

Council Agenda Item #1: Roll Call

The Caribou City Council held a Regular City Council Meeting on Monday, January 13, 2025 with the following members present; Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Kelley, Lovewell, Theriault, and Watson.

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

Department Managers Brian Lajoie (Fire Chief) and Corey Saucier (Police Chief) were present for the meeting.

Paula Brewer of The County covered the meeting, and it was broadcast via Spectrum and YouTube.

Council Agenda Item #2: Invocation/Inspirational Thought

Deputy Mayor 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 declarations made.

Council Agenda Item #5: Public Forum

Troy Haney, Caribou Resident

Mr. Haney read the following into the meeting:

“As the 2024 Chair person of the Caribou Development Committee, I'd like to explain the differences between the Caribou Development Committee (CDC) and the Caribou Economic Growth Council (CEGC) for the Council members and the citizens that might not understand that they are different groups with different purposes with the same goals to help create new development in Caribou. I also feel the our tax payers of Caribou should be aware of the work that has been going on over the past 12-16 months by the group of volunteer citizens that are working together to bring new economic development to our city and try to help offset our increasing taxes. The CEGC is a financial arm separate of the City with a 501c non profit status that is in place to loan money to entrepreneurs that may need help getting funding when banks may not loan against a project due to its type or if the person doesn't have enough funding from a bank to fulfill the needs, the CEGC can act as gap funding to help fill the void to allow a new business to develop. They have several great people that also volunteer to assess the potential financial needs, risks, and loan potential that their group can offer. They work with NMDC and facilitate the loan paperwork to ensure the business has a good foundation to start their business idea or expansion on. The CDC has nothing to do with loaning money or assessing anyone's

financial situation or needs. The CDC is a group of 7 volunteers that are working together create a business friendly development environment to ensure Caribou has the best chances to facilitate sustainable growth and development to help build our tax base and help offset our tax expenses for the citizens. I am proud to have helped create this committee from its inception to the end of 2024. This past year the committee has had some positive impacts and growth as we worked hard as a team to build achievable goals to put our home, the city of Caribou on a positive growth path. Here are some of the highlights of 2024:

- Identified over 200 city owned acres of land for potential development of housing, commercial, and industrial spaces and we have conversations about ideas with several stakeholders that would be involved or impacted.
- We were able to work closely with the City Manager, the Caribou Utilities District, and a local business looking to expand to help keep them from moving from their current property to possibly another city by developing a plan to expand the city sewer system to their current location allowing them to expand on their current site. Grants were also applied for and approved for the cost of the project thanks to the collaboration of the city staff and manager.
- A request to meet with the MDOT was requested and eventually granted after several requests to meet and discuss being able to add curb cuts for access to property on Route 1 in Caribou. This property has been inaccessible for more than 50 years and we have missed out on potential development in Caribou in these prime locations. The meeting was held and MDOT was initially against the idea completely, but thanks to the CDC pushing back and sharing the development challenges we have faced for years, we were able to get them to a yes to start the design process to at least explore the potential of adding safe access points to allow for development in the area between the Best Western Inn and Fort Street and between Cary Medical and NAPA. These are high traffic and have access to our city sewer system, making them high value targets for future development projects. • A Housing Development team was created to better access the needs for housing in Caribou. We were able to host a meeting with several home builders, property developers, and financial folks to help outline and understand the challenges and road blocks that are stopping much needed housing developments from happening. A laundry list of items was gathered and work continues to help find creative solutions to encourage new developments in the city. A housing development needs assessment study has been applied for through a grant program and we are awaiting the outcome of that item.
- The CDC created and hosted a brand new event called the Ice Breaker. We invited all other committees and city council members to a meeting to meet each other and discuss their goals and projects so that all city leaders are working in the same direction. Through these meetings we determined we have many of the same goals but also found some differences that would have had some potential negative impacts to each other and we were able to adjust our strategies to meet everyone's goals and expectations. We held 2 of these meetings this past year and both had positive impacts.
- The committee outlined strengths, weaknesses, opportunities, and threats to our city and were able to help outline some of that work into the new 10 year city planning process. There were several other smaller items that were also worked on, but I think enough has been pointed out here that shows extreme value to a volunteer group of individuals that are working hard to put their city's needs ahead of their own. The CDC is made up of the following

individuals and I would like to thank them for the selfless service they have all shown by volunteering their time and energy to the committee. I am proud to have served our community with Gary Marquis, Christina Kane-Gibson, Lydia Wenzel Kieffer-Till, Jacob Beaupre, Dave Corriveau, and James Nelson. I'd also like to thank City Manager Penny Jackson Thompson, Karen Gorman, and the CUD Directors that we have worked with. Each of these people deserve a thank you and be acknowledged for their hard work and dedication.

Since since the last meeting, all counselors have received this information and we have shared it with the public via Facebook. Counselor's Bagley, Smith, and Watson have all written letters of support as well as city manager Thompson with the caribou economic growth council, and all members of the Caribou development committee. They all have requested and sent support that this committee stay in place going forward so we can continue the good work to help build a better future for Caribou. Finally, I formally request that this council votes to fill the positions in the Caribou development committee at tonight's meeting so we don't have any interruption in our progress. If any council members have any concerns beyond the duplication of the committee's, I would also ask that those council members share those publicly tonight so we can address the concerns and take that information into consideration as we move forward. Respectfully submitted, Caribou Development Committee 2024 Chair, Troy Haney”

Bruce Hagelstein, Caribou Resident

Mr. Hagelstein came in wanting to know if there were any updates on the Code Enforcement Officer position.

Manager Thompson explained that there have been no new applications received for the position.

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

a. Appointments to boards and committees

Motion made by Councilor Theriault, seconded by Councilor Lovewell to appoint Amanda Jandreau to the Caribou Planning Board for a three-year term, expiring December 31, 2027.

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. Mayoral appointments to committees and liaison roles

Motion made by Deputy Mayor Smith, seconded by Councilor Theriault to move the slate and approve all of the appointments from the Mayor.

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 #7: Public Hearings and Possible Action Items

There were no items scheduled for discussion.

Council Agenda item #8: Reports by Staff and Committees

a. National Incident Management Systems overview training for Senior Officials

Manager Thompson explained that The Aroostook County Emergency Management Agency will host a Senior Officials Workshop on Zoom and in the County Emergency Operations Center. This course is designed for elected officials to help them understand the incident command system. This is a 2-hour workshop, that will take the place of the requirement for online classes which would take much more time. This is a requirement to be National Incident Management System compliant, which is a requirement of a lot of federal grants. Officials only need to take the class once, and it is encouraged to take the training if they have not done so before.

b. Public Safety Building Committee update

Mayor Boma explained that the committee has been meeting and talking about several different items for the facility. They have talked about mechanical system options for the buildings and the committee is waiting for additional information. The construction documents package is due (to the committee) on March 15, 2025.

Councilor Watson suggested putting details on social media with the Police Department information and details.

Councilor Bagley said that social media is a great tool to get information out.

Councilor Theriault explained that in her discussions with the former Police Chief in Augusta, they had used Artifex and when it went out to bid they received a bid from Port City that came in \$500,000 lower than the plan was showing. They gave great reviews of Artifex and stated that Ellen and Robb Mann were very helpful and strongly recommended them.

Deputy Mayor Smith explained that he was very pleased with the timeline and that the committee is very aggressive and meets every 1-2 weeks.

Councilor Bagley stated that he is happy to see the schedule and timelines. He would like to challenge the square footage to make sure it is still accurate.

c. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated January 13, 2025.

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

a. Establish meeting calendar for 2025

Motion made by Councilor Theriault, seconded by Councilor Watson to approve the proposed 2025 meeting calendar as presented.

Councilor Bagley stated that he supports having one meeting per month in the summer but would rather see two meetings a month through the year. He suggested adding April 14th, and more for October through December.

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

b. Discussion on adopting a resolution to adopt a Code of Conduct for members of the City Council

Mayor Boma explained that there is a draft of the Code of Conduct in the packet and would like to know what the thoughts or wishes of the council are.

Deputy Mayor Smith stated that he is comfortable with it as presented.

Councilor Bagley explained that it reads more like an oath than a Code of Conduct and needs a place for members to sign.

The Council discussed changes to items 4, 5, 9, and 13. They provided details to the City Manager with their requests.

c. Discussion on the Caribou Development Committee (Chapter 22)

Councilor Watson stated that he would like to see them stay.

Deputy Mayor Smith stated that the committee could help to relieve some of the Economic Development work from the staff.

Councilor Lovewell stated that the committee is doing great things, they have different responsibilities from other boards, and it would not be in the best interests to dissolve.

Councilor Bagley stated that he has served as the Council Liaison for the board, and he feels as if they have done a great job.

Mayor Boma explained that nobody has disputed the good work of the board.

Motion made by Councilor Bagley, seconded by Councilor Watson to appoint Troy Haney and James Nelson for three-year terms expiring December 31, 2027.

d. Establish timeline to present and discuss the 2025 Municipal Budget

Manager Thompson explained the budget process and the breakdown. She explained that on or before January 15th of each year the City manager has to submit to the City Council a draft budget report detailing expenses, capital and income budgets.

Councilor Bagley stated that he believes that the taxpayers have suffered with increases for the last two years and that he does not want to see the budget go up, that we may have to lose positions or programs.

Mayor Boma explained that the Council does not have control over the RSU Budget or the County Budget. She also stated that the next meeting would be mostly about the budget and that they would be trimming down the agenda.

Council had a discussion regarding Department 75: Contributions. They feel that individuals should be choosing to donate on their own if that is their wishes and that it should not come from the budget.

Motion made by Councilor Bagley, seconded by Deputy Mayor Smith to not fund Department 75 Contributions in 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)

Manager Thompson explained that Department 65: Cemeteries, she stated that the City does not own any cemeteries, but the City has had to start mowing at some of them because of them not having a caregiver.

Councilor Watson commented that the Veteran Cemetery in Caribou asks for donations from communities to help with upkeep.

Manager Thompson explained that there are stipends through the budget process to provide payments to the cemeteries to help with veterans final resting spots.

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

Councilor Bagley stated that he would like to have a public hearing for the Police Department design and development packet.

Council Agenda Item #12: Next Regular Meetings: January 27

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

b. Executive Session for union negotiations pursuant to 1 MRSA §405.6.D (Police Department Union)

Motion made by Councilor Theriault, seconded by Councilor Watson to enter into executive session at 7:56 PM for union negotiations pursuant to 1 MRSA §405.6.D.

All Councilors were present for the executive session along with City Manager Penny Thompson and Police Chief Corey Saucier.

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 exited executive session at 8:24 PM

Motion made by Councilor Watson, seconded by Councilor Theriault to approve the MOA to hire union police dispatchers that will be members of the patrol union collective bargaining unit and to authorize the City Manager Penny Thompson to sign the MOA.

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)

a. Executive Session for union negotiations pursuant to 1 MRSA, §405.6.D(Fire Department Union)

Motion made by Councilor Theriault, seconded by Councilor Lovewell to enter into executive session at 8:26 PM for union negotiations pursuant to 1 MRSA, §405.6.D.

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 exited executive session at 9:09 PM

No action taken.

Council Agenda Item #14: Adjournment

Motion made by Councilor Bagley, seconded by Councilor Watson to adjourn the meeting at 9:10 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