

October 17, 2018

18-17 Spec.

Council Agenda Item #1: Roll Call

A Special Meeting and Council Retreat of the Caribou City Council was held 4:00 p.m. on Wednesday, October 17, 2018 in the conference room at North Maine Development Commission with the following members present: Mayor David Martin, Deputy Mayor Nicole Cote, Philip McDonough II, Joan L. Theriault, Timothy Guerrette, R. Mark Goughan, and Hugh Kirkpatrick (5:07 p.m.)

Dennis L. Marker City Manager.

Department Managers: Gary Marquis, Supt. of Parks & Recreation; Michael Gahagan, Police Chief; Penny Thompson, Tax Assessor; Scott Susi, Fire Chief; David Ouellette, Public Works Director; Hope Rumpca, Library Director; Carl Grant, Finance Director; Kenneth G. Murchison, Zoning Administrator; and Christina Kane-Gibson, Events & Marketing Director.

Council Candidates: Thomas Ayer, Christine Lister, and Christopher Lydon.

Council Agenda Item #2: Pledge of Allegiance

The Pledge of Allegiance wasn't recited.

Council Agenda Item #3: Reports of Officers and Staff – 2019 Budget Considerations

Attached is a copy of the PowerPoint presentation presented that evening. Each Department Manager gave an overview of their department; including, major projects for 2018 and 2019, capital projects for 2019, and personnel issues.

The Manager and Department Managers answered all Councilors' questions.

The Manager reviewed the Budget timeline.

Council Agenda Item #4: New Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action Regarding River Road Report – Engineer's Findings

Discussion about renting or purchasing jersey barriers. Another property owner has agreed to sell to the city.

Council Consensus: After frost, open up River Road to a one lane road.

b. Discussion and Possible Action Regarding an Economic Development Agreement between Caribou City and Porvair Filtration Group, Inc., Caribou Division.

Motion made by P. McDonough, seconded by J. Theriault, to post on the website that the city has a generator for sale by bid. (4 yes, P. McDonough, J. Theriault, RM Goughan, N. Cote, 3 no, H. Kirkpatrick, T. Guerrette, D. Martin) So voted.

Council Agenda Item #5: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6)(C) Real Estate Purchases and Economic Development

8:00 p.m. time in. Motion made by T. Guerrette, seconded by J. Theriault, to enter an executive session under M RSA Title 1, §405(6)(C) Real Estate Purchases and Economic Development. (7 yes) So voted.

8:20 p.m. time out.

No action taken.

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Council Agenda Item #6: Next Meeting: October 29 – Budget Forum

Council Agenda Item #7: Adjournment

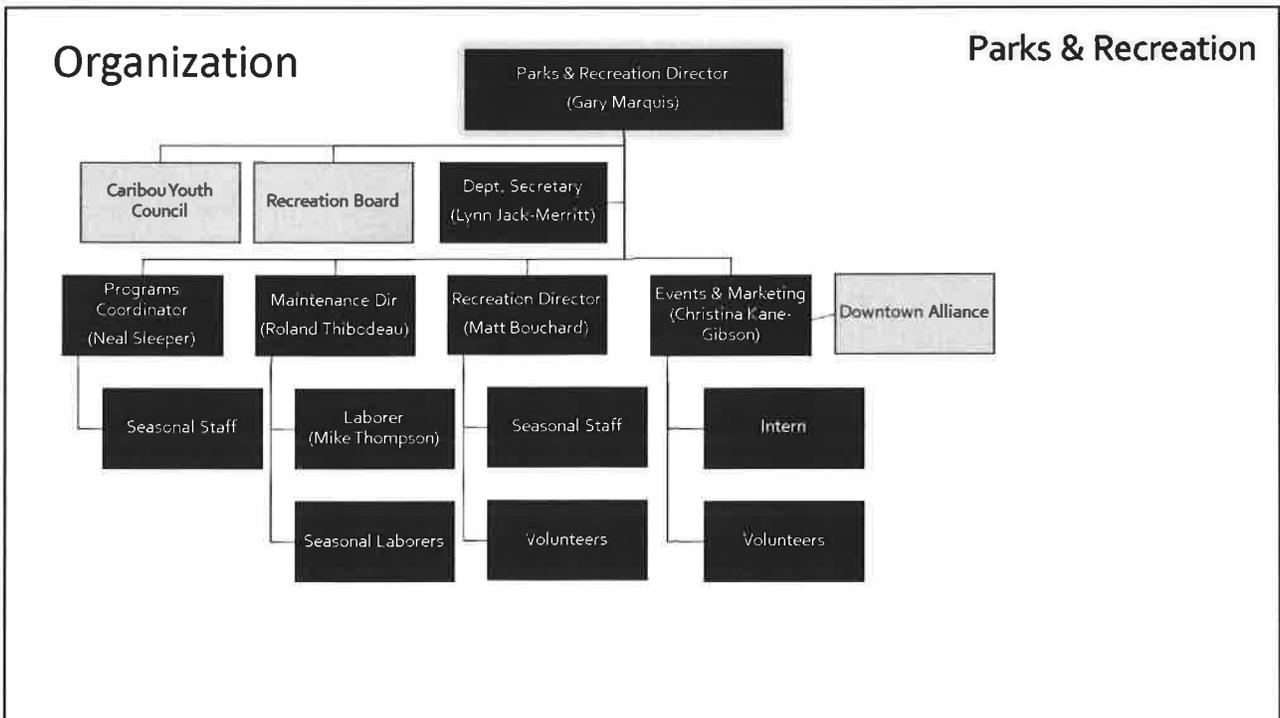
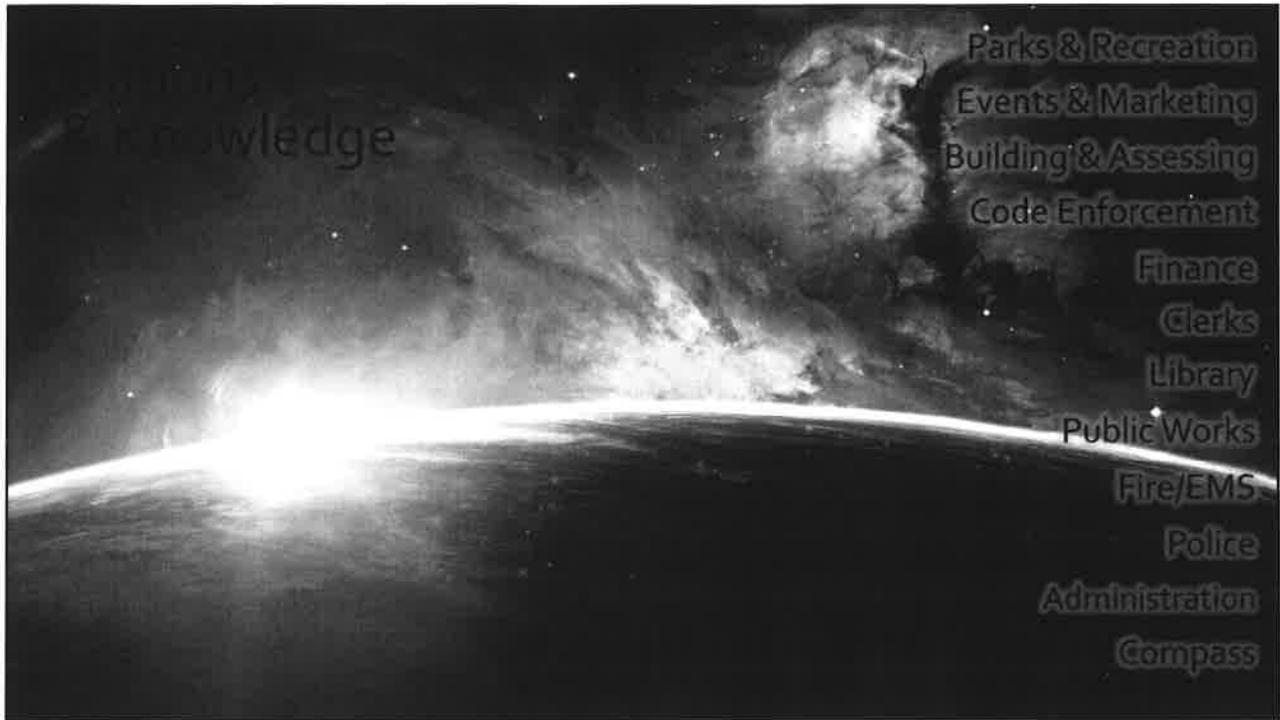
Motion made by T. Guerrette, seconded by J. Theriault, to adjourned the Public Forum Workshop at 8:20 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary



## Choices

- **Options**
- **Knowledge of Conditions**
  - Understanding of consequences
  - Understanding of truths
- **Freedom to Freely Choose**
  - Not coerced
  - Not threatened
- **Moral Compass**



## 2018 major accomplishments

### Parks & Recreation

#### Collins Pond

- The completion of the overlook deck built over Caribou Stream has been a great addition to the already popular Collins Pond walking path.
- The permitting process has started on rebuilding the Collins Pond dam. Estimates came in roughly around \$12,000 to repair the dam. We are currently revamping the permit as there were some information missing. This process will continue throughout the winter and will hopefully be able to do the actual repairs next summer.
- The bike Maine event was held in Caribou and was staged at the old Lions building, so there was some much-needed electrical upgrades performed at the building. We also built a pergola where the concrete slab was sitting idle for years.



## 2018 major accomplishments

### Parks & Recreation

#### North Caribou Park

- cleaned up from several wind storms that damaged a lot of trees.
- Proceeding with designing and purchasing disc golf baskets for this park.

#### Recreation Center

- Obtained weightlifting equipment and resurrected the weight room
- Painting the old side of the recreation building.
- Original building doors have been replaced.
- Working with Efficiency Maine and a local electrical contractor to replace the gymnasium lights. The lights have been burning out and the gym has been getting darker by the week. We are in hopes to have this project completed before the holidays.
- RSU 39 project will finish new recreation maintenance building behind the gym

## 2018 major accomplishments

### Parks & Recreation

#### Trails

- Major cleanup from spring runoff events.
- Working on trails at the Country club. A logger was in there for the past 2 winters.



## 2019 Major Projects

### Parks & Recreation

- Painting the recreation department & the gymnasium.
- Extending the Collins Pond walking path, working on writing a grant for this project.
- Continuation of working with the local contractor on the new park that we will be receiving with this new school project. Supposed to be useable by September 2019.
- Moving the playset up at Hilltop school to the Little league complex.
- Continuation of making our trails the best in the County.
- Upgrade our security cameras throughout the building.

## 2019 Major Purchases

Parks & Recreation

- New landscape trailer
- New zero turn mower
- Budgeting toward city match on RSU project

## 2019 Personnel Items

- No changes anticipated

## 2018 Major Accomplishments

Events & Marketing

Thursdays and a Sunday on Sweden

Bike Maine

Caribou Cares about Kids Events

Caribou Marathon

Santa Shoppe for Children

Continue the Caribou Arts & Crafts Fair

Continue to grow Halloween events

Acceptance into Leadership Maine Program

Mainebiz "Next List" 2018 Winner

Downtown Team formation

Maine Downtown/Main Street Network Affiliate

Application

## 2019 Major Projects & Goals

### Events & Marketing

- Maine Downtown/Main Street Network Affiliate Application
- Caribou Project
- Fall Festival
- Networking & Business Training Sessions
- Collaborate with S.W. Collins on 175<sup>th</sup> Anniversary
- Public Art (Murals, statuary, etc.)
- Façade Grants Program
- Storytelling Festival in conjunction with MicMac Nation
- Community Cleanup Day
- Complete Database & Monthly Newsletter for all Caribou Business Owners
- Sponsorship/Partnership opportunities Sponsor Deck
- Grow the Marathon – We already have 40 signups for next year

## 2019 Major Purchases

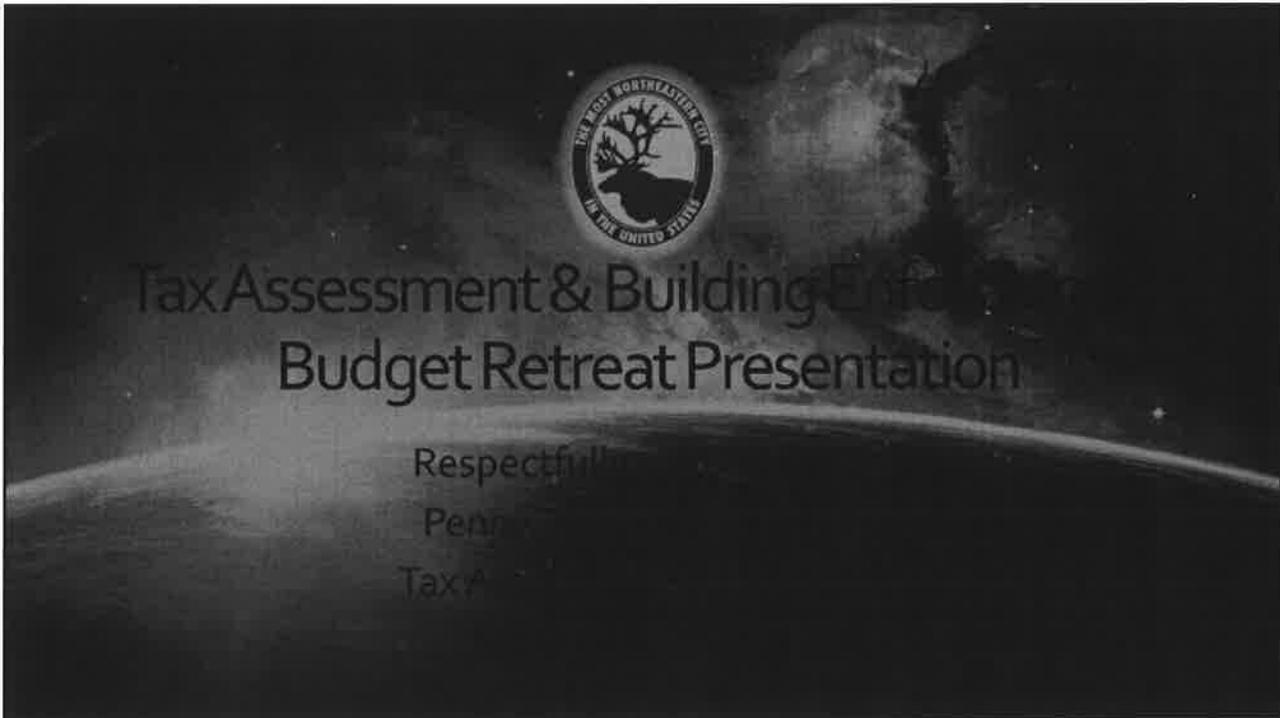
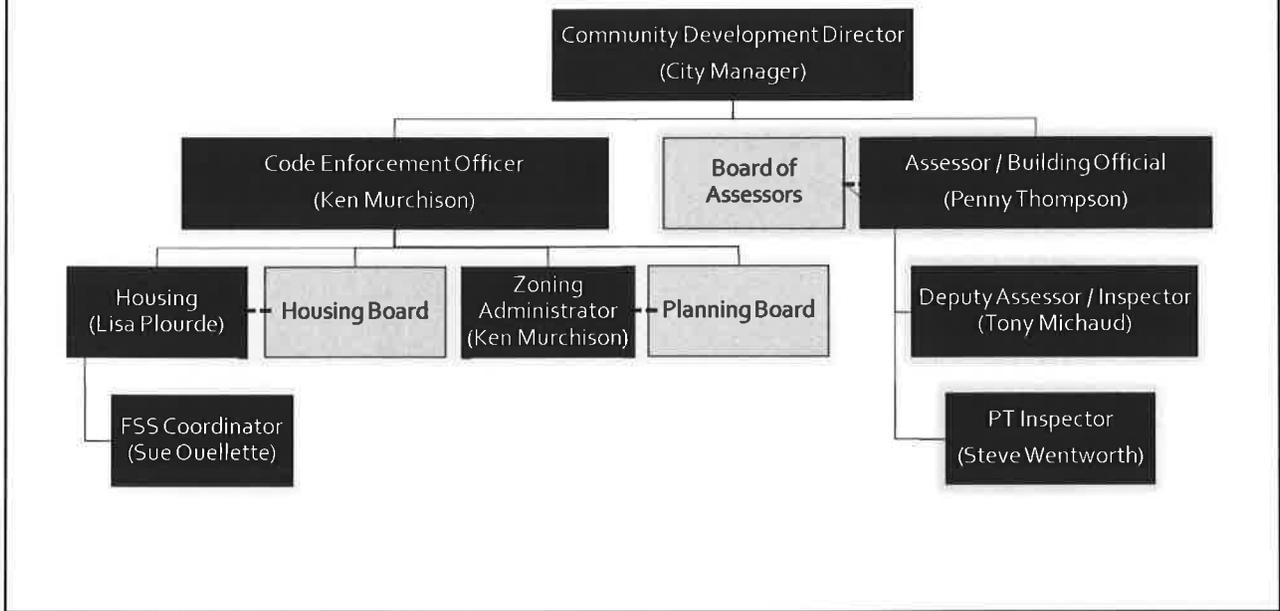
### Events & Marketing

- Scheduled Computer Replacement - Upgrade

## 2019 Personnel Items

- Request 1 seasonal intern position again for summer help

# Community Development



# 2018 Municipal Valuation

Assessing

Commitment Date:	July 2, 2018
Taxable value of land:	\$ 93,978,500
Taxable value of buildings:	\$ 288,375,400
Taxable value of personal property:	\$ 16,630,200
TOTAL taxable valuation:	\$ 356,210,100
2018 Property Tax Rate: .023700	

# 2018 By The Numbers

Tax Assessment Office

Assessing

• Number of real estate accounts:	4,465
• Number of personal property accounts:	351
• Homestead exemptions granted:	2,105
• Veteran exemptions granted:	326
• Blind exemptions granted:	5
• BETE exemptions approved:	76
• Total acres in Tree Growth:	1,427.6
per state statute all estates are fixed as of: April 1, 2018	

# 2018 By The Numbers

Building Official / Permit Office

Assessing

- 36 building permits issued in Caribou
  - 5 commercial projects
  - Residential projects include six homes, several garages, sheds, decks and additions
  - 3 exempt properties include the new RSU 39 K-8 school
- 19 plumbing permits issued in Caribou
- 3 demolition permits
- 10 sign permits – (seven recently for Walgreens)

PERMITS = NEW VALUE = INCREASE IN TAX BASE

# 2018 Municipal Valuation



## 2019 Major Projects

- Quarterly updates

Building & Assessing

## 2019 Personnel Items

- Commercial building inspector on retainer
  - for RSU project
  - Asbestos inspections in dilapidated, tax acquired buildings

## *Tax Assessment & Code Enforcement Budget Retreat Presentation*

- The tax assessment / building official and permit office is located in the Municipal Building.
- The office welcomes you to visit, call or e-mail with any questions you may have.

Penny Thompson, CMA-III  
[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)  
(207) 493 – 5961  
25 High Street, 2<sup>nd</sup> Floor

## 2018 Major Accomplishments

CEO training in Legal Issues, Land Use and shoreland Zoning

Joined the American Planning Association and Maine GIS Users Group

Working with the following Boards:

- Aroostook Waste Solutions (Tri-community Landfill)
- Caribou Downtown Team
- Business Investment Group
- The Glass if Half Full Group
- Caribou Bread of Life Kitchen
- Age Friendly Community Group

Code Enforcement

Significant Projects:

- Caribou Economic Summit
- Birdseye Plant Demolition
- LED Street Lights
- City owned Property and Housing Study

## 2019 Major Projects

Rewriting city zoning regulations (Chapter 13)

Complete Birdseye cleanup

Economic Development Master Plan

Code Enforcement

Business Survey

Meetings with Realtors and Owners

Comprehensive Plan Update

Site Plan Review

Hilltop Senior Living Construction

Dunkin Donuts Construction

## 2019 Major Purchases

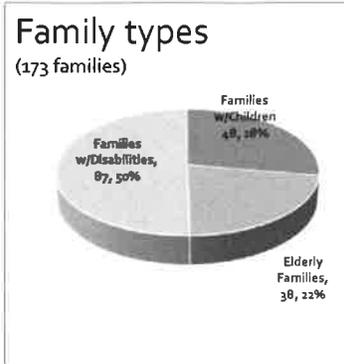
- Plotter Machine for printing maps and large public documents

## 2019 Personnel Items

- None

## 2018 Statistics

- 18 new participants (19 on waiting list)



**Housing & FSS**  
**Average Household (173) Income per Year:**  
**\$9,681**

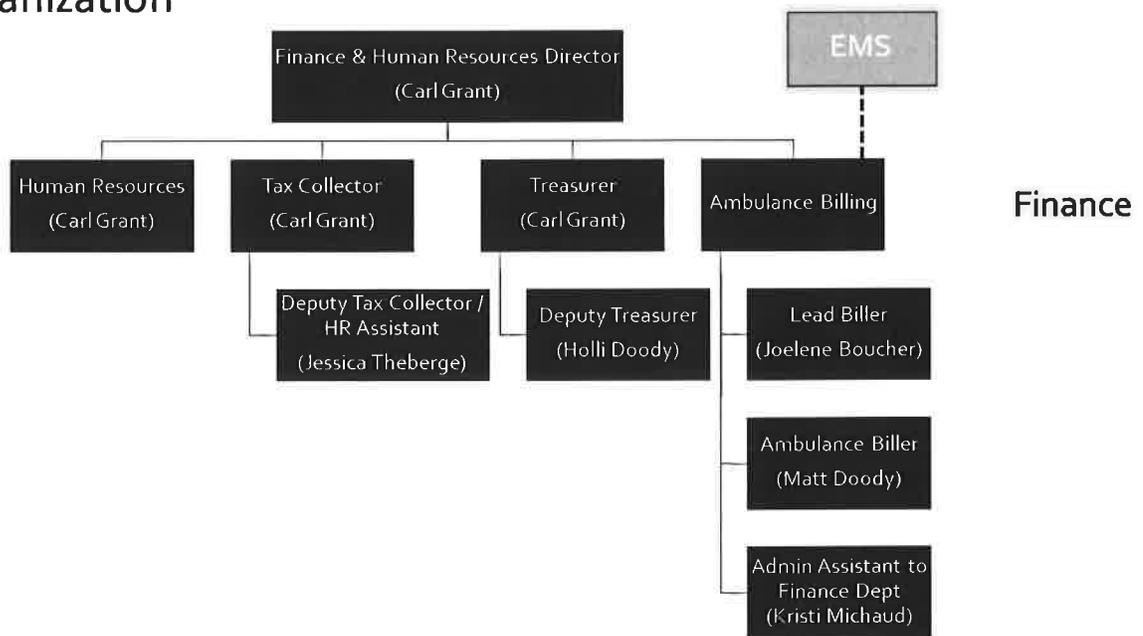
**Total Assistance Payments Made:**  
**\$862,2687**

**Of the 59 Participating Landlords,**  
**48 have rental units in Caribou**

## 2019 Personnel Items

- Continue to monitor changes to federal reimbursement allowances
- Additional training of new Housing Board of Directors

## Organization



## 2018 Major Accomplishments

Managing of HR and property insurance functions and other duties as they have presented themselves during Director transition

Continue to decrease personal property receivables

Continue to sell/remove City Owned Property off the city's books

**Finance**

Another smooth and clean audit

Continue working with TRIO on upgrade to web-based accounting

RFP for insurance services (Health/Property)

Hired Jessica Therberge as Deputy Tax Collector

Hired Kristi as Part-time Admin Assistant

## 2019 Major Items

Additional training to get Jessica certified and able to take over HR

Implementation of Bi-Weekly payroll on January 1, 2019

Implementation of LD 1629 – Property Tax Foreclosure Requirements for Seniors

**Finance**

Recommend moving ambulance billing accounts back under fire department but keeping supervision under Finance

## 2019 Major Purchases

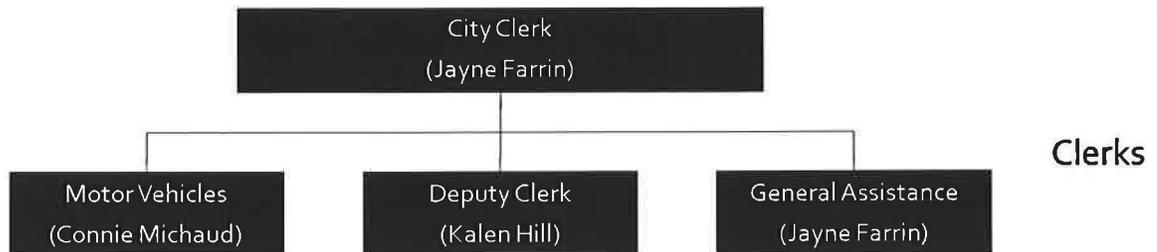
- None

## 2019 Personnel Items

- None



## Organization



## 2018 Major Accomplishments & Goals

- Marriage intentions and licenses scanned to State's electronic records.
- Scanning Disposition Permits and attaching them to State.
- Continue working on the Voter List
- Goal to hold additional Registrar's Hearings. (Rank Choice Voting in June delayed finalizing the June Primary). 2018 has felt like we were running one long election.
- Ballot Clerk appointments were done in the spring of 2018. We were able to recruit a few new ballot clerks. I used two new ones in September and have several on the schedule for November.

Clerks

### 2019 Major Items

- Codification. I debate back and forth as to whether I should move forward with this or let the Clerk following me move forward with this project.
- The City of Caribou may have to offer additional MV services; such as, completing transfers and licensing trailers when Connie retires.
- Public hours 9 – 5. Staff hours from 8 to 5 with rotating lunch.

Clerks

### 2019 Major Purchases

- Potential Scanner & Software to digitize historic Council records with searchability function. Running out of room in vault.

### 2019 Personnel Items

- All three clerks are preparing to retire within 3 years.

### General Assistance

- Completed the training to obtain both certifications next spring!

### 2019 Major Purchases

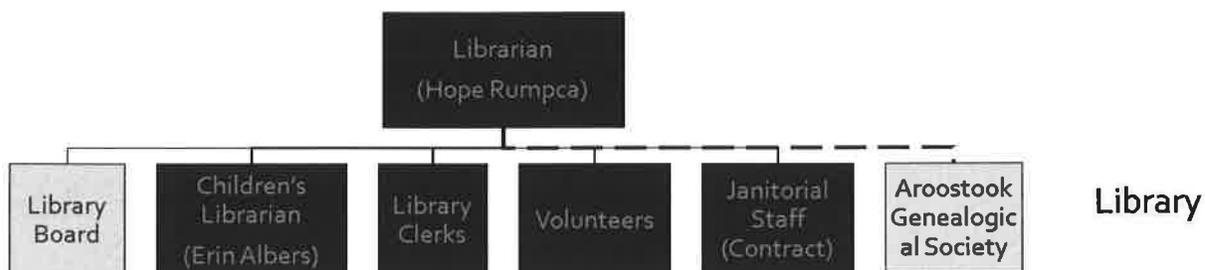
- None

Clerks

### 2019 Personnel Items

- All three clerks are preparing to retire within 3 years.

## Organization



## 2018 Major Accomplishments

- Rudman grant which revitalized the Large Print collection.
- Helped Rose Acres, our elder outreach project, put together a Large Print library with the support of local patrons providing bookcases.
- Our perennial sale brought in over \$1000.
- Our Business Database is being used by the small business/new business classes at UMPI.
- Radiators in children's room with Stephen King Foundation grant.

Library

## 2018 Major Accomplishments

- Established a children's outreach program for Daycares in Caribou.
- Received the Kyler Grant to update and improve children's collection.
- Anastasia presented at an invitation-only International conference. She presented on the collaboration of the Library and the Aroostook County Genealogical Society on the formation of the archives and its benefit to our community and county. Placing the Caribou Public Library on the forefront of the international stage as a model for other libraries and archives.

Library

## 2019 Major Items

- Applied for the Jacobson Grant (\$500) to bring storytelling to the library - we want to bring authors/speakers to the library.
- Collaboration with other area libraries on events that will benefit our communities. Sharing speakers, programming, etc. We have set up a Facebook page and are actively working towards this goal.
- Working with Cary Medical Center to provide resources for caregivers and those within our community dealing with Alzheimer's and Dementia.
- Activating a Teen Advisory Board to ignite planning and participation of teen events at the library.
- Expanding our elder outreach to include long-term nursing facilities and shut-ins. Utilizing volunteers to deliver books on a biweekly basis.

Library

### 2019 Major Purchases

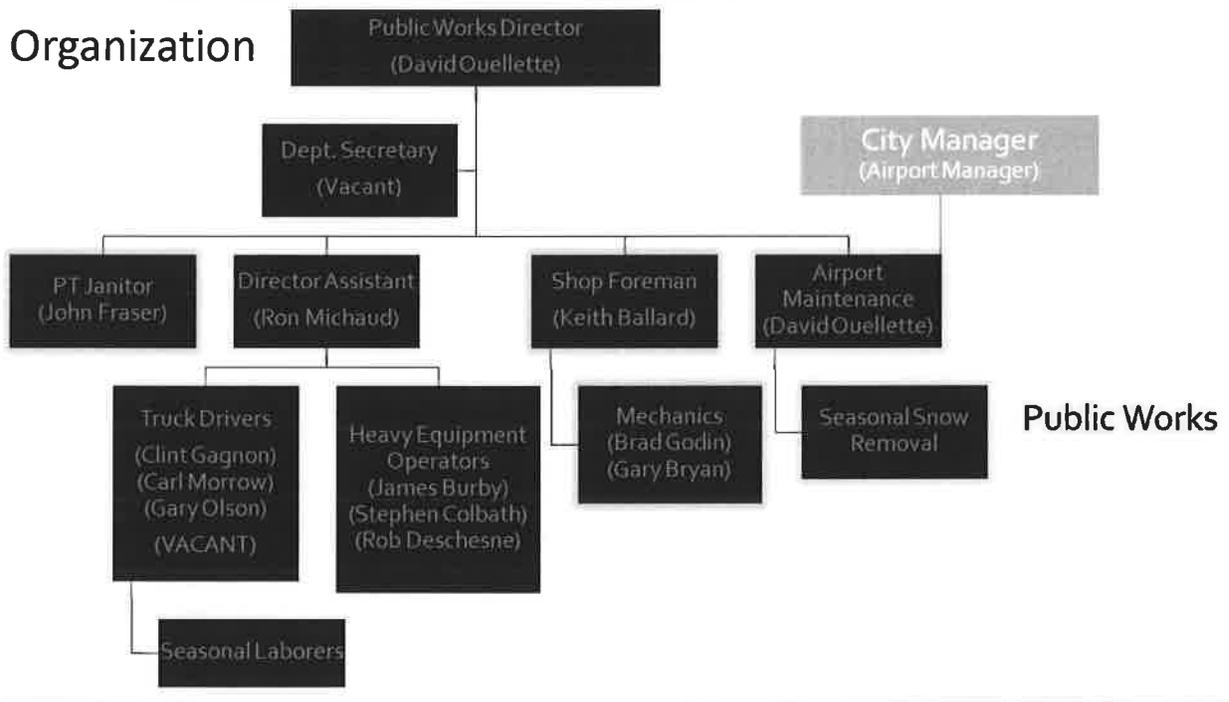
- Purchasing and installing air conditioners in our youth rooms this spring using money from the Stephen King Foundation Grant.

### 2019 Personnel Items

- Hiring a 20-hour archive assistant for cataloging, collection preservation and public assistance.
- Hiring a 29-hour assistant librarian. We are continually short of help. While we rely on our volunteers and assistance workers their support can end at any time, some are on a time limit. The middle of October leaves us without a second person on Saturdays, a busy day for the library.

Library

### Organization



## 2018 Major Accomplishments

- Approx. 9 miles was prepared for the chip seal process. Drainage was the biggest concern in preparing these roads for the chip seal surface.
- Approx. 2.5 miles of in town paving was completed.
- A new 20-foot overhead door was installed on the south side rear shop. This door was one of the originals and was completely water logged. New remote controls were installed on all overhead doors.
- Repairs at the airport on the old T Hanger was completed this year. Some of the repairs included paint on the entire building, new closing cables inside, and a rubber flap to close the bottom of the doors.

Public Works

## 2019 Major Items

- Replace the twin culverts on the Belanger Road. With the busy summer and being shorthanded, we did not complete this project in 2018.
- Working closely with MDOT to start the high Street project. Project bid for 2018 was approximately \$500,000 over budget.
- Working with MDOT for a 50-50 partnership to redo N. Main St. The project should include a mill and fill with replacement of existing sidewalks.
- 9.5 miles of chip sealing will be done in the country roads.
- 2.5 miles of asphalt paving on the In-Town, non-highway streets.
- No funding for highway repairs
- **River Road !!!**

Public Works

### 2019 Equipment Needs

- In 2019 I would like to purchase a new 3 ½ yard loader. The loader that I would like to replace will be 20 years old, with approximately 18,000 hours. The transmission had to be replaced at 10,000 hours which is what the manufacturer said was its useful life. The motor had to be replaced at 14,000 hours. With the transmission approaching its useful life once again, I would like to replace this unit before we put any additional expense into the repairs. The transmission repair cost \$24,000, and the motor repair cost \$21,000. The capital expense budget for 2018 including replacing a trackless for \$130,000, that we did not spend. I would like to use 2018s budget along with 2019 to purchase a new loader.

Public Works

### 2019 Capital Needs

- In 2018's capital budget expense, we funded approximately one half the cost for the roof repair on the building. In 2019 I would like to fund the remainder and have the roof repaired. I believe if we repair the roof now, we will save on additional expenses such as the insulation underneath the membrane.

Public Works

## 2018 Major Accomplishments - Airport

- Released FreshAir from FBO contract
- Cleanout of Main Hangar Building
- Fuel Island Management and Certifications
- Airport Advisory Board creation
- Completion of 6-bay T-Hangar project
- Renovation of 2-bay T-Hangar building
- Hangar leases (5/6 in new, 2/2 in old, a couple planes in Main)

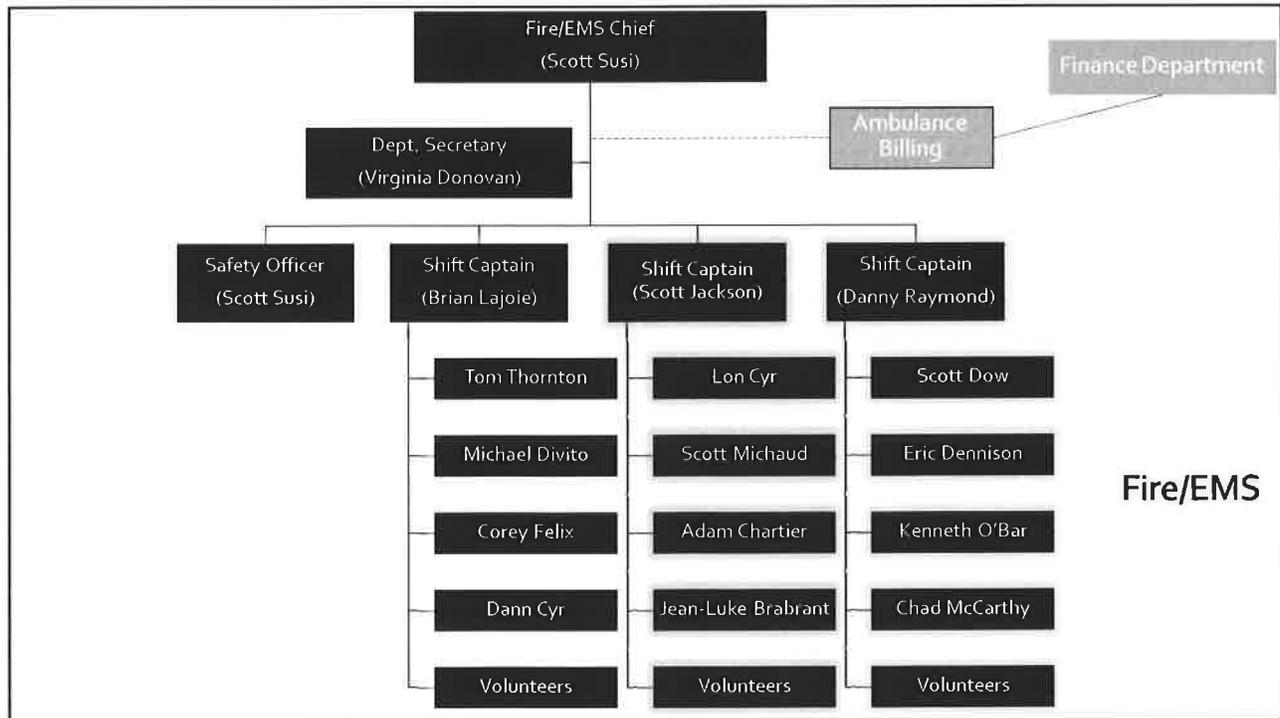
Public Works

## 2019 Major Items

- Need to revise Airport master plan and CIP.
- Repayment to Brewer (\$150K) – (2020 repayment to Dexter, \$75K)

## 2019 Personnel Items

- FBO Services



Fire/EMS

## Fire & EMS Department

- Fire chief
- 3 captain/paramedics
- 12 firefighter/paramedics
- 25 paid call firefighters
- Secretary



## Department functions

- Administrative
- training – fire/ems
- Rescue
- Fire suppression
- Emergency medical care



## training

- More than 2,200 hours were dedicated to just fire training in 2017



## training

- Firefighting
- Water rescue
- Low grade/confined space rescue
- Car accidents
- Propane fires





### 2019 Major Items

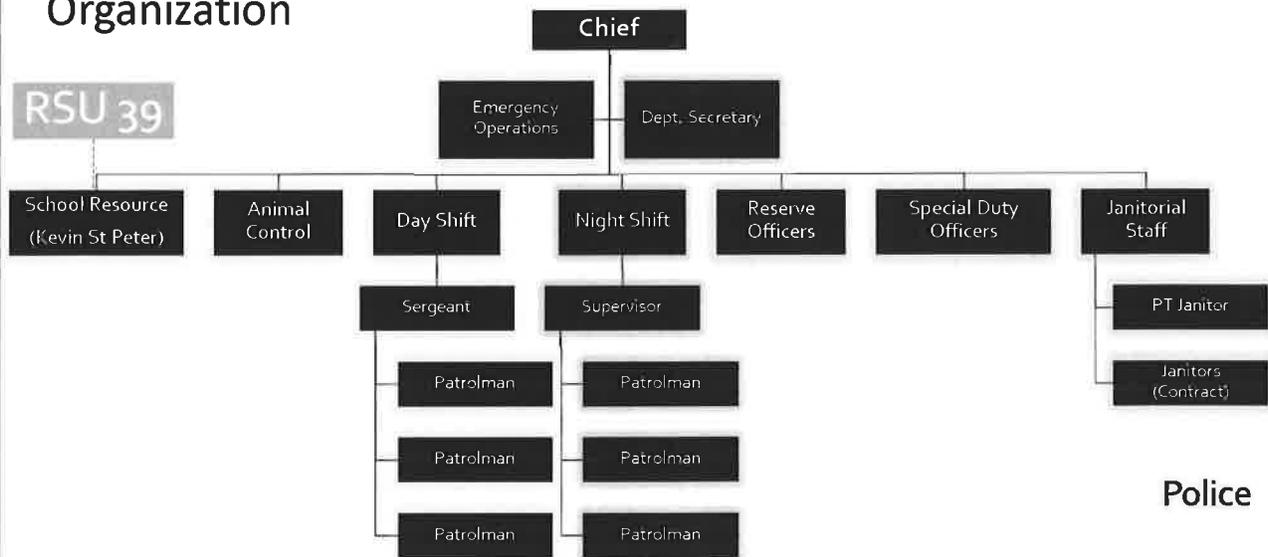
- Public Safety Building Study Completion
- Monitor EMS service area issues with surrounding communities
- Building roof maintenance

### 2019 Personnel Items

Fire/EMS

- Losing trained, volunteers to other departments offering full-time positions.
- As runs increase and other communities need our services, may need additional full-time staff.

### Organization



Police

## 2018 Major Accomplishments

- Work with RSU 39 to hire a School Resource Officer – Kevin St. Peter.
- We sent more officers to Urban Rifle School.
- Police and fire updated 8 year old phone recording system.
- \$72,000 upgrade to the radio system at no cost to the City of Caribou.
- Sent Officer Ricky Pelletier to ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training and he conducted multiple trainings at schools throughout Aroostook County.
- Our current Drug Recognition Expert Officer Chad Cochran conducted multiple workplace drug and impairment trainings to county businesses.
- Officer Eric Depner graduated from the 18 week Basic Law Enforcement Training Program.

Police

## 2019 Major Items

- Continue looking at a new police facility.
- Start looking at school safety procedures for new K-8 school.
- Move towards e-citations and install the necessary
- Trainings
  - CIT (Crisis Intervention Team) training. 40 hour training sponsored by the National Alliance of Mental Illness. Mental health and drug dependency are 65% or more of our calls/charges.
  - Elder abuse training. DA's Office is now sending elder abuse complaints as they do with child abuse/sexual assault complaints. Elderly abuse referrals account for almost half of the complaints from the DA's Office.
  - DRE (Drug Recognition Expert) School. This training is mostly funded by the Maine Bureau of Highway Safety and any overtime worked for doing drug evaluations is also reimbursed by the MeBHS.
  - Firearms Qualification Instructor training/Methods of Instruction. Officer Craig Peterson is currently our instructor and we'd like to get an additional instructor trained.

Police

### 2019 personnel Items

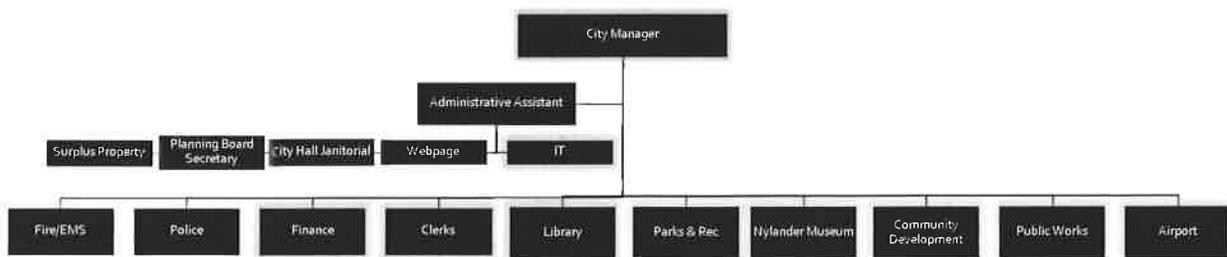
- Fill opening left by hiring for the School Resource Officer. This could possibly mean sending someone to the 18 week Basic Law Enforcement Training Program.

### Looking Ahead 5 years

- Due to the anticipated transition of UCR to NIBRS (crime data reported by law enforcement to the FBI), our agency will need to think about either upgrading or changing records management system (Spillman) by 2021. This criminal data is used when approving and divvying up federal grants. Grants may be available for this transition but we should not depend on them.

Police

### Organization



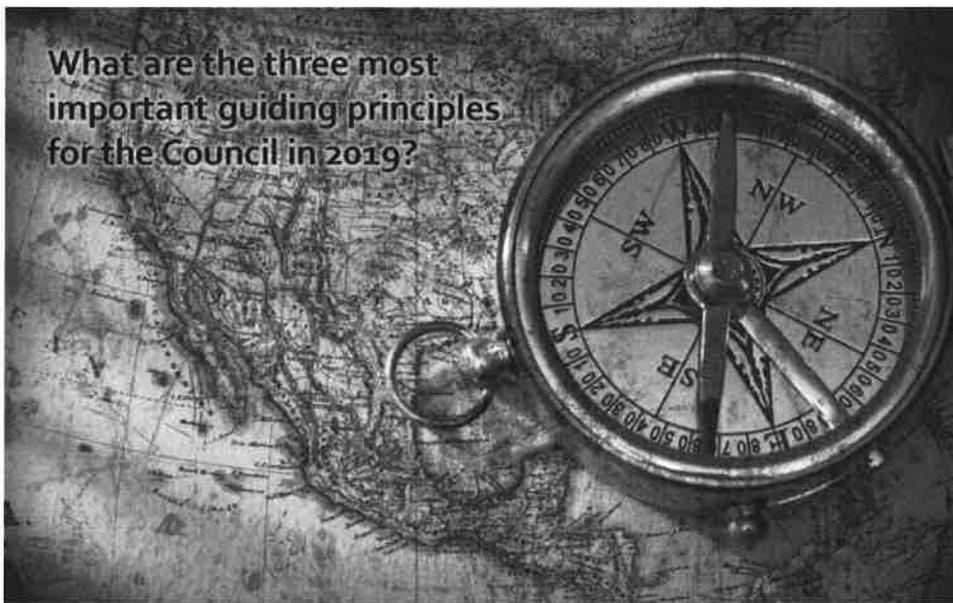
Administration

## 2019 Major Items

- Public Safety Facilities Study
- River Road Design and Funding
- LED Conversion of Street Lights
- Cable Franchise Renewal
- Supporting Downtown Economic Development
- Birdseye Site Cleanup
- City Hall Building Maintenance
- Airport Master Plan Update
- Union Negotiations with Sergeants and Public Works
- Wage and Compensation Policy
- \$600,000 from Aroostook Waste Solutions Merger?
- Ambulance Service Area Agreements



Administration



What are the three most important guiding principles for the Council in 2019?

Compass

## Budget Process As Outlined By Charter

- Before November 1<sup>st</sup>, each City Department Head shall present a written detailed expense budget to the Council and citizens in a public forum (Planned for October 29<sup>th</sup>, 2018)
- Public Hearing on final detailed Expense & Capital budget before November 15<sup>th</sup> (Planned for November 13, 2018)
- Before December 15<sup>th</sup>, Council will vote on the city's final Expense & Capital budget.
- Before January 31<sup>st</sup>, Final expense budget report available to citizens with year end numbers included from previous year.
- All capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum vote thereon.
- Income Budget prepared by April 30<sup>th</sup>.
- Complete City Budget Report prepared by May 31<sup>st</sup>.

## Council Agenda Items

1. Roll Call
2. Pledge of Allegiance
3. Reports of Officers and Staff – 2019 Budget Considerations
4. New Business & Adoption of Ordinances and Resolutions
  - a. Discussion and Possible Action Regarding River Road Report – Engineer's Findings
  - b. Discussion and Possible Action Regarding an Economic Development Agreement between Caribou City and Porvair Filtration Group, Inc., Caribou Division.
5. Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6.C Real Estate Purchases and Economic Development)
6. Next Meeting: October 29 – Budget Forums
7. Adjournment

## Council Agenda Items

Discussion and Possible Action Regarding River Road Report – Engineer’s Findings

Recommendation:

Place concrete barriers along failed area in order to prevent potential driving into the area. Barricades monitored weekly through winter freeze period. Road will be closed entirely April 15 or earlier depending on thaw conditions.

28 concrete barricades were located under the overpass in a backpack. Checking with UDOT to determine ownership and potential of use.

## Council Agenda Items

Discussion and Possible Action Regarding Economic Development Agreement between Caribou City and Porvair Filtration Group, Inc., Caribou Division.

In previous meeting, the Council questioned whether appropriate surplus procedures had been followed:

DRMO program provides that equipment may be disposed of by cities “in accordance with state and local surplus procedures” if item has been in control of city for more than 1 year.

City acquired the generator in question over a year ago and can thus surplus it according to adopted procedures.



## Council Agenda Items

City adopted surplus procedures in February 2018

- Requirement to post items for sale on City website.
- Items may be disposed of at discretion of City (i.e. may reject transactions between any individual, organization or entity).

Generator of concern was declared surplus property during April 2018 meeting. Council direction was to sell the generator.

- Subsequent meetings and direction was to sell the generator to Porvair as a tool for economic development purposes.

Finding 1: The City can sell the generator based on time of control.

Finding 2: City Council appropriately surplussed the generator.

Finding 2: The generator was not listed on the city website for sale.

Finding 3: The Council may use its discretion to select parties with whom to sell items

Option: Place generator on website for 30 days to follow policy, accept no bids, and then complete transaction with Porvair.

