

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, March 25, 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, Nicole L. Cote, Hugh Kirkpatrick, and Thomas Ayer.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor); Hope Shafer (Library Director); Kenneth G. Murchison (Zoning Administrator); Carl Grant (Finance Director); and Gary Marquis (Supt. of Parks & Recreation).

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: Minutes from Regular Council Meeting held March 11, 2019

Motion made by T. Ayer, seconded by J. Theriault, to approve the minutes from the March 11, 2019 Regular Council Meeting as presented. (7 yes) So voted.

Council Agenda Item #5: February 2019 Financials

Questions about Account 12 Chamber and Nylander. There was a request to change the names in Trio so there is clarity.

Motion made by J. Theriault, seconded by D. Martin, to accept the February 2019 Financials as presented. (7 yes) So voted.

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

- a. Recognition of 2019 Caribou High School State Champions Basketball Team and Wrestling Athletes

The City Council recognized several Caribou High School athletes.

Caribou Skiers

Edie Shea placed 8th in the Giant Slalom

Macy Wakem placed 20th in the Nordic Freestyle

Head Coach: Neal Sleeper

Assistant Coaches: Ginger Kieffer, Travis Prashaw

Caribou Wrestling Team Individuals:

Chloe Kirschman – Female state champion in weight class

Rylee Saucier – Female state champion runner-up in weight class

Head Coach: James "Chico" Hernandez

Assistant Coach: Robert Jandreau

Caribou Varsity Basketball Team:

Austin Findlen, Tharen Hand, Iffy Sargent, Jacob Berkoski, Alex Bouchard, Cullin Caverhill, Parker Deprey, Isaac Marker, Sawyer Deprey, Ethan Holdsworth, Michael Brigman

Head Coach: Kyle Corrigan

Assistant Coach: Jeremiah Fitzherbert, Coty Herbert, Ben Rosser

Photos were taken with team members present. The Mayor congratulated the teams for their sportsmanship.

- b. Appointment of Caribou Representative to Loring Development Authority Planning Board

Motion made by D. Martin, seconded by J. Theriault, to appoint James Cerrato as Caribou Representative to the Loring Development Authority Planning Board. (7 yes) So voted.

Council Agenda Item #7: Public Hearings and Possible Action Items

- a. Ordinance No 2, 2019 Series, Affecting City Flood Hazard Area Regulations

6:12 p.m. Public Hearing opened.

No one from the public spoke.

Zoning Administrator Murchison briefly outlined the proposed ordinance and explained that most of the proposed changes are formatting change and permitting. Murchison offered that Planning Board doesn't have any concerns with the proposed ordinance.

Councilor Kirkpatrick wondered how many lots would be impacted by the proposed changes with Councilor Ayer questioning any additional costs to those located in a floodplain. Discussion. Councilor Ayer wants to see this tabled until the Council knows which lots will be affected.

Motion made by T. Ayer, seconded by N. Cote, to table action on Ordinance No. 2, 2019 Series, Affecting City Flood Hazard Area Regulations. (7 yes) So voted.

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

- a. Discussion and Possible Action Regarding Renewal of Rubbish Hauler Permit for Gil's Sanitation

Motion made by H. Kirkpatrick, seconded by J. Theriault, to approve the renewal of a rubbish hauler permit for Gil's Sanitation. (7 yes) So voted.

- b. Discussion and Possible Action Regarding 60 Access Highway Ownership

60 Access Highway was acquired in 2005 as part of a \$740,000 economic development project. The City's \$700,000 contribution came from two sources: Maine 2005 Community Development Block Grant (CDBG) program (\$350,000) and United States Department of Agriculture (USDA) – Rural Development funds (\$350,000). If the City sells the building, the USDA funds will need to be returned. Plus the method of disposal will be determined by USDA. Federal Code outlines three options.

1. The City can retain title to the property after compensating USDA their "percentage of participation in the cost of the original purchase" relative to the "fair market value of the property."

2. The property can be sold and USDA compensated a percentage similar to option 1.
3. The property is deeded wholly to the USDA and compensation is provided to the City/others based on our percentage of participation in the cost of the original purchase.

Discussion. The building would have to be sold at "fair market value".

Motion made by H. Kirkpatrick, seconded by T. Ayer, to authorize the City Manager to go forward and tell USDA that we have an interest in selling 60 Access Highway. (7 yes) So voted.

c. Discussion and Possible Action Regarding Lease Agreement with Caribou Ecumenical Food Pantry

Because of current building conditions, the Caribou Ecumenical Food Pantry is looking to relocate from its current location to 60 Access Highway. A one-year lease has been prepared with an annual rent of \$1,300 per year, which is \$1 per square foot for dedicated space. The lessee would be responsible for all utilities including telephone service, heat, water, sewer, and garbage removal and the building power will be a proportionate amount based on any increase over historic use.

Discussion points:

- Lease Agreement 9.0 Repairs and Maintenance
- Forgoing the rent because it is the food pantry
- The Pantry serves over 1100 families a year with many of them being seniors
- The Pantry's long-term plan is to add on to the building the Bread of Life Soup Kitchen is located in.
- Need for a new water heater and renovated bathroom – estimated cost \$7,000
- The balance in the 60 Access Highway maintenance fund is over \$91,000
- The building needs a new roof (\$300,000) and boiler (\$80,000)
- The City should have a plan to maintain City owned buildings

Motion made by D. Martin, seconded J. Theriault, to lease at no cost the space to the Caribou Ecumenical Food Pantry. Discussion. (2 yes, J. Theriault, D Martin, 5 no, J. Smith, RM Goughan, N. Cote, H. Kirkpatrick, T. Ayer) Failed.

Motion made by H. Kirkpatrick, seconded by N. Cote, to lease the space to the Caribou Ecumenical Food Pantry for a \$1.00 per square foot and authorize the Manager to sign the lease as written. Discussion. (5 yes, J. Smith, RM Goughan, N. Cote, H. Kirkpatrick, T. Ayer, 2 no, J. Theriault, D. Martin) So voted.

The Mayor thanked the food pantry for all they do for the citizens of Caribou and the decision was a tough decision. The Mayor wants the Council to be kept informed as to whether the issue of a bathroom is a problem. The Council suggested that staff obtain three quotes to repair the bathroom; additionally, the Mayor questioned whether a porta potty would work. The final direction was to come back to Council with a plan regarding the bathroom. Councilor Ayer requested a tour of 60 Access Highway.

d. Discussion and Possible Action Regarding Nylander Museum Donations

Motion made by J. Smith, seconded by J. Theriault, to accept Staff recommendation to authorize all donations made to the Nylander Museum to be reserved for use by the Nylander Museum department of the City and that such funds be held in a separately

designated reserve account and furthermore, a separate checking account be established for donated funds with all transaction therefrom being done in accordance with City finance policies. (7 yes) So voted.

Discussion. The donations will be used for petty cash type items. The statements will be mailed to the Finance Department and two signatures will be a requirement.

It was suggested by the Mayor, that in the near future, the Nylander Board come into a Council Meeting and give a five report on the activities of the Board.

e. Discussion and Possible Action Regarding DOT Construction Over Limit Agreement

Staff recommends the Council approve the agreement as presented. Councilor Kirkpatrick suggested the City should obtain a list of City roads that will be effected by the over limit vehicles.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to table action regarding DOT Construction Over Limit Agreement. (4 yes, J. Smith, RM Goughan, H. Kirkpatrick, T. Ayer, 3 no, N. Cote, D. Martin, J. Theriault) Discussion. So voted.

f. Discussion and Possible Action Regarding Seasonal Weight Limits on Local Roads

The proposed weight limit is 34,000 for the following roads:

Albair Road	Maysville Siding Road
Sawyer Road	Plante Road
Thompson Road	Railroad Street
Westgate Road	Dow Siding

Discussion.

Motion made by J. Smith, seconded by J. Theriault, to approve a 34,000 seasonal weight limit on the following roads: Albair, Maysville Siding, Sawyer, Plante, Thompson, Railroad, Westgate, and Dow Siding. (6 yes, 1 no, H. Kirkpatrick) So voted.

g. Discussion and Possible Action Regarding Sale of Tax Acquired Property at 147 Limestone Street

Motion made by H. Kirkpatrick, seconded by J. Smith, to sell the property at 147 Limestone Street for \$1,800.00 and authorize the execution of a quit claim deed to the purchaser. (7 yes) So voted.

Council Agenda Item #9: City Manager's Report

The Manager provided an update on a variety of topics including:

- LED Streetlight Conversion – If the Council wants to move forward with the project, the contract says that the Council needs to accept the Investment Grade Audit (IGA) report. Once approved, the Council will need to decide how to fund the project. Discussion about having a test install. There will be a cost to the City to have RealTerm set up a test install. The Manager will contact R.L. Todd to see if they can set up one test install with a 3000K, 4000K next to an existing streetlight.

Discussion about purchasing the current streetlights.

- River Road – Staff has met with DuBois & King to review preliminary drawings. The current plans will cause three of the four homes purchased by the City to be demolished. Before the project goes out to bid, the engineers will provide the City an estimate of what they believe the project will cost.
- High Street – the award hasn't been officially made, but apparent winner is Trombly Industries.
- Birdseye Cleanup – no additional work has occurred
- York Street Property Conveyance – All documents were signed, and this transaction was recorded.
- Flora Dale Park – Research is being done.
- Hilltop Senior Living Update – Demolition work is occurring.
- Dunkin Donuts – Waiting for Maine Department of Transportation (MDOT) approvals.
- Senior Homestead Tax Credit Program – Legislature is considering several bills this year.
- Airport – The committee is planning a couple of events. The City received an \$81,000 reimbursement of expenses from the FAA for costs associated with the hangar construction project in 2018. Another lease agreement has been signed for the main hangar for the next nine months.
- Public Safety Building Study – Manager is waiting for additional instruction.
- Pellet Boiler System – The Manager has met with Kevin Adams. Councilor Kirkpatrick suggested that the Manager seek additional opinions on the boilers.
- Parking Lots – The Manager has reached out and spoken with City Attorney Solman and Sitel's lawyer. There are conflicting opinions as to why the sale wasn't finalized. There wasn't anything indicated on the title reports that would have caused a reasonable person to avoid going through with the purchase. The Finance Director was able to go back through the finances and was able to find that Sitel has paid all the money that they were contractually they obligated to pay both for the properties and for the leases so in that sense they have fulfilled their end. The Manager is still looking into why the deeds were not executed.

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

- a. 2019 Council Goals & Priorities – The Manager gave a PowerPoint presentation titled “2019 – City of Caribou Goals and Priorities” (Exhibit A) Each Councilor was given a survey to rate different priorities in six categories – Public Safety, Leisure Service, Infrastructure, Community Development, Administration, Economic Development. Turn them into him next week so the results can be compiled and added to the next Council packet.
- b. Councilor Kirkpatrick appreciates the data he has received on Fire and Ambulance and asked when he should receive the data back to 1994. The Finance Director will have to research paper records. The Clerk will email the Councilors a copy of New Sweden's Fire and Ambulance contracts.

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

The Clerk reminded everyone that an open house will be held April 8th from 2-4.

The Clerk noted that 60% of Freedom of Information requests are for emails and texts.

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Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

a. §405(6)(C) Real or personal property

8:35 p.m. Time in. Motion made by T. Ayer, seconded by J. Theriault, to enter into executive session under MRSA Title 1, §405(6)(C) discussion regarding leases at 60 Access Highway. (7 yes) So voted.

8:48 p.m. Time out.

No action taken.

b. §405(6)(C) Discussion regarding acquisition of property along the River Road

8:48 p.m. Time in. Motion made by H. Kirkpatrick, seconded by T. Ayer, to enter into executive session under MRSA Title 1, §405(6)(C) discussion regarding purchase of River Road properties. (7 yes) So voted.

8:58 p.m. Time out.

No action taken.

Council Agenda Item #13: Next Meetings(s): April 8 & April 22

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by T. Ayer, to adjourn the meeting at 8:58 p.m. (7yes) So voted.

Jayne R. Farrin, Secretary

Exhibit A

2019 - City of Caribou
Goals and Priorities

Law Enforcement

- Coordination
- Communication
- Education
- Investigation
- Litigation
- Training
- Response
- Preventative Action

Fire Protection

- Coordination
- Communication
- Education
- Investigation
- Training
- Response
- Preventative Action

Medical

- Ambulatory Service
- Coordination
- Response
- Transfers
- Hospital Services

Emergency Operations

- Coordination
- Communication
- Procurement
- Response



How do we make a better pie tin?

Major Project or Issues Anticipated in 2019

- Public Safety Building
- Expansion of Ambulatory Services
- Opioid and Drug Enforcement
- Marijuana Regulation
- Health Care Reimbursement Changes
- Hospital Services



How do we make a better pie tin?

Laws & Regulations

- Ordinances
- Contracts
- Policies
- Real Estate

Human Resources

- Wages & Benefits
- Training
- Supervision
- Disciplinary Actions

Financial Responsibilities

- Budget Preparation
- Tax Collection
- Reporting
- Procurement
- Fee Schedule
- Insurances

Transparency

- Meetings
- Notices
- Communication



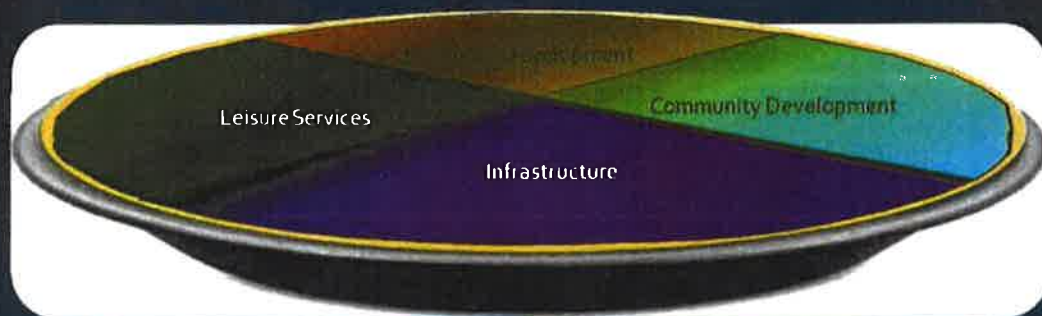
How do we make a better pie crust?

Major Project or Issues Anticipated in 2019

- Council Meeting Packets Available Earlier
- Union Contract Negotiations
- Non-Union Compensation Policy
- Procurement Policy
- Creation of a Fee Schedule
- Budget Preparation Process Changes
- Property Insurance Bids
- FBO Services at Airport



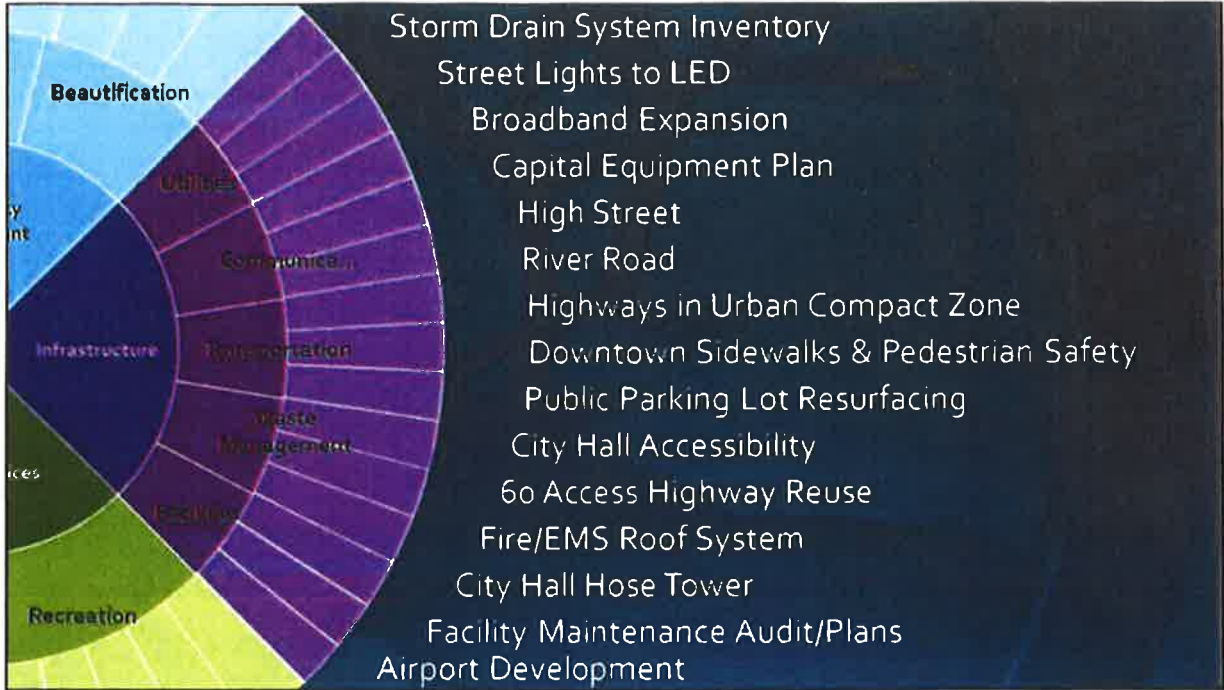
How do we make a better pie crust?



What are the goods and services wanted in the pie?

New Branding & Marketing Campaign
Business Directory
Business Newsletter
"How to" Trainings for Businesses
Ribbon Cutting Ceremonies
Monthly Visits
Gap Financing Programs
Downtown Revitalization
Façade Improvement Grants
Waterfront Development
Sure Site Program

Zoning Regulations
General Plan Update
CDBG Applications
Age Friendly Community
General Assistance
Family Self Sufficiency Program
Housing Program Inspections
Blight Removal
Beautification Committee



Which part of the pie will be the priority focus in 2019?



PUBLIC SAFETY PRIORITIES (pick 3)	
Public Safety Building	1
Expansion of Ambulatory Services	1
Opioid and Drug Enforcement	1
Marijuana Regulation	1
Health Care Reimbursement Changes	1
Hospital Services	1
Other:	1
Other:	1

LEISURE SERVICE PRIORITIES (pick 3)	
Teague Park Construction	1
Sincok Park Construction	1
Gateway Enhancements	1
Collins Pond Dam & Trail System	1
NBRC Trail Funding	1
Nylander Inventory & Operations	1
Library Programs	1
Library Business Resource Center	1
Story Telling Festival	1
Thursdays on Sweden	1
Marathon	1
Other:	1
Other:	1

INFRASTRUCTURE (pick 5)	
Storm Drain System Inventory	1
Street Lights to LEDs	1
Capital Equipment Plan	1
High Street Reconstruction	1
River Road Reconstruction	1
Overlay of Hwys in Urban Compact Zone	1
Sidewalks and Pedestrian Safety	1
Public Parking Lot Resurfacing	1
City Hall Accessibility	1
60 Access Highway Reuse	1
Fire/EMS Roof System	1
City Hall Hose Tower	1
Facility Maintenance Audits/Plans	1
Airport Development	1
Other:	1
Other:	1

ECONOMIC DEVELOPMENT PRIORITIES (pick 4)	
Zoning Regulations Rewrite	1
General Plan Update	1
CDBG Applications	1
Age Friendly Community Plan	1
General Assistance	1
Family Self Sufficiency Program	1
Housing Inspections	1
Blight Removal (Birds Eye, Vacant Homes)	1
Beautification Committee	1
Other:	1
Other:	1

ADMINISTRATION PRIORITIES (pick 4)	
Meeting Packets Available Earlier	<input checked="" type="checkbox"/>
Union Contract Negotiations	1
Non-Union Compensation Policy	1
Procurement Policy	1
Creation of a Fee Schedule	1
Budget Preparation Process Changes	1
Property Insurance Bids	1
FBO Services at Airport	1
SHAPE Audit	1
Other:	1
Other:	1

ECONOMIC DEVELOPMENT PRIORITIES (pick 5)	
New Branding & Marketing Campaign	1
Business Directory	1
Business Newsletter	1
"How to" Trainings for Businesses	1
Ribbon Cutting Ceremonies	1
Monthly Visits	1
Gap Financing Programs	1
Downtown Revitalization	1
Façade Improvement Grants	1
Waterfront Redevelopment	1
Sure Site Program	1
Other:	1
Other:	1