

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, January 8, 2018 at 6:00 p.m. in Council Chambers with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Philip McDonough II, Joan L. Theriault, Timothy C. Guerrette, R. Mark Goughan, and Hugh A. Kirkpatrick.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson, Tax Assessor; Gary Marquis, Supt. of Parks & Recreation; Anastasia S. Weigle, Library Director; Michael Gahagan, Police Chief; Scott Susi, Fire Chief; Kenneth G. Murchison, Zoning Administrator; and Sgt. Mark Gahagan.

Christopher Bouchard of the Aroostook Republican and Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

a. Aroostook Agency on Aging Presentation

- Joy Barresi Saucier, Executive Director for the Aroostook Agency on Aging – She was recently hired as the Executive Director. She attended the Council meeting to discuss two items: 1) Aroostook Agency on Aging and what they do and 2) the apartment complex Caribou Gardens and the need to have two Caribou people on their board.
 - 21% of the population is over 65, which mean Caribou has approximately 1625 individuals over 65
 - In 2017, the Agency served 675 people in Caribou – which is 42% of Caribou’s over 65 population
 - During 2017: for Caribou’s aging population the Agency delivered 4299 meals, answered 4,019 consumer questions, 21,800 personal support visits, there were 78 volunteers in Caribou that provided 8,462 hours of service, with an overall total of 33,676 units of service.
 - Funding: 60% is State and Federal grants, 17% philanthropic sources, consumer donations at meal sites, program income, and municipal/county match programs. According to the Executive Director, every community in Aroostook County appropriates money for the Agency except Caribou. The Agency is requesting from the City \$4,164.
 - Caribou Garden – 166 Sweden Street – 20 units – The governing board is made up of five directors representing the Agency plus two Caribou Council appointments (one year appointment and meetings are held quarterly)

Councilor Theriault asked what percentage of funding is spent on administration. Ms. Barresi Saucier didn’t know the answer, but stated she would find out.

The Mayor offered that the 2018 Budget had been finalized and that she should approach the City in the fall.

Council Agenda Item #4: Declaration of Potential Conflicts of Interest

There weren't any Conflict of Interest to declare.

Council Agenda Item #5: Consent Agenda

- a. Minutes from Council Meeting Held December 27, 2017

Councilor McDonough noted that a correction needed to be made to the minutes. The correction: Change in the first paragraph, "6:00 p.m. on Monday, November 20, 2017" to 5:30 p.m. on Wednesday, December 27, 2017".

Motion made by P. McDonough, seconded by T. Guerrette, to approve December 27 2017 Council Meeting minutes as corrected. (4 yes, J. Theriault, T. Guerrette, N. Cote, P. McDonough, 3 abstentions, D. Martin, RM Goughan, H. Kirkpatrick) So voted.

- b. Quit Claim Deed Approval for Tax Acquired Property at 15 Washington, aka Map 28, Lot 46
- c. Quit Claim Deed Approval for Tax Acquired Property at 27 Roosevelt, aka Map 32, Lot 135

Motion made by P. McDonough, seconded by J. Theriault, to approve Consent Agenda items #5b-#5c as presented. (7 yes) So voted.

Council Agenda Item #6: Bid Openings, Awards, and Appointments

There weren't any Bid Openings, Awards, and Appointments.

Council Agenda Item #7: Formal Public Hearings

- a. 2015 CDBG Grant Close Out for Virtual Managed Solutions at 52 Sweden Street
6:16 p.m. Public Hearing opened.

Manager Marker stated that the purpose of this evening's public hearing is to simply inform the public of the finalizing of this CDBG Grant application. The Grant award was for \$150,000 as a business assistance grant, which was used to help Virtual Managed Solutions (VMS) grow their business and to add 35 new jobs to the area. The City is required to have a public hearing so the public might offer comments on the project and the use of funds. According to the Manager, he isn't aware of VMS's current staffing levels.

There weren't any comments from the public.

No action required.

6:17 p.m. Public Hearing closed.

- b. 2016 CDBG Grant Close Out for C&J Service Center at 996 Access Highway
6:17 p.m. Public Hearing opened.

Manager Marker stated the Grant award was utilized to help replace fuel tanks for the gas station on Access Highway. The project has been completed.

There weren't any comments from the public.

No action required.

6:19 p.m. Public Hearing closed

- c. Liquor License and Special Amusement Permit for Burger Boy at 235 Sweden Street
- d. Liquor License and Special Amusement Permit for Access 89 Bar & Grill at 539 Access Highway

6:20 p.m. Public Hearing for both #7c and #7d was opened.

There weren't any comments from the public.

6:21 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by T. Guerrette, to approve the liquor license and Special Amusement Permit applications for Burger Boy at 235 Sweden Street and Access 89 Bar & Grill at 539 Access Highway. (7 yes) So voted.

- e. Ordinance 13, 2017 Series – Approving the Sale of 7.14 acres of Municipal Held Properties at 19 Marshall (Formerly known as Hilltop Elementary School)

6:21 p.m. Public Hearing opened.

The adoption of Ordinance 13, 2017 Series will authorize the sale of municipally owned property located at approximately 19 Marshall Avenue, which is the former Hilltop Elementary School. The City will retain the playing fields south of the parking lot. The proposed ordinance allows for the sale of the school building and parking lot. The City will retain the playground equipment and it will be moved to the area around the ball fields or somewhere else on the property. Typically, the public has used the parking lots when the playing fields are being used. The Manager stated that language will be added in the sale agreement to provide continued access/egress for the public. Manager Marker commented that if adopted this evening, the Ordinance will not go into effect for another 30 days.

Christopher Bouchard of the Aroostook Republican, asked who owns Caribou Senior Living, LLC. Manager Marker stated that multiple people are involved. Marker suggested that he look up Bureau of Corporations.

The remaining land will be retained by the City of Caribou. A third little league field is being built by volunteers.

6:26 p.m. Public Hearing closed

Council Agenda Item #8: New Business & Adoption of Ordinances and Resolutions

- a. Ordinance 13, 2017 Series – Approving the Sale of 7.14 acres of Municipal Held Properties at 19 Marshall (Formerly known as Hilltop Elementary School)

Motion made by P. McDonough, seconded by N. Cote, to adopt Ordinance No. 13, 2017 Series, An Ordinance Regarding the Sale of Municipal Property (Hilltop Elementary) as presented. (7 yes) So voted.

b. Discussion and Possible Action Regarding New Public Safety Building Study

Fire Chief Susi started the presentation by providing copies of a report titled “Caribou Public Safety Building”. The Council Municipal Building Committee with the Fire and Police Departments have been discussing department and facility needs since last spring. The Committee tasked the Departments to look at the development and construction of a new Public Safety complex.

Renovation of the current fire station was considered, but location and size of the property make it difficult to add on or make adjustments.

Chief Susi outlined some of issues there are with the current station, including being very cramped, only one bathroom in the whole facility, no segregated male and female sleeping available, and the building isn’t ADA compliant. In 1977, when the Fire Station was built, it was built for expansion. The Chief stated that the department has expanded beyond even that built-in expansion. Since 1977, equipment has gotten bigger and heavier. The Department has gone from six to four trucks, but with that change the equipment has gotten heavier which is affecting the structural aspects of the building. According to Chief Susi, the Department now purchases equipment that fits the building rather than what the need is. The current Fire Station isn’t energy efficient.

The Police Department not only has space issues, but also those by state mandates. The Police are mandated to have an interview room with a recording system. They get by with a not efficient system in the ceiling. Most evidence has to be stored off-site in another location along with most of the filing because there isn’t any room at the Station. There is approximately 4000 sq. ft. in the cellar with only about 2500 being usable. Caribou Police Station is the only available facility to hold prisoners north of Houlton. The former kitchen is now a room used for computers. The last time the Station was renovated was 1977. The Chief stated that a year or two ago, the Council authorized new flooring, but he couldn’t bring himself to put \$30,000 into the current complex and still not meet their requirements. He ended that they do the best they can do, but it isn’t good enough for the citizens of Caribou.

Lita Semrau, of Port City Architecture, has been working with the Chiefs on a study to develop the former Birdseye site located on Route 1 and Fort Street. Initially a needs assessment was done. Ms. Semrau provided an overview of the project. (Exhibit A) The presentation has a new public safety building being two levels, but by using the topography of the site, each level is at ground level.

Port City Architectures has done over 20 Police Stations including; Saco and Gorham, with Cumberland’s is under construction.

Mayor Martin asked whether a shooting range could be added. Chief Gahagan that with rifles, the range needs to be 150 feet. Councilor Kirkpatrick wondered how closely the idea of expansion was looked at. Chief Susi had left the meeting because of a fire. Ms. Semrau commented that there are a lot of deficiencies in the existing Fire Station, it doesn’t meet ADA, it doesn’t meet clearance, and the site is landlocked. It would be necessary to acquire more land to meet some of these requirements. There are structural problems with the current Fire Station; including, not able to insulate any more on the roof because of the snow load, the floor is structurally inadequate for the trucks of today, no sprinklers, and no alarm system.

Councilor Kirkpatrick asked if Port City Architectures has looked at possible reuses of the current Fire Station. Ms. Semrau offered that they have not, but that is something they can help with.

Eight million is the estimated cost of constructing a new Public Safety building. That figures out to \$242 a sq. ft. There is an opportunity of a grant that could help with 55% of the construction costs. Chief Susi is looking at what possible energy savings could be seen if a new building is constructed.

\$25,000 is the cost of completing a new public safety building study and this amount is in the City's 2018 Budget. Councilor Theriault stated that we need to go forward with the study to learn the answers to the questions. Councilor Kirkpatrick doesn't mind going forward if all options are looked at including other sites beyond Birdseye site.

Chief Susi returned to the meeting. Before working with Port City Architectures, the Departments worked with another firm which looked at expanding the Fire Station or renovating an existing building. It would require purchasing a number of houses to expand the current Fire Station. Councilor Goughan wonders whether there is a way for the City to collaborate with other communities.

Motion made by J. Theriault, seconded by N. Cote, to move forward with the new public safety building study. (5 yes, J. Theriault, N. Cote, P. McDonough, T. Guerrette, D. Martin, 2 no, RM Goughan, H. Kirkpatrick) So voted.

c. Discussion and Possible Action Regarding Surplus Properties and Equipment

Manager Marker stated that from time to time the City has equipment or materials no longer needed by the City and needs to be disposed of. The City doesn't have a formal policy for this disposal process. Currently the City has chain link fencing, office chairs, and a Christmas tree that are no longer needed and should be disposed of. According to a Maine Townsman's Legal Note, the municipal legislative body needs to authorize the sale of surplus property. In Caribou, the authorization would need to come from the Council.

The fencing is around Teague Park and needs to be removed by March 1st or it will be part of the demolition bid for the RSU #39. Discussion.

Motion made by P. McDonough, seconded H. Kirkpatrick, to direct the Supt. of Parks & Recreation to advertise that the City has available, for no fee, 1540 feet of surplus chain link fencing that would need to be removed by March 1st and to direct administration to develop a formal policy for disposal of surplus property to be considered by the City Council and adopted by resolution prior to additional items being declared surplus. (7 yes) So voted.

Council Agenda Item #9: Reports and Discussion by Mayor and Council Members

a. Assignment of Councilmembers to Committees (proposed)

Committee	Chair	Councilors	Staff
Highway/Protection	Theriault	McDonough Cote	City Manager PW Director
Investment	Cote	Martin Guerrette	City Manager Finance Director
CEGC		Goughan	City Manager
Personnel	McDonough	All Councilors	

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NMDC		Kirkpatrick	City Manager
Planning Board Liaison		McDonough	
Airport	McDonough	Therault Guerrette	Airport Manager
Nylander Board Liaison		Guerrette	
Housing Commission		McDonough Goughan	
Municipal Buildings	Therault	Cote Kirkpatrick Martin	City Manager
Agency on Aging Representatives		Guerrette	Housing Director

The Manager commented that Ms. Barresi Saucier mentioned this evening that Councilors cannot serve on the Caribou Garden's Board (Agency on Aging Representative), so Councilor Guerrette will not be able to serve on that Board. Mayor Martin noted that four Councilors serve on the Municipal Building Committee, but encouraged the other Councilors to attend a committee meeting, if they are so interested.

Motion made by P. McDonough, seconded J. Therault, to accept the proposed *Assignment of Councilmembers to Committees* table as presented with the exception of a Councilor being assigned to serve as a representative to the Agency on Aging. (7 yes) So voted.

- b. Councilor Goughan requested an update on the City biomass pellet boilers so he might become better educated. The Mayor suggested that he might want to sit down and go over this topic with the Manager. Manager Marker stated that the pellet boiler information had all been digitized by the former City Manager and that he had thumb drives available so they could take it with them for review.
- c. Mayor Martin cautioned Councilors about the use of emails.
- d. Councilor McDonough reminded the newly elected and sworn in Councilors that they have 120 days to complete training for Elected Officials on Maine's Freedom of Access law.
- e. Mayor Martin asked the Manager to add to the bottom of each agenda the dates of the next couple of meetings.
- f. Mayor Martin wants the Wage and Surplus Property Policies on the January 29th Work Session agenda.

Council Agenda Item #10: Reports of Officers, Staff, Boards and Committees

There weren't any reports from officers, staff, boards, and committees

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

7:38 p.m. Time in. Moved by P. McDonough, seconded by T. Guerrette, to move to executive session under MRSA Title 1 §405.6E to discuss a legal issue. (7 yes) So voted.

The Council moved out of executive session at 7:51 p.m.

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No action taken.

Council Agenda Item #12: Adjournment

Motion made by P. McDonough, seconded by N. Cote, to adjourn that meeting at 7:51 p.m.

Jayne R. Farrin, Secretary