap between Pioneer Realty and the City of Caribou:

City would acquire:

Map 31 Lot 103 - .40 acres – assessed value \$10,300 – frontage on Caribou Stream

City would convey to Pioneer Realty:

Map 31 Lot 105 - .23 acres – assessed value \$25,700 after removal of picnic canopy by the City – frontage on Washburn Street and Collins Mill Pond

The City would receive a check for \$15,400 which is the difference in land value which will go into a Park Improvement Fund.

Motion made by S McDougall, seconded by J. Smith, to approve the land swap with Pioneer Realty and to authorize the City Manager to sign the necessary documents to convey the land. (6 yes) So voted.

Council Agenda Item #8: Other Business

- A. City Clerk noted that absentee ballots are available without cause through November 3, 2016. Starting the 19th, individuals will have to register to vote in person in the Clerk's Office or at the polls November 8, 2016.
- B. The date for the RSU #39 new school referendum hasn't been set.

16-25 Pg. 3.

Motion made by P. McDonough, seconded by J. Theriault, to adjourn the meeting at 6:25 p.m. (6 yes)
So voted.

Upcoming Meeting Dates:

2017 Budget Forums October 17, 18, and 19, 2016 at 6:00 p.m.

Regular City Council Meeting Monday, October 24, 2016 at 6:00 p.m.

Regular City Council Meeting Monday, November 14, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 24, 2016
Re: Approval of Quit Claim Deed

Map 32, Lot 77, with the owner of record being Virginia Saunders, has paid all of the back taxes, interest, and fees for the property. This was one of the properties that was tax acquired in 2009, but the owner was making payments since 2012 to eventually buy the property back.

The Council should approve the quit claim deed releasing the property back to Ms. Saunders.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 24, 2016
Re: Abatement of Property Taxes

The Council approved the sale of 56 Crosby Ave at our last meeting for the sale price of \$50. The account has a remaining balance of \$759.22 which needs to be abated. The Council needs to approve this abatement.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 24, 2016
Re: Broadband Plan Study

As the Council is aware the Broadband Coalition is moving forward the efforts to bring high speed internet to every residence in Caribou. There are a number of areas that currently do not have access to high speed internet in Caribou, and only a small handful of people have access to speeds of over 50mbps in download speeds and no one has over 50mpbs in upload speeds.

As the availability of faster broadband speeds has shown significant positive impact on local economies, this project is something the City of Caribou should certainly be proud of. The CEGC and the Council have discussed this point in their last few joint meetings as well.

The coalition has requested proposals for companies to help in the planning of a broadband business plan. Specifically, they looked for proposals that would provide the City with a ten year financial pro forma (including a profit and loss statement, balance sheet, and income statements). This pro forma will provide the City with a highly detailed projection of revenue, expenses, debt costs, subscription rate projections, capital expenses, and build out plans. It would also look at governance and ownership strategies, looking at whether or not it should be municipally owned and operated or a public-private partnership. Part of the proposal will be financing options including grants, partnerships, etc. and also infrastructure proposals.

The Committee received 7 proposals from different firms, and they did interviews with 3 of them. Based upon the proposals and the interviews Tilson is best suited out of all the companies to lead us through this study, work with us to gather the information, and provide the best broadband business plan. The work on the plan would begin in January. This cost is budgeted for in the 2017 budget in the Economic Development Department.

The Committee is asking and recommending the Council approve to enter into a contract with Tilson to complete the study at a cost of \$46,500.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 24, 2016
Re: Audit Proposals

Recently the City went out for RFP for audit proposals as required by the City Charter. We requested a quote for auditing services to audit the fiscal years 2016-2018. We received 4 proposals back, however only 3 of them met the entire scope of the requests.

RHR Smith & Company, Buxton, Maine

2016	\$15,000
2017	\$15,000
2018	\$15,000

Meets scope of work but does not include preparation of MD & A. Also consulting and accounting services outside of the audit are charged at an hourly rate of \$125 - \$150.

Felch & Company, LLC, Caribou, Maine

2016	\$16,000
2017	\$16,250
2018	\$16,500

Meets scope of RFP. Although it is not stated in the proposal, additional consultation and accounting services have not been invoiced to the City in the past.

Runyon Kersteen Ouellette, South Portland, Maine

2016	\$17,250
2017	\$17,500
2018	\$17,750

Cost is based on expected scope of work, if additional time is expending we will incur an hourly charge on a varying rate of \$80 - \$210 per hour depending on who is providing the service.

If a new auditor is utilized it is more likely to incur additional costs. With possible new GASB standard implementations in the next few years this could get costly.

Felch and Company has provided us auditing services in the past and has not charged us any extra fees when we call them with questions. Their price is competitive to the other proposals, and they are Caribou based company. Taking all of these things into consideration staff recommends Council award the audits for fiscal years 2016-2018 to Felch and Company.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 24, 2016
Re: 2017 Budget

The last budget forum was concluded with Council saying they would provide staff direction on the 2017 budget tonight. Based upon the direction given tonight staff will adjust the budget in time to for the Public Hearing scheduled for November 14th.