

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on Monday, **October 5, 2020** in the Council Chambers located at 25 High Street, at **6:00 pm**.



THIS MEETING IS OPEN TO THE PUBLIC DURING PUBLIC FORUM. COMMENTORS MAY BE ASKED TO LEAVE AFTER SPEAKING TO MAINTAIN SOCIAL DISTANCING PROTOCOLS IN THE CHAMBER. THE MEETING WILL BE BROADCAST ON CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL.

1. **Roll Call**
2. **Invocation / Inspirational Thought**
3. **Pledge of Allegiance**
4. **Public Forum** - Comments can be submitted to the Clerk's Office (dbrissette@cariboumaine.org) prior to 5:30 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record.
5. **City Council Minutes**
 - a. September 8 Regular Meeting Pgs 2-6
6. **Reports of Officers, Boards and Standing Committees**
 - a. Budget Forum
 - i. Fund 17 - Health and Sanitation Budget Presentation Pg 7
 - ii. Fund 31 - Fire/EMS 2021 Operating Budget Presentation Pgs 8-11
 - iii. Fund 31 - Fire/EMS 2021 Capital Budget Presentation Pg 12
 - iv. Fund 60 - Airport 2021 Operating Budget Presentation Pgs 13-14
 - v. Fund 60 - Airport 2021 Capital Budget Presentation
 - vi. Fund 61 - Caribou Trailer Park 2021 Budget Presentation Pg 15
 - vii. Fund 65 - Cemeteries 2021 Budget Presentation Pg 16
 - b. City Manager's Report Pgs 17-23
 - i. Charter Consistency of Council Actions Pgs 17-20
 - ii. Police Department Morale Pg 21
 - c. Reports and Minutes from Ancillary Boards and Departments Pgs 22-28
7. **Bid Award, Recognitions & Appointments**
8. **Old Business & Adoption of Ordinances and Resolutions**
9. **New Business**
10. **Reports and Discussion by Mayor and Council Members**
11. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
12. **Next Meeting(s):** October 19, November 2, 16
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: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting, Tuesday, September 2, 2020 at 6:00 p.m. in the Council Chambers with the following members present D. Morrell, J. Smith, R. Mark Goughan, N. Cote, and J. Theriault. Absent and excused were H. Kirkpatrick and T. Ayer

Dennis L Marker, City Manager was present in Council Chambers along with Department Head K. Murchison.

The meeting was broadcasted via Spectrum, and Caribou's YouTube Channel.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Goughan read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Goughan led the Pledge of Allegiance

Council Agenda Item #4: Public Forum:

John Morrell- Caribou Resident & Custom Carwash Owner: He stated that his business has been broken in two times in the last six months. He stated that blight is affecting all neighborhoods and that we are plagued with theft/robbery. He stated that there are not enough streetlights and that the police department is understaffed.

Jim Bacon- Caribou Resident & Bacon Auto and Truck: He came in to talk about a problem with the city sewer. He stated that the main is roughly 14-foot deep because the sewer has backed up and into the basement of a rental property that he owns on Washburn Street. He would like to get a permit to install a new septic tank and leach field at the property and has been denied the permit.

Cuppy Jandreau- Caribou Resident: She came to make a few points

- Fire Hydrant cost is up 10% in the last 3 years. The City needs to look at consolidating services with the utilities district.
- An Ultralight crashed into the legion building. The pilot had no insurance. The city needs to require insurance of any aircraft taking off from its airport.
- Previous public forum a man insulted EMT services and was told by the mayor they could be on the Committee to review EMS services. Ms. Jandreau asked that she also be allowed to be on that committee.

Gary Aiken-Caribou Resident: Email was received by the clerk.

"I have 3 questions for Council tonight.

1. During my term on Council, for transparency sake, we put the complete monthly financials on the city website with line by line expenses and revenues for each dept. shown for everyone to see. I've noticed now the council only receives a summary by department and that is all that is published on the website. I would have thought that a Council who has mentioned so many times about the need to monitor the expenses in the city, would want to see the details every month to know what's going on, but apparently not. I personally want to see them, so please advise if the complete financials will be published online starting next month as they were in the past..

2. While we are looking at transparency, and we all should be, especially the city council members, would you please tell me what part of Maine Statutes {Title 1} Chapter 13 sub section 405 allows you to go into executive session to sell tax acquired property which is on tonight's agenda? This statute also states, "A motion to go into executive session must indicate the precise nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session for that business. In addition Title One Chapter 13 405 6 C . Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency. Which clearly is not an issue here? Please follow the rules.
3. Regarding Item #9 on tonight's agenda Community Improvement Program. It states "As drafted, the Community Improvement Program would be available to all businesses in the City without regard for location and would start next year" Does this mean anyone doing business out of their own home, such as accountants, would be able to get their house painted and be eligible for a grant to cover part of their cost from the city? It also states that "Applicants must be property owners or tenants with the property owner's written consent". Does this mean that if I own 10 different business locations in the city of Caribou I can have all my tenants apply for a grant for their location and reimburse them for their share, thereby improving my Real Estate holding at the taxpayer's expense? It also states in this program that "The City is authorized by the state to have a Community Improvement Grant Program using funds from Tax Increment Funds collected each year. If that is the case why is it stated at the beginning that "If the intent is to merely provide a funding opportunity for businesses outside of the TIF district that matches the façade improvement program, then the only question that needs to be addressed is the amount of funds to make available." There seems to be a contradiction there. If the TIF funds can be used for this, which I doubt, why are we implementing another program, which I think has a lot of loopholes in it? Lastly if this program is instituted, I think that it should include that sitting Council members and their immediate families are not eligible for any grants available.
4. In closing I would like to come to Council to bring up a number of issues, but I have noticed there are a number of Councilors who do not wear a mask. Do we have a policy for this or can everyone just do what they want? I realize if someone is going to speak, for clarity they might not want to wear the mask, but during public input they should be worn. You know the old saying, "If you're talking you can't be listening". If you're really interested in the opinions of the electorate during public input you should be listening.
5. Thank You for listening to my concerns."

Mayor Goughan stated that the city will look into the issues with the sewer permits.

Mayor Goughan read a letter he wrote to the EMT's

"I have a friend. I've known this friend for about 30 years. Over these 30 years I've known that my friend has strong political views and strong views on how life should be lived. My friend will usually back-up these views with educational facts on that particular issue. Oddly enough, my friend's predictions most often come true. My friend has a kind heart and if you were to become close to my friend I'm positive that you would sense this trait.

My friend has very little problem-solving technique within their demeanor. My friend enjoys the battle more than the goal trying to be achieved. My friend is odd that way. My friend's soul lost its best friend about a year ago and is in search of a reason and life. A soul that is lonely and most likely hurting. A feeling and hurting that I myself will feel if "farmer" Gloria were to leave me first.

I am going to give my friend grace and support while going thru this period of their life on earth.

On another subject, last night's meeting had three people speak during public forum. I want to say that there is a reason that professional people will say, "keep your comments short and to the point". After about 5 minutes I have developed the ability to listen to just the jest of the point or points being made. As Mayor, right or wrong, I have to admit this fact. At the end of last night's meeting, Dennis mentioned that he did not appreciate Wilfred's comment about the [EMS personnel] "groping" of his wife". I want to say that I must have heard it but it did not register in my brain. I had tuned him out 5 minutes prior. I am going to give myself an F- on this one.

I cannot be afraid "to back-up". The men of the Caribou-Fire Ambulance Department are due an apology. I have and will always admire their professional way in which they perform their jobs. Any other issues are not subject. The Mayor needs to apologies. I'm going for a walk in the woods to figure out how to do this necessary task.

Have a great evening

"farmer" Mark "

Council Agenda Item #5: City Council Minutes

a. July 15 Special Meeting Minutes Amendment

Motion made by J. Smith, seconded by N. Cote to accept the July 15 Special Meeting Minutes Amendment as presented. (5 Yes) So voted.

b. July 27 Regular Council Meeting

Motion made by J. Theriault, seconded by D. Morrell to accept the July 27 Regular Council Meeting Minutes as presented. (5 Yes) So voted.

c. August 10 Regular Council Meeting

Motion made by J. Theriault, seconded by J. Smith to accept the August 10 Regular Council Meeting minutes as presented. (5 Yes) So voted.

Council Agenda Item #6: Bid Award, Recognitions & Appointments

a. Tax Acquired Property Bid Award for 32 Fenderson Street

Motion made by J. Smith, seconded by J. Theriault to sell the property located at 32 Fenderson street for \$4500.00 to William Gehring. (5 Yes) So voted.

Council Agenda Item #7: Financials _ July Financial Report

Manager Marker reviewed the July Financials report dated 08/28/2020. Motion made by J. Smith, seconded by J. Theriault to accept the July Financial Report as presented. (5 Yes) So voted.

Council Agenda Item #8: Public Hearing

a. Ordinance No. 4, 2020 Series – Amending Liquor License Review Procedures

Mayor opened the public hearing at 7:03 p.m.

No one from the public was present to speak to the issue.

Mayor closed the hearing at 7:04 p.m.

Manager Marker explained the changes to the ordinance allow Administration to approve routine renewals or expansion requests so businesses will not have to be delayed by agendas timeframes. New applications still would go to council and any denials would still need to go to council for discussing. Motion made by J. Smith, seconded by J. Theriault to accept Ordinance No. 4, 2020 – Amending Liquor License Review Procedures as presented. (5 Yes) So voted.

Council Agenda Item #9: New Business

a. Community Improvement Program

Manager Marker provided information on the new Community Improvement Program which is a program designed to mirror the façade improvement program. This is intended to provide a funding opportunity for businesses outside of the TIF district but still utilize TIF funds for the effort. Additional considerations need to be made about applicability and qualifications.

b. Sale of City owned property at 398 West Presque Isle Road

Motion made by J. Smith, seconded by N. Cote to authorize the manager to accept the minimum bid of \$4800 and convey the property with a consent agreement. (5 Yes) So voted.

Council Agenda Item #10: Old Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action Ordinance No. 4, 2020 Series, Amending Liquor License Review Procedures

This was completed under agenda item number 8 a.

Council Agenda Item #11: Reports and Discussion by Mayor and Council Members

J. Theriault asked if the school still will have a resource officer and is the Police Department fully staffed? Manager Marker reported that the RSU was still funding the SRO position for the school year. There remains a vacancy in the department.

D. Morrell asked the Manager to request where the 1.2 million in savings in the school budget is with the new school project. He also asked where the city was at with the 110 Washburn Street property. Manager Marker related that the previous owner had been given notice to remove personal belongings. Public Works has indicated they could tear down and haul off the building. Councilor Morrell asked what the status of the fire station was. Manager Marker responded that the process is being finalized for advertisement.

Councilor Morrell asked for an update of the Pop-Up Junk yard on Access Highway. The tenant has been served and a court date is set for 10/03/2020.

Mayor Goughan asked for a certified letter from the state agency to find out why they cannot get involved with the junk yard.

Council Agenda Item #12: City Manager's Report

Manager Marker reviewed the City Manager's Report dated September 4, 2020

Council Agenda Item #13: Reports by staff and Appointed Officials

K. Murchison: More interest in tax acquired properties from places all around the country such as Texas, Colorado and even Southern Maine. Existing properties on the list have been torn down that were on the blight list. There is also interest in marijuana businesses having retail locations.

D. Brissette: Absentee Ballots, we have well over 600 applications processed at this time. People are receiving multiple applications for absentee ballots in their homes and, you only need to fill out one

application or you can even call and we can do it for you. Wilfred Martin has withdrawn from the City Council Race.

Council Agenda Item #14: Executive Session(s)

a. Collective Bargaining §405.6.C

Motion made by D. Morrell, seconded by J. Theriault to enter executive session at 8:02 p.m. Under Collective Bargaining §405.6.C. (5 Yes) So voted.

N. Cote excused from the meeting at 8:02 p.m.

Council exited executive session at 9:07 p.m.

No action taken.

Mayor Goughan related a conversation he had with another businessman from New Sweden recently. Mr. Gary Marquis's efforts to work with surrounding snow mobile clubs and his hard work were praised.

Manager Marker shared an employee suggestion for the Council to consider. Due to travel restrictions imposed with the pandemic, employees have had less freedom to take vacations. It was suggested that non-union employees be allowed to roll-over their vacation time into next year when they might better take advantage of it.

Council Agenda Item #15: Next Meeting(s)

September 15 & 21

Council Agenda Item #16: Adjournment

Motion made by D. Morrell, seconded by J. Theriault to adjourn the meeting at 9:21 p.m. (4Yes) So voted.

Danielle Brissette, Secretary

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
17 Health and Sanitation							
022 Health Officer							
01 Health Officer	\$ 500	\$ 500	\$ 500	\$ 500	100.0%	\$ 500	0%
023 Tri-Community Landfill							
01 Tri-Community Landfill	\$ 249,067	\$ 249,660	\$ 251,400	\$ 251,400	100.0%	\$ 258,942	3% 3 year rolling average. Assume 3% increase. Waiting for AWS budget
038 - Social Security							
01 - Social Security	\$ -	\$ -	\$ 38	\$ -	0.0%	\$ -	-100%
Totals	\$ 249,567	\$ 250,160	\$ 251,938	\$ 251,900	100.0%	\$ 259,442	3%

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Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021			
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request		% Change from Prior YR
31 Fire and Ambulance								
001 Salaries								
01 Regular Pay	\$ 810,378	\$ 822,283	\$ 892,755	\$ 892,755	100.0%	\$ 901,683	1%	Awaiting Union Negotiations. Assumes 1%
02 Overtime	\$ 328,382	\$ 357,310	\$ 290,000	\$ 298,869	103.1%	\$ 290,000	0%	
05 Stand By Pay	\$ 49,969	\$ 49,608	\$ 50,000	\$ 47,736	95.5%	\$ 47,736	-5%	
07 Amb. Billing Salaries	\$ 89,738	\$ 91,025	\$ 64,738	\$ 73,508	113.5%	\$ 89,550	38%	Assumes 1% increase with 1.75 FTE
08 Special Transports	\$ 39							
003 Office Supplies								
01 Postage	\$ 816	\$ -	\$ 300	\$ 55	18.3%	\$ 300	0%	
02 Advertising		\$ 2,768		\$ 136	#VALUE!			
03 Copier Rent		\$ 295	\$ 1,000	\$ 535	53.5%	\$ 960	-4%	
04 Equipment Repair	\$ 94							
05 Printer Ink	\$ 28	\$ 20	\$ 100	\$ 20	20.0%	\$ 100	0%	
07 Paper			\$ 1,000					
08 Office Supplies	\$ 6,078	\$ 2,173	\$ 1,500	\$ 2,250	150.0%	\$ 1,500	0%	
09 Amb. Billing Supplies	\$ 2,634	\$ 7,902	\$ 7,500	\$ 6,784	90.4%	\$ 7,500	0%	
13 Houlton Supplies	\$ 2,518	\$ 2,443	\$ 600	\$ 1,161	193.5%	\$ -	-100%	
14 Calais Supplies	\$ 2,033	\$ 1,992	\$ 1,800	\$ 1,856	103.1%	\$ 1,800	0%	
15 Van Buren Supplies								
16 Island Falls Supplies	\$ 1,093	\$ 1,074	\$ 500	\$ 1,181	236.2%	\$ 1,000	100%	
17 Patten Supplies	\$ 1,418	\$ 1,372	\$ 1,300	\$ 1,450	111.5%	\$ 1,300	0%	
005 Legal Fees								
04 Legal Fees								
009 Professional Dues								
01 Subscriptions	\$ 83	\$ 95						
04 Professional Dues	\$ 2,587	\$ 2,115	\$ 3,000	\$ 2,700	90.0%	\$ 3,000	0%	
010 Travel Expenses								
01 Mileage	\$ 284	\$ 202	\$ 500	\$ 250	50.0%	\$ 500	0%	
02 Meals & Lodging								
05 Travel Expenses	\$ 1,552	\$ 1,695	\$ 2,250	\$ 1,700	75.6%	\$ 2,250	0%	
011 Training & Education								
02 Training & Education	\$ 8,812	\$ 8,835	\$ 8,000	\$ 6,800	85.0%	\$ 8,000	0%	
014 New Equipment								
01 New Equipment	\$ 8,675	\$ 7,230	\$ 8,000	\$ 7,500	93.8%	\$ 10,000	25%	worn out 21/2 in line
015 Telephone								
01 Cell Phone	\$ 3,799	\$ 4,206	\$ 4,000	\$ 4,323	108.1%	\$ 4,200	5%	
04 Telephone	\$ 5,598	\$ 5,757	\$ 5,500	\$ 5,340	97.1%	\$ 5,500	0%	

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Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
31 Fire and Ambulance Cont'd							
016 Misc Income							
01 Insurance Reports							
017 Communications							
01 Website							
03 Internet	\$ 1,112	\$ 1,067	\$ 1,100	\$ 1,067	97.0%	\$ 1,100	0%
018 Health Insurance							
01 Health Insurance	\$ 281,388	\$ 289,059	\$ 324,405	\$ 324,405	100.0%	\$ 350,357	8%
02 Ambulance Health Insurance		\$ 22,149	\$ 51,375	\$ 51,375	100.0%	\$ 55,485	8%
							Waiting for Health insurance quotes for 2021 in November. Assumes 8%
019 Miscellaneous Exp.							
01 Misc. Expense	\$ 783	\$ 401	\$ 1,000	\$ 850	85.0%	\$ 1,000	0%
026 Heating Fuel							
03 Heating Fuel	\$ 19,720	\$ 18,089	\$ 17,000	\$ 15,774	92.8%	\$ 17,000	0%
027 Electricity							
11 Electricity	\$ 6,900	\$ 7,021	\$ 6,650	\$ 7,344	110.4%	\$ 7,000	5%
028 Water							
05 Water	\$ 752	\$ 706	\$ 700	\$ 815	116.4%	\$ 750	7%
							Additional cleaning due to COVID requirements
029 Sewer							
01 Sewer	\$ 504	\$ 548	\$ 550	\$ 625	113.6%	\$ 600	9%
							Additional cleaning due to COVID requirements
030 Building Supplies							
01 Building Supplies	\$ 3,791	\$ 3,874	\$ 3,500	\$ 3,500	100.0%	\$ 4,000	14%
							increase in cleaning supplies for COVID
031 Building Maintenance							
01 Building Maintenance	\$ 11,644	\$ 14,104	\$ 20,000	\$ 20,000	100.0%	\$ 20,000	0%
032 Property Insurance							
01 Property Insurance	\$ 1,905	\$ 1,768	\$ 2,260	\$ 2,260	100.0%	\$ 2,373	5%
							Waiting for insurance quotes for 2021 in November. Assume 5%
034 Workers Comp.							
01 Workers Comp.	\$ 72,224	\$ 84,658	\$ 103,616	\$ 103,616	100.0%	\$ 108,797	5%
							Waiting for insurance quotes for 2021 in November. Assume 5%
035 Unemployment Comp							
01 Unemployment Comp.	\$ 6,054	\$ 5,983	\$ 7,210	\$ 7,210	100.0%	\$ 7,571	5%
							Waiting for insurance quotes for 2021 in November. Assume 5%
036 Vehicle Insurance							
01 Vehicle Insurance	\$ 15,352	\$ 14,332	\$ 17,650	\$ 17,650	100.0%	\$ 18,533	5%
							Waiting for insurance quotes for 2021 in November. Assume 5%

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Detail of Proposed Expenses for 2021**

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		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request		% Change from Prior YR
31 Fire and Ambulance Cont'd								
037 Liability Insurance								
01 Liability Insurance	\$ 3,623	\$ 3,806	\$ 3,587	\$ 3,587	100.0%	\$ 3,766	5%	Waiting for insurance quotes for 2021 in November. Assume 5%
038 Social Security								
01 Social Security	\$ 94,375	\$ 97,723	\$ 106,355	\$ 106,355	100.0%	\$ 107,419	1%	Awaiting Union Negotiations
040 City & State Retirement								
01 City & State Retirement	\$ 67,436	\$ 72,715	\$ 70,645	\$ 70,645	100.0%	\$ 71,351	1%	Awaiting Union Negotiations
046 Recognitions								
01 Recognitions								
051 Equipment Maint.								
01 Software	\$ -							
03 Maintenance Contracts	\$ 9,413	\$ 9,084	\$ 9,000	\$ 9,100	101.1%	\$ 9,000	0%	
05 Equipment Main.	\$ 7,630	\$ 6,471	\$ 7,500	\$ 7,300	97.3%	\$ 7,500	0%	
067 Paid Call Firefighters								
01 Paid Call Firefighters	\$ 25,859	\$ 25,950	\$ 26,000	\$ 25,850	99.4%	\$ 26,000	0%	
068 Janitorial Services								
01 Janitorial Services								
069 Paid Call Insurance								
01 Paid Call Insurance	\$ 188	\$ -	\$ 400	\$ -	0.0%	\$ 400	0%	Waiting for insurance quotes for 2021 in November
070 Clothing Allowance								
01 Uniforms	\$ 7,102	\$ 6,974	\$ 8,000	\$ 7,300	91.3%	\$ 8,000	0%	
02 Turnout Gear	\$ 2,120	\$ 2,741	\$ 1,000	\$ 1,000	100.0%	\$ 1,500	50%	
03 Clothing	\$ -							
04 Boots	\$ 440	\$ 120	\$ 500	\$ 440	88.0%	\$ 500	0%	
06 Clothing Allowance	\$ -							
071 Radio Maintenance								
01 Vehicle	\$ 968	\$ 852	\$ 2,000	\$ 1,000	50.0%	\$ 2,000	0%	
02 Building	\$ 71	\$ -	\$ -					
03 Radio Maintenance	\$ 2,710	\$ 1,390	\$ 5,000	\$ 2,700	54.0%	\$ 5,000	0%	
072 Ladder Testing								
01 Ladder Testing	\$ 2,833	\$ 3,500	\$ 3,500	\$ 3,500	100.0%	\$ 3,500	0%	
073 Vehicle Repair								
01 Vehicle Repair	\$ 14,227	\$ 13,952	\$ 13,000	\$ 14,250	109.6%	\$ 15,000	15%	

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		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
31 Fire and Ambulance Cont'd							
074 Tires							
01 Tires	\$ 5,384	\$ 6,198	\$ 8,500	\$ 8,000	94.1%	\$ 8,500	0%
02 Tire Replacement	\$ -						
075 Gas/Oil/Filters							
01 Gas/Oil/Filters	\$ 3,410	\$ 3,736	\$ 4,000	\$ 2,700	67.5%	\$ 4,250	6% increase in bulk oil
076 Diesel Fuel							
01 Diesel Fuel	\$ 33,689	\$ 34,607	\$ 26,700	\$ 22,900	85.8%	\$ 27,000	1%
077 Batteries							
01 Vehicle	\$ -						
02 Equipment	\$ 219	\$ 298	\$ 400	\$ 250	62.5%	\$ 1,000	150% need batteries for Zoll monitors, 5yrs old
03 Batteries	\$ 38						
078 Field Expenses							
01 Field Expenses	\$ 755	\$ 210	\$ 1,000	\$ 750	75.0%	\$ 1,000	0%
079 Employee Physicals							
01 Employee Physicals	\$ 330	\$ 323	\$ 1,200	\$ 350	29.2%	\$ 1,500	25%
080 Paid Call Volunteers							
01 Paid Call Volunteers	\$ 1,829	\$ 1,325	\$ 2,000	\$ 975	48.8%	\$ 2,000	0%
082 Bad Debt Allowance							
01 Bad Debt Allowance	\$ 102,385	\$ 107,290	\$ 100,000	\$ 100,000	100.0%	\$ 140,000	40% Accounts have been held to try and stay in budget. Need to increase.
02 Collection Fee	\$ 2,531	\$ 1,620	\$ 1,300	\$ 2,100	161.5%	\$ 2,000	54%
083 Contractual Allowance							
01 Contractual Allowance							
085 Transport Meals							
01 Transport Meals	\$ 8,955	\$ 7,802	\$ 8,000	\$ 6,950	86.9%	\$ 8,000	0%
086 Air Transports							
01 Air Transports	\$ 97,835						
087 Medical Supplies							
01 Ambulance Supplies	\$ 6,837	\$ 7,120	\$ 7,000	\$ 8,991	128.4%	\$ 8,000	14% mandates for covid
02 Oxygen	\$ 3,770	\$ 2,860	\$ 3,500	\$ 2,032	58.1%	\$ 3,500	0%
03 Medical Supplies	\$ 5,826	\$ 6,527	\$ 7,000	\$ 6,500	92.9%	\$ 8,000	14% mandates for covid
292 EMS Licenses							
01 EMS License	\$ 1,479	\$ 1,863	\$ 1,800	\$ 1,863	103.5%	\$ 1,800	0%
Totals	\$ 2,238,737	\$ 2,261,217	\$ 2,330,246	\$ 2,330,788	100.0%	\$ 2,448,930	5%

Exhibit B:
DRAFT Capital Improvement Plan 2021 - 2023
 With Previous Capital for 2019 and 2020

Dept	Type	YB	YE	2019		2020		2021		2022		2023	
				Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note
Fire/EMS	Equipment	2019	2019	\$ 1,000	Foam Equipment/supplies		Use of Current Reserves #24 Remount	\$ (50,000)	Use of Current Reserves #24 Remount				
Fire/EMS	Equipment	2019	2019	\$ 5,000	Fire Hose replacement (\$5000)								
Fire/EMS	Equipment	2019	2019	\$ (1,700)	Use of Current Reserve - Fire Hose								
Fire/EMS	Equipment	2019	2019	\$ 1,000	Stair Chairs								
Fire/EMS	Equipment	2019	2019	\$ 1,000	Computer								
Fire/EMS	Equipment	2019	2019	\$ (1,000)	Use of Current Reserves - Computers								
Fire/EMS	Equipment	2019	2019	\$ (1,000)	Use of Current Reserves - Stair Chairs								
Fire/EMS	Program	2019	2019	\$ (1,000)	Use of Current Reserves - Foam								
Fire/EMS	Equipment	2019	2020	\$ 75,000	1/2 ambulance remount in 2020	\$ 30,000	#24 Remount in 2021 (1/4 payment)	\$ 60,000	#24 Remount				
Fire/EMS	Facilities	2019	2020	\$ -	1/2 roof repair in 2020	\$ 66,000	Roof repair in 2020 estimated \$75K. (Bid down \$9K from original)	\$ 90,000	Roof repair in 2020 estimated \$75K.				
Fire/EMS	Facilities	2019	2020			\$ 100,000	Station Structural Reinforcements (down \$50K from original)	\$ 200,000	Station Structural Reinforcements				
Fire/EMS	Equipment	2019	2024		1/6 Replace ambulance monitors and stretchers in 2027 (\$265,000) (Deferred to future)		1/6 Replace ambulance monitors in 2024 (\$150,000)		1/6 Replace ambulance monitors in 2024 (\$150,000)	\$ 50,000	1/6 Replace ambulance monitors in 2024 (\$150,000)	\$ 50,000	1/6 Replace ambulance monitors in 2024 (\$150,000)
Fire/EMS	Equipment	2019	2027		1/9 allocation toward replacement ladder truck in 2027 (Deferred to future)		1/9 allocation toward replacement ladder truck in 2027	\$ 100,000	1/9 allocation toward replacement ladder truck in 2027	\$ 100,000	1/9 allocation toward replacement ladder truck in 2027	\$ 100,000	1/9 allocation toward replacement ladder truck in 2027
Fire/EMS	Facilities	2020	2020			\$ -	Use of Current Building Maintenance Reserves for Roof (+10K)	\$ (176,000)	Use of Current Building Maintenance Reserves for Roof				
Fire/EMS	Equipment	2021	2021					\$ 2,100	Dispatch Computer, office computer				
Fire/EMS	Equipment	2021	2022					\$ 75,000	1/2 ambulance #23 remount in 2022	\$ 75,000	1/2 ambulance #23 remount in 2022		
Fire/EMS	Equipment	2022	2022							\$ 16,000	Replace 2 of 3 overhead mounted space heaters		
Fire/EMS	Facilities	2022	2022							\$ 2,200	Replace Intercom System		
Fire/EMS	Equipment	2022	2022							\$ 8,000	Replace Air Compressor		
Fire/EMS	Equipment	2022	2022							\$ 5,500	Replace Low Voltage Systems		
Fire/EMS	Facilities	2022	2022							\$ 13,200	Lower Parking Lot Repair		
Fire/EMS	Facilities	2022	2022							\$ 6,000	Concrete replacement at entries		
Fire/EMS	Facilities	2022	2022							\$ 32,000	Retaining Wall Repairs		
Fire/EMS	Equipment	2022	2022							\$ 600	Office computer		
Fire/EMS	Facilities	2022	2022							\$ 60,000	Install backup furnace		
Fire/EMS	Equipment	2022	2023							\$ 4,000	Replace Split System Heat Pumps	\$ 4,000	Replace Split System Heat Pumps
Fire/EMS	Equipment	2023	2023								\$ 20,000	Upgrade heating control system	
Fire/EMS	Facilities	2023	2023								\$ 11,550	Upper Parking Lot Repair	
Fire/EMS	Equipment	2023	2024					\$ (50,000)	TIF Reserves for Roof and Structure Work			\$ 75,000	1/2 ambulance #22 remount in 2024
Fire/EMS	Facilities	2023	2025								\$ 25,000	1/3 overhead door replacement	
Fire/EMS	Equipment	2024	2024										
Fire/EMS	Equipment	2024	2024					\$ (9,000)	Use of 60 Access Building Maintenance for Fire				
Fire/EMS	Facilities	2024	2028										
Fire/EMS	Equipment	2025	2025										
Fire/EMS	Equipment	2025	2026	\$ 78,300		\$ 196,000	Total	\$ 242,100	With use of reserves	\$ 372,500		\$ 285,550	

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
60 Airport							
001 Salaries							
01 Regular Pay	\$ -	\$ -	\$ 1,100	\$ -	0.0%	\$ -	-100%
008 Computer Maintenance							
04 Computer Maintenance	\$ 234						
015 Telephone							
04 Telephone	\$ 261	\$ 258	\$ 325	\$ 698	214.8%	\$ 700	115%
017 Communications							
03 Internet	\$ 478	\$ 750	\$ 325	\$ 586	180.3%	\$ 600	85%
019 Miscellaneous Expense							
01 Misc. Expense	\$ 381	\$ 126	\$ 400	\$ 120	30.0%	\$ 150	-63%
026 Heating Fuel							
03 Heating Fuel	\$ 4,224	\$ 7,414	\$ 6,500	\$ 6,801	104.6%	\$ 7,000	8%
027 Electricity							
11 Electricity	\$ 1,180	\$ 1,001	\$ 1,050	\$ 837	79.7%	\$ 900	-14%
14 Airport Hangar		\$ 1,721	\$ 750	\$ 1,798	239.8%	\$ 1,800	140%
028 Water							
05 Water	\$ 684	\$ 526	\$ 650	\$ 526	80.9%	\$ 550	-15%
029 Sewer							
01 Sewer	\$ 326	\$ 250	\$ 400	\$ 250	62.5%	\$ 350	-13%
030 Building Supplies							
01 Building Supplies	\$ 1,021	\$ -	\$ 100	\$ -	0.0%	\$ 100	0%
031 Building Maintenance							
01 Building Maintenance	\$ 2,184	\$ 493	\$ 500	\$ 532	106.4%	\$ 500	0%
032 Property Insurance							
01 Property Insurance	\$ 1,253	\$ 1,374	\$ 1,470	\$ 1,470	100.0%	\$ 1,544	5%
							Waiting for insurance quotes for 2021 in November. Assume 5%
037 Liability Insurance							
01 Airport Liability	\$ 1,891	\$ 2,173	\$ 2,625	\$ 2,625	100.0%	\$ 2,756	5%
							Waiting for insurance quotes for 2021 in November. Assume 5%
038 Social Security							
01 Social Security	\$ 1,018	\$ 1,367	\$ 700	\$ 700	100.0%	\$ 700	0%
							PT Snow Plowing
040 City & State Retirement							
01 City & State Retirement	\$ -	\$ -	\$ 450	\$ -	0.0%	\$ -	-100%

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021			
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request		% Change from Prior YR
051 Equipment Maintenance								
05 Equipment Maintenance	\$ 1,789	\$ 2,387	\$ 1,000	\$ 1,675	167.5%	\$ 2,000	100%	
076 Diesel								
01 Diesel	\$ 5,073	\$ 5,818	\$ 6,000	\$ 3,269	54.5%	\$ 5,000	-17%	
153 Air Consultant Contract								
01 Air Consultant Contract	\$ 10,483	\$ 9,100	\$ 5,800	\$ 5,400	93.1%	\$ 5,500	-5%	
155 Snow Plowing								
01 Snow Plowing	\$ 8,683	\$ 9,313	\$ 8,000	\$ 6,141	76.8%	\$ 7,500	-6%	PT Snow Plowing Personnel + Related Costs. No Plowing of Crossway
156 Runway Lights								
01 Runway Lights	\$ 833	\$ -	\$ 750	\$ 760	101.3%	\$ 750	0%	
157 Runway Maintenance								
01 Runway Maintenance	\$ 772	\$ 500	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0%	
161 Garbage Coll								
01 Garbage Collection	\$ -	\$ -	\$ 250			\$ 250	0%	
420 AVGas								
01 AVGas	\$ 18,466	\$ 14,453	\$ 17,500	\$ 10,603	60.6%	\$ 18,000	3%	Will need to purchases in 2021
Totals	\$ 61,256	\$ 59,025	\$ 59,645	\$ 47,793	80.1%	\$ 59,650	0%	

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
61 Caribou Trailer Park								
006 Legal Fees								
01 Legal Fees	\$ -							
027 Electricity								
11 Electricity	\$ 1,405	\$ 1,728	\$ 1,300	\$ 1,822	140.1%	\$ 1,750	35%	
028 Water								
05 Water	\$ 4,338	\$ 4,610	\$ 4,250	\$ 4,575	107.6%	\$ 4,500	6%	
029 Sewer								
01 Sewer	\$ 2,771	\$ 3,063	\$ 2,750	\$ 3,000	109.1%	\$ 3,000	9%	
032 Property Insurance								
01 Property Insurance	\$ 98	\$ 207	\$ 200	\$ 200	100.0%	\$ 210	5%	Waiting for insurance quotes for 2021 in November. Assume 5%
105 Street Lights								
01 Street Lights	\$ 1,529	\$ 1,440	\$ 1,625	\$ -	0.0%	\$ -	-100%	These costs were rolled into the city streetlights under Fund 38
147 Park Maintenance								
01 Park Maintenance	\$ -					\$ 8,000	#VALUE!	Removal of two trailers anticipated
158 CTP License Fee								
01 CTP License Fee	\$ 282	\$ 315	\$ 265	\$ 115	43.4%	\$ 120	-55%	License dropped with corrected unit count to state
160 CTP Park Maintenance								
01 CTP Park Maintenance	\$ 383	\$ 86	\$ 1,000	\$ 600	60.0%	\$ 1,000	0%	
161 Garbage Collection								
01 Garbage Collection	\$ 1,575	\$ 1,620	\$ 1,600	\$ 1,620	101.3%	\$ 1,650	3%	
385 Year End CTP								
01 Year End CTP	\$ 3,335	\$ 1,665		\$ 1,706				
Totals	\$ 15,716	\$ 14,733	\$ 12,990	\$ 13,638	105.0%	\$ 20,230	56%	

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
65 Cemeteries							
165 Evergreen Cemetery							
01 Evergreen Cemetery	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0%
166 Grimes Cemetery							
01 Grimes Cemetery	\$ 1,357	\$ 1,100	\$ 2,000	\$ 2,000	100.0%	\$ 2,000	0%
167 Sacred Heart Cemetery							
01 Sacred Heart Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	100.0%	\$ 350	0%
168 Holy Rosary Cemetery							
01 Holy Rosary Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	100.0%	\$ 350	0%
169 Green Ridge Cemetery							
01 Green Ridge Cemetery	\$ 150	\$ 150	\$ 150	\$ 150	100.0%	\$ 150	0%
170 Lyndon Cemetery							
01 Lyndon Cemetery	\$ 300	\$ 300	\$ 300	\$ 300	100.0%	\$ 300	0%
171 Bubar Cemetery							
01 Bubar Cemetery	\$ 100	\$ 100	\$ 100	\$ 100	100.0%	\$ 100	0%
172 Memorial Day Flags							
01 Memorial Day Flags	\$ 718	\$ 600	\$ 600	\$ 600	100.0%	\$ 600	0%
190 Veterans Cemetery Fund							
01 Veterans Cemetery Fund		\$ -					
Totals	\$ 6,325	\$ 5,950	\$ 6,850	\$ 6,850	100.0%	\$ 6,850	0%

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Charter Consistency of Council Actions
DATE: October 1, 2020

At the request of Mayor Goughan during the September 21, 2020 City Council meeting, I have prepared a non-legal opinion of potential conflicts or inconsistencies with City Council actions for the preceding two years and the City's Charter. My references for the following evaluation are the Charter, historical minutes of meetings and communications available between staff and legal counsel.

This memo does not purport to indicate whether any Council action was the right or best decision. That is a matter of opinion and which judicial scrutiny generally finds in favor of the municipal body so long as no illegal action was taken. A more in-depth legal opinion of these matters may be obtained if desired.

Summary

During my review of Council actions within the prescribed timeframe, I find no blatant violation of the charter. There are, however, some general points of order, process, or customary actions which can be refined to be more consistent with the plain wording of the Charter. These refinements may require additional training of Council members, improved communication between Council and City staff, or modifying of processes. The Charter itself can also be refined if the Council or citizens desire to propose amendments.

Findings

The following general findings are presented for consideration. They are discussed using the Charter outline rather than in a chronological order of occurrence. Where Council action took place with pertinence to the item, the Council meeting dates will be indicated in (MM/DD/YYYY) format. Not all applicable Council meetings are listed, rather a sample set or examples are provided where appropriate.

Section 2.01(b) City Council Composition, Eligibility, Election and Terms.

"Eligibility. Only qualified voters of the City, who are current for all annual personal and real property taxes due to the city on or before December 31st of the previous year, shall be eligible to hold the office of Councilor."

The interpretation of this section has been a source of contention between the public and the Council in the last two years. Some would argue that all taxes must be current (i.e. paid in full) by December 31 before a Councilor takes office. The city's legal counsel has advised, with concurrence from the legal staff of Maine Municipal Authority, that this should be read as the taxes being due before December 31 of the previous year must be current before taking office. In other words, so long as taxes are current before a councilor takes office, it doesn't matter when they get paid so long as they are paid before being sworn into office. Consistent with the city's legal counsel, funds were tendered and receipted for taxes owed by all Council members over the past two years. Unless

this section is modified for better clarity, the city staff will process tax payments in accordance with legal counsel direction.

Section 2.01(d) City Council Composition, Eligibility, Election and Terms.

“Officers of City. The members of the City Council shall be and constitute the municipal officers of the City of Caribou for all purposes required by statute.”

There are multiple processes outlined by state code, which indicate the “municipal officers” are required to act. Some examples include approving warrants, issuing permits for liquor licenses (01/08/2018, et al) and underground sewer treatment facility violation notices (07/15/2020) among others. The city charter does not specifically allow the Council to delegate its authority as municipal officers, but ordinances have been adopted and actions customarily made that delegate some review and approval authority to the City Manager and by extension, the city staff. (E.g. 01/03/2017, 01/02/2018, 09/08/2020) This delegation to the Manager would be permissible under Section. 3.04(9), which provides that the Council may require the Manager to perform other duties than those specifically provided by Charter, but additional clarification of delegation authority would be helpful under Section 2.01(d).

Section 2.03 Mayor-council Chairperson.

“...The Mayor shall, subject to the approval of the City Council, appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees.”

The Charter outlines that the Mayor can appoint Council Committees. Generally, the Mayor makes assignments of Council members to standing Council committees in the month of January. Citizen committees have from time to time been organized at the direction of Mayors, such as the citizens public safety committee (01/19/2018) and the Citizens Advisory Board for Residential Rural/Urban Renewal (04/22/2019). However, the Charter doesn’t specifically give citizen committee organizational powers to Mayors. Which is not to say these groups are not appropriate or that they should not have been organized, but that Mayors do not have power to organize them. The Mayor can organize a Council Committee and can invite citizens to participate in that committee’s fact finding/deliberations or the Council can direct staff to organize a stakeholder group of citizens in which Councilors can also participate. Either way, these groups serve a legitimate and insightful purpose in the formation of policy and planning matters. This issue is raised as a matter of technicality for the future.

A similar delegation practice is that of Mayors appointing members of the Council to serve as Council representatives to citizen boards, e.g. Library Board, Nylander Museum, Recreation, etc. (01/08/2018). The Charter does not stipulate that Council members are to sit on or be assigned to attend citizen boards of the city. As a matter of practice, this custom enables Council members to get first-hand knowledge and better understand what these boards are advising or planning. This information can help the Council in deliberations on the budget and personnel matters. So, this custom is not specifically allowed by charter and Mayors have no authority or obligation to make these assignments, but it is a beneficial practice for the Council should they choose to continue it. Some city partnering boards like Aroostook Waste Solutions, CEGC, NMDC, or Agency on Aging ask that the Council appoint a representative to attend their meetings, but the appointees need not be Council members.

Finally, under this part, the Charter states Mayors “shall . . . name the Chairperson of said [Council] Committees and determine the duties of said Committees”. The standing Council committees don’t have clearly defined duties although they have been filled for many years. It would be beneficial if the committee purposes and responsibilities were clarified in writing and minutes kept of proceedings for Council records. Recognizing that a future Mayor would have authority to redefine said committees if desired.

Sec. 2.09 Independent Audit.

“The Council shall provide for an independent annual audit of all City accounts and may provide for such more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest direct or indirect, in the fiscal affairs of the City government or any of its officers and must use accounting practices defined to be used as national standards for municipal governments.” (emphasis added)

The standard for auditing of city accounts is that such must be done by a firm or person who are certified public accountants and they must use accounting practices defined to be used as national standards for municipal governments. There may be from time to time a question from the Council about certain department operations or divisions and efforts have been made by the City Administration to provide answers to such questions. Any future cost/benefit analysis (i.e. audit) of such operations should be handled by a certified accountant who can make presentation to the City Council on their findings. The Council can certainly be part of establishing the framework for these “more frequent audits” so that their questions are appropriately noted and can be responded to by the auditors.

Section 2.10 Procedure.

“the Council may call an executive session in accordance with the provisions of Maine State Law, as amended from time to time.”

Under State statute, in order to enter into executive sessions, the motions must include certain information or notice prior to the executive session. This is particularly spelled out for personnel matters. The state statute also indicates that specific reasons for the session need to be stated in motions with no other topics being discussed other than those mentioned in a motion. The Council may consider additional language in their executive session motions to better meet the intent of state statute.

Section 2.11(7) Action Requiring an Ordinance

Convey or lease any lands owned by the City of Caribou except for tax acquired property which shall be retained, sold or otherwise disposed of in accordance with any ordinance enacted by the City for retention or disposition of tax-acquired property.

The current policy regarding disposition of tax-acquired property has been amended multiple times (e.g. 03/25/2013, 03/11/2019), but was done so by resolution as presented by the City staff. This section of the charter clearly indicates that this policy is to be adopted by Ordinance. The current Council recently asked that this policy be reviewed (08/10/2020). This policy and future amendments will be presented to the Council in ordinance form.

Section 5.02. Money Expended.

No money shall be paid out of the City treasury except by order issued and signed by a majority of the City Councilors, or their authorized representative and presented to the treasury for payment.

The City Council is required to approve disbursement of funds (i.e. warrants). The City Council has, during the first business meetings of past years, authorized the City Manager to approve all warrants. This authorization may be rescinded by a majority of the Council or not renewed if desired.

Section 5.06 (e) Set the Rate of Taxation

The City Council will set the rate of taxation for the City based on the approved budgets of the City, County and RSU 39 on or before the 30th of June each year.

There have been years when the Council has not acted in timely fashion under this provision of the Charter (e.g. 2017, 2019, 2020). The rate can only be set if the legislative policy is set and the city, RSU and County have set their appropriation amounts which are incorporated into establishing the mil rate. In 2017 the legislature was still debating the homestead provisions into July. The Council initiated a reduction in the budget appropriations in June 2019, which were not resolved until July. In 2020, the RSU was granted until August to set its appropriations for the 2020-21 year, which delayed the mil rate adoption. The city has delayed setting the mil rate when all factors were not available based upon direction from the Maine Municipal Authority legal services department.

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Police Department Morale
DATE: October 2, 2020

To better understand morale in the police department, a voluntary and anonymous, online survey was prepared for members of the department to take. Indication from the officers was that many want to respond, but a representative sample has not yet been achieved. The survey is open and available for department personnel until noon on Monday, October 5. A summary of comments and feedback will be provided at the Council meeting. Personal interviews have also been conducted.



City Manager's Report

October 2, 2020

Economic Projects

Porvair CDBG program	Waiting on Porvair to close out this project. City is still holding a portion of reimbursement funds.
Events and Marketing	Preparing for drive-thru Halloween activities. Will be promoting a fall decoration contest with sponsor support.
Blight Cleanup	The home at 110 Washburn had asbestos, which has been cleaned up. Demolition of the home will take place in 2 weeks. No word from legal counsel about land bank ordinance.
Hilltop Senior Living	No Certificate of Occupancy has been issued yet. Still plan to hold a ribbon cutting event.
Birdseye Cleanup	Waiting on CES to finalize report to DEP with an update on the project status.
Title 13 ReWrite	Planning Board meeting set for October 8 will include review of land use table and general zone standards. A retail marijuana code amendment has been drafted for them to also consider.
Façade Improvement Program	Need to make appointments to the façade improvement grant selection committee and make a determination on eligibility of applicants from earlier this year for consideration with 2020 available funds. Need additional discussion with Council about city-wide grant program direction. Have asked for input from CEGC.
Sitel Building	Building signs were changed. No word on potential tenants.
River Front - Powerplants	Versant has terminated power at the steam plant. They still have equipment inside that needs to be removed. Algonquin removed all their office equipment from the steam building on Tuesday, Sept. 28.
River Front - DOT Lands	Awaiting complete building plans for the property owned by Scott Englund.
River Front - Salmon	No update.
VMS Building	The old VMS building is under contract and interior refinishing is taking place for a prospective tenant, a call center.

Major Administrative Projects

Recall Petition	Still waiting for petition forms to be submitted.
Fire Structural Study	Mandatory pre-bid meeting was held on Wednesday. Bids are due October 15 and will be on the next Council agenda.
Teague Park	The RSU and their contractor continue to work through punch list items. A bid opening took place on Wednesday for the new splash pad. Only one bid was received. Gary Marquis is working contractor and subs to "value engineer" the project and see where some costs can be brought down.

Union Negotiations.	Have not received requests for negotiation from any unions at this time.
Capital Facility Maintenance Plans	All facility assessment reports are completed. Recommended repairs/maintenance will be incorporated into the 2021 capital budget requests.
City Hall Boiler Systems	MMA inspector report by BoilerRE on Aug 26 indicates major repairs needed. This has been discussed for the past two budget cycles and some funding has been set aside. The boilers were inspected by our typical maintenance provider and he indicates the boilers are not serviceable. They are 30 years old and no parts have been made for the past 10 years. New boilers are needed and a new chimney liner unless the pellet boiler is removed and that newer lined chimney is tapped for the boilers. A quote of \$42,905 was provided to replace the boilers and run new chimney liner. Additional options will be discussed.
60 Access Highway	Notice was sent to parties who were tenants under the city's ownership of 60 Access Highway. They were given until September 30 to provide full payment of past amounts due or to submit a repayment plan to the city's attorney. No payments have been received by the city since the letters went out. Legal will follow up.
New LED Street lights	Looking to illuminate 5 new intersections this year (South Main/York, Dorces/Harvest, Marshall/Newton, West PI Road/Buck Road, and Outer York/Mitchell Road. Waiting for bid numbers.
COVID-19 Status	Continue operating under new normal.
North Main Street	Project is completed. Working with DOT for reimbursements.
Airport	Apron crack seal project is complete. Holding off on Apron overlay until 2021.
River Road	DuBois & King submitted their final geologic report to close out the project. Dr. Chomka is willing to entertain a slope easement in favor of the city. Can discuss more in real estate executive session.
Investment Policy	Met with Scott Viollette from Barresi Financial, Inc to review state investment requirements. Indication is that "it is theoretically possible to build a portfolio with the investment options available within the statute. The account could have some liquidity, income, and safety of principal. Might be tough to get much yield at this point using the instruments available, but it's also tough to get yield in a CD as well." Have not set up a presentation with the full Council yet. We informed him that an RFP for services and portfolio options would likely be advertised. Another investment committee meeting would be good to discuss.
Tax Acquired Property Policy	Finance Director has provided to all departments the list of potential tax lien foreclosure properties for 2020. Staff are reviewing the list in order to provide recommendation to the Council in November.
Parking Lot Paving	Soderberg Construction indicates the north mall parking lot work will begin the latter part of next week.
General Plan Update	Ken is conducting a current land use survey of the city for consideration with discussions about future land uses. The Riverfront stakeholder group will be meeting on October 14 at 6pm to continue dialogue about future land uses.
Sitel Reimbursements	Will follow up with invoice January 2021.
Procurement Policy	Waiting for final review memo from auditors.
Cable Franchise Renewal	On hold per Council direction
Wage Policy	On hold until higher priority Title 13 work is completed.

Monthly Permit Report

September 2020

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	4	38	9	56
HOMES	0	5	1	3
MOBILE HOMES	0	0	0	2
MULTI-FAMILY	0	0	0	1
COMMERCIAL	3	14	1	13
EXEMPT	0	0	1	1
PLUMBING PERMITS				
INTERNAL	3	10	1	8
EXTERNAL	5	15	2	8
DEMO PERMITS	4	15	0	11
SIGN PERMITS	1	4	1	7

Year-to-Date is January 2020 to September 2020

Note: If you are tracking new home construction, one permit from April was originally issued as a garage and addition, when the contractor started work it became clear that a new home should be constructed.

One home permitted in May will not be constructed until 2021.

A commercial project at McDonald's (self order kiosk and restroom upgrade) also on hold until 2021.

Tank work at R.H. Foster was permitted by the state. The department has been given copies.

No application for new store construction. We have heard that it will be in 2021 now.



AROOSTOOK WASTE SOLUTIONS
Board of Directors Meeting
August 28, 2020

MINUTES

CALL TO ORDER: The meeting was called to order by President Puckett at 7:30 am.

MEMBERS PRESENT: Dana Fowler, Martin Puckett, Ken Murchison, Dennis Marker, Stev Rogeski, Jesse Philbrick, Bud Finch

MEMBERS ABSENT: Andrea Powers, Kevin Freeman, Mark Goughan

OTHERS PRESENT: Sharon Raymond, Mark Draper

With this being Jesse Philbrick's first (recent) meeting as a Board member, the Board members introduced themselves.

1. Review and approve the minutes of the June 26, 2020 meeting

A motion was made by Ken Murchison; and was seconded by Stev Rogeski; to approve the minutes as presented. The motion carried unanimously.

2. Review and approve the financial statements for the period ending June 30, 2020

Mark briefly reviewed the financial notes provided in the Board packet. **A motion was made by Stev Rogeski; and was seconded by Dana Fowler; to approve the financials as presented. Motion carried unanimously.**

3. Review and approve the financial statements for the period ending July 31, 2020

Mark reviewed the financial notes provided in the Board packet. **A motion was made by Dana Fowler; and was seconded by Ken Murchison; to approve the financial statements as presented. The motion carried unanimously.**

4. Review and approve the warrant for checks numbered 24466 through 24668

Mark noted that the warrant was for two (2) months due to the Board not meeting in July. **A motion was made by Dennis Marker; and was seconded by Ken Murchison; to approve the warrant as presented. The motion was carried unanimously.**

5. Solid Waste Director's report

Mark reported on the following:

- a. Leachate lagoon cleaning – PILF: sludge needs to be removed periodically from leachate storage lagoons at both TCL and the PILF. TCL has been completing this work internally since purchasing a vac-truck several years ago, at a considerable savings compared to hiring a contractor. The leachate lagoons at the PILF were cleaned recently using AWS equipment and personnel, again, at a considerable savings.
- b. Landfill development plan: the landfill development plan has been reviewed by DEP staff, who provided additional detail regarding licensing requirements and review times. This is valuable planning information.
- c. Coke processing: the crew has been able to get caught up with the material requiring processing. It appears that the hydraulic pump in the can press needs to be replaced at significant cost. Mark will evaluate whether or not it is worth the expense.
- d. Truck scale calibrations: Fairbanks has completed the annual calibration of the truck scales at TCL and the PILF. Both were calibrated successfully.
- e. Scrap metal: the scrap metal piles at both the TCL and the PILF were sold to AIM Recycling for \$75/ton. The total revenue is expected to be approximately \$18,000.

5. Review and discuss updating the Business Plan (strategic planning session)

Mark presented to the Board proposed revisions to the Business Plan, which was originally developed in 2014, and which ultimately led to the merger with Presque Isle to improve TCL's strategic business position. Now that the merger is complete with the formation of AWS, Mark suggested reviewing and updating the plan to determine "what's next" for AWS. The Board reviewed the draft revisions and offered several suggestions. Mark will update the document with the suggestions and bring it back for further review by the Board.

6. Schedule the next meeting

The next meeting was scheduled for September 25, 2020.

With no further business to discuss, the meeting was adjourned at 10:10 am.

Respectfully submitted,

Dennis Marker, Secretary

**CFAD MONTHLY REPORT
SEPTEMBER 2020**

**Fire Calls_19_Ambulance Calls_177_Cancelled Calls_2_=Total Calls198____
See Attached Breakdowns**

-Alarms for Fires (33)- 3	-ALS Calls - 101
-Alarms for Rescues (66)	-BLS Calls - 76
-Silent Alarms -16	: -Amb Calls Cancelled - 1
Total Hours Pumped -½ hr.	-No Transport - 33
Gallons of Water Used - 10,500	-Long Distance Transfers - 13
Amt. of Hose used - 150'	- Calls Turned Over -14 = \$34,176
Ladders Used (in Feet):	
(75' Aerial)_____	Total Out of Town Calls- 64
Thermal Imaging Camera Used - 2	
Gas Meter Used- 1	Est. Fire Loss, Caribou
Rescue Sled & Snowmobile:	Est. Fire Loss, out of City
Rescue Boat:	Total Est. Fire Loss
Jaws Used	
	Total Maint. Hours - 24
Miles Traveled by All Units 6,318	Total Training Hours – 110.7
Color Guard trng/Ceremonies	

MUTUAL AID TO:

Presque Isle Fire Dept. F 2 A-1
 Fort Fairfield Fire Dept.F-1 A -2
 Limestone Fire Dept..
 Washburn Fire Dept.
 Stockholm Fire Dept. .
 North Lakes Fire Dept.
 Crown Ambulance
 Van Buren Ambulance - 5
 Life Flight - 7

MUTUAL AID FROM:

Presque Isle Fire Dept.
 Fort Fairfield Fire Dept.
 Limestone Fire Dept.
 Washburn Fire Dept.
 Stockholm fire Dept.
 North Lakes Fire Dept.
 Crown Ambulance

Out of City Fire and/or Ambulance Responses/and No Transports (N/T)

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	1/1		
Connor	4/2	2	
Perham			
Stockholm	6/1	1	
Westmanland			
Bangor			
Madawaska Lake			
Madawaska			
Limestone	24/5		
Caswell	4/0		
Fort Fairfield	2/0	1	8.40
Presque Isle	1/0	2	35.67
Van Buren	5/0		
New Sweden	7/1	3	

Scott Susi, CFAD Chief

**BREAKDOWN OF FIRES
SEPTEMBER 2020**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)			
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) Backhoe			
15. Fires in brush, grass w/no value (140)	4		

Other Incidents

16. Haz-Mat (400)			
17. False Calls (740)			
18. Mutual Aid Calls (571)	3	2-Presque Isle	1-Fort Fairfield
19. Aid to Ambulance (10-55's) (322)	2		
20. Aid to Police (551)	1		
21. Investigation (Smoke, CO ₂ , or Alarm	1	(smoke)	(Alarm)6
22. Service Calls (500)	2		
23. Ambulance Calls (300)	177		

Cancelled - 2

Fire/Rescue - 19

Total Calls for the Month: _198