

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, November 27, 2024, with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Theriault and Willey. Councilor Morrill was present via Zoom. Councilors Bagley and Goughan were absent and excused.

Council elect Jennifer Kelley was present for the meeting.

Manager Thompson was present for the meeting.

Department Manager Carl Grant (Finance Director) was present for the meeting.

Melissa Lizotte of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation/Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Input

There were no comments made by the public.

Council Agenda Item #5: Bid Openings, Awards, and Appointments

a. Cleanup bids and update, Account # 3093, Map 31 Lot 9 (15 Prospect Street)

Manager Thompson explained that a fire has occurred at Mr. Barretto's address in September of 2023. Mr. Barretto has limited means, and he has been trying to take some loads to the landfill and salvaging what he can. Staff members are continuing to receive complaints about the property.

At the November 13th meeting it was voted to have staff solicit bids from contractors. The advertisement was posted online and mailed to area contractors. Due to a miscommunication, the ad was not placed in the newspaper so it will now be in the paper for November 29th and will have a new due date for bids as December 7th in time for the next City Council meeting.

The City has a court date on Friday, December 1st at 8:30 AM regarding the property and DHHS has contacted staff about doing a walk-thru to determine if they can help him to get into a better living situation.

Staff will keep the bids received to date and will open with the others on December 7th.

Councilor Morrill expressed concern regarding needing to clean up the properties that have also experienced fires around town.

Mayor Smith stated that the discussion would be continued at the next meeting as well.

b. Maine DEP – Small Community Grant Program (septic system)

Manager Thompson explained that A Caribou taxpayer has asked the City to apply for a Maine Department of Environmental Protection Small Community Grant Program septic system grant due to a failed system at their home. City staff have worked with the department to follow the program guidelines and have solicited bids for the project. Two bids were received and were forwarded to the Maine DEP for review. Staff received a letter that the bid from Dick St. Peter Construction in the amount of \$9,927.56 was accepted for the project. This will be sufficient to cover 100 percent of the project cost as determined by the owner's annual income. The next step is to sign the contract agreement which was provided by the Maine DEP.

Motion made by Councilor Morrill, seconded by Councilor Theriault to authorize City Manager Penny Thompson to execute a contract agreement with the contractor, Dick St. Peter, in the amount of \$9,927.56 for the instillation of a septic system as specified in the bid.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes (So voted)

Council Agenda Item #6: Reports by Staff and Committees

a. October Financial Report – Finance Director Carl Grant

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

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to accept the October Finance report as presented.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes (So voted)

b. Manager's Report

Manager Thompson reviewed the City Manager's report dated November 11, 2023.

Council Agenda Item #7: New Business, Ordinances and Resolutions

a. RSU #39 Presentation

Jane McCall came to speak to the Council and explained that they are working on having an open line of communication with the Council and that they are working on creating the budget and a timeline. She explained that they have created committees to work on both the CPAC and athletic facilities and they are looking at fundraising and potential grants.

Mark Bouchard explained that they are currently working with challenges in the budget for items such as Capital Improvements and contracted salary increases. He explained that salaries and benefits are 82% of the RSU's budget.

b. Corrective Deed Request, Account # 4621, Map 29 Lot 21 (Pond Street)

Manager Thompson explained that staff was contacted by the new owner of the above referenced property. Their plan is to develop the property and construct a home. However, there was an issue with the description in the deed due to a tax lien that was recorded in 1966 on Map 29 Lot 21. Because Map 29 Lot 21-A was created from Map 29 Lot 21 after the lien was recorded but before the property was acquired by the City of Caribou because of the automatic lien foreclosure process, when the City of Caribou conveyed interest in Map 29 Lot 21-A, they inadvertently retained interest in Map 29 Lot 21 – even though the resulting tax maps were updated as if the municipal officials conveyed both parcels. The new owner would like to get the property title cleared and a boundary survey completed prior to construction. If the Caribou City Council agrees to execute a quitclaim deed, I will contact the owner’s attorney and have one prepared for the next meeting. Dale Blackstone has proposed the language on the attached document dated November 2, 2023.

Motion made by Councilor Morrill, seconded by Councilor Willey to execute a quitclaim deed to Amy L. Medina for the property located on Pond Street in Caribou known as Map 29 Lot 21.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes (So voted)

c. Discussion and possible action, Account # 4094, Map 37 Lot 60 (273 Sweden Street)

Manager Thompson explained that there was a fire at the 273 Sweden Street, Map 37 Lot 60 property in January 2023. The owners have been served notices of violation (history attached) and the City Attorney has also reached out to them. Staff continue to receive complaints about this property on a weekly basis. It is the recommendation of the City Attorney and the Caribou Planning Board that a Dangerous Building action be commenced at the property. The Public Hearing would be held January 22, 2024, to allow staff time to prepare and for proper notice to be served to the owners.

Motion made by Councilor Morrill, seconded by Councilor Willey to commence a dangerous building action on 273 Sweden Street, Map 37 Lot 60 with a public hearing to be held January 22, 2024.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes (So voted)

Council Agenda Item #8: Old Business

a. Discussion and possible action, Account # 1040, Map 11 Lot 38 (6 & 14 Bowles Rd, 360 Access Hwy)

Manager Thompson explained that Mr. Rick Willey of P.L. Willey Properties Inc. has contacted staff and the Caribou City Council again for reimbursement of taxes paid on a building which was assessed on both Account # 1047 and Account # 1040 from 2012 to 2022. The amount of taxes overpaid for the tax years 2020, 2021 and 2022 have had abatements processed in 2022. Mr. Willey attempted to correct this issue by contacting various members of staff on a regular basis. However, since each time that account # 1040 was discussed and it was confirmed that

there were four buildings in the complex, it was not resolved because no one picked up on the fact that there should have been three buildings assessed on account # 1040 and one building assessed on account # 1047. The total amount overpaid was \$31,198.26.

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to approve a refund of taxes paid in error for taxes paid in 2012, 2013, 2014, 2015, 2016, 2017, 2018 and 2019 by P.L. Willey Properties Inc. in the amount of \$31,198.26.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Abstain, J. Smith - Yes (So voted)

Council Agenda Item #9: Reports and Discussion by Mayor and Council Members

Councilor Morrill commended the Caribou Fire department for the phenomenal job they did downtown. He continued to congratulate Peter and stated that he is anxious to see the book mobile and that it is a really good idea.

Deputy Mayor Boma stated that all of the businesses were decorated and decked out for the holidays, and they are also working to schedule a meeting regarding the Police Department.

Councilor Willey stated that the raffle for the baskets at the library made close to \$1,300. The library also had 4-5 authors visiting on Small business Saturday and the facility was very busy.

Council Agenda Item #10: Next Regular Meeting: December 11th

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

a. Executive Session, MRSA Title 1 §405(6)(d), Union Negotiations – Public Works

Motion made by Councilor Willey, seconded by Councilor Morrill to go into executive session under MRSA Title 1 §405(6)(d) at 7:02 PM for Public Works Union Negotiations.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes (So voted)

Council exited executive session at 7:26 PM

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to accept the Public Works Contract as presented.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes (So voted)

Motion made by Councilor Willey, seconded by Councilor Morrill to have the City Manager draft a Memorandum of Understanding with Public Works for a retention and sign-on bonus of \$3,000 to come from the savings in the department from operating short-staffed in 2023, new employees to have the bonus paid over 1 year.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes
(So voted)

b. Executive Session, MRSA Title 1 §405(6)(d), Annual City Manager Evaluation

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to enter executive session at 7:32 PM pursuant to MRSA Title 1 §405(6)(d).

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes
(So voted)

Council exited executive session at 7:45 PM

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to accept the City Manager's annual evaluation and continue her employment as the Caribou City Manager with a 6% raise effective with the first payroll of 2024.

Council discussed having a 30-minute session without the city manager present next year prior to presenting the evaluation.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes
(So voted)

Council Agenda Item #12: Adjournment

Motion by Councilor Morrill, seconded by Deputy Mayor Boma to adjourn the meeting at 7:48 PM

No discussion.

Roll Call Vote: C. Boma – Yes, Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith - Yes
(So voted)

Danielle Brissette, Secretary