

October 17, 2016

16-26 Wksp.

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 18<sup>th</sup> and 19<sup>th</sup>.

From the adopted City Charter:

**Expense Budget.** 5.06 [a](3)(ii) On or before November 1<sup>st</sup>: 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 1<sup>st</sup>: 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
  - Majorities were discussed in the various departments – 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 amount 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 mills.

Meeting adjourned at 7:40 p.m.

Jayne R. Farrin, Secretary