

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, January 10, 2022, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrell, Morrill, Theriault and Willey.

Penny Thompson, City Manager was present at the meeting.

Department managers Kenneth G Murchison (CEO/Zoning Administrator), Carl Grant (Finance Director), and Peter Baldwin (Library Director) were present at the meeting.

Melissa Lizotte of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the pledge of allegiance.

Council Agenda Item #4: Public Forum

There were no comments made.

Council Agenda Item #5: Minutes

- a. September 20, 2021, Regular City Council Meeting
- b. November 15, 2021, Regular City Council Meeting
- c. January 3, 2022, Regular City Council Organizational Meeting

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the minutes from September 20, 2021, November 15, 2021 and January 3, 2022 as presented.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

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

There were no items scheduled for discussion.

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

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

- a. November Financial Report – Finance Director

Carl Grant, Finance Director reviewed the November 2021 Financial Report.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the November 2021 Financial Report as presented.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

b. Abatement of property taxes on mobile homes – Finance Director

Carl Grant, Finance Director explained why he is suggesting abating the property taxes for the trailers at West Gate Trailer Park, Lot numbers 53, 66, 69, 52 and 36. They are either gone or damaged beyond repair. The City has waived the foreclosure on the properties and has not assessed taxes on them because they have no value. The total abatement for the five trailers would be \$1,747.35.

Motion made by Councilor Morrill, seconded by Councilor Theriault to abate the remaining taxes and fees associated with these trailers in West Gate trailer park, lots #53, 66, 69, 52 and 36 out of E 80-01-201-01.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

c. Manager’s Report

Manager Thompson reviewed the City Manager’s Report dated January 7, 2022

Council Agenda Item #9: New Business, Ordinances and Resolutions

a. Ordinance No. 1, 2022 Series, Amend City Ordinance Chapter 2 – Administration

Councilor Morrill introduced Ordinance No. 1, 2022 Series, Amend City Ordinance Chapter 2 – Administration

b. Ordinance No. 2, 2022 Series, Amend the Downtown TIF District

Mayor Smith introduced Ordinance No. 2, 2022 Series, Amend the Downtown TIF District to add the Light Industrial Park, The Par and Warehouse into the TIF District and to reset the clock to 30 years.

c. City Council member appointments to City Council Committees and Liaison roles

Mayoral appointment of City Councilors for 2022 Committees.

City Charter, Section 2.03 provides, "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 following were the appointments of 2022 City Council members on 2021 Committees. According to action of City Council during the January 4, 2021, meeting, all red and green appointments will be considered for the Charter test of 80% attendance at committee meetings to which a Councilor is appointed. Liaison roles will not apply toward the attendance test.

Council Committees by Charter, Statute or Agreement		
Role	Member	Committee Purpose
Capital Budget		
Chair	John Morrill	Review capital requests as part of the budget process. Multiple meetings prior to budget approval. Deadline: Have recommendation back to Council by
Member	Courtney Boma	
Member	Joan Theriault	

Staff	City Manager	February 15 for incorporation into the final 2022 budget (deadline to present to City Council is March 1.)
CEGC		
Board Member	John Morrill	The CEGC is made up of citizens who manage an economic investment/loan program on behalf of the City. Meets monthly at 7am on the third Thursday
City Rep	City Manager	
Housing Board		
Council Rep	Mark Goughan	Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep	Doug Morrell	
Investment		
Chair	Jody Smith	Conducts annual review of investment policy and considers potential options for economic stimulus funds. Committee may be made up of citizens. Meets as needed.
Member	John Morrill	
Member	Doug Morrell	
Staff	City Manager	
Staff	Finance Director	
NMDC General Board		
Board Member	Jody Smith	Works with NMDC staff to review regional economic development, tourism, and planning initiatives. Meets annually. City Manager is also on the NMDC Executive Board which meets more frequently.
Board Member	City Manager	
Personnel		
Chair	Lou Willey	Discuss Personnel policies with emphasis on policy updates, benefit options, wage surveys. All Councilors are part of this committee unless a smaller citizen's board is established.
Staff	City Manager	
Staff	Finance Director	
Aroostook Waste Solutions		
Board Member	John Morrill	Meets monthly. Caribou has two voting members on AWS Board of Directors. One member is from the City Council. Kenneth Murchison, Jr. has been appointed until 12/31/23. City Manager serves as alternate to voting members.
Citizen Member	Kenneth Murchison, Jr.	
Alternate	City Manager	

Airport		
Chair	John Morrill	Review airport consultant contract, annual capital master plan and FBO operations. Investigate charter service opportunities and receive reports on lease operations.
Member	Jody Smith	
Member	Joan Theriault	
Staff	PW Director	

Staff	City Manager	
Highway / Protection		
Chair	Joan Theriault	Review work plan with PW Director for annual paving. Consider multi-modal transportation services and improvement projects (e.g. sidewalks, street crossings, bus stations, etc.). Consider new streetlight locations. Deadline: Review Annual Road plan before April 2021
Member	Mark Goughan	
Member	Lou Willey	
Staff	PW Director	
Staff	CEO	
Staff	City Manager	
Labor Relations		
Chair	City Manager	Act as authorized bargaining agents on behalf of the city council in order to prepare tentative agreements for council approval. Deadline: Have recommendation back to full City Council by February 15 for incorporation into the final 2022 budget (deadline to present to City Council is March 1.)
Member	Lou Willey	
Staff	Legal Counsel Respective Dept. Heads	
Municipal Buildings		
Chair	Doug Morrell	Completion of police station design study and fire station renovation project. Additional consideration of asset management systems.
Member	John Morrill	
Member	Mark Goughan	
Staff	City Manager	
Staff	Respective Dept. Heads	
Council Charter Committee		
Chair	Jody Smith	Recommend changes to City Charter to full City Council to go out to the Caribou voters.
Member	Joan Theriault	
Member	Lou Willey	
Staff	City Manager	
Ambulance Committee		
Chair	Doug Morrell	Reviewing transfer cost and viability, review contracts with surrounding communities.
Member	Mark Goughan	
Member	Lou Willey	
Staff	Fire Chief	
Staff	City Manager	
Public Safety Committee		
Chair	Courtney Boma	Evaluate police station and prepare ballot measure.
Member	Joan Theriault	
Member	John Morrill	
Staff	Police Chief	

Staff	Police Sargent
Staff	City Manager

Liaison Roles		
Board	Liaison	Committee Purpose
Library	Lou Willey	Meets monthly to discuss operations, policies and fund-raising opportunities
Nylander Museum	Joan Theriault	Meets monthly to discuss operations, policies and fund-raising opportunities
Planning Board	John Morrill	Meets monthly to review development proposals, regulations, zoning and land use matters.
Recreation Board	Courtney Boma	Meets monthly to discuss operations, policies, and fund-raising opportunities
Caribou Riverfront Renaissance Committee	Lou Willey	Meets monthly to discuss the best way to identify and prioritize riverfront assets, set goals and ultimately restore and renew commercial, residential and recreational opportunities on the Aroostook River.

d. 2022 City Council Priorities

Mayor Smith asked the Council if they would like to move forward with the exercise to assess Council priorities for 2022.

Council held a discussion regarding their priorities for the upcoming year. They would like to perform the same exercise as in the past, removing the items that have been completed and adding the new areas as listed in the packet and changing the scoring system to have 1 as the most important.

e. Establish timeline to present and discuss the 2022 Municipal Budget

Mayor Smith explained that he plans to have the big 3 for the first presentations on budgets, being Police, Fire & Ambulance, and Public Works at the next meeting and the rest following that.

Council Agenda Item #10:

There were no items scheduled for discussion.

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

Councilor Goughan explained that he will be away for the upcoming meetings but will be present via Zoom.

Councilor Willey asked if we will be looking for a new Board for the Nylander at some point because the Library Board already has their plate full, and it would be a big stretch to have one Board for two buildings.

Councilor Morrell would like to find out from the Department Heads regarding any issues in the buildings.

Councilor Morrill would like to give a shout out to the volunteer crew that takes care of the Ski Trail system at the High School. He stated that there was an unfortunate incident on the trails by some snowmobiles recently. He would like to remind everyone, if you see something say something, pick up your phone and call the local authorities. He would also like to remind everyone about the public hearing at the Wellness Center, Thursday at 7:30 a.m. for the Caribou Utilities District taking on the new broadband initiative for the community, and a Planning Board public hearing the same night for Home Occupations at 5:30 p.m. in the Council Chambers.

Deputy Mayor Boma mentioned that there was a meeting for the Police Station Committee and that they are currently waiting to get information back from Artifex at this point in terms of looking at some other concepts that might include a basement.

Council Agenda Item #12: January 24, February 14 & 28

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

a. Personnel items under §405.6.A (Manager Expectations)

Motion made by Councilor Morrill, seconded by Councilor Theriault to enter Executive Session at 7:14 p.m. to discuss Personnel items under §405.6.A (Manager Expectations)

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council exited Executive Session at 7:52 p.m.

No action was taken.

Councilors had a brief discussion about the CUT Charter meeting to be held at 7:30 a.m. on Thursday, January 13, 2022 at the Rec Center.

Council Agenda Item #14: Adjournment

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to adjourn the meeting at 7:53 p.m.

C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Danielle Brissette, Secretary