

Council Agenda Item#1: Roll Call

The Caribou City Council held a City Council meeting, Monday, January 9, 2023, at 6:00 p.m. in the Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Goughan, Morrill, Theriault, and Willey.

Michael Gahagan, acting City Manager was present for the meeting. Penny Thompson, City Manager was present via Zoom.

Department managers Kenneth Murchison (CEO/Zoning Administrator) and Carl Grant (Finance Director) were present for 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

Councilor Willey read an email from Tom & Gina Ayer:

“Danielle,

Hope all is well. Could you please submit this letter of support for public comment on behalf of myself and my wife Gina.

Good evening council, I am writing this letter of support for the existing two members (Nancy Solomon, and Jan Murchison) and for Nate Hersey. Nancy and Jan have spent countless hours over the years to better the CUD. Their ambition, dedication, and knowledge of day-to-day operations of the Utilities District has been a valued asset to the city. Replacing these two individuals would not only hurt current projects but I am afraid could be detrimental to future projects. The main project that comes to mind is the broadband project. Both Nate Hersey and I both live in an area that is currently underserved by local broadband companies. I truly believe that Nate understands the struggles of day-to-day business without adequate internet service. The CUD Broadband project I feel is vital for this community because it allows us to keep more money in the community for economic development as opposed to sending it out to corporations that aren't invested in our community. Money has already been distributed to the broadband project from the council and it would be a shame to see it go to waste to another company that doesn't have this communities' best interests in mind. Therefore my

January 9, 2023

23-02 Pg. 2

wife and I garner our support for Nancy Solomon, Jan Murchison and Nate Hersey for the CUD board. Thank you for your time.

Thomas Ayer and Gina Ayer”

Mayor Smith read a letter from Andy & Linda Ayer of Emerald Valley Ranches, LLC:



Emerald Valley Ranches, LLC.
476 West Presque Isle Rd.
PO Box 717
Caribou, ME 04736-0717

January 8, 2023

Mr. Jody Smith, Mayor
City of Caribou
25 High St.
Caribou, ME 04736

Dear Mr. Smith,

My name is Andy Ayer. Together with Linda and our son Drew, we farm 3000 acres of broccoli in the Caribou area with our office and farm shop located on the West Presque Isle Rd and our cooler on Washburn St. The purpose of this correspondence is to support the current CUD Board and Management Team and how the Caribou Utilities District impacts the current and future operations of our family farm.

We produce and ship over 1 million cases of broccoli in season from July thru October with the broccoli in each case packed in slush ice. The ice quick cools the product and maintains freshness thru the distribution chain to the ultimate consumer. We average 1500 lbs. of ice per pallet, which amounts to us making over 300 tons of ice per day, often seven days per week. In season we are one of the CUD's top two customers.

We rely on the CUD for all the fresh water used in our ice making process. They must supply a high volume of water that will meet the stringent food safety standards required by our customers as verified by Primus Labs and the USDA in annual inspections. The CUD is a critical link in our supply chain, delivering its product on a "Just in Time" basis. Any interruption of service volume or water quality would result in us halting operations and our crops left in the field to rot or overmature.

Their record of flawless performance, dependability, and reasonable pricing are one of the reasons we have kept our cooler in Caribou.

In addition to meeting our process water needs, I understand the District is undertaking a fiber optic project to bring high speed internet service to the rural areas of Caribou. For those members of the Council who live outside the area serviced by fiber "in town" I can assure you the options available to us are limited by slow speeds and dependability. Be it DSL, wireless, or satellite service, there is no substitute for fiber optic service in today's business environment. I've heard in the media of plans by other, commercial providers to fill this need, which those of us in rural areas don't really take seriously.

The technology has been around for a while, and we've heard these empty promises many times in the past. Why haven't they provided this service now or in the past and am now only appealing to the Council when the CUD willing and it appears is well on the way to providing this service?

Owners of agriculture and forestry businesses by their nature are located in the rural areas of any community. While I can only speak for our family farm, these business owners in Caribou are getting tired of being treated as second class citizens. We pay more than our fair share of property, sales and excise taxes in our community with little to show for it in return.

I realize that ag and forestry is not "sexy" in terms of economic development. We are, however, here to stay and will be here contributing to our local economy regardless of weather conditions and the national economy. We are the natural resource-based businesses that manufacture our products from locally produced raw materials. If in fact, the City Council is interested in any type of community investment and development, fiber optic internet service to the rural areas of our community should be a priority. The best approach to economic development would be to support and keep what we already have FIRST and then look at other possible development opportunities second.

Based on their track record of quality service and performance, we would ask the Council to re-appoint Nancy Solman and Jan Murchison. They have brought consistently solid experience, leadership and direction to our District. Additionally, we feel that Nate Hersey would be an excellent addition to the Caribou Utilities District's Board of Directors. Nate possesses technical and real-world business experience and would be a valuable member of the Board.

I urge the Council to consider the superior past performance of the Caribou Utilities District Board of Directors and Management Team and their picture for our community's future that has and would benefit ALL of their users and taxpayers of Caribou.

Sincerely,



Andy and Linda Ayer



Jan Murchison, Caribou Resident

Ms. Murchison came in to speak about being a candidate for the Caribou Utilities District Board of Trustees. She explained her past experiences, training and listed other boards she has worked with in the community.

Doug Morrell, Caribou Resident

Mr. Morrell came to speak in support of Jan, Nancy, and Nate to be appointed to the Caribou Utility District Board.

Jay Kamm, Caribou Resident & Utilities Board trustee

Mr. Kamm came in to speak in support of Jan and Nancy and their commitment and knowledge that they have to offer to the board.

Paul Powers, Non-resident, Caribou Business Owner

Mr. Powers came in to speak in support of the project that Troy Haney has proposed to put cabins at the former Caribou Trailer Park by the airport. He also spoke in favor of Jan & Nancy for the CUD board.

David Belyea, Caribou Resident and Utilities Board trustee

Mr. Belyea came to speak on behalf of Jan, Nancy and Nate being appointed to the CUD board of Trustees. He explained that they have several years of combined experience and are great assets to the board. He stated that they are making decisions they do things in the interest of the citizens.

Nancy Solman, Caribou Resident

Ms. Solman came in to say that she would like to be reappointed to the CUD board, she stated that she has over 15 years of experience on the board and has a very dynamic experience background including being a dental hygienist, and housing specialist.

Troy Haney, Caribou Resident

Mr. Haney came in to speak in support of both Jan and Nancy being reappointed to the CUD Board. He also provided an update on the Snowbowl and some of the sponsors of the event. He invited the City Council, City manager, and involved department heads to the kick off party on Thursday, March 2nd at Evergreen Lanes.

Mark Goughan read one of the 45 letters that was submitted by Caribou Citizens.

“Caribou City Council

This letter is to show my support for the re appointment of Jan Murchison and Nancy Solman to the Caribou Utilities District board. I believe they have worked hard to have a great working utilities district that continues to keep their rates affordable, especially during these times when costs are skyrocketing for so many things. I also support their hard work towards bringing a fiber network option for the benefit of all of us here in Caribou, an option that I feel is necessary for my family and the future growth of our community.”

Council Agenda Item #5: Minutes

- a. December 12, 2022, Regular City Council meeting
- b. January 3, 2023, Organizational City Council meeting

Motion made by Councilor Willey seconded Deputy Mayor Boma by to approve the minutes from December 12, 2022, and the amended minutes from January 3, 2023.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – 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. Police Department Notification – Police Chief

Michael Gahagan (Police Chief) explained that notification is required to be given to the City Council to be able to receive items from Federal Sources. The following is a copy of the letter provided to the City Council.



CARIBOU POLICE DEPARTMENT

25 High Street, Suite 4
Caribou, Me 04736

(207) 493-3301
Fax: (207) 493-4201

December 16, 2022

SUBJECT: Notification to Civilian Governing Body and Local Community

On May 25, 2022, Presidential Executive Order (EO) 14074 "Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety" was signed.

In accordance with EO 14074 (Section 12), State, Tribal, local, and Territorial Law Enforcement agencies (LEAs) must:

- 1) Notify their Civilian Governing Body (CGB) (*i.e.*, *City Council, County Government or other local governing body*) of its intent to request property from Federal sources (to include Federal funds or grants).
- 2) Notify the Local Community of its request for property transfers, purchases from Federal funds, agencies or subcontractors (including existing transfer contracts or grants).

The Caribou Police Department may request the below controlled property items from the Law Enforcement Support Office (LESO), or other Federal source:

AIRCRAFT ACCESSORIES, COMPONENTS, MISC	FACEMASK	RANGE FINDER, LASER
AIRCRAFT REPAIR PARTS/COMPONENTS	FLASHLIGHTS	RANGE FINDER-TARGET DESIGNATOR-LASER
AIRCRAFT, FIXED WING	FLOODLIGHT	RED DOT SIGHT
AIRCRAFT, ROTARY WING	FORWARD LOOKING INFRARED IMAGING SYSTEM	RIFLESCOPE
ALL TERRAIN VEHICLE (ATV)	GENERATOR SET	SCANNER, X-RAY, BAGGAGE
AMMUNITION CONTAINER	GLOBAL POSITIONING SATELLITE (GPS)	SEARCHLIGHT
AMPLIFIER	HEAVY EQUIPMENT/VEHICLES	SHIELD, BALLISTIC
ANALYZER, HAZARDOUS MATERIAL IDENTIFICATION	INSULATION BLANKET	SHIPPING CONTAINER
ANTENNA	LANDING SEARCHLIGHT	SIGHT, BORE, OPTICAL
ARMORED VEHICLE	LIFE PRESERVER, VEST	SIGHT, HOLOGRAPHIC
BALLISTIC BLANKET	MAGNIFIER	SIGHT, INFINITY
BARRIER, VEHICLE ARRESTING, PORTABLE	MARKER, IDENTIFICATION	SIGHT, REFLEX
BINOCULAR	MARKSMANSHIP TRAINER	SMALL ARMS STORAGE RACKS
BLANKETS	MEDICAL/FIRST AID SUPPLIES	SPOTTING INSTRUMENT, OPTICAL
BREATHING APPARATUS	MISC SMALL ARMS PARTS	TARGET, TRAINING, MOBILE
CAMERA SYSTEM	MISCELLANEOUS COMMUNICATION EQUIPMENT	TELESCOPE
COMPASS	MULTIMEDIA PROJECTION SET	TENTS/PORTABLE SHELTERS
COMPUTER SYSTEM	NAVIGATION SET, SATELLITE SIGNALS	THERMAL CAMERA
CONTAINER, AMMUNITION	NIGHT VISION DEVICE	THERMAL CAMERA ACCESSORIES
CONTAINER, K-9 TRANSPORT	NIGHT VISION GOGGLE	TRAINING AID-SIMULATORS
CONVERSION KIT, RIFLE	NON-ARMORED HMMWV	TRAINING AIDES-DEVICES
COVERALLS	OFFICE EQUIPMENT	TRANSLATION DEVICE
DECONTAMINATION DEVICES	OFFICE SUPPLIES	TRUCK, CARGO
DECONTAMINATION SYSTEM	PORTABLE RADIO	TRUCK, TANK
DEEP WATER FORDING KIT	PREFAB & PORTABLE BUILDINGS	VEHICLE REPAIR PARTS/COMPONENTS
DETECTOR, GAS	PROTECTIVE EYEWEAR	WARM WEATHER CLOTHING-SHOES
DIVER'S SUIT	PUBLIC ADDRESS SET	SMALL ARMS PARTS/ACCESSORIES
EXPLOSIVE ORDNANCE DISPOSAL ROBOT	RADIOS	SMALL ARMS

Pursuant to EO 14074 (Section 12), this memo fulfills the requirement to notify the Civilian Governing Body (CGB) and Local Community of my agency's intent to request the controlled property items identified in the list above.



Chief/Michael W. Gahagan
Caribou Police Department

b. November Financial Report – Finance Director

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

Motion made by Councilor Theriault, seconded by Councilor Willey to accept the November 2022 Financial Report as presented.

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

c. Consider abatement request on Personal Property Account – Finance Director

Carl Grant (Finance Director) explained that this is the oldest account on the books and has been worked for the last twelve years and the business has closed. He requested that the taxes be abated for Personal Property Account #179 in the amount of \$361.90.

Motion made by Councilor Morrill, seconded by Mayor Smith to abate the taxes for Personal Property account #179 in the amount of \$361.90.

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

d. 2023 Taxpayer Relief Fund reserve account

Manager Thompson explained that the City \$505,415.09 over the budgeted amount from revenue sharing. She explained that the funding should be used to offset the property tax burden for the Caribou citizens for 2023.

Motion made by Councilor Theriault, seconded by Councilor Morrill to create a reserve account for 2022 Revenue Sharing funds received over the budgeted amount, a total of \$505,415.09, to reduce the property tax burden in 2023. The reserve account should be called the 2023 Taxpayer Relief Fund.

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

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

a. City Council member appointments to City Council committees and Liaison roles

Mayor Smith presented the Council with the 2023 committee and liaison roles/appointments.

Council Committees by Charter, Statute or Agreement		
Role	Member	Committee Purpose
Capital Budget		
Chair	Jody Smith	Review capital requests as part of the budget process. Multiple meetings prior to budget approval. Deadline: Have recommendation back to Council by February 15 for incorporation into the final 2023 budget (deadline to present to City Council is March 1.)
Member	Courtney Boma	
Member	Joan Theriault	
Staff	City Manager	
CEGC		
Board Member	Dan Bagley	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	R. Mark Goughan	Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep	Dan Bagley	
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	Courtney Boma	
Staff	Finance Director	
Staff	City Manager	
NMDC General Board		
Board Member	Jody Smith	Meets annually. Typically the Mayor is appointed to NMDC General Board. City Manager is also appointed to 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	Finance Director	
Staff	City Manager	
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	Dan Bagley	Review airport consultant contract, annual capital master plan and FBO operations. Investigate charter service opportunities and receive reports on lease operations.
Member	Joan Theriault	
Member	John Morrill	
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 street light locations. Deadline: Review Annual road plan before April 2023
Member	R. 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. The Public Works union contract expires this year on 12/31/2023.
Member	Lou Willey	
Staff	Legal Counsel	
	Respective Dept. Heads	
Municipal Buildings		
Chair	John Morrill	Completion of police station design study and fire station renovation project. Additional consideration of asset management systems.
Member	R. Mark Goughan	
Member	Dan Bagley	
Staff	City Manager	
Staff	Respective Dept. Heads	
Council Charter Committee		
Chair	Lou Willey	Recommend changes to City Charter to full City Council to go out to the Caribou voters.
Member	Joan Theriault	
Member	Jody Smith	
Staff	City Manager	
Public Safety Committee		
Chair	Courtney Boma	Evaluate police station options.
Member	Joan Theriault	
Member	John Morrill	
Staff	Police Chief	
Staff	Police Sargent	
Staff	City Manager	

Liaison Roles		
Board	Liaison	Committee Purpose
Airport Advisory Committee	Dan Bagley	Meets as needed to discuss operations, policies, community outreach events 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.
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	Dan Bagley	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

b. Establish timeline to present and discuss the 2023 Municipal Budget

Manager Thompson explained that in recent years there has been a change to the charter, so this is an update to where we are in the process. Ms. Thompson explained that the department heads will be presenting their budgets and that it will be broken down over the next couple of meetings to have all the presentations.

c. Caribou Development Committee

Troy Haney, Caribou resident and Business Owner

Mr. Haney came to explain the idea and goals behind forming a Caribou Development Committee. He is bringing the idea forward of creating a citizen committee to help with the Economic Development efforts of the city. The board would consist of citizens of Caribou, employees, and other local representatives. The board would help with different processes and would try to help find different areas that landowners may be willing to sell to help with development. They would look at different incentives for new development and different aspects on how to grow Caribou.

Councilor Theriault asked if anyone has reached out to the FAA regarding the restrictions that are at the Caribou Airport for future development.

Manager Thompson stated that in previous conversations it has been stated that anything happening on the property needs to stay within aviation related uses.

Mayor Smith explained that this is a first read to start the process to be able to introduce an ordinance and hold a public hearing.

Council Agenda Item #10: Old Business

a. Caribou Hospital District Board – vote to officially terminate appointed board members

Mayor Smith explained that there was action taken at the November 28th meeting that suspended the members of the Cary Hospital District Board.

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to officially terminate Tim Todd, and Doug Plourde from the Caribou Hospital District Board.

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

b. Appointments to the Caribou Utilities District Board of Trustees

Motion made by Councilor Theriault, seconded by Councilor Morrill to appoint Gary Aiken for a 3-year term, David Martin for a 3-year term and Philip McDonough II for a 2-year term on the Caribou Utilities District board.

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

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

Councilor Morrill extended his gratitude to “the boys in blue” for National Law Enforcement Day.

Council Agenda Item #12: Next Meetings: January 23, February 13 & 27

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

Council did not enter executive session.

Council Agenda Item #14: Adjournment

Motion made by Councilor Morrill, seconded by Councilor Theriault to adjourn the meeting at 7:07 p.m.

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

Danielle Brissette, Secretary