



## *City of Caribou, Maine*

### **AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, June 12, 2017 Caribou City Council Chambers**

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

1. Public Input

- a) Shane McDougal
- b) Letter from Mark Draper 2

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 April 18, 2017 City Council Workshop Minutes 3-4
- b) Approval of the May 8, 2017 Special City Council Meeting Minutes 5
- c) Approval of the May 8, 2017 City Council Meeting Minutes 6-8
- d) Approval of the June 1, 2017 Special City Council Meeting Minutes 9
- e) Department Reports 10-18
- f) Approval of May Financials
- g) Approval of Rubbish Hauler License 19
- h) Approval of Liquor and Special Amusement Permit 20
- i) Person in Possession for 2017 Taxes 21

4. Automobile Recycling Business 22-23

5. Tax Bill Insert 24-26

6. Recommendation from the Planning Board to change the zone along Access Highway from Otter Street to Madawaska River, from the RC-2 Zone to the R-3 Zone 27

7. Recommendation from the Planning Board to change the zone of a portion of Skyway Plaza property along the east side of Solman Street from the R-2 Zone to the C-2 Zone 28

8. Update on Caribou Stream Project

9. Tax Acquired Property Bids 29-31

10. Abatement Request 32

11. Birdseye Buildings

12. Broadband Study

13. Other Business

**Upcoming Meeting Dates:**

Regular City Council Meeting Monday, June 26, 2017 at 6pm

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

## MEMORANDUM

June 6, 2017

To: Members of the Caribou City Council, c/o Michael Gahagan, Interim City Manager  
Fr: Mark Draper, Solid Waste Director  
Re: Shane McDougall

Dear Mayor Aiken and Councilors Martin, Theriault, McDonough, Smith, Guerrette, and Cote;

I understand that the City Council is debating whether or not to allow Shane McDougall to continue to represent the City of Caribou as a member of the Board of Directors ("Board") of Tri-Community Landfill ("TCL"). It is also my understanding that Mr. McDougall strongly desires to continue with his role on the Board. It is certainly the Council's right and prerogative to appoint whomever you believe best represents the interests of the City, and I stand ready to work wholeheartedly with whomever you choose. Please also understand that this letter does not represent any official position or opinion of the TCL Board of Directors, or its individual members.

With that being said, and in the spirit of aiding the Council in their decision-making, I wanted to share some insight into Mr. McDougall's history of participation with the Board. Mr. McDougall was first appointed to the Board in October of 2011, prior to his election to the City Council. Since being appointed, he has attended 87% of Board meetings, and has been an active participant in the various Board proceedings. Most recently, and perhaps most pertinent in this case, is Mr. McDougall's participation over the past year or more with the Committee that has been diligently negotiating with the City of Presque Isle to reach an agreement to "merge" solid waste management operations. This has been an extensive (and at times intensive) ongoing effort, with an agreement very close at hand. If approved, the implementation of the agreement over the next 6-8 months will be at least as intensive. Throughout this process, Mr. McDougall has repeatedly and effectively expressed his opinion with regard to the potential impacts and benefits of such an agreement on the City of Caribou and its residents and businesses. While most certainly not insurmountable, a replacement for Mr. McDougall at this time will face a steep learning curve at this critical juncture in TCL's development. Given that the City has recently hired a new City Manager, who presumably will also be a new alternate member of TCL's Board, I wanted to make sure you folks were aware of how important consistency could be.

As I stated before, I am absolutely willing and prepared to work with anyone appointed to the Board, as deemed most appropriate by the Council, and I thank you for the opportunity to provide this background information. I would have preferred to present it in person, but I am accompanying a group of Boy Scouts picking up litter at the landfill this evening.

Regards,

  
Mark Draper, Solid Waste Director

April 18, 2017

17-13

A workshop meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, April 18, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Timothy C. Guerrette, and Nicole L. Cote. Jody R. Smith was absent.

Michael Gahagan, Interim City Manager.

Department Manager: Penny Thompson, Tax Assessor.

Robert Clark, Executive Director for Northern Maine Development Commission.

Item #1: Discussion of Northern Maine Development Commission (NMDC) membership with Robert Clark

Background:

- NMDC is one of seven economic districts in the state and there are approximately 350 districts throughout the United States. This designation is recognized by the Department of Commerce with an annual certification through the Economic Development Administration.
- NMDC provides management support for Aroostook County Tourism, Aroostook Municipal Association, Aroostook Partnership, and the Northern Maine Solid Waste Management Committee.
- NMDC is a membership organization with a base purpose of providing State and Federal services at the local level.
- For the past several years, Caribou's dues to NMDC have been \$13,729. Dues haven't increased for over 12 years.

Caribou's dues help provide:

- Direct services and savings to Caribou in fiscal 2015-2016: \$54,253.
- Regional projects, such as Aroostook County Tourism, Aroostook Partnership, transportation planning grants and others, are valued at more than \$118,821 to Caribou.
- A Phase II environmental site assessment (ESA) was completed for the former Birdseye site at a cost of \$32,000 during the past fiscal year.
- In 2015-2016, PTAC counselors held 32 sessions with 14 Caribou clients that resulted in more than \$10-million in government contracts for Caribou businesses. \$3,200 is the time value for those sessions.
- Small Business Development Center staff met with 16 Caribou clients, conducted 94 counseling sessions with a result in two new businesses and the creation of five new jobs and the retention of ten jobs for other businesses. NMDC spent approximately \$9,800 in time to achieve those results.
- Maine Manufacturing Extension Partnership (MEP) counseled ten Caribou manufacturing clients.
- Tourism – annually a visitor guide is published. NMDC maintains a tourism hotline, has developed a water trails map, plus a bicycle trail map, represents the region at trade shows, runs TV ads in the Bangor and Portland markets. More recently NMDC has moved into social media with blogs. Tourism promotion is valued to Caribou at \$13,600.

April 18, 2017

17-13 Wksp. Pg. 2

- Transportation – Northern Maine Bicycle Route – is a \$100,000 two-year project – it will start in Fort Kent and go down throughout the whole region.
- High crash studies have been completed and sites have been identified. NMDC is hoping that MDOT will provide funding to improve identified sites.
- NMDC provides a Comprehensive Economic Development Strategy for the Region, which is updated each year.
- NMDC provides land use technical assistance, code enforcement training, and works with Planning Boards.
- Commercial loans – In NMDC history, \$14 million has been loaned to Caribou clients, which allowed the leverage of \$24 million from other sources. This has created 1631 jobs and retained 1416 jobs. Currently in Caribou, there are 51 loans totaling \$2.8 million for 30 businesses. Six of those are NMDC loans.
- In the past year, NMDC wrote a CDBG application for a local business and \$144,000 was awarded to help remove the business' fuel tanks.
- MMA provides training through NMDC's video conference site.
- Last year the City saved \$3,000 by purchasing salt through a cooperative purchase.
- By being a member the City receives 20% off contract prices, has preferred status when it comes to having work done by NMDC, plus has a seat on the executive board and other types of boards.

Mr. Clark answered Council questions. Discussion.

Mr. Clark stated that NMDC is willing to work with the City in applying for Brownsfields funding to clean up the former Birdseye site. He believes that they would be able to get \$200,000 in funding.

The money for the NMDC dues are in the 2017 City budget.

The Mayor thanked Mr. Clark for coming and answering questions.

No action taken.

Item #2: Executive Session pursuant to 1 MRSA §405(6)(A) for a personnel matter

6:21 p.m. Time in. Motion made by P. McDonough, seconded by D. Martin, to move to executive session pursuant to 1 MRSA §405(6)(A) for a personnel matter. (5 yes) So voted.

7:10 p.m. Time out. Motion made by P. McDonough, seconded by J. Theriault, to move out of executive session pursuant to 1 MRSA §405(6)(A). (5yes) So voted.

Council consensus: To work with MMA on an employment agreement.

Item #3: Adjourn

Workshop adjourned.

Jayne R Farrin, Secretary

May 8, 2017

17-15 Spec.

A special meeting of the Caribou City Council was held 5:30 p.m. on Monday, May 8, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody R. Smith, Timothy C. Guerrette, and Nicole L. Cote.

Michael Gahagan, Interim City Manager.

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

5:30 p.m. Time in. Motion made by P. McDonough, seconded by T. Guerrette, to move into executive session to discuss an Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq. (6 yes) So voted.

5:45 p.m. Time out. Motion made by P. McDonough, seconded by D. Martin, to move out of executive session pursuant to MRSA Title 36 Chapter 105 Section 841 et seq. (6 yes) So voted.

Motion made by P. McDonough, seconded by J. Theriault, to not approve the Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq. (6 yes) So voted.

The meeting was adjourned.

Michael Gahagan, Interim City Manager

May 8, 2017

17-16

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, May 8, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody R. Smith, Timothy C. Guerrette, and Nicole L. Cote.

Michael Gahagan, Interim City Manager.

Department Managers: Penny Thompson, Tax Assessor; Gary Marquis, Supt. of Parks and Recreation; Anastasia Weigle, Library Director; and Wanda Raymond, Finance Director.

Christopher Bouchard of the Aroostook Republican and Spectrum covered the meeting.

Council Agenda Item #1: Public Input.

- a) None.
- b) Mayor Aiken announced that Dennis Marker of Santaquin, Utah has been hired as Caribou's new City Manager and will be starting July 3, 2017. Currently he is Santaquin's Assistant City Manager. He and his wife Analee and their five children will be relocating to Caribou. Sometime in the future, the City will hold a Meet & Greet and introduce them to the citizens of Caribou.

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) Department Reports
  - 1. Police Department – April 2017
  - 2. Permit – April 2017
  - 3. Housing and FSS – April 2017
  - 4. Clerk and General Assistance – April 2017
  - 5. Library
- b) Approval of March and April Financials
- c) Approval of Quit Claim Deeds
  - 1. Barbara Tompkins – Quit Claim Deed
  - 2. Dwane Theriault, Jr. – Bill of Sale
- d) Approval of Rubbish Hauler License
  - 1. Pine Tree Waste
  - 2. Crown of Maine Sanitation
- e) Proclamation for Olof Nylander and Nylander Museum Day
  - 1. Sunday, May 28, 2017 – Exhibit A
- f) Notice of Election for June 13, 2017
  - 1. Notice of Election for Special Municipal Election
  - 2. Approve 8:00 a.m. opening time
  - 3. Appoint Jayne R. Farrin as Election Warden and Kalen Hill as Deputy Election Warden



g) Approval of Warrant and Notice of Election for RSU #39

Council questions were answered by Finance Director Raymond, Supt. Marquis, and Library Director Weigle. Recently the Library received a monetary gift with no restrictions from The Roderick Living Trust in the amount of \$21,810.76. The full amount is being placed in an interest bearing CD.

Motion made by J. Smith, seconded by P. McDonough, to approve Consent Agenda Items A-G as presented. (6 yes) So voted.

Council Agenda Item #4: Tax Acquired Property Bids

15 Nancy Street       \$ 9,000  
45 River Road       \$14,000

Motion made by P. McDonough, seconded by J. Theriault, to approve the minimum bid amounts for 15 Nancy Street as \$9,000 and 45 River Road as \$14,000. (6 yes) So voted.

Council Agenda Item #5: Parks and Recreation Lawn Mower Bids

Gary's Yamaha	Exmark 60" Lazer E-Series with upgraded suspension seat	\$7,999.00
Gary's Yamaha	Exmark 6-" Lazer S-Series with Suspension seat	\$9,499.00
Bernaiche Sales and Service	Toro Model 74915	\$8,599.00
Bernaiche Sales and Services	Toro model 74926	\$8,999.00

Motion made by P. McDonough, seconded by D Martin, to accept the low bid of \$7,999 from Gary's Yamaha for an Exmark 60" Lazer E-Series with upgraded suspension seat. (6 yes) So voted.

Council Agenda Item #6: Parks and Recreation Collins Pond Request

Last summer the City swapped land off Washburn Road known as the Pavilion with SW Collins for a parcel down behind 1 Vaughn Place off South Main Street near the Caribou Stream Bridge. As part of the swap, the City received money from Collins because the value of the City's land was more than the Collins' property. This money was placed in the Collins Pond Reserve. Supt. Marquis proposed to the Council the upgrading of the recently acquired land, and to move forward, Supt. Marquis requested Council approval to have the project engineered.

Motion made by J. Smith, seconded by P. McDonough, to authorize the engineering for the development of a park on the parcel down behind 1 Vaughn Place off South Main Street near the Caribou Stream Bridge. (6 yes) So voted.

Council Agenda Item #7: Caribou Housing Agency's Section 8 Management Assessment Program

Housing and Urban Development (HUD) has designated Caribou Housing Agency as a High Performer on the Section 8 Management Assessment Program (SEMAP) for the fiscal year ending 2016 with an overall score of 100%.

May 8, 2017

17-16 Pg. 3

Council Agenda item #8: Other Business

- A. Councilor Martin commented that he has received several complaints concerning a lot that hasn't been cleaned up after the building on the lot was torn down in 2015.
- B. Grimes Mill Cemetery Mowing Bid:

Anderson Law Care	\$2,000
Jody Smith	\$1,800

Councilor McDonough asked if the Cemetery Association is still taking care of the cemetery. In 2016, the person who had been mowing the grass was no longer physically able to do this and the City hired a local contractor to mow.

The City has contacted Maine Municipal Association about whether there is a conflict of interest for a Councilor to bid and it is not if the Councilor doesn't participate in the process. A Workers Compensation Certificate of Insurance must be filed with the City.

Motion made by P. McDonough, seconded by T. Guerrette, to award the bid to the low bidder Jody Smith for \$1,800. (4 yes, P. McDonough, T. Guerrette, N. Cote, J. Theriault, 1 no, D. Martin, 1 abstention, J. Smith) So. Voted.

Motion made by P. McDonough, seconded by J. Theriault, to adjourn the meeting at 6:27 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting Monday, June 12, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary



June 1, 2017

17-17 Spec.

A special meeting of the Caribou City Council was held 5:00 p.m. on Thursday, June 1, 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. Nicole L. Cote was absent and excused.

Council Agenda Item #1: NRUC Grant Resolution

Motion made by P. McDonough, seconded by T. Guerrette, to adopt Resolution 2017-1 Resolution of Support for the City of Caribou Application to the Northern Border Regional Commission Fiscal Year 2017 Federal Grant Program. (5 yes) So voted.

Motion made by P. McDonough, seconded by T. Guerrette, to adjourn the meeting at 5:12 p.m.

Upcoming Meeting Dates:

Regular City Council Meeting, June 12, 2017 at 6:00 p.m.

Regular City Council Meeting, June 26, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

# Clerk and General Assistance Dashboard

May 2017

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	37	116	49	129
Fishing Licenses	58	112	83	157
Boat Registrations	137	159	126	184
ATV Registrations	135	136	159	159
Snowmobile Registrations	-	222	-	229
Vehicle Registrations	763	2,248	916	3,158
Rapid Renewal	48	163	49	160
Birth Records	46	308	61	333
Death Records & Permits	41	417	39	293
Marriage Records & Licenses	11	50	13	60
Dog Licenses	21	664	12	621

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	10	49	14	49
GA Cases Paid - Caribou	9	50	4	48
People Assisted - Caribou	12	64	4	80
GA Dollars Spent - Caribou	1,446	\$ 13,096	\$ 1,270	\$ 11,739

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Connor	-	0	0	1
GA Cases Paid - Connor	-	0	0	2
People Assisted - Connor	-	0	0	8
GA Dollars Spent - Connor	-	\$ -	\$ -	\$ 295

Year To Date is from

January 2017

through

May 2017

# Caribou Fire and Ambulance Monthly Report

May 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	10	66	26	99
Fire Permits Issued	239	356	113	276
Mutual Aid Received	1	6	5	16
Mutual Aid Provided	10	29	0	26
Estimated Damage	\$ -	\$ 149,200	\$ 170,100.00	\$ 420,100

## 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	1	5	28.5	12	49.5
New Sweden	1	2.5	1	2.5	4	13.5
Connor	1	1.5	5	249.5	1	3.75
Westmanland	0	0	0	0	0	0
<b>Totals</b>	3	5	11	280.5	17	66.75

	Current Month	YTD	Prior Year Month	Prior YTD
Ground Ambulance	186	903	166	899
Air Ambulance	4	26	4	24
Cancelled	1	12	8	20
<b>Totals</b>	191	941	178	943

ALS Calls	N/A	338	101	572
BLS Calls	N/A	153	54	261
No Transport	23	92	15	90
Long Distance	30	134	28	117
Calls Turned Over	2	39	6	27
Revenue Lost	\$ 5,880	\$ 59,268	\$ 9,480	\$ 9,480
Mileage	11,151	48,020	12,170	12,170

YTD is from  
January 2017  
through  
May 2017

# Housing and FSS Monthly Report

May 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	965	193	965
Vouchers leased	193	895	185	917
Vouchers available	-3	55	6	38
Total Housing Assistance Payments, to Landlords	\$ 70,970	\$ 334,692	\$ 70,124	\$ 351,579
Total Utility Reimbursements, to Participants	\$ 86	\$ 320	\$ 298	\$ 1,386

	Current Month	Average YTD	Prior Year Month	Average Prior YTD
Waiting List Statistics				
Applicants on Waiting List	108	80	130	111
Average wait time (in days)	100	66	0	0
Families with Children	40	28	41	35
Elderly Families	9	8	17	16
Families with Disabilities	44	31	53	44
Household Income				
Extremely Low Income	87	63	100	84
Very Low Income	16	10	18	16
Low Income	3	3	7	6
Over Income Limit	4	4	4	4
Incomplete	1	1	1	1

	Current Month	YTD	Prior Year Month	Prior YTD
Family Self Sufficiency				
Number of Participants	34	149	29	153
Monthly Escrow Deposit	\$3,934	\$20,341	\$3,557	\$13,749
Number of Families Earning Escrow	17	89	17	85
FSS Graduates	2	2	0	2
Escrow Earned	\$5,537	\$5,537	\$0	\$8,809
FSS Forfeitures	0	1	1	1
Escrow Lost	\$0	\$2,744	\$3,396	\$3,396

YTD Numbers are January 2017 through May-2017

# Caribou Police Department Monthly Report

**May 2017**

	Current Month	YTD	Month Prior Year	Prior YTD
COMPLAINTS	2984	12466	2292	9606
M/V ACCIDENTS	26	141	14	106
ESCORTS	19	63	2	11
THEFT COMPLAINTS	17	53	17	56
ANIMAL COMPLAINTS	14	44	19	59
DOMESTIC COMPLAINTS	9	35	8	38
BURGLARY COMPLAINTS	4	8	0	10
O.U.I.	5	13	0	17
M/V THEFTS	0	3	1	2
MISSING PERSONS	2	5	3	3
JUVENILE COMPLAINTS	2	12	4	14
CIVIL COMPLAINTS	2	20	6	28
PROWLER COMPLAINTS	0	0	0	0
ASSIST OTHER AGENCY	23	85	27	91
ASSAULT ARREST	1	3	2	8
THEFT ARRESTS	2	12	4	16
SPEEDING	34	161	20	54
STOPS/CHECKS M/V	2420	10260	1770	7593
PARKING TICKETS	0	0	0	0
HANDLING PRISONERS	32	157	53	180
WARRANT ARRESTS	12	57	19	38
UNLAWFUL SEX. CONTACT	0	1	1	5
GROSS SEX. ASSAULT	2	4	0	0
BUSINESS ALARMS	23	74	19	79
BURGLARY ARRESTS	0	1	2	5

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

# Monthly Permit Report

May 2017

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	10	15	8	19
Permit Value	\$ 486,000	\$ 1,247,500	\$ 536,300	\$ 975,400
Homes	1	2	1	1
Mobile Homes	0	0	1	1
Multi Family	0	0	0	0
Commercial	4	6	3	4
Plumbing Permits				
Internal	1	7	5	10
External	1	1	1	2
Demolition Permits	1	8	2	3
Sign Permits	1	5	1	3

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Woodland Permits				
Building Permit	3	4	4	9
Internal Plumbing	0	0	0	1
External Plumbing	0	0	1	1

YTD is January 2017 to May 2017



---

CODE ENFORCEMENT OFFICE

---

CARIBOU, MAINE

To: Mayor Aiken & Members of the Caribou City Council  
From: Penny Thompson, Caribou Code Enforcement Officer  
Date: June 7, 2017  
Re: Department Report - June 2017

The Monthly Permit Report is complete for May 2017 and is included for your review. The office has seen a healthy start for the year with many additional inquiries which suggests that 2017 will be a busy year.

May 31 marked the end of the shared services agreement with Woodland. Steve Wentworth is now doing land use, building inspection and plumbing inspector work for the Town of Woodland. The paperwork on file has been given to him. I will be submitting an invoice to Woodland for billable hours as soon as I am certain that all time has been entered on the spreadsheet.

This week 26 Notices of Violation were mailed to property owners. Many are habitual offenders. Nuisances range from long grass to a zoning violation triggered by an unpermitted remodel of a commercial building to a two-family residence. I have developed a spreadsheet to make the generation of notices more efficient. Staff will continue to follow up on complaints received by the office.

Steve Wentworth is working part-time to do commercial plan review as well as staff support for the Caribou Planning Board. The Planning Board has considered several Site Design Review Applications so far in 2017. Steve determined that the new RSU#39 "Central Office" plans submitted by PDT Architects were for climate zone 6 (Portland) instead of climate zone 7 (Caribou) and for that we are very grateful.

This week, two commercial Certificates of Occupancy were issued.

I have one item for the agenda. The City of Caribou Chapter 13 Land Use ordinance has no language regarding "automobile recycling business". In state statute, requirements for this business are in Title 30-A Subchapter 1: Junkyards and Automobile Graveyards §3751 to §3760.





---

TAX ASSESSMENT OFFICE  
CARIBOU, MAINE

---

To: Mayor Aiken & Members of the Caribou City Council  
From: Penny Thompson, Tax Assessor  
Date: June 7, 2017  
Re: Department Report – June 2017

Per the request made at the last City Council meeting regarding the TIF districts within the City of Caribou, staff has compiled information regarding the application for and approval of the TIF districts. Printed copies will be available.

Update on Trio online data: I received a call from Harris Local Government tech support on May 25. We began web export training but were unable to finish because Harris needs to “whitelist” the City of Caribou IP address before the information can be uploaded. There has been no new contact from Trio since that initial session.

Typically, the City of Caribou commits on July 1. July 1 is a Saturday this year. Staff will be working on getting everything ready for the June 26, 2017 meeting provided that the RSU#39 budget passes at the June 13 vote.

# City of Caribou

Events & Marketing | 55 Bennett Drive, 04736 | 207.493.5319



## Events & Marketing Updates - June 7, 2017

### Maine Moose Hunt Lottery

The Maine Moose Hunt Lottery is shaping up to be a fun event for the whole family! Advertising is ongoing via print (began in January), radio (began in late April), Maine Office of Tourism site and television (began in late May). Television ads also began in the Bangor market this week. Posters have also gone up throughout Aroostook County and at all the Visitor Info/Rest Areas along I-95. We've been very proactive on Social Media as well - this event has reached 62,000 people, with 4,600 views and 1,400 hundred responses. Vendor previews also began on Monday with great success - likes & shares. We have confirmed the Moose Maine-iah Monster Truck will be here offering rides and the Wildlife Encounters live animal shows will perform on the outdoor stage at 11am & 1pm. The inflatable play land will be open in Teague Park and a food tent will be set up in the overflow parking lot. Name announcements will begin at 2pm. Our site visit was also very successful with the Department of Inland Fisheries and Wildlife. I will forward their Press Release to local media outlets as soon as they send it out.



### Moose Scavenger Hunt

The Moose Scavenger Hunt is ongoing and we've received some very positive feedback from residents! Individuals are playing for the chance to win a \$300 gift card from L.L. Bean. This contest runs through June 16. Next Friday, the wooden moose will be moved to the Rec. for the Lottery event. This is being promoted as part of the radio and television ads and also on Social Media, reaching 1,200 people through the event posts this week. Sponsor moose pics will go up throughout the week to promote the event and the sponsors.

### TOS

Thursdays on Sweden is up and running with tremendous response! So far, the June 8 event has 72 vendors signed up. The rest of the summer line-up has 60+. New banners have been ordered and will go up for the June 22 event. Promotion continues on the Maine Office of Tourism site, radio, Social Media and word of mouth! I've had people from Madawaska to Houlton mention the event to me! We will continue to



### Caribou Days/Caribou Cares About Kids

Caribou Days is scheduled for August 4th and 5th, 2017. We will be celebrating the City's 50th Birthday! Promotion has begun online, in print and via the Maine Office of Tourism site. The full line-up of events can be found on the calendar section of [cariboumaine.org](http://cariboumaine.org) and on Facebook. We've also



55 Bennett Drive, 04736 | 207.493.5319 | [christina.kane-gibson@cariboumaine.org](mailto:christina.kane-gibson@cariboumaine.org) | [Facebook.com/CityofCaribou](https://www.facebook.com/CityofCaribou)

received several parade entries and are working to set up a "City Councilmembers Past & Present" float. Jayne Farrin is helping find names and contact information. Details coming soon! If you know anyone who would like to participate in the parade, please send them this link to the form: <http://www.cariboumaine.org/wp-content/uploads/2017/05/CaribouCaresParade2017.pdf>

#### **Classic Hollywood Movies in the Park**

Burger Boy is interested in helping us host the first Classic Hollywood Movies in the Park with a showing of Grease at Flora-Dale. We are meeting this week to discuss details. Licensing agreement paperwork has been obtained and we are waiting for confirmation on pricing before promoting. We will aim for an August date for Grease, and possibly a July date for Goonies at the boat Landing on Lyndon. Due to parking, we will most likely have people park offsite and bring them to the location via the Legasse Connector. We are working on all the details!



#### **Heritage Days**

Preliminary planning for Heritage Days has begun. We hope to combine promotion efforts with the "Feed the County" event going on the same day. More details to follow.



#### **Marathon**

Marathon planning continues. New television ads will roll out on June 15 with a variety of targeted spots. We've also adopted an aggressive Social media meme campaign that is rapidly gaining in popularity. Overall registration numbers are down from last year, so we are reminding runners that the race has a new course! We also hope that the Kids Marathon (cards went to schools last week) will ramp things up. We are also discussing the idea of adding a 5K.

#### **Caribou Community Cleanup**

Promotion has not begun on this event (while I work out a few details), but we hope to roll out a community clean up event on September 30. This event will be a "drive-thru" station where residents can get rid of trash, debris and unwanted household items in one stop. We hope to combine our efforts with Catholic Charities and keep some items out of the landfill. I hope to gain sponsors so that we can also take tires, chemicals and electronics (these items are costly to dispose of). The Maine Department of Environmental Protection may be able to help us with the chemicals... waiting on details.



#### **Arts & Crafts**

The event is full! We've begun taking names for a waiting list.

#### **Small Business Saturday & Christmas**

Details coming soon

#### **Winter Carnival**

I'm working on new ideas for a re-vamped Winter Carnival. Some ideas I am researching: Flag Football, Weiner Dog races, Snow Roller, Ice House village, sledding down South Main)... very early stages of planning!



---

OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Michael Gahagan, Interim City Manager  
Date: June 12, 2017  
Re: License Approvals

Gary Rossignol, dba Rossignol Sanitation has submitted his application to be a rubbish hauler in Caribou. Staff has reviewed the application and is recommending approval.



---

OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

---

To: Mayor and Council Members  
From: Michael Gahagan, Interim City Manager  
Date: June 12, 2017  
Re: License Approvals

We have received a liquor license renewal application and a special amusement permit application from The Par and Grill Restaurant, LLC.

Staff has reviewed this application and recommends approval.



---

TAX ASSESSMENT OFFICE  
CARIBOU, MAINE

---

To: Mayor Aiken & Members of the Caribou City Council  
From: Penny Thompson, Tax Assessor  
Date: June 7, 2017  
Re: Consent Agenda Item / "Person in Possession"

Something for the consent agenda:

The Caribou City Council made payment arrangements with multiple Caribou taxpayers to pay taxes from previous years and of those, five accounts were unable to pay the balance in time to have Quitclaim Deeds signed by the Caribou City Council prior to April 1, 2017. There was not an estimate of taxes due for 2017 collected from these taxpayers before the deeds were signed. Therefore, I am proposing the following remedy as the best course of action to see that taxes are paid for 2017.

I request that the Caribou City Council allow me to tax the following accounts to the "person in possession" April 1, 2017 (see below). This is allowed under Title 36 §553:

<u>Acct #</u>	<u>Person in Possession 4-1-2017</u>
3564	Mazerolle, Clifford J. - estate of
388	Ewing, Clark & Theresa
1942	Wilson, Ann & Brian Cyr
466	Tompkins, Barbara
868	Theriault, Dwayne





---

CODE ENFORCEMENT OFFICE

---

CARIBOU, MAINE

To: Mayor Aiken & Members of the Caribou City Council  
From: Penny Thompson, Caribou Code Enforcement Officer  
Date: June 7, 2017  
Re: Agenda Item - Automobile Recycling Business

I have one Code Enforcement / Land Use item for the agenda. The City of Caribou Chapter 13 Land Use ordinance has no language regarding "automobile recycling business". In state statute, requirements for this business are in Title 30-A Subchapter 1: Junkyards and Automobile Graveyards §3751 to §3760 with the requirements for recycler license located in Title 29-A Subchapter 6: Licensing of Recyclers §1101 to §1112.

History: The sections of the Caribou City Code, Chapter 7: Licenses and Permits, Article VII Automobile Junkyards, Section 7-701 to 7-704 were last amended June 4, 1980. Although Section 7-704 State Law contains the statement "all other pertinent provisions of the State Law on Automobile Junk Yards, Chapter 215, Title 30, Revised Statutes of Maine, as amended, shall be observed." That reference is now incorrect and there were major changes to junkyard and automobile graveyard statutes including the recognition of "automobile recycling business" as "a business enterprise that, when conducted in accordance with certain standards, differs from the enterprise of an automobile graveyard (§3751)." Much of this new classification was created in 1993 and further clarified in 2003.

What prompted my interest? In 2016, a new business was approved by the Caribou Planning Board as a Used Car dealer. Later, the Secretary of State informed the operator that he also needed a recycler license because he was selling salvage title vehicles. When form MVD-394 was presented to me for completion, I did some research. I learned that "a nontransferable permit from the municipal officers (§3753)" was required and that there is a hearing required prior to issuance of this permit (§3754). I found that Chapter 13 of the Caribou City Code does reference some of the requirements of Title 30-A Subchapter 1 in Section 13-720 but does not provide for the permitting of an automobile recycler. The business owner has been told that he would need to meet the requirements set forth in §3755-A. To date, the business owner has not provided the information requested.

So why now? Primarily because once an employee knows that something is lacking with our local ordinances, she/he has a duty to improve how the municipality delivers services to the citizens. Another factor is that local



businesses that currently have a permit from the Secretary of State, Bureau of Motor Vehicles need to have a zoning renewal form signed annually. The form states that the recycler business “is in compliance ... including the issuance of all necessary permits required for the operation of this business. This business is required to be issued a permit pursuant to Title 30-A Sections 3753 Subchapter 1 (Form MVD-379).” The problem with signing the form is that the only permit currently issued by the City of Caribou municipal officers under §3753 is the junk yard permit. Therefore, by signing the form, the business owner could – in theory – operate a junk yard. This was confirmed by Mr. Scott Robideau – a BMV Supervisor.

I have had multiple conversations with State of Maine employees of the BMV and the DEP. I have researched what MMA has available for guidance on the subject. The BMV enforces Title 29-A while the municipality receives its direction from Title 30-A so it was not until I spoke with Supervisor Robideau that I could put the two titles together to come up with some next steps.

Next steps:

- This is something to discuss with the Caribou Planning Board.
- What does the City Council wish for the Code Enforcement department to do (new business, existing business) until the local ordinance is updated?.
- Mr. Robideau did say that limits could be placed on the number of vehicles at an automobile recycling business.
  - Fun fact: Title 30-A §3752 subsection 1, defines an “automobile graveyard as an “area used to store 3 or more unregistered or uninspected motor vehicles” (Do those currently operating as “just recyclers” have more than three?)

Resources (I would be happy to email copies of any documents):

Title 29-A:

<http://legislature.maine.gov/statutes/29-A/title29-Ach0sec0.html>

Title 30-A:

<http://legislature.maine.gov/statutes/30-A/title30-Ach0sec0.html>

MVD Form – 379 Rev 01/2017

MVD Form – 394 Rev 11/2016

Article VII of Chapter 7 of the Caribou City Code

Section 13-720 of Chapter 13 of the Caribou City Code

“Assessing Changes in the Junkyard Statute” by Curtis Webber, Esq., Linnell, Choate & Webber (from *Maine Townsman*, December 2005)



---

TAX ASSESSMENT OFFICE  
CARIBOU, MAINE

---

To: Mayor Aiken & Members of the Caribou City Council  
From: Penny Thompson, Tax Assessor  
Date: June 7, 2017  
Re: Tax Bill inserts

In recent years, Efficiency Maine has requested that a PACE brochure be placed in the tax bills at no cost to the City. They are making a request to include this information in the City's 2017 tax bill mailing. Typically, this is something that I review with the City Manager. This year I am asking the City Council for a decision.

An alternative would be to create a custom insert. The cost is \$.17 for each one-sided insert or \$.20 for a two-sided insert. I estimate there will be 4850 tax bills generated, the cost for a one-sided insert would be approximately \$824.50 or \$970 for two-sided. Stock colors available are: goldenrod, canary, blue and pink. There would be no extra postage costs. When Steve Buck was the City Manager, he liked to use this option to share information about the budget.

Certainly, an insert is not required. I thought that an insert with information about Caribou's new City Manager might be welcomed by the taxpayers. Something simple, perhaps informing the public about an upcoming open house to welcome Mr. Marker and his family to Caribou.

I would appreciate your thoughts.

Get started today

Perhaps you've felt a breeze in your home, even when the windows are closed. Or maybe the upstairs is unbearably hot in the summer. Or you just can't get the temperature in your living room to a comfortable level.

You can do something about it. If you've wondered how to pay the up-front costs for having that work done, there is a solution. Efficiency Maine Home Energy Loans enable homeowners to make energy improvements that generate savings to offset monthly loan payments. Now your home can be warmer in the winter, cooler in the summer, and more comfortable year round.

*Uptime de your home today!* Take action to lower heating costs with a low-interest Home Energy Loan from Efficiency Maine.

Select the loan term that is right for you. You can take up to 10 years to pay off the balance. Call Efficiency Maine at 866-376-2463 to pre-qualify for a loan today!

Monthly Payment Chart

(4.00 percent APR fixed)

Loan Amount	60 Months	120 Months
\$25,000	\$48	\$27
\$40,000	\$76	\$43
\$50,000	\$95	\$53
\$75,000	\$142	\$80
\$10,000	\$189	\$106
\$12,000	\$226	\$127
\$15,000	\$283	\$159

- Loans available from \$1,000 to \$15,000
- No upfront costs or fees
- Some restrictions and eligibility requirements apply

Make your home more comfortable and less expensive to heat



Take advantage of rebates and loans today

Efficiency Maine offers a number of rebates and loan products for energy efficiency improvements.

Financed projects must include a minimum of one recommended energy saving measure. Check [efficiencymaine.com](http://efficiencymaine.com) for details, loan application, equipment criteria, and underwriting standards.

Find your comfort zone  
It's as easy as 1, 2, 3!

1

GET READY

Learn about energy-saving solutions and available incentives, and find vendors who can help you evaluate and move forward.

2

GET SET

Get recommendations and estimates from vendors, apply for financing (if needed), and schedule the work.

3

GO

Complete your upgrades, send in your rebate form and invoice, and get your rebate check.



Find Your Comfort Zone



LOWER HEATING COSTS  
Today and Tomorrow

Join the tens of thousands of Mainers who have made energy upgrades to their homes.

REBATES • CONTRACTOR SEARCH TOOL  
EASY FINANCING • TRUSTED INFORMATION



866-376-2463

[efficiencymaine.com](http://efficiencymaine.com)



866-376-2463

[efficiencymaine.com](http://efficiencymaine.com)

# LOAN PROJECT HIGHLIGHT

## DUCTLESS HEAT PUMPS

Heat pumps are one of the fastest growing technologies for efficient heating in cold climates. Ductless heat pumps extract heat from outside air and deliver it indoors. Rebates and financing are available for eligible heat pumps.

### BENEFITS

- **Save Money** – Ductless heat pumps are one of the most cost-effective ways to heat a home in Maine.
- **Comfort** – With advances in controls, heat pumps can maintain constant temperatures.
- **Reliability** – Cold-weather heat pumps are highly efficient even in Maine's cold climate.

### FINANCING EXAMPLE

**\$3,500** ductless heat pump and installation  
- **\$500** EfficiencyMaine rebate  
**\$3,000** net installation cost

**\$3,000** loan (at 4.99% APR) + 10-year term

**\$33/MONTH LOAN PAYMENT**

(no upfront fees or costs)\*



Heat Pump Indoor Air-Handling Unit      Heat Pump Outdoor Condenser

\*Maine's annual and savings on energy bills after taxes apply. See program guidelines.

## Find out what rebates are available for your energy upgrades at [efficiencymaine.com](http://efficiencymaine.com).

### Find a Residential Registered Vendor

It's easy to find the right contractor or energy advisor near you. Check out our Residential Registered Vendor Locator at [efficiencymaine.com/at-home/vendor-locator](http://efficiencymaine.com/at-home/vendor-locator). Simply enter your ZIP code, a search radius, and what service you're looking for.

You'll get a selection of contractors, a description of their services, and their contact information. Contact them directly to hire the right contractor for you.

Visit [efficiencymaine.com](http://efficiencymaine.com) for more information.



### Trusted Source of Information

Whether you're weatherizing your home or selecting a new heating system, Efficiency Maine makes it easier with a number of website tools and information, including cost calculators, money-saving tips, and a library of videos about timely topics such as heat pumps, air sealing, and heat pump water heaters.



### Low-Income Options

Efficiency Maine offers low-cost and no-cost energy upgrades for eligible Maine homes. Click the links below to find detailed information about available options and program requirements.

Are you interested in lowering your heating costs and making your home more comfortable? Take steps to tighten up your home with the Low-cost Energy Upgrade Bundle and consider having additional insulation or a ductless heat pump installed at a deep discount.

Eligible homeowners can receive the \$1,050 Energy Upgrade Bundle (including a professional energy assessment and a number of basic weatherization improvements) with as little as \$50 out of pocket.

## Financing

### What are the loan terms?

- Fixed interest rate of 4.99 or 5.99 percent APR
- Loans range from \$1,000 to \$15,000
- No fees or hidden costs of any kind
- Loans can be paid off at any time with no penalty
- Loans available to homeowners with a credit score as low as 580 and debt-to-income ratio as high as 70%

### How do I take advantage of Efficiency Maine Home Energy Loans?

- Hire a Residential Registered Vendor at [efficiencymaine.com/at-home/vendor-locator](http://efficiencymaine.com/at-home/vendor-locator)
- Initiate the loan process by calling Efficiency Maine at 866-376-2463 or visit [efficiencymaine.com](http://efficiencymaine.com)
- Price out your job
- Submit your loan application and contractor's quote
- Upon approval, sign the loan documents right at your kitchen table!

### Need more help?

If you can't find what you're looking for, or need additional help or clarification, just call our toll-free customer service line at 866-376-2463.





## City of Caribou, Maine

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

June 9, 2017

To: Caribou City Council  
Fr: Caribou Planning Board  
Ref: Recommendation for Zoning amendment to Caribou Zoning Map.

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Planning Board has held both a preliminary and final public hearing to consider recommending an amendment to the Caribou Zoning Map to delete the RC-2 Zone on Access Highway from Otter Street to the Madawaska River. This change would absorb this section of Access Highway into the R-3 Zone. As presently listed in the Land Use Table, neither single wide or double wide Mobile Homes are allowed to be placed within 300 feet, either side of the highway.

The Caribou Planning Board has voted unanimously in favor of this change to the zoning map. The Caribou Planning Board requests and recommends that the City Council also consider and continue the process to amend the Caribou Code accordingly.

Respectfully submitted,

Robert White, Secretary of the Planning Board





## *City of Caribou, Maine*

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

June 9, 2017

To: Caribou City Council  
Fr: Caribou Planning Board  
Ref: Recommendation for Zoning amendment to Caribou Zoning Map.

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Planning Board has held both a preliminary and final public hearing to consider recommending an amendment to the Caribou Zoning Map to change the northwest section of the Skyway Plaza Subdivision, Lot #3, to C-2 from the current R-2 Zone along the eastern side of Solman Street.

The Caribou Planning Board has voted unanimously in favor of this change to the zoning map. The Caribou Planning Board requests and recommends that the City Council also consider and continue the process to amend the Caribou Code accordingly.

Respectfully submitted,

Robert White, Secretary of the Planning Board



**PROPERTY FOR SALE BY BID**  
**City of Caribou**

The City of Caribou is soliciting competitive sealed bids for the sale of the following Tax Acquired Properties. Bids must be submitted in writing in a sealed envelope with the words "Property Bid # \_\_\_" with the appropriate property # written on the outside of the envelope along with the Tax Map and Lot #'s. Bids must be submitted in Attention to: City Manager's Office, Caribou City Office, 25 High Street, Caribou Maine 04736, no later than 2:00 PM on June 8, 2017 and will be opened publicly at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Bid packages on each property are available in the Deputy Tax Collector's Office at the City Office, 25 High Street. Bids will be acted upon by the City Council at 6:00 PM on June 12, 2017 during the regular Council meeting. The City Council reserves the right to accept or reject any or all bids deemed within the best interest of the City of Caribou. Purchasers of City-owned property will be issued Quitclaim deeds for the City's interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Bids not paid within 30 days shall be deemed void.

**Property #1:** Tax Map 5, Lot 14 – A, address off of Dow Siding Road – Land Only, .10 Acres,  
Zoned R-3.  
Minimum Bid \$1.00

**Property #2:** Tax Map 5, Lot 14 - B, address off of Dow Siding Road – Land Only, .10 Acres,  
Zoned R-3.  
Minimum Bid \$1.00

**Property #3:** Tax Map 30, Lot 23, 96 River Road – Land Only, .10 Acres,  
Zoned R-2.  
Minimum Bid \$1.00

**Property #4:** Tax Map 33, Lot 11 – A, Limestone St. – Land Only, .11 Acres, Zoned I-2.  
Minimum Bid \$1.00

**Property #6:** Tax Map 31, Lot 153, 17 Fenderson St. – Land Only, .14 Acres, Zoned R-2.  
Minimum Bid \$1.00

**Property #7:** Tax Map 31, Lot 154, Fenderson St. – Land Only, .06 Acres, Zoned R-2.  
Minimum Bid \$1.00

**Property #8:** Tax Map 30, Lot 163 – C, Broadway St. – Land Only, .16 Acres, Zoned R-2.  
Minimum Bid \$1.00

**Property #10:** Tax Map 27, Lot 8, 11 Lower Washington St. – Land Only, .20 Acres, Zoned R-2.  
Minimum Bid \$2,900.00



**Property #12:** Tax Map 18, Lot 31-14, 188 West Gate Road, Lot #14 – Mobile Home Only, 0 Acres, Zoned R-3.  
Minimum Bid \$650.00

**Property #14:** Tax Map 25, Lot 60, 6 Nancy Street – Land Only, .14 Acres, Zoned R-1.  
Minimum Bid \$850.00

**Property #15:** Tax Map 30, Lot 99, 42 Fenderson St. – Cabin, .33 Acres, Zoned R-2.  
Minimum Bid \$2,000.00

**Property #17:** Tax Map 34, Lot 177, Limestone Street – Land Only, 1.40 Acres, Zoned R-2.  
Minimum Bid \$500.00

**Property #18:** Tax Map 38, Lot 75, Glendale Street – Land Only, .37 Acres, Zoned R-1.  
Minimum Bid \$1,200.00

**Property #20:** Tax Map 30, Lot 98, 32 Fenderson Street – Two Story Single Family Home, .39 Acres, Zoned R-2.  
Minimum Bid \$9,500.00

**Property #21:** Tax Map 17, Lot 31 – C, 348 Belanger Road – Land Only, .76 Acres, Zoned R-3.  
Minimum Bid \$1,000.00

**Property #22:** Tax Map 25, Lot 66, 15 Nancy Street – Land Only, .16 Acres, Zoned R-1.  
Minimum Bid \$9,000.00

**Property #23:** Tax Map 30, Lot 34, 45 River Road – Land Only, .24 Acres, Zoned R-2.  
Minimum Bid \$14,000.00

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

BID OPENING RESULTS

Date June 8, 2017

2 P.M.

PROPERTY		
#17	SCOTT ENGLUND	\$1,050.00
#21	DAVID BROWN	\$1,010.00



## City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone: (207) 493-3324  
Fax: (207) 498-3954  
[www.cariboumaine.org](http://www.cariboumaine.org)

June 6, 2017

To Caribou City Councilors,

I am requesting an abatement of real estate taxes on 45 Railroad St. Map 030-162-ON3 which is currently owned by the City. This building was torn down in April and was on leased land. There is no feasible way to recoup the amounts owed since we don't physically have anything to sell. The amounts to abate are as follows:

<u>Tax Year</u>	<u>Amount to Abate</u>
2014	\$223.00
2015	\$224.60
2016	\$229.00

Respectfully Submitted,

*Wanda L. Raymond*

Wanda L. Raymond  
Tax Collector

