



City of Caribou, Maine

*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org*

AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, March 27, 2017 Caribou City Council Chambers

1. Public Input

- a) Lloyd Tibbs
- b) Steve Wentworth – United Veterans of Maine

2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.

3. Consent Agenda

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

- a) Approval of the March 15, 2017 Special City Council Meeting Minutes
- b) Approval of the February 13, 2017 City Council Meeting Minutes
- c) Approval of the February 13, 2017 Special City Council Meeting Minutes
- d) Approval of January 17, 2017 Joint Workshop with Planning Board Minutes
- e) Department Reports
- f) Approval of February 2017 Financials
- g) Approval of Quit Claim Deeds
- h) Appointment of Recreation Commissioner
- i) Approval of Lunch Wagon Permit
- j) Approval of Taxi License
- k) Approval of Liquor and Special Amusement Permit for Caribou Country Club

4. Building Permit Fees

5. Retail Marijuana Ordinance

6. Fuel Tank Bids for Caribou Public Works

7. Public Hearing for Caribou Housing Agency Administration Plan

8. Caribou Housing Agency's Board of Commissioners Appointment of Resident Member

9. Other Business

-Bid approval for tax acquired properties

Upcoming Meeting Dates:

Regular City Council Meeting Monday, April 10, 2017 at 6pm

Regular City Council Meeting Monday, April 24, 2017 at 6pm

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

DOUGLAS F. BEAULIEU



March 20, 2017

Mr. Lloyd A. Tibbs
Ms. Sheila R. Archer
42 Bradley St.
Caribou, ME 04736

Re: Lloyd A. Tibbs and Sheila R. Archer v. City of Caribou

Dear Mr. Tibbs and Ms. Archer:

The Aroostook Board of County Commissioners met on March 16, 2017, to address your tax abatement request in accordance with Title 36 MRS Section 1001. The Board's decision was based on the information provided in your application. If the county commissioners fail to give written notice of their decision, the application is filed, unless the applicant agrees in writing to further waive the right to appeal. If the application is deemed denied and the applicant may appeal to the Superior Court as if the application was denied.

The disagreement you have with the City of Caribou goes beyond a simple tax issue. Ownership of the property is in question. The City maintains the claim you are the owners of the property on 42 Bradley Street, Caribou.

The Board believes the ownership issue is the first threshold that must be resolved. The County Commission is not legally empowered to resolve that question.

17-07

A special meeting of the Caribou City Council was held 4:00 p.m. on Wednesday, March 15, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody R. Smith, and Timothy C. Guerrette.

Michael Gahagan, Interim City Manager

Council Agenda Item #1: Public Input

None.

Council Agenda Item #2: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

None.

Council Agenda Item #3: Demolition Bids

Motion made by P. McDonough, seconded by J. Theriault, to award the demolition bids for 45 River Road, 45 Railroad Street, and 15 Nancy Street to the low bidder Soderberg Construction Company, Inc. (5 yes) So voted.

45 River Road	\$ 5,750
45 Railroad Road	\$16,000
15 Nancy Street	\$ 5,750

Council Agenda Item #4: Road Closures

Staff recommends the closure, for the following list of roads, all vehicles over 34,000 pounds. The new weight limit will use Maine Department of Transportation (MDOT) rules and regulations.

Albair Road	Ogren Road	Richard Road
Caribou Lake Road	Old Washburn Road	Sawyer Road
George Watson Memorial Drive	Plante Road	Thompson Road
Maysville Road	Railroad Street	West Gate Road

Motion made by P. McDonough, seconded by J. Theriault, to authorize Public Works Director Dave Ouellette to post these roads closed for all vehicles over 34,000 pounds using MDOT rules and regulations. (5 yes) So voted.

Council Agenda Item #5: Appoint Acting City Manager in Michael Gahagan's Absence

Motion made by P. McDonough, seconded by T. Guerrette, to approve the appointment of David Ouellette, Caribou Public Works Director, to serve as Acting Interim City Manager in the absence of Interim City Manager Michael Gahagan. (5 yes) So voted.

Council Agenda Item #6: Sign Sewer/Water Easement Map 27, Lot 8 Lower Washington Street

Motion made by D. Martin, seconded by P. McDonough, to approval the signing of a Sewer/Water Easement Deed, Map 27 Lot 8, Lower Washington Street for the Caribou Utilities District. (5 yes) So voted.

Council Agenda Item #7: Other Business

- A. Building Committee – Chair D. Martin, J. Smith, and J. Theriault – met on February 23, 2017 with Chief Gahagan, Sgt. Gahagan, and Ames Associates, LLC of Bangor. Ames Associates visited the Fire Station and the Birdseye site. They are going to provide estimates for adding on to the current Fire Station or building at the Birdseye site. New facilities for the Police Department are the priority, whether it is adding to the current Fire Station or constructing a new stand-alone structure. Thus far Ames Associates hasn't charged the City for these services.

Motion made by, J. Smith, seconded by T. Guerrette, to adjourn the meeting at 4:10 p.m. (5 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting Monday, March 27, 2017 at 6:00 p.m.

Regular City Council Meeting Monday, April 10, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

17-06

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, February 13, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody R. Smith, and Timothy C. Guerrette.

Austin Bleess, City Manager.

Department Manager: Penny Thompson, Tax Assessor; Michael Gahagan, Police Chief; and Gary Marquis, Supt. of Parks and Recreation.

Time Warner covered the meeting.

Council Agenda Item #1: Public Input.

Roland Labbe, Jr. - 320 Washburn Street – requested additional time to pay back taxes and liens so that they can reacquire their mobile home.

Lloyd Tibbs – Wants to know what is going to happen with his former property so he will know what to do going forward.

The Manager Bleess noted that in December 2015, the Council gave the former owners of this property and others an additional 15 months to pay all back taxes.

The Mayor stated that this will be discussed at the next Council meeting and that is in March.

Mr. Tibbs stated his opposition to waiting until the next Council meeting and for discussion to being on camera.

Councilor Martin stated that a decision had been made.

Mr. Tibbs wants to know what his other options are.

Councilor Martin offered that past practices has properties going out to bid with there being a minimum bid amount.

Manager Bleess stated that there isn't any clause in State statute that would allow this type of discussion in executive session so it would be held in a meeting like this one or at a workshop.

Council Agenda Item #2: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

None.

Council Agenda Item #3: Consent Agenda

- a) Approval of the January 23, 2017 City Council Meeting Minutes
- b) Department Reports
 - 1. Caribou Police Department-January 2017
 - 2. Housing and FSS-January 2017
 - 3. Caribou Fire and Ambulance-January 2017
 - 4. Clerk and General Assistance-January 2017
- c) Approval of January 2017 Financials

- d) License Approvals
 - 1. Caribou Inn and Convention Center
 - i. Liquor License
 - ii. Special Amusement Permit
- e) Approval of Quit Claim Deed
 - 1. Antone Demoura – Map 4, Lot 20

Motion made by D. Martin, seconded by P. McDonough, to approve Consent Agenda Items A-E as presented. (5 yes) So voted.

Council Agenda Item #4: Accepting Resignation of Councilor McDougall

Motion made by P. McDonough, seconded by J. Theriault, to accept the resignation of Councilor McDougall. (Exhibit A) (5 yes) So voted.

Council Agenda Item #5: Filing Vacant Council Seat

The City will advertise that there is vacancy on the Council. It was noted that the State will be holding a Referendum election on June 13th.

Motion made by J. Smith, seconded by J. Theriault, to advertise, appoint, and fill the Council vacancy plus set the date for a Special Municipal election to be held June 13th in conjunction with a State Referendum election. (5 yes) So voted.

Council Agenda Item #6: Requests for Additional Time to Pay Taxes

Following the City tax acquired properties in November 2016, the Council gave all of the owners of record until January 31, 2017 to pay off all of the taxes. The City has received two letters concerning payments for Map 7, Lot 36-4-ON and Map 19, Lot 19.

Motion made by J. Smith, seconded by J. Theriault, to accept the check for payment in full, from Brock Toothaker, for Map 19, Lot 19 and to extend to February 17, 2017 the time for the former owners of Map 7, Lot 36-4-ON to pay \$2,800. (5 yes) So voted.

Council Agenda Item #7: Building Permit Fees

Councilor McDonough introduced Ordinance No. 3, 2017 Series, An Ordinance Modifying Building Permit Fees.

Public Hearing was scheduled for the next Council meeting.

Council Agenda Item #8: Hancock Street Abandonment

Scott Englund, owner of Map 34, Lot 176, has requested that the portion of Hancock Street that borders his lot be discontinued. The City hasn't kept Hancock passable for a period of at least 30 consecutive years, starting January 1, 1987 and ending on January 1, 2017. It's more likely the road ceased being used in the mid 1960's when the bypass went through.

6:19 Public Hearing Opened.

No public input.

6:20 Public Hearing Closed.

Motion made by P. McDonough, seconded T. Guerrette, to approve and sign the Notice of Determination of Presumption of Abandonment for the portion of Hancock Street described as the portion abutting Map 34, Lot 179 and Limestone Street as having been unimproved for more than 30 years and is resumed abandoned pursuant to 23 M.R.S.A § 3028. (5 yes) So voted.

Council Agenda Item #9: Overweight Permit for route 89 Project

Motion made by P. McDonough, seconded by J. Smith, to approve an Overweight Permit be issued to the MDOT Contractor for transporting construction equipment that exceed legal weight limits over municipal road. (5 yes) So voted.

Council Agenda Item #10: Other Business

- A. The Interim City Manager must be in Augusta on March 14th for City business. It was decided to cancel the March 13th Council meeting and to reschedule those items for March 13th to the 27th.
- B. The Personnel Committee will meet in Executive Session on March 15th at 6:00 p.m. to review City Manager resumes. MMA Dave Barrett will join via phone.
- C. Building Committee meeting will be scheduled for a date after February 22, 2017.

Motion made by J. Smith, seconded by P. McDonough, adjourn the meeting at 6:25 p.m. (5 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting Monday, March 13, 2017 at 6:00 p.m. - Cancelled

Personnel Committee Meeting Wednesday, March 15, 2017 at 6:00 p.m.

Regular City Council Meeting Monday, March 27, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

17-05 Spec

A special meeting of the Caribou City Council was held 5:00 p.m. on Monday, February 13, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody R. Smith, and Timothy C. Guerrette.

Austin Bleess, City Manager.

Council Agenda Item #1: Executive Session to discuss an Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq.

5:00 p.m. Time In. Motion by P. McDonough, seconded by D. Martin, to move into executive session Executive Session to discuss an Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq. Unanimous.

5:56 p.m. Time Out. Motion by J. Smith, seconded by P. McDonough, to move out of Executive Session.

Motion by J. Theriault, seconded by P. McDonough, to deny the poverty abatement application identified as 2017-1. (4 yes, J. Theriault, J. Smith, D. Martin, and P. McDonough, 1 no, T. Guerrette) So voted.

The meeting adjourned at 5:57pm.

Austin Bleess, City Manager

A Joint workshop between the Caribou City Council and the Caribou Planning Board was held on Tuesday, January 17th, at 6:00pm in the Caribou City Council Chambers.

City Councilors Present: Aiken, McDonough II, Theriault, Guerrette, Martin, and McDougall.

City Councilors Absent: Smith.

Planning Board Members Present: Graves, McDonough III, Cyr, Smith, Pelletier and White.

Planning Board Members Absent: Hunter.

The meeting was covered by the Aroostook Republican and Time Warner Cable.

Phil Cyr, Planning Board Chair opened the meeting and asked for public input and no one provided any input.

Chair Cyr then asked if any of the City Councilors wished to make comments.

Councilor McDonough II recommended that we do not allow recreational marijuana in the City of Caribou. Based upon the fact it's not allowed federally, and the 62% of citizens that voted against it.

Councilor Dave Martin discussed how some communities used to be dry in Aroostook County. He asked why pass up on a business in Caribou. He's against the social clubs, but if it's legal then we should allow it to be sold in Caribou. A majority of Mainers approved it, and it's now a law.

Planning Board Member White asked how much weight we should give to the rules/laws/guidelines etc. that the state may come up with. Councilor Martin stated we should wait until state finalizes the rule.

Mayor Aiken said state guidelines should be used. Asked if Caribou wants to engage in retail marijuana sales, and if we allow it we would have to go with the regulations the state comes out with.

Planning Board Chair Cyr stated whatever is put in place initially can always be altered later.

Planning Board Member Smith said we don't know what this will look like in 5 years. We don't know if/when the federal government will allow it or not. She says we should let other communities do the trials of this first. Caribou uses citizen option for a lot of its decisions, and the opinion of 62% of the people in Caribou was to not legalize marijuana.

Chair Cyr discussed the potency of marijuana today versus marijuana in the 1970's. It is at least 4 times as potent today than it was then. He cited the recommendation of the Caribou Police Chief Mike Gahagan that we do not allow it.

Mayor Aiken stated whether we sell it here or not those that want to use it will still be using it.

Panning Board Member White called this an "attractive nuisance". It will cause people to try to get around the system and it would increase the temptation for young people.

Panning Board Member McDonough III agreed it would increase the temptation for young people if we have it here.

Leo Trudel, executive director of Safe Alternatives the medical marijuana dispensary here in Aroostook County addressed the Board. He stated he voted no on the referendum, but the law was passed. He said Caribou issued liquor licenses for 2 new bars in the last year, and those are dangerous. He says there is a speak easy in town who has been selling illegally for quite a while. He doesn't feel Caribou is business friendly, and wants to bring jobs to Caribou. The law will allow people to grow six plants or more. The bigger picture is Caribou will have it in large amounts. His dispensary is the smallest in the state because people grow their own. He says Caribou has the ability to put limitations on how many recreational ones. He said the state will

allow medical dispensaries to dispense retail. He feels he is the best option to serve recreational customers.

Panning Board Member Smith said that Caribou doesn't have to allow a business that does fit in the community.

Mr. Trudel said that is only her opinion.

Mayor Aiken stated he asked his children about what would happen if marijuana was legalized. It came down to those that are doing it now will still do it, people that don't do it now likely won't start. Trudel agrees people won't start doing it now.

Mr. Trudel believes we will find less of it on the black market and less shady deals taking place. Harvard economist states it will be a slight increase, but it will be small.

Mayor Aiken said Canada will likely legalize marijuana country wide, and people won't travel here from Massachusetts to get it. He doesn't agree with selling it here, because what is going to happen with the kids that have access to it.

Mr. Trudel says it is the same with tobacco or alcohol products that have been geared towards younger taste buds. Says it will be dispensed in containers that are hard to open.

It was clarified that any medical dispensary in Caribou would have to be approved by the City before it could sell recreational.

Panning Board Member Smith clarified that we have the right to decide whether or not we want the stores selling it here recreationally. And that is the topic we are here to discuss, not whether or not it is legal to have it or not have it. We can only control if we allow it to be sold recreationally.

Consensus of the Planning Board is unanimously to not allow recreational marijuana to be sold in Caribou. Bleess stated he would work with the City Attorney and MMA Legal to draft language to not allow recreational dispensaries in Caribou.

Mr. Trudel said he stated we could find positive information on recreational marijuana which include marijuana policy project and NORML.

The meeting was adjourned at 6:36pm.

Austin Bleess, City Manager



CARIBOU PUBLIC LIBRARY
Where Heritage Meets Innovation

To: Mayor and City Councilors
cc: Austin Bleess, City Manager
From: Anastasia S. Weigle, Library Director
Date: February 27, 2017
Re: Library Report



Caribou Public Library, 99 High Street, Caribou, Maine 04708

Dear Honorable Council Members

My first month at the Caribou Public Library has been most pleasant with meeting patrons, talking to various groups, working with staff, and getting to know Caribou and its outlying communities. First and foremost, I am grateful for the support of the Mayor and City Council in helping the library moving forward this year. My staff and I are looking forward to an exciting year of new programs for children, young adult and adults, stronger collections, and continued collaborations with our sister institutions such as the Ancestry Genealogical Society, The Nylander Museum, the Caribou Historical Society, schools, and surrounding libraries. Lisa Shaw, our previous director, has built strong core values for the library as a place to share and create knowledge. It is an honor to take up the reins and continue on where Ms. Shaw left off.

– Anastasia S. Weigle, Director

1. Statistics

1.1 Stats 2016 Year in Review

Circulation Stats	Visits	E/AudioBooks	WiFi Use	New Patrons	Passports	Tests Performed
26,117	20,805	1,808	8,862	282	17	6
Multi-Media Loans	DVD use	Volunteer Hours	Value of Volunteer Hours	Grants Received	In-Kind Donations	Monetary Donations
439	8,418	2,548.6	\$19,088.75	418,750	\$14,800	\$1040.20

1.2 Stats January 2017

Circulation	Patron / User Services	WiFi / Technology
Items checked out: 1,235 (Adult 875, Juvenile/YA 405)	Visits: 1,490 Newly registered patrons: 11	Our Wi-Fi was accessed 2,905 times during the month of January
Circulation by type: Book 918 eBook/AudioBooks 39 DVD 254 / Videos 228 Magazines 84	Interlibrary Loans: 24	Collection Development Items added: 113 Items withdrawn: 704

2. The Children's Room

I am very pleased and excited to announce that Erin Albers is our new Children's Librarian. Erin has been with us as Library Assistant since 2014. She comes with a strong background in early education and community programming. Erin will re-establish story times, develop programs, and build the juvenile collections. Erin has already hit the ground running! She has formed a partnership with the Loring Job Corps to provide student readers for an elementary story time on Wednesday afternoons, beginning March 1st from 3:30-4:30 p.m. Erin will be assisting the readers with book selection and coordination, while the Job Corps students, members of a newly formed "Reading to Lead" group, will read the material which will include several easy reading, a non-fiction, and an ongoing chapter book, to the children.



In addition to the Wednesday afternoon story time, Erin is also excited to note that the library will once again be providing weekly children's programs. With the absence of a Children's Librarian since last August, the library has not been able to offer programs for young children until now. Beginning Monday, March 6th, the program schedule will be as follows:

- Elementary Program (K-5) on Mondays from 3:30-4 p.m. in the Caribou Room
- Mother Goose Story Time (0-18 mo.) on Tuesdays from 10:30-11 a.m. in the Children's Room
- Pre-School Program (18 mo.-5 yrs.) on Wednesdays from 10:30-11 a.m. in the Caribou Room

3. Upcoming Program in March

3.1 Author Talk and Book Signing, "The Mars Hill Bank Robbery"

The Caribou Public Library will be hosting a book talk with Maine author, Ron Chase on Friday, March 10, starting at 5pm. Chase's thoroughly researched book explores the life, motives, and mystery surrounding both the historic robbery and the man behind it.

4. Grants

4.1 J.O.Y. Grant. In the past, the library provided the local hospital with packets of information for new parents about the library, reading times and tips. Although the hospital has welcoming bags for new mothers, we feel it is more advantageous if the library targets parents of newborn babies in a more direct fashion. The library has applied for a J.O.Y. grant to establish a "Welcoming Babies" program. Parents of newborns would receive a card of congratulations inviting them and their newborn

to stop by the library to pick up their baby's gift. The gift would consist of a small canvas bag with the library's logo and the words "Welcoming Babies." Inside this bag will be a storyboard book, informational materials, coupons, and support materials for mothers.

4.2 The Onion Foundation—STEM/STEAM Program



Our previous children's librarian, Katie Bossie-Wilcox, received a grant from the Onion Foundation to support a new STEM program for children using sand and water tables. The grant was approved and awarded to purchase the tables. However, the children's librarian left before developing a program. Erin Albers will pick up where Katie left off and develop/ implement a STEM/STEAM program in March/April. We will also incorporate the 3D printer into the program as well. The final report on our project will be submitted to the Onion Foundation end of May 2017.

4.3 Betterment Grant for YA Room

With \$2000 provided by the Betterment Grant, the Caribou Public Library has purchased portable shelving for the YA room to display new books.

4.3 Upcoming Grants

As stewards of our cultural heritage, the library's role for preserving Caribou's archives and special collections will include developing collaborative programs, workshops and grants with The Nylander Museum, Aroostook Genealogical Society, and the Caribou Historical Society. We are starting our stewardship by hosting an Aroostook County Archival Care Workshop for the Maine Archives and Museums along with help from the Maine Historic Records Advisory Board.

The Caribou Public Library will be applying for a Preservation Needs Assessment grant provided by NEDCC (Northeast Document Conservation Center). It is hoped that this grant will open up opportunities for more funding to purchase materials, appropriate

furniture, workshops, repairs, proper lighting, and environmental monitoring equipment (hygrometer) to support our local cultural materials.

5. End Notes

The Caribou Public Library believes the community's greatest strength is its creative economy, and I ask, as did Lisa Shaw, that the council continue to support the library's key role in the cultural, educational, and economic development in the coming year.

Respectfully submitted,

Anastasia S. Weigle

cc: Caribou Public Library Foundation
Director's files

Caribou Police Department Monthly Report

February 2017

	Current Month	YTD	Month Prior Year	Prior YTD
COMPLAINTS	2283	4312	1288	2719
M/V ACCIDENTS	36	67	30	53
ESCORTS	13	20	1	6
THEFT COMPLAINTS	9	16	10	16
ANIMAL COMPLAINTS	6	9	12	20
DOMESTIC COMPLAINTS	2	5	7	10
BURGLARY COMPLAINTS	0	0	3	6
O.U.I.	1	5	1	5
M/V THEFTS	0	2	0	0
MISSING PERSONS	1	1	0	0
JUVENILE COMPLAINTS	8	9	3	5
CIVIL COMPLAINTS	1	7	6	11
PROWLER COMPLAINTS	0	0	0	0
ASSIST OTHER AGENCY	16	35	19	40
ASSAULT ARREST	1	2	0	1
THEFT ARRESTS	2	5	0	5
SPEEDING	36	40	5	14
STOPS/CHECKS M/V	1893	3556	961	2069
PARKING TICKETS	0	0	0	0
HANDLING PRISONERS	25	51	27	60
WARRANT ARRESTS	8	15	3	3
UNLAWFUL SEX. CONTACT	0	0	0	2
GROSS SEX. ASSAULT	0	0	0	0
BUSINESS ALARMS	12	31	12	26
BURGLARY ARRESTS	0	0	0	0

Year To Date (YTD) is from January 2017 through February 2017

Clerk and General Assistance Dashboard

February 2017

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	20	44	9	37
Fishing Licenses	11	34	15	30
Boat Registrations	2	5	1	6
ATV Registrations	-	-	-	-
Snowmobile Registrations	60	190	38	189
Vehicle Registrations	224	518	485	858
Rapid Renewal	24	43	25	50
Birth Records	49	96	72	131
Death Records & Permits	44	208	69	136
Marriage Records & Licenses	12	21	5	19
Dog Licenses	98	507	116	517

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	10	22	8	22
GA Cases Paid - Caribou	9	20	13	20
People Assisted - Caribou	12	28	26	40
GA Dollars Spent - Caribou	2,612	\$ 7,167	\$ 3,818	\$ 5,317

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Connor	-	0	1	1
GA Cases Paid - Connor	-	0	1	1
People Assisted - Connor	-	0	4	4
GA Dollars Spent - Connor	-	\$ -	\$ 95	\$ 95

Year To Date is from January 2017 through February 2017

Caribou Fire and Ambulance Monthly Report

February 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	10	22	18	30
Fire Permits Issued	7	17	11	32
Mutual Aid Received	0	1	1	3
Mutual Aid Provided	6	13	0	11
Estimated Damage	\$ -	\$ 20,000	\$ 125,200.00	\$ 143,200

Out of City Fire Calls						
Location	Current Month # of Calls	Current Month Man Hours	YTD Calls	YTD Man Hours	Prior YTD Calls	Prior YTD Man Hours
Woodland	1	2	1	2	4	33.75
New Sweden	0	0	0	0	2	7.5
Connor	0	0	1	3	0	0
Westmanland	0	0	0	0	0	0
Totals	1	2	2	5	6	41.25

	Current Month	YTD	Prior Year Month	Prior YTD
Ground Ambulance	153	344	167	343
Air Ambulance	4	10	5	11
Assist or Cancelled	1	4	2	5
Totals	158	358	174	359
ALS Calls	100	214	95	200
BLS Calls	39	104	57	110
No Transport	19	37	20	41
Long Distance	22	51	22	47
Calls Turned Over	3	9	7	12
Revenue Lost	\$ 4,480	\$ 24,480	\$ 11,060	\$ 11,060
Mileage	7,557	17,726	7,592	7,592

YTD is from
January 2017
through
February 2017

Housing and FSS Monthly Report

February 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	386	193	386
Vouchers leased	173	342	184	363
Vouchers available	17	38	7	19
Total Housing Assistance Payments, to Landlords	\$ 62,469	\$ 126,733	\$ 72,300	\$ 141,608
Total Utility Reimbursements, to Participants	\$ 51	\$ 122	\$ 294	\$ 588

Waiting List Statistics	Current Month	Average YTD	Prior Year Month	Average Prior YTD
Applicants on Waiting List	57	59	100	95
Average wait time (in days)	45	43	0	0
Families with Children	19	21	30	28
Elderly Families	6	7	16	15
Families with Disabilities	23	22	41	38
Household Income				
Extremely Low Income	45	46	74	72
Very Low Income	7	7	15	13
Low Income	2	3	6	6
Over Income Limit	2	3	4	4
Incomplete	1	1	1	1

Family Self Sufficiency	Current Month	YTD	Prior Year Month	Prior YTD
Number of Participants	29	55	31	62
Monthly Escrow Deposit	\$3,455	\$7,216	\$2,166	\$4,138
Number of Families Earning Escrow	16	33	17	33
FSS Graduates	0	0	0	0
Escrow Earned	\$0	\$0	\$0	\$0
FSS Forfeitures	0	0	0	0
Escrow Lost	\$0	\$0	\$0	\$0

YTD Numbers are January 2017 through February-2017



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: March 27, 2017
Re: Approval of Quit Claim Deed

As agreed to last meeting by the Council, the Council should approve the Quit Claim Deeds for Roland Labbe at 320 Washburn Street, #3, Map 7, Lot 36-4-ON as the taxes have been paid.

As agreed to last meeting by the Council, the Council should approve the Quit Claim Deeds for Brock Toothaker at 1070 Van Buren Road, Map 19, Lot 19 as the taxes have been paid.

In accordance with the minutes from December 14, 2015, Ernie Currie and Calvin Lund have paid in full all back taxes due from their 15 month agreement. Request to sign Quit Claim Deed back to previous owner.

Jonathan Bouchard paid in full supplement taxes that were due from tax acquired status from December 2016. He was given 60 days to pay in full and met the deadline. Request to sign Quit Claim Deed back to previous owner.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: March 27, 2017
Re: Appointment of Recreation Commissioner

Mark Shea has resigned from his position on the Recreation Commission.

Thomas Ayer has expressed interest in serving on the commission and is recommended for appointment to it.

Council should approve the resignation and appointment.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: March 27, 2017
Re: Lunch Wagon Permit

We've received a Lunch Wagon permit from the Happy Belly. They will operate from Wednesday through Saturday from 11am to 7pm at the corner of Fort St. and Birds Eye Ave. This is the same as the past years.

This has been reviewed by staff and is recommended for approval.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: March 27, 2017
Re: Taxi License

We've received a Taxi License application from Lori Hodsdon, dba Town Taxi.

This has been reviewed by staff and is recommended for approval.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: March 27, 2017
Re: Building Permit Fees

As per the Council direction we have drafted an ordinance to create a flat fee for building permits. The fee will be \$50.

Staff is also requesting that we have the ability to double the permit fee for someone who begins construction before getting a permit. That language is included in the proposed ordinance.

Also, as discussed the demolition permit fee is being eliminated.

One thing Council should consider is those that have gotten permits so far this year. So far this year we have we have issued a building permit worth \$1,950 and a Demo permit worth \$25. If the Council approves the ordinance they may want to consider issuing refunds to the people that paid these fees this year.

The ordinance was introduced in February and a public hearing advertised for this evening. After the Public Hearing the City Council may take action on the ordinance.

Councilor _____ introduced the following ordinance:

Ordinance No. 3, 2017 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE MODIFYING BUILDING PERMIT FEES

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section 1. Caribou City Ordinance Chapter 4, Section 103.1 is hereby repealed.

Section 2. Caribou City Ordinance Chapter 4, Section 103.1 shall read as follows:

Fee Schedule: The fee for each plan examination, building permit and inspection shall be \$50.

Failure to get a permit before building construction begins shall cause the permit fee to double.

Demolition Permits shall be free.

This ordinance, being introduced on _____ and a public hearing being held on _____, was duly passed by the City Council of the City of Caribou, Maine, this _____.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: March 27, 2017
Re: Retail Marijuana Ordinance

The City Council had requested the Planning Board do some work on an ordinance regarding recreational marijuana. After the joint meeting between the two boards the Planning Board has decided it would recommend an ordinance banning retail marijuana from Caribou.

One topic that has been discussed is that Caribou would be losing out on tax revenue if we do not allow it. However, at this time there is no way for municipalities to levy a local option sales tax on it. All sales tax revenue would go to the state, for the state to distribute as they see fit. It's unlikely any of that would come back to the local level.

The Planning Board is recommending the City Council adopt the ordinance on the following pages. They held a public hearing on the ordinance on March 1st.

The City Council can introduce the ordinance tonight and a public hearing can be scheduled at which time the Council may take action.

Councilor _____ introduced the following ordinance:

Ordinance No. 4, 2017 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE PROHIBITING RECREATIONAL MARIJUANA

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

The City Council does hereby create Chapter 13, Section 700 (41):

Section 1. Authority. The ordinance is adopted pursuant to the Title 30-A M.R.S. §3001 and Title 7 M.R.S. c. 417.

Section 2. Purpose and Intent. The purpose of this ordinance is to impose a ban on the operation of Retail Marijuana Establishments and Retail Marijuana Social Clubs in the City of Caribou to protect the health, safety, and welfare of the people of Caribou as these activities constitute a nuisance.

Section 3. Prohibition. The operation of Retail Marijuana Establishments which includes Retail Marijuana Stores, Retail Marijuana Cultivation Facilities, Retail Marijuana Products Manufacturing Facilities, and Retail Marijuana Testing Facilities; and the operation of Retail Marijuana Social Clubs are prohibited within the City of Caribou, and therefore all activities related to the abovementioned retail uses such as, but not limited to, cultivation, possession, extraction, manufacturing, processing, storing, laboratory testing, labeling, transporting, delivering, dispensing, transferring, and distributing are expressly prohibited within the City of Caribou.

Section 4. Exemptions.

A. Personal Use of Marijuana. This ordinance shall not be construed to prohibit the Personal Use of Marijuana per Title 7 M.R.S. c. 417 section 2452.

B. Medical Use of Marijuana. This ordinance shall not be construed to limit any privileges or rights of a qualifying patient, primary caregiver, registered or otherwise, or registered dispensary under the Maine Medical Use of Marijuana Act and the City of the Caribou Code of Ordinances, c. 56 Unified Development Ordinance.

Section 5. Relationship with Other Ordinances. Whenever a provision of this ordinance is inconsistent with another provision of any other ordinance, regulation, or statute, the more restrictive provision shall control.

Section 6. Validity and Severability. Should any section or provision of this ordinance be declared by the courts to be invalid, such a decision shall not invalidate any other section or provision of this ordinance.

Section 7. Enforcement.

- A. Any duly designated Caribou Police Officer is authorized and shall have the authority to enforce all provisions of this ordinance.
- B. The City Manager is authorized to order that legal action be taken to enforce the provisions of this Ordinance.

Section 8. Cease Operations Order.

A Police Officer may issue a written cease operations order directing the occupancy, use, and other activities prohibited under this ordinance to cease immediately, and that the premises be vacated. Upon notice of the cease operations order, all occupancy, use, or other activity subject to the cease operations order shall stop immediately and the premises shall be vacated and closed.

Section 9. Penalty. Any person violating the provisions of this ordinance may be liable for the penalties set forth below:

A. Civil Penalties.

- i. First Violation. The maximum penalty for undertaking an activity related to Retail Marijuana Establishments or Retail Marijuana Social Clubs is \$2,500.
- ii. Multiple. The maximum penalty for undertaking an activity related to Retail Marijuana Establishments or Retail Marijuana Social Clubs is \$25,000 when it is shown that there has been a previous conviction of the same person within the past five (5) years for a violation of the ordinance.
- iii. Economic Benefit. The maximum penalty may be increased if the economic benefit resulting from the violation exceeds the applicable penalties. The maximum civil penalty may not exceed an amount equal to twice the economic benefit resulting from the violation. Economic benefit includes, but is not limited to, the costs avoided or enhanced value accrued at the time of the violation as a result of the violator's noncompliance with the applicable legal requirements.
- iv. Setting of Penalty. In setting a penalty, the following shall be considered:
 - a. Prior violations by the same party;
 - b. The impact caused and/or potential impact posed by the operation of the prohibited activity to the health, safety, and welfare of the people of Caribou.
 - c. The damage that cannot be abated or corrected; and
 - d. The extent to which the violation continued following an order to stop.

B. Abatement and Mitigation. The violator may be ordered to correct, abate or mitigate the violations.

C. Damaged Incurred. Any person violating any of the provisions of this ordinance shall become liable to the City for any expense, loss, or damage incurred by the City by reason of such violation.

D. Attorney Fees. If Caribou is the prevailing party, the City must be awarded reasonable attorney fees, expert witness fees and costs.

Section 10. Definitions. The definitions below are per Title 7 M.R.S. c. 417, section 2442.

Marijuana: Means cannabis.

Extraction: The process of extracting marijuana with solvents or gases.

Person: A natural person, partnership, association, company, corporation, limited liability company or organization or a manager, agent, owner, director, servant, officer or employee thereof. "Person" does not include any governmental organization.

Retail Marijuana: Cannabis that is cultivated, manufactured, distributed or sold by a licensed retail marijuana establishment or retail marijuana social club.

Retail Marijuana Cultivation Facility: An entity licensed to cultivate, prepare and package retail marijuana and sell retail marijuana to retail marijuana establishments and retail marijuana social clubs.

Retail Marijuana Establishment: Retail marijuana store, a retail marijuana cultivation facility, a retail marijuana products manufacturing facility or a retail marijuana testing facility.

Retail Marijuana Product: Concentrated retail marijuana and retail marijuana products that are composed of retail marijuana and other ingredients and are intended for use or consumption, including, but not limited to, edible products, ointments and tinctures.

Retail Marijuana Products Manufacturing Facility: An entity licensed to purchase retail marijuana; manufacture, prepare and package retail marijuana products; and sell retail marijuana and retail marijuana products only to other retail marijuana products manufacturing facilities, retail marijuana stores and retail marijuana social clubs.

Retail Marijuana Social Club: An entity licensed to sell retail marijuana and retail marijuana products to consumers for consumption on the licensed premises.

Retail Marijuana Store: An entity licensed to purchase retail marijuana from a retail marijuana cultivation facility and to purchase retail marijuana products from a retail marijuana products manufacturing facility and to sell retail marijuana and retail marijuana products to consumers.

Retail Marijuana Testing Facility: An entity licensed and certified to analyze and certify the safety and potency of retail marijuana and retail marijuana products.

This ordinance, being introduced on _____ and a public hearing being held on _____, was duly passed by the City Council of the City of Caribou, Maine, this _____.

Gary Aiken, Mayor

David Martin, Councilor

Councilor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

To: Mayor and Council Members
From: Dave Ouellette
Date: March 15, 2017
Re: Approval of Fuel Tank Bids

The city received three bids for the installation of the new fuel system at public works. The results are as follows.

Precision tanks Inc.	\$192,765.00
<u>County environmental engineering</u>	<u>\$198,340.00</u>
Gaftech	\$267,432.59

The interim city manager, as well as myself recommend the bid be awarded to County environmental engineering. We both agree the additional cost of \$5575 should be considered by the Council. Our recommendations were from (one a local vendor who pays taxes from within our community.) (Two service after the sale.) I do not believe that we would have any problems with the new fuel system, but with the local vendor we could expect same day or next day service compared to 3 or 4 days from a vendor out of Gray, Maine. This fuel system is a very important part of our infrastructure for the city of Caribou. The Caribou school system, Cary Medical Center, and Caribou utilities are also users of the fuel system daily.



CARIBOU HOUSING AGENCY

Caribou, Maine

To: Mayor and Council Members
CC: Chief Gahagan, Interim City Manager
From: Lisa Plourde, Housing Director
Date: March 10, 2017
Re: 2017 Caribou Housing Agency Administration Plan

The 2017 of the Caribou Housing Agency's Administration Plan has been updated per the Housing and Urban Development's (HUD's) policy and statutory changes. A copy of the proposed changes to policy and statutory changes is attached. The entire Administration Plan is available at <http://www.cariboumaine.org/index.php/departments/caribou-housing-agency-2/program-forms/> for review; and a copy is available at the City Clerk's office.

It is being request that the Caribou Housing Agency's Board of Commissioners to hold a public hearing during the March 27, 2017 meeting to hear and receive public comment on the changes. After the public hearing is closed to hopefully accept the changes effective for April 1st, and sign the attached form for submission to the HUD Office.

ADMINISTRATIVE PLAN
FOR THE
HOUSING CHOICE VOUCHER PROGRAM

Approved by the HA Board of Commissioners:

Submitted to HUD:

Proposed Changes 2017 Housing Choice Voucher (HCV) Administrative Plan Proposed Effective Date: April 1, 2017 Updated 01/2017
--

Below is a summary of the proposed changed to be incorporated into the 2017 HCV Administration Plan regarding policies for the program.

Chapter 1:

- ❖ **EXAMPLE: Key Activities in Program Administration (1.II.E)**
Added, p. 1-12

Chapter 2:

- ❖ **POLICY CHANGE: Nondiscrimination (2-I.B)**
Removed previous PHA Policy under “Nondiscrimination”, and replaced with new policy p. 2-4

Added PHA Policy under “*Nondiscrimination*” after the bulleted list, p. 2.5

- ❖ **POLICY CHANGE: Overview (2-II.A)**
Revised previous policy under “Overview”, p. 2-7
- ❖ **STATUTORY CHANGE: Reasonable Accommodation (2-II.B)**
Changed 1st paragraph text on p. 2-8
- ❖ **POLICY CHANGE: Definition of Reasonable Accommodation (2-II.B)**
Added to policy under “Types of Reasonable Accommodations, p. 2-8
- ❖ **POLICY CHANGE: Request for an Accommodation (2-II.C)**
Added to the PHA Policy under “Request for an Accommodation”, p. 2-9
- ❖ **POLICY CHANGE: Approval/Denial of a Requested Accommodation (2-II.E)**
Added to the PHA Policy under “Approval/Denial of a Requested Accommodation, p. 2-11

Chapter 3:

- ❖ **POLICY CHANGE: Dependent (3-I.F)**
Added to the PHA Policy under ‘Joint Custody of Dependents’ on p. 3-6
- ❖ **POLICY CHANGE: Guests (3-I.J.)**
Changed number of days in PHA Policy under “*Guests*” on p. 3-7

Added 4th paragraph to PHA Policy under “*Guests*” on p. 3.7 – 3-9
- ❖ **POLICY CHANGE: Foster Children and Foster Adults (3-I.K)**
Added to sentence to the PHA Policy in the 2nd paragraph on p. 3-8
- ❖ **POLICY CHANGE: Absent Family Members (3-I.L)**
Added to PHA Policy under the 1st paragraph in “Definitions of Temporarily and Permanently Absent” on p. 3-9 – 3-10
- ❖ **POLICY CHANGE: Absences Due to Placement in Foster Care (3-I.L)**
Added to PHA Policy on p. 3-11
- ❖ **POLICY CHANGE: Live-In Aide (3-I.M)**
Removed and added to PHA Policy on p. 3-13 – 3-14
- ❖ **POLICY CHANGE: Citizenship or Eligible Immigration Status (3-II.B)**
Removed and added to the PHA Policy under “*U.S. Citizens and Nationals*” on p. 3-17
- ❖ **STATUTORY CHANGE: Social Security Numbers (3-II.C)**
Added new sentence to 1st paragraph under 3-II-C, on p.3-19

- ❖ **POLICY CHANGE: Mandatory Denial of Assistance (3-III.B)**
Added to PHA Policy under 2nd bulleted item on p. 3-26
- ❖ **STATUTORY CHANGE: Other Permitted Reasons for Denial of Assistance (3-III.C)**
Revised text in 2nd indented paragraph under the PHA Policy near bottom of page on p. 3-28
- ❖ **POLICY CHANGE: Other Permitted Reasons for Denial of Assistance (3-III.C)**
Removed the 6th paragraph under the PHA policy on p. 3-28

Moved the 8th paragraph up to where the 6th paragraph originally was on p. 3-28

Removed “*Other*” from the definition of “*Criminal Activity*” on p. 3-28

Removed “Immediate Vicinity” from the PHA Policy on p. 3-29

Added text to the 6th paragraph in the PHA Policy under “*Previous Behavior in Assisted Housing*” on p. 3-30

Added 11th paragraph in the PHA Policy under “*Previous Behavior in Assisted Housing*” on p. 3-30
- ❖ **STATUTORY CHANGE: Criteria for Deciding to Deny Assistance (3-III.E)**
Revised and added text to PHA Policy under *Consideration of Circumstances* on p. 3-34 and p. 3-35

Chapter 4:

- ❖ **POLICY CHANGE: Applying for Assistance (4-I.B)**
Added to PHA Policy on p. 4-3
- ❖ **POLICY CHANGE: Selection Method (4-III.C)**
Reformatted list to a bulleted list under the 2nd paragraph on p. 4-14

Clarified definition for *Local Preference – Aroostook County* on p. 4-14

Added *Government Action to Involuntary Displaced by Natural Disaster Preference* and added definition on p. 4-14

Added definition to *Domestic Violence Preference* on p. 4-14

Added *Veteran Preference* and definition to p. 4-15

- ❖ **POLICY CHANGE: Order of Selection (4-III.C)**
Added to PHA Policy, on p. 4-16
- ❖ **POLICY CHANGE: Notification of Selection (4-III.D)**
Added to PHA Policy, 3rd bullet, on p. 4-17

Revised policy in 3rd and 4th paragraph, on p. 4-17
- ❖ **POLICY CHANGE: The Application Interview (4-III.E)**
Revised policy in 9th and 10th paragraph on p. 4-18.

Chapter 5:

- ❖ **STATUTORY CHANGE: Briefing (5-I.B)**
Deleted the 10th bullet about the HUD pamphlet on lead-based paint on p. 5-4, and added that text to a new 1st indented paragraph under the PHA Policy on p. 5-5
- ❖ **POLICY CHANGE: Family Obligations (5-I.C)**
Added to PHA Policy under “*Family Obligations*”, 5th 4 bullet on p. 5-6

Added to PHA Policy under “*Family Obligations*”, 3rd bullet on p. 5-7 & 5-9
- ❖ **POLICY CHANGE: Suspension of Voucher Term (5.II.E)**
Added PHA Policy under “Suspension of Voucher Term, p. 5-18

Chapter 6:

- ❖ **POLICY CHANGE: Household Composition and Income (6-I.B)**
Added to PHA Policy under “*Absent Students*” on p. 6-4

Added to PHA Policy under “*Absences Due to Placement in Foster Care*” on p. 6-4

Added to PHA Policy under “*Caretakers for a Child*” on p. 6-6
- ❖ **Change: Earned Income Disallowance for Persons with Disabilities (6-I.E)**
Added Streamlining Final Rule reference to 6-I.E. heading on p. 6-14

Removed PHA Policy and added text under “*Calculation of the Disallowance*”, and added a new Original Calculation Method subheading on p. 6-15

Added new “*Revised Calculation Method*” subsection, with two new PHA Policy Statements on p. 6-16

- ❖ **STATUTORY CHANGE: Assets (6-I.G)**
Changed formatting of reference in 6-I.G heading, and added a new last paragraph under “*Overview*” subsection on p. 6-19
- ❖ **POLICY CHANGE Assets (6-I.G)**
Added to PHA Policy under “*Valuing Assets*”, 2nd bullet, p. 6-20
- ❖ **STATUTORY CHANGE: Student Financial Assistance (6-I.L)**
Changed reference in 6-I.L heading and first subheading on p. 6-33

Replaced “*Tuition*” definition with “*Tuition and Fees*” definition on p. 6.34
- ❖ **STATUTORY CHANGE: Additional Exclusions from Annual Income (6-I.M)**
Deleted FR Notice reference in 1st paragraph on p. 6-36
- ❖ **STATUTORY CHANGE: Overview of Rent and Subsidy Calculations (6-III.A)**
Added reference to *Utility Reimbursement* subheading, and added new paragraph and PHA policy under this subsection on p. 6-54
- ❖ **STATUTORY CHANGE: Applying Payment Standards (6-III.C)**
Added reference to 6-III.C heading on p. 6-60
- ❖ **STATUTORY CHANGE: Reasonable Accommodation (6-III.C)**
Revised text under *Reasonable Accommodation* on p. 6-61
Removed PHA Policy, on p. 6-61
- ❖ **STATUTORY CHANGE: Applying Utility Allowances (6-III.D)**
Deleted FR Notice reference in 1st paragraph under *Overview* on p. 6-62

Chapter 7:

- ❖ **STATUTORY CHANGE: Overview of Verification Requirements (7-I.B)**
Deleted the words “PHA Policy” from above the list of verification forms, and bulleted the list of forms on p. 7-4
- ❖ **STATUTORY CHANGE: Third Party Written and Oral Verification (7-I.D)**
Added “*Value of Assets and Asset Income*” subsection with new PHA Policy on p. 7-10
- ❖ **STATUTORY CHANGE: Self-Certification (7-I.E)**
Added new text and bullets under 7-I.E on p. 7-11
- ❖ **STATUTORY CHANGE: Social Security Numbers (7-II.B)**
Added new paragraph and New PHA Policy on p. 7-14

- ❖ **POLICY CHANGE: DOCUMENTATION OF AGE (7-II.C)**
Added to PHA Policy on p. 7-15
- ❖ **POLICY CHANGE: EARNED INCOME (7-III.A)**
Added to PHA Policy under “*Wages*” p. 7-23
- ❖ **STATUTORY CHANGE: Periodic Payments and Payments in Lieu of Earnings (7-III.C)**
Added new paragraph under 7-III.C on p. 7-25

Chapter 8:

- ❖ **POLICY CHANGE: General HUD Requirements (8-I.A)**
Added a new PHA Policy, under “*HUD Performance and Acceptability Standards*”, after 4th bullet in second section, p. 8-3.
- ❖ **POLICY CHANGE: Additional Local Requirements (8-I.A.)**
Removed PHA Policies on pp. 8-5 – 8-8, and moved them to “*Clarifications of HUD Requirements*” on pp. 8-9 – 8-13.

Changed PHA Policy under “*Thermal Environment*” on p. 8-8

Added to existing PHA Policies under “*Clarifications of HUD Requirements*” on p. 8-13
- ❖ **POLICY CHANGE: Violation of HQS Space Standards (8-I.F)**
Added PHA Policy, p. 8-16 - 8-17
- ❖ **STATUTORY CHANGE: Overview (8-II.A)**
Added reference to *Inspection Cost* heading, deleted text in 1st paragraph, and added 2 new paragraphs and a new PHA Policy in this subsection, on p. 8-20
- ❖ **POLICY CHANGE: Initial HQS Inspection (8-II.B)**
Added to PHA Policy under “*Inspection Results and Reinspections*”, p. 8-21
- ❖ **STATUTORY CHANGE: Annual/biennial HQS Inspections (8-II.C)**
Changed reference in 98-II.C, heading, and changed text in 2nd paragraph under the 1st PHA Policy in this section on p. 8-23
- ❖ **STATUTORY CHANGE: Special Inspections (8-II.D)**
Changed reference in 8-II.D. heading and paragraph text under this section on p. 8-23
- ❖ **POLICY CHANGE: Inspection Results and Re-inspections for Units Under HAP Contract (8-II.F)**
Revised PHA Policy under “*Extensions*” on p. 8-25

Added to PHA Policy under “*Reinspections*” on p. 8-26

❖ **POLICY CHANGE: ENFORCING OWNER COMPLIANCE (8-II.G.)**

Added to PHA Policy under “*HAP Abatement*” on p 8-27

Chapter 9:

❖ **POLICY CHANGE: REQUESTING TENANCY APPROVAL (9-I.B)**

Added to PHA Policy on p. 9-4

Chapter 10:

❖ **POLICY CHANGE: MOVING PROCESS (10-I.C)**

Added to PHA Policy under “*Approval*” on p. 10-7

Added to PHA Policy under “*Reexamination of Family Income and Composition*”, on p. 10-7 – 10-8

❖ **POLICY CHANGE: INITIAL PHA ROLE (10-II.B)**

Added to PHA Policy under “*Participant Roles*” on p. 10-11

Chapter 11:

❖ **STATUTORY CHANGE: Streamlined Annual Reexaminations (11-I.B)**

Added new 11-I.B section with new PHA Policy on p. 11-3 and changed the letters of the following sections throughout Part I.

❖ **POLICY CHANGE: Effective Dates (11-I.F)**

Changed number of days in Policy from 30 to 45, on p. 11-8

❖ **POLICY CHANGE: New Family and Household Member Requiring Approval (11-II.B)**

Changed number of days in Policy from 30 to 45, on p. 11-10

❖ **STATUTORY CHANGE: Changes Affecting Income or Expenses (, 11-II.C)**

Revised text in 1st indented paragraph under PHA Policy on p. 11-12

❖ **POLICY CHANGE: Processing the Interim Reexamination (11-II.D)**

Changed number of days in PHA Policy under “*Effective Dates*” from 30 to 45, on p. 11-14

Chapter 12:

- ❖ **POLICY CHANGE: Family Chooses to Terminate Assistance (12-I.C)**
Added to PHA Policy on p. 12-4 and p. 12-5
- ❖ **POLICY CHANGE: Death of the Sole Family Member (12-I.D)**
Added PHA Policy, p. 12-7
- ❖ **STATUTORY CHANGE: Mandatory Policies and Other Authorized Terminations (12-I.E)**
Added new 5th paragraph in PHA Policy under *Use of Illegal Drugs and Alcohol Abuse* on p. 12-68

Added new 5th paragraph in PHA Policy under *Drug-Related and Violent Criminal Activity* on p. 12-9

Removed text from 2nd paragraph on p. 12-11
- ❖ **POLICY CHANGE: Mandatory Policies and Other Authorized Terminations (12-I.E)**
Added to PHA Policy under “*Family Absence from the Unit*” on p. 12-12.
- ❖ **STATUTORY CHANGE: Criteria for Deciding to Terminate Assistance (12-II.D)**
Added text throughout PHA Policy under *Consideration of Circumstances* on p.12-16 – 12-17

Chapter 13:

Chapter 14:

Chapter 15:

- ❖ **POLICY CHANGE: Selection of Families (15-VII.C)**
Revised PHA Policy on p. 15-22

Chapter 16:

- ❖ **STATUTORY CHANGE: Administrative Fee Reserve (Part I)**
Changed “unrestricted net Assets (UNA)” to “unrestricted net position (UNP)” in first sentence and changed this acronym through rest of page, and in the PHA Policy on p. 16-3
- ❖ **STATUTORY CHANGE: Setting Program Standards and Schedules (Part II)**

Changed references in *Unit-by-Unit Exceptions* heading and in 2nd paragraph, and changed percentage amounts in 2nd paragraph on p. 16-7

Glossary:



CARIBOU HOUSING AGENCY

Caribou, Maine

To: Mayor and Council Members
CC: Chief Gahagan, Interim City Manager
From: Lisa Plourde, Housing Director
Date: March 10, 2017
Re: Board of Commissioners Resident Member Requirement

It has recently come to my attention, from our Boston HUD (Housing and Urban Development) Representative, that we must have at least 2 of our Section 8 Participants serve on the Board of Commissioners per Maine State Statute (Title 30-A, 201§4723). I have attached a copy of the Statute for Board member review.

What needs to be discussed is how the Board of Commissioner's would like to approach the Resident Member Requirement: (1) the Caribou Housing Agency reaches out to current participants, collects applications for Board approval and appointment, or the Board of Commissioners reaches out to current participants, collects applications and appointment; and (2) what is the deadline for the two Resident Member's to be appointed.

MUNICIPALITIES AND COUNTIES
Part 2: MUNICIPALITIES
Subpart 8: DEVELOPMENT
Chapter 201: HOUSING AUTHORITY
Subchapter 2: ESTABLISHMENT AND ORGANIZATION

§4723. Appointment, qualifications, tenure and meetings of commissioners and directors
1. Municipality. The following provisions apply to municipal housing authorities.

A. Each authority shall appoint 7 commissioners. No commissioner may be appointed until the authority is authorized to function as provided in section 4721. In the case of a city having a mayor-council form of government, the mayor shall appoint the commissioners with the advice and consent of the council. In the case of a city having a manager-council form of government, the council shall appoint the commissioners. In the case of a town, the municipal officers shall appoint the commissioners.

Any person who resides within the authority's boundaries or area, and who is otherwise eligible for appointment under this chapter, may be appointed as a commissioner of the authority. This section does not prevent a commissioner from concurrently serving as a commissioner on a renewal authority established by any city with a population of 20,000 or more.

The commissioners who are initially appointed under this section serve for terms of one, 2, 3, 4 and 5 years, respectively, from the date of their appointment. Thereafter, the commissioners are appointed for terms of 5 years, except that all vacancies must be filled for the unexpired terms. All subsequent appointments and appointments to fill a vacancy must be made as provided in this subsection.

(1) In a municipality with housing that is subsidized or assisted by programs of the United States Department of Housing and Urban Development, at least 2 of the commissioners must be residents of that housing. When tenant associations exist in the housing, the appointing authority shall give priority consideration to nominations made by the associations. The first commissioner appointed to an authority, who is a resident of subsidized or assisted housing, serves for a 4-year term from the date of appointment. Thereafter, the commissioner must be appointed as provided in this subsection.

(2) A certificate of the appointment or reappointment of any commissioner must be filed with the authority. This certificate is conclusive evidence of the due and proper appointment of the commissioner. [1993, c. 218, §1 (AMD).]

B. A commissioner shall receive no compensation for services but is entitled to any necessary expenses, including travel expenses, incurred in the discharge of duties. Each commissioner shall hold office until a successor has been appointed and has qualified. [1987, c. 737, Pt.

A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Each authority shall elect a chair and vice-chair from among the commissioners. An authority may employ a secretary, who is executive director, and technical experts and any other officers, agents and employees that it requires and shall determine their qualifications, duties and compensation. An authority may employ its own counsel and legal staff. It may delegate to its agents or employees any powers or duties that it considers proper. [2011, c. 560, §1 (AMD).]

D. The powers of an authority are vested in its commissioners. Meetings of the commissioners may be held anywhere within the area of operation of the authority or within any additional area where the authority is authorized to undertake a project. Four commissioners constitute a quorum of an authority for the purpose of conducting its business, exercising its powers and for all other purposes, notwithstanding the existence of any vacancies. The authority may take action upon the vote of a majority of the commissioners present, unless its bylaws require a larger number. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6,(AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

CITY OF CARIBOU
"The Most Northeastern City in the U.S."
25 HIGH STREET
CARIBOU, MAINE 04736

BID OPENING
RESULTS

Date

March 23, 2017

2 P.M.

PROPERTY		
#5	DAVID BROWN	\$25.00
#9	DAVID BROWN	\$25.00
#15	VERNA LEVESQUE BELOW APPROVED MINIMUM BID	\$2,000.00
#17	SCOTT ENGLUND BELOW APPROVED MINIMUM BID	\$491.38
#20	VERNA LEVESQUE BELOW APPROVED MINIMUM BID	\$9,500.00
#21	MARK & CLAUDIA DRAPER BELOW APPROVED MINIMUM BID	\$1,000.00

City of Caribou
Bid list
As of February 2, 2017

	Taxpayer	Map	Lot	Location	Assessed	Tax	Occupied	Amount	Minimum Sale	Lot Size (acres)	Building	
					Value	On Books		Owed to CUD			Details	Zone
1	L & S Sales Inc	5	14-A	Dow Siding Road	1,600.00	\$ 99.36	L/O	L/O	1.00	0.10	Land Only	R-3
2	Nelson, Stella	5	14-B	Dow Siding Rd	1,600.00	\$ 104.42	L/O	L/O	1.00	0.10	Land Only	R-3
3	T/A	30	23	96 River Rd	3,200.00	\$ -	L/O	L/O	1.00	0.10	Land Only	R-2
4	T/A	33	11-A	Limestone St	2,500.00	\$ -	L/O	L/O	1.00	0.11	Land Only	I-2
5	T/A	38	86-A	Limestone St	2,400.00	\$ -	L/O	L/O	1.00	0.10	Land Only	I-2
6	T/A	31	153	17 Fenderson St	5,600.00	\$ -	L/O	L/O	1.00	0.14	Land Only	R-2
7	T/A	31	154	Fenderson	900.00	\$ -	L/O	L/O	1.00	0.06	Land Only	R-2
8	Bangor and Aroostook Railroad	30	163-C	Broadway St	4,000.00	\$ 289.00	L/O	L/O	1.00	0.16	Land Only	R-2
9	T/A	34	185	197 Limestone St	3,900.00	\$ -	L/O	L/O	1.00	0.12	Land Only	I-2
10	McDougal, Joseph & Michelle	27	8	11 Lower Washington St	89,700.00	\$ 5,570.37	L/O	1230.10	3,000.00	0.20	Land Only	R-2
11	Tammy Cyr	17	33-C	375 Belanger Road	58,000.00	\$ 3,321.20	Yes	N/A	17,400.00	15.00	Single Family Home w/ MH on property	R-3
12	Tahoe Gaming, LLC	18	31-14	188 West Gate Rd Lot #14	4,200.00	\$ 284.17	No	N/A	1,300.00	-	Mobile Home only	R-3
14	Claudette Guerrette	25	60	6 Nancy Street	5,600.00	\$ 378.90	L/O	L/O	1,700.00	0.14	Land Only	R-1

15	Juliana Brown Clifford Mazerolle	30	99	42 Fenderson Street	20,000.00	\$ 1,353.20	NO	N/A	6,000.00	0.33	12 x 16 Cabin Single Family Home Land Only	R-2
16	DEC Norman	34	67	32 Hillcrest Ave	58,900.00	\$ 3,762.17	NO	747.63	17,700.00	0.29	Home Land Only	R-1
17	Stilley Jr Norman	34	177	Limestone St	5,100.00	\$ 345.07	L/O	L/O	1,600.00	1.40	Land Only	R-2
18	Stilley Jr	38	75	Glendale St	7,700.00	\$ 520.98	L/O	L/O	2,400.00	0.37	Land Only Two story single family home	R-1
20	Juliana Brown	30	98	32 Fenderson Street	48,900.00	\$ 2,517.47	NO	397.77	14,700.00	0.39	home	R-2
21	Norman Stilley Jr	17	31-C	348 Belanger Road	8,700.00	\$ 899.88	L/O	N/A	2,700.00	0.76	Land Only	R-3