

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting on Monday, October 10, 2023, with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Morrill, Theriault, and Willey. Councilor Goughan was absent and excused.

Manager Thompson was present for the meeting.

Department Manager Peter Baldwin (Library Director) was 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

There were no comments made by the public.

Council Agenda Item #5: Minutes

a. Regular City Council meeting – July 24, 2023

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the minutes of the July 24, 2023 meeting as presented.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, 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. Presentation of 2022 Audit – Felch & Company

Gisele MacDonald from Felch & Company gave a brief description of the 2022 Audit Report and highlighted some key points. The audit shows that it was a clean audit and the City is in good standing.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the 2022 Municipal Audit as presented.

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

b. Manager's Report

Manager Thompson reviewed the City Manager's report dated October 10, 2023.

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

a. Library 2024 – 2028 Strategic Plan – Library Director Peter Baldwin

Peter Baldwin (Library Director) presented a strategic plan for the next 5 years for the Library. The strategic plan is a framework document and shows the plans and the way that they are proposing to make changes to the Library over the next 5 years. They also worked on the Library Mission statement and changed it from four paragraphs to one. In the strategic plan he included the libraries' priorities with graphs for both 2 and 5 years in detail.

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to approve Resolution 10-01-2023, a resolution approving the Caribou Public Library 2024-2028.

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

b. Countersign the RSU#39 Bond Referendum Warrant

Manager Thompson explained that The Regional School Unit No. 39 board signed the warrant and notice of election calling the Regional School Unit No. 39 Bond Referendum in accordance with 20-A MRSA § 1486 for November 7, 2023 at the Caribou Wellness Center, 55 Bennett Drive from 8:00AM to 8:00PM.

c. Approve contract with NMDC for LDD services pursuant to the NBRC grant

Manager Thompson explained that the Northern Border Regional Commission (NBRC) Catalyst Grant requires that grantees utilize a Local Development District (LDD) for administrative work on the grant. The scope of the is to be provided is detailed in the contract and includes quarterly and final reporting, reimbursement requests and general assistance with understanding grantee responsibilities. LDDs are compensated for their contributions to grant administration through a reimbursement process with the grantee based on a formula of 2% of the NBRC award. The fee has been included in the grant amount as it is a requirement for grantees. In our area, the Local Development District (LDD) is the Northern Maine Development Commission (NMDC). This is the next step in the process. The City of Caribou has not received a notice to proceed with the project. However, we are getting all the background work done so that we can put our foot on the gas once that notice is received.

Motion made by Councilor Willey, seconded by Councilor Theriault to authorize City Manager Penny Thompson to execute the enclosed contract with Northern Maine Development Commission for services as the City of Caribou's Local Development District as required by the Northern Border Regional Commission.

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

d. Approve by-laws of the Caribou Development Committee

Manager Thompson explained The Caribou Development Committee was established by the Caribou City Council. The organizational document for the Caribou Development Committee is found in Chapter 22 of the City of Caribou Ordinances. At their September 20, 2023, the Caribou Development Committee approved the by-laws found on the following pages. Section 22-104 requires that the City Manager forward the committee approved by-laws to the City Council for review and approval before those by-laws take effect.

Motion made by Councilor Morrill, seconded by Councilor Willey to approve the bylaws as presented.

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

e. Sale of Municipal Property – pellet silos

Manager Thompson explained that in 2018, the Caribou City Council passed Resolution 02-02-2018 Approving a City Policy for Disposal of Surplus Equipment and Resources. The pellet boilers at the Caribou Fire Station and Municipal Building have been removed and therefore there is no longer a need for pellet silos. The silos have a value greater than \$300 and therefore must be listed for sale under the provisions of the policy. The information available describes the one at the Caribou Fire Station as a 18T silo, 9' X 18' and the one at the Municipal Building as a 9T silo, 6' X 18'. The City Manager has looked for the owner's manual for the silos – none were found. The City Manager has reached out to Brock Industrial Products to obtain the value of the siloes. The email stated, "Either of those two type/sizes of silos would not typically bring more than \$1000 for the 6' to \$3000 for the 9' per silo at the very most." The siloes still have pellets in them. A buyer will need special equipment to empty the siloes before the siloes can be moved, which will increase the cost to the purchaser.

Motion made by Mayor Smith, seconded by Councilor Willey to list the two silos for a minimum price of \$1,000 to be removed no more than 90 days of purchase.

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

f. Discussion & possible action to consider accepting a deed to 7 Water Street

Manager Thompson explained that the property at 7 Water Street, owned by Brian & Sharon Bickford, was damaged by a fire in January 2023. Mr. & Mrs. Bickford are now three years behind on their property taxes and therefore, in November, the property will foreclose unless the Caribou City Council waives foreclosure prior to the automatic lien foreclosure date. The site needs significant work to clean up this blighted property. This could prove challenging due to the buildings on either side, the proximity to the Caribou Stream and the topography of the lot. The City Manager has had a conversation with the Maine DEP about the disposal of any remaining

petroleum product in the heating fuel tanks. There will be an expense to that action. By accepting a deed to the property, the parcel would not be limited to disposing of the property according to the current tax-acquired property policy. City Attorney Rick Solman has recommended acceptance of the deed to facilitate the needed cleanup of this blighted property.

Council had a brief discussion regarding their concerns with the property at 7 Water Street, regarding the environmental impact to the stream and the two adjacent properties. No action was taken regarding the property.

**Council Agenda Item #10:** Old Business

There were no items scheduled for discussion.

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

Councilor Morrill explained that he attended an AWS meeting and that they have an impressive project with the opening of the new cell. He also gave a shout out to both the Crown Park Inn and Caribou Motor Inn for the amazing jobs they have done with both locations and the renovations. Councilor Morrill continued to commend Troy Haney and Jim Gamage for the amazing job they did with their Dust Bowl event that was held at Spud Speedway.

Councilor Willey stated that the Library Board is currently preparing for the Small Business Saturday Basket Raffle fundraisers.

**Council Agenda Item #12:** Next Regular Meetings: October 23, November 13 & 27, December 11

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

a. Discussion of personnel matter pursuant to MRSA Title 1, §405.6.A

Motion made by Councilor Morrill, seconded by Councilor Theriault to enter executive session at 7:32 PM to discuss a personnel matter pursuant to MRSA Title 1, §405.6.A

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

Council exited executive session at 8:32PM

No action was taken.

**Council Agenda Item #14:** Adjournment

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to adjourn the meeting at 8:33 pm.

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

Danielle Brissette, Secretary