

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, November 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, Hugh Kirkpatrick, and Thomas Ayer. Nicole Cote was absent and excused.

Dennis L. Marker, City Manager was present.

Douglas C. Morrell, Councilor-elect was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Scott Susi (Fire Chief), Hope Shafer (Library Director), and Gary Marquis (Supt. of Parks and Recreation).

Christopher Bouchard of the Aroostook Republican 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

- LaNiece Sirois – Executive Director for Central Aroostook Chamber of Commerce – provided an updated on the activities of the Chamber since she was hired as their Executive Director.

Council Agenda Item #4: City Council Minutes

a. October 15, 2019 Regular Council Meeting

Motion made by J. Smith, seconded by J. Theriault, to approve the October 15, 2019 City Council minutes as presented. (6 yes) So voted.

b. October 28, 2019 Regular Council Meeting

Motion made by J. Smith, seconded by J. Theriault, to approve the October 15, 2019 City Council minutes as presented. (6 yes) So voted.

c. November 12, 2019 Regular Council Meeting

Motion made by J. Smith, seconded by J. Theriault, to approve the November 12, 2019 City Council minutes as presented. (6 yes) So voted.

Council Agenda Item #5: October Financial Report

Motion made by D. Martin, seconded by J. Theriault, to accept the October 2019 Financials as presented. (5 yes, 1 no, J. Theriault) So voted.

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

There weren't any bid openings, awards, or appointments.

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

a. 2020 EPA Brownfields Grant Application

The City wasn't awarded Brownfields funding last year. The goals of the City's 2020 EPA Brownfields Grant application were outlined and explained by the City Manager. If approved, this will provide funding to help clean up the former Birdseye site.

Neighboring residents and even high school students were involved in developing the proposed strategy for development.

The cost of cleanup is estimated to cost \$492,000. It is anticipated that the City will receive \$75,000 in CDBG funds. The City's share will be 20% and the CDBG funds could be used towards the City's share plus any in-kind match.

The Mayor asked if the map of proposed development sites could be overlaid over the areas of cleanup.

Councilor questions were answered.

6:42 p.m. Public Hearing Opened.

No one from the public spoke.

6:43 p.m. Public Hearing Closed.

Council Agenda Item #8: New Business

a. Discussion Regarding Gloria Cowell Sea Shell Collection Donation

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept, for the Nylander Museum, the unconditional donation of the Gloria Cowell Sea Shell Collection. (6 yes) So voted.

b. Discussion Regarding Ogren Road Landfill Solar Array Study

SynerGen Solar, LLC has approached the City about entering into an agreement to study the possibility of placing a solar array on the former landfill located off Ogren Road. By signing the proposed Caribou Landfill Solar Letter of Intent, the City will receive \$2,500 and SynerGen Solar, LLC and the City will negotiate a 12-month lease option agreement.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to authorize the City Manager to sign the Caribou Landfill Solar Letter of Intent with SynerGen Solar, LLC with a more formal lease agreement to come back to the Council in the future. (6 yes) So voted.

c. Discussion Regarding Airport Lease to Civil Air Patrol

The Mayor commented that the proposed lease is coming before Council after the Civil Air Patrol has already moved in.

The proposed lease is for five years with the Civil Air Patrol paying their share of utilities (phone, electric and heat). Councilor Theriault wants assurances that the facility will remain clean. Discussion about limiting the lease to one year.

Councilor Ayer stated that he wants to call an Airport Committee meeting to discuss this. Councilor Kirkpatrick suggested that this item should be considered a First Read.

d. Discussion and Possible Action Regarding November 2019 Election Results

Motion made by J. Smith, seconded by H. Kirkpatrick, to accept the November 2019 Election Results as presented. (6 yes) So voted.

e. Discussion Regarding Contracts for Providing Fire Services to the communities of Woodland, Connor, New Sweden

This is a First Read.

The proposed fees:

Connor	\$29,078	No fee change
Woodland	\$64,301	No fee change
New Sweden	\$38,459	Fee increased by \$3,000

Chief Susi stated that it doesn't cost the City any money to provide fire services to these communities. Discussion.

f. Discussion Regarding Contracts for Providing EMS services to the Communities of Wade, Washburn, Westmanland, Woodland, Stockholm, Connor, New Sweden, Perham, and T16R4

Connor	\$ 5,349	2% increase plus new non-transport fees for all nine communities
New Sweden	\$ 7,061	
Woodland	\$14,229	
Perham	\$ 4,528	It is estimated that \$10,000 in new revenue will be earned with the new non-transport fees.
Stockholm	\$ 2,090	
T16 R4	\$ 1,290	
Wade	\$ 1,541	
Washburn	\$ 9,894	
Westmanland	\$ 727	

Because this is a contract issue, the City Manager recommends that the Council enter into an executive session so they might review some of these numbers in a little more detail to help them understand the City's position relative to these communities. He suggested that any action could take place following the executive session, or if Council wishes, action doesn't even need to take place this evening.

g. Discussion Regarding Contracts for Providing Ambulance Billing Services to Calais, and Patten.

It is being proposed that the City stop providing Ambulance Billing Services to Houlton and Island Falls.

The new contracts include a change from charging \$22.45 per claim processed to \$22.45 per claim submitted for processing.

The Mayor noted that it appears that the City will lose \$33,000 in income but will save \$54,000 in expense.

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

a. Discussion and Possible Action Regarding Network Support Services with Oak Leaf

Robert Sowers of Oak Leaf Systems outlined the services he provides to the City and will continue to provide if the proposed Contract for Computer Network Support Services is approved. Oak Leaf Systems and the City first worked together in 2005. Even though cost of operating their business have increased, since 2013 Oak Leaf Systems has kept their fee the same. For 2020, Oak Leaf Systems proposes to absorb the cost of the

antivirus and remote monitoring software, thus reducing the overall expense to the City by 10%. The contract is for \$31,200.

Motion made by H. Kirkpatrick, seconded by T. Ayer, authorize the City Manager to sign the proposed Contract for Computer Network Support Services with Oak Leaf Systems as presented. (5 yes, 1 no, J. Smith) So voted.

b. Discussion regarding Drafted 2020 Municipal Budget

The City Manager reviewed the directions given to him from the Council:

- No use of one-time funds
- Capital expenses should be the same or less than in 2019
- The Operational budget should be at or near the 2019 amended budget.

The City Manager response to their directions:

- No one-time funds are utilized.
- Capital expenses are \$70,319 less than 2019 budget by 10.64%. Many items were moved into future years.
- The drafted operation budget is \$78,686 more (0.79%) than the 2019 amended budget, but \$55,927 less than the original 2019 budget.

The proposed 2020 Budget adjustments were reviewed. Councilor Martin spoke out against the removal of a contribution to the Aroostook Area Agency on Aging. He noted that the City is an age friendly community and receives a great deal of benefit from this agency.

Discussion. No one will lose their job with the proposed 2020 Budget. Councilor Ayer questioned whether monies could be moved to fund the paving of additional parking at the new park and Wellness Center. The budget process was discussed. The Mayor wants to see monies in the budget for Aroostook Area Agency on Aging and is still considering whether there should be funds for the Chamber. The Mayor expressed his displeasure with a stipend that is included in the airport budget.

The budget will be further discussed and voted on at the next Council meeting.

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

A question about snowmobile grooming was discussed.

Council Consensus: Allow Recreation to start snowmobile grooming.

Council Agenda Item #11: City Manager's Report

The City Manager reviewed his written City Manager's Report dated November 22, 2019.

Duncans has opened and has donated \$500 to three local organizations.

Recreation has received a \$2,100 grant towards a lift for the Wellness Center.

\$7,500 has been received for a Maine's 200 Storytelling event.

This coming Saturday is "Small Business Saturday"

Council Agenda Item #12: Reports of Officers, Staff, Boards and Committees

The City Clerk reminded everyone that dog licenses are due.

Elected Officials Workshop will be held live video in Caribou on the 19th of December. The City Clerk offered to sign up any of the Councilors that wish to attend.

Council Agenda Item #13: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

8:15 p.m. Motion made by D. Martin, seconded by J. Smith, to enter into executive session with Fire Chief Scott Susi and Councilor-Elect Douglas C. Morrell to discuss economic development and real estate under §405(6)(C). (6 yes) So voted.

- a. Economic Development and Real Estate under §405(6)(C)
 - i. 60 Access Highway
 - ii. Downtown Mall Parking Spaces
 - iii. Ogren Road Landfill
 - iv. Sitel
 - v. Beaugard Equipment

10:15 p.m. Council returned from executive session.

No action was taken.

- b. Collective Bargaining Agreement with the Police Department under §405(6)(D)

10:15 p.m. Motion made by D. Martin, seconded by J. Theriault, to enter into executive session to discuss labor agreements under §405(6)(D). (6 yes) So voted.

10:21 p.m. Returned from executive session.

No action taken.

Council Agenda Item #14: Next Meeting(s): December 9th and 23rd

Council Agenda Item #15: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adjourn the meeting at 10:21 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary