

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on Monday, March 28, 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 Murchison (CEO/Zoning Administrator), Lisa Plourde (Housing Director), Peter Baldwin (Library Director), Gary Marquis (Parks & Recreation Superintendent), Scott Susi (Fire Chief), Michael Gahagan (Police Chief), Dave Ouellette (Public Works Director) and Carl Grant (Finance 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

Pastor Michael Sullivan, of the Caribou United Baptist Church offered the invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Amber Madore of Caribou came in to speak about her property being foreclosed on and being up for bid. She would like to be able to retain her property and is working with ACAP for assistance to pay the back taxes.

Council suggested to for her to get the information to the City Manager regarding her plans for repayment before the next meeting when the sales of the properties take place.

Council Agenda Item #5: Minutes

There were no minutes submitted for approval.

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

a. RFP Results: Painting, Janitorial, and Real Estate Assessing

A Request for Proposal (RFP) was recently advertised for interior painting of two offices on the second floor of the City office. Manager Thompson explained that the bids received for the RFP's were all more then expected for the services.

The two bids received prior to the deadline were:

Paint By Ray: \$1,750.00

Caribou Painting Company: \$2,054.95

Motion made by Councilor Morrill, seconded by Councilor Morrell to reject all bids for painting.

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)

Manager Thompson explained that an RFP was advertised for janitorial services at the Caribou Municipal Building: City offices & Caribou Police Department, and Caribou Public Library. This included items that would be done on an annual or semi-annual basis (wash walls, shampoo rugs etc.) The last RFP the City offices and Caribou Public Library was in 2013. The Police Department had a part-time janitor until 2020 when the William Gahagan retired. Since that time, the budget for that item was cut so that just a minimum amount was done by outside contractors, while staff did most of the day-to-day work in addition to their regular duties.

One bid was received prior to the deadline

Honestly Clean LLC \$47,695 (2022 – for remaining 9 months)
 \$66,132 (2023 – for 12 months)
 \$68,778 (2024 – for 12 months)

Additionally, we obtained a quote for the additional winter work (i.e., more salt tracked in so the floor would need to be mopped each day). The additional cost per week is based on \$26/hr.

The bid was higher than expected.

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to reject the bid received for the janitorial services RFP.

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)

Manager Thompson explained that the City of Caribou has been without a full-time assessor for several months. Staff has done the tasks needed for various functions of the position but with the tax commitment season coming up there needed to be a full-time commitment to real estate assessment administration. Deputy Tax Assessor, Tony Michaud will still be completing all the tasks related to Business Personal Property assessment.

Caribou’s Board of Assessors receive information about the practices and methodology used within the department. They sign the paperwork (Ratio Declaration, Tax Commitment and Municipal Valuation Return, etc.) associated with the work of the department. Therefore, they need to have a comfort level with the work done in support of the proper tax assessment administration activities in the City.

A RFP was advertised for real estate assessment services. After the proposals were received, the Board of Assessors expressed concern for the level of daily service provided if a full-time employee was replaced with a contract assessor. At their direction, an advertisement was placed for a Deputy Assessor. No applications were received from qualified candidates. The Board of Assessors met again on March 9th to discuss the next steps and have recommended Steven Joseph Salley to provide real estate assessment services to the City of Caribou on a contract basis.

Proposals were received from:

Aroostook Regional Assessing Office	Presque Isle, Maine
Saucier Services	Connor Township, Maine
Steven Joseph Salley	Pittsfield, Maine

The proposals were all different in the way that pricing was calculated, and the final total amount of the contract will be determined by the amount of work required.

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to allow City Manager Penny Thompson to execute a contract with Steven Joseph Salley for real estate assessment services for the 2022 tax year.

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 #7: Public Hearings and Possible Action Items

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

a. February 2022 Financials

Carl Grant (Finance Director) reviewed the February 2022 Financial report.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the February 2022 Financials 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. Payment of taxes: Account # 3765, 29 Park Street

Carl Grant (Finance Director) explained that payment has been received for the properties of 29 Park Street which was paid by her daughter who is the power of attorney.

At 960 Access Highway from the current owners of the property stated that he had not been receiving the notices and that they were going to his former girlfriend's address. He has made a payment for the full amount owed on the taxes.

Today a payment was made for the property at 20 Pioneer by Jeffrey Curtis and Melissa Dube, they recently acquired the property, and it was changed at the registry of deeds three days before the foreclosure took place. This was able to be verified that the transfer took place through the registry. It is suggested to put it in the name of Jeffrey Curtis and Melissa Dube the new owners.

Motion made by Councilor Willey, seconded by Councilor Theriault to accept all three of the tax account payments 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)

c. Manager's Report

Manager Thompson reviewed the City Manager's Report dated March 28, 2022

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

a. Presentation on Community Solar

Shawn Pelletier came to provide some information regarding Solar Energy. He explained that he was one of the original investors in the Hilltop project. Solar Sites are in strategic locations in places such as Presque Isle, Mapleton, Caribou, and other locations around the county. He stated that if you can take advantage in the discounts, you can receive you should sign up. Each solar site is put into a queue and must have customers/subscribers before it can be built.

b. Credit Enhancement Agreement – 60 Access Highway

Motion made by Councilor Morrill, seconded by Councilor Theriault to enter into a Credit Enhancement Agreement with Pelletier Enterprises, LLC for 14 years at 80%.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

c. Credit Enhancement Agreement – 987 Presque Isle Road

Motion made by Councilor Morrell, seconded by Deputy Mayor Boma to accept the Credit Enhancement Agreement with North State Transportation LLC for 15 years at 80%

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

d. Credit Enhancement Agreement – 987 Presque Isle Road

Motion made by Councilor Willey, seconded by Councilor Theriault to enter into a Credit Enhancement Agreement with Irving Farms, Inc for 15 years at 80%.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council Agenda Item #10: Old Business

a. 2022 Municipal Budget

i. Expense Budget

Council had a brief discussion regarding the proposed Expense Budget for 2022. They discussed Fire Hydrant rates and responsibility of maintenance and keeping the hydrants cleared out and open in case of emergency.

Motion made by Councilor Theriault, seconded by Councilor Willey to accept the Expense Budget for 2022 as presented.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

ii. Capital Budget

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to accept the Capital Budget for 2022 as presented.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

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

There were no comments made.

Council Agenda Item #12: Next Regular Meetings: April 11 & 25

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

Council did not enter Executive Session

Council Agenda Item #14: Adjournment

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Motion made by Councilor Theriault, seconded by Councilor Willey to adjourn the meeting at 7:30 p.m.

Vote was unanimous.

Danielle Brissette, Secretary