

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Tuesday, November 13, 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, R. Mark Goughan and Hugh A. Kirkpatrick. Timothy C. Guerrette was absent.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson, Tax Assessor; David Ouellette, Director of Public Works; Hope Rumpca, Library Director; Gary Marquis, Supt. of Parks & Recreation; Michael Gahagan, Police Chief; and Kenneth G. Murchison, Zoning Administrator.

Council Candidate: Thomas Ayer, Councilor-elect

Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

There wasn't any public input.

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

None of the Councilors declared any Conflicts of Interest.

Council Agenda Item #5: Consent Agenda

- a. Minutes from City Council Meeting Held October 9, 2018
- b. Minutes from the Council Public Forum Workshop held October 29, 2018
- c. September Financials
- d. October Financials
- e. Service Agreement with Central Aroostook Humane Society
- f. Service Agreements for Fire Services to the Communities of Connor, New Sweden, and Woodland.
 - Connor \$29,078.00
 - New Sweden \$35,459.00
 - Woodland \$64,301.00
- g. Service Agreements for Ambulance Services to the communities of Connor, New Sweden, Perham, Stockholm, T 16 R 4, Washburn, Westmanland, and Woodland.
 - Connor \$5,244.00
 - New Sweden \$6,923.00
 - Perham \$4,439.00
 - Stockholm \$2,909.00
 - T16 R4 \$1,265.00
 - Washburn \$9,700.00
 - Westmanland \$713.00
 - Woodland \$13,950.00

Motion made by P. McDonough, seconded by J. Theriault, to approve Consent Agenda A-G as presented. (6 yes) So voted.

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

a. Recognition of Christina Kane-Gibson, MaineBiz Next 2018

Ms. Kane-Gibson wasn't able to attend the Council Meeting as she was in Augusta at the award ceremony. This will be added to the next Council agenda.

b. Recognition of Chief Mike Gahagan, Recipient of the 2018 Ethel N. Kelley Memorial Award

The Ethel N. Kelley Memorial Award is the highest award given out by Maine Municipal Association. It was established 1986, to recognize the service of Ethel N. Kelley, who had devoted 45 years of service to MMA and community service.

The criteria for a nominee includes:

- Being dedicated to the cause of good local government
- Has conscientiously served local government and made this a lifetime achievement
- Has demonstrated the capability and willingness to hold the community together
- Has a selfless concern for others in the community
- Has not received full recognition for service in local government; and
- Is currently serving or has retired in the last 2 years

Chief Michael Gahagan was presented the award at the Maine Municipal Association Annual Convention held in October in Augusta. Chief Gahagan is the first Police Chief to receive this honor.

Council Agenda Item #7: Formal Public Hearings

a. Ordinance No. 6, 2108 Series modifying General Assistance rates

6:10 p.m. Public Hearing opened.

The General Assistance Administrator briefly explained that the proposed changes to the ordinance are to keep the City of Caribou's General Assistance Guidelines in compliance.

No comments from the public.

6:10 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance No. 06, 2018 Series, An Ordinance Amending Chapter 17 General Assistance as presented. (6 yes) So voted.

b. Ordinance 07, 2018, Series rezoning

6:13 p.m. Public Hearing opened.

The City Manager and Zoning Administrator explained the proposed changes to the zoning map, which are necessary for the Hilltop Senior Housing project to move forward as the area isn't currently zoned for multi-family housing. At the same time, the Planning Board recommends changing the zoning of an area around Washburn Street to Residential 2 (R-2).

No public input.

6:16 p.m. Public Hearing closed.

Councilor McDonough introduced Ordinance No. 07, 2018 Series, An Ordinance Amending Chapter 13, Section 13-202, Zoning Map, Short Title: An Ordinance amending the Caribou Zoning Map.

c. 2019 DRAFT Expense and Capital Improvement Budget

6:20 p.m. Public Hearing opened.

Manager Marker stated that he has made several adjustments to the draft 2019 expenses and capital budget numbers which represent a 3% increase in general expenses from the 2018 budget.

Discussion points:

- Health Insurance – open enrollment is occurring now
- Clerk’s Office - replacing a retiring full-time employee with two 29-hour part-time employees
- Timeframe for the implementation of the Senior Tax Program – additional \$70,000 will need to be added to the 2019 budget if the program is implemented in 2019
- Add \$4,000 for Area Agency on Aging
- Councilor Goughan asked for a copy of anticipated year end expenses and income for 2018. Additional questions about the spreadsheets.
- The 2019 budget for General Government is less than 2018 because ambulance billing is moving back to Fire & Ambulance Department plus the Clerk’s Office will have a full-time employee retire and will be replaced with part-time two employees
- Quarterly reviews (Assessing) – Mayor Martin noted that quarterly reviews has been cut from the budget after he thought the Council agreed that quarterly reviews were a priority.
- Sitel is plowing their own parking lots.

No input from those attending.

6:44. p.m. Public Hearing closed.

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

a. Discussion and Possible Action Regarding Tax Lien Waivers for 2018

Staff recommends the Council waive foreclosure on two trailers that are located inside trailer parks.

Motion made by P. McDonough, seconded by J. Theriault, to waive foreclosure on the trailers identified as 200 West Gate Road Lot #052 and Lot #069. (6 yes) So voted.

b. Discussion and Possible Action Regarding Real Term Streetlight Conversion Proposal

Real Term is working with Caribou and twelve other municipalities to evaluate the purchase and conversion of existing streetlights to LED fixtures. Discussion.

Real Term requires some direction.

- Which LED fixture does the City want for typical streetlight installation? Real Term recommends “Eaton”.

Council Consensus: The “Eaton” as long as the warranty is comparable to the other suppliers.

- Does the City want a pilot project installed?

Council Consensus: No pilot project.

- Does the City want to move forward with acquiring the streetlights ahead of the LED study results?

It would cost approximately \$13,000 to purchase the City’s current 617 streetlights. The City would be charged a different rate if the lights are owned by the City. Just owning the current lights could save the City approximately \$100,000 per year. A licensed electrician would be required to handle maintenance work. No consensus or decision was reached.

c. Discussion and Possible Action Regarding Cable Franchise Renewal

Caribou has a contract with Sewell to evaluate the city’s cable franchise agreement and determine if potential savings or additional benefits could be derived when the agreement is renewed in 2019.

- Section 5 a. Extension of System
Sewell recommendation: reduce the minimum extension requirement to 15 homes per mile.
Council Consensus: request 10 homes per mile
- Section 9 Educational Services
Courtesy service to the following locations:
 - Caribou Rec Center
 - Women’s Project
 - Caribou Learning Center
 - Caribou High School
 - Hilltop Elementary School
 - Caribou Middle School
 - Teague Park Elementary
 - Superintendent’s OfficeCouncil Consensus: Remove Hilltop Elementary School. See if Caribou Historical Society would want to be added and find out if daycares fit into this category
- Section 10 Municipal Services:
Courtesy service to the following locations:
 - Caribou Fire Department
 - Caribou Police Department
 - Caribou Public Library
 - Cary Medical Center
 - Caribou Airport
 - Emergency Management Agency
 - City of CaribouCouncil Consensus: Add Caribou Rec Center and Nylander Museum
- Section 17 Franchise Fee
Currently the Franchisee pays Caribou a franchise fee in the amount of 5% of the Franchisee’s annual gross revenues.
Council Consensus: Maintain the current 5% franchise fee.

Equipment Upgrades - The City wants a local access broadcasting system that is functional and useable.

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

Councilor Theriault extended her thanks for the opening of the River Road. She wants the Council to meet with DuBois & King.

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

There weren't any additional reports from Officers, Staff, Boards and Committee

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6)

a. §405(6)(D) Labor Contracts and Proposals

7:50 p.m. time in. Motion made by P. McDonough, seconded by J. Theriault, to enter into executive session under MRSA Title 1, §405(6) §405(6)(D) to discuss Labor Contracts and Proposals. (6 yes) So voted.

8:43 p.m. time out.

No action was taken.

Council Agenda Item #12: Next Meeting: Special Meetings - November 20th and 26th.

Council Agenda Item #13: Adjournment

Motion made by Mayor Martin, seconded by P. McDonough to adjourn at 8:43 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary