

Council Agenda Item #1: Roll Call/Determine Quorum

The Caribou City Council held a Regular City Council Meeting on Monday, October 20, 2025 with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Kelley, Lovewell, Theriault and Watson.

City Manager Penny Thompson was present at the meeting.

Department Managers Carl Grant (Finance Director), Chris Perkins (Director of Public Works), Brian Lajoie (Fire Chief), and Eric Sanderson (Economic & Community Development Specialist) and Lisa Plourde (Housing Director) were present at the meeting.

The meeting was broadcast via Spectrum and YouTube.

Council Agenda Item #2: Call meeting to Order

Mayor Boma called the meeting to order at 6:00 PM

Council Agenda Item #3: Invocation/Inspirational Thought

Deputy Mayor Smith read an invocation.

Council Agenda Item #4: Pledge of Allegiance

Mayor Boma led the Pledge of Allegiance.

Council Agenda Item #5: Declaration of any Conflict of Interest

There were no declarations made.

Council Agenda Item #6: Public Forum

Randy Violette, Caribou Taxpayer

Mr. Violette came in tonight regarding his property on Van Buren Road. He was requesting a waiver of the foreclosure as he was not able to make the full tax payment before the foreclosure date.

Council Agenda Item #7: Acceptance of Minutes

There were no minutes submitted for approval.

Council Agenda Item #8: Bid Openings, Awards, and Appointments

a. Bid Opening – EPA Brownfields Clean-up Grant 2023 Diesel Plant Demolition

Eric Sanderson (Economic & Community Development Specialist) explained that the City of Caribou was awarded funding from the U.S. Environmental Protection Agency (EPA) through its Brownfields Cleanup program to remediate the former Diesel Power Plant site located at 142 Lower Lyndon Street. As part of the cleanup, the City put out a Request for Bids (RFB) for a

General Contractor to remove all asbestos-containing materials, lead-based paint, universal and hazardous waste for off-site disposal. Removal of the asbestos roofing at the diesel plant and diesel pump house requires demolition of these structures due to the poor condition of the buildings, quantity and type of roofing system (flat tar and gravel roof). There was a mandatory site walk for interested contractors held on Wednesday, October 22nd at 10AM, which was attended by approximately seventeen people (excluding City and State officials) representing thirteen firms. Questions following the site walk were required to be submitted in writing to the City by Friday, October 24th at 2PM. The City received 15 questions relating to schedule, electricity, disposal, waste oil, and a number of other items, which were posted and answered on the City's website. Bids were received at the Caribou Municipal Building until 2PM on Wednesday, November 5th.

Four bids were received in response to the proposal, one of which was not accepted as it was received after the due date and time and one of which was considered "non-responsive" as it did not include the required schedule. The two responsive bids received, listed in alphabetical order, were:

Industrial Sales and Salvage	New Limerick, Maine
KN Environmental, Inc.	North Attleborough, Massachusetts

Qualified Environmental Professional overseeing the project, County Environmental Engineering, met on Wednesday, November 5th to review the bids. After their review, the group's highest scoring bid based on the RFP criteria was Industrial Sales and Salvage. It is the recommendation that the City Council award the contract to Industrial Sales and Salvage.

Motion made by Councilor Watson, seconded by Councilor Theriault to accept the proposal from Industrial Sales and Salvage for contracting and demolition services and cleanup of the Diesel Plant and associated outbuildings in the amount of \$235,000.

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. Bid Opening – Police Station Site Selection Services

Mayor Boma explained City Council has voted to move the Police Station project in the direction of looking at existing buildings to be remodeled (attached). Proposals have been submitted by two very qualified firms. The selection committee met and created a list of follow-up questions with a deadline for response. Both firms responded in a timely manner.

Both firms would create a list of minimum criteria for a remodeled structure, visit eligible sites, reduce the number of sites to study to two, do a comprehensive study of those two sites and then recommend one site to pursue. Additionally, each firm recommends also considering a new construction option to compare against the remodeled building.

The current price proposal from Harriman is \$111,854 (\$125,854 + \$6,000 - \$20,000) (supplemental inspections extra). The current price proposal from Port City is \$ 63,700 (supplemental inspections extra).

The selection committee slightly favors the Harriman proposal due to having a local project manager, Amanda Jandreau, with whom the city has another successful project and their Public Safety sub-consultant, Rob Manns, had worked on the project with Artifex and has that historical knowledge.

Port City has also been involved in prior Public Safety projects in Caribou and were helpful to the city when we applied for the CDS request for the Fire Department facility improvements. They have a lot of experience of working with communities to find solutions for their Public Safety needs, and their proposed cost is lower. Port City did not originally include a schedule but when requested, the schedule submitted is comparable to the one submitted by Harriman.

Council had a brief discussion regarding ideas of properties to look at and discussed the sites that had already been reviewed in the previous study. They also discussed the difference between the proposals received and why Harriman was suggested.

Manager Thompson stated that several people have stopped by offering buildings for consideration. Ms. Thompson also explained that one of the reasons that Harriman was the suggested recipient for the bids was because they have Rob Manns who has been involved with the project for several years, but that they are both great options.

Motion made by Councilor Theriault, seconded by Councilor Kelley to accept the proposal from Harriman in the amount of \$111,854 to move forward with the site selection for a new police station.

Councilor Lovewell expressed concern regarding the discrepancy on pricing between the firms.

Councilor Bagley also expressed concern with the difference in pricing and stated that the process is correct and consistent.

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. Bid Opening – Audit Services

Carl Grant (Finance Director) explained that the City went out to bid for Audit services for the City. He explained that one bid was received from RHR Smith, who has taken over most of the Felch and Co. Clients for municipal audits.

RHR Smith & Company:	2025	\$35,000 and \$6,000 for Single Audit Programs
	2026	\$39,000 and \$6,000 for Single Audit Programs
	2027	\$42,200 and \$6,000 for Single Audit Programs

The proposal from RHR Smith & Company meets the scope of work for Planning, Fieldwork and Preparation/Review of audited financial statements, also includes travel, out of pocket expenses and client communications related to the audit.

Motion made by Councilor Bagley, seconded by Deputy Mayor Smith to accept the bid from RHR Smith & Company for 2027-2027 as specified in the packet.

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 for the Caribou Housing Authority Board of Directors

Mayor Boma explained that the Caribou Housing Authority currently has one vacancy on its Board of Commissioners, which needs to be filled due to a member who moved out of the area. Per the Maine Statutes, Title 30 §4723, “commissioners who are initially appointed serve for terms of 2, 3, 4, and 5 years”; except all vacancies must be filled for the unexpired terms.”

One application has been received by Meredith Kilpatrick.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to appoint Meredith Kilpatrick to the Housing board with a term ending 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)

Council Agenda Item #9: Public Hearings and Possible Action Items

a. Public Hearing – DEP Brownfields Revolving Loan Fund and Birdseye update

Manager Thompson explained that the City of Caribou was awarded funding from the U.S. Environmental Protection Agency (EPA) through its Brownfields Cleanup program to remediate the former Birdseye site located at 27 Birdseye Avenue. As part of that cleanup, the City is required to hold a public hearing and make the Analysis of Brownfield Cleanup Alternatives (ABC) available for public comment for 30 days to receive input. Comments will be accepted 30 days following the City Council’s public hearing tonight, through Wednesday, December 17th.

Open Public Hearing: 6:31PM

Michelle Hersey explained that all of the options have to be looked at. There is a small area that needs remediation and should be cleaned, roughly 25 feet by 25 feet and 2 feet deep. Once this is completed there will be a clean slate at the site.

Councilor Bagley asked if a decision needed to be made at the meeting.

Ms. Hersey stated that no decision was required at this time.

Closed Public Hearing: 6:35PM

No action was taken.

Council Agenda Item #10: Reports by Staff and Committees

a. Financial Reports for October 2025

Carl Grant (Finance Director) reviewed the October 2025 Finance Report.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to accept the financials as presented.

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. November 4, 2025, Election Results

Mayor Boma reviewed the results from the November 4, 2025, Municipal Election.

c. City Manager's Report

Eric Sanderson (Economic & Community Development Specialist) provided updates for projects in the community such as the housing needs assessment that is being held on November 18, 2025.

Manager Thompson explained that there is going to be a stakeholder meeting, and that the study is granted through the State of Maine. The meeting is important because it will help to create an action plan and create planning documents.

Mr. Sanderson explained some of the activities coming with Small Business Saturday, where there is lots to offer for all ages.

Chief Lajoie explained that there will be activities at the Fire Station for the children during small business Saturday, such as a visit with Santa, smores and even bounce houses. Later in the evening there will be the tree lighting in Lyndon Square at 6:00PM. The Caribou Toy Project applications are being accepted until December 17th and can be found at the Caribou Housing Authority or the Fire Department.

Councilor Watson stated that there will be a kid's bingo at the VFW on December 20th from 11AM to 1PM. No money necessary, but there will be hotdogs, french-fries and a soda for sale for \$3. Every child is a winner.

Council Agenda Item #11: Unfinished Business

There was no unfinished business to discuss at the meeting.

Council Agenda Item #12: New Business, Ordinances and Resolutions

a. Automatic Lien Foreclosure process lien waivers – Finance Director Carl Grant

Carl Grant (Finance Director) provided the Council with a list of properties that have come up on the automatic lien foreclosure process due to unpaid taxes. He explained that last year's waivers of 59, 20 have been paid leaving only 39 properties unpaid with under \$45,000 outstanding from a 10-million-dollar commitment. This is a collection rate of 99.5%.

Council had a brief discussion regarding foreclosing on properties and not to chose trailers in Parks because they do not want to have to pay lot rent.

Manager Thompson explained that they could possibly foreclose then work on getting deeds for properties such as 7 Water Street.

Motion made by Councilor Lovewell, seconded by Councilor Bagley to not waive foreclosure on the following properties: 1399, 3117, 1803, 1984, 2050, 2096, 2990, 3117, 3343, 3348, 3458, 3460, 3646, 3930, 3975, 4094, 4129, 4582, 4843, 4883, 4969, 5070, 5065, and 5163.

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

b. 2022 Volvo Rubber Tire Excavator proposal – Public Works Director Chris Perkins

Chris Perkins (Director of Public Works) explained that he recently learned that Chadwick-BaRoss in Caribou has a 2022 Volvo Rubber Tire excavator for sale. The machine has approximately 1,300 hours on it, which is minimal use.

Mr. Perkins stated that he is bringing it to the Council as he would like to move forward with the negotiations on the equipment.

He explained that the excavator was originally purchased by Fort Kent Public Works. It was used regularly on a project in Fort Kent until the operator had an accident and rolled the machine on its side causing damage to the cab. Due to the machine being in high demand Fort Kent traded the machine in for a new one. It has since been repaired and is now available for sale.

Mr. Perkins stated that a tracker excavator would be ideal for projects such as blighted building demolitions and culvert replacements like the project on the Belanger Road; however, tracked machines have limitations, and most municipalities cannot afford to maintain both a tracked and rubber tire excavator.

Before looking at the machine through Chadwick Ba-Ross the department went through years of searching for a machine through the DRMO surplus program for a tracked unit with no success. In the past, rubber tire excavators were not considered viable due to getting flat tires, with new technology things have improved, foam filled tires are now a reliable option, eliminating that concern.

With the new equipment the City could take on larger-scale projects in-house such as the Belanger Road culvert which was estimated at \$50,000 if contracted out. It would also give the opportunity to handle demolition of tax-acquired properties as time allows, and to quickly clear

beaver-clogged culverts without the need for excavation and reset. They believe the current 2005 backhoe could continue to serve more years if it was no longer a frontline machine.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to purchase the equipment from Chadwick BaRoss in the amount of \$186,954.39 for the rubber tire excavator.

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. Ambulance 23 Remount Proposal – Fire Chief Brian Lajoie

Chief Lajoie explained that the department is requesting to purchase a new ambulance chassis, which will allow the remount of Ambulance 23.

Ambulance 23 is now 12 years old and has 121,381 miles. In keeping with the City's long-standing practice, ambulances are replaced either through a full replacement or a remount, depending on the condition of the patient module. This unit was originally purchased with a Braun patient care module, chosen for its high-quality craftsmanship and lifetime structural warranty, making it an excellent candidate for remounting.

To maintain compliance with Braun's warranty requirements, the remount must be performed by an authorized Braun dealer. For this reason, I am presenting a single proposal from Autotronics of Madawaska, the region's authorized Braun dealer. Autotronics has been the department's sole provider of ambulance purchases and remounts for over 35 years, consistently delivering reliable service and quality workmanship.

The proposal before you includes:

- The purchase of a 2025/26 Ford E-450 7.3L Gas 4x2 Ambulance Prep Chassis
- Electrical system updates
- Multiple component and equipment upgrades
- Installation of a Stryker Power Load System

Discounts have been applied to the total proposal, bringing the total project cost to \$261,861.00.

Through the Maine EMS Sustainability Grant (2025), the department secured funding under the Capital Purchases category for the purchase of a Stryker Power Load System. This grant-funded item will save taxpayers \$34,000, reducing the total remount cost to \$227,861.00.

Motion made by Councilor Bagley, seconded by Councilor Lovewell to authorize Chief Lajoie to purchase from Autotronics and remount as described in proposal not to exceed a total of \$227,861.

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. Request to begin Planning and Pricing for a new Ladder Tuck – Fire Chief Brian Lajoie

Chief Lajoie explained that the department is requesting authorization to begin the planning, design, and pricing process for the replacement of the City of Caribou's current ladder truck, which is now 23 years old. While the apparatus has served this community well, it is nearing the end of its reliable service life and is beginning to show signs of mechanical and operational wear that can affect performance and safety.

Chief stated that the truck is one of the most critical apparatus in the fleet, which provides capabilities that no other vehicle can including:

- Aerial reach for rescue and firefighting operations in multi-story or large commercial structures.
- Elevated master streams for controlling large-scale fires where ground access is limited.
- Ventilation, roof access, and technical rescue capabilities, essential in both urban and industrial emergencies

Without a functional truck, our ability to perform rescues, access roofs, and control large fires would be severely limited, placing both our firefighters and the community at greater risk.

Given current industry conditions, the lead time for building and delivering a new ladder truck is approximately four (4) years. If the process begins now, our current unit will be 28 years old by the time the replacement arrives.

Mr. Lajoie explained that he has spoken with a manufacturer who has confirmed that payment is not required until the apparatus is delivered, giving the city a full four years to plan and determine the preferred financing method—whether through bonding, reserves, or other funding mechanisms.

Council had a brief discussion with Chief Lajoie regarding options available for getting a new truck and asked for information regarding the terms, warranty and maintenance cost for purchasing versus leasing.

e. Proposed Increase in Interlocal coverage Agreements – Fire Chief Brian Lajoie

Chief Lajoie explained that the Caribou Fire & Ambulance Department currently provides both ambulance and fire coverage to several surrounding communities through established interlocal cooperation agreements. These partnerships ensure timely, professional emergency medical and fire response for neighboring towns that do not operate their own full-time emergency services.

In addition to supporting regional public safety, these agreements generate essential revenue that helps offset the department's operational and equipment costs.

After reviewing current and projected expenses for the upcoming fiscal year, I am proposing a 5% increase to the current interlocal ambulance and fire coverage agreements.

The proposed adjustment is necessary to help the department keep pace with rising operational, equipment, and medical supply costs that have steadily increased over the past year for medical supplies, equipment, operational, maintenance expenses, safety gear, training, and certification.

The proposed 5% increase will help participating communities plan for predictable costs while ensuring the department can continue providing dependable, high-quality fire and EMS services. This remains a far more cost-effective option than the expense of establishing and staffing independent municipal fire or EMS operations.

Currently the department is recommending that the City Council approve a 5% increase to all current interlocal ambulance and fire coverage agreements, effective with the next contract cycle. The adjustment will help ensure the long-term sustainability, safety, and operational reliability of the Caribou Fire & Ambulance Department, while maintaining affordable service contracts for our neighboring communities.

Council had a brief discussion regarding a price analysis for outside communities versus local fees. They would like to be sure that the fees being charged to the other municipalities is covering the cost and not subsidizing them with Caribou taxpayer money. They remarked that we would like to still be good neighbors with our surrounding communities and to be fair that we are charging them fairly in the process.

f. Maine DOT Overlimit Permit – Route 164 Project No. 02982.00

Manager Thompson explained that this is a process is something that the City has seen before as the Stated DOT is seeking a Construction Overlimit Permit.

Council had a brief discussion regarding the information in the packet being vague and not providing the full information as to the location or project.

Motion made by Councilor Bagley, seconded by Councilor Watson to approve a Construction Overlimit Permit for Maine Department of Transportation for the project number 029892.00 Route 164.

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 #13: Reports and Discussion by Mayor and Council Members

Councilor Bagley explained that the airport has received the equipment that was procured through a grant.

Councilor Lovewell stated that Amazon has partnered with the rec to have a food giveaway in front of the rec department for thanksgiving. She also stated that Ruska will be open to the public at 3:00PM for a free thanksgiving meal for those in need.

Deputy Mayor Smith stated that they needed to schedule a meeting regarding the tax acquired properties, and that he is still advocating for the City to switch to a fiscal year.

Councilor Kelley stated that she is excited for the upcoming events in the City.

Mayor Boma stated that there is going to be a ribbon cutting for the new Children's Museum on Sweden Street.

Council Agenda Item #14: Next Regular Meeting: December 15, 2025

Council Agenda Item #15: Executive Session(s)

a. Executive session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Fire Department Union)

Motion made by Councilor Lovewell, seconded by Councilor Theriault to enter executive session at 9:01PM to discuss labor negotiations pursuant to 1 MRSA §405.6.D Fire Department Union Negotiations.

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)

Fire Chief, Brian Lajoie and Finance and HR Director Carl Grant were present for the executive session regarding Fire Department Union Negotiations.

Council exited executive session at 10:08PM

Updates were received, no action taken.

Chief Lajoie left after the executive session.

b. Executive Session for personnel matters pursuant to 1 MRSA §405.6.A (City Manager)

Motion made by Deputy Mayor Smith, seconded by Councilor Theriault to go into executive session at 10:10PM to discuss personnel matters pursuant to 1 MRSA §405.6.A, City Manager.

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 10:22PM

No action taken.

Councilor Kelley left the meeting at 10:22PM

c. Executive Session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Police Department Union)

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to enter into executive session at 10:23PM to discuss labor negotiations pursuant to 1 MRSA §405.6.D, Police Department.

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

Council exited executive session at 10:30PM

No action taken.

Council Agenda Item #16: Adjournment

Motion made by Councilor Watson, seconded by Councilor Lovewell to adjourn the meeting at 10:31PM.

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

Danielle Brissette, Secretary