

Council Agenda Item #1: Roll Call

The Caribou City Council held an Organizational Meeting, Tuesday, January 2, 2025, at 6:00 PM in Council Chambers with the following members present; Councilors Bagley, Boma, Kelley, Lovewell, Smith, Theriault and Watson.

Penny Thompson, City Manager, was present for the meeting.

Paula Brewer of The Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation/Inspirational thought

Councilor Smith read the invocation.

Council Agenda Item #3: Pledge of Allegiance

The Council led the Pledge of Allegiance.

Council Agenda Item #4: Swearing in of Elected Officials

City Clerk, Danielle Brissette administered the oath of office to Jody Smith and Paul Watson for a term of three years.

Council Agenda Item #5: Election of Council Chairperson/Mayor and Deputy Mayor for 2025

Councilor Theriault nominated Councilor Boma for Council Chairperson/Mayor for 2025.

Councilor Bagley nominated Councilor Smith for Council Chairperson/Mayor for 2025.

Secret Ballot Vote Results: Boma: 4

Smith: 3

Councilor Courtney Boma was elected as the Chairperson/Mayor for 2025.

Mayor Boma nominated Councilor Theriault for Deputy Chairperson/Deputy Mayor for 2025.

Councilor Bagley nominated Councilor Smith for Deputy Chairperson/Deputy Mayor for 2025.

Secret Ballot Vote Results: Theriault: 3

Smith: 4

Councilor Jody Smith was elected as the Deputy Chairperson/Deputy Mayor for 2025.

Council Agenda Item #6: Public Forum

There were no comments made by the public.

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

a. Drawing for the 2025 City of Caribou dog licensing award by Mayor

Mayor Boma picked the winning tag number from a tote containing the tag numbers of the dogs that were licensed by December 31, 2024 for the upcoming year. The winner of the drawing is

Claire Randolph for their dog Trudy. A \$50.00 gift certificate for veterinary services will be sent to their local veterinarian.

b. Appointment of City Administrative Officers

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to move the slate and appoint the City Administrative Officers.

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| i. | City Manager: | Penny Thompson |
| ii. | City Treasurer: | Carl Grant |
| iii. | City Tax Collector: | Carl Grant |
| iv. | City Clerk & Registrar of Voters: | Danielle Brissette |
| v. | Overseer of the General Assistance Program: | Danielle Brissette |
| vi. | City Auditor: | Felch & Company, LLC |
| vii. | Legal Officer(s): | Rick Solman (General) |

Bernstein Shur (Personnel & Collective Bargaining)

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| ix. | Health Officer by State Statute: | Brian LaJoie |
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Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Smith - Yes, J. Theriault – Yes, P. Watson – Yes, C. Boma – Yes. (So voted)

c. Approval of Administrative Appointments

Motion made by Councilor Morrill, seconded by Deputy Mayor Theriault to approve the Administrative Appointments

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|-----|--------------------|-------------------|
| i. | Deputy Treasurer: | Holli Doody |
| ii. | Deputy City Clerk: | Kristina Drinkall |

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

d. Appointment of Members to Committees and Advisory Boards

- i. Board of Assessors (1)

motion made by Deputy Mayor Smith, seconded by Councilor Kelley to appoint John Weeks to the Board of Assessors for a 3-year term.

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

- ii. Cary Medical Board of Directors

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to appoint Jane White-McCall, Carl Flynn, Neal Griffeth and Doug Plourde to the Cary Medical Center Board of Directors, each for a 3-year term.

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

iii. Caribou Development Committee

Motion made by Councilor Theriault, seconded by Councilor Kelley to dissolve the Caribou Development Committee.

Council had a brief discussion regarding the Caribou Development Committee overlapping other boards such as the CEGC and possibly trying to merge with them.

Councilor Theriault withdrew her motion to dissolve the Caribou Development Committee.

Motion made by Councilor Bagley, seconded by Deputy Mayor Smith to appoint Troy Haney and James Nelson to the Caribou Development Committee each for a 3-year term.

Roll Call Vote: D. Bagley – Yes, J. Kelley – No, T. Lovewell – No, J. Smith - Yes, J. Theriault – No, P. Watson – Yes, C. Boma – No. (Motion Fails)

iv. - Caribou Hospital District Board of Trustees

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to appoint

Erica Raymond to the Caribou Hospital District Board of Trustees for a 3-year term.

Mary Pratt to the Caribou Housing Authority Board of Commissioners for a 5-year term.

Heather Hale and Carole S. Belanger to the Library Board of Trustees, each for a 3-year term.

Mark Draper to the Caribou Riverfront Development Committee for a 3-year term.

Kyle Corrigan and Casey Plourde to the Recreation Commission, each for a 3-year term.

Jay Kamm to the Caribou Utilities District for a 3-year term.

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

Aroostook Waste Solutions:

Motion made by Councilor Bagley, seconded by Councilor Watson to appoint Ken Murchison (citizen member) and Deputy Mayor Smith (City Council member) and City Manager Penny Thompson as the alternate member, to the Aroostook Waste Solutions Board of Directors, each for a 1-year term

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

Motion made by Councilor Theriault, seconded by Councilor Watson to appoint Jason Gillis and Gail Hagelstein to the Nylander Board of Trustees, each for a 3-year term.

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

Council Agenda Item #8: New Business & Adoption of Ordinances and Resolutions

Mayro Boma explained that according to the Caribou City Charter, the Council shall conduct Regular Meetings at least once in every month. Additional special meetings, work sessions or emergency meetings may also be convened in accordance with Maine Open and Public Meeting laws and the Caribou City Charter.

2025 Budget Adoption Schedule from the charter:

Draft budget to City Council by January 15

Budget public forum by February 15

Final budget to City Council by March 1

Public hearing & vote by the third Monday in March (March 17, 2025)

All meetings will be held in the Council Chambers at 25 High Street unless otherwise posted. The proposed meeting time is 6PM.

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to schedule a regular City Council meeting for Monday, January 13, 2025 and Monday, January 27, 2025 at 6:00 PM in the Caribou City Council chambers at 25 High Street.

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

b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2025 Commitment

Mayor Boma explained that it is proposed that the Council authorize the Tax Collector to accept payments of property tax prior to the 2025 commitment date. Maine state statute¹⁶ provides that cities may authorize prepayment and pay interest on the payments, “at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid...” The municipality is obligated to return any excess money paid over the final commitment amount.

Motion made by Councilor Lovewell, seconded by Councilor Watson to authorize the Tax Collector to accept early payments of 2025 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

Councilor Bagley would like to give back and does not support 0% on the prepayments if we charge 8% for late taxes.

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

c. Discussion and Possible Action Regarding Manager Authorization to Approve Treasurer Warrants

Mayor Boma explained that it is proposed that the City Manager, Penny Thompson, be authorized to approve the City Treasurer’s Warrants for the 2025 calendar year. The city charter already authorizes the manager to be the purchasing agent for the City . However, Maine state statute requires an annual vote of the municipal officers to authorize warrant approvals pertaining to wages and benefits or disbursement of state fees. If authorization is not granted to the

Manager or other designated municipal officer, then the full Council will need to approve all wage and benefit warrants. This would mean the council would need to approve each payroll.

Motion made by Deputy Mayor Smith, Seconded by Councilor Watson to authorize the City Manager to review and approve all Treasurer Warrants for 2025.

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

d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2025

Mayor Boma explained that the Tax club allows people to participate in a program whereby their 2025 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2025 Commitment has been made, the final payment on their actual 2025 commitment, the difference between their 2024 commitment versus their 2025 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November, and December as part of the program. Many taxpayers find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

Motion made by Councilor Watson, seconded by Councilor Lovewell to authorize a Tax Club for 2025 as previously established. Providing for 12 equal payments of an accounts tax liability with no applied interest in October, November, and December for club participants.

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

Council Agenda Item #9: First-Read items for upcoming City Council meetings

a. Discussion of City Council priorities for 2025

Mayor Boma explained that all of the Councilors should email their top 3 priorities to the City Manager.

Councilor Watson stated that he would like the City to look into putting solar panels on the roof of the municipal buildings.

b. Discussion of City Council member appointments to City Council Committees & Liaison Roles

Mayor Boma asked the Council to please send their requests to Manager Thompson by the 9th.

Council Agenda Item #10: Reports and Discussion by Mayor and Council Members

Councilor Watson stated that 2025 has started out as a heartbreaking year, moving forward we all need to be vigilant and take care of our neighbors.

Councilor Kelley stated she is looking forward to serving on the Council for another year.

Councilor Theriault said Happy New Year and congratulated Mayor Boma and Deputy Mayor Smith on their roles with the council.

Councilor Lovewell welcomed Councilor Watson and congratulated both Mayor Boma and Deputy Mayor Smith on their appointments. She explained that the Council has people with big hearts and they work together as a team.

Councilor Bagley stated there have been a lot of challenges, and that he is looking forward to the positive outcomes and to checking items off the list and being able to say we did this.

Mayor Boma reminded everyone that the City Council Code of Conduct would be on the next agenda.

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

Council did not enter executive session.

Council Agenda Item #12: Next Meeting: January 13, 2025 at 6:00 PM

Council Agenda Item #13: Adjournment

Motion made by Councilor Watson, seconded by Councilor Lovewell to adjourn the meeting at 6:56 PM

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

Danielle Brissette, secretary