

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, February 24, 2025 with the following members present; Mayor Boma, Deputy Mayor Smith, Councilors Kelley, Lovewell, Theriault, and Watson. Councilor Bagley was absent.

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

Department managers Department managers Lisa Plourde (Housing Director), Corey Saucier (Police Chief), Brian Lajoie (Fire Chief), Peter Baldwin (Library Director), Gary Marquis (Superintendent of Parks and Recreation), Dave Ouellette (Public Works Director), Danielle Brissette (City Clerk) and Carl Grant (Finance Director) were present for the meeting.

Paula Brewer of The County covered the meeting, and it was broadcasted 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

There were no comments made by the public.

Council Agenda Item #6: Minutes

- a. Minutes of the regular meeting held July 22, 2024
- b. Minutes of the regular meeting held September 23, 2024
- c. Minutes of the regular meeting held February 10, 2025

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to move the slate and approve the minutes as presented.

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

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

- a. March 2025 – Brain Injury Awareness Month

Mayor Boma read the 2025 Brain Injury Awareness Month Proclamation.

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to accept the 2025 Brain Injury Awareness Month Proclamation as presented.

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

b. Caribou Municipal Airport, Snow Removal Equipment bids received 2.20.2025

Dave Ouellette (Public Works Director) explained that the equipment used at the Airport is showing its age and that it is over 21 years old. He explained that he has looked at the machines and suggested going with the Case Machine from Beauregard.

Motion made by Councilor Watson, seconded by Councilor Lovewell to authorize City Manger Penny Thompson to apply for the FAA grant to purchase the carrier vehicle and attachments for use at the Caribou Municipal Airport.

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

c. Acceptance of Housing Opportunity Grant

Manager Thompson explained that last February, the Caribou Development Committee held a “Housing Symposium” to gain a greater understanding of what the current challenges with housing, including workforce and middle housing, are in the community. It was open to the community and produced a lot of general feedback. This was followed by a roundtable with those involved in real estate, contracting, and development.

One key piece was that Caribou needs to have a housing inventory within the City of Caribou and develop a detailed housing action plan.

In March 2024, the City of Caribou applied for a Housing Opportunity Program municipal grant to fund a housing study.

In October 2024, the City of Caribou was notified by DECD that the City had a high scoring application. On February 20, 2025, the attached contract was received. This has been sent to Attorney Rick Solman for review.

Motion made by Councilor Watson, seconded by Councilor Lovewell to authorize City Manager Penny Thompson to execute the Service Contract with the State of Maine Department of Economic and Community Development.

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

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

There were no items scheduled for discussion.

Council Agenda Item #9: Reports by Staff and Committees

a. January 2025 Financial Reports

Carl Grant (Finance Director reviewed the January 2025 Financial Report

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to accept the January 2025 Financial Report as presented.

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

b. Caribou Development Committee – Liaison Report

Councilor Bagley was not in attendance at the meeting to give his report.

c. Capital Expense Budget Committee

Deputy Mayor Smith reviewed the suggested changes to the Capital budget as suggested from the Capital Budget Committee.

d. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated February 24, 2025.

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

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

Councilor Lovewell stated that it is broad but concise, and that they needed to move forward with something.

Motion made by Councilor Lovewell, seconded by Councilor Watson to adopt the code of conduct as presented.

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

b. Discussion of 2025 Municipal Budget

Councilor Watson raised concerns regarding the incidents between the state government and country and wants to make sure that we are proactive if funding does get cut.

Deputy Mayor Smith stated there are still lots of variables with the budget process with the Revenue Budget and Budget Sharing from the State.

Councilor Lovewell stated that if the RSU experiences cuts in their budget then the City could be on the hook, and that the City can always look at cutting expense budgets at a later date.

Deputy Mayor Smith stated that he is not in favor of creating new positions but would like to still fill the open positions.

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

Councilor Lovewell stated that she has attended her first Nylander Board meeting, and that they are a very welcoming board.

Deputy Mayor Smith said, “How about them Vikings!”

Mayor Boma stated that the Council should invite the student athletes to the next meeting to congratulate them on their accomplishments.

Council Agenda Item #13: Next Regular Meetings: March 10 & 17, 2025

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

Council did not enter into executive session.

Council Agenda Item #15: Adjournment

Motion made by Councilor Watson, seconded by Councilor Lovewell, to adjourn the meeting at 6:52 PM.

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

Danielle Brissette, Secretary