



**AGENDA
Caribou City Council
Regular City Council Meeting
6:00 P.M. Monday, May 8, 2017
Caribou City Council Chambers**

1. Public Input
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consent Agenda
The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.
 - a) Department Reports 2-8
 - b) Approval of March and April Financials
 - c) Approval of Quit Claim Deeds 9
 - d) Approval of Rubbish Hauler License 10
 - e) Proclamation for Olof Nylander and Nylander Museum Day 11
 - f) Notice of Election for June 13, 2017 12
 - g) Approval of Warrant and Notice of Election for RSU 39 12
4. Tax Acquired Property Bids 13
5. Parks and Recreation Lawn Mower Bids 14
6. Parks and Recreation Collins Pond Request 15
7. Caribou Housing Agency's Section 8 Management Assessment Program 16

Upcoming Meeting Dates:

Regular City Council Meeting Monday, May 8, 2017 at 6pm
Regular City Council Meeting Monday, June 12, 2017 at 6pm

Caribou Police Department Monthly Report

April 2017

	Current Month	YTD	Month Prior Year	Prior YTD
COMPLAINTS	2688	9482	2409	7314
M/V ACCIDENTS	26	115	19	92
ESCORTS	13	44	2	9
THEFT COMPLAINTS	13	36	14	39
ANIMAL COMPLAINTS	15	30	11	40
DOMESTIC COMPLAINTS	12	26	5	30
BURGLARY COMPLAINTS	1	4	1	10
O.U.I.	1	8	9	17
M/V THEFTS	1	3	1	1
MISSING PERSONS	1	3	0	0
JUVENILE COMPLAINTS	0	10	2	10
CIVIL COMPLAINTS	4	18	4	22
PROWLER COMPLAINTS	0	0	0	0
ASSIST OTHER AGENCY	12	62	11	64
ASSAULT ARREST	0	2	3	6
THEFT ARRESTS	3	10	5	12
SPEEDING	47	127	15	34
STOPS/CHECKS M/V	2195	7840	1969	5823
PARKING TICKETS	0	0	0	0
HANDLING PRISONERS	37	125	33	127
WARRANT ARRESTS	17	45	7	19
UNLAWFUL SEX. CONTACT	1	1	2	4
GROSS SEX. ASSAULT	2	2	0	0
BUSINESS ALARMS	13	51	14	60
BURGLARY ARRESTS	1	1	0	3

Year To Date (YTD) is from January 2017 through April 2017

Housing and FSS Monthly Report

April 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	772	193	772
Vouchers leased	182	702	185	732
Vouchers available	8	58	6	32
Total Housing Assistance Payments, to Landlords	\$ 68,160	\$ 264,671	\$ 68,799	\$ 281,455
Total Utility Reimbursements, to Participants	\$ 86	\$ 234	\$ 206	\$ 1,088

Waiting List Statistics	Current Month	Average YTD	Prior Year Month	Average Prior YTD
Applicants on Waiting List	92	73	121	106
Average wait time (in days)	78	58	0	0
Families with Children	32	26	39	33
Elderly Families	9	8	17	16
Families with Disabilities	35	27	48	42
Household Income				
Extremely Low Income	73	57	92	80
Very Low Income	12	9	18	15
Low Income	2	3	6	6
Over Income Limit	4	4	4	4
Incomplete	1	1	1	1

Family Self Sufficiency	Current Month	YTD	Prior Year Month	Prior YTD
Number of Participants	30	115	31	124
Monthly Escrow Deposit	\$4,744	\$16,407	\$3,137	\$10,192
Number of Families Earning Escrow	20	72	17	68
FSS Graduates	0	0	1	2
Escrow Earned	\$0	\$0	\$6,602	\$8,809
FSS Forfeitures	0	1	0	0
Escrow Lost	\$0	\$2,744	\$0	\$0

YTD Numbers are January 2017 through April-2017

Clerk and General Assistance Dashboard

April 2017

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	25	79	31	80
Fishing Licenses	16	54	36	74
Boat Registrations	15	22	45	58
ATV Registrations	1	1	-	-
Snowmobile Registrations	1	222	-	229
Vehicle Registrations	541	1,485	868	2,242
Rapid Renewal	38	115	37	111
Birth Records	66	262	69	272
Death Records & Permits	92	376	54	254
Marriage Records & Licenses	3	39	13	47
Dog Licenses	82	643	16	609

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	10	39	5	35
GA Cases Paid - Caribou	10	41	11	44
People Assisted - Caribou	10	52	16	76
GA Dollars Spent - Caribou	1,438	\$ 11,649	\$ 3,475	\$ 10,468

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

Year To Date is from January 2017 through April 2017



CARIBOU PUBLIC LIBRARY

Where Heritage Meets Innovation

To: Mayor and City Councilors
Chief Mike Gahagan, Acting City Manager
From: Anastasia S. Weigle, Library Director
Date: May 8, 2017
Re: Library Director's Report



DEAR HONORABLE MAYER COUNCIL MEMBERS

A sustainable library is based on a formula that includes library visits, public perceptions of libraries, and expectations versus the reality of what can and can not do. This third element is very important. If our users expect the library to be, for example: 1) open in the evenings and saturday, 2) contain current books on the shelf, 3) have free computer use and wifi access, and 4) a space to meet for work, study, or business, but budgetary cutbacks diminish these services, then expectations are not being met which detracts from its value. Sustainability is improved when we are able to successfully add value to our library. Therefore, our goal for 2018 is to ensure our sustainability to serve our community by requesting an increase in part time staff by two 29 hours a week personnel. We currently have a total of combined hours 2.86 FTE staff for a fully run library open six days in the fall and five days in the summer.

1. WHAT IS OUR ADDED VALUE FOR SUSTAINABILITY

1.1 MARVEL DATABASE: MAINE'S VIRTUAL LIBRARY

Every resident of Caribou, Maine has access to a collection of full text articles and abstracts from magazines, newspapers, journals, and reference books. These are authoritative, credible, and reputable resources. All Students (primary, secondary, high education), educators, and business people have the ability to search a number of resources at one time for information. The value of the resources provided in these databases would be over \$700,000 per library in the State of Maine. Our budgetary cost for these resources is \$275 because funding comes from the Maine State Legislature and the joint efforts of Maine State Library, University of Maine, Colby, Bates, Bowdoin Colleges, the Public Utilities

Commission, and MTEAF (Maine Telecommunications Educational Access Fund), commonly known as state E-rate. The CPL consortium power makes statewide licensing of MARVEL! resources cost effective, adding value to our library.

1.2 PARTNERSHIP WITH AROOSTOOK COUNTY GENEALOGICAL SOCIETY (ACGS) AND THE CPL ARCHIVES AND SPECIAL COLLECTIONS.

Culture is that unseen human element that shapes how we do things. It is who we are, where we came from, and where we are going. We have been providing repository space for ACGS for a number of years. Both the library and the ACGS collect, manage, and share historical documents for research purposes to scholar, students, and the general public. The added benefits of providing repository space to ACGS is shared resources that enhance both our collections. This benefits us economically, socially, and educationally. It serves our users better and provides a new perspectives on our collections (we are more than books and magazines). This collaborative arrangement also provides a pragmatic approach in addressing lack of staff to provide research support in the archives. Members of ACGS oversee the archives when staffing is unable too, ensuring the safety of our collections while providing research assistance to patrons who visit the archives. Lastly, we use the power of partnership and collaboration for grant funds to support both ACGS and the library archives. We believe that creative ideas and innovation bring growth of knowledge about our community. This is another added value to the City of Caribou.

1.3 ENCOURAGING LIBRARY USAGE

Our digital technology such as responsive wi-fi connectivity for mobile devices already facilitates the use of online access to information that is relevant to our users, from legal help, job searches, and research papers, to entertainment. For those who prefer to use their computers at home or work. Access to our library means access to all our online resources off site. We continue to find ways to connect our patrons to materials and services.

1.4 OPEN LIBRARY SYSTEM

Providing our library's physical space to a broader section of our community has been our greatest added value in our community. Apart from providing a repository space for ACGS, we also provide space for students and workers who are unable to access the library during the day. These are our evening users. But we also provide space (Caribou Room) for Reading group, Creative writing groups, meetings for other non-profits and workshop space for Maine Archives and Museum. Providing enough staffing to support these users is important to our sustainability.

1.5 PERCEPTIONS

There are two ways in which perception impacts our library: The first is to show the community of Caribou our value as that impacts how they will use the library which leads to the second impact—the use provided to the patrons demonstrates the value which in turn conveys to the city the importance of future support and sustainability. Show the community and they will come.

2. WORKFLOW AND SUSTAINABILITY

2.1 THE MAIN CIRCULATION DESK

At the minimum, the library must have two staff persons working together at all times. All circulation duties (check in/out materials, cataloging, interlibrary loan, referencing, technology assistance, periodicals/newspaper processing, and book ordering) are done at this area.

2.2 REFERENCE LIBRARIAN'S DESK

The reference desk is also considered a work area. Since the budget cuts, there has been no librarian or library assistant at this desk. It is only used by staff to complete interlibrary loans or cataloging. The proximity of the reference desk to

circulation desk is not optimal as it does not provide a good line of sight. However, it does serve as a good workstation when needed. The children's room was unmanned since September 2016. We recently hired a new children's librarian on Tuesday, January 7. We find the proximity of the Children's room and the main circulation work area advantageous as each has a good line of sight to assist each other when the circulation desk gets busy.

3. ADDRESSING PATRONS NEEDS

Current technology trends, the demands for more services, and a streamlined staff means that workflow and function must move freely with little or no interruptions. It is important we do this in to continue to address the needs our community.

3.1 WORKFLOW

I have observed the workflow during my first four months as your Director and can say with confidence that all your librarians work well as a team, make group decisions, cross-train each other as necessary, and adjust hours as needed to meet the demands of their professional duties and patron service.

Schedules are made to ensure there are two employees on duty at all times. Moreover, if someone calls in sick, takes a vacation, attends a meeting or conference, or needs personal leave, then we must fill that "hole" with another library employee to ensure we have desk coverage. I am pleased to say that when needed, staff steps in willingly to assist including retired librarian Wendy Bossie, who has been a great asset to us.

We do have some volunteers that are helping with special projects. These volunteers come from High School or FedCap. We are pleased to work with these organizations.

The library is open 48 hours during the Fall, Winter, and Spring and 44 hours during the summer. Our total combined FTE (including myself in the ratio) is 2.83. The ratio imbalance between Library hours open and staff work hours is negative, and that poses a challenge for us at the Library. The staff has pitched in working extra hours to keep up with the demand of library work and that is very satisfying. We thank you for your continued support.

4. THE RODERICK LIVING TRUST

4.1. RECEIVED GIFT.

We pleased to share with the City Council good news. On Wednesday, May 3, the Caribou Public Library received a monetary gift with no restrictions from The Roderick Living Trust in the amount of \$21,810.76. This full amount of the gift is being placed in an interest bearing CD.

Respectfully submitted,
Anastasia S. Weigle, Director of Library

May 8, 2017 Library Report



Main Circulation Desk



Children Librarian's Desk



Reference Librarian's Desk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: May 8, 2017
Re: Quit Claim Deeds

Barbara Tompkins has paid her taxes in full. Dwayne Theriault has also paid his taxes in full. Both were in accordance with the agreements they each had with the City to pay taxes owed on their formerly owned properties. Need Council signature on quit claim deeds.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Michael Gahagan, Interim City Manager
Date: May 8, 2017
Re: License Approvals

Pine Tree Waste and Crown of Maine Sanitation have both submitted their application to be rubbish haulers in Caribou. Staff has reviewed the application and is recommending approval.

PROCLAMATION

OLOF NYLANDER AND NYLANDER MUSEUM DAY

WHEREAS, Olof Nylander was a naturalist, collector, and amateur scientist and his life's work advanced the knowledge of Northern Maine geology

and

WHEREAS, Olof Nylander was published in various scientific journals and wrote numerous pamphlets about the conchology, botany, geology and paleontology of Aroostook County

and

WHEREAS, Olof Nylander served as a resource for area school teachers and their classes until his death in 1943

and

WHEREAS, Olof Nylander's legacy continues as a resource for Aroostook County within the Nylander Museum of Natural History

Sunday, MAY 28, is hereby proclaimed

OLOF NYLANDER AND NYLANDER MUSEUM DAY

In celebration of Mr. Nylander and his dedication to science and northern Maine, and in recognition of the legacy left to this community of Olof Nylander.

Signed this 8th day of May 2017

CARIBOU CITY COUNCIL



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Michael Gahagan, Interim City Manager
Date: May 8, 2017
Re: June 13, 2017 Election

As we prepare for the upcoming elections in June, we need the Council to approve the following:

1. Approval of Warrant and Notice of Election for RSU 39
2. Approval of Notice of Election for Special Municipal Election
3. Approve an 8:00am opening time
4. Appointment of Jayne R. Farrin as Election Warden and Kalen Hill as Deputy Election Warden



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Michael Gahagan, Interim City Manager
Date: May 8, 2017
Re: Tax Acquired Property Bids

Request to approve minimum bids for:

15 Nancy Street	\$9,000
45 River Road	\$14,000

Minimum bid was determined to cover amount of taxes owed on the property and demolition costs.

CARIBOU PARKS & RECREATION DEPARTMENT
55 BENNETT DR.
CARIBOU, ME. 04736
207-493-4224
207-493-4225 Fax

MEMO

TO: Caribou City Council
FROM: Gary Marquis
RE: Purchase of a new front line Zero Turn Mower for the Parks and Recreation Dept.
DATE: May 3, 2017

On Monday, May 8, 2017 I will be approaching the Caribou City Council to request that we be allowed to use \$7999.00 from our Recreation Lawn Mower Reserve Fund to purchase a 2017 Exmark Zero Turn Mower LZE742GKC604A3 for the Parks and Recreation Dept. We have gone out for RFP's with our Caribou Dealers, after review with the City Manager. We have decided to proceed with Gary's Yamaha on council approval.

Gary's Yamaha	Exmark 60" Lazer E-Series with upgraded suspension seat	\$7,999.00
Gary's Yamaha	Exmark 60" Lazer S-Series with suspension seat	\$9,499.00
Bernaiche Sales and Service	Toro Model 74915	\$8,599.00
Bernaiche Sales and Service	Toro Model 74926	\$8,999.00

Our current fleet of mowers consists of two Toro zero turn mowers, one is a 2007 and the other is a 2015. We also have a 2007 Toro zero turn that is used as a backup mower and also is used primarily at Teague Park.

With allowing us to keep or put out to public sale the toro z mower and dropping one of the Toro zero turns to the second line, this will allow us the ability to continue to mow and keep the City looking as good as we can make it.

On Monday evening I will be available to answer questions you might have regarding this request.

Thank you for your consideration.

Gary Marquis
Supt. of Parks & Recreation

**CARIBOU PARKS & RECREATION DEPARTMENT
55 BENNETT DR.
CARIBOU, ME. 04736
207-493-4224
207-493-4225 Fax**

MEMO

**TO: Mayor Gary Aiken
CC: Caribou City Council/Michael Gahagan
FROM: Gary Marquis
RE: Collins Pond walk Project
DATE: May 8, 2017**

Mayor Aiken and City Councilors:

I would like to take this opportunity to keep you all updated on a project that I would like to proceed with. Last summer the Recreation Department along with SW. Collins conducted a land swap. The City traded land off the Washburn Rd. known as the Pavilion with land from SW. Collins down behind 1 Vaughn place off South Main St. near the Caribou Stream bridge. The City land had more of a value than the Collin's property therefore the City was paid out the difference. With I would like to proceed with the upgrade of this property and build a deck overlooking Caribou stream, upgrade the parking area and build a primitive walking path from this new property to the dam of Collins pond. I would like to use the funds out of the Collins pond reserve account to proceed with this project.

I will be at the meeting Monday night to discuss the project.

Thank you,

Gary Marquis



CARIBOU HOUSING AGENCY

Caribou, Maine

To: Mayor and Council Members
CC: Chief Gahagan, Interim City Manager
From: Lisa Plourde, Housing Director
Date: May 8, 2017
Re: FY 2016 Section 8 Management Assessment Program (SEMAP)

On behalf the Caribou Housing Agency, I am happy to announce that the Caribou Housing Agency has recently been notified by the Housing and Urban Development (HUD) that we have been designated as a High Performer on the Section 8 Management Assessment Program (SEMAP) for fiscal year ending 2016.

SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capability and deficient related to the administration of the Section 8 Program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Caribou Housing Agency's Overall SEMAP score for the fiscal year ended December 31, 2016 is 100%, High Performer.