

Council Agenda Item #1: Roll Call

The Caribou City Council held an Organizational Meeting, Friday, January 2, 2026 at 6:00 PM in Council Chambers with the following members present; Councilors Bagley, Boma, Knight Phair, Lovewell, Smith, and Watson. Councilor Kelley was present via Zoom.

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

Department manager Peter Baldwin (Library Director) was present at the meeting.

The meeting was broadcast 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 Daniel Bagley and Lori Knight Phair for a term of three years.

Council Agenda Item #5: Election of Council Chairperson/Mayor and Deputy Mayor for 2026

Councilor Smith nominated Councilor Boma for the position of Mayor for 2026.

Councilor Boma nominated Councilor Smith for the position of Deputy Mayor for 2026.

Councilor Watson nominated himself for Mayor for 2026.

Secret Ballot Vote Results:

Mayor: 6 Votes Boma, 1 Vote Watson

Councilor Courtney Boma was nominated as Mayor for 2026.

Deputy Mayor: 7 Votes Smith.

Councilor Jody Smith was nominated as Deputy Mayor for 2026.

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 2026 City of Caribou dog licensing award by Mayor

Mayor Boma picked the winning tag number from a large collection of registrations that were licensed by December 31, 2025 for the upcoming year. The winner of the drawing is Pam Morin

for her dog Ginger. A \$50.00 gift certificate for veterinary services will be sent to their local veterinarian.

b. Haley-Ward Construction Documents approval for Library Project

Matthew Carter is the Project Manager for the Library MCA Connectivity Hub project; he is working with Haley-Ward and attended the meeting via Zoom.

Peter Baldwin, Library Director explained that the packet that has been provided to the council is the 90% construction documents that were discussed at the last meeting following phase three of the design development stage.

Mr. Baldwin explained that the documents are the ones that are being prepared to be sent out to bid pending the Council approval. The purposes tonight is to see if the Council approves of the design plan. The packet also contains an updated cost estimate totaling a little over 1.8 million is a number that the library is comfortable with. The library received a little over 1.8 million for the total of the entire project and then they have also saved some money already in different areas between initial architect cost as well as the abatement, and that helps them be comfortable with the number that has been presented. If the Council is comfortable with that then Haley-Ward will continue on and get the bid sent out next week.

Councilor Bagley asked if a detailed cost estimate was received.

Mr. Baldwin explained that that the cost estimate that he has received is the one that has been presented to the Council in the packet.

Councilor Bagley expressed concern with not having a per unit price with details on the pricing.

Mr. Carter explained that the contract does not ask for a detailed cost estimate and that would be an additional service.

Deputy Mayor Smith clarified that at this point in the process, is to approve the design and get it out to bid.

Councilor Bagley asked what the back up plan was if the bids come in over the estimates.

Mr. Baldwin explained that there are other efficiency initiatives and grants that can still be applied for as they go through the process. There are also individuals that are looking to make donations in memory of loved ones, and those items can be used to save in different areas as well. He stated that there are also plans to remove things that may be considered nice, but not necessary for the overall grant itself.

Manager Thompson explained that the money received through the MCA was intended for and it has taken a long time for it all to come forward. The city had indicated that the project still needs the funding for the project.

Councilor Bagley expressed concern with the cost estimate coming in close to the top of the budget, he stated that he really wants to see this project succeed.

Mr. Baldwin explained that if the bids come in higher then they will look at eliminating certain things from the project itself, not affecting the major upgrades that they are looking for the

purposes of creating a connectivity hub, but some of the other smaller things that they can remove and really bring the number down a little bit if necessary.

Councilor Bagley it can be hard to cobble together a lot of little reductions to get a big reduction, and that sometimes you have to give up something major in order to meet your budget.

Manager Thompson explained that one of the great things is that they have people that are very supportive of the projects and want to see it succeed and have offered assistance to make sure that it gets over the finish line. This shows how supportive our community is in general of the library and the different services offered to the community. Manager Thompson also noted that the City would not have qualified for the meeting if the City Council hadn't put their faith in Mr. Baldwin's long-term vision for the library. Where the Council accepted their long-range plan, that was able to be incorporated into the application. By being proactive at the council level, that's how they can do these things.

Motion made by Councilor Watson, seconded by Councilor Lovewell to approve the construction documents as presented by Haley-Ward.

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

Manager Thompson asked Mr. Carter if the project would be going out to bid on Monday.

Mr. Carter explained that they have a few more things to pull together, but it will be going out to bid shortly.

Manager Thompson asked if it would be out by the end of the next week.

Mr. Carter explained that they are hoping to have it out by the end of next week.

Manager Thompson told Mr. Carter to keep us in mind because were very anxious to get going.

c. Appointment of City Administrative Officers

- i. City Manager
- ii. City Treasurer
- iii. City Tax Collector
- iv. City Clerk & Registrar of Voters
- v. Overseer of the General Assistance Program
- vi. City Auditor
- vii. Legal Officer(s)

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

City Manager:	Penny Thompson
City Treasurer:	Carl Grant
City Tax Collector:	Carl Grant
City Clerk & Registrar of Voters:	Danielle Brissette

Overseer of the General Assistance Program:	Danielle Brissette
City Auditor:	RHR Smith & Company
Legal Officer(s):	Solman & Hunter
City Legal Officer (Personnel & Collective Bargaining)	Bernstein Shur
Health Officer 3 Year Term	Brian Lajoie

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

d. Approval of Administrative Appointments

- i. Deputy City Clerk
- ii. Deputy Treasurer
- iii. Acting City Manager (during temporary absence or disability of city manager)

Motion made by Councilor Smith, seconded by Councilor Watson to move the slate and appoint the administrative appointments for 2026.

Deputy Treasurer:	Holli Doody
Deputy City Clerk:	Kristina Drinkall
Acting City Manager	Gary Marquis

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

e. Appointment of Members to Committees and Advisory Boards

Motion made by Councilor Watson, seconded by Councilor Bagley to appoint Kenneth Murchison, Jody Smith 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, L. Knight Phair – Yes, T. Lovewell – Yes, J. Smith – Yes, P. Watson – Yes, C. Boma– Yes (So voted)

Motion made by Councilor Lovewell, seconded by Councilor Watson to move the slate: Michael Quinlan to the Board of Assessors for a 3-year term.

Dr. Irene Djuanda and Curt Patterson to the Cary Medical Center Board of Directors, each for a 3-year term.

Gary Marquis and Matthew Bouchard, to the Caribou Development Committee, each for a 3-year term.

David Martin to the Caribou Hospital District Board of Trustees for a 3-year term.

David Belyea and Melinda Barnard to the Caribou Riverfront Development Committee, each for a 3-year term.

Abby Small to the Recreation Commission, for a 3-year term.

David Martin to the Caribou Utilities District for a 3-year term.

Travis Michaud to the Nylander Museum Board of Trustees, for a 3-year term.

Lewis Cousins to the Zoning Board of Appeals, for a 3-year term.

David Corriveau and Frank McElwain to the Caribou Planning Board, for a 3-year term.

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

Motion made by Councilor Bagley, seconded by Councilor Watson to appoint Shane McDougall to the Airport Advisory Committee, for a 3-year term.

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

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to appoint James Belanger and Jennifer Murray to the Caribou Housing Authority Board of Commissioners, each with a term ending December 31, 2028.

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

Motion made by Councilor Watson, seconded by Councilor Knight Phair to appoint Travis Michaud and Colleen Murphy to the Library Board of Trustees, each for a 3-year term.

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

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

a. Discussion and Possible Action Regarding 2026

Councilor Lovewell stated that she would like to have budget workshops added to the schedule.

Councilor Bagley explained that he would like to see two meetings per month because sometimes the meeting can be very involved.

Mayor Boma stated that she would like to stay with one meeting per month.

Deputy Mayor Smith would like to see two meetings a month and the meetings could be more brief.

Councilor Watson explained that when there are multiple meetings in a month, often items have been pushed to future meetings rather than being handled.

Mayor Boma stated that with multiple meetings a month quite often items were getting pushed out as a first read.

Councilor Bagley explained that sometimes with only one meeting per month, meetings can feel rushed to get through all of the agenda items.

Mayor Boma explained that the next meetings would be January 12th and 26th, and that there would be two meetings in February and possibly three in March.

Manager Thompson explained that we can always add a meeting if needed.

Councilor Bagley advocated to have a council workshop with department heads to have an informal way for discussion regarding the 2026 proposed budget. It allows for an open discussion and meeting without votes.

Motion made by Councilor Watson, seconded by Councilor Lovewell to schedule meetings on the 12th and 26th of January 2026 at 6:00 PM in the Council Chambers.

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

b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2026 Commitment

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to authorize the Tax Collector to accept early payments of 2026 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

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

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

Motion made by Councilor Watson, seconded by Councilor Bagley to authorize the City Manager to review and approve all Treasurer Warrants for 2026.

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

d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2026

Motion made by Councilor Watson, seconded by Councilor Lovewell to authorize a Tax Club for 2026 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, L. Knight Phair – Yes, T. Lovewell – Yes, J. Smith – 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 2026

Mayor Boma asked the Council to all email City Manager Thompson their top 3 priorities for the year.

b. Discussion of City Council member appointments to City Council committees & liaison roles

Consensus of the Council was to keep the board and liaison roles the same with Councilor Knight Phair assuming the roles previously filled by Ms. Theriault. Any changes or ideas should be emailed to the Mayor.

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

Councilor Bagley stated that he is looking forward to another productive and successful year.

Councilor Lovewell congratulated Councilor Bagley and Knight Phair for being elected for their new terms, and that she is looking forward to 2026 being another great year.

Deputy Mayor Smith welcomed Councilor Bagley, and Councilor Knight Phair.

Councilor Knight Phair explained that she is excited to be part of the Council and anxious to learn.

Mayor Boma welcomed the Councilors and stated that she is looking forward to the projects and everything that 2026 has to bring.

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

Council did not enter into executive session.

Council Agenda Item #12: Next meeting January 12 & 26.

Council Agenda Item #13: Adjournment

Motion made by Councilor Watson, seconded by Councilor Lovewell to adjourn the meeting at 7:13PM

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

Danielle Brissette, Secretary