

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, March 25, 2024, with the following members present; Mayor Boma, Deputy Mayor Theriault, Councilors Bagley, Kelley, and Lovewell. Councilor Morrill was present via Zoom; Councilor Smith was absent.

Manager Thompson was present for the meeting.

Department Manager Carl Grant (Finance 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

Councilor Lovewell read the invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Boma led the Pledge of Allegiance.

Council Agenda Item #4: Declaration of any Conflict of Interest

No declarations were made.

Council Agenda Item #5: Public Forum

There were no comments made by the public.

Council Agenda Item #6: Minutes

There were no minutes submitted for approval.

Council Agenda Item #7: Bid Openings, Awards, and Appointments

a. Façade Improvement Grant – Downtown TIF District results

Mayor Boma explained that For the Spring 2024 Façade Improvement Grant period, the City of Caribou received three worthy applications from businesses in our downtown Tax Increment Financing district. Those applicants are Glass with Class, Thrive Body Spa and Kieffer Real Estate.

Motion made by Councilor Theriault, seconded by Councilor Lovewell to accept the results of the Façade Improvement Grant committee and award a Façade Improvement grant in the amount of \$500 to Glass with Class, \$2,000 to Thrive Body Spa and \$1,000 to Kieffer Real Estate for projects described in the applications and subject to the terms set forth in the grant application.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item#8: Public Hearings and Possible Action Items

a. Public Hearing – Aroostook County ARPA grant application for Public Health Effects

Mayor Boma explained that letters of Intent were sent to the County of Aroostook for the 2024 ARPA Program. The City of Caribou received a Notification Eligibility Email from the County that the projects were eligible to a move to the full application process.

Open Public Hearing: 6:05 PM

Manager Thompson explained the grant application is for a 50/50 match for equipment to be used in the Caribou Fire and Ambulance Department and the Caribou Police Department. A copy of the letter of intent is attached. This grant will help fund five Stryker Stretchers for use with patient care by EMS crew as well as the new Hindsight 60 Series Multimedia Recorder System for both Police & Fire. The match funding was secured during the 2024 Municipal Budget process.

Several letters of support have been received from people such as Scott Dow on behalf of IAFF 5191, Beth Collamore M.D. who oversees care and training of the medics, Miles Williams of Caribou Organization Promoting Public Safety, the local communities of Stockholm and Limestone, and even a patient who uses the services to be transported.

There were no comments made by the public other than the support letters received.

Closed Public Hearing: 6:08 PM

Motion made by Deputy Mayor Theriault, seconded by Councilor Lovewell to approve the City of Caribou 2024 Aroostook County ARPA program application in the category of Public Health and Negative Economic Impact.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

b. Public Hearing – Aroostook County ARPA grant application for Infrastructure Improvements

Mayor Boma explained that letters of Intent were sent to the County of Aroostook for the 2024 ARPA Program. The City of Caribou received a Notification Eligibility Email from the County that the projects were eligible to a move to the full application process.

Open Public Hearing: 6:09 PM

Manager Thompson said that the grant application is for a match to construct a connection to keep a legacy business, Chadwick Baross, in Caribou by installing 3,000 LF of sanitary sewer line to the largest lift station operated by the Caribou Utilities District (CUD). This project aligns with the critical need for necessary investments and improvements in existing water and sewer infrastructure. This will expand the capacity for connections to encourage additional businesses and/or residential growth on Main Street. Chadwick-Baross has committed \$75,000 towards the project. The Caribou Utilities District has committed \$2,000 towards the project. To match the funds requested from County ARPA funds, I am suggesting that the City obligate \$220,000 in ARPA NEU funds.

Ms. Thompson continued to explain that the City has to commit the money for the project or it can lose points during the application process.

Troy Haney, Caribou Resident, and Committee Chair of Caribou Development Committee

Mr. Haney came in to speak in favor of the grant application for infrastructure. He explained that the extension will open the area of the City that is approximately 125-130 acres to more development, both commercial and residential. He also stated that the business that is looking to expand is a business we want to keep in Caribou for all of the benefits to the City and surrounding area.

Council had a brief discussion regarding the line extension project and the commitment of funds. They would like to speak with the Caribou Utilities District regarding the plans for expansion as well. They talked about how this will also show that Caribou is supporting growth of business as well.

Closed public hearing: 6:45 PM

Motion made by Deputy Mayor Theriault, seconded by Councilor Morrill to approve the City of Caribou 2024 Aroostook County ARPA program application in the category of Investments in Infrastructure and obligate \$220,000 in ARPA NEU funds towards the project.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item #9: Reports by Staff and Committees

a. February financial report (Finance Director)

Carl Grant (Finance Director) reviewed the City Financial report for the month of February.

Motion made by Deputy Mayor Theriault, seconded by Councilor Morrill to accept the February Finance report as presented.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

b. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated March 25, 2024.

Manager Thompson added that it is time to sign the 2024 Interlocal cooperation agreements for Ambulance and Fire services for the neighboring towns.

Council had a brief discussion regarding the rates that are being charged to the neighboring towns and they would like to do a study regarding the rates before the new year.

Manager Thompson explained that the City of Caribou has been working with the Maine Connectivity authority for a grant through their connectivity hubs program and the grant application is due April 12th. This grant does not require a match. BR Smith Associates has been working with Peter on reconfiguring space at the library. This would build out the second floor adding a conference room, areas for telehealth, a lobby area, and would have an elevator that would go all the way up for easy access. This would also make more space downstairs for

computers and connectivity. With this grant the City needs to agree to take care of the property, which is not a big deal because the Library has been here for over 100 years.

The City will need to further acknowledge that if the MCA Grant requested by the City is awarded by MCA, the City will be required to enter into a Grant Agreement with MCA containing the terms and conditions requiring City compliance with federal source funding requirements, including by not limited to project implementation, performance requirements, reporting, and monitoring requirements.

The City will need to acknowledge and represents to MCA that if MCA awards the City the Grant to support the Connectivity Hub development as proposed by the City, the City accepts responsibility to fund the ongoing operations of the Connectivity Hub as described in the City application to MCA for a minimum of five years after the Project Completion date.

Motion made by Councilor Morrill, seconded by Deputy Mayor Theriault to accept the grant application authorization.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council discussed the interlocal fire and ambulance service agreements and they would like to look at the rates before the next contract renewal.

Motion made by Councilor Morrill, seconded by Deputy Mayor Theriault to send the contracts out as presented for this year for 2024 with review to be done in the following year.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item #10: New Business, Ordinances and Resolutions

a. Land Bank Presentation (Councilor Bagley)

Councilor Bagley explained that he was first introduced to the concept of land banks five years ago while on the planning board. He explained that the former CEO was very interested in it and provided lots of information regarding the concept. He stated that this is an option of disposing of tax acquired property.

Council had a brief discussion regarding the new laws and the pro's and con's of land banking. Mayor Boma stated that she has spoken with someone in Sanford and that they would like to talk to someone in code or the manager to discuss the options and what it entails.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to table for further discussion until after the City Manager goes to her meeting.

Roll Call Vote: D. Bagley – No, J. Kelley – Yes, T. Lovewell – No, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

b. Creation of Façade Improvement Grant – RC-2 TIF District

Mayor Boma explained that The City of Caribou has had a successful façade improvement grant program for several years in the Downtown TIF District. There has been interest from business owners to also have a façade improvement grant program in the RC-2 TIF District. Staff checked with DECD who has communicated that one could be established. As part of the 2024 budget process, the City Council has appropriated funding for the façade improvement grant program. After the awards from the Spring 2024 Downtown TIF District façade improvement grant awards are funded, there will be \$16,500 remaining to be appropriated. The application program can be structured like the Downtown TIF Façade Improvement program using similar criteria and scoring. The initial grant period could have a due date of April 12 and the grant awards voted on at the April 22 City Council meeting.

Motion made by Deputy Mayor Theriault, seconded by Councilor Morrill to establish a Façade Improvement grant program in the RC-2 TIF District with initial applications due April 12 with funds budgeted in 11-01-411-01 Economic Development Façade Improvement.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item #11: Old Business

There were no items scheduled for discussion.

Council Agenda Item #12: Reports and Discussion by Mayor and Council Members

Deputy Mayor Theriault stated that she is working to get a highway meeting scheduled in the next week and one of the topics of discussion will be LED lights.

Councilor Morrill commended the highway department on the great job they did in the recent storm, they plowed his neighborhood and didn't roll any of the lawns.

Mayor Boma stated that in terms for the day of the eclipse the City office will be closing by noon or 1:00 PM for April 8th.

Council Agenda Item #13: Next Regular Meetings: April 22 & May 28

Council Agenda Item #14: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

a. Executive session under 1 MRSA, Title 1, Â§405.6.C for Economic Development Matters

Motion made by Councilor Theriault, seconded by Councilor Morrill to enter executive session under MRSA, Title 1, §405.6.C at 7:52 PM to discuss Economic Development matters.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council exited executive session at 8:32 PM

No action taken.

March 25, 2024

24-7 Pg. 6

Council Agenda Item #15: Adjournment

Motion made by Deputy Mayor Theriault, seconded by Councilor Kelley to adjourn the meeting at 8:33 PM.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Danielle Brissette, Secretary