



City of Caribou, Maine

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AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, December 12, 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 17, 2016 Budget Forum 2-4
 - b) October 18, 2016 Budget Forum 5-8
 - c) November 28, 2016 Council Workshop 9-10
4. Consent Agenda
 - a) Department Reports 11-15
 - b) Approval of Quit Claim Deeds 16
 - c) November 2016 Financials
5. Maine Housing Home Modification for Seniors Program 17-19
6. Fuel Tanks At Public Works 20-21
7. Ambulance Contracts 22-25
8. Fire Contracts 26-29
9. Other Business

Upcoming Meeting Dates:

Organizational City Council Meeting Tuesday, January 3, 2017 at 6pm

Regular City Council Meeting Monday, January 9, 2017 at 6pm

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

A Public Forum Workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, October 17, 2016 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Joan L. Theriault, Philip McDonough II, Shane McDougall, and Timothy Guerrette. Jody R. Smith was absent.

Austin Bless, City Manager and Jim Chandler, Assistant City Manager.

Department Managers: Scott Susi, Fire Chief; David Ouellette, Public Works Director; Lisa Plourde, Housing Director; Gary Marquis, Supt. of Parks & Recreation; and Wanda Raymond, Finance Director.

Time Warner covered the meeting.

Members of the Public attending:

Library Board Members Jane Foster, Gail Hagelstein, Patrick Bennett, and Jan Murchison.

PUBLIC FORUM WORKSHOP

The Public Forum Workshops are a requirement of the 2012 City Charter. This change is to allow a better understanding of the budgets and to allow discussion between the Council, Department Managers, and the Public. Other Public Forum Workshops will be held October 18th and 19th.

From the adopted City Charter:

Expense Budget. 5.06 [a](3)(ii) On or before November 1st: The City Manager will have each City Department Head present a written detailed Expense Budget Report to both the City Council and the City's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

Capital Expense Budget. 5.06[b](3)(ii) On or before November 1st: The City Manager will have each City Department Head present their written detailed Capital Expense Budget Report to both the City Council and Caribou's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

- Manager Bless noted the Budget starts with Caribou's Vision and Mission Statement. Manager Bless presented for all departments.
- Budget Overview
 - Questions
- Summary Sheet of Historical Expenditures
- 2017 Budget graph
- Caribou budget 2009-2015 Actuals, 2016 Budget, 2017 Budget Request graph
- General Government and Capital Improvements
 - Questions – discussion centered on health insurance costs and wage & classification
- Health and Sanitation
 - Question – Tri-Community Landfill expense
- Municipal Buildings and Capital Improvements
 - Lion Building roof – Prior to this proposed budget, monies haven't been put aside to replace the roof

- General Assistance – No questions or comments
- Tax Assessing and Capital Improvements
 - In 2016, the Deputy Tax Assessor has earned \$1,427
- Library and Capital Improvements
 - Patrick Bennett, Chair of the Library Trustees, and five of seven Trustees attended.
 - Current Manager Bless is serving as Librarian
 - The Board of Trustees serves as an advisory board
 - 2017 Budget is a modest increase over 2016
 - The Library is highly used
 - The Board supports the 2017 Budget as presented by the Manager
 - The Library is the “Key” to the Community
 - Mayor asked questions about Library Funds and whether they are dedicated to a specific purpose and when he read the monthly financials he doesn’t see any changes in their balances.
 - Mr. Bennett – many of them are restrictive, some examples are: to be used only for audio books or certain periodicals. The Trustees try to use these Memorial Funds for the “extras”. Recently Memorial Funds were used to redecorate the Reading Room with the purchase of furniture and carpeting.
 - A list of Library Funds and what they can be used for was provided to Council three years ago and can be provided once again.
- Fire/Ambulance Department and Capital Improvements – No questions or comments
- Police Department and Capital Improvements – No questions or comments
- Protection and Capital Improvements
 - Questions about LED Streetlights
 - Councilor Martin questions why the City would place new LED streetlights in the locations where streetlights have been removed.
- Emergency Management – No questions or comments
- Public Works and Capital Improvements
 - Chip sealing and paving – both were done in 2016 but the money for paving was approved in the 2015 Budget but wasn’t done.
 - The City’s experience is showing that chip seal doesn’t adhere well when applied to asphalt.
- Recreation and Capital Improvements
 - The doors that need to be replaced are on the section that is 35 years old.
- Parks and Capital Improvements
 - One ton dump truck – The Supt. has located a 2005 F-350 – for \$16,200
- Airport and Capital Improvements
 - Runway lights – discussion about their age
- Trailer Park
 - 13 trailers within the park
 - A cost benefit analysis would need to be done before the City considered connecting the park to the CUD.
 - There are grants available to connect trailer parks to public utilities.

- The utility pipes in the park are in poor condition and would need to be replaced if the City was to connect the park to the CUD.
- Cemeteries – No questions or comments
- Insurance and Retirement
 - Question about compensated absences
 - The balance at the end of September was \$229,000
 - Seven employees are requesting a buyout of vacation time
- Unclassified
 - Facilities, Inc.'s bad debt was cleared up in 2016
 - Facilities, Inc. is now paying the City through a PILOT that was agreed to in 2015
 - The 2017 bad debt will be used to pay off the Grimes Road engineering
- Capital Improvements
 - Majority were discussed in the various department – two were not:
 - \$1,500 for Downtown Infrastructure
 - \$95,827 for bio-mass boiler debt repayment
- Economic Development
 - Questions about the Façade Improvement Program
- Chamber/Nylander
 - Questions about the dollar amount transferred to the Chamber
 - Question about the amount of traffic at the Nylander
- Housing and Family Self-Sufficiency (FSS) – No questions or comments
- Family Self-Sufficiency (FSS)
 - Discussion about the grant and health insurance costs
- Snowmobile Trail Maintenance - No questions or comments
- Revenues
 - The Mayor wants the City to look at the revenues the City receives from providing services to other communities and whether they can be increased.
 - The Fire Chief stated that the staff and costs are based on Caribou. He further stated that if the City lost all their contracts tomorrow that it would not affect staffing needs or costs for the City. Outside of Caribou calls amounts to only 230 calls a year out of the Department's 2400.
 - According to the Fire Department, the Department takes in way more money with its contracts than the expenses are.

As presented the Budget would increase the mil rate by approximately two plus mils.

Meeting adjourned at 7:40 p.m.

Jayne R. Farrin, Secretary

16-27 Wksp.

A Public Forum Workshop meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, October 18, 2016 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Joan L. Theriault, Philip McDonough II, and Shane McDougall. Timothy Guerrette was absent and excused. Jody R. Smith was absent.

Austin Bless, City Manager and Jim Chandler, Assistant City Manager.

Department Managers: Scott Susi, Fire Chief; David Ouellette, Public Works Director; Lisa Plourde, Housing Director; and Wanda Raymond, Finance Director.

Time Warner covered the meeting.

Members of the Public attending:

Nylander Board Members: Nelson Ketch, Deborah Nicholas, Gail Hagelstein, and Kimber C. Noyes.

Central Aroostook Chamber of Commerce: Shawn Lahey, Floyd Rockholt, Miles Williams, Shelley McAtee, and Theresa Fowler.

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Mayor Aiken opened the Public Forum Workshop.

Central Aroostook Chamber of Commerce:

CACC President Shawn Lahey stated that the Chamber is requesting \$12,000 from the City for 2017. During the past six months, the Chamber has sent out 12 relocation packages and average about 10 calls per day specific to Caribou.

- 122 Chamber members from Caribou
- \$150 is the basic membership fee
- Chamber website receives over 10,000 hits a month

- Chamber by-laws have been changed to reflect the addition of Caribou and other area communities
- Chamber participated in Thursdays on Sweden as a vendor and the Chamber members served as judges for a parade held in Caribou
- Chamber Breakfast will be held Wednesday, the 19th
- Annual dinner will be held in Caribou on January 26, 2017
- The Chamber hopes to promote and create new events for Caribou

Councilor Martin has no problem with the \$12,000 request. The Mayor requested a more complete breakdown of activities and events and which ones are held in Caribou.

Nylander Board member Gail Hagelstein read an annual report for the natural museum.

- Months cleaning and organizing and still isn't done
- Attendance has increased with visitors from Aroostook County, downstate, several other states, and other countries
- Nylander participated in Thursdays on Sweden
- Items were loaned to New Sweden
- Completing the paperwork for the 501(c)(3) and once done this will allow for the acceptance of donations and applying for grants
- The Board has completed a great deal but there is more that needs to be done

Kimber Noyes, President of the Nylander Museum, stated during the past 4-1/2 months attendance at the Nylander has increase over 500% over 2015 which amount to nearly 400 visitors since the end of May. During the same 4-1/2 months, the 6 member board members and volunteers have put in over 2000 volunteer hours.

- Currently open Sundays 1-3 p.m.
- Loring Job Corp helped to repaint
- Museum has approximately 40,000 shells
- Some home school groups have gone through
- Looking to update their software - \$900
- Looking to change the display cases
- Looking to repair the handicapped ramp

Board member Deborah Nicholas is in the process of sending out letters to schools outlining what is available to see at the museum. She is working to get others to visit; such as, Scouts, Cooperative Extension, and church groups.

Mayor opened discussion about wage adjustments and 3.5% COLA. Councilor Theriault doesn't agree with the inclusion of some of the towns on the wage list because their property values are higher. She wonders how benefit packages differ between communities. She wants to see the "total package".

The original Wage & Classification was 40 communities and only looked at wages. The new list of communities is those with a population between 6,000 and 10,000.

Councilor Martin stated that the City can't afford to bring everyone up to 100%. It was stated by Councilor McDougall that many individuals do two and three jobs and that should be factored in, plus he wants good people working for and providing good services to the City and that cost money.

A Personnel Committee meeting will be set up.

Discussion points:

- Heating fuel costs
- Increase in General Government Office Supplies
- Computer maintenance fee for Trio is due in November
- 3.5% retirement contribution is factored into the budget for everyone
- Not all employees participate in the City's retirement plan
- The City is on a four year cycle for replacement of computers per recommendation of the City's IT vendors – the old computers are given to other employees – computers are purchased through Oak Leaf

Councilor Martin is not comfortable with the proposed number but he would go with a mil increase. Councilor McDonough proposed the City lower the mil rate down to 22.5. To accomplish this, he would look at the CIP as that could probably be cut and still meet the City's needs. Additionally, the Councilor wants to see subcategories within those otherwise board categories; such as, Municipal Buildings. When asked by the Mayor, Chief Susi responded that the City may need a new fire truck before 2018. The front of Engine #1 is rotting out and is the department's only pumper and responds to every call. The unit is a 1988 and has 27,000 hours and will not last 25 years. The projected ending negative balance in Municipal Buildings is a result of less revenue received from the City tree harvesting project. The harvesting revenues had been designated for Municipal Buildings.

The Lions Building roof has been leaking for nearly a year. The roof is the original roof so it is around 50 years old.

The Mayor questioned why \$5,000 is going into the Parking Lot reserve.

Councilor McDonough referred to the proposed CIP as a summary rather than the detailed plan that the Charter references. To get back on track, he suggested that we sit down some evening and discuss the Charter and what is said about the CIP.

Councilor Theriault wants to know what the City's anticipated needs are. She also noted that it is easier to increase the mil a little over time rather than hit the taxpayer with something that is unacceptable but which the Council doesn't have a choice. This year the City may have to have a mil increase not sure how it can be avoided.

Councilor McDonough stated that it is inevitable that there will be an increase in the mil this year.

The Mayor referred to the reserve as taxpayer money. He does not agree with leaving the money there and raising everyone's taxes. Further the Mayor suggested that by the end of this year the City will have taken in an amount as high as \$400,000 to \$450,000 more than was spent. It is beyond the Mayor that they will increase taxes rather than using any of this money. He stated that taxpayer moneys need to be

used for taxes. He would rather have moneys received from sales of buildings, such as, Sitel and timber harvesting put into the reserve rather than spent on special projects.

The Budget Forum for Wednesday the 19th was cancelled as all Councilors are unable to attend.

The Personnel Committee will be held following the October 24th Council meeting.

Workshop adjourned.

Jayne R. Farrin, Secretary

16-33 Wksp.

A workshop meeting of the Caribou City Council was held 5:00 p.m. on Monday, November 28, 2016 in the 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

Others: Bob Sowers, Michael Quinlan, John Swanberg

Item #1: Discussion with Caribou Broadband Coalition

Over the past several months, members of the Caribou Broadband Coalition have been meeting. During this time they have conducted a survey. They are requesting that the Council authorize a broadband study with Tilson. The study will help the City gain more knowledge surrounding broadband, and the options that exist to make it available to all Caribou citizens.

The study will look at four different governance and ownership strategies:

- Open-Access versus closed-access networks
- Municipality agreeing to “anchor” a privately owned and operated network
- Municipally owned but operated by a third party
- Municipally owned and operated

RSU #39 has internet speeds of 100 mbps download and upload. The provider is Maine School Library Network which provides for the City’s Library. This service is provided through the State.

When asked by Councilor Theriault, John Swanberg spoke about ACFS&L and how they with their partner have a dedicated line. This is used to transfer within their organization. Councilor Theriault noted that fiber optics are available on High and Main streets within Caribou.

What does it mean to “anchor” a privately owned and operated network? An “anchor” refers to a big user of the network.

The stated goal of the Broadband Coalition is 100 mbps for all citizens.

Currently there is general information concerning Broadband available in the public sector, but Tilson would develop information specific to Caribou including what is available here, what would it cost to build out, governance, and ownership strategies.

Michael Quinlan stated that the City doesn’t have enough information to know what is best for the City of Caribou and that is the point of a study.

Several minutes discussing City of Ammon, Idaho and their building an internet network.

The Mayor questions why the Committee hasn’t met with the three internet providers that presently service Caribou.

Discussion centered around whether there is a need or not for higher internet speeds than are currently available. With individual Councilors questioning whether there is a need and members of the Coalition

stating that the City doesn't have enough information and that is why a study needs to be completed. Councilor Theriault stated that Council has a moral responsibility to take care of the taxpayers' dollars, that TIF money still comes from taxpayers' dollars, and that they have a moral obligation to guard that money. Mr. Quinlan questioned whether there is strategic plan to use TIF funds. Councilor Martin noted that the City just finished a three year deal at \$50,000 a year for economic development and really \$50,000 isn't that much for economic development. The Mayor has been looking at this opportunity but he doesn't consider it's viable.

Several minutes were spent discussing the project at Sandy, Oregon.

Mr. Quinlan asked the Mayor his vision for the City for the next five, ten, and fifteen years. The Mayor responded that he doesn't have one and that he imagines the Manager does as a paid employee. If this had been handled in a different way the Mayor might have been more agreeable. He cannot believe the local providers haven't been spoken to by the committee to see what can be done, and if they say that there is nothing that can be done, then maybe you could be talking about what other possibilities there are and how it can be handled.

The Mayor stated that the Committee should keep going, talk with some of the people out there right now and see what they can do for us.

Meeting adjourned at 5:55 p.m.

Upcoming Meeting Dates:

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

Organization 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.

Jayne R. Farrin, Secretary

Caribou Fire and Ambulance Monthly Report

November 2016

	Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	18	200	8	195
Fire Permits Issued	10	589	11	625
Mutual Aid Received	0	17	1	5
Mutual Aid Provided	8	47	0	25
Estimated Damage	\$ 1,000	\$437,100	\$ -	\$ 185,500

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	4	17	63.5	11	45.75
New Sweden	0	0	7	29.5	10	22.25
Connor	1	1	5	12	5	15
Westmanland	0	0	0	0	0	0
Totals	2	5	29	105	26	83

	Current Month	YTD	Prior Year Month	Prior YTD
Ground Ambulance	172	1911	127	1789
Air Ambulance	7	59	6	62
Assist or	1	53	7	82
Totals	180	2023	140	1933

ALS Calls	108	1197	86	1185	YTD is from January 2016 through
BLS Calls	54	568	41	562	
No Transport	17	209	6	110	

Long Distance	17	238	21	315	November 2016
Calls Turned Over	4	80	6	71	

Revenue Lost	\$ 9,776	\$156,432	\$ 6,900	\$ 6,900
Mileage	6,115	95,028	6,835	6,835

Housing and FSS Monthly Report

November 2016

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	2123	193	2123
Vouchers leased	165	1943	175	2003
Vouchers available	25	151	17	106
Housing Assistance Payments, to Landlords	\$ 60,822	\$ 715,718	\$ 67,181	\$ 748,961
Utility Reimbursements, to Participants	\$ 151	\$ 2,936	\$ 171	\$ 1,984

Waiting List Statistics	Current Month	Average YTD		
Applicants on Waiting List	35	105		
Average wait time (in days)	27	142		
Families with Children	10	34		
Elderly Families	6	15		
Families with Disabilities	14	44		
Household Income				
Extremely Low Income	25	80		
Very Low Income	5	15		
Low Income	2	6		
Over Income Limit	1	3		
Incomplete	2	1		

Family Self Sufficiency	Current Month	YTD	Prior Year Month	Prior YTD
Number of Participants	25	328	31	349
Monthly Escrow Deposit	\$ 2,886	\$ 36,045	\$ 1,940	\$ 25,971
Number of Families Earning Escrow	14	188	14	133
FSS Graduates	-	5	1	3
Escrow Earned	\$ -	\$ 17,047	\$ 6,311	\$ 10,869
FSS Forfeitures	2	5	0	2
Escrow Lost	\$ 1,088	\$ 9,657	\$ -	\$ 750

YTD Numbers are January 2016 through November-2016

Caribou Police Department Monthly Report

November 2016

	Current Month	YTD	Month Prior Year	Prior YTD
COMPLAINTS	2,325	23,912	1,785	25,404
M/V ACCIDENTS	31	257	39	298
ESCORTS	5	53	2	47
THEFT COMPLAINTS	12	155	11	163
ANIMAL COMPLAINTS	16	167	8	135
DOMESTIC COMPLAINTS	10	84	8	66
BURGLARY COMPLAINTS	8	36	2	32
O.U.I.	4	32	5	39
M/V THEFTS	-	6	-	10
MISSING PERSONS	2	11	1	20
JUVENILE COMPLAINTS	3	24	1	26
CIVIL COMPLAINTS	74	225	100	198
PROWLER COMPLAINTS	-	-	-	3
ASSIST OTHER AGENCY	10	183	20	236
ASSAULT ARREST	-	14	2	23
THEFT ARRESTS	3	34	4	59
SPEEDING	4	186	5	336
STOPS/CHECKS M/V	1,943	19,151	1,434	20,118
PARKING TICKETS	-	-	-	1
HANDLING PRISONERS	31	369	30	444
WARRANT ARRESTS	13	97	5	91
UNLAWFUL SEX. CONTACT	1	8	1	8
GROSS SEX. ASSAULT	1	2	-	8
BUSINESS ALARMS	15	191	12	193
BURGLARY ARRESTS	-	5	-	9

Year To Date (YTD) is from January 2016 through November 2016

Clerk and General Assistance Dashboard

November 2016

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	35	345	27	489
Fishing Licenses	-	224	-	297
Boat Registrations	-	295	-	333
ATV Registrations	3	719	3	711
Snowmobile Registrations	33	237	20	239
Vehicle Registrations	481	6,703	492	7,418
Rapid Renewal	20	318	23	381
Birth Records	48	631	42	717
Death Records & Permits	55	742	49	869
Marriage Records & Licenses	12	179	7	203
Dog Licenses	83	708	106	902

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	12	96	12	153
GA Cases Paid - Caribou	4	107	11	152
People Assisted - Caribou	5	160	14	220
GA Dollars Spent - Caribou	\$ 582	\$ 26,306	\$ 2,847	\$ 40,517

	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 November 2016



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 12, 2016
Re: Approval of Quit Claim Deed

Morris and Debra Bragdon have paid the amount approved by the Council for the trailer they live in at Map 18, Lot 31 #66.

The Council should approve the quit claim deed for that property.



CARIBOU HOUSING AGENCY
CARIBOU, MAINE

To: Mayor and Council Members
CC: Austin Bless, City Manager
From: Lisa Plourde, Housing Director
Date: December 12, 2016
Re: Maine Housing Home Modification for Seniors Program

The Housing Authority of Fort Fairfield has been selected by Maine Housing for a pilot program called the Home Modification for Seniors Program. I have attached a flyer that explains the program which offers Seniors and Disabled home owners the ability to apply for home modification that will improve safety or accessibility that will allow them to age in place longer in their own homes.

They would like to extend the range beyond Fort Fairfield to include the City of Caribou. The program is free to the applicants and allows up to \$1500 in repairs to be made. They are looking for the City of Caribou to allow us to open this program in our area of jurisdiction to extend the range of the program to include our citizens as well. We expect funding for the program to be in place by January 1st 2017. The program leader, Veronica Plourde, will be at the meeting tonight to discuss the program and answer any questions the Council may have.

We are asking for Council approval, in their role as the Housing Commissioners, to allow the Housing Authority of Fort Fairfield to provide these services in the Caribou Housing Agency's territory.

Do you want to stay in your home as long as you can?

Home Modification for Seniors Program:

Fort Fairfield Housing Authority will be offering the Home Modification for Seniors Program. This program is designed to help seniors age safely in their own home by making high quality home safety improvements.

You will work closely with our team to develop a customized work plan that meets your needs. The program work categories provide a basic menu of services to start the conversation. Fort Fairfield Housing Authority's maintenance staff will do the work.

The program is free to join.

Who Can Participate?

You must meet the following four criteria:

- Be over 60 years old or have a disability
- Own your home or live in a home owned by someone in your family
- Live within 25 miles of Fort Fairfield
- Annual household income must be under \$40,000 for one person, \$45,700 for two, & \$51,400 for three.

Program Work Categories:

Safety Check

- Smoke detectors
- CO detectors
- Water heater set-point
- Dryer vent
- Fridge coil
- Light bulbs
- Furnace filters



Bath & Kitchen

- Grab bars
- Shower wands
- Shower seats
- Raised toilet seats
- Faucet levers
- Drawer pulls



Other

- Install handrails
- Change doorknobs
- Lighting



Repairs

- Flooring
- Storm/screen doors
- Steps/existing ramps

Contact Information:

**Fort Fairfield Housing Authority
18 Fields Lane, ME, 04742**

Telephone: (207)476-5771

Fax: (207)476-5450

Website: www.ffha.org



OFFICE OF PUBLIC WORKS
CARIBOU, MAINE

To: Mayor and Council Members
CC: Austin Bless, City Manager
From: Dave Ouellette, Public Works Director
Date: December 12, 2016
Re: Fuel Tanks At Public Works

I would like to talk about the fuel pumps at the Public Works facility. At this time, there are three options available. Existing fuel tank removal and replacement with new in ground tanks, removal of existing tanks and island with the installation of above ground tanks, and remove existing tanks and do not replace anything. I would like to take a few minutes just to discuss these options with you.

Option 1

Option one would consist of removal of the old tanks, enlarging the hole to accommodate slightly larger tank on the diesel fuel only, and the installation of all new equipment with the exception of the fuel island terminal. This option will also include all new wiring to the building. I believe this is the most expensive option at this time but is also the most aesthetically pleasing to the eye. With the tanks in the ground, safety is much improved compared to aboveground tanks. I believe the estimate for this process will be approximately \$150,000.

Option 2

Option two would consist of removal of all the original in ground tanks and islands. Once removal is completed the hole could be filled. Two aboveground tanks would be needed. One 10,000 gallon for the gasoline and a 12,000 gallon for diesel. At one end of each of the two tanks a fuel dispenser will be installed. All new wiring will be needed from the building to the fuel terminal and pumps. With this option the tanks will need to be repainted (estimation) every eight years. The fuel terminal will be able to be reused with this option. The estimate for this option will be approximately \$100,000-\$120,000

Option 3

Option three consists of removal of existing tanks, fuel islands, pumps, terminals, and all existing material. The City of Caribou could make arrangements with off-site vendors for all the fueling needs. The estimate for removing the existing fuel system will be \$30,000. This estimate could be low depending upon any contamination of the soil around the old tanks.

All three options at this point include removal of the storage tanks at the public works department. The State of Maine Department of Environmental Protection requires us to have our tanks out of the ground by June 29, 2018. In speaking with a couple different vendors who install tanks, they have given me the indication that in 2018 approximately 240 tanks need to come out of the ground. It is believed there will not be enough contractors to get all the tanks out of the ground to meet the deadlines. I would highly recommend we plan on removal of the tanks by summer of 2017. If the Council chooses to do option one, public works would unlikely be able to do any of the work with the exception of the trench from the building to the new fuel controller. With option two the tanks would be put aboveground requiring much less labor. The department

could still do the trench work as needed from the building to the fuel island controller. Option three, is the least expensive, basically consist of tank removal and site cleanup, for any contamination in the ground. Although this is the least expensive option there are many things to consider which will add to the overall cost. If for example the diesel farm that was just installed by Daigle oil on the Presque Isle Rd. was used for the public works department, travel time to and back could add as much as one hour of overtime per winter storm. Nine trucks and one loader could fuel up as much as twice her storm. 30 storms x 10 men x 1 Hr. O/T could equal \$7500 just in over time for the winter hours alone. This alone does not account for the other six months of the year. If the Council decided to go with an outside vendor for our fuel, it would be extremely important to know the vendor also has a backup electrical system so we can receive fuel seven days a week, 24 hours a day. I have only mentioned a few of the inconveniences that could be associated with public works department getting fuel at an outside vendor. I do believe that other departments will experience similar problems.

Recommendations

I recommend option one. I understand that we are short in the reserve account to cover the entire cost. If we continue at a \$.10 per gallon cost increase on each gallon of fuel delivered, it will take us approximately 4 to 5 years to break even in that account.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 12, 2016
Re: Ambulance Contracts

It is time to renew our ambulance contracts with our contract communities. The contracts are the same with the exception of the per capita fee.

So the new contract amounts for each community are:

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

The sample contract is on the following pages.

We will need Council approval for the contracts.

AMBULANCE COVERAGE INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said councilors at a regular meeting held on _____ 2016 enter into contract with the Municipality of **TOWN NAME, Maine** in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on _____ (DATE), for Ambulance Coverage.

1. The City agrees to provide 24-hour Ambulance Coverage to the above named Municipality to the Intermediate level permitted to Paramedic level of patient care according to the Rules of Maine Emergency Medical Services. All personnel will be trained to the standards of Maine EMS and be so licensed.
2. When a call for the Ambulance is received at the Caribou Fire and Ambulance Department from any person in the Municipality, the following procedure shall be followed:
 - a. When a call for the Ambulance is classed as an Emergency Call (meaning not a routine transfer), the dispatcher shall immediately notify his / her Superior who shall dispatch, as soon as possible, such force needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances, if so warranted to include 1st Responders if available.
 - b. When a call for the Ambulance is classed as Routine Transfer (meaning moving a patient from Point A to Point B non-emergency for, as example, a Doctor's appointment or other non-emergency situation), the dispatcher shall immediately notify his / her Superior who shall dispatch the Ambulance as soon as possible in response to the call. **In no event will the City of Caribou leave the Ambulance Coverage areas unprotected to handle a Routine Transfer.** All such transfers should be scheduled in advance.
3. The ambulance crew or 1st Responders sent to aid and assist, shall at all times be directly under the order and control of the City Fire Chief and / or the Officer-in-Charge of the call however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality to call for special equipment or personnel to help with the situation, should the need arise.
4. When in the opinion of the Officer-in-Charge, the services of the City are no longer needed; he / she shall order the ambulance crew to return to the City Fire Station.

5. While in the area of the Municipality, the Municipality agrees to provide Police Protection and support for the ambulance crews, should the need arise.
6. The City shall be compensated for standing by and responding to calls for the ambulance by the Municipality in the amount of **\$AMOUNT** annually. This compensation will be due, even if there are no responses during the year.
7. Invoices will be submitted by the City to the Municipality on a yearly basis. Failure to pay such invoices within Sixty (60) days from date of invoice shall be deemed sufficient cause for the cancellation of this agreement at the discretion of the City.
8. This agreement shall be in effect from January 1st, 2017 to December 31st, 2017. The City and Municipality shall review this agreement at the end of each year and either the City or the Municipality, at any time, by vote of their respective officials, can terminate this contract upon Ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties to those present have executed this Contract, each of which shall be deemed on original on the _____ 2016.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Witness to all

Officials of Aroostook County

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Witness to all

Caribou City Councilors

Filed with Fiscal Administrator _____ 2016.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 12, 2016
Re: Fire Contracts

It is time to renew our fire contracts with our contract communities. The contracts are the same with the exception of the fee. The fee is being increased by 3%.

For 2017 Westmanland has opted not to use Caribou for Fire Protection.

So the new contract amounts for each community are:

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

The sample contract is on the following pages.

We will need Council approval for the contracts.

FIRE PROTECTION INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said Councilors at a regular meeting held on _____ 2016, enter into contract with the Municipality of **TOWN, Maine** in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on _____ 2016, for fire protection to the Township(s) structures, hereinafter described and designated under the following terms and pursuant to Title 30, Section 1953, M.R.S.A..

1. The City agrees to provide auxiliary or supplemental fire protection to the above named Municipality.
2. When a call for aid or assistance from any person in the Municipality is received by the City Fire Station, the following procedure shall be followed:
 - a. When a call for aid or assistance is received, the dispatcher shall immediately notify his / her Superior who shall dispatch such force as needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances if so warranted. In no event shall the City of Caribou be left without adequate fire protection.
 - b. The decision to respond shall rest in the discretion of the Fire Chief or Officer-in-Charge at the Caribou Fire Station when any call for assistance is received.
3. A force sent to aid and assist shall at all times be directly under the order and control of the City Fire Department Officers in charge of the forces; however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality.
4. When in the opinion of the Fire Chief or Office-in-Charge, the services of the department are no longer needed; he / she shall order the force to return to the City Fire Station. The Officer may, however, leave such equipment as he / she deems advisable for use by the men on standby, if there is a danger of fire breaking out again.
5. The Fire Chief or Officer-in-Charge shall have the power to order the return of a force at any time when in his / her opinion the services of, or the presence of, such forces is required within the City of Caribou.

6. The Maine Forest Service, under Title 12, Chapter 801, Section 8002, Maine Law, has the responsibility to handle suppression of all grass, brush and forest fires, but will reimburse any municipality that fights a grass or brush fire that is a threat to the forest of the municipality. They will also respond to structural fires when, and only when, personnel and equipment are nearby and available, and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
7. The City shall be compensated for standing by and responding to calls for aid or assistance by the Municipality in the amount of **\$AMOUNT** annually. This compensation will be due, even if there is no responses during the year.
8. Invoices will be submitted by the City to the Municipality on a yearly basis. Failure to pay such invoices within Sixty (60) days from date of invoice shall be deemed sufficient cause for cancellation of this agreement at the discretion of the City of Caribou.
9. This agreement shall be in effect from Jan. 1st, 2017 to Dec. 31st, 2017. The City and Municipality shall review this agreement at the end of each period and either the City or the Municipality, by vote of their respective officials, can terminate this contract at any time upon Ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties to those present have executed this Contract, each of which shall be deemed on original on the _____ day of _____ 2016.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

_____ Officials of TOWN NAME

Witness to all

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

_____ Caribou City Councilors

Witness to all

Filed with Fiscal Administrator _____ 2016.