

**Council Agenda Item #1:** Roll Call

The Caribou City Council held a City Council meeting on September 23, 2024, with the following members present; Mayor Boma, Councilors Bagley, Kelley, and Smith. Deputy Mayor Theriault and Councilor Lovewell were present via Zoom. Councilor Morrill was absent.

Manager Thompson was present for the meeting.

Department Managers Gary Marquis (Superintendent of Parks & Recreation), Brian Lajoie (Fire Chief), Corey Saucier (Police Chief), Carl Grant (Finance Director), and John Gibson (Code Enforcement Officer) were present for the meeting.

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

**Council Agenda Item #2:** Invocation

Councilor Smith 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

There were no conflicts declared.

**Council Agenda Item #5:** Public Forum

Bruce Hagelstein, Caribou Resident

Mr. Hagelstein came in regarding the progress at 15 Prospect Street, and regarding his concerns about the presentation from the Police Station architect. He stated that he was embarrassed by the transaction, and he stated that it seems like it's not going anywhere, and he felt that they needed to make a decision.

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

a. Appointments to the newly reinstated Public Safety Building committee

Motion made by Deputy Mayor Theriault, seconded by Councilor Kelley to appoint Deputy Mayor Theriault, Councilor Kelley and Mayor Boma to the Public Safety Building committee with Mayor Boma as the chair.

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

b. Appointment of the City's MMA Voting Delegate to the MMA annual meeting

Motion made by Councilor Smith, seconded by Councilor Kelley to delegate Carl Grant as the official Voting Delegate to the MMA Annual Business Meeting on Wednesday, October 2, 2024.

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

**Council Agenda Item #7:** Reports by Staff and Committees

a. RSU #39 with updates, presentation on referendum question

i. Countersign the RSU#39 Referendum Warrant and Notice of Election

RSU #39 Superintendent Jane McCall came to provide the Council regarding the Year in Review document she has provided. She also explained that RSU #39 will be hosting a community forum on October 16<sup>th</sup> to gather input from community members, allowing them an opportunity to share thoughts about how the RSU could possibly decrease costs and increase revenues.

Amy White, Caribou Tech Director shared information about the Twenty-Million-dollar bond that she is applying for part of. She explained that the MeDOE has made the grant available, and it is set to help eleven schools with equipment, different needs and renovations and more. The funding is based on student enrollment and the budget is separate from the RSU budget.

Councilor Bagley asked how the bond would be paid.

Ms. White explained that the bonds would be paid by the state.

Deputy Mayor Theriault asked if it would require any money from the taxpayers' pockets.

Ms. White explained that it would be all funded through the state.

Mark Bouchard explained that the RSU is comprised of Caribou & Stockholm, and the bonds are separate from the budget, and that it did not have any burden on the taxpayers.

Motion made by Councilor Smith, seconded by Councilor Bagley to countersign RSU#39 Referendum Warrant and Notice of Election.

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

b. Report from the Municipal Building Committee on Fire Station improvements

Manager Thompson explained that with the permission of the City Council, the City of Caribou has applied for several grants so that the current fire station could be improved to provide a healthier environment for Fire and EMS personnel who work 24-hour shifts. The systems in place are inadequate. It was determined in 2022 that work was needed. To date, staff have replaced the generator with a properly sized unit with a FEMA grant. Other work that has been done is pellet boiler and silo removed, air handling equipment removed, and a back-up boiler installed. With the passage of the 2024 federal budget, the Congressionally directed spending

request from Senator Susan Collins for \$1,358,357 was passed so the money is now secured. Here is where the funds in the capital stack are coming from:

ARPA Funds	\$234,340	(From the NEU appropriation)
Budget Allocation	\$835,000	(2022 Capital budget)
County ARPA	\$106,643	(\$150,000 - \$43,357 for equipment)
Collins CDS	\$1,358,357	(Based on a project cost of \$2,150,000)
Funding Available:	\$2,534,340	

The City Council Municipal Buildings Committee has met twice since the last funding was secured (we do not have access to it yet). The priority for improvements is install a sprinkler system, install a fire alarm system, smoke & carbon monoxide detection, install an air-exchange system for living quarters, dorm and restroom upgrades to provide accommodation for all genders, and devise engineering and administrative controls to keep contaminated articles away from living areas. The proposal for proper treatment of contamination would be to move the Fire Chief and Administrative Assistant to the first floor of the Lion's building. This will also require some upgrades in the building including smoke & carbon monoxide detection, new windows and heat pumps.

The next step in the process would be to put out a Request for Proposals for the Architectural and Engineering work that needs to be done to decide which items that the City can afford right now and get a plan that can be put out to bid.

Motion made by Councilor Smith, seconded by Councilor Kelley to approve the recommendation of the City Council Highway Protection Committee, to advertise for an RFP for Architectural and Engineering work for the Fire Station Project.

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

#### c. Report from Highway Protection Committee on Street Lights

Deputy Mayor Theriault explained that the City Council Highway Protection Committee has met to discuss streetlights multiple times this year. After the first meeting, the committee requested that the staff in the Police Department identify dark areas in Caribou.

After looking at the list and doing some nighttime drive-bys, the committee looked at the list and met again to prioritize 30 poles where streetlights could be placed in neighborhoods identified as dark areas. That list is on the following page.

The next step was to forward the list to R L Todd Electric who has the city's contract to switch lights over to LED fixtures. Tim Todd from R L Todd Electric and his crew visited each site to

determine if there was secondary power at the pole. If so, there are cost savings for those installations. It was determined that there are 5 poles that will need secondary power.

Each fixture (30) has a cost of \$768 installed = \$23,040

Secondary power is estimated to be \$250 for the first light and \$125 for each additional (4) = \$750

Total project cost = \$23,790

The money would come from the LED Lights Reserve Account – G 1-477-00 which has a balance of \$88,575.

Motion made by Councilor Smith to approve the recommendation of the City Council Highway Protection Committee to install 30 LED Street Lights in various locations in Caribou to be funded from the LED Lights Reserve Account G 1-477-00.

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

d. August financial Report (Finance Director)

Carl Grant (finance director) reviewed the August financial report.

Motion made by Councilor Smith, seconded by Councilor Kelley to accept the August financial report as presented.

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

e. Blighted property report (Code Enforcement Officer)

John Gibson (Code Enforcement Officer) reviewed a list of properties that he has been in contact with regarding different issues which include violations for tall grass, rubbish, burned and abandoned residences. There have also been notifications sent out to the property owner to stop using a garage in a residential manor.

f. City Manager's Report

Manager Thompson reviewed the City manager's report dated September 23, 2024.

**Council Agenda Item #8:** New Business, Ordinances and Resolutions

a. Approval of Business Licenses – Troy Reynolds

Motion made by Councilor Smith, seconded by Deputy Mayor Theriault to accept the peddler's application as presented for a term of 30-days for Troy Reynolds DBA Renewal By Andersen.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Zoom issue, did not vote, J. Smith – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

b. Introduction of Ordinance No. 8, 2024 Series on General Assistance Updates

Councilor Smith introduced Ordinance No. 08, 2024 Series, An Ordinance Amending General Assistance Guidelines.

The public hearing will be scheduled for October 28, 2024.

c. Marshall Avenue pole permit request from Versant Power

Motion made by Deputy Mayor Theriault, seconded by Councilor Smith to approve the Utility Location permit for Versant Power on Marshall Avenue.

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

d. Discussion of remaining ARPA funds, must be committed by 12/31/2024

i. Request by Fire Department for funding – Trailer decals for NFPA Compliance

Brian Lajoie (Fire Chief) explained that he has been working with Boulevard Graphics since the beginning of the year to get our enclosed rescue trailer decaled, not only for identification purposes but most importantly for safety. When this equipment is dispatched to a call, it will most likely always be staged on the side of a roadway with traffic. With that, the trailer needs reflective material and needs to follow some NFPA guidelines.

He explained the current quote on lettering the 26-foot rescue trailer with a majority of it being NFPA compliant: Driver, Passenger Side, Back Gate, all Full Color Print Reflective with UV Over laminate, Front Regular Print with UV Over Laminate, Wash, Prep, and Install. The UV over laminate is to ensure that none of the print fades so the print will last the life of the trailer. Keep in mind this is a large area to letter. The quote to decal the trailer is \$7,488.

ii. Request from Business Investment group – expenses related to broadband project

Manager Thompson explained that in the early days of the ARPA funds, the City of Caribou agreed to fund a study to determine the feasibility and cost of a community broadband project. The City partnered with the Business Investment Group for this study, which was funded through ARPA NEU funds.

The Business Investment Group is requesting reimbursement for the other expenses associated with the project and the invoice for \$3,783.80 is attached. The expense log details the meetings and training that were attended to facilitate the study and investigation.

Councilor Bagley asked if there was a contract between BIG and the City to reimburse for travel expenses.

Manager Thompson stated that there was not any formal arrangement.

Jan Murchison explained that the CUD had funding that was available for Mr. Kirkpatrick, but that it should be cross referenced with the Utilities district.

Motion made by Councilor Bagley, seconded by Councilor Smith to remove the invoice from BIG from consideration of use with ARPA funds.

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

iii. Motion last meeting – Funds to offset public safety wages in 2025 budget.

Motion made by Councilor Smith, seconded by Councilor Kelley to use ARPA NEU funds in the amount of \$67,488.64 to fund police wages as presented.

Councilor Bagley clarified that this motion means that no funding would be available to the Fire department for the decals on the trailer.

Mayor Boma confirmed that it is correct and that it would not cover decaling the trailer.

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

**Council Agenda Item #9:** Reports and Discussion by Mayor and Council Members

Councilor Lovewell asked about issues with other towns sending people here on the bus, and possibly eliminating the bus stop in Caribou.

Councilor Boma explained that it is a joint effort and more like neighbors helping neighbors.

Councilor Bagley stated that there was a Caribou Development Committee on the 18<sup>th</sup> and they discussed possible curb cuts and the benefit to the community.

Councilor Smith stated that they are planning an investment committee meeting and reminded everyone to go to the craft fair in Caribou that there are at least 130 vendors.

**Council Agenda Item #10:** Next Regular Meeting: October 28, 2024

**Council Agenda Item #11:** Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

A. Executive session for hardship or poverty abatement pursuant to 36 MRSA, Title 1, §841(2) (E)

Motion made by Councilor Smith, seconded by Councilor Kelley to enter into executive session at 7:33PM to discuss a hardship or poverty abatement pursuant to 36 MRSA, Title 1, §841(2).

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

Council exited executive session at 8:16 PM

No action taken.

Motion made by Deputy Mayor Theriault, seconded by Councilor Kelley to go into executive session at 8:20 PM to discuss public officials' attendance metrics pursuant to 1 MRSA §405.6.A

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

Council exited executive session at 8:35 PM

No action taken.

**Council Agenda Item #14:** Adjournment

Motion made by Councilor Bagley, seconded by Councilor Kelley to adjourn the meeting at 8:36 PM

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

Danielle Brissette, Secretary