

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, February 11, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.



1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Forum**
4. **Minutes** from Regular Council Meeting held January 28, 2019 Pgs 2-5
5. **Bid Openings, Awards, and Appointments**
 - a. Spirit of America Nomination Pg 6
6. **Formal Public Hearings, Discussion and Possible Action Items**
7. **New Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding Renewal of Liquor License for the Caribou Country Club Pgs 7-11
 - b. Discussion and Possible Action Regarding Sale of Tax Acquired Property at 142 Limestone Street Pg 12
8. **City Manager's Report**
 - a. Unexpended Allocations in Monthly Reports Pg 13
 - b. Streetlight Purchase and LED Conversion Status Pg 14
 - c. River Road Pg 14
 - d. High Street Pg 14
 - e. Budget/Capital Expenditure Amendments Pg 15
9. **Reports and Discussion by Mayor and Council Members**
 - a. Council Priorities and Goals for 2019 Pg 16-21
10. **Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. 6.A. Discussion about Employment, Duties, Evaluation etc. of Fire Department Personnel
 - b. 6.A. Discussion about Employment, Duties, Evaluation etc. of the City Manager
11. **Reports of Officers, Staff, Boards and Committees** Pgs 22-34
12. **Next Meeting(s):** February 12, 25, March 11
13. **Adjournment**

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Jayne R. Farrin, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, January 28, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, Hugh Kirkpatrick, and Thomas Ayer. Nicole Cote was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson, Tax Assessor; Gary Marquis, Supt. of Parks & Recreation; Hope Shafer, Library Director; Scott Susi, Fire Chief; Kenneth G. Murchison, Zoning Administrator; Carl Grant, Finance Director; and Dave Ouellette, Public Works Director.

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

There wasn't any public input.

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

There weren't any Conflicts of Interest to declare.

The Mayor requested that this item be removed from future agendas, if anyone has a conflict they are to state it during the course of the meeting.

Council Agenda Item #5: Consent Agenda

Action took place on each individual Consent Agenda item.

- a. Minutes from Organizational Council Meeting held January 2, 2019

Motion made by J. Smith, seconded by J. Theriault, to approve minutes from the January 2, 2019 Organizational Council Meeting as presented. (6 yes) So voted.

- b. Minutes from Regular Council Meeting held January 14, 2019

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve minutes from the January 14, 2019 as presented. Councilor Theriault commented that Public Works Director Dave Ouellette should be added to list of staff for the Council's Airport Committee. Both Councilors Kirkpatrick and Ayer agreed to amend their motion to add Public Works Director Dave Ouellette to the list of staff for the Council's Airport Committee and to approve the minutes as amended. (6 yes) So voted.

- c. Liquor License Renewal for Paul Morgan DBA Access 89 Bar and Grill

Motion made by J. Theriault, seconded by H. Kirkpatrick, to approve the liquor license renewal for Paul Morgan dba Access 89 Bar and Grill. (6 yes) So voted.

The Mayor questioned why areas of the application are blacked out. Staff explained that the form is a state form and the blacked out information is dates of birth, home addresses for the prior five years, and income from business sales.

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

a. City Council Airport Committee

The Mayor has received a request for Councilor Kirkpatrick to be removed from the City Council Airport Committee. Councilor Smith volunteered to serve.

b. Citizens Airport Advisory Committee

The Mayor selected Councilor Kirkpatrick to serve on the Citizens Airport Advisory Committee as Council Representative. Councilor Ayer stated that he plans to continue attending the Citizens Airport Advisory Committee meetings with Councilor Kirkpatrick. Councilor Ayer serves as Chair of the Council Airport Committee.

The City Manager noted that there isn't anything in Ordinance 03, 2018 Series that was adopted July 11, 2018 indicating that the creation of the Airport Advisory Committee would prevent the Council from maintaining a Council Committee with similar or varying duties in relation to the airport operations, maintenance, capital or future use plans. The intent of the Citizens Airport Advisory Committee wasn't to replace the Council Airport Committee.

Council Agenda Item #7: Financial Report – 2018 Year End

Manager Marker offered highlights of the unaudited 2018 year-end financials.

- Revenues were \$10,190,844, which is \$151,205 less than projected. Payments received from Medicaid and Medicare being \$187,059 less than projected. Excise tax collections were \$63,753 higher than projected, plus an additional \$24,000 in state revenue sharing was received. Over \$25,000 in miscellaneous interest earned on investments. \$16,936 from the RSU for the School Resource Officer (SRO). Fuel sales at the airport were \$8,755 and reimbursement for workers compensation was \$6,127.
- Expenses were \$10,048,735 or \$185,379 less than projected. There were five departments that exceeded budgeted amounts: Fire/EMS, Police, Airport, Snowmobile Trails, and Section 8 FSS Program. The shifting of ambulance billing expenses back to Fire/EMS caused the overage in that department. The hiring of a SRO caused the overage in the Police Department. The additional revenues from RSU help offset the overage. Caribou taking over FBO services at the airport caused the overage in the Airport account. The Snowmobile Trails overage caused by major trail repairs needed from spring runoff damage and the Council authorized early trail maintenance. The Section 8 FSS Program overage was \$3,248, but the grant award was over \$7,000 more than the budgeted expenses. So in reality, the FSS Program was actually \$3,939 under allocated funding.
- The overall unaudited difference between expenses and revenues, according to the Finance Director, is approximately \$32,000.

The Finance Director and City Manager answered questions from the Council. The Mayor made an observation that two years ago the City ended the year with \$390,000 in unexpended appropriations, one year ago the unexpended appropriations were approximately \$250,000, and now the City is ending 2018 with \$34,000 in unexpended appropriations. The Mayor referred to this as one of many ticking time bombs that everyone needs to keep focused on. The City Manager offered that the City has been

“more true” in the numbers, with a better grasp of both the City’s projected revenues and expenses. He stated that the City is closer to having a “truer budget” and with a “truer budget” there will be less available to apply to future budgets.

Council Agenda Item #8: Formal Public Hearings, Discussion and Possible Action Items

- a. Liquor License for Bechards Grill at 30 Skyway Drive

Public hearing opened at 6:24 p.m.

It was noted by the City Clerk, that a public hearing is being held because this is a new liquor license application. The public hearing was advertised in the Aroostook Republican. The Police Chief, Health Officer, and Code Enforcement Officer have all signed off on the application. The Bechards have owned and operated a restaurant in Van Buren before moving to Caribou. Their new restaurant is located in Skyway Plaza. The Bechards have held liquor licenses in the past.

No public input.

Public hearing closed at 6:26 p.m.

Motion made by D. Martin, seconded by J. Theriault, to approve the liquor license application for Bechards Grill at 30 Skyway Drive. (6 yes) So voted.

Council Agenda Item #9: New Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action Regarding Resolution 01-04-2019 Recognizing Cary Medical Center 95th Anniversary.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve Resolution 01-04-2019 Recognizing Cary Medical Center 95th Anniversary as presented. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Agreement with MDOT for High Street Reconstruction

The City Manager reviewed the proposed agreement. The estimated project cost is \$190,085 with the City’s share being 50% or \$95,042.50. The 2019 Budget includes the monies needed to cover the City’s share.

Discussion. In 2009, the City paid to have High Street paved with a one-inch overlay. High Street belongs to the State and is located within the urban compact zone, which means the Maine Department of Transportation (MDOT) will take care of infrastructure and the City’s responsibility is maintenance only. According to the MDOT, surface treatment is maintenance so is the City’s. Since last year, MDOT has separated the High Street project into drainage and mill & fill. It is expected that MDOT’s bid will come out early in February. The bid for the mill & fill will come out later. Councilors expressed concerns about there being any further delay to the project. Copies of any studies done by MDOT was requested by Councilor Ayer. The \$190,085 project is only for the mill & fill and sidewalks. The drainage project will cost approximately \$500,000 and will be funded by MDOT.

The Mayor asked Director Ouellette to keep the Council informed.

Motion made by J. Smith, seconded by T. Ayer, to authorize the City Manager to execute the MDOT Municipal/State Agreement for Paving of High Street in Caribou including sidewalk improvements. (6 yes) So voted.

Council Agenda Item #10: Reports and Discussion by Mayor and Council Members

a. Council Priorities and Goals for 2019

This was tabled at the last Council meeting and will be done in executive session at the end of this meeting.

Council Agenda Item #11: Reports of Officers, Staff, Boards and Committees

Since the last meeting, the one-year Police and Fire union contracts have been signed by all parties. The Police contracts includes items to attract new officers.

The City Clerk reminded everyone to license their dog before February 1st to avoid a \$25.00 late fee.

The Mayor returned to Council Agenda Item #10: Reports and Discussion by Mayor and Council Members.

Councilor Martin requested to have meeting minutes from the Caribou Utilities District (CUD) sent out to the Council. Councilor Kirkpatrick noted that the CUD minutes are sent monthly to the Manager.

Per request of the Mayor, the City Manager gave a brief explanation of the Community Development Block Grant (CDBG) process. At the next meeting, the Mayor requested five minute reports on LED streetlights and clarification of Undesignated Funds and where they are on the ledger.

Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

b. §405.6(D) Labor Contracts and Proposals

6:58 p.m. Time in. Motion made by J. Smith, seconded by T. Ayer, to enter into executive session under MRSA Title 1, §405(6)(D) with Chief Susi and Public Works Director to discuss labor contracts and proposals. (6 yes) So voted.

8:05 p.m. Time out.

No action was taken.

The Mayor asked that Council discussion of goals and priorities be postponed until the next meeting. Council agreed to keep the item tabled.

Council Agenda Item #13: Next Meeting(s): February 11 & 25

Council Agenda Item #13: Adjournment

Motion made by J. Smith, seconded Ayer, to adjourn the meeting at 8:05 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Spirit of America Recognition
DATE: February 6, 2019

DISCUSSION ITEM

Spirit of America Foundation is a 501(c)(3) public charity established in Augusta, ME in 1990 to honor volunteerism. The Spirit of America Foundation Tribute is presented in the name of Maine municipalities to local individuals, organizations and projects for commendable community service. Since Alma Jones received the first Spirit of America award from Augusta Mayor William Burney on Nov. 26, 1991, the tribute has been presented at 500+ ceremonies! (<http://www.spiroaf.com/>)

The selection of an individual or group for Spirit of America recognition can be done by the City Council each year. Recognition events are typically during council meetings. The City of Caribou has not participated in these recognition activities in the past.

It is proposed that the Council select an individual or group for this special recognition in 2019. The following are some suggested individuals for consideration. The Council may select any other individual or group they desire.

+

Individual/Group	Recommended By
Dr. Valerie Waldemarson	Christina Kane-Gibson
Sean Pelletier	Carla Thibodeau
Rotary Club	Carla Thibodeau
Channel X Radio	Carla Thibodeau
Christina Kane-Gibson	Hope Rumpca

Spirit of America recommends that Council hold a special recognition ceremony during a future Council meeting with the selected recipient and adopt a resolution of recognition as part of the proceedings.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Jayne R. Farrin
RE: Renewal of Liquor License for the Caribou Country Club
DATE: February 4, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

The City has received a liquor license renewal application from the Caribou Country Club. Staff has reviewed the application and recommends Council approve the renewal.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

PRESENT LICENSE EXPIRES 04-30-2019

NEW application: ☐ Yes ☒ No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☐ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)
☒ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING
☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Caribou Country Club		Business Name (D/B/A) Caribou Country Club	
APPLICANT(S) –(Sole Proprietor) DOB:		Physical Location: 723 New Sweden Rd	
DOB:		City/Town Caribou	State Zip Code Maine 04736
Address		Mailing Address P.O. Box 633	
City/Town	State Zip Code	City/Town Caribou	State Zip Code Maine 04736
Telephone Number	Fax Number	Business Telephone Number 207-493-3933	Fax Number
Federal I.D. # 01-0287814		Seller Certificate #: or Sales Tax #: 1056525	
Email Address: Please Print		Website: www.caribougolf.com	

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license:

ROOMS \$ _____ FOOD \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

5. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____ City / Town _____

6. If manager is to be employed, give name: Jane Umphrey

7. Business records are located at: on premises and 538 Libby Rd., Caswell Maine 04750

8. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

9. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

On Premise Rev. 1-2017

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Name in Full (Print Clearly)	DOB	Place of Birth
Jane Umphrey (Maiden name → Savage)		, ME
11. Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Name: Jane Umphrey	City: Caribou	State: ME

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other then minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

15. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) Golf Club House

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: _____

18. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2 miles

Which of the above is nearest? Church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: USDA – Farmers Home Admin (Paid off)

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Caribou, Maine on 28 Jan., 2019
Town/City, State Date


Signature of Applicant or Corporate Officer(s)
Jon Langley
Print Name

Please sign in blue ink


Signature of Applicant or Corporate Officer(s)
Danielle Lizotte
Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)\$ 10.00

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV	Malt & Vinous Only	\$ 440.00
	CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	



**Bureau of Alcoholic Beverages
Division of Liquor Licensing & Enforcement
8 State House Station
Augusta, ME 04333-0008
Tel: (207) 624-7220 Fax: (207) 387-3434**

SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Legal Club Name: Caribou Country Club

2. D/B/A Name: Caribou Country Club

3. Complete Title, name, date of birth and telephone number for each principal officer of the club:

Title	Name	Birth Date	Telephone
President	Jon Langley		207-551-7833
Vice President	Vacant position		
Treasurer	Danielle Lizotte		207-852-6296
Secretary	Mike Rand		207-272-0052

4. Date Club was incorporated: 03-24-1966

5. Purpose of Club: ☐ Social ☒ Recreational ☐ Patriotic ☐ Fraternal

6. Date regular meetings are held: 2nd Monday monthly

7. Date of election of Club Officers: October, 2018

8. Date elected officers are installed: October, 2018

9. Total Membership: 150 Annual Dues: \$556 Single, \$788 Couple, \$851 Family Payable When: May 31st


10. Does the Club cater to the public or to groups of non-members on the premises? Yes ☒ No ☐

11. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes ☐ No ☒

12. If a manager or steward is employed, complete the following:

Name: Jane Umphrey Date of Birth: 1/20/1953

Sign in blue ink


Signature & Title of Club Officer

28 JAN 2019
Date

Jon Langley, President
Print Name & Title of Club Officer

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

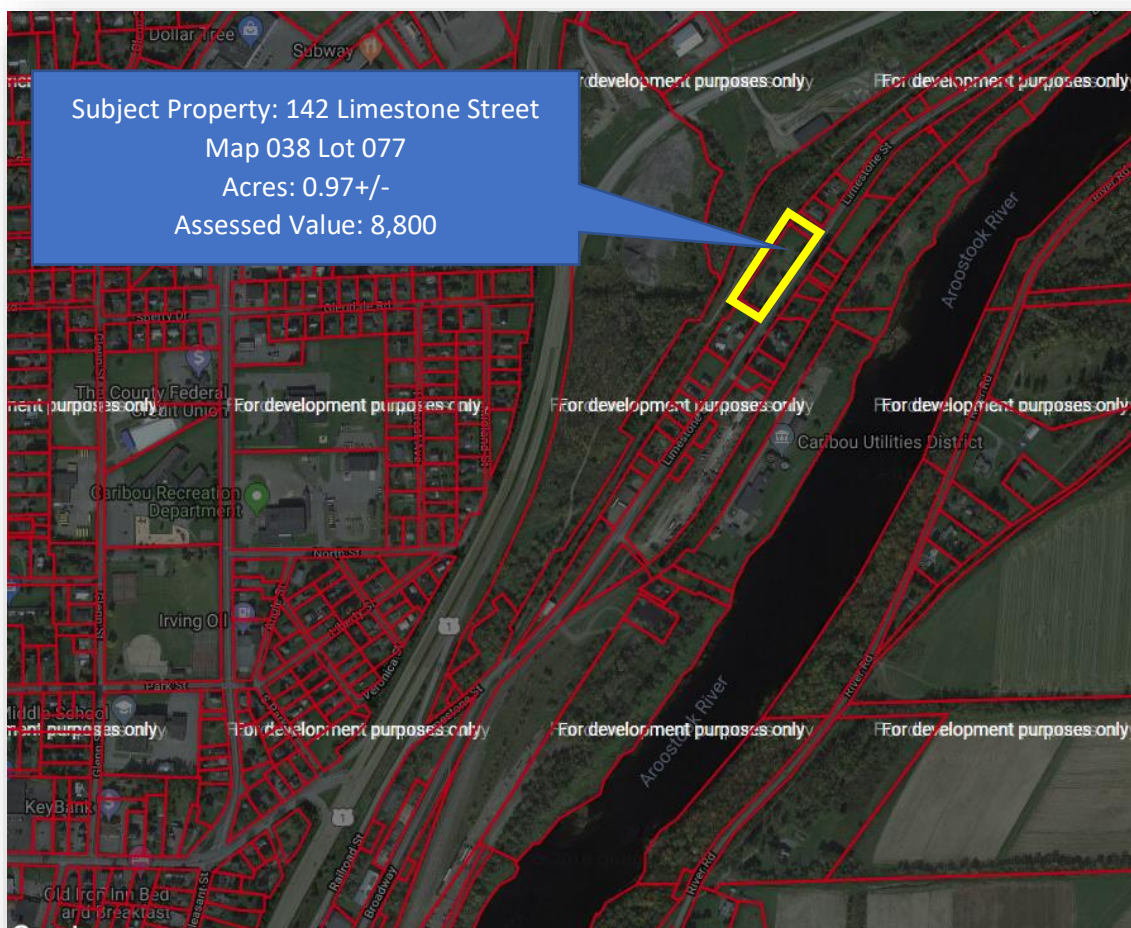
TO: Caribou City Council Members
FROM: Carl Grant, Finance Director
RE: Sale of Tax Acquired Property at 142 Limestone Street
DATE: February 4, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

The City has acquired Map 38 Lot 77, address being 142 Limestone Street, during the automatic foreclosure process ending in November 2017. This property has been out to bid, with no bidders, for a minimum bid of \$3,100.

Kevin O'Bar has offered to purchase the property for \$3,100. If approved, the City will do a quitclaim deed transferring the rights to Mr. Kevin O'Bar.

Thank you.



**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Carl Grant, Finance Director
RE: Unexpended Allocation Reporting for 2017 and 2018
DATE: February 4, 2019

DISCUSSION ITEM

This memo is to briefly explain the Unexpended Balances of \$434,795.73 and \$32,482.87 for years ending 2017 and 2018 respectfully, please be aware that the 2018 balance is an unaudited balance and subject to change.

By charter these funds are in the City's fund balance and applied to offset commitment as lapsed appropriations. The City's fund balance is the difference between the Assets minus the Liabilities the City has incurred.

Thank you.

CARIBOU ADMINISTRATION

25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: City Manager Report
DATE: February 6, 2019

LED Light Study.

The Investment Grade Audit (IGA) report has been finalized and a link to the electronic version of the documents will be sent to the Council. Due to the size of the documents, it was not included in the packet but is available for public information through my office. The report indicates that current annual operating expenditures for street lights is around \$127,000. Based on EMERA rate structures and if the city owned the lights, the city's annual street light costs could be as low as \$28,290. Estimated cost to purchase the street lights and convert them to LED is \$304,000. Additional review of the IGA and supporting information is still needed. Additionally, I will discuss the plan with other cities who have already used this system to ascertain their results.

River Road.

- The contract for design services has been executed per Council's approval.
- Each of the homes purchased by the City have been vacated and pickled.
- There have been inquiries from individuals about purchasing a home or garage for relocation to other properties. Responses have been that we are not ready to discuss any such proposals since the ultimate repair may enable sale of the homes and properties as is.
- The city budgeted \$150,000 toward repairs this year. That will cover the design contract for \$119,419 but not any construction work. Bonding for construction was anticipated in the 2019 capital plan. It appears we're beyond the timeframe to receive bond funding through Maine Municipal Bond Bank for this spring. (i.e. Deadline for spring funding is February 13 but requires Council approval to apply. City Charter requires that any Council action for bonding must be done by ordinance, preceded by a 7-day notice and public hearing.) A second round of MMBB financing will take place this summer with funds being available in the fall. Under this scenario the city will need to float construction payments until the bond can be secured.

High Street.

Notices have been sent out by MDOT that High Street is an anticipated project for summer 2019. Bid requests have not yet been issued. Dave Ouellette is coordinating with region offices on plans for the city's portion of the work.

Budget Adjustments.

There is a real potential of hiring an employee who has received training by another government entity. By statute, the city would be required to reimburse such entity for the training provided. Such reimbursements, close to \$40,000, were not anticipated in the expense budget for 2019. The city manager can authorize some shuffling of funds within that department to help offset costs. However, there would not be sufficient funds to cover the entire amount without negatively impacting operations. It is therefore proposed that some reserve funds, generally allocated toward the same department but which are not needed directly, could be used to offset the remaining training reimbursement. This reallocation of reserve funds requires Council authorization. Due to the current status in the hiring process, no more details can be shared unless the Council chooses to discuss such in an executive session. Council direction would be appreciated with formal action by the Council at a later date.

Birds Eye Cleanup.

- We solicited bids for metal recycling at the site. Two bids were received, one that provided a \$20/ton return and a second for a \$60/ton return. We've notified the high bidder to proceed with the work. They will work with McGilans, at no additional cost, to get the materials loaded in their trucks.
- Still waiting for a response on the potential sale of the remaining building on site.
- The application for EPA brownfield funding was submitted and we've received confirmation of receipt. The final application included a request for \$499,000. The City is required to provide a 20% match, which can be with in-kind work. This funding will provide for the PCB contamination site to be cleaned up as well as the smaller of the two debris and waste piles to be removed from the site. There remains a large debris field to the south which is estimated to cost another \$580,000 and it is estimated that removal of concrete foundations on the site will cost an additional \$300,000.

Real Estate Transactions

- The sale of property at the corner of York and Sincock Street is being finalized. Money has been tendered to the city (\$400) for the property. We are still working through conveyance document details to make sure the property is combined with the purchaser's property properly.
- With York/Sincock out of the way, we will refocus on the flora-dale park.

Wage and Classification Policy. This was last left with the Council asking for a more regionally weighted market comparison system. I have prepared what I believe to be a defensible methodology and am ready to present to the Council at the next personnel committee meeting.

Senior Homestead Tax Exemption Policy. The Council tabled discussion on this until the new year. I can bring the information back for discussion when the Council is ready to pick it up.

Union Negotiations. I recommend having a work session to discuss potential changes to the union contracts in 2019. With all four union contracts being under review this year, the city has an opportunity to establish more uniform and wholistic policies for all city employees. It would be good to have this type of discussion with the Council in the first quarter of the year and subsequently with the unions before we get into budget season in the 3rd quarter.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Council Goals and Priorities for 2019
DATE: January 23, 2019

During the previous Council meeting, Councilors shared some general ideas of what they wanted to address in 2019. These major areas included:

Infrastructure
Sidewalk Maintenance and Cleanliness
Risk Assessment of Current Facilities and Infrastructure
Economic Development
Interaction with Existing Businesses
Facilitating Job Growth
Reinvestment of City Owned Buildings and Lands
Long Range Planning
Revisiting the City's Comprehensive Plans and Goals
Communication
Improved Communication with RSU
Improved Communication with citizens about government roles and responsibilities
General Attractiveness of the City
Financial
Improved Budget Process
Review of Undesignated Fund Usage (i.e. "Rainy Day Fund")

Mayor Goughan has expressed a desire for the Council to hold an executive discussion to discuss the City Manager's job duties with respect to these focus areas. A product of the executive session will be a tool by which the Manager's job performance can be evaluated on an annual basis.

The following pages include:

- City Manger Duties as Provided in Section 3.04 of the City Charter
- Current City Manager Evaluation Form

The city charter provides the following information about the Manager's duties (see section 3.04)

The City Manager shall be the Chief Administrative Officer of the City. The Manager shall be responsible to the Council for the administration of all City affairs placed in his/her charge by or under this Charter.

The Manager shall have the following powers and duties:

- (1) Administrative Officers appointed by City Manager. The City Manager **shall appoint the following Administrative Officers:** (a) Chief of Police for an indefinite period (b) Chief of Fire Department for an indefinite period (c) All other necessary City Administrative Officers Such Administrative Officers shall hold office for an indefinite period or until their removal by the City Manager.
- (2) **Direct and supervise the administration of all departments,** offices and agencies of the City, except as otherwise provided by this Charter or by law.
- (3) **Attend all Council Meetings** and shall have the right to take part in discussion but may not vote.
- (4) **See that all laws, provisions of this Charter and acts of the Council,** subject to enforcement by him/her or by officers subject to his/her direction and supervision, **are faithfully executed.**
- (5) **Prepare and submit the annual budget and capital program** to the Council.
- (6) Submit to the Council and make available to the public a complete **report on the finances and administrative activities of the City** as of the end of each fiscal year.
- (7) Make such **other reports as the Council may require** concerning the operations of City Departments, offices and agencies subject to his/her direction and supervision.
- (8) **Keep the Council fully advised as to the financial conditions and future needs** of the City and make such recommendations to the Council concerning the affairs of the City as he/she deems desirable.
- (9) Perform such **other duties as are specified in this Charter or may be required by the Council.**
- (10) To **act as superintendent of roads, streets, bridges and buildings** with the exception of those buildings coming under the Regional School Unit, Cary Medical Center and Jefferson Cary Hospital Fund.
- (11) To **act as a purchasing agent** to said City and to purchase all supplies and materials for the City and for the several departments, with the exception of the Regional School Unit, Cary Medical Center and Jefferson Cary Hospital Fund. All accounts for the purchase of supplies and materials and works performed for said City, with the exception of accounts for the purpose of supplies and materials and work for Cary Medical Center, Regional School Unit and Jefferson Cary Hospital Fund, shall bear the approval of the City Manager when presented for payment. Capital purchases must have the approval of the City Council.

(end)

Performance Review

City Manager – Dennis Marker

The following subject areas are the major job responsibilities of the City Manager. As you think about performance in each area, sample questions or concerns have been provided. There is also additional space for comments.

A. Relationships with City Council

1. Communicates well with Council members, keeping them informed of issues and events.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Is well prepared for Council meetings, provides adequate pre-work and is appropriately helpful during Council meetings.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Makes sound recommendations for Council action and development of priorities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
4. Is open and responsive to input from and needs of City councilors.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: _____

B. Relationships with Others

1. Assures good communication and shows sensitivity to the needs and concerns of City residents.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
---	---

2. Keeps in contact with and provides appropriate guidance and assistance to all staff .	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Maintains a positive working relationship with other key organizations that the City partners with.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
4. Stays in touch with legislative issues on the state and national level and establishes relationships with key individuals.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: _____

C. Budget and Financial Management

1. Develops a budget which recognizes the immediate future financial needs of the City.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Administers a budget process which provides the Council with quality information and data on which to make budget decisions.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Maintains a system, which monitors and controls expenditures vs. budget.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
4. Presents recommendations for capital improvements to ensure that the City's assets are protected.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: _____

D. Program/Project Management

1. Recommends and prioritizes capital improvement projects consistent with City resources.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Assures approved projects are delivered on schedule and within budget. Keeps Council apprised of any anticipated variances so they may be approved in advance.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Works closely with prospective developers and investors who express an interest in locating in the City.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: _____

E. Economic Development

1. Maintains strong connections to area economic development agencies.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Works to encourage/increase economic development activities in the region.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Keeps the Council informed on growth opportunities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: _____

F. Leadership

1. Serves as an effective spokesperson. Represents the City well to its partners, other government agencies and the general public.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Maintains, through his activities in the community, a leadership role which enhances the image of the City as a desirable place to live and work.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Conducts himself/herself in ways that bring credit to the City.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: _____

Overall Performance Rating: _____

- ☐ Outstanding
- ☐ Very Good
- ☐ Meets Standard
- ☐ Improvement Needed
- ☐ Poor

Final Comments/Suggestions (if any): _____

CFAD MONTHLY REPORT

January 2019

Total Calls – 222

See attached Breakdown

-Alarms for Fires (33)	2	- ALS Calls	121
-Alarms for Rescues (66)	1	- BLS Calls	90
-Silent Alarms	8	- Amb Calls cancelled:	
Total Hours Pumped	.25	- No Transport	31
Gallons of Water Used		- Long Distance Transfers	25
Amt. of Hose used:	150'	- Calls Turned Over:	10 = \$17,136
Ladders Used (in Feet):			
(75' Ariel)_____2_____		Total Out of Town Calls	27
Thermal Imaging Camera Used:	4	Est. Fire Loss, Caribou	\$
Gas Meter Used:	2	Est. Fire Loss, out of City	\$
Rescue Sled & Snowmobile:		Total Est. Fire Loss	\$
Rescue Boat:			
Jaws Used:		Total Maint. Hours	20 mhrs.
Fire Permits Issued	15	Total Training Hours	181.75 mhrs.
Miles Traveled by all Units	11,060	*Color Guard Trng./Ceremonies	

MUTUAL AID TO:

P.I.F.D.
F.F.F.D.
L.F.D.
W.F.D.
Stockholm F.D.
North Lakes FD
Crown Amb
Van Buren Amb. 3
Life Flight 5

MUTUAL AID FROM:

P.I.F.D.
F.F.F.D.
L.F.D.
W.F.D.
Stockholm F.D.
North Lakes FD
Crown Amb

Out of City Fire and/or Ambulance Responses

LOCATION	# Of Fires Responses	Man Hrs.	#of Amb. Responses
Woodland	1	9	6
New Sweden	1	8.25	9
Connor			1
Perham			
Stockholm	1 rescue = 3.75 mhrs.		4
Washburn			4
Westmanland			

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For January 2019

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	3		
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)			
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)			
10. Storage (111)			
11. Vacant Buildings or being Built (111)			
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)			
14. Other Vehicles (planes, trains, etc.) (132)			
15. Fires in brush, grass w/no value (140)			

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	4
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ or Alarm) (730)	4 (1-CO; 2-Smoke; 1-Alarm)
22. Service Calls (500)	
23. Ambulance Calls (300)	211

Total Calls for the Month: 222

Caribou Police Department Monthly Report

	2018	2019
	JAN	JAN
COMPLAINTS	874	1852
M/V ACCIDENTS	57	46
ESCORTS	12	1
THEFT COMPLAINTS	12	14
ANIMAL COMPLAINTS	13	4
DOMESTIC COMPLAINTS	5	12
BURGLARY COMPLAINTS	0	3
O.U.I.	3	1
M/V THEFTS	1	2
MISSING PERSONS	1	1
JUVENILE COMPLAINTS	1	1
CIVIL COMPLAINTS	6	3
PROWLER COMPLAINTS	6	0
ASSIST OTHER AGENCY	25	18
ASSAULT ARREST	2	2
THEFT ARRESTS	3	6
SPEEDING	12	15
STOPS/CHECKS M/V	2319	1484
PARKING TICKETS	0	0
HANDLING PRISONERS	30	39
WARRANT ARRESTS	15	7
UNLAWFUL SEX. CONTACT	3	0
GROSS SEX. ASSAULT	3	0
BUSINESS ALARMS	19	23
BURGLARY ARRESTS	0	1



Caribou Public Library

DIRECTOR'S REPORT

To: Mayor and City Councilors
Dennis Marker, City Manager
From: Hope Rumpca, Library Director
Date: February 5, 2019

Dear Honorable Mayor, City Councilors and Mr. Marker,

Happy February everyone! Wow, January flew by in a flurry of activities! I come to you with my usual monthly report but if you could see me you would see I am just hopping up and down in my chair! We had a circulation of almost 3,000 for the month of January! 2,934! Can you believe it!?! That's just AMAZING!!! I am so incredibly excited!

January saw the library filled with people. We hosted our first "2nd Saturday Craft Club". What a turn out - we had 17 children and adults! Kids from 5-15 came for an hour of child-led crafting fun! Everyone then headed upstairs to the Children's Room to check out books. We had our first Pokemon Go tournament, and Pop Pilates had people sweating for an hour before the library opened on Saturdays. All this in addition to our regular monthly programs. Even with closures due to holidays and snow days we had 209 people at our events and 41 people made use of the archives, the highest number since September 2018!

Our Classic's Book Club was everything Russian last month. The Piper Reading Room was filled with the discussion of "Crime and Punishment", our January read. One patron family even brought a full course tea and that yummy dessert that is mentioned frequently but no one can pronounce! We continue to see a wonderful turnout every month for this club. We will be venturing into Yorkshire country for February's read, "The Secret Garden" by Frances Hodgson Burnett, a personal favorite of mine!

February 1st the library was the recipient of a wonderfully generous donation from Jessica Plourde of Plourde Furniture. She noticed on a visit to the library that the chairs in the seating area were looking "a little worn and well used", her words. We met on Thursday, January 31st and Friday, February 1st their truck delivered 7 new, gorgeous chairs for both the Piper Reading Room and our Teen Lounge! We are sincerely appreciative of her generosity!

The library is partnering with AmeriCorp and the National Digital Equity Center to host a series of computer workshops aimed at helping those with minimal computer skills. Our first workshop is on the 13th. Workshops will range from beginning level classes on learning to use/setting up email, internet safety, setting up social media accounts, learning basic Word, to advanced PowerPoint, Excel and QuickBooks classes.

We have 20 children, ages 6-13, signed up for our Blood and Bones STEM workshop this Wednesday. We have more on a waiting list and anticipate having an additional workshop next week as well. Children and staff alike enjoy the STEM trunks we receive free of charge from Maine State Library and Cornerstones of Science. We hope to feature one every other month.

Our "Blind Date with A Book" display is up! It garnered a lot of attention last year. All the books are wrapped in brown paper, so you cannot see the title. Patrons choose a book based on a generalized information listed on the front of the book. Each book contains a "Rate Your Date" form allowing patrons to give us feedback on their book... was their date successful? Do they consider the book a keeper? It's fun, engaging and patrons really enjoyed it last year.

February promises to continue to be full of activities and much laughter as we spend our days helping patrons young, old and every age in between. Books, DVDs, audiobooks, CDs, ebooks, computer help, job search help, Kindle help, iPad help, early, middle and older literacy groups, exercise for the body, mind and soul, arts and crafts, and the ever requested state and federal tax forms, all can be found at your local public library right here in Caribou, Maine! We are happy, nay eager and excited, to see you!
Come in for a visit!

As always, happy reading!
~Hope



MONTHLY STATISTICAL COMPARISON FOR CIRCULATION												
MATERIAL TYPE	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019
Adult books	657	798	827	483	703	1,151	1,194	813	721	809	663	829
Juvenile books	445	731	1,213	856	1,071	725	1,146	1,209	1,335	946	747	1299
Teen/YA books	50	70	130	97	106	98	89	67	72	73	61	60
DVDs	404	508	390	492	372	460	430	381	487	463	328	394
eBooks/Audiobooks	90	159	94	161	141	88	162	143	143	177	159	171
Magazines	55	77	62	55	56	57	68	49	78	78	79	94
Interlibrary loans	50	53	42	48	52	50	77	65	58	41	67	77
TOTAL NUMBERS	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2104	2,924

OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019
Circulation	1755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	2,924
Library Visit	5,141	5,851	6,479	6,721	6,756	7,055	7,049	6,049	7,051	6,121	5,091	5,411
Wi-Fi access	4,108	4,952	5,837	7,257	5,566	6,539	8,699	6,661	7,787	6,350	5,024	4,862
Books added	144	200	162	224	226	115	193	181	186	126	249	179
Books withdrawn	398	141	114	35	1,654	616	69	357	257	57	144	229
Caribou Room Use	123	196	258	228	286	254	184	237	377	243	200	209
New registered patrons	16	45	30	22	42	26	33	39	21	20	12	14
Archives (# of users)	50	102	42	34	38	39	64	45	32	34	24	41

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924												2,924

CITY CLERK'S OFFICE REPORT						
DESCRIPTION	# of transactions	amount collected				
	Jan-19	Jan-19				
ATV REGISTRATION	1	\$6.00				
BIRTH RECORDS	48	\$666.00				
BUILDING PERMITS	3	\$240.00				
CITY OWN PROPERTY	2	\$500.00				
DEATH RECORDS	66	\$736.00				
DOG LICENSES	368	\$2,518.00				
FAX FEE & PHOTO COPY	7	\$17.25				
FISHING LICENSE	18	\$486.00				
HUNTING LICENSE	24	\$739.00				
IN TOWN REG	0	\$0.00				
MARRIAGE RECORDS	12	\$216.00				
MISC. INCOME	1	\$57.60				
MISC. LICENSES	13	\$320.00				
MISC. RECEIPTS	4	\$785.00				
MOTOR VEHICLE	432	\$ 106,843.80				
NOTARY FEES	7	\$35.00				
PERSONAL PROPERTY PAYMENT	9	\$4,097.16				
PLUMBING PERMITS	0	\$0.00				
PYMTS. IN LIEU OF TAX	1	\$ 3,480.73				
REAL ESTATE PAYMENT	294	\$ 116,070.44				
SIGN PERMITS	2	\$100.00				
SITE DESIGN REVIEW	0	\$0.00				
SNOWMOBILE REGISTRATION	118	\$ 8,893.93				
TAX ACQUIRED REAL ESTATE PAYMENT	3	\$3,107.08				
TAX ACQUIRED LIEN PAYMENT	7	\$ 5,035.58				
TAX LIEN PAYMENT	16	\$ 3,135.08				
TRAILER PARK LOT RENT	11	\$ 1,450.00				
TOTAL	1467	\$259,535.65				

Mailing Address:

P.O. Box 605
Caribou, Maine 04736-0605

Physical Address:

303 Murphy Road
Fort Fairfield, Maine 04742



www.arookwaste.com

Phone: 207-473-7840

FAX: 207-472-1619

Board of Directors Meeting
December 21, 2018

MINUTES

CALL TO ORDER: The meeting was called to order by the Chairman at 7:35 am.

MEMBERS PRESENT: Stev Rogeski, Walt Elliott, Dennis Marker, Ken Murchison, Mark Goughan

MEMBERS ABSENT: Andrea Powers

OTHERS PRESENT: Dana Fowler, Martin Puckett, Mike Chasse, Sharon Raymond, Mark Draper

1. Elect Andrea Powers as Vice-Chair and Secretary of the Board

Mark explained that it is being proposed that Andrea Powers fill the positions left vacant by Jim Risner until new officers are elected in January.

A motion was made by Stev Rogeski; and was seconded by Walt Elliott; to elect Andrea Powers as Vice-Chair and Secretary of the Board. The motion was carried unanimously.

2. Review and approve the minutes of the November 16, 2018 meeting

A motion was made by Stev Rogeski; and was seconded by Mark Goughan; to approve the minutes as presented. The motion was carried 3-0, with one abstention (Walt Elliott).

3. Review and approve the financial statements for the period ending November 30, 2018

Mark reviewed the Financial Notes provided in the Board packet.

A motion was made by Walt Elliott; and was seconded by Stev Rogeski; to approve the financial statements as presented. The motion was carried unanimously.

4. Review and approve the warrant for checks numbered 22628 through 22708

A motion was made by Stev Rogeski; and was seconded by Walt Elliott; to approve the warrant as presented. The motion was carried unanimously.

We are an equal opportunity employer and provider.

PRINTED ON RECYCLED PAPER

5. Solid Waste Directors report

Mark reported on the following:

- a. 2018 audit: The annual audit process has begun with Felch and Company. It is anticipated that the audit will be completed by February or March.
- b. Caribou Kiwanis Club presentation: Mark was invited to a recent Kiwanis Club meeting in Caribou to talk about the Presque Isle merger.

6. Review bids for Recycling Center interior renovations

Mark explained that bids have been received for two (2) projects related to the renovation of the recycling center to accommodate the volume of recyclable material from Presque Isle, and for which grant funds have been awarded. He referenced his memo, along with the bid results, that were included in the Board packet. He also noted that he provided in the Board packet a cumulative listing of projects thus far with actual/bid costs as compared to estimated costs.

The recently-bid projects for the Board's consideration are:

1. to insulate the existing cold storage warehouse; and,
2. to install a new central heating system in both buildings.

Mark noted that only one bid was received for the heating system installation, and that was from Dead River Company. The bid is significantly less than the engineer's estimate, so he recommended that the Board accept Dead River's bid and award the project to them.

A motion was made by Stev Rogeski; and was seconded by Walt Elliott; to award the Recycling Center heating project to Dead River Company as proposed. The motion was carried unanimously.

Three (3) companies submitted bids for a total of seven (7) different insulation alternatives as designed by CES, Inc. Mark reviewed the various alternatives, and recommended to the Board that they consider the low bid, which was "Alternate #2", submitted by PNM Construction. After discussion of the alternatives, **a motion was made by Stev Rogeski; and was seconded by Walt Elliott; to award the Recycling Center insulation project to PNM Construction for "Alternate #2". The motion was carried unanimously.**

7. Review bids for investment options

Mark reminded the Board that TCL has \$3 million that were invested in CD's that matured in November. He sought bids from six (6) local banks; of which four (4) responded with CD rates in various amounts and for various terms as requested. Following discussion of timing and the probability of increasing rates in the very near future, **a motion was made by Stev Rogeski; and was seconded by Ken Murchison; to reject any and all bids and to solicit new bids in January. The motion was carried unanimously.**

8. Presque Isle merger

- a. Igloos and cardboard recycling dumpsters: Mark reported that there has been a slight delay in the delivery of the igloos from the manufacturer, so they likely will not be placed in service until the first week of January. He has also ordered three dumpsters that will be co-located with the igloos in Presque Isle.
- b. New website/email: the new AWS website is up and running at aroostookwaste.com. New email addresses with the new domain name are forthcoming.
- c. Permits and fees: Mark reviewed the procedures that will be used to deal with customers of the Presque Isle Landfill that arrive after January 1st without a permit. He also reported to the Board that he negotiated with the Town of Mapleton that they may retain \$5 for each permit they sell at their town office.
- d. Gil's and Star City contracts: Gil's has signed their contract, and Star City has said they will.

9. Enter into Executive Session per Title 1 MRSA, Chapter 405(6)(E) to discuss a contract matter

Upon a motion by Ken Murchison; and seconded by Stev Rogeski; the Board entered into Executive Session at 7:56 am.

Upon returning to regular session at 8:03 am, a motion was made by Ken Murchison; and was seconded by Stev Rogeski; to deny a request from the Northern Aroostook Solid Waste Association for a month-to-month extension of their contract; and to reaffirm that the offer for a one-year extension with stipulations still stands as previously offered. The motion carried unanimously.

10. Schedule next meeting

The next meeting of the Board was scheduled for January 25, 2019

11. Other business

Dennis Marker reported on the schedule for demolition of buildings related to the new school project in Caribou; and on Caribou Utilities District ongoing plans for sludge disposal.

With no further business to discuss, **the meeting was adjourned by 8:58 am.**

Respectfully submitted,

Andrea Powers
Secretary

The Monthly Meeting of Caribou Utilities District was held Wednesday, January 9, 2019 in the Conference Room at 176 Limestone Street, Caribou, Maine

Trustees Present;

Nancy Solman, President
Janine Murchison, Treasurer
David Belyea, Trustee
Philip McDonough, Trustee
Jay Kamm, Trustee

Others Present;

Hugh Kirkpatrick, General Manager
Sue T Sands, District Clerk, Office Mgr.
Chuck Kelley, Kelley's Industrial
Electronics, and Trustee of Limestone
Water and Sewer District

President Nancy Solman opened the meeting at 7:35 A.M. Dave Belyea moved and Janine Murchison seconded the motion to appoint Sue Sands as District Clerk for 2019. UNANIMOUSLY VOTED. President Nancy Solman moved and Jay Kamm seconded the motion to appoint David Belyea to serve as President for 2019. Mr. Belyea declined to take the position for this year. President Nancy Solman moved and Philip McDonough seconded the motion to appoint Janine Murchison to serve as President FOR 2019. UNANIMOUSLY VOTED. Philip McDonough moved and Janine Murchison seconded the motion to appoint Nancy Solman to serve as Treasurer of Caribou Utilities District for 2019. UNANIMOUSLY VOTED. Dave Belyea moved and Nancy Solman seconded the motion to appoint Jay Kamm as Assistant Treasurer for 2019. UNANIMOUSLY VOTED. After the selection of 2019 Officers, President Murchison conducted the balance of the meeting.

Nancy Solman moved and Dave Belyea seconded the motion to approve the minutes of the December 13, 2018 Public Hearing as well as the December Monthly meeting. UNANIMOUSLY VOTED.

After discussion of the 2019 Projected Budget for Water and Wastewater, Nancy Solman moved and Dave Belyea seconded the motion to accept the Budgets as presented. UNANIMOUSLY VOTED.

Nancy Solman moved and Philip McDonough seconded the motion to approve the Projected Water Commitment for 2019 in the amount of \$1,122,000.00. UNANIMOUSLY VOTED.

Mr. Chuck Kelley of Kelley's Industrial Electronics, and also a Trustee of the Limestone Water and Sewer District discussed with the Trustees the Revision Energy Solar project that the Limestone District just completed that went on line December 18, 2018. Caribou Utilities District met with Mr. Andrew Carl of Revision Energy on December 13, 2018 concerning a similar solar system, and Manager Kirkpatrick thought it would be beneficial if Mr. Kelley reviewed with the Trustees their views. Mr. Kelley explained that this was a great investment for Limestone, and for their particular needs, the best option was selecting the PPA plan, (Power Purchase Agreement) with no up-front cost to the District, but to have goals of owning the system as quickly as possible and to save as much on their energy cost as possible. Currently, Limestone will be reviewing their five (5) year energy savings, then plan for a Buy-Out in year six. Limestone has a Dashboard that is installed in several locations that shows all solar activity, etc. Mr. Kelley advised the Trustees to (1) Set goals, (2) review current energy costs, (3) investigate the solar project further, and (4) to negotiate with 3rd party. Mr. Kelley was excused from the meeting at 10:10 A.M. The Trustees have set up a workshop to review the Solar Project on Thursday, January 17th at 5:30 P.M. in the conference room. Supper will be served.

Manager Kirkpatrick reviewed with the Trustees recent correspondence received from Jim Lord, Engineer from Dirigo Engineering regarding the Preliminary Cost Estimates on three different

options that he is proposing for the Grimes project. These will be further discussed at the February 13, 2019 monthly meeting which will be held in the Water Garage Conference Room beginning at 7:30 A.M. The location has been changed since the District Auditor's will be using the main Conference Room. Nancy Solman moved and Philip McDonough seconded the motion to adjourn the meeting at 10:40 A.M. UNANIMOUSLY VOTED.

Sue T. Sands, District Clerk

A Special Meeting was held Wednesday, January 30, 2019 in the Conference Room at 176 Limestone Street.

Trustees Attending;

Others Attending;

Nancy Solman, Treasurer

Hugh Kirkpatrick, General Manager

Jay Kamm, Assistant Treasurer

Sue T. Sands, District Clerk

David Belyea, Trustee

Philip McDonough, Trustee

Due to the absence of President Janine Murchison, David Belyea moved and Philip McDonough seconded the motion to allow Treasurer Nancy Solman to conduct the meeting. UNANIMOUSLY VOTED. The meeting was opened at 7:33 A.M.

The meeting was held to review the answers from Andres Kahrl from Revision Energy concerning questions that the Trustees discussed at the workshop 1/17/19 regarding the Solar project and also to review the Letter of Intent in order to move forward with the project.

After discussion, David Belyea moved and Philip McDonough seconded the motion authorizing Manager Hugh Kirkpatrick to sign the Letter of Intent on behalf of the District after an addendum be made in the LOI stating that the District will have one (1) year from signing to move forward with the project. All Trustees present voted in favor of the LOI along with an email received from President Janine Murchison who was out of town who also voted in favor of signing the Notice of Intent.

The Trustees also discussed a future Capital Project for a battery back-up system which would benefit the Solar Project.

The Lien process as well as Foreclosure was discussed and will be brought up at a future meeting of the District. The next monthly meeting will be Wednesday, February 13, 2019 in the Water Garage Conference Room located at 176 Limestone Street beginning at 7:30 A.M.

Jay Kamm moved and Philip McDonough seconded the motion to adjourn the meeting at 9:00 A.M. Unanimously voted.

Sue T. Sands, District Clerk