

## CITY COUNCIL NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on Monday, **August 14, 2017** in the Council Chambers located at 25 High Street, 6:00 pm.

### 1. ROLL CALL

### 2. PUBLIC INPUT

### 3. DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

### 4. CONSENT AGENDA

- a. Minutes: April 24, June 26 & July 17, 2017
- b. June Financials
- c. July Financials
- d. The Great Wall dba Jade Palace Liquor License & Special Amusement Permit Renewal
- e. Bowladrome Liquor License & Special Amusement Permit Renewal

### 5. BID OPENINGS, AWARDS, AND APPOINTMENTS

- a. Recognition of Chief Susi – Executive Fire Officer III/IV
- b. Recognition of Chief Gahagan – Community Partner Award from Maine Children’s Trust
- c. Recognition of Jayne Farrin – Maine Town and City Clerks’ Association, Lifetime Certification
- d. Recognition of Christina Kane-Gibson – TCU Certified Public Communications

### 6. FORMAL PUBLIC HEARINGS

### 7. NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS

- a. 2016 Audit Report Presentation by Felch & Company LLC
- b. Discussion and Possible Action Regarding Credit Enhancement Agreement between the City of Caribou and Neal Griffiths
- c. Discussion and Possible Action Regarding Contract with Sewall for Cable Franchise Renewal Consulting
- d. Discussion and Possible Action Regarding Quit Claim of Property (Map 38, Lot 75) to Barbara Sperrey.
- e. Discussion and Possible Action Regarding Quit Claim of Property (Map 5, Lot 75) located at 800 East Presque Isle Road to Yvette Seaman.
- f. Discussion and Possible Action Regarding Quit Claim of Property (Map 4, Lot 24B) located at 245 West Presque Isle Road to Dana and Marcy Hersey.
- g. Discussion and Possible Action Regarding Recreation Capital Project: Fence Relocations at new Teague Park
- h. Discussion and Possible Action Regarding Recreation Capital Project: Collins Pond Walk near Main Street

### 9. REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

### 10. REPORTS AND DISCUSSION BY MAYOR AND COUNCIL MEMBERS

- a. Adding Recitation of the Pledge of Allegiance and Providing for Invocations/Inspirational Thoughts on Future Agendas

### 11. EXECUTIVE SESSION (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6.)

### 13. ADJOURNMENT

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

### CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: \_\_\_\_\_ Jayne Farrin, City Clerk

April 24, 2017

17-14

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, April 24, 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; Dave Ouellette, Public Works Director; and Scott Susi, Fire Chief.

Spectrum covered the meeting.

Council Agenda Item #1: Public Input.

- a) Dwane Theriault – apologized for abruptly leaving the last Council Meeting. Mr. Theriault stated that he has money to pay the balance amount that was provided to him from Finance Director Wanda Raymond.
- b) Lloyd Tibbs – stated that he will not have the check from ACAP to help pay to purchase his former property by the 1<sup>st</sup> of May, but rather it will be available either by the 2<sup>nd</sup> or 3<sup>rd</sup> of May.
- c) Brian Colton – owner of Colton Associates in Presque Isle and resident of Caribou – Mr. Colton spoke in favor of having the City's tax assessment data available online.

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 March 23, 2017 City Council Workshop Minutes
- b) Approval of the April 10, 2017 City Council Meeting Minutes
- c) Approval of Quit Claim Deeds
  1. David Brown
- d) Approval of Rubbish Hauler Licenses
  1. Caldwell's Sanitation, LLC
  2. City Sanitation
  3. McNeal's Trucking

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

The March Financials will be placed on the next Council agenda and the Mayor requested that the Finance Director be in attendance to answer any Council questions.

Council Agenda Item #4: Public Hearing – Retail Marijuana Ordinance

6:06 p.m. Public Hearing opened.

1. Charles Marcheterre – 17 Twilight Drive, Presque Isle – spoke in opposition to the adoption of the proposed ordinance and in support of recreational marijuana.

2. Maurice Womack – 15 Bog Road – representing Richardson Rentals – spoke in opposition to the adoption of the proposed ordinance and in support of recreational marijuana.
3. Arterious Drury – 9 Bog Road – spoke in opposition to the adoption of the proposed ordinance and in support of recreational marijuana.
4. Isia Riopelle – 10 Caribou Street – spoke in opposition to the adoption of the proposed ordinance and in support of recreational marijuana.
5. Derrell Richardson – 9 Bog Road – spoke in opposition to the adoption of the proposed ordinance and in support of recreational marijuana – Mr. Richardson sees an opportunity to expand his current business and increase the number of employees.
6. Bob Greene – Caribou resident - doesn't agree that marijuana is a drug but rather a medicine.
7. Bryan Morgan – 23 Bog Road – stated that recreational marijuana can bring jobs and people to Caribou.
8. Blue LaBeet-LaBillois – spoke in opposition to the adoption of the proposed ordinance and in support of recreational marijuana. She stated that marijuana can't be abused like other drugs. We need to get out of old thinking. She would rather see her grown children and grandchild smoke a bowl than take a drink. She loves Caribou and wants to see Caribou grow.
9. Sam Clark – sees potential to increase the City's tax base.
10. A woman spoke in support of medical marijuana.
11. Kayla Bosse – spoke in opposition to the adoption of the proposed ordinance. She stated that you cannot overdose on marijuana. She praised the Caribou Police Department. She is leaving her current job to get into the marijuana industry.
12. Cody Cosgrove – Sweden Street – spoke in opposition to the adoption of the proposed ordinance in support of recreational marijuana. He commented that marijuana helps him daily.

Councilor Martin praised those individuals that spoke and wish that they had attended and offered their testimony at the Planning Board level. Councilor Martin noted that his position on this ordinance is in the minority.

Councilor Theriault stated that her vote will be based on how the voters of Caribou voted last November concerning the legalization of marijuana and 62% of Caribou votes were "no".

7:04 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance No. 4, 2017 Series An Ordinance Prohibiting Recreational Marijuana. (4 yes, P. McDonough, J. Theriault, J. Smith, Nicole Cote, 2 no, T. Guerrette, D. Martin) So voted.

Council Agenda Item #5: 2017 Bid results

Recommended:

Culverts	Paris Farmers	\$19,120.40
Street Paint	Franklin Paint	\$ 9,616.75
Shim & Patch	Soderberg Construction	\$ 64.00
Paving	Soderberg Construction	\$ 69.76
Sand	K&M Sand & Gravel	\$ 9.16

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½ Crush Stone	Lane Construction	\$	13.45
Chipseal	Soderberg Construction	\$	2.64

Public Works Director Ouellette stated that the City didn't receive any Salt bids as it is too early.

Motion made by P. McDonough, seconded by J. Smith, to accept the low bids as recommended by Staff. (6 yes) So voted.

Council Agenda Item #6: Woodland Code Enforcement

Tax Assessor Thompson will be attending the April 25<sup>th</sup> Woodland Board of Selectmen's meeting to give them the necessary 30-day notice required to terminate the current Woodland Code Enforcement Agreement. No action required, informational only.

Council Agenda Item #7: Online Tax Assessment Date for Caribou

--CAI Technology	Cost: \$4,900
--N. Harris Computer Corporation	Cost: \$2,670

Motion made by P. McDonough, seconded by J. Smith, to accept the proposal from N. Harris Computer Corporation to place City of Caribou's assessing data online. (5 yes, 1 no, D. Martin) So voted.

The Mayor stated that funds to do this could come out of the revaluation account. Currently the balance in that account is \$50,500.

Council Agenda Item #8: Other Business

- A. Motion made by T. Guerrette, seconded by J. Theriault, to sell to Dwane Theriault his former property for \$4,648.07. (5 yes, 1 no, P. McDonough) So voted.
- B. Motion made by T. Guerrette, seconded by J. Theriault, to sell to Lloyd Tibbs his former property with the following payment arrangement schedule:
  - By May 5<sup>th</sup> - \$1,850 from Mr. Tibbs and ACAP
  - By June 5<sup>th</sup> - \$350 from Mr. Tibbs
  - By July 5<sup>th</sup> - \$350 from Mr. Tibbs
  - By August 5<sup>th</sup> - \$350 from Mr. Tibbs

(5 yes, 1 no, P. McDonough) So voted.

Council Agenda Item #9: Executive Session pursuant to 1 MRSA §405(6)A for a personnel matter

7:25 p.m. Time in. Motion made by P. McDonough, seconded by N. Cote, to move to executive session, with Interim City Manager Gahagan, pursuant to 1 MRSA §405(6)A for a personnel matter. (6 yes) So voted.

7:33 p.m. Time out. Motion made by T. Guerrette, seconded by J. Smith, to move out of executive session. (6 yes) So voted.

The City Manger's contract was accepted as written.

7:34 p.m. Motion made by J. Smith, seconded by D. Martin to adjourn the meeting. (6 yes) So voted.

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Upcoming Meeting Dates:

Regular City Council Meeting Monday, May 8, 2017 at 6:00 p.m.

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

Regular City Council Meeting Monday, June 24, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

June 26, 2017

17-20

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, June 26, 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 and Dave Ouellette, Public Works Director.

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

Council Agenda Item #1: Public Input.

a) Kermit Staples-Last fall his sister Marie A. Staples died and he is working to settle her estate. As part of the process he is attempting to sell her Spring Street property and is hindered by the paper streets that divide her property. Mr. Staples requested the formal abandonment process be started to abandon Freemont Street and a section of Willow Street as there hasn't been any maintenance by the City for 30 consecutive years.

This will be discussed under Other Business.

b) Wade Snyder-Resident of Perham-Offered to purchase, for the minimum bid price, nine tax acquired properties that haven't sold through the bid process plus offered \$500 for Map 30 Lot 98 - 32 Fenderson Street for a total of \$3,357. If the Council accepts this offer, Mr. Snyder stated that he would take the house down, and clean the lot by November 15, 2017. If he fails to remove the house and debris by November 15, 2017, he would forfeit his \$500 and ownership of 32 Fenderson Street to the City of Caribou.

This will be discussed under Other Business.

Council Agenda Item #2: Approval of Special Municipal Election Results

Motion made by P. McDonough, seconded by D. Martin, to accept the results of the June 13, 2017 Special Municipal Election as presented. (5 yes) So voted.

Council Agenda Item #3: Swear in Nicole Cote as City Councilor

The City Clerk administrated the oath of office to Nicole Cote with a term ending December 31, 2017.

Council Agenda Item #4: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

None.

Council Agenda Item #5: Consent Agenda

- a) Approval of the June 12, 2017 City Council Meeting Minutes
- b) Approval of the June 12, 2017 Special City Council Meeting Minutes
- c) Department Reports
  - 1. Events & Marketing Updates – June 21, 2017
  - 2. Library Director's Report – June 26, 2017
- d) Quitclaim Deeds
  - A. Scott Englund – Map 34 Lot 177 – Limestone Street – land only

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

Council Agenda Item #6: Anna Roberts Sentiment

Councilor Theriault read into the official record Sentiments for Anna Maria Roberts in recognition of her 100 Birthday on July 5, 2017. Anna Maria Roberts was employed by the City of Caribou for 45 years. A signed copy of the Sentiments will be framed and given to Mrs. Roberts. (Exhibit A)

Council Agenda Item #7: Update on Tax Commitment

Tax Assessor Penny Thompson stated that both Maine Municipal Association and Maine Revenue Services are advising communities not to commit taxes until the State Budget has been adopted.

Currently the City's cash flow is fine, but Department Heads have been told not to make any major purchases.

Council Agenda Item #8: Update Tri-Community Landfill-Mark Draper

The Council was updated by Solid Waste Director Draper:

- A non-binding letter of intent has been signed with the City of Presque Isle to add the City of Presque Isle as a co-owner for the Tri-Community Landfill. Current owners are the Towns of Fort Fairfield and Limestone and the City of Caribou.
- Resulting in both landfill operations – City of Presque and Tri-Community – under the ownership and control of Tri-Community Landfill.
- Question of control: The current conceptual proposal has Presque Isle and Caribou having two votes each and Limestone and Fort Fairfield would have one each. There have been discussions as to when there might be a need to have a super majority or 2/3 vote.
- Landfill capacity: Each landfill's licensed capacity is nearly the same. Joining together would allow for efficient use of the capacity.
- Currently we have two very small landfills operating 25 miles apart with duplicating costs and labor.
- Joining forces will not increase costs for Limestone, Fort Fairfield, or Caribou, and hopefully might see some cost benefit.
- Long term: The garbage business is a volume business – the more volume you control the better cost structure.
- Landfill discussions with Presque Isle go back many years including a couple of times during Draper's years at Tri-Community.
- The goal is to finalize the conceptual proposal by January 1, 2018.

Caribou City Council wasn't aware until the recent announcement that this proposed merge was in the works. The Mayor wants to see any list of pros and cons that have been developed for this project.

Mr. Draper suggested the proposed merger is equivalent to two businesses joining together so much of the discussion has been of a sensitive confidential nature. He further suggested that with a new manager starting in July, that would be the perfect opportunity for this Council to establish the routes and types of communication the Council wants from Tri-Community.

The Landfill Board had four major goals:

1. Cannot increase annual costs
2. Take advantage of the value that has already been added by the current owners
3. Minimize “down size risk”
4. Establish local cooperation

According to Draper, Presque Isle Landfill is a competitor with Tri-Community. Information considering both landfills can be sensitive as each have contracted customers.

Councilor Martin questions if more details could be shared in executive session. Draper stated that he doesn't believe he could share more in executive session.

The Mayor commented that the life expectancy of the landfill is to 2042. Draper commented that the life expectancy is based on the license and the shape the landfill can be. According to Draper if Tri-Community continues along the way it is now that the landfill would last additional 35 to 50 years, which is beyond 2042 mentioned by the Mayor. Draper stated that at one time the landfill took in more trash, but with the current trends the life expectancy is pushed beyond the original expectations. The landfill has the capacity of 1.3 million cubic yards. Presque Isle Landfill is located on 800 acres and if the merger takes place all of it will be owned by Tri-Community. Currently Presque Isle Landfill takes in less trash than Tri-Community, has an estimated life expectancy of 75 years, and has about the same capacity as Tri-Community. Draper stated that operational details haven't been decided; such as, whether both landfills would operate at the same time or move all operations to one landfill or the other. Each landfill has debts of 5 to 5.5 million dollars. In 2014, the City of Presque Isle closed the majority of their landfill that was opened in 1982.

Councilor Martin expressed his concerns if the landfill closes in Fairfield and the private individual has to haul his trash to the site of the Presque Isle landfill. Draper stated that the plan for now is to continue operating the landfill in Fairfield. The City of Presque is discussing having a transfer station. On-going maintenance costs for the closed section of Presque Isle Landfill are built into the pro forma budget for the new entity.

At the end of 2016, Tri-Community had 6.5 to 6.6 million dollars set aside for the closure and post-closure costs for the current landfill, plus their equipment reserves are fully funded. The City of Presque Isle projected closure costs are fully funded and if the merger takes then those funds to go to Tri-Community.

The Mayor wants to have a copy of the current Tri-Community Budget. Draper noted that the budget has been provided to the City Manager and Caribou's Tri-Community representatives.

There was a discussion about whether or not Tri-Community and Presque Isle landfill negotiations are eligible to be held in executive session or not, with the Mayor stating that he isn't sure that it fits the definition.

The buy in for the City of Presque Isle is 2 million dollars. The Mayor expressed his concerned that somehow Presque Isle in the future will benefit from this two million that would be held by Tri-Community and the only way to prevent this is to pay out this money to the current owners.

Draper stated that the merger proposal could be shared with the Council.

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Board Representative McDougall would not necessarily vote the way the Council wants him to. McDougall stated that he was appointed to represent the City and if the Council doesn't agree with his decisions, then next year appoint someone else.

Mayor feels that anything having to do with the ownership of the landfill must come back to the Municipal Officers.

Currently Tri-Community has four voting board members. The interlocal agreement for the landfill is 40 years old and hasn't been revised since 1994.

Draper agreed to provide Council: bylaws, letter of intent, percent of breakdown, and budget.

McDougall stated that his priorities were not to increase costs for Caribou and not to allow Presque Isle come in and take over.

Tri-Community serves 35 communities and Presque Isle serves 7.

Council Agenda Item #9: Re-designation of Park Street from State Aid to Town Way

Park Street from Bennett Drive to North Main Street is currently designated as a state aid road. If a portion of that road is to be discontinued in the future for the new school, the road must be re-designated from state aid to town way. Once the state does not have ownership of the road, the City will then be allowed to do a discontinuance of the road for the new school.

The City will lose approximately \$800 to \$850 in Urban Rural initiative Program (URIP) funds as the road is only .33 of a mile.

Motion made by J. Smith, seconded by P. McDonough, to re-designate Park Street from a State Aid Road to Town Way. (6 yes) So voted.

Council Agenda Item #10: First read of the 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

Councilor McDonough introduced Ordinance No. 5, 2017 Series, An ordinance amending Chapter 13 Zoning Section 13-202 Official Zoning Map, Short Title: An ordinance amending the Caribou Zoning Map.

Council Agenda Item #11: First read of the 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

Councilor McDonough introduced Ordinance No 6, 2017 Series, An ordinance amending Chapter 13 Zoning Section 13-202 Official Zoning Map, Short Title: An ordinance amending the Caribou Zoning Map.

Public Hearing for Ordinances No. 5 and No. 6 was scheduled for the July 10, 2017 Council meeting.

Council Agenda Item #12: Other Business

- A. Motion made by P. McDonough, seconded by T. Guerrette, to vacate the property between Map 32 Lots 67 and 68 on Spring Street, proposed Freemont Street, and revert the property to Mr. Kermit Staples. (6 yes) So voted.

- B. Motion made by J. Smith, seconded by J. Theriault, to accept the Wade Snyder offer to purchase:

Map 5 Lot 14A – Dow Siding Road	\$1.00
Map 5 Lot 14B – Dow Siding Road	\$1.00
Map 30 Lot 23 – 96 River Road	\$1.00
Map 33 Lot 11A – Limestone Road	\$1.00
Map 31 Lot 153 – 17 Fenderson Drive	\$1.00
Map 31 Lot 154 – Fenderson Drive	\$1.00
Map 30 Lot 163C – Broadway Street	\$1.00
Map 25 Lot 60 – 6 Nancy Street	\$850.00
Map 30 Lot 99 – 42 Fenderson Street	\$2,000.00
Map 30 Lot 98 – 32 Fenderson Street	\$500.00

For a total of \$3,357.00 and Mr. Snyder will take the house at 32 Fenderson Street and remove the debris and clean the lot and if he fails to do this by November 15, 2017, he will forfeit his \$500 and ownership of 32 Fenderson Street to the City of Caribou. (6 yes) So voted.

- C. Councilor Martin wants the City staff to find out the procedure to replace Tri-Community Board Members.

Council Agenda Item #13: Executive Session pursuant to 1 MRSA §405(6)(A) for a personnel matter

7:27 p.m. Time in. Motion made by P. McDonough, seconded by J. Smith, to move to executive session pursuant to 1 MRSA §405(6)(A) with Interim City Manager Michael Gahagan. (6 yes) So voted.

7:37 p.m. Time out. Motion made by T. Guerrette, seconded by P. McDonough, to move out of executive session. (6 yes) So voted.

No action taken.

Motion made by P. McDonough, seconded by J. Theriault, to adjourn the meeting at 7:18 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

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

Regular City Council Meeting Monday, August 14, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

July 10, 2017

17-21

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, July 10, 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.

Dennis L. Marker, City Manager

Department Managers: Penny Thompson, Tax Assessor; Michael Gahagan, Police Chief; Lisa Plourde, Housing Director; Gary Marquis, Supt. of Parks & Recreation; Christina Kane-Gibson, Events Planner; Dave Ouellette, Public Works Director.

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

Mayor Aiken introduced and welcomed Caribou's new City Manager Dennis L. Marker.

Council Agenda Item #1: Public Input.

- a) Phil Cyr – 435 Washburn Street - Planning Board Chair – He outlined the changes that have occurred within the Code Enforcement Department and advisor to the Planning Board. Since 2012, the individuals that have held these positions have changed several times. The work of the Planning Board is interrupted each time that there is a change of advisor. The Board has been working on updating Chapter 13 which is the land use zoning ordinance, but hasn't been able to as a result of these disruptions. Mr. Cyr supports the City having a full-time City employee that serves as Planning Board Advisor, Code Enforcement officer and Building Official.
- b) Hal Halliday – Manager of ATL Properties – Caribou Trailer Park Manager – He travels the country managing properties that are usually failing or foreclosed on. He stated that he needs help from the City in cleaning up the park. Problems in the park include: abandoned vehicles, tenant runs a construction business and is storing his materials there, underground water leaks, and marijuana is being grown onsite in a greenhouse.

Councilor Theriault stated that she has been through the eviction process with her own park and she realizes that it is very difficult.

Councilor Martin stated that the park owner needs to take legal action, if the renters aren't following park rules.

Councilor McDonough stated that these problems are civil issues between the property owner and tenants.

City Manager Marker will review this issue on Tuesday with City Department Heads.

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. Clerk and General Assistance Dashboard – June 2017
  2. Monthly Permits – June 2017
  3. Police Department – June 2017
  4. Events & Marketing Updates – July 5, 2017

5. Caribou Public Library – July 10, 2017
  - b) Quitclaim Deeds
    1. Lloyd Tibbs – 42 Bradley Street

Mayor Aiken asked the City Clerk a question about Vehicle Registrations and what appears to be a decline in the number of registrations that are being done compared to 2016. The City Clerk stated that she would review the data to make sure that we are comparing the correct numbers. The Mayor wants the Library report to include the comparison of 2016 and 2017 data. Councilor Smith asked if there was any feedback on the new building permit fee. CEO Thompson stated that people who purchased their permit in 2017 are happy, but those that purchased in 2016 are not happy.

Motion made by P. McDonough, seconded by D. Martin, to approve the Consent Agenda Items A-B as presented. (6 yes) So voted.

Council Agenda Item #4: Designation of Acting City Manager

Motion made by P. McDonough, seconded J. Smith, to accept City Manager Dennis L. Marker's recommended appointment of Michael Gahagan, to serve as Acting City Manager during times of temporary absence or disability of the City Manager, pursuant to Caribou City Charter Section 3.03. (6 yes) So voted.

Council Agenda Item #5: Request from Christina Kane-Gibson that partial funds in G 1-461-00 be moved to G 1-463-00

Currently the funds are in the craft fair account and the Event Planner is requesting to move some of the funds to the miscellaneous account. The Mayor stated that he isn't in favor of miscellaneous accounts. Currently there are several accounts that are used by the Event Planner and she feels in the future the number could be streamlined. Detailed explanations are given to Finance when something is charged to the miscellaneous account.

No action taken.

Council Agenda Item #5a: Public Hearing – Ordinance No. 5, 2017 Series, An Ordinance amending the Caribou Zoning Map

6:43 p.m. Public Hearing opened.

No public input.

6:44 p.m. Public Hearing closed.

Motion made by D. Martin, seconded by J. Theriault, to adopt Ordinance No. 5, 2017 Series, An Ordinance amending Chapter 13 Zoning Section 13-202 Official Zoning Map, Short Title: An ordinance amending the Caribou Zoning Map. (6 yes) So voted.

Council Agenda Item #5b: Public Hearing – Ordinance No. 6, 2017 Series, An Ordinance amending the Caribou Zoning Map

6:44 p.m. Public Hearing opened.

No public input.

6:44 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by T. Guerrette, to adopt Ordinance No. 6, 2017 Series, An Ordinance amending Chapter 13 Zoning Section 13-202 Office Zoning Map, Short Title: An ordinance amending the Caribou Zoning Map. (6 yes) So voted.

Council Agenda Item #6: Setting 2017 Mil Rate and Tax Commitment

Motion made by D. Martin seconded by J. Theriault, to accept Staff recommendation and to approve Revenue budget adjustments for the property taxes, overlay, BETE, and Homestead Reimbursement lines as reflected on the tax rate calculation sheet, to set the 2017 tax rate at 23.90 for the commitment of 2017 Property Taxes, to setting the date of commitment as July 12, 2017 for the 2017 property taxes pursuant to MRSA Title 36 §505(1), to make the 2017 Property Taxes due and payable as of July 12, 2017, pursuant to MRSA Title 36 §505(2), to set the date for interest to begin accruing on any delinquent 2017 Property Taxes as October 1, 2017, pursuant to MRSA Title 36 §505(4), to set the rate of interest to be charged on delinquent 2017 Property Taxes at 7% the maximum rate set by the State, pursuant to MRSA Title 36 §505(4), and establish a rate of interest for the overpayment and/or abatement of property taxes for 2017 at 4% less than 7% or 3%, pursuant to MRSA Title 36 §506-A (5 yes, 1 no, J. Smith) So voted.

The changes to the revenue lines would be as follows:

Line Number	Description	Original Budget	Amended Budget
R10-01-32	Property Taxes	\$3,798,457	\$ 3,965,110.97
R10-01-33	Overlay	\$0	\$ 80,005.08
R22-01-04	Homestead Exemption	\$650,000	\$ 484,047.90
R22-01-05	BETE Reimbursement	\$99,744	\$ 99,164.14

Council Agenda Item #6a: Other Business

- A. Last week the Building Committee met concerning a new Public Safety Building that would house both Fire and Police Departments. The Committee is looking to recommend using 4 acres off Fort Street on the former Birdseye site. Sgt. Gahagan has been taking the lead and he has been working with Ames Associates, LLC out of Bangor. So far, all the work completed by Ames Associates has been done without any charge to the City. They are working on costs estimates and layout. When the concept is ready, Ames Associates will come up and present it to the Council.
- B. Motion made by D. Martin, seconded by J. Smith, to seek the City Attorney’s advice on the removal of appointees for varies boards. (6 yes) So voted.

Council Agenda Item #7: Executive Session pursuant to 1 MRSA §405(6)(C) to discuss Economic Development

7:02 p.m. Time in. Motion made by P. McDonough, seconded by J. Theriault, to move to executive session pursuant to 1 MRSA §405(6)(C) with City Manager Dennis L. Marker. (6 yes) So voted.

7:25 p.m. Time out. Motion made by T. Guerrette, seconded by J. Smith, to move out of executive session. (6 yes) So voted.

No action taken.

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Motion made by D. Martin, seconded by T. Guerrette, to adjourn the meeting at 7:26 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting Monday, August 14, 2017 at 6:00 p.m.

Regular City Council Meeting Monday, September 11, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary

# General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund</b>	12,638.32	757,619.00	-1,020.00	23,979,393.62	24,737,012.62	0.00
<b>Assets</b>	<b>9,666,690.85</b>	<b>9,539,167.59</b>	<b>-604,457.35</b>	<b>6,512,007.06</b>	<b>10,683,002.13</b>	<b>5,368,172.52</b>
101-00 CASH (BANK OF MAINE)	4,193,063.53	4,064,208.00	-504,424.04	4,162,052.52	7,518,800.00	707,460.52
102-00 RECREATION ACCOUNTS	53,311.63	61,271.91	0.00	0.00	0.00	61,271.91
110-00 SECTION 125 CHECKING FSA	1,607.07	1,631.67	-1,523.57	22,261.03	9,278.17	14,614.53
110-03 2017 SECTION 125 CHECKING HRA	0.00	0.00	-5,621.35	100,472.16	20,209.41	80,262.75
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	220,627.36	220,760.44	6,374.28	7,608.00	0.00	228,368.44
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	22,957.49	7,366.91	2,586.64	111,687.40	102,014.43	17,039.88
124-00 GAS INVENTORY	27,031.89	20,471.03	7,085.36	41,880.90	31,446.13	30,905.80
125-00 ACCOUNTS RECEIVABLE	92,937.39	107,194.50	-1,182.35	147,418.12	163,965.18	90,647.44
126-00 SWEETSOFT RECEIVABLES	578,236.08	578,236.08	-7,876.24	1,234,366.98	1,145,886.12	666,716.94
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-1,276.29	-1,276.29	0.00	0.00	0.00	-1,276.29
174-00 CDC LOANS REC (1280)	83,582.08	77,888.61	0.00	0.00	0.00	77,888.61
180-00 DR. CARY CEMETERY INVESTMENT	1,215.52	1,215.99	0.46	0.92	0.00	1,216.91
181-00 HAMILTON LIBRARY TR. INVEST	1,710.95	1,715.76	4.79	9.52	0.00	1,725.28
182-00 KNOX LIBRARY INVESTMENT	9,564.28	9,586.40	22.02	43.73	0.00	9,630.13
183-00 CLARA PIPER MEM INV	738.03	738.32	0.28	0.57	0.00	738.89
184-00 JACK ROTH LIBRARY INVEST	32,874.95	33,030.74	155.55	308.67	0.00	33,339.41
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,332.29	7,337.23	4.94	9.88	0.00	7,347.11
187-00 DOROTHY COOPER MEM INV	66,056.85	66,165.14	100.96	201.87	4,000.00	62,367.01
189-00 MARGARET SHAW LIBRARY INV	12,746.16	12,764.99	15.94	31.87	0.00	12,796.86
190-00 GORDON ROBERTSON MEM INV	11,385.77	11,393.44	7.67	15.34	0.00	11,408.78
191-00 MEMORIAL INVESTMENT	6,047.40	6,052.04	4.60	9.14	0.00	6,061.18
192-00 G. HARMON MEM INV	8,371.68	8,377.32	5.64	11.28	0.00	8,388.60
193-00 BARBARA BREWER FUND	5,419.12	5,428.58	9.49	18.97	0.00	5,447.55
194-00 RODERICK LIVING TRUST	0.00	0.00	8.79	21,819.55	0.00	21,819.55
198-00 TAX ACQUIRED PROPERTY	93,002.80	92,549.48	-1,021.67	3,274.74	17,190.83	78,633.39
200-09 2009 TAX RECEIVABLE	96.00	96.00	0.00	0.00	0.00	96.00
200-15 2015 TAX RECEIVABLE	0.00	0.00	-200.00	0.00	200.00	-200.00
200-16 2016 TAX RECEIVABLE	882,980.13	882,980.13	0.00	11,067.80	894,047.87	0.06
200-17 2017 TAX RECEIVABLE	-15,480.55	-15,480.55	-57,077.64	359.00	300,695.89	-315,817.44
205-14 2014 LIENS RECEIVABLE	2,560.04	2,560.04	0.00	0.00	1,370.12	1,189.92
205-15 2015 LIENS RECEIVABLE	203,899.72	203,899.72	-3,713.54	650.70	82,292.30	122,258.12
205-16 2016 LIENS RECEIVABLE	0.00	0.00	-19,146.26	357,997.70	43,688.74	314,308.96
210-09 2009 PP TAX RECEIVABLE	429.22	429.22	-18.47	0.00	85.98	343.24
210-10 2010 PP TAX RECEIVABLE	1,311.04	1,311.04	0.00	0.00	0.00	1,311.04
210-11 2011 PP TAX RECEIVABLE	1,615.68	1,615.68	0.00	0.00	0.00	1,615.68
210-12 2012 PP TAX RECEIVABLE	6,075.64	6,075.64	0.00	0.00	883.94	5,191.70
210-13 2013 PP TAX RECEIVABLE	10,493.07	10,493.07	0.00	0.00	756.45	9,736.62
210-14 2014 PP TAX RECEIVABLE	16,932.37	16,932.37	0.00	0.00	824.54	16,107.83
210-15 2015 PP TAX RECEIVABLE	27,860.73	27,860.73	-10,594.38	0.00	12,938.20	14,922.53
210-16 2016 PP TAX RECEIVABLE	35,319.94	35,319.94	-1,228.83	108.81	20,143.46	15,285.29
210-17 2017 PP TAX RECEIVABLE	-256.48	-256.48	-1,089.27	0.00	2,615.11	-2,871.59
308-00 AFLAC INSURANCE	-1.48	0.00	-0.13	3,869.28	3,870.06	-0.78
312-00 HEALTH INS. W/H	-22,945.70	-22,945.70	-0.18	121,198.37	120,329.45	-22,076.78
318-00 MMA INCOME PROTECTION	-5,788.64	-5,788.64	-484.69	18,573.45	18,929.14	-6,144.33
323-00 MMA SUPP. LIFE INSURANCE	-947.59	-947.59	-110.90	4,645.50	4,708.86	-1,010.95
329-00 SALES TAX COLLECTED	-55.32	-55.32	0.00	55.29	0.00	-0.03
330-00 VEHICLE REG FEE (ST. OF ME)	-3,139.00	0.00	-1,334.75	121,071.50	126,722.25	-5,650.75
331-00 BOAT REG FEE INLAND FISHERIES	-44.00	0.00	1,112.00	4,914.00	8,078.00	-3,164.00

**General Ledger Summary Report**

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
333-00 ATV REGISTRATION (F&W)	-4.00	0.00	-5,327.00	4,596.00	14,518.00	-9,922.00
335-00 PLUMBING PERMITS (ST. OF ME)	0.00	0.00	-70.00	0.00	242.50	-242.50
340-00 DOG LICENSES (ST. OF ME)	-1,211.00	0.00	21.00	2,492.00	2,562.00	-70.00
341-00 FISHING LICENSES (ST. OF ME)	-525.00	0.00	-9.00	2,878.00	4,415.00	-1,537.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,988.00	0.00	76.50	4,026.50	5,294.00	-1,267.50
<b>Liabilities</b>	<b>7,414,827.48</b>	<b>7,484,216.64</b>	<b>-373,055.25</b>	<b>3,043,653.65</b>	<b>477,170.13</b>	<b>4,917,733.12</b>
352-00 NYLANDER MUSEUM RESERVE	12,645.49	12,645.49	0.00	459.50	0.00	12,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	220,627.36	220,760.44	206.24	0.00	7,608.00	228,368.44
365-00 PARK IMPROVEMENT RESERVE	388.83	388.83	0.00	0.00	0.00	388.83
365-01 COMMUNITY POOL IMPROVEMENT	98,655.52	98,655.52	0.00	0.00	0.00	98,655.52
365-02 REC CENTER IMPROVEMENTS	27,355.62	27,355.62	-700.60	10,495.00	9,794.40	26,655.02
365-03 LAND ACQUISITIONS/EASEMENTS	39,590.00	39,590.00	0.00	0.00	0.00	39,590.00
365-04 RAILS TO TRAILS PROGRAM	19,899.44	19,899.44	-2,644.56	6,304.11	567.60	14,162.93
365-05 PARK IMPROVEMENT RESERVE	47,988.86	47,988.86	-550.00	550.00	0.00	47,438.86
365-06 LET'S MOVE	-615.24	-615.24	0.00	0.00	0.00	-615.24
365-07 REC/PARKS COMPUTER RESERVE	-900.00	-900.00	0.00	0.00	0.00	-900.00
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	11,264.10	11,264.10	0.00	7,448.82	2,357.62	6,172.90
365-10 REC LAWN MOWER RESERVE	21,397.91	21,397.91	0.00	7,999.00	0.00	13,398.91
365-12 CRX/TOS RESERVE	3,419.32	3,419.32	0.00	220.41	0.00	3,198.91
365-13 RECREATION - COLLINS POND	33,275.91	33,275.91	-800.00	800.00	0.00	32,475.91
365-14 CREATIVE PLAYGROUND RESERVE	-579.44	-579.44	0.00	0.00	0.00	-579.44
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-17 RECREATION VAN RESERVE	23,744.67	23,744.67	0.00	0.00	0.00	23,744.67
365-18 REC SCHOLARSHIPS	2,021.22	2,021.22	0.00	0.00	30.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	-838.86	-838.86	0.00	0.00	0.00	-838.86
365-20 SKI TRAIL PROGRAM	3,635.27	3,635.27	0.00	1,972.00	331.00	1,994.27
365-21 RD TRAILS GRANT	-4,365.53	-4,365.53	0.00	0.00	0.00	-4,365.53
365-22 NON APPROP SKI RENTAL PROGRAM	8,639.63	8,584.63	-4,220.00	4,422.00	186.00	4,348.63
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-01 LIBRARY BUILDING RESERVE	23,706.02	23,706.02	0.00	1,481.42	1,481.42	23,706.02
366-02 LIBRARY MEMORIAL FUND	15,734.48	15,734.48	-538.54	1,170.47	2,142.66	16,706.67
366-03 LIBRARY COMPUTER RESERVE	1,258.20	1,258.20	0.00	750.00	0.00	508.20
366-04 BETTERMENT FUND GRANT	8,180.00	8,180.00	-5,473.41	7,473.41	0.00	706.59
366-07 ILEAD	1,190.12	1,030.08	-160.04	800.20	0.00	229.88
366-10 ONION FOUNDATION	766.41	766.41	0.00	373.75	0.00	392.66
367-01 POLICE DONATED FUNDS	33,963.50	33,963.50	0.00	270.00	290.00	33,983.50
367-02 POLICE DEPT EQUIPMENT	65,562.38	64,253.42	1,570.50	43,267.43	7,149.94	28,135.93
367-03 POLICE CAR RESERVE	38,425.04	38,425.04	0.00	10,483.00	0.00	27,942.04
367-04 POLICE CAR VIDEO SYSTEM	5,243.75	5,243.75	-2,115.00	2,115.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	18,021.70	17,807.70	-1,090.42	6,702.68	1,627.93	12,732.95
367-06 PD COMPUTER RESERVE	11,405.94	11,405.94	-600.00	1,415.00	0.00	9,990.94
368-01 FIRE EQUIPMENT RESERVE	14,501.98	14,501.98	0.00	116,999.60	2,600.00	-99,897.62
368-02 FIRE HOSE RESERVE	1,206.25	1,206.25	0.00	0.00	0.00	1,206.25
368-03 FIRE DEPT FOAM RESERVE	3,742.50	3,742.50	0.00	0.00	0.00	3,742.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	-3,810.86	-3,810.86	0.00	0.00	0.00	-3,810.86
368-06 FIRE/AMB COMPUTER RESERVE	10,628.63	10,628.63	-1,300.00	2,000.00	0.00	8,628.63
368-07 FIRE DISPATCH REMODEL	700.00	700.00	0.00	0.00	0.00	700.00

**General Ledger Summary Report**

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
368-08 FIRE SMALL EQUIPMENT	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	21,400.00	21,400.00	0.00	0.00	0.00	21,400.00
369-01 AMBULANCE SMALL EQUIP RESERVE	73,540.98	73,540.98	0.00	101,059.86	49,167.68	21,648.80
369-02 AMBULANCE STAIRCHAIRS	2,250.00	2,250.00	0.00	0.00	0.00	2,250.00
369-03 AMBULANCE RESERVE	132,996.03	132,996.03	0.00	254,408.00	0.00	-121,411.97
370-01 GRIMES MILL RD ENGINEERING	-38,964.70	-38,964.70	0.00	0.00	0.00	-38,964.70
370-03 PW EQUIPMENT RESERVE	46,364.85	46,364.85	0.00	10,769.80	820.70	36,415.75
370-04 STREETS/ROADS RECONSTRUCTION	256,876.35	256,876.35	0.00	11,162.40	0.00	245,713.95
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	98,904.58	100,615.70	921.80	237.59	6,747.39	107,125.50
371-01 ASSESSMENT REVALUATION RESERVI	50,500.91	50,500.91	0.00	1,974.00	0.00	48,526.91
371-02 ASSESSING COMPUTER RESERVE	1,798.50	1,798.50	0.00	1,500.00	0.00	298.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
372-01 AIRPORT RESERVE	95,794.60	95,794.60	0.00	42,336.50	1,594.28	55,052.38
373-01 GEN GOVT COMPUTER RESERVE	14,444.37	14,444.37	0.00	6,823.00	0.00	7,621.37
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	-37,516.75	-37,516.75	0.00	0.00	0.00	-37,516.75
373-04 VITAL RECORDS RESTORATION	1,356.50	1,356.50	0.00	0.00	0.00	1,356.50
373-05 BIO-MASS BOILERS	-45,387.49	-45,387.49	-48,702.00	48,702.00	0.00	-94,089.49
373-07 T/A PROPERTY REMEDIATION RESEI	39,963.80	39,963.80	95.49	28,679.00	105.49	11,390.29
373-08 HRA CONTRIBUTION RESERVE	45,154.95	45,154.95	9,828.66	25,495.08	9,828.66	29,488.53
373-10 FLEET VEHICLES	5,586.00	5,586.00	0.00	0.00	0.00	5,586.00
373-11 NASIFF CLEAN UP	5,684.95	5,684.95	0.00	0.00	0.00	5,684.95
373-15 2017 HRA RESERVE	0.00	0.00	-5,621.35	20,209.41	100,472.16	80,262.75
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	92,212.31	92,212.31	-569.60	4,407.51	0.00	87,804.80
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	8,121.62	8,121.62	0.00	5,564.92	0.00	2,556.70
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	53,311.63	61,271.91	0.00	0.00	0.00	61,271.91
399-00 PARKING LOT MAINTENANCE RES	90,466.90	90,466.90	0.00	0.00	0.00	90,466.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	344,532.13	344,532.13	0.00	0.00	0.00	344,532.13
406-00 TRAILER PARK RESERVE	28,506.27	37,595.46	0.00	0.00	0.00	37,595.46
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
415-00 LIONS COMMUNITY CENTER RESERVI	1,784.20	1,784.20	0.00	0.00	0.00	1,784.20
417-00 COMPENSATED ABSENCES	184,694.48	184,694.48	-13,461.79	59,472.20	0.00	125,222.28
419-00 DUE FROM CDC (1280)	83,582.08	77,888.61	0.00	0.00	0.00	77,888.61
421-00 DEFERRED TAX REVENUE	1,206,340.63	1,189,573.58	0.00	0.00	0.00	1,189,573.58
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,332.29	7,337.23	4.94	0.00	9.88	7,347.11
423-00 DR. CARY CEMETERY TRUST FUND	1,215.52	1,215.99	0.46	0.00	0.92	1,216.91
424-00 HAMILTON LIBRARY TRUST FUND	1,710.95	1,715.76	4.79	0.00	9.52	1,725.28
425-00 KNOX LIBRARY MEMORIAL FUND	9,564.28	9,586.40	22.02	0.00	43.73	9,630.13
426-00 CLARA PIPER MEM FUND	738.03	738.32	0.28	0.00	0.57	738.89
427-00 JACK ROTH LIBRARY MEM FUND	32,874.95	33,030.74	66.87	1,727.69	308.67	31,611.72
429-00 BARBARA BREWER FUND	5,419.12	5,428.58	9.49	0.00	18.97	5,447.55
430-00 D. COOPER MEM FUND	66,056.85	66,165.14	100.96	4,000.00	201.87	62,367.01
432-00 MARGARET SHAW LIBRARY MEMORI	12,746.16	12,764.99	15.94	0.00	31.87	12,796.86
433-00 GORDON ROBERTSON MEM FUND	11,385.77	11,393.44	7.67	0.00	15.34	11,408.78
434-00 MEMORIAL INVESTMENT	6,047.40	6,052.04	4.60	0.00	9.14	6,061.18

**General Ledger Summary Report**

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
435-00 RODERICK LIVING TRUST	0.00	0.00	8.79	0.00	21,819.55	21,819.55
436-00 AMBULANCE REIMBURSEMENT	12,009.38	12,009.38	0.00	5,702.72	5,703.53	12,010.19
437-00 DEFERRED AMBULANCE REVENUE	478,281.30	578,236.08	0.00	0.00	0.00	578,236.08
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	703.93	703.93	-1,409.38	1,520.38	1,565.00	748.55
461-00 CRAFT FAIR	13,053.00	13,053.00	0.00	0.00	464.00	13,517.00
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	0.00	0.00	4,116.07	16,781.59	20,967.00	4,185.41
465-00 THURSDAYS ON SWEDEN	-9,003.44	-9,003.44	3,125.00	125.00	11,525.00	2,396.56
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-5,808.92	-11,808.92	892.00	11,450.06	30,000.00	6,741.02
469-00 DENTAL INSURANCE	701.61	701.61	-1.39	4,001.12	4,338.37	1,038.86
470-00 EYE INUSRANCE	542.27	542.27	13.16	1,229.24	1,324.13	637.16
471-00 RC2 TIF	1,107.62	1,107.62	0.00	0.00	0.00	1,107.62
477-00 LED STREET LIGHTS	15,558.00	15,558.00	0.00	0.00	0.00	15,558.00
478-00 G. HARMON MEM FUND	8,371.68	8,377.32	-280.22	393.76	11.28	7,994.84
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	196,679.59	196,679.59	10,898.30	0.00	73,676.63	270,356.22
483-03 DUE TO FUND 3	281,440.55	283,550.22	16,614.05	0.00	67,316.69	350,866.91
483-04 DUE TO FUND 4	140,583.66	140,583.66	4,060.75	0.00	24,364.50	164,948.16
483-05 DUE TO FUND 5	1,566,411.56	1,566,411.56	390.00	0.00	6,905.44	1,573,317.00
484-02 DUE FROM FUND 2	-171,966.56	-176,147.50	-21.72	36,749.32	0.00	-212,896.82
484-03 DUE FROM FUND 3	-226,196.42	-226,246.96	-11,035.77	50,214.89	0.00	-276,461.85
484-04 DUE FROM FUND 4	-143,462.97	-143,462.97	-4,016.16	20,891.50	0.00	-164,354.47
484-05 DUE FROM FUND 5	-1,036,668.94	-1,052,918.85	-16,760.57	204,617.24	0.00	-1,257,536.09
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	2,735.64	1,735.64	0.00	79.11	0.00	1,656.53
493-00 RSU 39 COMMITMENT	-874,839.94	-874,839.94	-304,002.36	1,824,013.56	0.00	-2,698,853.50
496-00 BIRTH RECORDS STATE FEE	78.80	0.00	32.40	521.60	631.60	110.00
497-00 DEATH RECORDS STATE FEE	134.80	0.00	-4.40	732.80	823.20	90.40
498-00 MARRIAGE RECORDS STATE FEE	18.40	0.00	12.80	128.00	180.80	52.80
<b>Fund Balance</b>	<b>2,239,225.05</b>	<b>1,297,331.95</b>	<b>-230,382.10</b>	<b>14,423,732.91</b>	<b>13,576,840.36</b>	<b>450,439.40</b>
500-00 EXPENDITURE CONTROL	0.00	0.00	-693,791.69	4,034,993.96	9,642,846.65	5,607,852.69
510-00 REVENUE CONTROL	0.00	0.00	463,409.59	10,388,738.95	3,587,998.71	-6,800,740.24
600-00 FUND BALANCE	2,239,225.05	1,297,331.95	0.00	0.00	345,995.00	1,643,326.95
<b>2 - Snowmoible Trail Maintenance</b>	<b>0.00</b>	<b>-45,883.00</b>	<b>0.00</b>	<b>199,257.95</b>	<b>153,374.95</b>	<b>0.00</b>
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-10,329.82</b>	<b>-6,148.88</b>	<b>21.72</b>	<b>73,676.63</b>	<b>108,186.16</b>	<b>28,360.65</b>
365-11 TRAIL MAINTENANCE RESERVE	14,383.21	14,383.21	10,898.30	0.00	71,436.84	85,820.05
483-01 DUE TO FUND 1	171,966.56	176,147.50	21.72	0.00	36,749.32	212,896.82
484-01 DUE FROM FUND 1	-196,679.59	-196,679.59	-10,898.30	73,676.63	0.00	-270,356.22
<b>Fund Balance</b>	<b>10,329.82</b>	<b>52,031.88</b>	<b>-21.72</b>	<b>125,581.32</b>	<b>45,188.79</b>	<b>-28,360.65</b>
500-00 Expense Control	0.00	0.00	-21.72	36,749.32	43,209.00	6,459.68

# General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>2 - Snowmoible Trail Maintenance CONT'D</b>						
510-00 Revenue Control	0.00	0.00	0.00	45,883.00	1,979.79	-43,903.21
600-00 Fund Balance	10,329.82	52,031.88	0.00	42,949.00	0.00	9,082.88
<b>3 - Housing Department</b>						
<b>Assets</b>	<b>0.00</b>	<b>-100,000.00</b>	<b>0.00</b>	<b>314,001.98</b>	<b>214,001.98</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-8,328.99</b>	<b>-10,388.12</b>	<b>-5,827.77</b>	<b>67,909.47</b>	<b>50,214.89</b>	<b>-28,082.70</b>
409-00 HOUSING RESERVE	46,915.14	46,915.14	-249.49	592.78	0.00	46,322.36
483-01 DUE TO FUND 1	226,196.42	226,246.96	11,035.77	0.00	50,214.89	276,461.85
484-01 DUE TO FUND 1	-281,440.55	-283,550.22	-16,614.05	67,316.69	0.00	-350,866.91
<b>Fund Balance</b>	<b>8,328.99</b>	<b>110,388.12</b>	<b>5,827.77</b>	<b>246,092.51</b>	<b>163,787.09</b>	<b>28,082.70</b>
500-00 Expense Control	0.00	0.00	-10,786.28	49,640.51	96,470.40	46,829.89
510-00 Revenue Control	0.00	0.00	16,614.05	100,000.00	67,316.69	-32,683.31
600-00 Fund Balance	8,328.99	110,388.12	0.00	96,452.00	0.00	13,936.12
<b>4 - FSS</b>						
<b>Assets</b>	<b>0.00</b>	<b>-48,729.00</b>	<b>0.00</b>	<b>136,060.00</b>	<b>87,331.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>2,879.31</b>	<b>2,879.31</b>	<b>-44.59</b>	<b>24,364.50</b>	<b>20,891.50</b>	<b>-593.69</b>
483-01 DUE TO FUND 1	143,462.97	143,462.97	4,016.16	0.00	20,891.50	164,354.47
484-01 DUE FROM FUND 1	-140,583.66	-140,583.66	-4,060.75	24,364.50	0.00	-164,948.16
<b>Fund Balance</b>	<b>-2,879.31</b>	<b>45,849.69</b>	<b>44.59</b>	<b>111,695.50</b>	<b>66,439.50</b>	<b>593.69</b>
500-00 Expense Control	0.00	0.00	-4,016.16	20,891.50	42,075.00	21,183.50
510-00 Revenue Control	0.00	0.00	4,060.75	48,729.00	24,364.50	-24,364.50
600-00 Fund Balance	-2,879.31	45,849.69	0.00	42,075.00	0.00	3,774.69
<b>5 - ECONOMIC DEV</b>						
<b>Assets</b>	<b>0.00</b>	<b>-414,998.00</b>	<b>0.00</b>	<b>1,052,276.68</b>	<b>637,278.68</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-133,306.64</b>	<b>-117,056.73</b>	<b>16,370.57</b>	<b>11,905.44</b>	<b>204,617.24</b>	<b>75,655.07</b>
473-00 DOWNTOWN TIF	248,521.50	248,521.50	0.00	5,000.00	0.00	243,521.50
474-00 TRAIL GROOMER RESERVE	-2,085.52	-2,085.52	0.00	0.00	0.00	-2,085.52
475-00 REVOLVING LOAN RESERVE	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00
483-01 DUE TO FUND 1	1,036,668.94	1,052,918.85	16,760.57	0.00	204,617.24	1,257,536.09
484-01 DUE FROM FUND 1	-1,566,411.56	-1,566,411.56	-390.00	6,905.44	0.00	-1,573,317.00
<b>Fund Balance</b>	<b>133,306.64</b>	<b>532,054.73</b>	<b>-16,370.57</b>	<b>1,040,371.24</b>	<b>432,661.44</b>	<b>-75,655.07</b>
500-00 Expense Control	0.00	0.00	-16,370.57	199,617.24	432,661.44	233,044.20
510-00 Revenue Control	0.00	0.00	0.00	414,998.00	0.00	-414,998.00
600-00 Fund Balance	133,306.64	532,054.73	0.00	425,756.00	0.00	106,298.73
<b>Final Totals</b>	<b>12,638.32</b>	<b>148,009.00</b>	<b>-1,020.00</b>	<b>25,680,990.23</b>	<b>25,828,999.23</b>	<b>0.00</b>

## Expense Summary Report

Fund: 1

June

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	787,868.00	787,868.00	373,242.82	414,625.18	47.37
17 - HEALTH & SANITATION	249,737.00	249,737.00	124,620.00	125,117.00	49.90
18 - MUNICIPAL BUILDING	69,940.00	69,940.00	26,286.06	43,653.94	37.58
20 - GENERAL ASSISTANCE	71,683.00	71,683.00	30,495.89	41,187.11	42.54
22 - TAX ASSESSMENT	185,744.00	185,744.00	90,122.45	95,621.55	48.52
25 - LIBRARY	215,601.00	215,601.00	96,101.36	119,499.64	44.57
31 - FIRE/AMBULANCE DEPARTMENT	2,398,973.00	2,398,973.00	1,135,726.19	1,263,246.81	47.34
35 - POLICE DEPARTMENT	1,477,597.00	1,477,597.00	718,397.24	759,199.76	48.62
38 - PROTECTION	439,777.00	439,777.00	189,195.64	250,581.36	43.02
39 - CARIBOU EMERGENCY MANAGEMENT	23,154.00	23,154.00	6,090.49	17,063.51	26.30
40 - PUBLIC WORKS	2,162,607.00	2,162,607.00	837,159.79	1,325,447.21	38.71
50 - RECREATION DEPARTMENT	458,787.00	458,787.00	202,976.12	255,810.88	44.24
51 - PARKS	143,391.00	143,391.00	91,561.42	51,829.58	63.85
60 - AIRPORT	34,425.00	34,425.00	21,098.90	13,326.10	61.29
61 - CARIBOU TRAILER PARK	17,027.00	17,027.00	5,740.69	11,286.31	33.72
65 - CEMETERIES	6,850.00	6,850.00	4,853.48	1,996.52	70.85
70 - INS & RETIREMENT	109,800.00	109,800.00	39,895.85	69,904.15	36.34
80 - UNCLASSIFIED	38,000.00	38,000.00	16,233.92	21,766.08	42.72
85 - CAPITAL IMPROVEMENTS	726,690.00	726,690.00	0.00	726,690.00	0.00
<b>Final Totals</b>	<b>9,617,651.00</b>	<b>9,617,651.00</b>	<b>4,009,798.31</b>	<b>5,607,852.69</b>	<b>41.69</b>

**Expense Summary Report**  
Fund: 2  
June

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	42,949.00	42,949.00	36,489.32	6,459.68	84.96
Final Totals	42,949.00	42,949.00	36,489.32	6,459.68	84.96

### Expense Summary Report

Fund: 3

June

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	96,452.00	96,452.00	49,622.11	46,829.89	51.45
Final Totals	96,452.00	96,452.00	49,622.11	46,829.89	51.45

# Expense Summary Report

Fund: 4

June

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	42,075.00	42,075.00	20,891.50	21,183.50	49.65
Final Totals	42,075.00	42,075.00	20,891.50	21,183.50	49.65

### Expense Summary Report

Fund: 5

June

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	399,171.00	399,171.00	187,730.93	211,440.07	47.03
12 - CHAMBER	26,585.00	26,585.00	4,980.87	21,604.13	18.74
Final Totals	425,756.00	425,756.00	192,711.80	233,044.20	45.26

# Revenue Summary Report

Fund: 1

June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,211,504.00	299,511.93	1,330,452.07	4,881,051.93	21.42
18 - MUNICIPAL BUILDING	4,000.00	333.33	1,999.98	2,000.02	50.00
20 - GENERAL ASSISTANCE	34,425.00	1,412.43	11,403.95	23,021.05	33.13
22 - TAX ASSESSMENT	763,744.00	0.00	155.00	763,589.00	0.02
23 - CODE ENFORCEMENT	9,150.00	660.00	3,527.54	5,622.46	38.55
25 - LIBRARY	6,200.00	801.10	3,445.89	2,754.11	55.58
31 - FIRE/AMBULANCE DEPARTMENT	1,637,940.00	146,818.68	966,169.91	921,770.09	51.18
35 - POLICE DEPARTMENT	49,375.00	6,786.00	23,565.17	25,809.83	47.73
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	800.00	1,800.00	30.77
40 - PUBLIC WORKS	194,139.00	19.12	38,542.46	155,596.54	19.85
50 - RECREATION DEPARTMENT	20,500.00	5,180.00	13,433.75	5,066.25	75.29
51 - PARKS	2,600.00	327.00	1,512.80	1,087.20	58.18
60 - AIRPORT	138.00	0.00	138.24	-0.24	100.17
61 - CARIBOU TRAILER PARK	15,727.00	1,560.00	9,155.00	6,572.00	58.21
70 - INS & RETIREMENT	5,000.00	0.00	0.00	5,000.00	0.00
<b>Final Totals</b>	<b>9,207,042.00</b>	<b>463,409.59</b>	<b>2,406,301.76</b>	<b>6,800,740.24</b>	<b>26.14</b>

# Revenue Summary Report

Fund: 2

June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	45,883.00	0.00	1,979.79	43,903.21	4.31
Final Totals	45,883.00	0.00	1,979.79	43,903.21	4.31

# Revenue Summary Report

Fund: 3

June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	100,000.00	16,614.05	67,316.69	32,683.31	67.32
Final Totals	100,000.00	16,614.05	67,316.69	32,683.31	67.32

# Revenue Summary Report

Fund: 4

June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	48,729.00	4,060.75	24,364.50	24,364.50	50.00
Final Totals	48,729.00	4,060.75	24,364.50	24,364.50	50.00

# Revenue Summary Report

Fund: 5

June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	414,998.00	0.00	0.00	414,998.00	0.00
Final Totals	414,998.00	0.00	0.00	414,998.00	0.00

City of Caribou  
Investment Report  
June 2017

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					0.30%		4,252.22	707,460.52
Machias Savings Bank	Section 125 Checking Acct					0.30%		261.40	94,877.28
ACFS & Loans	Certificate of Deposit	8/9/2015	8/9/2020	1825	3,000,000.00	3.00%	450,000.00	23,114.95	3,000,000.00 *
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDCG) (Originated from State of Maine Grant)					0.30%		564.34	228,368.44
<b>Trust Funds</b>									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.15%		0.46	1,216.91
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.15%		0.28	738.89
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	0.25%		8.79	21,819.55
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2015	9/25/2018	1095	1,691.61	1.1%	55.82	4.79	1,725.28
ACFS & Loans	Knox Library Trust (CD)	4/13/2013	5/13/2018	1825	2,900.39	1.85%	268.29	14.65	3,139.27
ACFS & Loans	Knox Library Trust (CD)	4/9/2017	4/9/2018	365	6,484.14	0.45%	29.18	7.37	6,490.86
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2013	4/13/2018	1825	33,309.67	1.85%	3,081.14	155.55	33,339.41
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2016	7/19/2017	365	65,969.88	0.65%	428.80	100.96	62,367.01
Machias Savings Bank	Margaret Shaw Library Mem(CD)	12/24/2016	12/24/2018	730	12,763.77	0.50%	127.64	15.94	12,796.86
Machias Savings Bank	Gordon Robertson Mem(CD)	9/12/2016	9/12/2017	365	11,380.46	0.27%	30.73	7.67	11,408.78
ACFS & Loans	Memorial Investment(CD)	6/17/2017	9/18/2017	91	6,060.57	0.30%	4.53	4.60	6,061.18
Machias Savings Bank	G. Harmon Memorial(CD)	5/11/2017	5/11/2018	365	8,385.44	0.27%	22.64	5.64	8,388.60
Machias Savings Bank	Ken Matthews Scholarship(CD)	5/11/2017	5/11/2018	365	7,344.34	0.27%	19.83	4.94	7,347.11
Machias Savings Bank	Barbara Brewer Fund(CD)	8/12/2014	8/12/2017	1095	6,110.85	0.70%	128.33	9.49	5,447.55

\*Market Value does not reflect interest received due to the fact that interest will be received quarterly and recorded as a revenue

# General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
<b>1 - Gen Fund</b>	19,903.32	684,756.91	80,120.50	40,057,670.71	40,742,427.62	0.00
<b>Assets</b>	<b>9,666,675.85</b>	<b>9,539,152.59</b>	<b>8,314,590.51</b>	<b>16,514,190.58</b>	<b>12,370,380.14</b>	<b>13,682,963.03</b>
101-00 CASH (BANK OF MAINE)	4,193,063.53	4,064,208.00	249,470.77	5,258,895.56	8,366,172.27	956,931.29
102-00 RECREATION ACCOUNTS	53,311.63	61,271.91	0.00	0.00	0.00	61,271.91
110-00 SECTION 125 CHECKING FSA	1,607.07	1,631.67	-1,294.28	22,261.03	10,572.45	13,320.25
110-03 2017 SECTION 125 CHECKING HRA	0.00	0.00	-4,859.76	100,972.16	25,569.17	75,402.99
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	220,627.36	220,760.44	217.17	7,825.17	0.00	228,585.61
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	22,957.49	7,366.91	-7,024.59	111,687.40	109,039.02	10,015.29
124-00 GAS INVENTORY	27,031.89	20,471.03	-5,306.49	41,880.90	36,752.62	25,599.31
125-00 ACCOUNTS RECEIVABLE	92,937.39	107,194.50	33,073.29	241,017.90	224,491.67	123,720.73
126-00 SWEETSOFT RECEIVABLES	578,236.08	578,236.08	42,742.00	1,431,764.79	1,300,541.93	709,458.94
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-1,276.29	-1,276.29	0.00	0.00	0.00	-1,276.29
174-00 CDC LOANS REC (1280)	83,582.08	77,888.61	0.00	0.00	0.00	77,888.61
180-00 DR. CARY CEMETERY INVESTMENT	1,215.52	1,215.99	0.00	0.92	0.00	1,216.91
181-00 HAMILTON LIBRARY TR. INVEST	1,710.95	1,715.76	0.00	9.52	0.00	1,725.28
182-00 KNOX LIBRARY INVESTMENT	9,564.28	9,586.40	0.00	43.73	0.00	9,630.13
183-00 CLARA PIPER MEM INV	738.03	738.32	0.00	0.57	0.00	738.89
184-00 JACK ROTH LIBRARY INVEST	32,874.95	33,030.74	0.00	308.67	0.00	33,339.41
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,332.29	7,337.23	0.00	9.88	0.00	7,347.11
187-00 DOROTHY COOPER MEM INV	66,056.85	66,165.14	0.00	201.87	4,000.00	62,367.01
189-00 MARGARET SHAW LIBRARY INV	12,746.16	12,764.99	0.00	31.87	0.00	12,796.86
190-00 GORDON ROBERTSON MEM INV	11,385.77	11,393.44	0.00	15.34	0.00	11,408.78
191-00 MEMORIAL INVESTMENT	6,047.40	6,052.04	0.00	9.14	0.00	6,061.18
192-00 G. HARMON MEM INV	8,371.68	8,377.32	0.00	11.28	0.00	8,388.60
193-00 BARBARA BREWER FUND	5,419.12	5,428.58	0.00	18.97	0.00	5,447.55
194-00 RODERICK LIVING TRUST	0.00	0.00	0.00	21,819.55	0.00	21,819.55
198-00 TAX ACQUIRED PROPERTY	93,002.80	92,549.48	-520.98	3,274.74	17,711.81	78,112.41
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	-325.04	7,392.27	7,717.31	-325.04
200-09 2009 TAX RECEIVABLE	96.00	96.00	0.00	0.00	0.00	96.00
200-16 2016 TAX RECEIVABLE	882,980.13	882,980.13	1,092.33	13,252.46	895,140.20	1,092.39
200-17 2017 TAX RECEIVABLE	-15,480.55	-15,480.55	7,621,313.98	8,116,334.15	795,357.06	7,305,496.54
200-18 2018 TAX RECEIVABLE	0.00	0.00	-618.12	0.00	618.12	-618.12
205-14 2014 LIENS RECEIVABLE	2,560.04	2,560.04	-172.13	0.00	1,542.25	1,017.79
205-15 2015 LIENS RECEIVABLE	203,899.72	203,899.72	-3,773.76	650.70	86,066.06	118,484.36
205-16 2016 LIENS RECEIVABLE	0.00	0.00	-14,898.18	357,997.70	58,586.92	299,410.78
210-09 2009 PP TAX RECEIVABLE	429.22	429.22	0.00	0.00	85.98	343.24
210-10 2010 PP TAX RECEIVABLE	1,311.04	1,311.04	0.00	0.00	0.00	1,311.04
210-11 2011 PP TAX RECEIVABLE	1,615.68	1,615.68	0.00	0.00	0.00	1,615.68
210-12 2012 PP TAX RECEIVABLE	6,075.64	6,075.64	0.00	0.00	883.94	5,191.70
210-13 2013 PP TAX RECEIVABLE	10,493.07	10,493.07	0.00	0.00	756.45	9,736.62
210-14 2014 PP TAX RECEIVABLE	16,932.37	16,932.37	0.00	0.00	824.54	16,107.83
210-15 2015 PP TAX RECEIVABLE	27,860.73	27,860.73	0.00	0.00	12,938.20	14,922.53
210-16 2016 PP TAX RECEIVABLE	35,319.94	35,319.94	-240.31	108.81	20,383.77	15,044.98
210-17 2017 PP TAX RECEIVABLE	-256.48	-256.48	401,110.95	424,700.61	26,204.77	398,239.36
308-00 AFLAC INSURANCE	-1.48	0.00	-0.13	4,514.16	4,515.07	-0.91
312-00 HEALTH INS. W/H	-22,945.70	-22,945.70	-424.23	140,963.59	140,518.90	-22,501.01
318-00 MMA INCOME PROTECTION	-5,788.64	-5,788.64	226.78	21,685.48	21,814.39	-5,917.55
323-00 MMA SUPP. LIFE INSURANCE	-947.59	-947.59	36.99	5,435.90	5,462.27	-973.96
329-00 SALES TAX COLLECTED	-55.32	-55.32	0.00	55.29	0.00	-0.03
330-00 VEHICLE REG FEE (ST. OF ME)	-3,139.00	0.00	-2,736.25	143,476.50	151,863.50	-8,387.00

# General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
331-00 BOAT REG FEE INLAND FISHERIES	-44.00	0.00	2,239.00	8,078.00	9,003.00	-925.00
333-00 ATV REGISTRATION (F&W)	-4.00	0.00	3,942.00	14,518.00	20,498.00	-5,980.00
335-00 PLUMBING PERMITS (ST. OF ME)	0.00	0.00	-355.00	0.00	597.50	-597.50
336-00 CONCEALED WEAPON PERMIT	-15.00	-15.00	-155.00	675.00	815.00	-155.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	-6.00	20.00	26.00	-6.00
340-00 DOG LICENSES (ST. OF ME)	-1,211.00	0.00	45.00	2,562.00	2,587.00	-25.00
341-00 FISHING LICENSES (ST. OF ME)	-525.00	0.00	626.00	4,415.00	5,326.00	-911.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,988.00	0.00	1,164.50	5,294.00	5,397.00	-103.00
<b>Liabilities</b>	<b>7,407,547.48</b>	<b>7,476,936.64</b>	<b>5,139,127.46</b>	<b>3,149,744.15</b>	<b>5,729,861.50</b>	<b>10,057,053.99</b>
352-00 NYLANDER MUSEUM RESERVE	12,645.49	12,645.49	0.00	459.50	0.00	12,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	220,627.36	220,760.44	217.17	0.00	7,825.17	228,585.61
365-00 PARK IMPROVEMENT RESERVE	388.83	388.83	0.00	0.00	0.00	388.83
365-01 COMMUNITY POOL IMPROVEMENT	98,655.52	98,655.52	28,000.00	0.00	28,000.00	126,655.52
365-02 REC CENTER IMPROVEMENTS	27,355.62	27,355.62	4,500.00	10,495.00	14,294.40	31,155.02
365-03 LAND ACQUISITIONS/EASEMENTS	39,590.00	39,590.00	0.00	0.00	0.00	39,590.00
365-04 RAILS TO TRAILS PROGRAM	19,899.44	19,899.44	-3,567.50	9,871.61	567.60	10,595.43
365-05 PARK IMPROVEMENT RESERVE	47,988.86	47,988.86	10,000.00	550.00	10,000.00	57,438.86
365-06 LET'S MOVE	-615.24	-615.24	0.00	0.00	0.00	-615.24
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	11,264.10	11,264.10	4,000.00	7,448.82	6,357.62	10,172.90
365-10 REC LAWN MOWER RESERVE	21,397.91	21,397.91	7,500.00	7,999.00	7,500.00	20,898.91
365-12 CRX/TOS RESERVE	3,419.32	3,419.32	-844.00	1,064.41	0.00	2,354.91
365-13 RECREATION - COLLINS POND	33,275.91	33,275.91	3,000.00	800.00	3,000.00	35,475.91
365-14 CREATIVE PLAYGROUND RESERVE	-579.44	-579.44	0.00	0.00	0.00	-579.44
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-17 RECREATION VAN RESERVE	23,744.67	23,744.67	0.00	0.00	0.00	23,744.67
365-18 REC SCHOLARSHIPS	2,021.22	2,021.22	0.00	0.00	30.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	-838.86	-838.86	0.00	0.00	0.00	-838.86
365-20 SKI TRAIL PROGRAM	3,635.27	3,635.27	2,900.00	1,972.00	3,231.00	4,894.27
365-21 RD TRAILS GRANT	-4,365.53	-4,365.53	0.00	0.00	0.00	-4,365.53
365-22 NON APPROP SKI RENTAL PROGRAM	8,639.63	8,584.63	0.00	4,422.00	186.00	4,348.63
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-01 LIBRARY BUILDING RESERVE	23,706.02	23,706.02	19,000.00	1,481.42	20,481.42	42,706.02
366-02 LIBRARY MEMORIAL FUND	15,734.48	15,734.48	91.73	1,228.69	2,292.61	16,798.40
366-03 LIBRARY COMPUTER RESERVE	1,258.20	1,258.20	2,000.00	750.00	2,000.00	2,508.20
366-07 ILEAD	1,190.12	1,030.08	-160.06	960.26	0.00	69.82
366-10 ONION FOUNDATION	766.41	766.41	-28.74	402.49	0.00	363.92
367-01 POLICE DONATED FUNDS	33,963.50	33,963.50	0.00	270.00	290.00	33,983.50
367-02 POLICE DEPT EQUIPMENT	65,562.38	64,253.42	3,389.82	45,190.97	12,463.30	31,525.75
367-03 POLICE CAR RESERVE	38,425.04	38,425.04	1,400.50	41,581.00	32,498.50	29,342.54
367-04 POLICE CAR VIDEO SYSTEM	5,243.75	5,243.75	0.00	2,115.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	18,021.70	17,807.70	4,379.60	6,952.68	6,257.53	17,112.55
367-06 PD COMPUTER RESERVE	11,405.94	11,405.94	3,320.00	1,415.00	3,320.00	13,310.94
367-07 POLICE DIGITAL FILING	0.00	0.00	9,000.00	0.00	9,000.00	9,000.00
368-01 FIRE EQUIPMENT RESERVE	14,501.98	14,501.98	99,000.00	116,999.60	101,600.00	-897.62
368-02 FIRE HOSE RESERVE	1,206.25	1,206.25	500.00	0.00	500.00	1,706.25
368-03 FIRE DEPT FOAM RESERVE	3,742.50	3,742.50	0.00	0.00	0.00	3,742.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	-3,810.86	-3,810.86	3,811.00	0.00	3,811.00	0.14

# General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
368-06 FIRE/AMB COMPUTER RESERVE	10,628.63	10,628.63	2,500.00	2,000.00	2,500.00	11,128.63
368-07 FIRE DISPATCH REMODEL	700.00	700.00	2,400.00	0.00	2,400.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	1,400.00	1,400.00	9,000.00	0.00	9,000.00	10,400.00
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	21,400.00	21,400.00	9,000.00	0.00	9,000.00	30,400.00
369-01 AMBULANCE SMALL EQUIP RESERVE	73,540.98	73,540.98	16,092.70	103,967.16	68,167.68	37,741.50
369-02 AMBULANCE STAIRCHAIRS	2,250.00	2,250.00	750.00	0.00	750.00	3,000.00
369-03 AMBULANCE RESERVE	132,996.03	132,996.03	122,000.00	254,408.00	122,000.00	588.03
370-01 GRIMES MILL RD ENGINEERING	-38,964.70	-38,964.70	18,482.00	0.00	18,482.00	-20,482.70
370-03 PW EQUIPMENT RESERVE	46,364.85	46,364.85	-132.98	11,322.08	1,240.00	36,282.77
370-04 STREETS/ROADS RECONSTRUCTION	256,876.35	256,876.35	24,000.00	11,162.40	24,000.00	269,713.95
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	98,904.58	100,615.70	715.28	237.59	7,462.67	107,840.78
370-08 PW EQUIPMENT RESERVE	0.00	0.00	74,000.00	0.00	74,000.00	74,000.00
371-01 ASSESSMENT REVALUATION RESERV	50,500.91	50,500.91	19,000.00	1,974.00	19,000.00	67,526.91
371-02 ASSESSING COMPUTER RESERVE	1,798.50	1,798.50	500.00	1,500.00	500.00	798.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
372-01 AIRPORT RESERVE	95,794.60	95,794.60	7,000.00	42,336.50	8,594.28	62,052.38
373-01 GEN GOVT COMPUTER RESERVE	14,444.37	14,444.37	5,625.00	8,198.00	7,000.00	13,246.37
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	-37,516.75	-37,516.75	45,000.00	0.00	45,000.00	7,483.25
373-04 VITAL RECORDS RESTORATION	1,356.50	1,356.50	-263.00	2,263.00	2,000.00	1,093.50
373-05 BIO-MASS BOILERS	-45,387.49	-45,387.49	95,127.00	48,702.00	95,127.00	1,037.51
373-07 T/A PROPERTY REMEDIATION RESEI	39,963.80	39,963.80	186.30	28,679.00	291.79	11,576.59
373-08 HRA CONTRIBUTION RESERVE	45,154.95	45,154.95	-166.82	25,661.90	9,828.66	29,321.71
373-10 FLEET VEHICLES	5,586.00	5,586.00	2,000.00	0.00	2,000.00	7,586.00
373-11 NASIFF CLEAN UP	5,684.95	5,684.95	0.00	0.00	0.00	5,684.95
373-15 2017 HRA RESERVE	0.00	0.00	-4,859.76	25,569.17	100,972.16	75,402.99
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	92,212.31	92,212.31	-569.60	4,977.11	0.00	87,235.20
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	8,121.62	8,121.62	6,113.62	5,564.92	6,113.62	8,670.32
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	53,311.63	61,271.91	0.00	0.00	0.00	61,271.91
399-00 PARKING LOT MAINTENANCE RES	90,466.90	90,466.90	4,000.00	0.00	4,000.00	94,466.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	344,532.13	344,532.13	0.00	0.00	0.00	344,532.13
406-00 TRAILER PARK RESERVE	28,506.27	37,595.46	0.00	0.00	0.00	37,595.46
407-00 COUNTY TAX	2.13	2.13	444,434.25	0.00	444,434.25	444,436.38
415-00 LIONS COMMUNITY CENTER RESERV	1,784.20	1,784.20	31,500.00	0.00	31,500.00	33,284.20
417-00 COMPENSATED ABSENCES	184,694.48	184,694.48	0.00	59,472.20	0.00	125,222.28
419-00 DUE FROM CDC (1280)	83,582.08	77,888.61	0.00	0.00	0.00	77,888.61
421-00 DEFERRED TAX REVENUE	1,206,340.63	1,189,573.58	0.00	0.00	0.00	1,189,573.58
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,332.29	7,337.23	0.00	0.00	9.88	7,347.11
423-00 DR. CARY CEMETERY TRUST FUND	1,215.52	1,215.99	0.00	0.00	0.92	1,216.91
424-00 HAMILTON LIBRARY TRUST FUND	1,710.95	1,715.76	0.00	0.00	9.52	1,725.28
425-00 KNOX LIBRARY MEMORIAL FUND	9,564.28	9,586.40	0.00	0.00	43.73	9,630.13
426-00 CLARA PIPER MEM FUND	738.03	738.32	0.00	0.00	0.57	738.89
427-00 JACK ROTH LIBRARY MEM FUND	32,874.95	33,030.74	-279.00	2,006.69	308.67	31,332.72
429-00 BARBARA BREWER FUND	5,419.12	5,428.58	0.00	0.00	18.97	5,447.55
430-00 D. COOPER MEM FUND	66,056.85	66,165.14	0.00	4,000.00	201.87	62,367.01

### General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
432-00 MARGARET SHAW LIBRARY MEMORI	12,746.16	12,764.99	0.00	0.00	31.87	12,796.86
433-00 GORDON ROBERTSON MEM FUND	11,385.77	11,393.44	0.00	0.00	15.34	11,408.78
434-00 MEMORIAL INVESTMENT	6,047.40	6,052.04	0.00	0.00	9.14	6,061.18
435-00 RODERICK LIVING TRUST	0.00	0.00	-487.47	487.47	21,819.55	21,332.08
436-00 AMBULANCE REIMBURSEMENT	12,009.38	12,009.38	1,542.40	5,702.72	7,245.93	13,552.59
437-00 DEFERRED AMBULANCE REVENUE	478,281.30	578,236.08	0.00	0.00	0.00	578,236.08
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	703.93	703.93	-428.00	1,948.38	1,565.00	320.55
461-00 CRAFT FAIR	13,053.00	13,053.00	0.00	0.00	464.00	13,517.00
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	0.00	0.00	-4,267.25	21,048.84	20,967.00	-81.84
465-00 THURSDAYS ON SWEDEN	-9,003.44	-9,003.44	-1,094.75	1,219.75	11,525.00	1,301.81
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-5,808.92	-11,808.92	174.67	14,275.39	33,000.00	6,915.69
469-00 DENTAL INSURANCE	701.61	701.61	137.30	4,784.59	5,259.14	1,176.16
470-00 EYE INSURANCE	542.27	542.27	31.34	1,438.40	1,564.63	668.50
471-00 RC2 TIF	1,107.62	1,107.62	34,281.66	0.00	34,281.66	35,389.28
475-00 DOWNTOWN INFRASTRUSTURE	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
477-00 LED STREET LIGHTS	15,558.00	15,558.00	0.00	0.00	0.00	15,558.00
478-00 G. HARMON MEM FUND	8,371.68	8,377.32	0.00	393.76	11.28	7,994.84
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	196,679.59	196,679.59	0.00	0.00	73,676.63	270,356.22
483-03 DUE TO FUND 3	281,440.55	283,550.22	10,807.85	0.00	78,124.54	361,674.76
483-04 DUE TO FUND 4	140,583.66	140,583.66	4,060.75	0.00	28,425.25	169,008.91
483-05 DUE TO FUND 5	1,566,411.56	1,566,411.56	362,680.11	0.00	369,585.55	1,935,997.11
484-02 DUE FROM FUND 2	-171,966.56	-176,147.50	-26.72	36,776.04	0.00	-212,923.54
484-03 DUE FROM FUND 3	-226,196.42	-226,246.96	-5,649.17	55,864.06	0.00	-282,111.02
484-04 DUE FROM FUND 4	-143,462.97	-143,462.97	-3,215.02	24,106.52	0.00	-167,569.49
484-05 DUE FROM FUND 5	-1,036,668.94	-1,052,918.85	-42,921.55	247,538.79	0.00	-1,300,457.64
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	2,735.64	1,735.64	0.00	79.11	0.00	1,656.53
493-00 RSU 39 COMMITMENT	-874,839.94	-874,839.94	3,647,970.00	1,824,013.56	3,647,970.00	949,116.50
496-00 BIRTH RECORDS STATE FEE	78.80	0.00	-28.00	631.60	713.60	82.00
497-00 DEATH RECORDS STATE FEE	134.80	0.00	-11.20	823.20	902.40	79.20
498-00 MARRIAGE RECORDS STATE FEE	18.40	0.00	6.00	180.80	239.60	58.80
<b>Fund Balance</b>	<b>2,239,225.05</b>	<b>1,377,459.04</b>	<b>3,095,342.55</b>	<b>20,393,735.98</b>	<b>22,642,185.98</b>	<b>3,625,909.04</b>
500-00 EXPENDITURE CONTROL	0.00	0.00	-1,357,927.35	5,394,054.71	9,643,980.05	4,249,925.34
510-00 REVENUE CONTROL	0.00	0.00	4,453,269.90	14,999,681.27	12,652,210.93	-2,347,470.34
600-00 FUND BALANCE	2,239,225.05	1,377,459.04	0.00	0.00	345,995.00	1,723,454.04
<b>2 - Snowmoible Trail Maintenance</b>						
<b>Assets</b>	<b>0.00</b>	<b>-45,883.00</b>	<b>0.00</b>	<b>199,284.67</b>	<b>153,401.67</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-10,329.82</b>	<b>-6,148.88</b>	<b>26.72</b>	<b>73,676.63</b>	<b>108,212.88</b>	<b>28,387.37</b>
365-11 TRAIL MAINTENANCE RESERVE	14,383.21	14,383.21	0.00	0.00	71,436.84	85,820.05
483-01 DUE TO FUND 1	171,966.56	176,147.50	26.72	0.00	36,776.04	212,923.54

# General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>2 - Snowmobile Trail Maintenance CONT'D</b>						
484-01 DUE FROM FUND 1	-196,679.59	-196,679.59	0.00	73,676.63	0.00	-270,356.22
<b>Fund Balance</b>	<b>10,329.82</b>	<b>52,031.88</b>	<b>-26.72</b>	<b>125,608.04</b>	<b>45,188.79</b>	<b>-28,387.37</b>
500-00 Expense Control	0.00	0.00	-26.72	36,776.04	43,209.00	6,432.96
510-00 Revenue Control	0.00	0.00	0.00	45,883.00	1,979.79	-43,903.21
600-00 Fund Balance	10,329.82	52,031.88	0.00	42,949.00	0.00	9,082.88
<b>3 - Housing Department</b>						
<b>Assets</b>	<b>0.00</b>	<b>-100,000.00</b>	<b>0.00</b>	<b>330,459.00</b>	<b>230,459.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-8,328.99</b>	<b>-10,388.12</b>	<b>-5,358.81</b>	<b>78,917.45</b>	<b>55,864.06</b>	<b>-33,441.51</b>
409-00 HOUSING RESERVE	46,915.14	46,915.14	-200.13	792.91	0.00	46,122.23
483-01 DUE TO FUND 1	226,196.42	226,246.96	5,649.17	0.00	55,864.06	282,111.02
484-01 DUE TO FUND 1	-281,440.55	-283,550.22	-10,807.85	78,124.54	0.00	-361,674.76
<b>Fund Balance</b>	<b>8,328.99</b>	<b>110,388.12</b>	<b>5,358.81</b>	<b>251,541.55</b>	<b>174,594.94</b>	<b>33,441.51</b>
500-00 Expense Control	0.00	0.00	-5,449.04	55,089.55	96,470.40	41,380.85
510-00 Revenue Control	0.00	0.00	10,807.85	100,000.00	78,124.54	-21,875.46
600-00 Fund Balance	8,328.99	110,388.12	0.00	96,452.00	0.00	13,936.12
<b>4 - FSS</b>						
<b>Assets</b>	<b>0.00</b>	<b>-48,729.00</b>	<b>0.00</b>	<b>143,335.77</b>	<b>94,606.77</b>	<b>0.00</b>
<b>Liabilities</b>	<b>2,879.31</b>	<b>2,879.31</b>	<b>-845.73</b>	<b>28,425.25</b>	<b>24,106.52</b>	<b>-1,439.42</b>
483-01 DUE TO FUND 1	143,462.97	143,462.97	3,215.02	0.00	24,106.52	167,569.49
484-01 DUE FROM FUND 1	-140,583.66	-140,583.66	-4,060.75	28,425.25	0.00	-169,008.91
<b>Fund Balance</b>	<b>-2,879.31</b>	<b>45,849.69</b>	<b>845.73</b>	<b>114,910.52</b>	<b>70,500.25</b>	<b>1,439.42</b>
500-00 Expense Control	0.00	0.00	-3,215.02	24,106.52	42,075.00	17,968.48
510-00 Revenue Control	0.00	0.00	4,060.75	48,729.00	28,425.25	-20,303.75
600-00 Fund Balance	-2,879.31	45,849.69	0.00	42,075.00	0.00	3,774.69
<b>5 - ECONOMIC DEV</b>						
<b>Assets</b>	<b>0.00</b>	<b>-414,998.00</b>	<b>0.00</b>	<b>1,457,878.34</b>	<b>1,042,880.34</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-133,306.64</b>	<b>-117,056.73</b>	<b>-319,758.56</b>	<b>399,267.08</b>	<b>272,220.32</b>	<b>-244,103.49</b>
473-00 DOWNTOWN TIF	248,521.50	248,521.50	0.00	29,681.53	24,681.53	243,521.50
474-00 TRAIL GROOMER RESERVE	-2,085.52	-2,085.52	0.00	0.00	0.00	-2,085.52
475-00 REVOLVING LOAN RESERVE	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00
483-01 DUE TO FUND 1	1,036,668.94	1,052,918.85	42,921.55	0.00	247,538.79	1,300,457.64
484-01 DUE FROM FUND 1	-1,566,411.56	-1,566,411.56	-362,680.11	369,585.55	0.00	-1,935,997.11
<b>Fund Balance</b>	<b>133,306.64</b>	<b>532,054.73</b>	<b>319,758.56</b>	<b>1,058,611.26</b>	<b>770,660.02</b>	<b>244,103.49</b>
500-00 Expense Control	0.00	0.00	-18,240.02	217,857.26	432,661.44	214,804.18
510-00 Revenue Control	0.00	0.00	337,998.58	414,998.00	337,998.58	-76,999.42

### General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
600-00 Fund Balance	133,306.64	532,054.73	0.00	425,756.00	0.00	106,298.73
<b>Final Totals</b>	<b>19,903.32</b>	<b>75,146.91</b>	<b>80,120.50</b>	<b>42,188,628.49</b>	<b>42,263,775.40</b>	<b>0.00</b>

## Expense Summary Report

Fund: 1

July

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	787,868.00	787,868.00	428,303.12	359,564.88	54.36
17 - HEALTH & SANITATION	249,737.00	249,737.00	145,430.00	104,307.00	58.23
18 - MUNICIPAL BUILDING	69,940.00	69,940.00	29,692.40	40,247.60	42.45
20 - GENERAL ASSISTANCE	71,683.00	71,683.00	35,085.26	36,597.74	48.95
22 - TAX ASSESSMENT	185,744.00	185,744.00	104,733.56	81,010.44	56.39
25 - LIBRARY	215,601.00	215,601.00	110,448.77	105,152.23	51.23
31 - FIRE/AMBULANCE DEPARTMENT	2,398,973.00	2,398,973.00	1,324,261.27	1,074,711.73	55.20
35 - POLICE DEPARTMENT	1,477,597.00	1,477,597.00	836,279.33	641,317.67	56.60
38 - PROTECTION	439,777.00	439,777.00	225,255.05	214,521.95	51.22
39 - CARIBOU EMERGENCY MANAGEMENT	23,154.00	23,154.00	6,264.85	16,889.15	27.06
40 - PUBLIC WORKS	2,162,607.00	2,162,607.00	946,358.46	1,216,248.54	43.76
50 - RECREATION DEPARTMENT	458,787.00	458,787.00	248,722.65	210,064.35	54.21
51 - PARKS	143,391.00	143,391.00	104,390.76	39,000.24	72.80
60 - AIRPORT	34,425.00	34,425.00	22,365.07	12,059.93	64.97
61 - CARIBOU TRAILER PARK	17,027.00	17,027.00	6,533.14	10,493.86	38.37
65 - CEMETERIES	6,850.00	6,850.00	5,753.48	1,096.52	83.99
70 - INS & RETIREMENT	109,800.00	109,800.00	43,009.85	66,790.15	39.17
80 - UNCLASSIFIED	38,000.00	38,000.00	18,148.64	19,851.36	47.76
85 - CAPITAL IMPROVEMENTS	726,690.00	726,690.00	726,690.00	0.00	100.00
<b>Final Totals</b>	<b>9,617,651.00</b>	<b>9,617,651.00</b>	<b>5,367,725.66</b>	<b>4,249,925.34</b>	<b>55.81</b>

### Expense Summary Report

Fund: 2

July

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	42,949.00	42,949.00	36,516.04	6,432.96	85.02
Final Totals	42,949.00	42,949.00	36,516.04	6,432.96	85.02

### Expense Summary Report

Fund: 3

July

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	96,452.00	96,452.00	55,071.15	41,380.85	57.10
Final Totals	96,452.00	96,452.00	55,071.15	41,380.85	57.10

# Expense Summary Report

Fund: 4

July

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	42,075.00	42,075.00	24,106.52	17,968.48	57.29
Final Totals	42,075.00	42,075.00	24,106.52	17,968.48	57.29

# Expense Summary Report

Fund: 5

July

Account	Budget Original	Budget Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	399,171.00	399,171.00	205,493.54	193,677.46	51.48
12 - CHAMBER	26,585.00	26,585.00	5,458.28	21,126.72	20.53
Final Totals	425,756.00	425,756.00	210,951.82	214,804.18	49.55

### Revenue Summary Report

Fund: 1  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,458,153.05	4,267,912.31	5,598,364.38	859,798.67	86.69
18 - MUNICIPAL BUILDING	4,009.00	333.33	2,333.31	1,666.69	58.33
20 - GENERAL ASSISTANCE	34,425.00	2,200.06	13,604.01	20,820.99	39.52
22 - TAX ASSESSMENT	597,212.04	10,521.00	10,676.00	586,536.04	1.79
23 - CODE ENFORCEMENT	9,150.00	1,625.00	5,152.54	3,997.46	56.31
25 - LIBRARY	6,209.00	1,052.87	4,498.76	1,701.24	72.56
31 - FIRE/AMBULANCE DEPARTMENT	1,837,940.00	242,125.60	1,208,295.51	679,644.49	64.00
35 - POLICE DEPARTMENT	49,375.00	6,166.82	29,731.99	19,643.01	60.22
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	800.00	1,800.00	30.77
40 - PUBLIC WORKS	194,139.00	0.00	38,542.46	155,596.54	19.85
50 - RECREATION DEPARTMENT	20,500.00	0.00	15,433.75	5,066.25	75.29
51 - PARKS	2,600.00	0.00	1,512.80	1,087.20	58.18
60 - AIRPORT	138.00	0.00	138.24	-0.24	100.17
61 - CARIBOU TRAILER PARK	15,727.00	1,460.00	10,615.00	5,112.00	67.50
70 - INS & RETIREMENT	5,000.00	0.00	0.00	5,000.00	0.00
Final Totals	9,287,169.09	4,533,396.99	6,939,698.75	2,347,470.34	74.72

# Revenue Summary Report

Fund: 2

July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	45,883.00	0.00	1,979.79	43,903.21	4.31
Final Totals	45,883.00	0.00	1,979.79	43,903.21	4.31

# Revenue Summary Report

Fund: 3

July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	100,000.00	10,807.85	78,124.54	21,875.46	78.12
Final Totals	100,000.00	10,807.85	78,124.54	21,875.46	78.12

# Revenue Summary Report

Fund: 4

July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	48,729.00	4,060.75	28,425.25	20,303.75	58.33
Final Totals	48,729.00	4,060.75	28,425.25	20,303.75	58.33

# Revenue Summary Report

Fund: 5

July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	414,998.00	337,998.58	337,998.58	76,999.42	81.45
Final Totals	414,998.00	337,998.58	337,998.58	76,999.42	81.45

**BUREAU OF ALCOHOLIC BEVERAGES  
DIVISION OF LIQUOR LICENSING & ENFORCEMENT  
164 STATE HOUSE STATION  
AUGUSTA, ME 04333-0164**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY	
LICENSE NUMBER:	CLASS:
DEPOSIT DATE	
AMT. DEPOSITED:	BY:
CK/MO/CASH:	

PRESENT LICENSE EXPIRES \_\_\_\_\_

INDICATE TYPE OF PRIVILEGE:  MALT  SPIRITUOUS  VINOUS

INDICATE TYPE OF LICENSE:

- |   |  |
|---|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV)   | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTINONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV)               |
| <input type="checkbox"/> CLASS A LOUNGE (Class X)         | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I)      |
| <input type="checkbox"/> CLUB (Class V)                   | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV)           |
| <input type="checkbox"/> TAVERN (Class IV)                | <input type="checkbox"/> OTHER: _____                            |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.)			2. Business Name (D/B/A)		
John Wongy DOB: 4/11/58			The Great Wall / znc d/b/a Tule Palace Rest.		
DOB:			Location (Street Address)		
DOB:			30 Skyway Drive		
Address 41 Russ St.			City/Town Caribou State ME Zip Code 04736		
City/Town Caribou State ME Zip Code 04736			Mailing Address P.O. Box 1032		
City/Town Caribou State ME Zip Code 04736			City/Town Caribou State ME Zip Code 04736		
Telephone Number 207 498 3648			Business Telephone Number 207 498 3648		
Fax Number 207 498 2530			Fax Number		
Federal LD.# 010382994			Seller Certificate# 192343		

3. If premises is a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 83,563.33 LIQUOR \$ 17,597.07
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO
- If YES, complete Supplementary Questionnaire
6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: John Wongy
8. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

9 Business Record are located at: 30 Skyway Drive, Caribou ME 04736

10. Is/are applicants(s) citizens of the United States? YES  NO

11. Is/are applicant(s) residents of the State of Maine? YES  NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
JOHN WONG	4/10/58	CAINA

Residence address on all of the above for previous 5 years (Limit answer to city & state)

41 RUSSELL ST., CARIBU ME 04736

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: DANIEL ROSENBERG 171 MADISON AVE. RM 1005 NY, NY 10016

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) 80' x 85' = 6800 SQ FT

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: \_\_\_\_\_

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 mile Which of the above is nearest? \_\_\_\_\_

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: CARIBU Maine on 7/18, 2017  
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

JOHN WONG  
Print Name

Print Name

**NOTICE – SPECIAL ATTENTION**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

**THIS APPROVAL EXPIRES IN 60 DAYS.**

**FEE SCHEDULE**

<b>Class I</b>	Spirituos, Vinous and Malt .....	\$ 900.00
	<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
<b>Class I-A</b>	Spirituos, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
	<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b>	Spirituos Only .....	\$ 550.00
	<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b>	Vinous Only .....	\$ 220.00
	<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b>	Malt Liquor Only .....	\$ 220.00
	<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b>	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
	<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b>	Spirituos, Vinous and Malt – Class A Lounge .....	\$2,200.00
	<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b>	Spirituos, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
	<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	

**FILING FEE**..... \$ 10.00

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

**STATE OF MAINE**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ SS  
City/Town (County)

On:

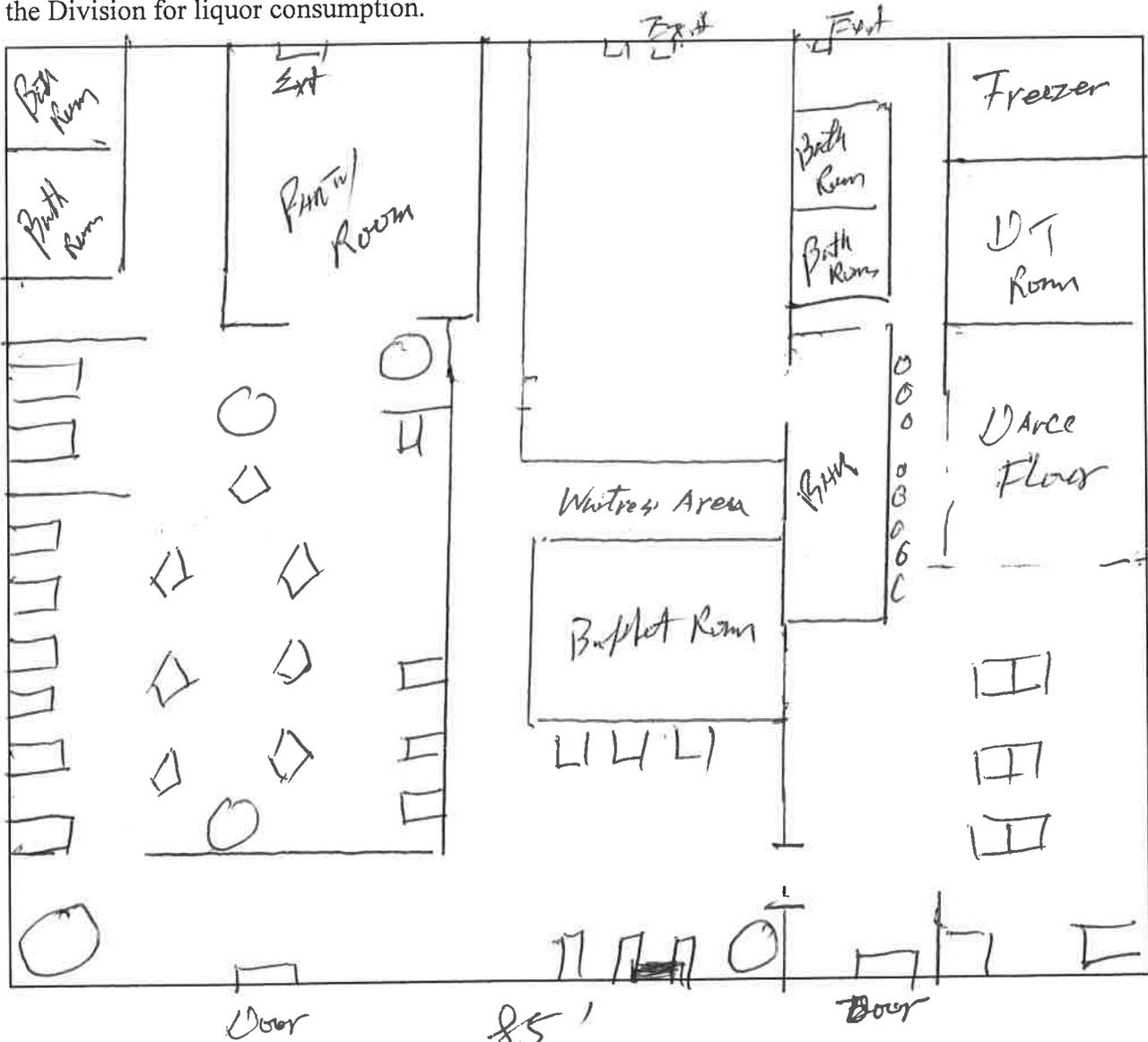


Bureau of Alcoholic Beverages  
Division of Liquor Licensing & Enforcement  
8 State House Station  
Augusta, ME 04333-0008  
Tel: (207) 624-7220 Fax: (207) 287-3434

## SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





**State of Maine**  
 Bureau of Alcoholic Beverages  
 Division of Liquor Licensing and Enforcement

For Office Use Only:	
License #:	_____
Date Filed:	_____

**Supplemental Information Required for  
 Business Entities Who Are Licensees**

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

1. Exact legal name:

The Great Wall Inc. d/b/a Trade Palace Resto

2. Other business name for your entity (DBA), if any:

\_\_\_\_\_

3. Date of filing with the Secretary of State: June 1982

4. State in which you are formed: MAINE

5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: \_\_\_\_\_

6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
TOTAN WONG	41 Russ St, Portland ME <sup>04108</sup>	4/10/58	33.33% President
CHI HONG THANG	46 Russ St., Portland ME <sup>04108</sup>	9/10/49	33.33% Vice P.
YING CHOR CHAN	904 Presquede Rd Portland ME <sup>04106</sup>	7/20/52	33.33%

7. Is any principal person involved with the entity a law enforcement official?

Yes  No

8. If Yes to Question 7, please provide the name and law enforcement agency:

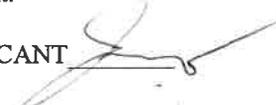
Name: \_\_\_\_\_ Agency: \_\_\_\_\_

PERMIT FEE IS \$ 30.00 PLUS \$25.00 ADVERTISING FEE. PLEASE ENCLOSE CHECK FOR ADVERTISING FEE WITH APPLICATION.(NEW APPLICATIONS ONLY)  
MUNICIPALITY OF CARIBOU, MAINE

**APPLICATION FOR SPECIAL AMUSEMENT PERMIT**

**PLEASE READ AND INITIAL:**

This application will be presented to the Municipal Officers, for approval or disapproval, at their meeting on 8/14/2017, at which you should be present.

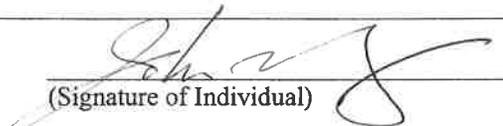
APPLICATION: NEW \_\_\_\_\_ RENEWAL  INITIALS OF APPLICANT 

LICENSE FEE PAID \$ \_\_\_\_\_  
ADVERTISING FEE PAID \_\_\_\_\_  
DATE ADVERTISED \_\_\_\_\_  
DATE ON AGENDA \_\_\_\_\_

- (a) Firm name of Business Crest Wall - c/o d/b/a Trade Palace Acct,  
(b) Address 30 Skyway Drive, Caribou ME 04736
- Describe in detail kind and nature of entertainment D.J.

3. Describe in detail room or rooms used under this permit Bar + Lounge.

Dated at 7/14/2017 On \_\_\_\_\_

  
(Signature of Individual)

\_\_\_\_\_  
(If Partnership, by members of the Partnership)

\_\_\_\_\_  
(Name of Corporation)  
(Place Corporate Seal)

By \_\_\_\_\_  
(If Corporation, by a duly authorized Officer)

Aroostook ss MUNICIPALITY OF Caribou DATED AT Caribou, Maine  
On \_\_\_\_\_

CEO	CHIEF OF FIRE DEPARTMENT	POLICE CHIEF
Approved _____	Approved _____	Approved _____
Disapproved _____	Disapproved _____	Disapproved _____
Comment _____	Comment _____	Comment _____

THE APPLICANT SHALL SUBMIT A COPY OF THE CURRENT LIQUOR LICENSE. THIS PERMIT IS VALID ONLY FOR THE LICENSE YEAR OF THE APPLICANT'S EXISTING LIQUOR LICENSE.

APPLICATION RECEIVED BY  
\_\_\_\_\_

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008  
 10 WATER STREET, HALLOWELL, ME 04347  
 TEL: (207) 624-7220 FAX: (207) 287-3434  
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application:  Yes  No

PRESENT LICENSE EXPIRES 9-21-17

INDICATE TYPE OF PRIVILEGE:  MALT  VINOUS  SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input type="checkbox"/> CLASS A LOUNGE (Class X)        |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)                 | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V)       |
| <input type="checkbox"/> CLUB w/o Catering (Class V)               | <input type="checkbox"/> CLUB with CATERING (Class I)     | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV)                         | <input type="checkbox"/> QUALIFIED CATERING               | <input type="checkbox"/> OTHER: _____                    |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name:			Business Name (D/B/A)		
APPLICANT(S) –(Sole Proprietor)			Physical Location:		
Tammie Crouch		DOB: 7-15-59	97 Bennett Dr		
Christopher Fournick		DOB: 8-24-63	City/Town	State	Zip Code
Caribou		Me	Caribou	Me	04736
Address			Mailing Address		
PO Box 949			97 Bennett Dr		
City/Town	State	Zip Code	City/Town	State	Zip Code
Caribou	Me	04736	Caribou	Me	04736
Telephone Number	Fax Number	Business Telephone Number		Fax Number	
207-498-3000	207-496-3299	207-498-3386		207-496-3299	
Federal I.D. #			Seller Certificate #:		
01-0513054			or Sales Tax #: 1034381		
Email Address:			Website:		
Please Print t.crouch@maine.rr.com					

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: 10:00 Am 12:00 Am M-S

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_
- State amount of gross income from period of last license: ROOMS \$ 0 FOOD \$ 51,342.00 LIQUOR \$ 10,441.50
- Is applicant a corporation, limited liability company or limited partnership? YES  NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License?  Yes  No  
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License #	Name of Business
Physical Location	City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES  NO
6. If manager is to be employed, give name: \_\_\_\_\_
7. Business records are located at: 9 Goodwin Rd Woodland, Me 04736
8. Is/are applicants(s) citizens of the United States? YES  NO
9. Is/are applicant(s) residents of the State of Maine? YES  NO
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Tammie Crouch	7-15-59	Caribou, Me
Christopher Fournier	8-24-63	Caribou, Me
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Caribou Me 04736		
Caribou, Me 04736		

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO
- Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_
- Offense: \_\_\_\_\_ Location: \_\_\_\_\_
- Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)
12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_
13. Has/have applicant(s) formerly held a Maine liquor license? YES  NO
14. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_
15. Describe in detail the premises to be licensed: (On Premise Diagram Required) All indoor area of Bar and Bowling Alley
16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: \_\_\_\_\_
17. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 500+
- Which of the above is nearest? Church
18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO
- If YES, give details: nmde

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Corbo, Me 04736 on July 27, 2017  
Town/City, State Date

Tammie Crouch  
Signature of Applicant or Corporate Officer(s)  
Tammie Crouch  
Print Name

Please sign in blue ink

Christopher Fournier  
Signature of Applicant or Corporate Officer(s)  
Christopher Fournier  
Print Name

**FEE SCHEDULE**

- FILING FEE: (must be included on all applications)..... \$ 10.00**
- Class I** Spirituous, Vinous and Malt ..... \$ 900.00  
**CLASS I:** Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.
- Class I-A** Spirituous, Vinous and Malt, Optional Food (Hotels Only) ..... \$1,100.00  
**CLASS I-A:** Hotels only that do not serve three meals a day.
- Class II** Spirituous Only ..... \$ 550.00  
**CLASS II:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.
- Class III** Vinous Only ..... \$ 220.00  
**CLASS III:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.
- Class IV** Malt Liquor Only ..... \$ 220.00  
**CLASS IV:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.
- Class V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) ..... \$ 495.00  
**CLASS V:** Clubs without catering privileges.
- Class X** Spirituous, Vinous and Malt – Class A Lounge ..... \$2,200.00  
**CLASS X:** Class A Lounge
- Class XI** Spirituous, Vinous and Malt – Restaurant Lounge ..... \$1,500.00  
**CLASS XI:** Restaurant/Lounge; and OTB.

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:  Municipal Officers  County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: \_\_\_\_\_, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

\_\_\_\_\_  
\_\_\_\_\_

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises li-

cense that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

### **Please be sure to include the following with your application:**

**Completed the application and sign the form.**

**Signed check with correct license fee and filing fee.**

**Your local City or Towns signature(s) are on the forms.**

**Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).**

**Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.**

**Complete the Corporate Information sheet for all ownerships except sole proprietorships.**

**If you have any questions regarding your application, please contact us at (207) 624-7220.**

~~\$ 10.00~~  
PERMIT FEE IS \$ 30.00 PLUS ~~\$25.00~~ ADVERTISING FEE. PLEASE ENCLOSE CHECK FOR  
ADVERTISING FEE WITH APPLICATION.(NEW APPLICATIONS ONLY)  
MUNICIPALITY OF CARIBOU, MAINE

**APPLICATION FOR SPECIAL AMUSEMENT PERMIT**

**PLEASE READ AND INITIAL:**

This application will be presented to the Municipal Officers, for approval or disapproval, at their meeting  
on \_\_\_\_\_, at which you should be present.

APPLICATION: NEW \_\_\_\_\_ RENEWAL  INITIALS OF APPLICANT PC

LICENSE FEE PAID \$ \_\_\_\_\_  
ADVERTISING FEE PAID \_\_\_\_\_  
DATE ADVERTISED \_\_\_\_\_  
DATE ON AGENDA \_\_\_\_\_

1. (a) Firm name of Business Caribou Bowladrome / Sports Inn

(b) Address 97 Bennett Dr Caribou ME 04736

2. Describe in detail kind and nature of entertainment Bowling Alley Pool table  
Video games

3. Describe in detail room or rooms used under this permit All areas of Bowling alley  
and restaurant

Dated at 7/28/17 On \_\_\_\_\_

Dennie Crow  
(Signature of Individual)

\_\_\_\_\_  
(If Partnership, by members of the Partnership)

\_\_\_\_\_  
(Name of Corporation)  
(Place Corporate Seal)

By \_\_\_\_\_  
(If Corporation, by a duly authorized Officer)

**Aroostook ss MUNICIPALITY OF Caribou DATED AT Caribou, Maine**

CEO	CHIEF OF FIRE DEPARTMENT	POLICE CHIEF
Approved _____	Approved _____	Approved _____
Disapproved _____	Disapproved _____	Disapproved _____
Comment _____	Comment _____	Comment _____

THE APPLICANT SHALL SUBMIT A COPY OF THE CURRENT LIQUOR LICENSE. THIS PERMIT  
IS VALID ONLY FOR THE LICENSE YEAR OF THE APPLICANT'S EXISTING LIQUOR  
LICENSE.

APPLICATION RECEIVED BY  
\_\_\_\_\_



*Aroostook Republican photo/Christopher Bouchard*  
**Caribou Fire Chief Scott Susi holds a Fire Officer IV certification he recently received from Texas A&M University. The credential required hours of work, including a 100 plus page 10-year risk assessment of the community and management plan for the fire department.**

## Caribou fire chief earns national credential

**By Christopher Bouchard**  
*Staff Writer*

CARIBOU — Caribou Fire Chief Scott Susi recently received the distinction of Fire Officer IV from Texas A&M University, which offered a training course via Eastern Maine Community College in Bangor.

Susi, along with 24 other firefighters from throughout the state, also received his Fire Officer III credential.

He said the process wasn't easy, and required writing a 136 page "10 year executive community plan," which involved the creation of charts and graphs to express a decade-long plan to manage the fire department while accounting for community budgets and other departments.

Susi said the paper, which was based on a fictional community, was the most challenging part of the process. The executive plan had to account for the entire community budget and react to a variety of unplanned events, such as funding

cuts. He had to focus on risk assessment as well, and identify any potential hazards in the hypothetical community, along with how a fire department and its personnel should respond.

Once Susi and his classmates handed in their initial drafts, instructors would change the parameters of the assignment, asking them to take unexpected happenings into account, such as a city employee suddenly becoming disabled.

"They were changing parameters on the fly," Susi said, "and it ended up providing a good risk assessment for the community we live in."

In addition to a lengthy paper, the program required students to take a 200 question test in order to receive certification.

"It took them nine weeks to grade it; the hardest part was waiting to see if I passed the test," the chief said, adding that he received a certificate for taking the class, along with his Fire

Officer III and IV credentials.

Fire Officer III and IV credentials are certified through both the Texas Commission on Fire Protection (TCFP) along with the National Board on Fire Service Professional Qualifications (Pro Board).

While the credentials don't provide significant advances or pay raises for him, Susi said he'll apply the insight he gained "every day."

"It's pretty eye opening when you look at the big picture," Susi said.

Susi was inspired by City Councilor Phil McDonough, who told him to take his career as far as he could shortly after he became chief five years ago.

"He told me to go as far as I can with the position," said Susi. "This is the highest level national certification for fire officers that follows you anywhere you go. I think if you talk the talk, you should walk the walk. This is the highest level you can attain, so it's as far as I went."



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## Maine Town & City Clerks' Association

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Local Government Center • 60 Community Drive  
Augusta, Maine 04330-9486  
1-800-452-8786 (In Maine) • 207-623-8428  
Fax 207-626-5947

July 27, 2017

Ms. Jayne R. Farrin  
Clerk  
City of Caribou  
25 High St.  
Caribou, ME 04736-2710

Dear Ms. Farrin:

We have received your application for Lifetime Certification under the Certification Program sponsored by the Maine Town & City Clerks' Association. It is my pleasure to inform you that you have successfully met all the requirements for this.

Please accept my congratulations for completing all requirements. I hope you feel that you have gained more working knowledge for your position. Thank you for participating in our program.

The Certification Committee will be recognizing you at the MTCCA Annual Meeting & Networking Day, which will be held on September 12, 2017 at T & B's Celebration Center, in Waterville. If you are unable to attend, we will mail your certificate to you after the workshop.

The MTCCA understands the investment of time and resources it takes to achieve lifetime status. In addition to the many personal benefits of being certified, your municipality may further benefit with reduced fees for insurance and bonds on your behalf.

Again, congratulations. You join a prestigious group of municipal clerks who approach their career with the utmost professionalism!

Sincerely,

Kim McLaughlin, Certification Committee Chairperson  
Maine Town & City Clerks' Association

# FELCH & COMPANY, LLC

*Certified Public Accountants*

P.O. BOX 906  
CARIBOU, MAINE 04736  
(207) 498-3176  
FAX (207) 498-6278  
E-MAIL: CPA@FELCHCPA.COM

June 29, 2017

To the City Council of the  
City of Caribou, Maine

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Caribou, Maine for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 18, 2017. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Caribou, Maine are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2016. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of depreciation expense is based on the estimated lives of fixed assets. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for uncollectible property taxes is based on aging of uncollected taxes. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

June 29, 2017

To the City Council of the  
City of Caribou, Maine

Page 2

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 29, 2017.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City of Caribou, Maine's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary information and public pension information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

June 29, 2017

To the City Council of the  
City of Caribou, Maine

Page 3

We were engaged to report on the schedules of capital outlays, non-capital outlays, property taxes, revenues, expenditures and changes in fund balance for non-major funds, balance sheet for non-major funds (supplementary schedules) and the schedule of expenditures of federal awards (SEFA), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the other information contained in the City of Caribou, Maine's annual, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of City Council and management of the City of Caribou, Maine and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in cursive script that reads "Gisele L. MacDonald". The signature is written in dark ink and is positioned above the printed name.

Gisele L. MacDonald, CPA

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



## **MEMO**

**TO: Mayor Gary Aiken and City Councilors  
FROM: Dennis Marker, City Manager  
RE: Griffeth Credit Enhancement Agreement  
DATE: August 11, 2017**

---

A Credit Enhancement Agreement has been drafted (see attached) based on the direction City Council provided to staff on July 18, 2017.

Pages 5 and 6 of the drafted agreement include the terms of most concern to the applicant and City.

## CREDIT ENHANCEMENT AGREEMENT

THIS CREDIT ENHANCEMENT AGREEMENT (hereinafter “Credit Enhancement Agreement” or “Agreement”) dated as of \_\_\_\_\_, 2017, is hereby made between the **City of Caribou**, a municipal body corporate and politic and a political subdivision of the State of Maine (hereinafter the “City”), and **Neal J. Griffeth**, with a place of business in Caribou, Maine (hereinafter the “Company”).

### WITNESSETH THAT:

WHEREAS, the City has designated an Omnibus Downtown Tax Increment Financing District as amended (hereinafter the "District") pursuant to Title 30-A M.R.S.A. Chapter 206 by vote at a City Council Meeting duly noticed and held on September 9, 2013, (the "Vote"); and

WHEREAS, pursuant to the Vote the City adopted a Omnibus Development Program and Financial Plan for the District (herein the “Development Program”); and

WHEREAS, the District and the Development Program has been reviewed and approved by Maine Department of Economic and Community Development on March 7, 2014; and

WHEREAS, the Development Program authorizes the execution and delivery of a credit enhancement agreement between the City and the Company; and

WHEREAS, the City and Company desire to execute and deliver a credit enhancement agreement contemplated by and described in the Development Program, with such terms and provisions not inconsistent with the Development Program; and

WHEREAS, the City designated the District, adopted the Development Program, and now desires to enter into this Agreement in order to induce the Company to complete the Project by enabling the City to contribute toward the capital cost of the Project the amounts contemplated by the Development Program and this Agreement.

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

### ARTICLE I

#### DEFINITIONS

##### **Section 1.1. Definitions.**

As used in this Agreement, unless the context otherwise indicates, the following terms shall have the following meanings:

“Act” means chapter 206 of Title 30-A of the Maine Revised Statutes and regulations adopted thereunder, as amended from time to time.

“Captured Assessed Value” shall mean the amount, stated in a percentage, of Increased Assessed Value that is retained in the District with respect to each Tax Year as specified in this Agreement during the term of the District.

“Captured Assessed Value – NAPA Tract” shall mean the amount, stated in a percentage, of Increased Assessed Value that is retained in the District with respect to each Tax Year and which is attributable to the NAPA Tract as specified in this Agreement during the term of the District.

“City Cost Subaccount” means that portion of the Project Cost Account of the Development Program Fund for the District as defined in the Financial Plan Section of the Development Program and established and maintained according to Article II hereof.

“City Improvements” means the improvements described in the Development Program, as such may be approved by the City from time to time.

“Current Assessed Value” means the assessed value of the District certified by the municipal assessor as of April 1st of each year that the Development District remains in effect.

“Current Assessed Value – NAPA Tract” means the assessed value of the NAPA Tract certified by the municipal assessor as of April 1st of each year that the Development District remains in effect.

“DECD” means the Maine Department of Economic & Community Development.

“Development Program Fund” means the Downtown Municipal Development and Tax Increment Financing District Program Fund described in the Financial Plan section of the Development Program and established and maintained pursuant to Article II hereof and 30-A M.R.S. § 5227(3)(A). The Development Program Fund shall consist of a Sinking Fund (as necessary) and a Project Cost Account with at least two subaccounts.

“District” means the Downtown Tax Increment Financing District.

“Financial Plan” means the financial plan described in the “Financial Plan” section of the Development Program.

“Fiscal Year” means January 1 to December 31 or such other fiscal year as the City may from time to time establish.

“Increased Assessed Value” means, for each Tax Year during the term of this Agreement, the amount by which the Current Assessed Value – NAPA Tract for such year exceeds the Original Assessed Value – NAPA Tract. If the Current Assessed Value – NAPA Tract is equal to or less than the Original Assessed Value – NAPA Tract in any given Tax Year, there is no Increased Assessed Value in that year.

“Original Assessed Value – NAPA Tract” means \$731,500 the taxable assessed value of the NAPA Tract as of March 31, 2017 [April 1, 2017]. This amount is used for purposes of this Agreement and does not alter the original assessed value indicated in the 2005 Development Program Fund adopted by the City.

“Project” means the development of a commercial building space and related site improvements as illustrated in Exhibit A, on the NAPA Tract.

“Project Costs” means any costs incurred or expected to be incurred that are authorized by Title 30-A MRSA Section 5225, as may be amended.

“Property Tax” means any and all *ad valorem* property taxes levied, charged, or assessed against real and personal property located in the District by the City, or on its behalf.

“Sinking Fund Account” means the development sinking fund account described in the Financial Plan Section of the Development Program and established and maintained pursuant to 30-A M.R.S.A. § 5227(3)(A)(2) and Article II hereof.

“NAPA Cost Subaccount” means the portion of the Project Cost Account of the Development Program Fund set aside for the Developer contemplated in this Agreement and as described in the Financial Plan section of the Development Program and established and maintained pursuant to Article II hereof.

“NAPA Tract” means that tract of property identified as Lot 3, Map 11.

“Tax Increment” means all property taxes assessed and paid to the City in any given Tax Year, in excess of any state, county or special district tax, upon the Captured Assessed Value of the property in the District.

“Tax Increment – NAPA Tract” means all property taxes assessed and paid to the City in any given Tax Year, in excess of any state, county or special district tax, upon the Captured Assessed Value – NAPA Tract.

“Tax Payment Date” means the date as determined by the City from time to time on which property taxes assessed by the City are due and payable without interest from owners of property located within the City.

“Tax Year” shall have the meaning given such term in 30-A M.R.S.A. § 5222(18), as amended, to wit: April 1 to March 31.

### **Section 1.2. Interpretation and Construction.**

In this Agreement, unless the context otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms, as used in this Agreement, refer to this Agreement, and the term “hereafter” means after, and the term “heretofore” means before, the date of delivery of this Agreement.

(b) Words importing a particular gender mean and include correlative words of every other gender and words importing the singular number mean and include the plural number and vice versa.

(c) Words importing persons mean and include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public or governmental bodies, as well as any natural persons.

(d) Any headings preceding the texts of the several Articles and Sections of this Agreement, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.

(e) All approvals, consents and acceptances required to be given or made by any signatory hereto shall not be withheld unreasonably.

(f) All notices to be given hereunder shall be given in writing and, unless a certain number of days is specified, within a reasonable time.

(g) If any clause, provision or Section of this Agreement shall be ruled invalid by any court of competent jurisdiction, the invalidity of such clause, provision or Section shall not affect any of the remaining provisions hereof.

## **ARTICLE II**

### **DEVELOPMENT PROGRAM FUND AND FUNDING REQUIREMENTS**

#### **Section 2.1. Creation of Development Program Fund.**

The City has created and established a segregated fund in the name of the City designated as the “Downtown Tax Increment Financing District Program Fund” (hereinafter the “Development Program Fund”) pursuant to, and in accordance with the terms and conditions of, the Development Program and 30-A M.R.S.A. § 5227(3), as amended from time to time. The Development Program Fund consists of: (i) a Project Cost Account that is pledged to and charged with the payment of Project Costs as outlined in the Financial Plan of the Development Program and as provided in 30-A M.R.S.A. § 5227(3)(A)(1); and (ii) the Sinking Fund Account (as necessary) that is pledged to and charged with the payment of municipal indebtedness as outlined in the Financial Plan of the Development Program and as provided in 30-A M.R.S.A. § 5227(3)(A)(2). The Project Cost Account shall also contain two subaccount designated as the “City Cost Subaccount” (the City’s Project Cost subaccount) and the “NAPA Cost Subaccount” (the Company’s Project Cost subaccount).

The NAPA Cost Subaccount referred to in this Agreement shall be specific to the NAPA project. Other developer project cost subaccounts may be established for other projects within the District that have qualified for tax increment financing assistance.

**Section 2.2. Timing for Deposits Into NAPA Cost Subaccount.**

The City shall deposit the Company Tax Increment Revenues in the NAPA Cost Subaccount within fifteen (15) days of each Tax Payment Date, or, if not a business day, on the next succeeding business day consistent with the terms of this Agreement.

**Section 2.3. Captured Assessed Value; Deposits into Development Program Fund.**

(a) Each year during the term of this Agreement, commencing with the City’s 2018 Tax Year and continuing thereafter for up to a maximum of five (5) Tax Years to and including the City’s 2022 Tax Year, the City shall retain in the District one hundred percent (100%) of the Increased Assessed Value – NAPA Tract as Captured Assessed Value – NAPA Tract.

(b) Each year during this Agreement, the City shall deposit into the Development Program Fund contemporaneously with each payment of Property Taxes during the term of this Agreement an amount equal to one hundred percent (100%) of that portion of the property tax payment constituting NAPA Operating Corporation’s Tax Increment Revenues. The Development Program Fund is pledged to and charged with the payment of costs in the manner and priority provided in 30-A M.R.S.A. § 5227(3)(B). Each year the Company must certify that as of April 1 of the given year Company employed at the Project site at least the number of employees shown in the table below:

*Number of Employees and Wages Required on Project Site*

Occupation Cluster	Full-time	Part-time	Wage Level
Executive, Professional & Technical	2	0	\$40,000 - \$75,000
Sales & Service	6	2	\$15,000 - \$37,500
Total Employees	8	2	

If during this time period Company is unable to certify the minimum required employees of the Company working at the Project Site, Company shall reimburse the City 10% for each Full Time Employee or equivalent below the above indicated employees, such reimbursement percentage to be applied to the Company Allocation actually provided in the following Tax Year which shall then be returned to the City.

*For example: if in Tax Year 2021 the Company can only certify 6 Full Time Employees at the Project site the Company shall repay 20% of the Company Allocation in Tax Year 2022.*

(c) The City shall allocate Company Tax Increment Revenues so deposited in the Development Program Fund between the NAPA Cost Subaccount of the Project Cost Account, and the City as set forth in the Table below:

***Allocation of Taxes on Incremental Assessed Value***

<b>Tax Years</b>	<b>Company Allocation</b>	<b>City Allocation</b>
2018	50% of Tax Increment – NAPA Tract	50% of Tax Increment – NAPA Tract
2019	40% of Tax Increment – NAPA Tract	60% of Tax Increment – NAPA Tract
2020	30% of Tax Increment – NAPA Tract	70% of Tax Increment – NAPA Tract
2021	20% of Tax Increment – NAPA Tract	80% of Tax Increment – NAPA Tract
2022	10% of Tax Increment – NAPA Tract	90% of Tax Increment – NAPA Tract

*It is understood and agreed that the credit to the Company Reimbursement Account as specified above shall be due and payable solely from such Property Tax payments by Company.*

The City shall retain one hundred percent of any City Tax Increment Revenues after Tax Year 2022 associated with the Increased Assessed Value – NAPA Tract; the Company is not entitled to reimbursement of any portion of these City Tax Increment Revenues.

**Section 2.3. Use of Monies in the Development Program Fund.**

Monies credited in the Development Program Fund contemplated in this Agreement that are allocable to and/or deposited in the NAPA Cost Subaccount shall be in all cases used and applied to fund fully the City’s payment obligations to Company in accordance with the terms of this Agreement.

**Section 2.4. Monies Held By City**

All monies actually paid by the Company to the City pursuant to this Agreement and credited to the City Cost Subaccount under the provisions hereof and the provisions of the Development Program shall be held by the City in accordance with the terms and conditions of this Agreement.

**Section 2.5. Allocation of Partial Tax Payments**

If in any year during the term of this Agreement, the Company fails to pay any portion of the Property Taxes assessed by the City, the Property Taxes actually paid by the Company shall be applied: (a) first to the payment of Property Taxes due on the Original Assessed Value of Company property in the District for any and all outstanding Tax Years; (b) second to payment of Property Taxes with respect to Increased Assessed Value – NAPA Tract for the year or years concerned (including any delinquent taxes from prior Tax Years), and (c) third, to the extent of funds remaining, to payment of the Company’s share of Tax Increment Revenues contemplated in this Agreement to the NAPA Cost Subaccount.

**ARTICLE III**

**PAYMENT OBLIGATIONS**

**Section 3.1. Company Payments**

Within fifteen (15) days following the payment of Property Taxes by Company on the NAPA Tract, or, if not a business day, on the next succeeding business day, the City shall pay to

the Company all amounts then on deposit in the NAPA Cost Subaccount, exclusive of any deduction or withholding required by Federal or State law.

All payments made to Company contemplated in this Agreement shall be utilized consistent with this Agreement and the Act.

**Section 3.2. Manner of Payments.**

The payments provided for in this Article III shall be paid in immediately available funds directly to the Company in the manner provided hereinabove for its own use and benefit.

**Section 3.3. Obligations Unconditional.**

Subject to compliance with the terms and conditions of this Agreement, the Obligations of the City to make the payments described in this Agreement in accordance with the terms hereof shall be absolute and unconditional, and the City shall not suspend or discontinue any payment hereunder or terminate this Agreement for any cause, other than by court order or by reason of a final judgment by a court of competent jurisdiction that the District is invalid or otherwise illegal.

**Section 3.4. Limited Obligation.**

The City's obligations of payment hereunder shall be limited obligations of the City payable solely from Tax Increment Revenues attributable to the NAPA Tract and any earnings thereon, pledged under this Agreement. The City's obligations hereunder shall not constitute a general debt or a general obligation on the part of the City or a general obligation or charge against or pledge of the faith and credit or taxing power of the City, the State of Maine, or of any municipality or political subdivision thereof, but shall be payable solely from the Tax Increment Revenues received by the City, and any earnings thereon.

This Agreement shall not directly or indirectly or contingently obligate the City, the State of Maine, or any other municipality or political subdivision to levy or to pledge any form of taxation whatever therefore or to make any appropriation for payment due under this Agreement, excepting the City's obligation to assess property taxes upon the Project and to appropriate the Tax Increment Revenues, and earnings thereon, pledged under this Agreement.

**ARTICLE IV**

**FURTHER INSTRUMENTS**

The City shall, upon the reasonable request of the Company, from time to time execute and deliver such further instruments and take such further action as may be reasonable and as may be required to carry out the provisions of this Agreement; provided, however, that no such instruments or actions shall pledge the credit of the City, materially disadvantage the City, or materially change this Agreement.

## **ARTICLE V**

### **LIENS**

The City shall not create any liens, encumbrances or other interests of any nature whatsoever, nor shall it hypothecate the NAPA Cost Subaccount or any funds therein or revenues resulting from investment of funds therein, other than those interests created in favor of the Company hereunder; provided, however, nothing herein shall prohibit creation of real and personal property tax liens on the Company's property in accordance with, and entitled to the priority provided under, Maine law.

## **ARTICLE VI**

### **ACCESS TO BOOKS AND RECORDS.**

All books, records and documents in the possession of the City relating to the District, the Development Program, the Agreement and the monies, revenues and receipts on deposit or required to be deposited into the Development Program Fund contemplated by this Agreement shall be open to inspection by the Company, its agents and employees during normal business hours upon 48 hours written notice.

## **ARTICLE VII**

### **DEFAULTS AND REMEDIES**

#### **Section 7.1. Events of Default.**

Each of the following events shall constitute and be referred to in this Agreement as an “Event of Default”:

(a) Any failure by the City to pay any amounts due to the Company when the same shall become due and payable;

(b) Any failure by the City to credit to the NAPA Cost Subaccount as and when due;

(c) Any failure by the City or the Company to observe and perform in all material respects any respective covenant, condition, agreement or provision contained herein on the part of the City or the Company respectively to be observed or performed which failure is not cured within thirty (30) days following written notice thereof;

(d) If a receiver, conservator or liquidator is appointed for the Company by any court of competent jurisdiction; or if the Company should file a voluntary petition in bankruptcy or fail to have a have a petition in bankruptcy dismissed within a period of 90 consecutive days following its filing; or if a court of competent jurisdiction orders the winding up or liquidation of the Company.

#### **Section 7.2. Remedies on Default.**

Whenever any Event of Default referred to in Section 7.1 hereof shall have occurred and be continuing for a period of thirty (30) days after a party's receipt from the other party of written notice of an Event of Default by the party, the other party may (a) specifically enforce the performance or observance of any obligations, agreements or covenants of the defaulting party under this Agreement and any documents, instruments and agreements contemplated hereby or to enforce any rights or remedies available hereunder or (b) suspend its performance under this Agreement for so long as the Event of Default continues or remains uncured.

### **Section 7.3. Remedies Cumulative.**

No remedy herein conferred upon or reserved to the Company or City is intended to be exclusive of any other available remedy or remedies but each and every such remedy shall be cumulative and shall be in addition to the remedy given under this Agreement or now or hereafter existing at law, in equity or by statute. Delay or omission to exercise any right or power accruing upon any default or to insist upon the strict performance of any of the covenants and agreements herein set forth or to exercise any rights or remedies upon the occurrence of a default shall not impair any such right or power or be considered or taken as a waiver or relinquishment for the future of the rights to insist upon and to enforce, from time to time and as often as may be deemed expedient, by injunction or other appropriate legal or equitable remedy, strict compliance by either party with all of the covenants and conditions hereof, or of the rights to exercise any such rights or remedies, if such default be continued or repeated.

### **Section 7.4. Agreement to Pay Attorney's Fees and Expenses.**

Notwithstanding the application of any other provision hereof, in the event a party should default under any of the provisions of this Agreement and the other party shall require and employ attorneys or incur other expenses or costs for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the party herein contained, the prevailing party in any litigation to enforce the provisions of this Agreement shall be entitled to be reimbursed for reasonable attorneys fees from the party in default.

### **Section 7.5. Tax Laws.**

The parties acknowledge that all laws of the State now in effect or hereafter enacted with respect to taxation of property shall be applicable and that the City, by entering into this Agreement, is not excusing any non-payment of taxes by Company. Without limiting the foregoing, the City and the Company shall always be entitled to exercise all rights and remedies regarding assessment, collection and payment of taxes assessed on Company's property.

### **Section 7.6. Failure of Company to timely pay property taxes.**

Should the Company fail to pay its assessed Property Taxes for the NAPA Tract for two consecutive years the City is under no further obligation for payments to the Company, except in the case of a pending property tax valuation appeal. In the case of a pending property tax valuation

appeal, the Company shall pay any uncontested amount by the Property Tax due date and the remainder immediately upon resolution of the appeal

## **ARTICLE VIII**

### **TERM**

#### **Section 8.1. Effective Date**

Except as otherwise provided in this Agreement, this Agreement shall remain in full force and effect and shall expire upon the end of Tax Year 2022 or upon the payment of all amounts due to the Company hereunder and the performance of all obligations on the part of the City and Company hereunder (the "Term").

#### **Section 8.2. Expiration of Term.**

Upon the expiration of the Term, or the earlier termination of this Agreement, and following full payment of all amounts due and owing to the Company hereunder or provision for payment thereof, the City and the Company shall each execute and deliver such documents and take or cause to be taken such actions as may be necessary to evidence the termination of this Agreement. No such expiration or termination shall affect any rights or obligations then outstanding.

## **ARTICLE IX**

### **ASSIGNMENT AND PLEDGE OF COMPANY'S INTEREST**

#### **Section 9.1. Consent to Pledge and/or Assignment.**

The City hereby acknowledges that the Company may pledge and assign its right, title and interest in, to and under this Agreement as collateral for financing for the Project, although no obligation is hereby imposed on the Company to make such assignment or pledge. Recognizing this possibility, the City does hereby consent and agree to the pledge and assignment of all the Company's right, title and interest in, to and under this Agreement and in, and to the payments to be made to Company hereunder, to third parties as collateral or security for indebtedness or otherwise, on one or more occasions during the term hereof.

#### **Section 9.2. Pledge, Assignment or Security Interest.**

The City hereby consents to the pledge, assignment or granting of a security interest by the Company of its right, title and interest in, to and under this Agreement to any lender which is financing the Project in whole or part.

#### **Section 9.3. Assignment**

The Company shall have the unrestricted right to transfer and assign all or any portion of its rights in, to and under this Agreement, at any time, and from time to time, as Company may, in its sole discretion, deem appropriate.

## **ARTICLE X**

### **NO ADDITIONAL DEVELOPMENT**

It is understood and agreed that any additional development within the District by Company not within the scope of the original Project or any additional development within the District by any person other than the Company shall be outside the scope of this Agreement. The City shall have no obligations to make any payments into the Development Program Fund from any increased revenues received by the City from assessments made against such additional development.

## **ARTICLE XI**

### **MISCELLANEOUS**

#### **Section 11.1 Successors.**

In the event of the dissolution of the Company or any sale or other transfer of all or substantially all of the Project, the covenants, stipulations, promises and agreements set forth herein, by or on behalf of or for the benefit of such party shall bind or inure to the benefit of the successors and assigns thereof from time to time and any entity, officer, board, commission, agency or instrumentality to whom or to which any power or duty of such party shall be transferred.

#### **Section 11.2 Parties in Interest.**

Except as herein otherwise specifically provided, nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person, firm or corporation other than the City and the Company or its assigns any right, remedy or claim under or by reason of this Agreement, it being intended that this Agreement shall be for the sole and exclusive benefit of the City and the Company; provided, however, that if the payment obligations of the City to the Company hereunder are held by a final and binding proceeding to be illegal or invalid, this Agreement shall terminate. In such event all obligations of the parties shall terminate, and no party shall have any further liability to the other hereunder.

#### **Section 11.3 Severability.**

In case any one or more of the provisions of this Agreement shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

#### **Section 11.4 No Personal Liability of Officials of the City.**

No covenant, stipulation, obligation or agreement of the City contained herein shall be deemed to be a covenant, stipulation or obligation of any present or future elected or appointed official, officer, agent, servant or employee of the City in his or her individual capacity and neither the members of the City Council, City Council members nor any official, officer, employee or agent of the City shall be liable personally with respect to this Agreement or be subject to any personal liability or accountability by reason hereof.

**Section 11.5 Counterparts.**

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same Agreement.

**Section 11.6 Governing Law.**

The laws of the State of Maine shall govern the construction and enforcement of this Agreement in all respects.

**Section 11.7 Notices.**

All notices, certificates, requests, requisitions or other communications by the City or the Company pursuant to this Agreement shall be in writing and shall be sufficiently given and shall be deemed given when mailed by first class mail, postage prepaid, addressed as follows:  
If to the City:

City of Caribou  
Attn: City Manager  
25 High Street  
Caribou, Maine 04736

With copies, which shall not constitute notice, to:

Solman & Hunter, P.A.  
P.O. Box 665  
Caribou, Maine 04736

and

Eaton Peabody  
Attn: Jonathan A. Pottle, Esq.  
80 Exchange Street  
P.O. Box 1210  
Bangor, ME 04402-1210

If to the Company:

Neal J. Griffeths  
38 Superior Drive  
Caribou, ME 04736

With a copy, which shall not constitute notice, to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Either of the parties may, by notice given to the other, designate any further or different addresses to which subsequent notices, certificates, requests or other communications shall be sent hereunder.

**Section 11.8 Amendments.**

This Agreement may only be amended with the concurring written consent of both of the parties hereto.

**Section 11.9 Benefit of Assignees or Pledges.**

The City agrees that this Agreement is executed in part to induce assignees or pledges to provide financing for the Project and accordingly all covenants and agreements on the part of the City as to the amounts payable hereunder are hereby declared to be for the benefit of any such assignee or pledgee from time to time of the Company's right, title and interest herein.

**Section 11.10 Integration.**

This Agreement completely and fully supersedes all other prior or contemporaneous understandings or agreements, both written and oral, between the City and the Company relating to the specific subject matter of this Agreement and the transactions contemplated hereby.

**Section 11.11 No Obligation to Build Project**

The Company and the City agree, and the City hereby acknowledges that the Company shall have no obligation to go forward with the capital projects referred to herein or in the Development Program. All such projects are subject to final approval by the Company. Failure of Company to go forward with the capital projects referred to herein shall result in termination of this Agreement.

**Section 11.12 Authority of City**

The Company and the City waive any right which either may have to contest, and shall not take any action to challenge, the other's authority to enter into, perform or enforce the Agreement or to carry out the Development Program or the validity or enforceability of this Agreement, the

District or the Development Program. The City and the Company shall each utilize their respective best efforts to uphold the District, the Development Program, this Agreement and the City's authority to enter into this Agreement and the validity and enforceability of the District, the Development Program and this Agreement, including without limitation opposing, to the extent permitted by law, any litigation or proceeding challenging such authority, validity or enforceability.

**Section 11.13 Indemnification.**

The Company shall at its own expense defend, indemnify, and hold harmless the City, its officers, agents, and employees from and against any and all liability, claims, damages, penalties, losses, expenses, or judgments relating in any manner to, or arising out of the Development Program or this Agreement, except to the extent that such liability, claims, damages, penalties, losses, or expenses, result in whole or in part from any negligent act or intentional omission of the City, its officers, agents, employees or servants. Company shall, at its own cost and expense, defend any and all suits or actions, just or unjust which may be brought against City upon any such above-mentioned matter, claim or claims, including claims of contractors, employees, laborers, materialmen, and suppliers. In cases in which the City is a party, the City shall have the right to participate at its own discretion and at its own expense and no such suit or action shall be settled without prior written consent of the City. Notwithstanding any other provision of this Agreement, this section shall survive any termination of this Agreement.

In the event of any litigation or proceeding challenging this Agreement or the authority of the parties to enter into or perform hereunder, the Company shall indemnify and hold harmless the City against all costs, including the cost of defense and legal fees resulting from such challenges. Provided, however, that if the Company assumes the defense of all challenges, the City agrees to let the Company's attorney represent both parties at Company's expense.

**SECTION XII**

**CITY COSTS.**

The Company shall pay or reimburse the City for all reasonable fees, expenses and other charges of the City and its consultants, including the City's attorneys and the City's Consultant, in connection with the negotiation, execution and approval of this Agreement and the negotiation, approval and approval of the Development Program. The amount of these fees shall not exceed \$500. If this is not done, the City shall deduct such payment due from credit enhancement payments due the Company. Notwithstanding any other provision of this Agreement, this section shall survive any termination of this Agreement.

IN WITNESS WHEREOF, the City and the Company have caused this Agreement to be executed in their respective corporate names and their respective corporate seals to be hereunto affixed and attested by the duly authorized officers, all as of the date first above written.

*(Signature Page follows on next page)*

**CITY OF CARIBOU**

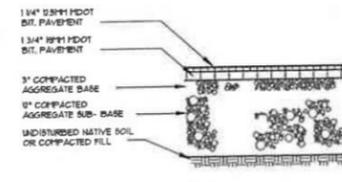
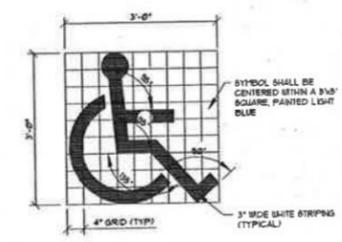
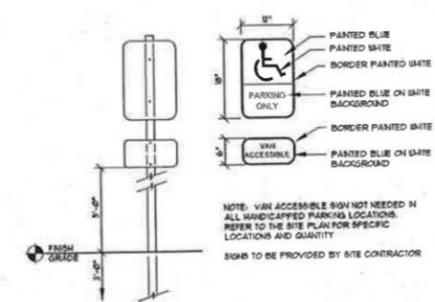
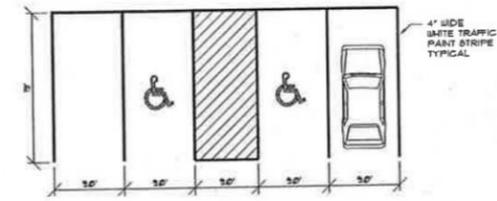
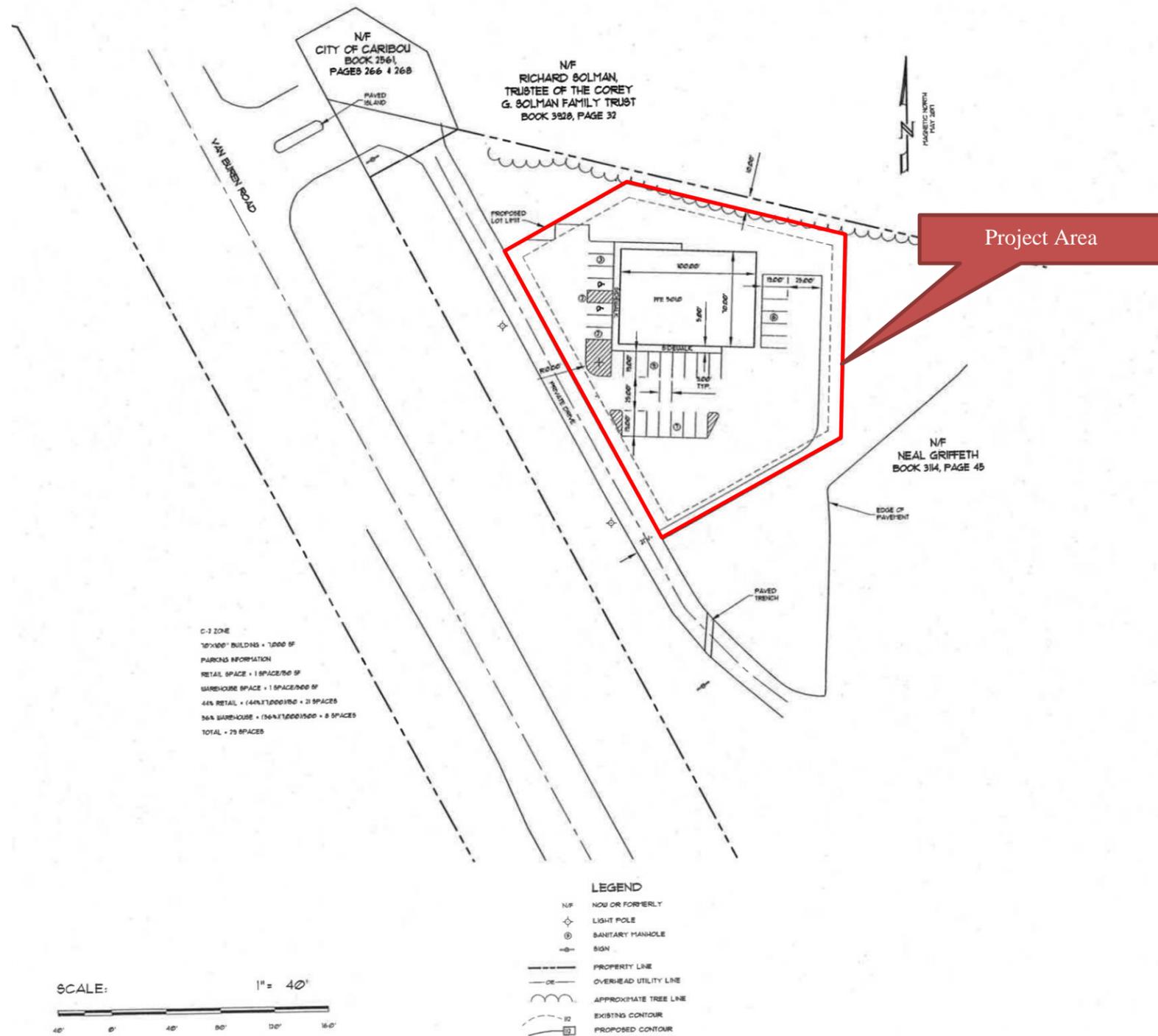
\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Austin Bless, City Manager  
Duly Authorized

**NEAL J. GRIFFETHS**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Name:  
Its:  
Duly Authorized



*Celebrating 30 Years of Business*

**BRS&A**  
 B.R. Smith Associates, Inc.  
 Surveying Engineering  
 Building Design  
 1400 W. 10th St., Suite 200  
 Caribou, ME 04736  
 Tel: 207-534-3001 Fax: 207-534-3010

**ISSUED FOR CONSTRUCTION**

DATE	REVISIONS
1-14-11	REVISED BUILDING AND PARKING, RESURFACED
1-14-11	REVISED BUILDING AND PARKING, RESURFACED

**PROPOSED LAYOUT PLAN & DETAILS**  
 NAPA AUTO PARTS  
 PROPOSED FACILITY  
 16 ACCESS HIGHWAY  
 CARIBOU, MAINE 04736

**CLIENT:** NEAL GRIFFITH CARIBOU, ME 04736  
**DESIGNER:** BRS&A  
**DATE:** 3-29-2011  
**PROJECT:** NAPA AUTO PARTS  
**SCALE:** AS SHOWN

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**C1.02**



August 1, 2017

Dennis Marker  
City Manager  
Caribou Municipal Building  
25 High Street  
Caribou, ME 04736  
[citymanager@cariboumaine.org](mailto:citymanager@cariboumaine.org)

***Re: Proposal for Franchise Renewal Agreement Services***

Dear Mr. Marker:

James W. Sewall Company (Sewall) is pleased to provide this proposal to the City of Caribou (City) for consulting services that will assist in generating an updated cable franchise agreement. These services will guide the City through the formal and informal processes required to complete this activity. This process will assist the community in recognizing the services needed and defining the expectations for performance measures that will ensure those needs are met.

**Scope of Work**

As a consultant to the City, Sewall's franchise lead, Mike Edgecomb, will collaborate with the City to:

1. Conduct a cable ordinance review, and
  - a. Suggest revisions to bring your ordinance up to date, and ensure compliance with applicable laws and regulations
  - b. Assist the City throughout the process of formally adopting a revised ordinance
  
2. Conduct a franchise document review & compliance analysis to ensure alignment with the terms and the legal and regulatory obligations of the current agreement
  - a. Review the terms and conditions of the existing cable TV franchise agreement
  - b. Review the franchise fee payment history to ensure the municipality has been receiving the appropriate amount of franchise fee revenues
  - c. Perform system coverage & cable plant review to identify any gaps in the service area that should be part of an updated service plan
  
3. Request information and reports from TWC/Charter Communications to ascertain compliance and review past performance during the term of the current franchise

City of Caribou  
August 1, 2017  
Page 2 of 4

4. Conduct ascertainment of cable-related community needs
  - a. Review Local Access Channel operations, if applicable and make recommendations to serve the community better
  - b. Review current coverage and identify areas into which to expand service
  - c. Attend public hearing(s) to solicit community inputs to determine current and future cable related needs
  - d. Meet with key community stakeholders to solicit input on cable related needs
  - e. Assist the City in developing and conducting a sampled community survey to assess the success of the City's cable services
5. Develop a new draft franchise to meet those identified needs
6. Negotiate the cable TV franchise renewal, and franchise related items with the cable provider
  - a) Represent the City in direct negotiations with TWC/Charter
  - b) Provide fifteen hours of negotiation time with the cable provider.\*

\*In the event that more time is required, upon approval of the City additional hours will be billed at the rate of \$125 per hour.

### **Personnel**

Services will be performed by Michael Edgecomb. Mr. Edgecomb recently joined Sewall after 36 years in the cable industry; over 20 of those years were spent negotiating cable TV franchises and serving as the cable company's liaison to the communities. From 1999 – 2016, he served as the government relations director for Maine and New Hampshire at Time Warner Cable. He was responsible for addressing municipal cable franchise issues along with state and federal regulatory requirements as they relate to cable television operations, and conducted cable television franchise negotiations with cities and towns in Maine and New Hampshire.

### **Deliverables**

- Upon completion of Item 1, the City will receive an updated/revised cable ordinance to present for approval
- Upon completion of Items 2-3, Sewall will deliver a complete report of findings and recommendations to the City for further action if warranted
- Upon completion of Item 4, Sewall will deliver a report of ascertainment findings and provide recommendations to the City on how best to meet those needs through proposed language in the franchise renewal document

City of Caribou  
August 1, 2017  
Page 3 of 4

- Upon completion of Item 5, Sewall will deliver a draft formal proposal for franchise renewal, ready to send to TWC/Charter for consideration
- Upon completion of Item 6, the City will have a negotiated franchise proposal with the cable operator for presentation to the City Council for authorization and signature

### **Schedule**

We anticipate that work will begin on or about August 15, after receipt of your notice to proceed. Based on our experience with the typical franchising review process and negotiation effort, we anticipate the duration of the overall effort will be 3-4 months.

### **Proposed Budget**

We propose to conduct this work for a fixed fee of \$15,000. In the event the City of Presque Isle would like to join the City and expand the negotiation to a common franchise agreement, Sewall will reduce the fixed fee to \$10,000 for each city. In order to take advantage of this discounted fee, the City of Presque Isle must also enter into a contract with Sewall no later than August 15, 2017.

Once the project begins, the City will be billed monthly for the percentage of work complete to date. Payment is due within 30 days after the date of invoice and balances outstanding beyond these terms will accrue interest at the rate of 1.5% per month (18% per annum), or the legally permitted maximum if that rate is lower.

The prices and schedule listed above are valid until August 15, 2017. If the City decides to proceed with the project after August 15, Sewall reserves the right to review and update the cost estimate and/or schedule.

Your notice to proceed can be a letter or purchase order that makes reference to this proposal, or a copy of this letter with an authorizing signature in the space provided below.



City of Caribou  
August 1, 2017  
Page 4 of 4

We look forward to working with you. If you have questions, or require further information, please do not hesitate to call Mike Edgecomb on his direct line at (207) 817-5530; Email: edgmi@sewall.com.

Sincerely,  
JAMES W. SEWALL COMPANY

Michael Edgecomb  
Business Development Manager

Scott Graham, PE  
Vice President

Accepted by: (Typed name and title) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(170216)

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**TO: Mayor Gary Aiken and City Councilors**  
**CC: Caribou City Council/ Dennis Marker**  
**FROM: Dennis Marker, City Manager**  
**RE: Quit Claim Considerations**  
**DATE: August 10, 2017**

---

1. Need approval of sale on tax acquired property to Barbara Sperrey on Map 38 Lot 75, Glendale St. This property was approved by council for bid sale but had no bidders. Ms. Sperrey has paid the Council approved minimum bid amount of \$1,200.00. Amount was paid in full on July 25, 2017.
2. Quitclaims for Yvette Seaman, map 5 lot 75 and Dana and Marcy Hersey, map 4 lot 24 – B , are quitclaims to discharge liens that have gone beyond the automatic foreclosure date and taxes where paid on time, but never discharged.

**CARIBOU PARKS & RECREATION DEPARTMENT**  
**55 BENNETT DR.**  
**CARIBOU, ME. 04736**  
**207-493-4224**  
**207-493-4225 Fax**

**MEMO**

**TO:** Mayor Gary Aiken  
**CC:** Caribou City Council/ Dennis Marker  
**FROM:** Gary Marquis  
**RE:** Caribou Children's Discovery Museum Donation and Teague Park Update  
**DATE:** August 9, 2017

**Mayor Aiken and City Councilors:**

**Discovery Museum Donation:** I would like to take this time to announce that the Caribou Children's Discovery Museum has made a very generous donation to the Caribou Parks and Recreation Foundation. The museum board has decided to donate \$75,383.33 which will go towards the Splash Park that will be built in conjunction with the new Park. I met with the last two remaining board members last week. There are a few stipulations that will go along with the money. The first one is part of the money will need to be used to the building of a donor wall, which will highlight all the major donors. The second is the building of a butterfly bench in memory of Marissa Lloyd. I feel that both requests are very reasonable.

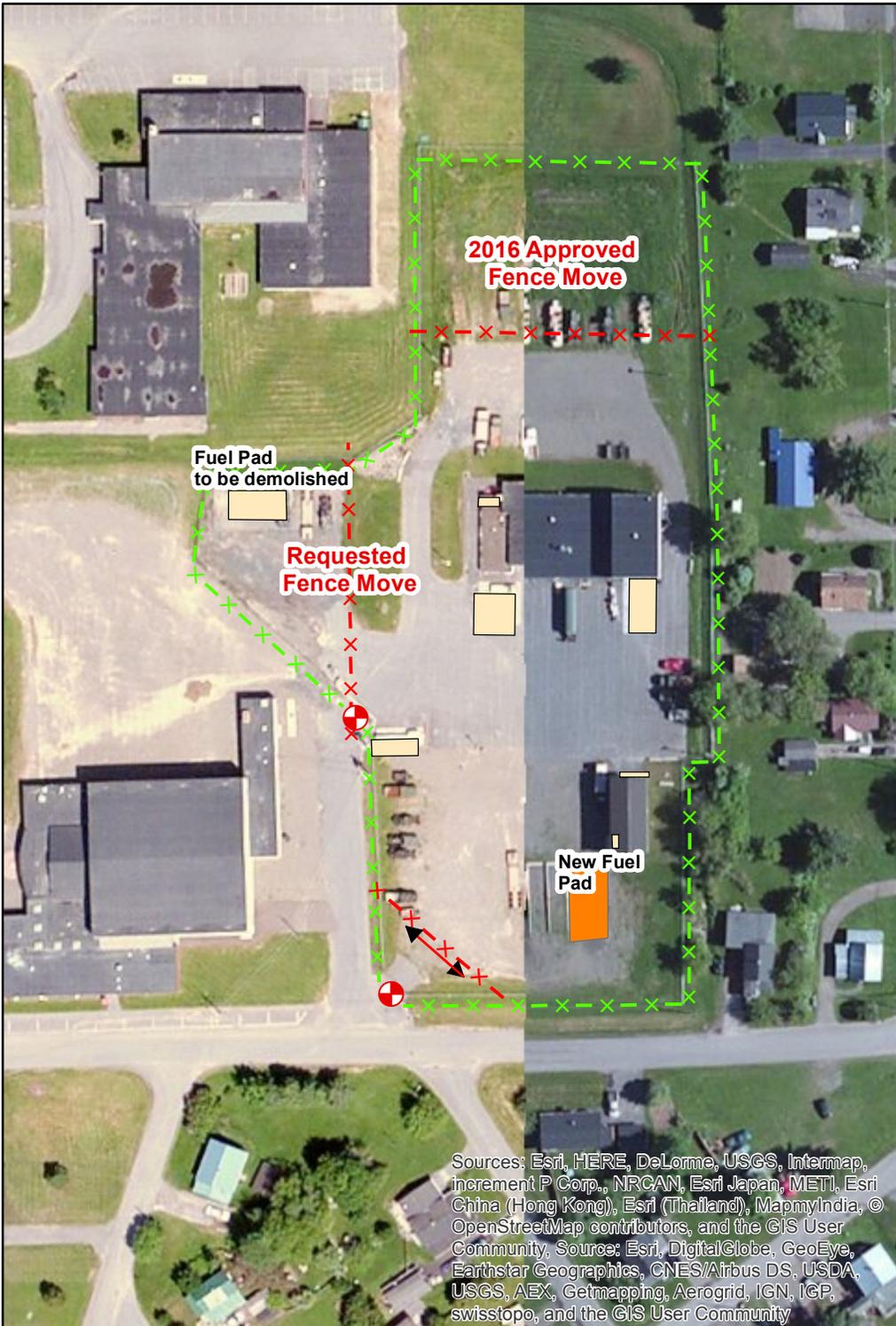
My thoughts with the money donated for the splash park would be the installation of a few discovery types water features, which I am currently working with Vortex which is the company that we are working with on the splash park.

We will be holding a check signing event at the Rec center on August 17<sup>th</sup> at 10:30am.

**Teague Park:** Staff members continue to meet with the RSU architects and coordinate design of the new park. We've also met with national guard representatives about relocating two lengths of chain-link fencing. Fencing and flat work related to the relocation will be the city's burden and estimates are around \$7,000. We ask for Council approval to authorize a portion of the parks reserve fund for this work.

**Thank you**

**Gary Marquis**



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community. Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

# Legend

-  Existing Gates
-  Proposed Entrance Gate
-  Proposed Fence Line
-  Planned Pads
-  Existing Fence Line
-  Pads

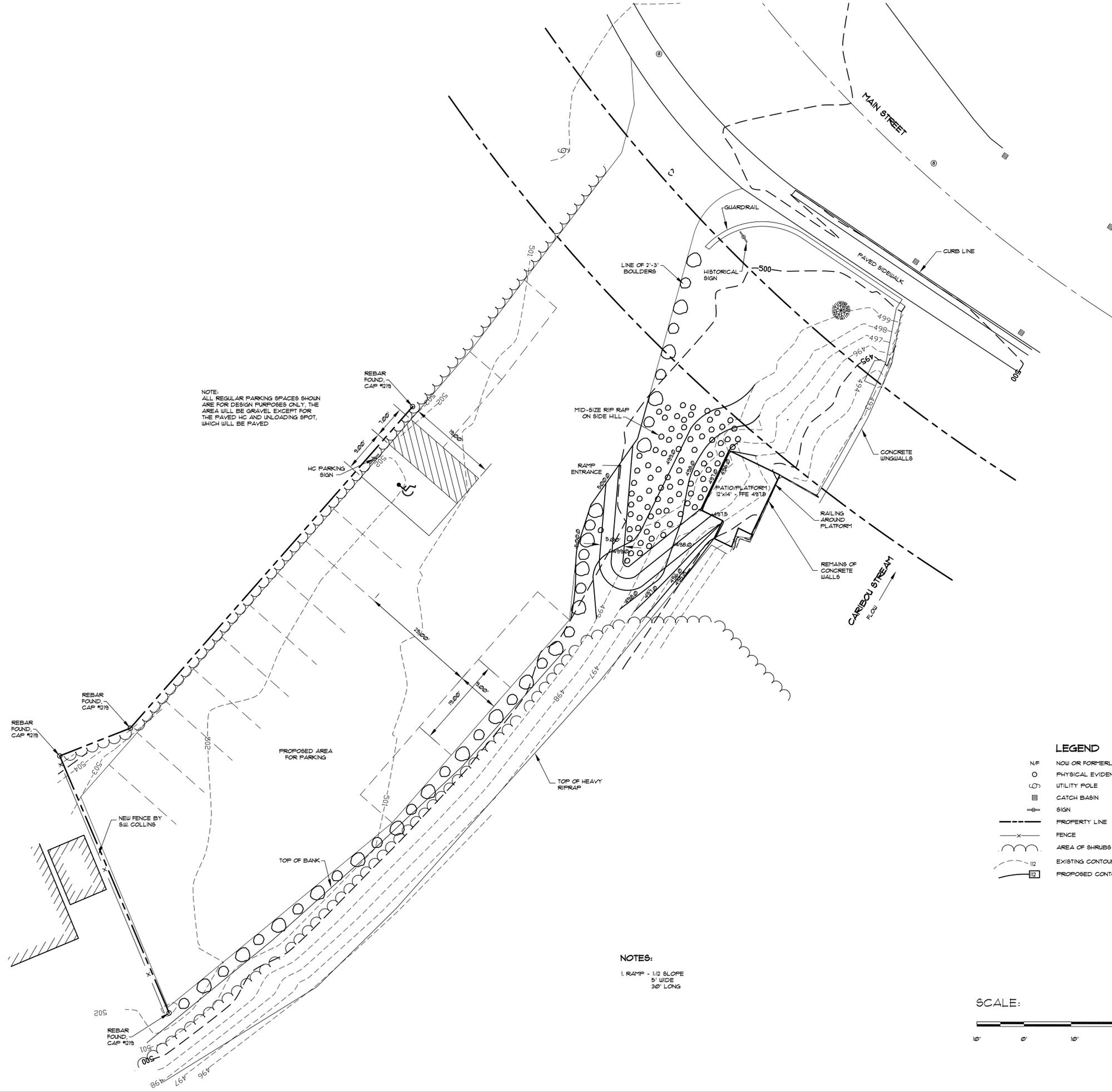
0 80 160 320 Feet 1 inch = 180 feet

Scale 1:2,155

Proposed Fence Line Change to accomodate a new Park being built by the City of Caribou. The Fuel Pad would need to be moved. The Main Fence would be shifted to the southerly left corner of the Site. ATFP guidelines would be followed.







NOTE:  
ALL REGULAR PARKING SPACES SHOWN  
ARE FOR DESIGN PURPOSES ONLY. THE  
AREA WILL BE GRAVEL EXCEPT FOR  
THE PAVED HC AND UNLOADING SPOT,  
WHICH WILL BE PAVED

NOTES:  
1. RAMP - 1/2 SLOPE  
5' WIDE  
30' LONG

**LEGEND**

N/F	NOU OR FORMERLY
O	PHYSICAL EVIDENCE FOUND
U	UTILITY POLE
■	CATCH BASIN
+	SIGN
---	PROPERTY LINE
-x-	FENCE
~	AREA OF SHRUBS
- - -	EXISTING CONTOUR
- - -	PROPOSED CONTOUR



ISSUED FOR CLIENT REVIEW

#	DATE	REVISIONS

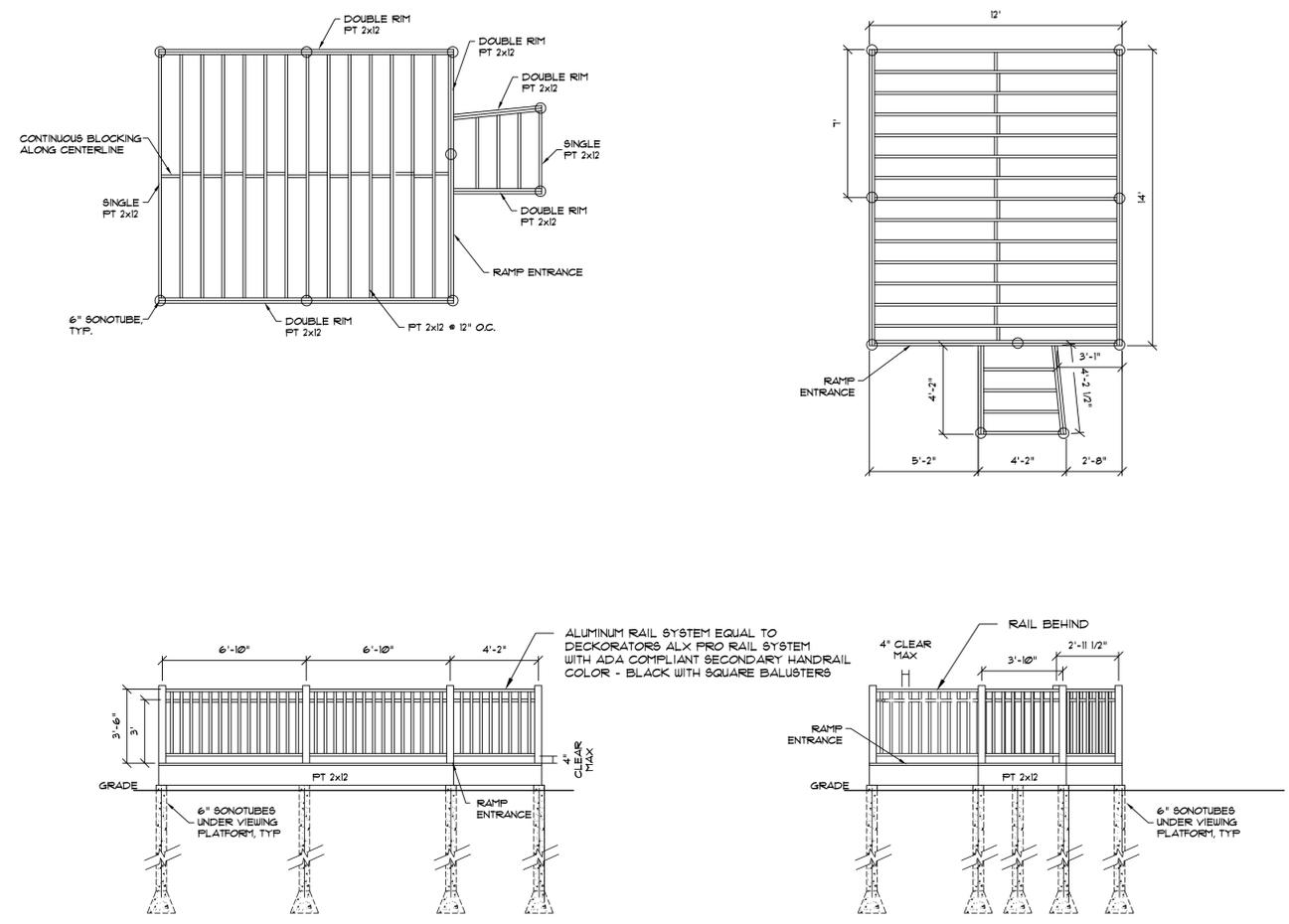
**PROPOSED LAYOUT PLAN**

**CARIBOU GRIST  
MILL PROJECT  
MAIN STREET  
CARIBOU, MAINE**

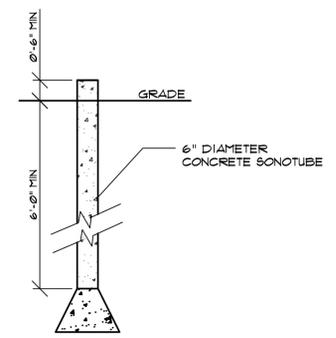
CLIENT:	CARIBOU PARKS & REC. CARIBOU, ME 04716
DESIGNED BY:	TRR
DRAWN BY:	KAH
CHECKED BY:	KPU
APPROVED BY:	TRR
BRSA PROJECT #:	2011069
FIELD BOOK #:	NA
PLAN DATE:	8-9-2011
PLAN SCALE:	AS SHOWN

NO PORTION OF THIS PLAN MAY  
BE IN ANY WAY REPRODUCED  
OR USED FOR ANY PURPOSE  
OTHER THAN THE SPECIFIC  
PROJECT INDICATED HEREON  
WITHOUT THE WRITTEN  
PERMISSION OF B.R. SMITH  
ASSOCIATES, INC.

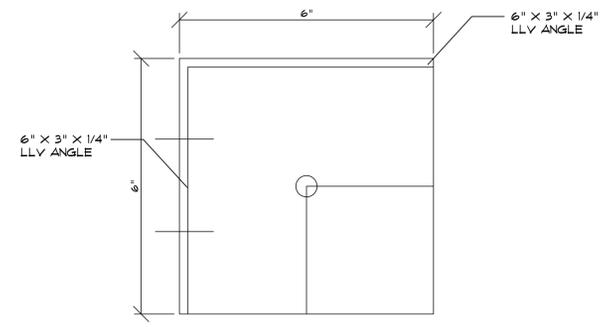
**PRELIMINARY**



**PLATFORM FRAMING DETAILS**  
SCALE: 1" = 1/4"



**SONOTUBE DETAIL**  
NOT TO SCALE



**RIM JOIST CORNER BRACKET DETAIL**  
NOT TO SCALE

STAMP OR SEAL

ISSUED FOR CLIENT REVIEW

REVISIONS	
#	DATE

**PLATFORM PLAN**

**CARIBOU GRIST MILL PROJECT**  
MAIN STREET  
CARIBOU, MAINE

CLIENT:	CARIBOU PARKS & REC. DISTRICT CARIBOU, ME 04749
DESIGNED BY:	TRR
DRAWN BY:	KAH
CHECKED BY:	KPU
APPROVED BY:	TRR
BRS PROJ. #:	2017063
FIELD BOOK #:	NA
PLAN DATE:	8-9-2017
PLAN SCALE:	AS SHOWN

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**Introduction**

This Erosion and Sedimentation Control Plan has been prepared to aid in the prevention of erosion and subsequent sedimentation of the downstream stormwater structures during and after construction of the proposed project. Actual prevention is the responsibility of all those involved in the project - especially those involved in site construction. Construction personnel and the developer must be observed and prepared to take immediate action to prevent erosion at all times. This plan should be used as a guide, however unforeseen site conditions and storm events may require additional or alternative preventative measures. This plan has been prepared in accordance with the Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices and MDTOT BMP.

**Administration**

This Plan has been prepared by B.R. Smith Associates, Inc. for use by all those involved in the development of the site and lot improvements. The Plan shall be administered by the Construction Manager until completion of construction. Upon completion of construction the administration of the Plan for the site shall pass to the Owner.

**Key Areas of Concern During Construction**

During the development of this site the following areas shall be watched on a continual basis for signs of erosion, and will be areas of preventative measures.

Area	Temp. Measures	Perm. Measures
Natural Slopes Disturbed	Mulch, Grass Cover, Silt Barrier	Grass Cover
Man Made Slopes	Mulch, Grass Cover, Silt Barrier	Grass Cover
Existing Drainage Swales	Check Dams (as req.)	Natural Cover
Man Made Swales	Check Dams, Mulch, Grass	Rip Rap/Grass Cover
Roadway Drainage Structures	Haybale Inlet Protection	Rip Rap
Parking Drainage Structures	Haybale Inlet Protection	

**Key Areas of Concern After Construction**

All people should have a concern for the environment and keep a watch for erosion of soils wherever they travel. Within this development the following areas should be of special concern on an ongoing basis.

Area	Temp. Measures	Perm. Measures
Project Slopes	Mulch, Grass Cover	Grass Cover
Detention Structure & Basin	Mulch, Grass Cover	See Design if Part of Project
Drainage Swales	Mulch, Grass Cover	See Design if Part of Project

**Temporary Control Measures**

**Temporary Mulch**

- Purpose: To prevent erosion by protecting exposed soil surfaces and to aid in the growth of vegetation by conserving available moisture, controlling weeds, and providing protection against extreme heat and cold.
- Product: Organic Mulches: Hay or straw mulch, free of weed seeds.
- Required Usage: Apply to exposed soil surfaces prior to any storm event and within 7 days of exposure.
- Execution: Application shall be at a rate of 2 bales (10 - 40 lb.) per 1,000 sq. ft.
- Maintenance: All mulches shall be inspected weekly and after every storm event, to check for erosion. Remulching shall be required if less than 90% of soil surface is covered.
- Removal: Temporary Mulch shall be removed once vegetative cover has been established or regrading is to be done.
- Winter Mulch Layer: A winter mulch layer shall be applied to all disturbed areas that do not have mature vegetation after September 30. The winter mulch layer shall be 4" thick and shall have 98% coverage of all disturbed areas.

**Temporary Grass Cover**

- Purpose: To reduce erosion by stabilization of disturbed areas which have not been brought to final grade.
- Product: In accordance with this table:

Seed	Lb./Ac.	Lb. per 1000 sq. ft.	TEMPORARY SEEDING RATES AND DATES		Remarks
			Seeding Depth	Recommended Seeding Dates	
Winter Rye	112 (2.0)	2.6	1-1.5 in.	8/15-10/1	Good for fall seeding. Select a hardy species, such as Arctostaphylos.
Oats	80 (2.5 lb)	1.8	1-1.5 in.	4/1 - 7/1 8/15-9/15	Best for spring seeding. Early fall seedings will die when winter weather moves in, but mulch will provide protection.
Annual Ryegrass	40	0.9	.25 in.	4/1 - 7/1	Grows quickly but is of short duration. Use where appearance is important. With mulch, seeding may be done throughout growing season.
Sudangrass	40(1.0 lb)	0.9	0.5 - 1 in.	5/15-8/15	Good growth during hot summer periods.
Perennial	40(1.0 lb)	0.9	0.25	8/15-9/15	Good cover, longer lasting than Annual Ryegrass, mulching will allow seeding through growing season.
Temporary mulch with or without dormant seeding				8/15-9/15	

- Required Usage: Provide temporary grass cover to all disturbed areas which will receive no permanent prevention measures for a period of more than 90 days.
- Execution: Loosen soil to a depth of 2". Apply 13.5 lb. of 10-10-10 fertilizer per 1,000 sq. ft. and lime at rate of 130 lb. per 1,000 sq. ft. Apply seed uniformly and apply temporary mulch.
- Maintenance: All temporary covers shall be inspected weekly and after every storm event, to check for erosion. Reseeding shall be required if less than 95% of soil surface is covered. Provide for other preventative measures in the interim.

**Sedimentation Barriers**

- Purpose: To intercept and retain small amounts of sediment from disturbed or unprotected areas of limited extent.
- Product: Synthetic filter fabric certified by the manufacturer to meet the following:
  - Filtering Efficiency (test VTM-5) 75% min.
  - Tensile Strength at 20% (max)
  - Elongation (test VTM-52) Extra Strength: 50 lb/in inch Standard: 30 lb/in inch
  - Flow Rate (test VTM-51) 0.3 gal/sq ft/min
- Required Usage: Install along uniform grade of disturbed downhill slopes.
- Execution: Install barrier in accordance with enclosed detail.
- Maintenance: All sediment barriers shall be inspected weekly and after every storm event, to check for sediment build up or failure. Sediments shall be removed after each storm event. Sediment barriers shall be maintained in effective condition for the life of the barrier.
- Removal: Stakes, reinforcing mesh, and fabric shall be removed once sedimentation of the runoff is no longer a threat. Regrade, reseed and mulch affected areas.

**Temporary Check Dams**

- Purpose: To reduce the velocity of concentrated stormwater flows to prevent erosion.
- Products: Stone of 2" to 3" in diameter.
- Geotextile fabric of sufficient strength to facilitate removal.
- Required Usage: Locate in all newly constructed or disturbed ditches and drainage ways.
- Execution: Install in accordance with enclosed details.
- Maintenance: All check dams shall be inspected weekly and after every storm event, to check for sediment build up or failure. Sediments shall be removed after each storm event. Check dams shall be maintained in effective condition for the life of the barrier.
- Removal: Remove check dams when channel stabilization has been established. Seed and mulch area. Areas of removal shall be inspected until stabilization of these areas is reached.

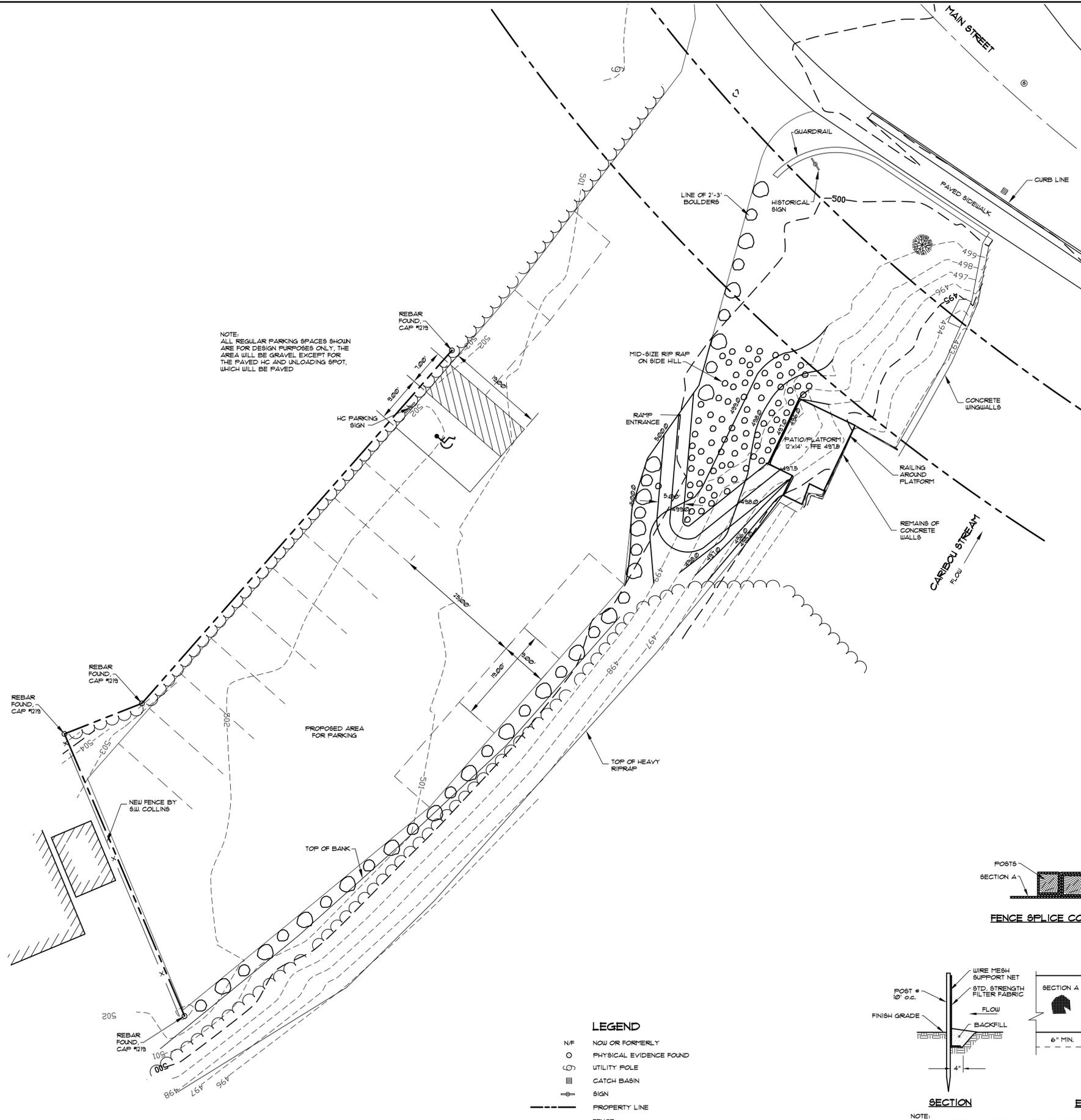
**Permanent Control Measures**

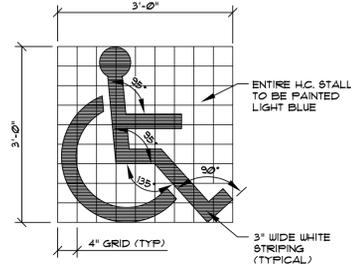
- Permanent Grass Cover
- Purpose: To permanently stabilize the soil to reduce erosion of soils.
- Products: In accordance with BMP Below Table:

Seed Mixture	PERMANENT SEED MIXTURE	
	Lbs/Acre	Lbs/1000 sq ft
1. Roadside, ditches, wetland banks, existing and proposed swales, and all slopes less steep than 3 horizontal to 1 vertical, etc. (Mowing desired)		
Creeping Red Fescue	20	0.46
Tall Fescue	20	0.46
Redtop	2	0.05
Total	42	0.97

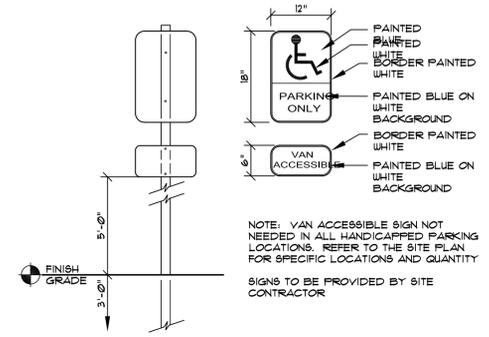
Note: Inoculate all legume seeds, and use four times the recommended rate of inoculant when hydroseeding.

- Execution: Permanent grass cover shall be installed within 7 days of final grading. Apply fertilizer, lime in accordance with Temporary Cover and seed rates of the above BMP table.
- Mulch after seeding.
- Maintenance: Establish a grass cover and remove mulch. Reseed areas not attaining a cover of 90%.

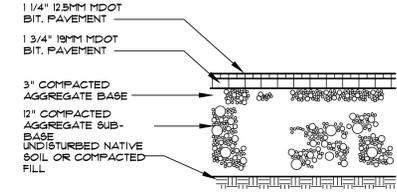




**HC PARKING SYMBOL DETAIL**  
NOT TO SCALE



**HANDICAP PARKING SIGN**  
NOT TO SCALE



**PARKING LOT SECTION**  
NOT TO SCALE

**PRELIMINARY**

ISSUED FOR CLIENT REVIEW

#	DATE	REVISIONS	DRAWN APP.

**DETAILS**

**CARIBOU GRIST MILL PROJECT**  
MAIN STREET  
CARIBOU, MAINE

CLIENT:	CARIBOU FARMS + REC. CARIBOU, ME 04743
DESIGNED BY:	TRR
DRAWN BY:	KAH
CHECKED BY:	KPU
APPROVED BY:	TRR
BRSA PROJ. #:	2017069
FIELD BOOK #:	NA
PLAN DATE:	8-9-2017
PLAN SCALE:	AS SHOWN

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# City of Caribou

Events & Marketing | 55 Bennett Drive, 04736 | 207.493.5319



## Events & Marketing Updates

### August 8, 2017

#### Caribou Days Re-Cap

Tie-Dye event: 200+ attendees

Parade: 30 floats plus police and fire

Saturday events: 300-400 attendees and very positive feedback

\*Next year I would like to grow this event by combining Caribou Days with Heritage Days and Fireworks.

TOS - two more this season!

Meet & Greet - August 24, 2017 - 4 to 6pm at the Rec.

Heritage Days - as discussed in the Department Head meeting, we will be holding off on a 2017 Heritage Days celebration to help Christina focus on Marathon and give her time to expand the celebration in 2018.

Marathon - plans and preparations are going well. This week, Christina is asking for donations from businesses for the runner swag bag, plus restaurant discounts for the runner packets. A press conference and sponsor recognition is media opportunity is planned for Monday, August 14th at 11:30am. This'll be live-streamed on Facebook.

Arts & Crafts - working with the high school to try and get more space lined up.

Merchant Team for Holidays - working with Plourde Furniture, Brambleberry Market, Gifts Galore and Aroostook Stitches to drum up ideas for Small Business Saturday and the holidays. More merchants welcome - please help me recruit!

#### Upcoming Event Discussions:

Halloween

Winter Trade Show

Small Biz Sat

Gingerbread

Tree Lighting

NYE

Winter Carnival



## Fire and Ambulance Department

FIRE	May-17	Jun-17	Jul-17	YTD
Fire Calls	10	15	20	101
Estimated Damage		\$ 30,000	\$ 28,500	\$ 207,700
Thermal Imaging Camera	1	2	2	21
CO2 Meter	1	1	1	12
Rescue Sled & Snowmobile				0
Rescue Boat				0
Jaws Used			2	4
Fire Permits Issued	239	121	70	547
Mutual Aid Received	1	2		8
Mutual Aid Provided	10	10	3	42
Woodland Calls	1	1	1	7
Woodland Hours	1	3	0.75	32.25
New Sweden Calls	1			1
New Sweden Hours	2.5			2.5
Connor Calls	1	1		6
Connor Hours	1.5	1.5		251

AMBULANCE	May-17	Jun-17	Jul-17	YTD
Ground Ambulance	186	167	182	1252
Air Ambulance	4	6	5	37
Assist or Cancelled	1	6	4	22
ALS Calls	N/A	N/A	129	467
BLS Calls	N/A	N/A	43	196
No Transport	23	26	11	129
Long Distance	30	29	28	191
Calls Turned Over	2	5	4	48
Revenue Lost	\$5,880	\$8,976	\$9,776	\$ 78,020
Mileage	11,151	9,249	10,368	67637

## Caribou Police Department Monthly Report

8/1/2017

	Current Mo	YTD	Month Prior	Prior YTD
COMPLAINTS	2671	17508	2519	14757
M/V ACCIDENTS	20	181	23	155
ESCORTS	15	87	5	27
THEFT COMPLAINTS	8	71	15	93
ANIMAL COMPLAINTS	13	66	28	108
DOMESTIC COMPLAINTS	10	52	11	57
BURGLARY COMPLAINTS	2	12	2	15
O.U.I.	4	18	2	23
M/V THEFTS	0	3	2	5
MISSING PERSONS	1	6	1	5
JUVENILE COMPLAINTS	1	18	2	18
CIVIL COMPLAINTS	4	28	0	28
PROWLER COMPLAINTS	0	0	0	0
ASSIST OTHER AGENCY	23	122	15	120
ASSAULT ARREST	1	5	1	12
THEFT ARRESTS	1	15	1	21
SPEEDING	36	233	25	110
STOPS/CHECKS M/V	2153	14378	2056	11717
PARKING TICKETS	0	0	0	0
HANDLING PRISONERS	36	223	29	244
WARRANT ARRESTS	21	83	6	65
UNLAWFUL SEX. CONTACT	0	1	1	6
GROSS SEX. ASSAULT	0	4	1	1
BUSINESS ALARMS	24	117	16	118
BURGLARY ARRESTS	0	2	0	5

Year To Date (YTD) is from

##### through #####

## Housing and FSS Monthly Report

8/1/2017

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	1351	193	1351
Total Vouchers leased	185	1287	176	1286
Local Vouchers	181	1264	174	1271
Port Out	5	24	3	15
Homeownership	0	0	0	0
Vouchers available	8	64	17	65

Total Housing Assistance Payments, to Landlords	\$ 70,731.00	\$ 497,882.00	\$ 67,670.00	\$ 486,653.56
Total Utility Reimbursements, to Participants	92	510	268	1965

Port In Vouchers Administered	Current Month	YTD	Prior Year Month	Prior YTD
Port In Vouchers	7	50	4	32
HAP to Landlords	\$ 3,455.00	\$ 24,659.74	\$ 1,887.00	\$ 12,841.00
UR to Participants	30	210	0	85

Housing Quality Standards Inspections	Current Month	YTD	Prior Year Month	Prior YTD
New Unit	6	18		
Annual	45	88		
Move-Out	0	0		
Special Request	1	1		

### Participant Statistics

	Current Month
Families with Children	64
Elderly Families	18
Families with Disabilities	113
Household Income	0
Average Annual Total Income	\$ 8,187.66
Average Participant Rent Portion	\$ 203.00
Average HAP	\$ 420.29
Average UR	\$ 0.12
Average HAP Plus UR	\$ 420.41

## Housing and FSS Monthly Report

8/1/2017

### Housing Waiting List Statistics

	Current Month	YTD	Prior Year Month	Average Prior YTD
Applicants on Waiting List	133	93	142	119.1428571
Average wait time (in days)	156	87.14285714	0	0
<b>Income Classification</b>				
Extremely Low Income	100	72.28571429	109	90.71428571
Very Low Income	22	13.14285714	20	17
Low Income	5	3.285714286	8	6.571428571
Over Income Limit	4	3.714285714	4	4
Incomplete	2	1	1	1
Families with Children	64	65		
Elderly Families	18	18		
Families with Disabilities	113	113		

### Family Self Sufficiency

	Current Month	YTD	Prior Year Month	Prior YTD
Number of Participants	35	218	31	215
Monthly Escrow Deposit	\$ 3,314.00	\$ 27,288.00	\$ 4,435.00	\$ 22,065.30
Number of Families Earning Escrow	14	119	19	121
FSS Graduates	0	2	1	3
Escrow Earned	\$ -	\$ 5,537.20	\$ -	\$ 8,808.97
FSS Forfeitures	0	1	1	2
Escrow Lost	\$ -	\$ 2,743.82	\$ 2,293.33	\$ 5,689.81



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TAX ASSESSMENT OFFICE

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CARIBOU, MAINE

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

Per City Council action at the last meeting, the annual tax commitment for the City of Caribou took place on July 12, 2017. The tax bills were mailed shortly after that date. The tax bills are now online under the "Online Services" tab on the City's homepage. Other information pertinent to the annual tax commitment has been loaded to the website under the "Tax Assessment". This includes the updated commitment books.

Staff has been working on reports: Municipal Valuation Return (for Maine Revenue Service), Tree Growth Roster (for Maine Forest Service), 2017 Property Growth Factor (Aroostook County), and monthly building permit data (US Census Bureau).

August 1 marked the annual start of the Business Equipment Tax Reimbursement (BETR) program. There will be requests for this office to complete the BETR forms for local businesses to submit to the State prior to the December 31 deadline. This is for taxes paid in the 2016 tax year.

Data was successfully uploaded onto Trio's hosted site. A copy of the basic instructions for searching for property information is attached.

## Basic Search - Online Trio Database – Caribou

- Step 1: At website – [www.cariboumaine.org](http://www.cariboumaine.org) – click “Departments” tab then “Tax Assessment”
- Step 2: Click the “Trio Assessing Data” link near the top of the page or go to:  
<http://reonline.harriscomputer.com/research.aspx?ClientID=1025>
- Step 3: Select Information Format:  
Account List = gives more ways to search / information given in a grid  
Tax Commitment List = fewer search criteria / looks like a page from commitment book
- Step 4: Show in order of:  
Name = list is given in alphabetical order by last name  
Account = in order by account, smallest to largest  
Map & Lot = in order by map & lot, smallest to largest
- Step 5: Search Criteria  
Name = enter by last name / company name  
Tax Map ID = Map 1 Lot 1 would be formatted 001-001; Map 31 Lot 199 is 031-199  
\*\*\*\*\*Leading zeros must be used\*\*\*\*\*  
Account – used numbers only (tax bills use RE for Real Estate – don’t use)  
Street = use the first word of street name i.e. Presque for Presque Isle Rd or West for West Presque Isle Rd (currently E. is for East Presque Isle Rd – needs to be changed)
- Step 6: Click “Search” to start to search and see your results
- Step 7: On the results page, click on “view” to see the property information



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CODE ENFORCEMENT OFFICE

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CARIBOU, MAINE

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

The Monthly Permit Report is complete for July 2017 and is included for your review. Staff continues to do all necessary inspections on all projects.

Staff continues to follow up on all Notices of Violation were mailed to property owners this summer. Many are habitual offenders. One person has stated that she will "let the town take it for taxes" instead of correcting the issues which exist on the property. The 2017 taxes do represent the third year of unpaid assessed taxes so that will be a real possibility.

The department has no items to bring forward for the Council. However, it has come to my attention that someone may attend to speak about a fence that was installed between Sweden Street and Herschel Street. I am attaching information about fences generally and about this right of way specifically. The 9' ROW was created in 1912 in a deed from Elbridge Farrell to Ralph Pitcher and Ezra Briggs. The Pitcher & Briggs lot, now Map 31 Lots 31 and 31-A, consisted of the 48' on the east side of what is now Map 31 Lot 30. This 9' is described in this and subsequent deeds as "Second Parcel: A right of way in common with the owner or owners of the property adjoining on the west, at all times and for all purposes with or without vehicles and animals, over and upon a strip of land nine (9) feet in width on Sweden Street aforementioned and extending back from said Sweden Street the entire depth of the above described first parcel."

granting of a variance to such provisions by the board of appeals.

❖ Section R322 contains provisions for determining flood hazard areas. A modification cannot be granted by the building official for structures located in areas that are prone to flooding without the board of appeals first granting a variance to the provisions. The regulations of the National Flood Insurance Program (NFIP) 44 CFR 60.3 require that proposals meet or exceed the minimum provisions of the program. Requests for modifications to any provision related to flood hazard areas are to be handled as formal variances. The criteria for issuance of variances are given in Section R112.2.2.

**R104.11 Alternative materials, design and methods of construction and equipment.** The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design or method of construction shall be *approved* where the *building official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code. Compliance with the specific performance-based provisions of the International Codes in lieu of specific requirements of this code shall also be permitted as an alternate.

❖ Although the code reflects current technologies, it is impossible to foresee all potential applications of new materials, construction techniques or design methods. The code encourages the use of new materials and technologies by allowing them to be presented to the building official for approval. The building official must approve a proposed alternative when it is found to be satisfactory and in compliance with the intent of the provisions of the code and is equivalent to that prescribed by the code. Approval may also be granted for the use of any alternative that is in compliance with the performance-based provisions of the *International Codes*® (I-Codes®).

**R104.11.1 Tests.** Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *building official* shall have the authority to require tests as evidence of compliance to be made at no expense to the *jurisdiction*. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *building official* shall approve the testing procedures. Tests shall be performed by an *approved* agency. Reports of such tests shall be retained by the *building official* for the period required for retention of public records.

❖ The building official has the authority to require tests to substantiate the claim that an alternative is equivalent and meets the intent of the code. Any tests must be in

compliance with those specified in the code or other recognized test standards approved by the building official. The cost of any tests will be borne by the proponent seeking the approval of the alternative.

## SECTION R105 PERMITS

**R105.1 Required.** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

❖ This section lists the types of work or installations of equipment or utilities that will require an owner or authorized agent to obtain permits, which are to be acquired before work begins. In general, a permit is required for all activities that are regulated by the code, and these activities cannot begin until the permit is issued.

**R105.2 Work exempt from permit.** *Permits* shall not be required for the following. Exemption from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this *jurisdiction*.

### Building:

1. One-story detached *accessory structures* used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>).
2. Fences not over 6 feet (1829 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon *grade* if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a *dwelling* and do not serve the exit door required by Section R311.4.

#### 4. **Swimming Pools**

22 M.R.S. §§1631 and 1632 establish a fencing requirement for swimming pools. The law does not clearly state who is responsible for its enforcement.

#### 5. **Fences**

17 M.R.S. §2801 defines a "spite fence" as a fence which unnecessarily exceeds six feet in height and which is kept maliciously and for the purpose of annoying neighbors. Unless a fence qualifies as a "spite fence," there is no State law limiting the height of a fence. 30-A M.R.S. §2951 defines a "legal fence" for the purposes of the law governing partition fences as being four feet high and in good repair and constructed of certain materials or consisting of certain natural things, as described in the statute. Height and location of fences may also be addressed in a local ordinance. There is no general State law requiring "the good side" of a fence to face the adjoining property, contrary to popular belief. Other laws addressing fences include 30-A M.R.S. §3755-A(3)(A) (screening for junkyards and auto graveyards), 23 M.R.S. §2952 (regarding fences abutting a road or right of way), 22 M.R.S. §1631 *et seq.*, (swimming pool fences), and 17-A M.R.S. §513 (unprotected wells).

#### 6. **Minimum Lot Size**

12 M.R.S. §4807 *et seq.* establishes a statewide minimum lot size for land use activities which will dispose of waste by means of a subsurface disposal system. The minimum lot size for new single-family residential units (including mobile homes and seasonal homes) is 20,000 square feet. For multiunit housing and other land use activities, a proportionately greater lot size is required based on a statutory formula. This law is administered and enforced by the Department of Human Services. Municipalities may establish larger minimum lot sizes by ordinance. Many ordinances do not clearly state whether the lot size requirement applies on a per unit, per structure, or per lot basis. This can cause problems with interpretation for the CEO.

#### 7. **Commercial Timber Harvesting**

12 M.R.S. §8883-B requires landowners or their agents to provide written notice to the State Bureau of Forestry before commencing commercial timber harvesting operations and to report harvest information to the Bureau upon completion of the harvest. The necessary forms are available from the Maine Forest Service. A CEO is not responsible for enforcing this law in any way. However, a CEO may want to remind landowners of this requirement if they are seeking approval from the town for timber harvesting under a local ordinance, such as the clearing and timber harvesting provisions of a Shoreland Zoning ordinance.

#### 8. **Transfers of Shoreland Property**

30-A M.R.S. §4216(1) provides that any person transferring property in the shoreland zone, on which is located a subsurface waste water disposal system, must provide the person to whom it is being transferred with a written statement by the seller as to whether the system has malfunctioned during the 180 days preceding the date of transfer of property title.

# From 13-900 City of Caribou Land Use Ordinance

**Excursion Service:** A water-borne transport service established to ferry tourists and other persons non-resident to the place of destination. This term shall also include sight-seeing and other recreational river cruises where there may not be a specific point of destination.

**Expansion:** The addition of antennas, towers, or other devices to an existing structure.

**Expansion of a Structure:** An increase in the floor area or volume of a structure, including all extensions such as, but not limited to, attached: decks, garages, porches, and greenhouses.

**Expansion of Use:** The addition of weeks or months to a business operating season; the addition of hours to a business day; the use of more floor area or ground area; or the provision of additional seats or seating capacity.

**Exterior Walls:** Siding materials such as clapboards, shingles, and shakes, including synthetic or metal siding manufactured to closely resemble clapboards, shingles, and shakes. This term shall also include masonry, wood board-and-batten, and "Texture 1-11" exterior plywood, but shall not include artificial masonry, or fake board-and-batten made from metal or plastic.

**FAA:** The Federal Aviation Administration, or its lawful successor.

**FCC:** The Federal Communications Commission, or its lawful successor.

**Family:** One or more persons occupying a premises and living as a single housekeeping unit.

**Farm Stand:** A structure designed, arranged, or used for the display and sale of agricultural products primarily grown or produced on the premises upon which the stand is located. A farm stand may be located on premises that the products are not grown upon, provided such premise is owned by the operator.

**Fence:** Any artificially constructed barrier of any material, or combination thereof, erected to enclose or screen areas of land. To further distinguish types of fences: (a) a boundary fence encloses a parcel of property; and (b) a privacy fence blocks part or all of the property from the view of the neighbors. Privacy fences may be solid and taller than other types of fences. For the purposes of these ordinances, a fence is not an accessory structure.

**Filling:** Depositing or dumping any matter on or into the ground or water.

**Final Plan:** The final drawings on which the applicant's plan of development is presented for approval. In the case of a final subdivision plan a copy shall be recorded in the Aroostook County Registry of Deeds.

**Flag:** Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols, used as a symbol of a government, political subdivision, or other entity.

**Flea Market:** The sale of used merchandise customarily involving tables or space leased or rented to vendors.

**Floating Slab:** A reinforced concrete slab which is designed to withstand pressures both from below and above.

**Flood Insurance Rate Map:** The official map on which the Dept. of Housing and Urban Development or the Federal Emergency Management Agency has delineated both the areas of special flood hazard and the risk premium zones.

**Floodplain:** The lands adjacent to a body of water which have been or may be covered by the base flood.

**Floodplain Soils:** The following soil series as described and identified in the Soil Survey for Aroostook County, Maine:

Alluvial                      Hadley                      Medomak                      Winooski

**Floodproofing:** A combination of structural provisions, changes, or adjustments to properties, water and sanitary facilities, structures, and contents of buildings.

**Floodway:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.



# Monthly Permit Report

## July 2017

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	9	34	5	40
Permit Value	\$ 1,042,800	\$ 3,081,500	\$ 307,653	\$ 2,249,495
Homes	0	2	1	6
Mobile Homes	0	0	0	1
Multi Family	1	1	0	0
Commercial	2	11	1	7
Exempt	0	2	0	0
Plumbing Permits				
Internal	0	9	4	15
External	5	7	1	9
Demolition Permits	2	11	0	3
Sign Permits	0	5	1	6

Woodland Permits	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permit	0	4	2	18
Internal Plumbing	0	0	1	3
External Plumbing	0	0	1	2

YTD is January 2017 to July 2017