



## *City of Caribou, Maine*

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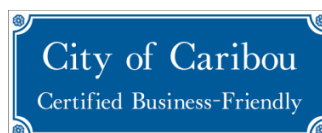
### **AGENDA** **Caribou City Council** **Regular City Council Meeting** **6:00 P.M. Monday, February 8, 2016** **Caribou City Council Chambers**

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) January 25, 2016 City Council Meeting 2-3
  - b) January 27, 2016 City Council Workshop 4-5
4. Consent Agenda
  - a) January 2016 Library report 6-9
  - b) January 2016 Police Department Report 10-11
  - c) January 2016 Fire Department Report 12-13
  - d) License Renewals 14
5. Parking Lot Ordinance 15-17
6. Liquor License Hearing for Northern Maine Brewing LLC 18
7. Personnel Policy Change 19-23
8. Grange Street Parking 24-26
9. Approval of Tax Anticipation Note Request 27-29
10. Replacing Fire Engine #2 30
11. DOT Overweight Vehicle Permit 31
12. 2016 Revenue Budget 32-34
13. Other Business
14. Executive Session pursuant to 1 MRSA § 405(6)(D) to discuss union negotiations with Teamsters Local Union No. 340 and New England Police Benevolent Association Local 605.

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

Regular City Council Meeting March 14, 2016 at 6pm

Regular City Council Meeting March 28, 2016 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, January 25, 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 Managers: Lisa Plourde, Housing Director; Wanda Raymond, Finance Director; Scott Susi, Fire Chief; and Gary Marquis, Supt. of Parks and Recreation.

Chris Bouchard, representing the Aroostook Republican covered the meeting.

Council Agenda Item #1: Public Input

Milo Haney – owner of C & J Service Center – Mr. Haney will be applying to the State for Community Development Block Grant funding and, if approved, will allow him to install new tanks and pumps at his Access Highway business. The grant would require a 50% match from Mr. Haney and the estimated cost of the project is \$150,000. Five people will lose their jobs if Mr. Haney is unsuccessful in obtaining this grant. Mr. Haney is seeking the City of Caribou's support for his grant application.

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) January 11, 2016 City Council Meeting
- b) January 12, 2016 City Council Workshop

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the January 11, 2016 Council Meeting and January 12, 2016 Council Workshop as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) 2015 End of Year Financials and Department Overages

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

Council Agenda Item #5: Woodland Code Enforcement Agreement

The Mayor suggested a small increase from \$40.00 to \$45.00 and that is reviewed each year. For 2015, it took approximately 46 hours of staff time to provide the service. Councilor Martin would like to see the fee to be higher than \$45.00.

Motion made by S. McDougall, seconded by J. Smith, to set the Woodland Code Enforcement Services at \$45.00. (5 yes, 1 no, D. Martin) So voted.

Council Agenda Item #6: Workshop on Housing Agency

A Council Workshop to discuss the Housing Agency was set for Wednesday, January 27, 2016 at 5:00 p.m. in Council Chambers.

Council Agenda Item #7: Other Business

- a. Thursday, January 28, 2016 – MMA training for newly elected officials is being held in Caribou.
- b. February 8, 2016 Council agenda will include continued discussion concerning parking lots.
- c. Caribou Snowmobile Club had a great day on the 24<sup>th</sup> when they held their snowmobile drag races with an estimated turnout of 500.
- d. Winter Carnival will be held February 12<sup>th</sup> to 14<sup>th</sup>.

Council Agenda item #8: Executive Session pursuant to 1 MRSA §405(6)(E) for consultations with legal counsel.

6:18 p.m. Time in. Motion made by P. McDonough, seconded by J. Theriault, to move to executive session pursuant to 1 MRSA §405(6)(E) with Manager Bleess, Assistant Manager Chandler, and City Attorney Rick Solman to consult with legal counsel. (6 yes) So voted.

6:46 p.m. Time out. Motion made by J. Smith, seconded by T. Guerrette, to move out of executive session. (6 yes) So voted.

No action taken.

Meeting adjourned at 6:46 p.m.

Upcoming Meeting Dates:

Regular City Council Meeting February 8, 2016 at 6:00 p.m.

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

Jayne R. Farrin, Secretary

A workshop meeting of the Caribou City Council was held 5:00 p.m. on Wednesday, January 27, 2016 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody R. Smith, and Timothy C. Guerrette. Shane McDougall was absent.

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

Department Managers: Lisa Plourde, Housing Director and Dave Ouellette, Public Works Director.

Staff: Sue Ouellette, Family Self-Sufficiency Program Coordinator.

Item #1: Discussion on Caribou Housing Agency.

Mayor Aiken opened the discussion. Jim Otis of Otis Atwell explained that HUD pays for the leasing of each unit, which is roughly \$60.00 per unit per month. Caribou Housing has 193 vouchers which calculates to approximately 2316 unit months times the \$60.00 fee but during the sequestration the fee was reduced to 67% and currently has increased to approximately 80%. These moneys are to be used to administer the program. HUD has paid \$113,000 to the Housing Agency, from this Housing has paid \$70,000 to the City to cover salaries and benefits for Section 8 staff member plus \$20,000 was paid for office expenses, training, and software maintenance.

Before becoming an arm of the City the Housing Agency originated with the City's Urban Renewal Authority.

According to Mr. Otis if the Caribou Housing Agency no longer existed then the vouchers would be moved to one or more area Housing Authorities; such as, Fort Fairfield and Presque Isle or be administered by the Maine State Housing Authority. Housing Director Plourde stressed that customer service plus two employees would be the biggest losses if the Agency closes. Ms. Plourde listed the many ways the Agency serves their clients plus other residents of Caribou.

Local housing inspections are completed by Caribou Housing staff plus they have offered inspection services, at \$75.00 per inspection, to the Maine State Housing Authority.

Council questions were answered by Director Plourde, Mr. Otis, and Sue Ouellette.

For Fiscal Year 2014, the Section Eight Management Assessment Program (SEMAP) Report gave Caribou Housing Agency a score of a 100, which means the local program is ranked as a High Performer with the quality of their paperwork.

Caribou's Family Self-Sufficiency (FSS) Program is the only one north of Bangor and HUD is no longer approving the startup of new FSS Programs.

The Mayor's goal for this Workshop was a better of understanding as to whether the Housing Program costs the City any money.

The Agency did go in the red during the period of sequestration, but the Agency's finances have improved since then by cuts and reductions in expenses and increased level of funding from HUD. On the City balance sheet there is a Housing Reserve Account and if there is an excess income over expenses then it is moved to the Reserve and if HUD funding is not enough to cover expenses then it is moved out of the Reserve.

Exhibit A – Caribou Housing Agency – Section 8 Housing Choice Voucher Program

Exhibit B – Family Self-Sufficiency Program

Upcoming Meeting Dates:

Regular City Council Meeting February 8, 2016 at 6:00 p.m.

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

Jayne R. Farrin, Secretary



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CARIBOU PUBLIC LIBRARY  
CARIBOU, MAINE

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To: Mayor and City Councilors  
CC: Austin Bleess, City Manager  
From: Lisa Neal Shaw, Library Director  
Date: February 5, 2016  
Re: January 2016 Library Report

Dear Honorable Council Members:

The library building is currently closed due to carpet renovations. The removal and abatement of old material has been completed and the installation of new carpet tiles is well underway. We anticipate the library re-opening on schedule Monday, February 8. Again, many thanks to the Stephen & Tabitha King Foundation, the City of Caribou, and the Job Corps Color Guard for making this happen. This project will make a safer, more attractive library for Caribou.



Full statistics for January will be included in my next report to the council, when I have regained access to my office. Overall, volunteerism and program attendance remains very strong and is growing. We have several grant applications out and in progress.

The library director will be serving on an advisory panel to new public library directors this June. The library director is also collaborating with State Librarian Jamie Ritter on a technology presentation for Maine Municipal Association's Technology Conference on May 5.

Passport services were more active this month:

***“You guys are lifesavers.”*** [Visitor from Holden with damaged passport card who owns land across the border from Fort Fairfield]



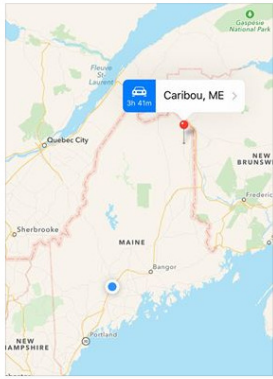
The library was pleased to host Dr. Rhodri Evans from Wales as a visitor to Caribou. Dr. Evans is a cosmologist who has written several books and does frequent astronomy updates for BBC Radio. He was attending several conferences on the East Coast of the USA this month and opted to extend his visit up to Caribou. He stayed at the Old Iron Inn and as a result of his visit, he and Dr. Kevin McCartney are working on a book collaboration, and Dr. Evans plans to return to Caribou for a week in July.

This is a great reminder that our rural community is more than capable of attracting great minds and outdoor enthusiasts from all over the world, even in the dead of winter, and that they are willing to help promote it:



**Rhodri Evans** 🥳 feeling excited.  
January 15 at 7:46am · Waterville · 🌐

Tomorrow I drive to Caribou, to visit the wonderful [Lisa Neal Shaw](#) at her library. Should be fascinating. I've never been to the north-east corner of Maine 🇺🇸



**Rhodri Evans** at 📍 Caribou Public Library.  
January 16 at 6:00pm · Instagram · 🌐

Caribou Municipal Building #caribou #maine #usa #alongwaynorth #canadanextstop #snow #cold #longdrive



**Rhodri Evans** at 📍 City of Caribou.  
January 17 at 11:22am · Instagram · 🌐

6 mile run in this. It's not the cold (-10C), but the slippery surface that makes it tough #snow #slippery snow #winter #running



**Rhodri Evans** at 📍 Caribou Public Library.  
January 17 at 12:38am · Instagram · 🌐

Caribou library #caribou #maine #library #wayupnorth #nextstopcanada #snow #cold #work #winter #travel #adventure



👍 Like    💬 Comment    ➦ Share

You and 22 others like this.

View 5 more comments

**Ian Keattch** Just don't go base over apex.  
1 like · Reply · 1 · January 17 at 9:05am





Finally this month, Janet McKenney, Director of Library Development at the Maine State Library, was invited to participate in the Maine Workforce Investment Act Unified Plan. She is working with a few libraries around the state on this, including Caribou. Her latest update: “[Public comment period: [http://www.maine.gov/swb/wioa\\_unified\\_plan.shtml](http://www.maine.gov/swb/wioa_unified_plan.shtml) The Program Policy Committee – the group who invited me to participate – will meet after the comments are received. I am convening a meeting around the LearningExpress being implemented in the Career Centers and Adult Ed (both who I know are main partners listed in this plan). We received access to the Workforce Skills for 21st Century Success for Adult Ed and the Career centers and the Job and Career Accelerator for public, K-12 and academic.”

I am keeping City Manager Bleess updated on this.

Respectfully submitted,  
Lisa Neal Shaw  
Library Director

Caribou Police Department					
JANUARY 2016 MONTHLY REPORT					
OFFENSE			Amount		
OFFENSE			Amount		
1	<b>Complaints</b>	1431	40	Oper. Wrong Way on a One Way	0
2	<b>Motor Vehicle Accidents</b>	23	41	Viol. Of Title 29 A Sec 2101	0
3	<b>Escorts</b>	5	42	Violation of Permit	0
4	<b>Theft Complaints</b>	6	43	Failure to Stop at Stop Sign	2
5	Crim. Mischief Complaints	0	44	Failure to Stop for Pedestrians	0
6	<b>Animal Complaints</b>	8	45	Passing Stopped School Bus	0
7	<b>Domestic Complaints</b>	3	46	<b>Stops and Checks M/V</b>	1108
8	<b>Burglary Complaints</b>	3	47	<b>Parking Tickets</b>	0
9	<b>Oper. M/V Under the Infl.</b>	4	48	<b>Business Alarms</b>	14
10	Criminal Trespass Comp.	3	49	M/V Permits	1
11	<b>Motor Vehicle Theft</b>	0	50	<b>Handling Prisoners</b>	33
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	5
13	Motor Vehicle Complaints	29	52	No Insurance	5
14	<b>Missing Persons</b>	0	53	<b>Warrant Arrests</b>	0
15	Harassment Complaints	14	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	4	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	5	56	Failure to Yield the Right of Way	0
18	<b>Juvenile Complaints</b>	2	57	Arson Complaints	0
19	<b>Fight Complaints</b>	0	58	Suicide Complaints	0
20	Noise Complaints	2	59	Disorderly Conduct Complaints	5
21	Criminal Threat Complaints	5	60	<b>Unlawful Sexual Contact</b>	2
22	Lost & Found	4	61	<b>Gross Sexual Contact</b>	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports/Hospice	2
24	<b>Prowler Complaint</b>	0	63	Burglary Arrests	0
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0
26	<b>Assist Other Agencies</b>	21	65	Criminal Records Check	21
27	<b>Assault Arrest</b>	1	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	0
29	Litter Complaint	1	68	Violation of Tobacco Laws	0
30	<b>Theft Arrest</b>	5	69	Violation of Drug Laws	1
31	Oper.Unregistered M/V	4	70	Snow Complaints	0
32	Oper M/V Without a License	0	71	Snowsled & ATV Complaints	1
33	Driving To Endanger	0	72	Juvenile Arrests	1
34	Expired Inspection	3	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	1
36	Unnecessary Noise	0	75	Violation of Bail Conditions	4
37	Following too Closely	0	76	Seatbelt Violation	1 10
38	<b>Speeding</b>	9	77	Disorderly Conduct Arrests	0
39	Fail to Stop for an Officer	0	78	Receiving Stolen Property	0

## Caribou Police Department

OFFENSE			Amount	OFFENSE			Amount
79	House Watch Requests	0	91	Hindering Apprehension	0		
80	Robbery	0	92	911 Calls	27		
81	Truant from School	0	93	Domestic Violence Assault	0		
82	Criminal Threatening w/ Weap	0	94	Warnings Issued	69		
83	Terrorizing Arrests	0	95	Check on Well Being	7		
84	Loaded Firearm in a M/V	0	96	Police Information	8		
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	13		
86	Child Endangerment	0	98	Civil Complaint	5		
87	Tampering with a Witness	0					
88	Violation Of Protection Order	0					
89	Poss. of a Firearm by a Felon	0					
90	Multi-handgun purchase	0					

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department

# CFAD MONTHLY REPORT

## January 2016

Total Fire/ Rescue Calls 12  
 -Alarms for Fires (33) 1  
 -Alarms for Rescues (66)  
 -Silent Alarms 11  
   -Haz-Mat 1  
   -Grass Fires  
   -Chimney Fires  
   -False Alarms 1  
   -10-55's 2  
   -Aid to Police  
   -Public Service 2

Total Hours Pumped 1.5  
 Gallons of Water Used 2,500  
 Amt. of Hose used: 400'  
 Ladders Used (in Feet): (75' Ariel)\_\_\_1\_\_\_  
 Thermal Imaging Camera Used: 1  
 CO2 Meter Used: 3  
 Rescue Sled & Snowmobile:  
 Rescue Boat:  
 Jaws Used:

### MUTUAL AID TO:

P.I.F.D.  
 F.F.F.D.  
 L.F.D.  
 W.F.D.  
 Stockholm F.D.  
 North Lakes FD  
 Crown Amb 1  
 Van Buren Amb. 4

Total Amb Calls 185 inc. Air & Assists  
 - Ground Amb.: 176  
 - Air Amb Flights: 6  
 - Amb Assist Calls: 3  
 - ALS Calls 108  
 - BLS Calls 53  
 - No Transport 21  
 - Long Distance Transfers 25  
 - Calls Turned Over: 5

Total Out of Town Amb Calls 20

Total Out of Town Fire/Rescue Calls 3

Est. Fire Loss, Caribou \$

Est. Fire Loss, out of City \$18,000

Total Est. Fire Loss \$18,000  
 Total Maint. Hours 40.5  
 Total Training Hours 259.25 mhrs.  
 Miles Traveled by all Units 8,723  
 Fire Permits Issued 21

**\*Color Guard Training**

**Total Fire & Amb. Calls 197**

### MUTUAL AID FROM:

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

### OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	2	26.75
New Sweden	1	6.5
Connor		
Westmanland		

LNTB – 9 mhrs.

5 Home Inspections w/26 Smoke Detectors Installed

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Scott Susi, Chief  
 Caribou Fire and Ambulance

## BREAKDOWN OF FIRES

### For January 2016

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

#### Other Incidents

16. Haz-Mat	1
17. False Calls	1
18. Mutual Aid Calls	
19. Aid to Ambulance (10-55's)	2
20. Aid to Police	
21. Investigation (Smoke, CO <sub>2</sub> or Alarm)	4 (2-CO; 1-smoke; 1-alarm)
22. Service Calls	2 (Flag@ City Office; Home Inspections)

Total Calls for the Month: \_\_\_\_12\_\_\_\_



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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: February 8, 2016  
Re: License Renewals

KBS Enterprises Inc DBA Caribou Inn and Convention Center is requesting renewal of their Liquor and Special Amusement Permit. Staff has reviewed this and is recommending its approval.

Gary St. Peter DBA Napolis Restaurant LLC is requesting renewal of their Liquor and Special Amusement Permit. Staff has reviewed this and is recommending its approval.





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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: February 8, 2016  
Re: Parking Ordinance

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

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

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

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

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

The ordinance was introduced previously. Tonight we need to hold a public hearing on it after which the Council may act on it.

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

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

AN ORDINANCE AMENDING CHAPTER 12 **TRAFFIC**

Short Title: An ordinance amending parking restrictions.

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section 1: Chapter 12, Section 410 **Parking Lot Regulations of the Caribou City Code** is hereby modified to read as follows:

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

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

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

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

This ordinance, being introduced on January 11, 2016 and a public hearing being held on February 8, 2015 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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

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

\_\_\_\_\_  
Shane McDougall, Councilor

\_\_\_\_\_  
Timothy Guerrette, Councilor

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

\_\_\_\_\_  
Jody Smith, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

Attest:

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



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OFFICE OF THE CITY CLERK  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Jayne R. Farrin, City Clerk  
Date: February 8, 2016  
Re: Liquor License Hearing for Northern Maine Brewing LLC

We have received an application from Northern Maine Brewing LLC for a liquor license and a Special Amusement Permit.

The location of Northern Maine Brewing is 22 Main Street, which is across the street from the Caribou Inn and Convention Center. The Police Chief, Fire Chief, and Code Enforcement Officer have all reviewed the application and have no issues with it.

The type of privilege they are requesting is malt, spirituous, and vinous. They indicate they will be operating like a Restaurant/Lounge. They list a May 6<sup>th</sup> start date with business hours of Thursday 4-9pm, Friday 4pm-12am, Saturday 12pm-12am, and Sunday 11am-8pm.

As this is a first time license the City is required to have a public hearing on this matter. This was advertised in the Aroostook Republican.

After the public hearing the Council may take action on the Liquor License and Special Amusement Permit.



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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: February 8, 2016  
Re: Personnel Policy Change

On the next pages are the changes to the Administration Ordinance that deals with vacation and sick time buyouts.

The personnel committee discussed and the consensus was to eliminate Section 2 of this ordinance change, the part that deals with Sick Banks, from this ordinance.

The Council needs to hold a public hearing on this ordinance and after that they may take action on it.

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

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

**AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION**

Short Title: An ordinance modifying sick and vacation buyouts.

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

**Section 1:** Chapter 2, Section Vacations is hereby modified to read as follows:

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

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

Vacation will be accumulated as follows:  
After six months of service the employee will receive 1 workweek.  
After 1 year of service the employee will receive 1 additional workweek.  
After 2 years of service the employee will receive 2 work weeks vacation.  
After 5 years of service the employee will receive 3 workweeks.  
After 15 years of service the employee will receive 4 workweeks.  
After 20 years of service the employee will receive 5 workweeks.  
(Amended 10/07) (Amended 6/14)

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

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

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



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

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

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

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

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

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

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

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

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

#### Payout of Banked Sick Leave

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

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

(Amended 6/14)

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

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

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

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

### Payout of Sick Leave beyond 960 hours

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

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

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

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

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

\_\_\_\_\_  
Shane McDougall, Councilor

\_\_\_\_\_  
Timothy Guerrette, Councilor

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

\_\_\_\_\_  
Jody Smith, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

Attest:

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



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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: February 8, 2016  
Re: Grange Street Parking

The Highway and Protection Committee is recommending the following ordinance change to the parking on Grange street to make it two-hour parking.

Currently Public Works does not have any equipment that can get down the street to clear the snow when there are cars parked on the street during a snow storm. The committee thought by putting this street to two-hour parking it would help to alleviate the problem.

Some thought should be given to Prospect Street on two hour parking, and perhaps a few of the others as well. The Highway and Protection Committee may want to meet to discuss this topic before the public hearing on it.

The ordinance is on the next page. We would schedule a public hearing on this topic for the March 14<sup>th</sup> meeting.

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

Ordinance No. 4, 2016 Series  
City of Caribou  
County of Aroostook  
State of Maine

**AN ORDINANCE AMENDING CHAPTER 12 TRAFFIC**

Short Title: An ordinance amending street parking restrictions.

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

**Section 1:** Section 411 - Streets with Parking Spaces is hereby amended to read:

The City Manager and the Chief of Police are hereby authorized to designate the space for vehicles parking upon the following streets and upon such other streets with the boundaries of the City as may hereafter be designated by the City Council.

1. High Street
2. Stevens Street
3. Center Street
4. Sweden Street
5. Water Street
6. Herschel Street
7. Prospect Street
8. Grange Street
9. Park Street

**Section 2:** Section 412 - Maximum Legal Parking Period is hereby amended to read as follows:

The maximum legal parking period shall be as follows:

1. Two (2) hour parking as posted on those streets listed in section 12-411 sub-sections 2 thru 78.
2. Fifteen (15) minutes for those parking spaces directly in front of the United States Post Office on Sweden Street as posted and at designated areas on High Street as posted.

This ordinance, being introduced on February 8, 2016 and a public hearing being held on \_\_\_\_\_, 2016 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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

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

\_\_\_\_\_  
Shane McDougall, Councilor

\_\_\_\_\_  
Timothy Guerrette, Councilor

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

\_\_\_\_\_  
Jody Smith, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

Attest:

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





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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: February 8, 2016  
Re: Approval of Tax Anticipation Note Request

We are asking the City Council to approve the resolution on the next page that authorizes the City Manager and Finance Director to utilize a Line of Credit for a Tax Anticipation Note (TAN) in accordance with 30-A MRSA § 5771 and § 5773.

Our cash reserves are in a better position than they have been in previous years. We certainly do not anticipate or expect to use this but are presenting this to the Council to have this on standby in the unlikely event it is needed. There's no cost to the city to have one on standby.

In order to use a TAN we will need Council authorization on the resolution on the next page.

**Resolution 2016-1**  
**A Resolution Authorizing Municipal Officials to Utilize a Tax Anticipation Note Pursuant to 30-A MRSA §5771**

WHEREAS, The City of Caribou may find it necessary to borrow funds for current operating expenses which are eligible for financing by the City of Caribou through the issuance of tax anticipation notes under Title 30-A, Section 5771, of the Maine Revised Statutes, as amended, and the City Charter; and

NOW, THEREFORE, BE IT ORDERED, That pursuant to authority granted by the constitution and laws of the State of Maine and pursuant to the Charter of the City of Caribou and Section 5771 of Title 30-A, Maine Revised Statutes, as amended, and any other applicable authority under the constitution and the laws of the State of Maine thereto enabling, the City of Caribou is hereby authorized to issue and sell its Tax Anticipation Note or Notes (the "Note or Notes") of the City of Caribou in an aggregate principal amount not to exceed \$700,000 for the purpose of providing financing for the governmental activities and obligations of the City for Fiscal Year 2016.

The Tax Anticipation Notes which are authorized in a principal amount of \$700,000 may be subject to call for redemption, as determined by the City Treasurer/Finance Director and Caribou City Manager to be in the best interests of the City of Caribou, and such call provisions in the Notes may be with or without premium and provide for the Notes to be called at such times prior to their maturity as may be determined in the discretion of the City Treasurer/Finance Director and Caribou City Manager and stated on the face of the Notes. The Notes shall be issued and sold to a Bank or other lending institution to be determined by the City Treasurer/Finance Director and Caribou City Manager.

The City Council hereby authorizes the City Treasurer/Finance Director and the Caribou City Manager to execute and deliver the Notes on behalf of the City of Caribou. The Notes may be executed, sold and delivered to a lending institution selected by the City Treasurer/Finance Director and the Caribou City Manager upon such further terms and conditions and at such interest rates and maturities as may be approved by the Caribou City Manager and the City Treasurer/Finance Director, and shall have the City Seal affixed and attested by the City Clerk or Deputy Clerk, and shall be approved as to substance by the City Manager.

ORDERED, That pursuant to the requirements of the Tax Reform Act of 1986, and Section 265 (b)(3) of the Internal Revenue Code of 1986, as amended, the City of Caribou hereby designates the Notes to be "qualified tax exempt obligations" of the City

ORDERED, that subject to appropriation, the City shall take any and all actions required under the Internal Revenue Code of 1986, as amended, to maintain the tax exempt status of the interest on the Notes, and to maintain the status of the Notes as "qualified tax exempt obligations" of the City, and that the Notes may be subject to such further terms and conditions

as may be agreed to by the Caribou City Manager and the City Treasurer/Finance Director to carry into effect the full intent of the orders.

ORDERED, that all actions heretofore taken by the municipal officers of the City of Caribou relating to the issuance of the Notes be and they hereby are ratified, approved and confirmed.

ORDERED, that the municipal officers and officials of the City are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the City as may be necessary or convenient to carry out the intent of the foregoing orders or any one of them.

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

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To: Mayor and Council Members  
CC: Austin Bleess, City Manager  
From: Scott Susi, Fire Chief  
Date: February 8, 2016  
Re: Replacing Fire Engine #2

Tonight we are presenting a proposal to replace engine #2 at the fire station. The council in 2011 elected to remount a 1984 body on to a new 2011 International chassis. This was a quick fix with new paint and nothing else, no pump repairs, no tank repairs and rust repair but the rust has returned not only effecting the outside of the truck but the essential framework holding the body together and the tank in the truck.

Currently engine #2 will not pass the annual mandatory pump test, has a tank that leaks, lacks many safety features and is rusting through the body. In order for the truck to pass the pump test, the pump would need to be replaced and a matching transmission installed, the tank replaced and the body would have to have extensive repairs to do something with the rust problem, but as you all know rust cannot be fixed, only removed and replaced.

We have received two bids for the new engine, the lower of the two bids came from the company we got the last truck from, Ferrara, \$312,946.00 was the quote and recommended by staff. As of the first of the year we have \$340,134.00 in the truck replacement account and after this purchase leave \$27,188 moving forward. As before it would take 240 days for the build.

The current 2011 chassis would be saved and the rescue body mounted on it taking that truck out of the replacement rotation for another twenty-five years. Currently, as part of that remount deal, the 1984 chassis was mounted under a new rescue body.



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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: February 8, 2016  
Re: DOT Overweight Vehicle Permit

The DOT is requesting a construction over limit permit to be issued to the contractor for the overlay project they will be doing on Route 164 (Main Street) beginning 0.37 miles south of Wilbur Avenue, or the Urban Compact Line near Russell's Motel and extending Southeasterly 1.63 miles ending at the intersection with US Route 1 at the Caribou Inn and Convention Center.

The city may require the contractor to obtain a bond to cover the cost of any damage that might occur as a result of the overweight loads. The contractor has not yet been determined as the project has not yet gone out for bids.

We will need Council approval on the agreement to issue the over limit permit.



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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: February 8, 2016  
Re: 2016 Revenue Budget Report

This report is being presented pursuant to City Charter 5.06(c).

Tonight we have the 2016 Revenue budget before the City Council. The numbers have changed just slightly from what was previously presented to the City Council. I will highlight some of the major changes in the Revenue Budget from 2015.

As a reminder the full City Budget is available online at  
<http://www.cariboumaine.org/index.php/government/budgets/>

### **General Fund**

Over the past few years' excise tax has trended upwards, indicating an increase in new cars being purchased. For 2016 that line 06 has been increased to \$1,400,000.

Revenue sharing is budgeted at \$527,936. The state projects revenue sharing amounts based upon their fiscal year, and for their fiscal year the state projected we will receive \$517,936. For the first six months of the state fiscal year we received about \$20,000 more than projected. However, for January 2016 we received less than anticipated, and less than we did in January of the previous two years. The actual amount of revenue sharing will vary, but I believe this is a reasonable estimate for the year.

Investment income, line 52, is increased because we will have a full year of interest on the money we have in CD's that we received back from Maine State Retirement.

### **General Assistance**

We are showing an increase in General Assistance due to the change in state law that sends more reimbursement back to the cities.

### **Code Enforcement**

We've increased the amount from Woodland as per the new rate the Council has approved

### **Library**

We've adjusted the non-resident fees downward based upon the trends of the last few years.

We've adjusted passport services based upon actual usage as we have some historical data to utilize now.



**Fire/Ambulance**

Ambulance revenues are always hard to predict. While the number of calls done in a year since 2011 has been fairly consistent we have increased by about 200 the number of long distance transfers we have done in 2014 and 2015 from previous years. We take historical numbers of a payer mix (MaineCare, MediCare, Private Insurance, etc.) and use that as the basis of projecting out revenues for the coming year.

For Ambulance Billing we no longer do billing for Van Buren (Line 42) so we have eliminated that revenue, but we picked up Patten (line 44) and have added that revenue.

**Police**

We have increased the Prisoner Boarding Reimbursement (line 06) based upon historical numbers.

We have increased the Salary Reimbursement (Line 14) amount. This is money we get from outside sources for running special details.

**Public Works**

The Connor Contract (line 07) is up due to the new rates. The School Department Plowing is removed as we no longer plow their parking lots so we can focus on the streets and roads, as was discussed this past fall.

The Enterprise funds all have revenue accounts as well.

**Economic Development**

This fund is paid for solely from the TIF District and the revenues that are captured there. Revenues there are captured on the increment of the value of the property in the TIF District compared with the value of the property when the district was created. As these funds are from the Downtown TIF District only properties located within the district pay into these funds.

The exact amount of the TIF captured will be based upon the mill rate when that is set. We are currently projecting it at the same mill rate we had in 2015.

**Housing**

This is fully funded by the US Department Of Housing and Urban Development. All expenses in this department are covered by the revenues from HUD.

**FSS**

This is fully funded by a grant from the US Department Of Housing and Urban Development. All expenses in this department are covered by the revenues from HUD.

**Snowmobile Trail Maintenance**

Revenue in this department comes mainly from two sources. We receive a portion of the funds for snowmobiles registered in Caribou. We also receive a grant from the state for the maintenance of our trails. We do receive some miscellaneous income as well and we are anticipating a slight increase in funds in this category this year.

Those are the major changes from last year. The Council may choose to adopt the Revenue Budget tonight. When the final mill rate is set in June, there will be changes to the Overlay line (General Government Line 34), and in the Assessing Department the Homestead Exemption (line 4) and BETE Reimbursement (Line 5).