

CITY COUNCIL NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Tuesday, October 10, 2017** in the Council chambers located at 25 High Street, 6:00 pm.

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC INPUT**
- 4. DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**
- 5. CONSENT AGENDA**
 - a. Minutes for September 11, 2017 meeting
 - b. Approval of Beano or Games of Chance Licenses for Multiple Years.
 - i. American Legion Post #15 license to run Games of Chance (2018-2020)
 - ii. Lister Knowlton VFW Auxiliary license to run Games of Chance (2018-2020)
 - iii. Knights of Columbus license to run Games of Chance (2018-2020)
 - iv. Lister-Knowlton VFW Post 9389 license to run Games of Chance (2018-2020)
 - c. Approval of 2017 Notice of Municipal Election
 - d. Approval of 8:00 am Opening Time for November 7, 2017 Election
- 6. BID OPENINGS, AWARDS, AND APPOINTMENTS**
 - a. Appointment of November 2017 Election Warden – Jayne Farrin
 - b. Appointment of November 2017 Deputy Election Warden – Kalen Hill
 - c. Appointment of Nylander Museum Board Member – Kathryn Rebecca Easter
 - d. Appointment of Planning Board Member – Thomas Ayer
 - e. Recognition of Denise Lausieur, MMA Supreme Award for Municipal Annual Report
 - f. Recognition of Chief Scott Susi, Maine Fire Chief of the Year
- 7. FORMAL PUBLIC HEARINGS**
 - a. Discontinuance of Park Street between Glenn Street and Bennett Drive
- 8. NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS**
 - a. Introduction of Ordinance No 7, 2017 Series, Amending General Assistance Guidelines
 - b. Introduction of Ordinance No 8, 2017 Series, Regarding Rezoning of 0.3 acres from Industrial 2 to Residential 1 at 47 York Street
 - c. Introduction of Ordinance No. 9, 2017 Series, Regarding Rezoning of 18 acres from Residential 1 to Residential 3 at approximately 30 Lee Street
 - d. Introduction of Ordinance No. 10, 2017 Series, Releasing Interest in Properties to be Conveyed to RSU#39 for the New Elementary School in Accordance with Previously Approved Purchase Agreements.
 - e. Discussion and Possible Action Regarding Abatement of Property Taxes for Property Located at 318 Grimes Mill Rd
 - f. Discussion and Possible Action Regarding Abatement of \$677.43 of Uncollectable Personal Property Taxes
 - g. Discussion and Possible Action Regarding Sale of Approximately 0.13 acres at 89 York Street
- 9. REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**
- 10. REPORTS AND DISCUSSION BY MAYOR AND COUNCIL MEMBERS**
- 11. EXECUTIVE SESSION** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
- 12. ADJOURNMENT**

In remembrance of September 11th, the Mayor requested that everyone stand for a moment of silence in recognition of the innocent men, women, and children that lost their lives in 2001.

Council Agenda Item #1: Roll Call

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, September 11, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody L. Smith, Timothy C. Guerrette, and Nicole L. Cote.

Dennis L. Marker, City Manager.

Department Manager: Gary Marquis, Supt of Parks & Recreation; Penny Thompson, Tax Assessor; Michael Gahagan, Police Chief; Scott Susi, Fire Chief; Christina Kane-Gibson, Event Planner; and Anastasia Weigle, Library Director.

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

Council Agenda Item #2: Pledge of Allegiance

Mayor Aiken led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

There wasn't any Public Input.

Council Agenda Item #4: Declaration of Potential Conflicts of Interest

There weren't any Conflict of Interest to declare.

Council Agenda Item #5: Consent Agenda

- a. Minutes for August 14, 2017 Regular Council Meeting
- b. Minutes for August 28, 2017 Special Council Meeting
- c. August 2017 Financials
- d. Liquor License & Special Amusement Permit Renewal for A+W Properties dba The Warehouse
- e. Caribou Fire & Ambulance Report
- f. Caribou Police Report

Councilor Martin asked why the liquor license application requested the information that it does. The Clerk stated that the form used by the business is the State's liquor license application and not created by the City.

Councilor Theriault asked whether parking issues had been resolved at The Warehouse. The Police Chief stated that the City is in the process of reaching out to Maine Department of Transportation (MDOT) about the situation.

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

Council Agenda Item #6: Bid Openings, Awards and Appointments

- a. Appointment of Nylander Museum Board Member – Carol Wolfington

Motion made by P. McDonough, seconded by T. Guerrette, to appoint Carol Wolfington to fill a vacancy on Nylander Museum Board with a term ending December 31, 2018. (6 yes) So voted.

Council Agenda Item #7: Formal Public Hearings

There weren't any Formal Public Hearings scheduled for this evening.

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

- a. Discussion and Possible Action Regarding Official Proclamation Declaring September 2017 Child Cancer Awareness Month

Motion made by P. McDonough, seconded by D. Martin, to adopt a Proclamation declaring September 2017 Child Cancer Awareness Month. (6 yes) So voted.

Councilor Theriault read the Official Proclamation (Exhibit A).

The mother of Zachary Gagnon thanked the Council for their proclaiming September 2017 Child Cancer Awareness Month. On October 22, 2016, 13-year Zachary lost his battle with cancer. In the past 2-1/2 years, ten Aroostook County children have been diagnosed with children cancer. Each year, throughout the United States, one in 285 children will be diagnosed with cancer.

- b. Discussion and Possible Action Regarding Abatement of Property Taxes for Multiple Properties (Totaling \$2,507.25)

<u>Location</u>	<u>Account #</u>	<u>Amount to abate</u>
0 Dow Siding Road	Acct #288	\$98.36
0 Dow Siding Road	Acct #289	\$103.42
0 Broadway Street	Acct #4749	\$288.00
32 Fenderson Street	Acct #3030	\$2,017.47

Motion made by P. McDonough, seconded J. Smith, to approve the abatement of property taxes for multiple properties totaling \$2,507.25. (6 yes) So voted.

- c. Discussion and Possible Action Regarding EMS Capital Vehicles and Equipment Needs

Over a month ago, an ambulance was totaled in an accident. Since then the City has been going back and forth with the insurance company. It appears that the City only had liability coverage on this piece of equipment and will receive a total payout of \$24,000. The insurance company did come through for the expensive equipment that was on board. Once an ambulance is ordered, it takes approximately 6 months for delivery.

Council discussion centered around the number of ambulances needed by the City for long distance transfers and available for local calls. The Chief stated that he has looked at the data from January 1st to August 31st and that there would have been a \$208,000 loss to the City, if the City hadn't had a 5th ambulance. The loss for 2016 would have been \$223,000 and \$217,000 for 2015.

The Council questioned why the City only had liability on the ambulance. The Chief stated that it was that way to save money, but now the ambulances have full coverage. The full coverage started about two weeks ago. If the City had had full coverage at the time of the accident, the City would have received \$160,000 rather than the \$24,000 payout.

When asked by Council, the Chief commented that van style ambulances don't work very well on the interstate during the snowy winter months.

Costs for a New Ambulance:

New Ambulance	\$201,000
Credit for old Engine 1	- 10,000
Credit for wrecked ambulance	- 20,000
Capital Reserve	- 24,000

Currently the City is using a loaner ambulance, at no cost to the City, from the ambulance dealer. The dealer hopes to sell the City a new ambulance, if there isn't a sale then they will want their ambulance back.

Motion made by D. Martin, seconded by N. Cote, to purchase a new ambulance. (4 yes, D. Martin, N. Cote, J. Smith, T. Guerrette, 3 no, P. McDonough, J. Theriault, G. Aiken) So voted.

Motion made by J. Smith, seconded by D. Martin, to trade-in former Engine One for \$10,000 towards the purchase of a new ambulance. (5 yes, 1 no, P. McDonough) So voted.

The City will be able to continue using the loaner ambulance, at no charge, until the new ambulance is delivered. Insurance coverage has been reviewed line by line, item by item for the department's entire fleet and this is being done for the other departments also.

Council Agenda Item #9: Reports of Officers, Staff, Boards, and Committees

a. City Manager – Historical Expenses and 8 Month Budget Report

City Manager Marker has reviewed the budget and is projecting that the City will come in under budget for 2017. He noted that any department projected with a cost overrun; such as, economic development should be offset by additional revenue through the hard work of the Gary Marquis and Christina Kane-Gibson.

The City Manager will be continuing to review the budget and will provide any update to Council before the Charter established deadline of September 15th.

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

- Nomination papers are available for three Council seats, two RSU #39 seats, and one Jefferson Cary Board seat. The term of office for all seat is three years. Nomination papers are due by 5:00 p.m. September 22nd.
- City Clerk's Office is closed September 12th for training.
- Supt. Gary Marquis stated that he should have spoken to the Council under Council Agenda Item #6 Bid Openings, Awards and Appointments.
Supt. Marquis received one bid on the Grist Mill Park Project from Haney's Building Specialties out of Caribou. The bid was for \$34,175, which includes deck, earthwork, prepping and asphaltting the ramp. The bid is within the estimate range projected by Marquis. The money to complete this project are in the department's reserves.
Motion made by D. Martin, seconded by T. Guerrette, to accept the bid of \$34,175 from Haney's Building Specialties. (6 yes) So voted.

September 11, 2017

17-25 Pg. 4

Marquis has received a price \$5,630 for moving the fence near the National Guard area and a quick estimate of \$5,000 to pour the 21' x 42' concrete pad.

A new 30' flagpole was erected two weeks ago in memory of Joseph Sleeper.

Council Agenda Item #11: Executive Session (May be called to discuss matters under Maine Revised Statutes, Title 1, §405.6)

6:48 p.m. Time in. Motion made by D. Martin, seconded by T. Guerrette, to move to executive session under MRSA Title 1 §405(6)(C). (6 yes) So voted.

7:54 p.m. Time out.

Council Agenda Item #12: Adjournment

Motion made by G. Aiken, seconded by D. Martin, to adjourn the meeting at 7:54 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary



City of Caribou, Maine

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

To: Mayor and Council Members
From: Jayne R. Farrin, City clerk
Date: October 10, 2017
Re: Approval of Beano or Games of Chance Licenses

The American Legion Post #15 has applied for licenses to run the following Games of Chance:

1. Bingo - to be held no more than three times per week
2. Texas Hold 'Em - to be held no more than two per month
3. Sealed tickets - sold no more than five times per week
4. Cards - played no more than five times per week

The Lister-Knowlton VFW Auxiliary has applied for a license to run the following Games of Chance:

1. Bingo - to be held no more than one time per week

The Knights of Columbus have applied for licenses to run the following Games of Chance:

1. Bingo - to be held no more than one time per week
2. Sealed tickets - sold no more than one time per week

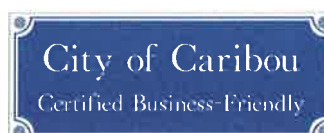
The Lister-Knowlton VFW Post 9389 has applied for a license to run the following Games of Chance:

1. Bingo - to be held no more than two times per week
2. Cards/Cribbage – daily 8:00 a.m. to 4 p.m.

These licenses would be good from January 1, 2018 – December 31, 2020.

The Police Chief, Fire Chief and Code Enforcement have all reviewed the applications and are okay with them.

Staff is recommending Council approval.





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October 11, 2017

State of Maine
Department of Public Safety
Gaming & Weapons Section
164 State House Station
Augusta, Maine 04333-0164

The Caribou City Council, assembled during a regular Council meeting on October 10, 2017 by majority vote is issuing this Blanket Letter of Approval authorizing the non-profit organization of

**American Legion Post #15
67 Sweden Street
Caribou, Maine 04736**

to apply to the State of Maine for the following Beano or Games of Chance licenses having met the requirements of Title 17 M.R.S.A. § 1831 (4) as set forth under this Blanket Letter of Approval:

1. **Bingo - to be held no more than three times per week**
2. **Texas Hold 'Em - to be held no more than two per month**
3. **Sealed Tickets - sold no more than five times per week**
4. **Cards - played no more than five times per week**

The City extends this authorization for continued renewal of said License/s for the period of

January 1, 2018 to December 31, 2020

The City reserves the right to revoke this Blanket Letter of Approval should public concerns be raised associated with the operation of said game/s of chance, the status of the non-profit organization change, or other unforeseen circumstances arise associated with the operation of the game/s of chance. The City will notify the State in writing, if necessary, revoking this Blanket Letter of Approval.

The City will review this Blanket Letter of Approval for amendment upon a request by the non-profit to amend the game/s of chance to be held, frequency of said games, amendment of the time period, or within 90 days of the end of the period stated. Any application for a game of chance license by this organization other than for the games as listed, or outside of the time period stated, has not been duly reviewed and authorized by the Caribou City Council pursuant to Title 17 M.R.S.A. § 1831 (4) et al.

Submitted on behalf of the Caribou City Council
By Its City Clerk,

Jayne R. Farrin





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**Lister-Knowlton VFW Auxiliary
253 Van Buren Road
Caribou, Maine 04736**

to apply to the State of Maine for the following Beano or Games of Chance licenses having met the requirements of Title 17 M.R.S.A. § 1831 (4) as set forth under this Blanket Letter of Approval:

- 1. Bingo - to be held no more than one time per week**

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**Knights of Columbus
357 Washburn Road
Caribou, Maine 04736**

to apply to the State of Maine for the following Beano or Games of Chance licenses having met the requirements of Title 17 M.R.S.A. § 1831 (4) as set forth under this Blanket Letter of Approval:

1. **Bingo - to be held no more than one time per week**
2. **Seal Tickets – to be sold no more than one time per week**

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Submitted on behalf of the Caribou City Council
By Its City Clerk,

Jayne R. Farrin





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The Caribou City Council, assembled during a regular Council meeting on October 10, 2017 by majority vote is issuing this Blanket Letter of Approval authorizing the non-profit organization of

Lister-Knowlton VFW Post 9389
253 Van Buren Road
Caribou, Maine 04736

to apply to the State of Maine for the following Beano or Games of Chance licenses having met the requirements of Title 17 M.R.S.A. § 1831 (4) as set forth under this Blanket Letter of Approval:

1. **Bingo - to be held no more than two times per week**
2. **Cards/Cribbage – daily 8:00 am to 4 pm**

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Caribou, Maine 04736

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1. **Bingo - to be held no more than three times per week**
2. **Texa Hold 'Em - to be held no more than two per month**
3. **Sealed Tickets - sold no more than five times per week**
4. **Cards - played no more than five times per week**

The City extends this authorization for continued renewal of said License/s for the period of

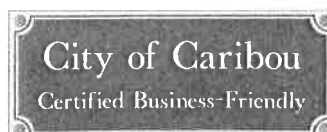
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By Its City Clerk,

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**Knights of Columbus
327 Washburn Road
Caribou, Maine 04736**

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2. **Beer Tickets - to be sold no more than one time per week**

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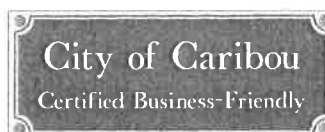
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Lister-Knowlton VFW Post 9389
253 Van Buren Road
Caribou, Maine 04736

to apply to the State of Maine for the following Beano or Games of Chance licenses having met the requirements of Title 17 M.R.S.A. § 1831 (4) as set forth under this Blanket Letter of Approval:

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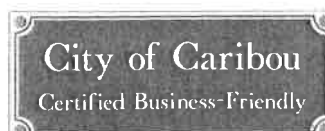
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Lister-Knowlton VFW Auxiliary
253 Van Buren Road
Caribou, Maine 04730

to apply to the State of Maine for the following Beano or Games of Chance licenses having met the requirements of Title 17 M.R.S.A. § 1831 (4) as set forth under this Blanket Letter of Approval:

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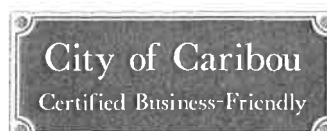
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Submitted on behalf of the Caribou City Council
By Its City Clerk,

Jayne R. Farrin



MEMO

TO: Mayor Gary Aiken and City Council Members
FROM: Jayne R. Farrin, City Clerk
RE: November 2017 Election
DATE: October 2, 2017



The Clerk's Office is preparing for the November 7, 2017 election and is requesting Council approval for the following:

1. Approval of an 8:00 Opening Time for the November 7, 2017 Election.
2. Appointment of Jayne R. Farrin as Election Warden and Kalen Hill as Deputy Election Warden for the November 7, 2017 Election.
3. Approval and Signature of Notice of Municipal Election which is on the following page.

**CITY OF CARIBOU
NOTICE OF MUNICIPAL ELECTION
TUESDAY, NOVEMBER 7, 2017**

COUNTY OF ARROSTOOK, SS

CITY OF CARIBOU

You are hereby required to notify and warn the inhabitants of the City of Caribou, Qualified by law to vote in City affairs, to meet at **the Caribou Wellness and Recreation Center at 55 Bennett Drive**, in said Caribou, on the 7th day of November 2017, 8:00 a.m. in accordance with the provisions of Title 30-A §2551 of the Maine Revised Statutes, to elect City Officials for the several offices as follows:

Three members of the City Council for three years

Two members of the Regional School Unit #39 Board of Directors for three years

One member of the Jefferson Cary Memorial Hospital Fund for three years

Absentee ballots will be processed during Election Day, Tuesday, November 7, 2017 starting at 9:00 a.m. 2:00 p.m. 7:00 p.m. 8:00 p.m.
or immediately following a requested inspection. The polls shall open at **8:00 a.m. and will close at 8:00 p.m.**

Given under our hands, this 10th day of October 2017.

_____	_____
_____	_____
_____	_____

Majority of Municipal Officers of
The City of Caribou, Maine

A True Copy

Date: _____

Attested by: _____

Jayne R. Farrin, City Clerk

**CITY OF CARIBOU
APPLICATION FOR STANDING COMMITTEES**

Return to City Clerk, 25 High Street, Caribou, ME 04736 by _____

Committee (s) applying for:

EASTER
LAST NAME

KATHRYN
FIRST NAME

REBECCA
MIDDLE NAME

Physical address 2000 Belanger Rd. Caribou

Mailing Address same

Telephone Number (s):

999-1928 Home 328-4710 Work (same as home) Cell _____

Email kathrynreaster@gmail.com

Have you ever filed an application with the city before? Yes X No _____

If yes, date (s): _____

Have you served on a committee with the city before: Yes X No _____

If yes, Committee and Date: Library Trustees

Special skills and qualifications for service to Committee:

Summarize special skills and qualifications acquired from work or other experiences

Current place of employment and Address

Hours of employment

9/19/2017
Date

Hours available

Kathryn
Signature of Applicant

MEMO

TO: Mayor Gary Aiken and City Council Members
FROM: Dennis Marker, City Manager
RE: Planning Board Appointment
DATE: October 2, 2017



The Caribou Planning Board has a vacancy due to the resignation of Michele Smith. Mr. Thomas Ayer has expressed an interest in completing Michele's term (December 31, 2019)

Mr. Ayer currently serves on the city's recreation board.

EMERALD VALLEY RANCHES

GENERATIONS OF QUALITY

Thomas Ayer
Facilities Manager

P.O. Box 717
498 West Presque Isle Road
Caribou, Maine 04736
www.evranches.com

Phone: (207) 498-8484
Cell: (207) 551-9340
Fax: (207) 498-8228
Email: tom@evranches.com

CITY OF CARIBOU FOR STANDING COMMITTEES

set, Caribou, ME 04736 by _____

Committee(s) applying for:

Planning Board

Ayer

LAST NAME

Thomas

FIRST NAME

Eugene

MIDDLE NAME

Physical address

910 Grimes Rd
322 York St. Caribou, ME 04736

Mailing Address

322 York St. Caribou, ME 04736

Telephone Number (s):

207-493-1031 Home 207-551-9340 Work 207-551-9340 Cell

tom@evranches.com Email

Have you ever filed an application with the city before? Yes _____

No ☒

If yes, date (s): _____

Have you served on a committee with the city before? Yes _____

No ☒

If yes, Committee and Date: _____

Special skills and qualifications for service to Committee:

Summarize special skills and qualifications acquired from work or other experiences

Ran and helped organize our housing facilities
at Emerald Valley Ranches so I am familiar with code
enforcement.

Emerald Valley Ranches L.L.C P.O. Box 717 Caribou,
Current place of employment and Address 04736

flexible
Hours of employment

6-4-15

Date

flexible
Hours available

Tom Ayer

Signature of Applicant

per phone - would like
to serve

MEMO

TO: Mayor Gary Aiken and City Council Members
FROM: Dennis Marker, City Manager
RE: Employee Recognitions
DATE: October 2, 2017



At the annual MMA Conference in August this year, Caribou City received two positive recognitions.

- 1). The city's 2016 annual report was given a Supreme Award of recognition this year. The city's report was judged against those prepared by cities of similar size. The report was compiled and prepared by the City Manager's Assistant, Denise Lausier. Denise's efforts have been recognized multiple times by MMA with the more recent awards coming in 2014 (Supreme) and 2016 (Superior).

The annual report can be viewed through the City's website <http://www.cariboumaine.org/wp-content/uploads/2013/10/2016-Annual-Report-PDF.pdf>

- 2). Chief Scot Susi, was given the well-deserved recognition of Maine Fire Chief of the Year. The award presentation praised his efforts in rural Maine, participation in state legislative issues, contributions to the Maine fire fighters' association, and his volunteer efforts in his community. He was specifically recognized for efforts to partner with local business and hospitals to have fire detection systems installed in the home of elderly residents in his area. The City of Caribou was presented a plaque in commemoration of the award, which was accepted by the City Manager, Dennis Marker.

MEMO

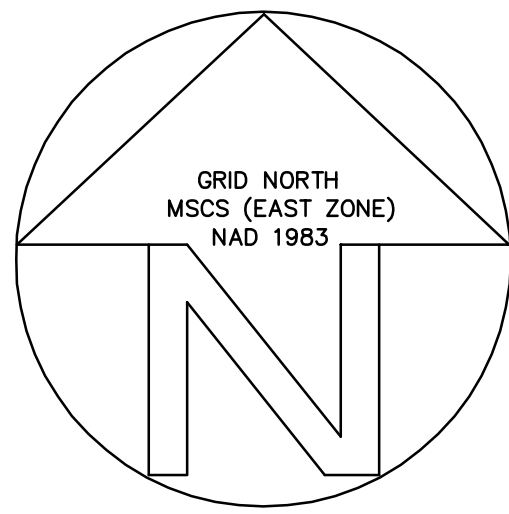
TO: Mayor Gary Aiken and City Council Members
FROM: Dennis Marker, City Manager
RE: Discontinuance of Park Street
DATE: October 2, 2017



During the August 28, 2017 Council meeting, Resolution 2017-2 was approved by the Council, which initiated the process of discontinuing Park Street between Glenn Street and Bennett Drive (see map below).

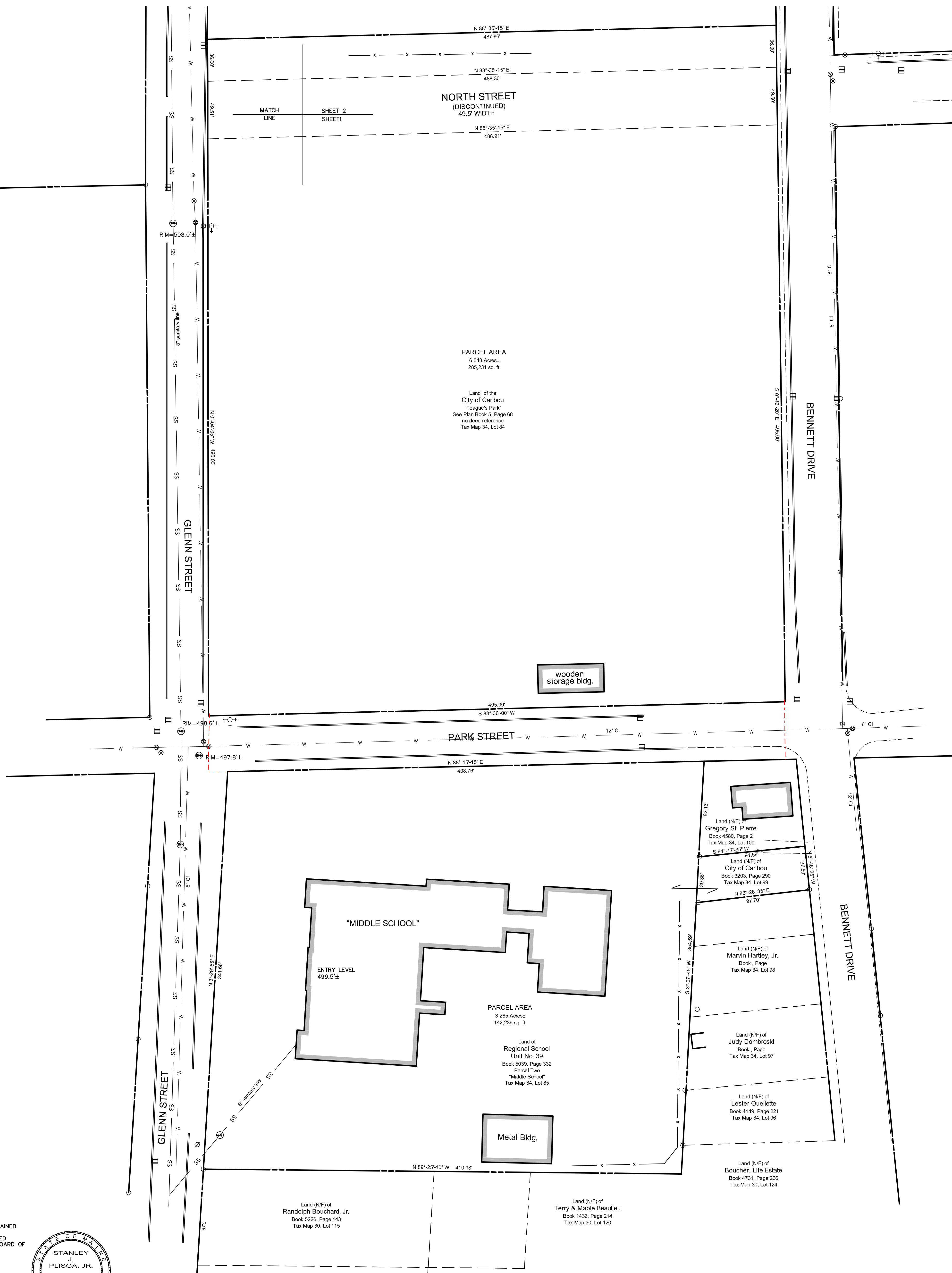
The next step in the discontinuance process is to conduct a public hearing on the matter, which was properly noticed for this October Council meeting.

State law provides that actual discontinuance of the street must be done at least 10 days after the public hearing. City charter requires that such action be done by ordinance. The ordinance discontinuing Park Street can be on the November Council meeting for consideration.



SYMBOLS LEGEND

- IRON ROD WITH IDENTIFICATION CAP MARKED, IN PART, PLUS 1030- SET
- IRON PIPE FOUND
- IRON ROD/BOLT FOUND
- GRANITE/CONCRETE MONUMENT FOUND
- ⊕ UTILITY POLE
- + GUY/ANCHOR
- ⊕ HYDRANT
- ⊕ WATER GATE/VALVE
- ⊕ CATCH BASIN
- ⊕ MANHOLE
- ⊕ LAMP POST
- OVERHEAD WIRES
- EDGE OF PAVEMENT / GRAVEL
- PROPERTY LINE
- SANITARY SEWER LINE
- WATER LINE



NOTES:

- (1) DOCUMENTS REFERENCED ON THIS PLAN ARE RECORDED IN SOUTHERN AROOSTOOK COUNTY REGISTRY OF DEEDS UNLESS OTHERWISE NOTED.
- (2) THE COORDINATE BASE FOR THIS SURVEY IS THE MAINE STATE COORDINATE SYSTEM (MSCS), EAST ZONE (1801). THE COORDINATE SYSTEM IS REFERENCED TO THE NORTH AMERICAN DATUM (NAD 1983) OF 1988.
- (3) THE ELEVATIONS BASE FOR THE SURVEY IS THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
- (4) THE MAP AND LOT NUMBERS SHOWN HEREON ARE REFERENCES TO THE CITY OF CARIBOU ASSESSING MAPS.
- (5) THE LOTTING ALONG SPERRY DRIVE AND GLENDALE ROAD IS BASED ON A SURVEY PLAN ENTITLED "PLAN OF LARKIN DEVELOPMENT - CARIBOU, MAINE - DATED JUNE 8, 1949 - PREPARED BY G. M. HARDISON, ENGINEER", SAID PLAN IS RECORDED PLAN BOOK 12, PAGE 116.
- (6) THE LOTTING ALONG HILLCREST AVENUE IS BASED ON A SURVEY PLAN ENTITLED "RILEY RIVERVIEW ADDITION - DATED JULY 1922 - PREPARED BY G. M. HARDISON, SURVEYOR" SAID PLAN IS RECORDED IN PLAN BOOK 7, PAGE 4-34.
- (7) THE LOTTING ALONG GLENN STREET, NORTH STREET AND PARK STREET, ALSO "TEAGUE PARK" IS BASED ON A SURVEY PLAN ENTITLED "RILEY ADDITION TO CARIBOU" - DATED OCTOBER 1912 - PREPARED BY G. M. HARDISON, SAID PLAN IS RECORDED IN PLAN BOOK 5, PAGE 97.
- (8) REFERENCE IS MADE TO A SURVEY PLAN ENTITLED "TEAGUE'S ADDITION TO CARIBOU, ME" - DATED NOVEMBER 1894 - PREPARED BY P. L. HARDISON, SAID PLAN IS RECORDED IN PLAN BOOK 5, PAGE 68.
- (9) THE LOTTING FOR PARCELS OF LAND LOCATED ON THE WESTERLY SIDE OF BENNETT DRIVE, SOUTH OF PARK STREET IS BASED ON A SURVEY PLAN ENTITLED "PART OF THE A. J. TAYLOR HOMESTEAD, WHICH WAS SURVEYED FOR WILLIAM M. MCNEAL" - DATED OCTOBER 1913 - PREPARED BY G. M. HARDISON, SAID PLAN IS RECORDED IN PLAN BOOK 7, PAGE 23.
- (10) REFERENCE IS MADE TO BOUNDARY AND TOPOGRAPHIC SURVEYS PREPARED FOR THE MAINE ARMY NATION GUARD CARIBOU ARMORY BY BLACKSTONE LAND SURVEYING, P.A., BETWEEN APRIL 2000 AND JUNE 2003.

PLISGA & DAY LAND SURVEYORS

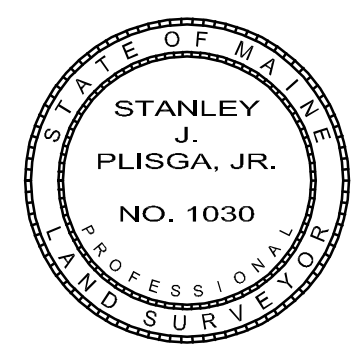
72 MAIN STREET
BANGOR, MAINE
DATE: 01-06-2016
PROJ. NO. 15292 S

SURVEY STANDARD

THIS PLAN WAS PREPARED FROM INFORMATION OBTAINED BY A SURVEY CONFORMING SUBSTANTIALLY TO THE REQUIREMENTS OF TECHNICAL STANDARDS CONTAINED IN CHAPTER 90, PART 2, OF THE RULES OF THE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS, EFFECTIVE APRIL 1, 2001.

Stanley J. Plisga, Jr.
STANLEY J. PLISGA, JR.
PROFESSIONAL LAND SURVEYOR No. 1030

(AUTHENTIC COPY WILL HAVE IMPRESSION SEAL)



SCALE:

1" = 40'



BOUNDARY SURVEY

OF PROPERTY OF
RSU #39 & THE CITY OF CARIBOU

BENNETT DRIVE, GLENN STREET,
NORTH STREET & PARK AVENUE
CARIBOU, MAINE

SHEET 1 OF 2

MEMO

TO: Mayor Gary Aiken and City Council Members
FROM: Jayne R. Farrin, General Assistance Administrator
RE: 2017-2018 General Assistance Ordinance
DATE: October 10, 2017



Each year the City updates the General Assistance Ordinance based on ordinance maximums provided to this office by DHHS. On the following pages is Ordinance No. 7, 2017 Series, which when adopted will keep the City's ordinance in compliance with DHHS. The Appendices that need to be changed are A-D.

I will be available to answer any questions the Council may have.

Councilor _____ introduced the following ordinance:

Ordinance No. 7, 2017 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 17 General Assistance

Short Title: An Ordinance Amending General Assistance Guidelines.

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

Section 1. Amendments to Ordinance.

- A. Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended to read as follows:**

OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
Aroostook	1	2	3	4	5	6
	\$618.00	642.00	760.00	965.00	1049.00	1124.00

Add \$75 for each additional person

- B. Appendix B of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:**

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2017, those amounts are:

2017-2018 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$44.65	\$192.00
2	\$81.86	\$352.00
3	\$117.21	\$504.00
4	\$148.84	\$640.00
5	\$176.74	\$760.00
6	\$212.33	\$913.00
7	\$234.65	\$1009.00
8	\$268.14	\$1153.00
NOTE: For each additional person add \$144.00 per month.		

C. Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

A listing of the maximum levels of assistance for housing (both heated and unheated).

Number of Bedrooms	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$111	\$476	\$130	\$559
1	\$111	\$476	\$134	\$578
2	\$130	\$558	\$159	\$684
3	\$167	\$718	\$204	\$878
4	\$177	\$762	\$221	\$949

D. Appendix D of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

NOTE: For an electrically heated dwelling also see Appendix E – Heating Fuel. But remember, an applicant is *not automatically* entitled to the “maximums” established – applicants must demonstrate need.

- 1) Electricity Maximums for Household *Without* Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric used excluding electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00
NOTE: For each additional person add \$7.50 per month		

- 2) Electricity Maximums for Household With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00
NOTE: For each additional person add \$10.00 per month		

NOTE: For electrically heated household, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for the heating fuel as provided in Appendix E.

Section II. Adoption and Effective Date

This ordinance, being introduced on October 10, 2017 and a public hearing being held on November 13, 2017 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2017 and shall be effective 31 days from passage.

Gary Aiken, Mayor

David Martin, Councilor

Nicole L. Cote

Timothy C. Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody R. Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

Councilor _____ introduced the following ordinance:

Ordinance No. 8, 2017 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 13 ZONING SECTION 13-202 OFFICIAL ZONING MAP

Short Title: An ordinance amending the Caribou Zoning Map.

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

Section 1: Chapter 13 Section 202 **Official Zoning Map** of the Caribou City Code is amended as follows:

Change the parcel of land at 47 York Street, Tax Map 28, Lot 122 from Industrial 2 zone to Residential 1 zone to allow for an expansion of a single family home.

This ordinance, being introduced on October 10, 2017 and a public hearing being held on November 13, 2017 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2017.

Gary Aiken, Mayor

David Martin, Deputy Mayor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Nicole Cote, Councilor

Attest:

Jayne R. Farrin, City Clerk



City of Caribou, Maine

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

September 22, 2017

To: Caribou City Council
From: Caribou Planning Board
Re: Recommendation for Zoning Amendment to Caribou Zoning Map

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Planning Board has held both a preliminary and final public hearing to consider recommending an amendment to the Caribou Zoning Map to

Rezone 47 York Street, Tax Map 28, Lot 122 from Industrial 2 zone to Residential 1 zone.

This lot is the last lot on the north side of York St., just before Northeast Packaging.

The lot currently has a small residential structure on it.

The I-2 zone does not allow residential dwellings.

The current small dwelling, is allowed to remain being that it is a previously existing non-conforming structure. Current non-conforming structures are not allowed to be expanded.

The current owner would like to raze the existing structure and replace it with a new residential dwelling and garage.

The Planning Board has determined that this property is residential in nature and should be allowed to continue as a residence, with a new dwelling and garage being a positive addition for the neighborhood.

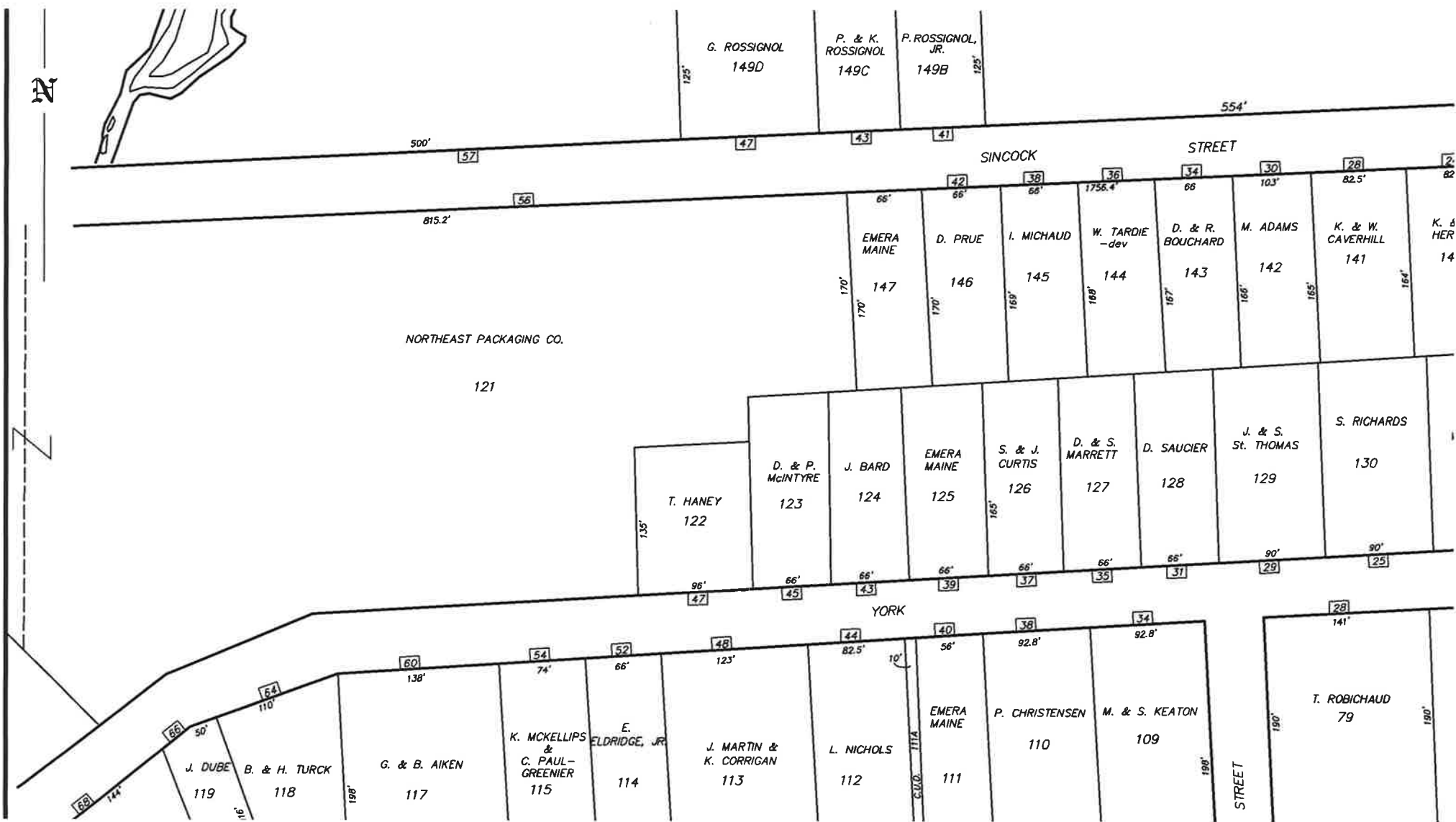
The Caribou Planning Board has voted unanimously in favor of this change to the zoning map.

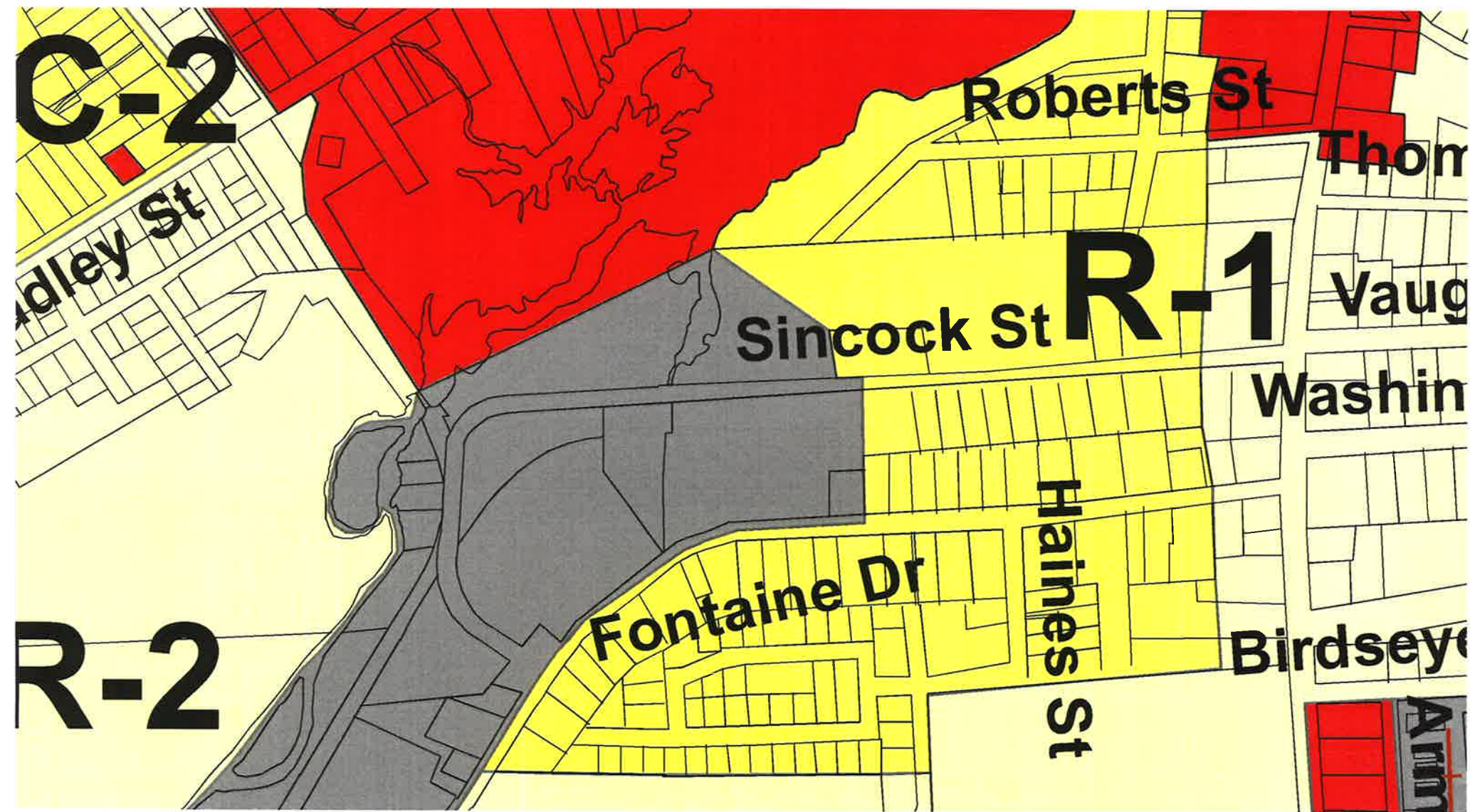
The Caribou Planning Board requests and recommends that the City Council also consider and continue the process to amend the Caribou Code accordingly.

Respectfully submitted,

Philip McDonough III
Planning Board Secretary







Councilor _____ introduced the following ordinance:

Ordinance No. 9, 2017 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 13 ZONING SECTION 13-202 OFFICIAL ZONING MAP

Short Title: An ordinance amending the Caribou Zoning Map.

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

Section 1: Chapter 13 Section 202 **Official Zoning Map** of the Caribou City Code is amended as follows:

Rezone a portion of Tax Map 8, Lot 29 from Residential 1 zone to Residential 3 zone. This land is located east of Montgomery Avenue and Scenic Drive and west of the bypass.

This ordinance, being introduced on October 10, 2017 and a public hearing being held on November 13, 2017 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2017.

Gary Aiken, Mayor

David Martin, Deputy Mayor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Nicole Cote, Councilor

Attest:

Jayne R. Farrin, City Clerk



City of Caribou, Maine

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

September 28, 2017

To: Caribou City Council
From: Caribou Planning Board
Re: Recommendation for Zoning Amendment to Caribou Zoning Map

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Planning Board has held both a preliminary and final public hearing to consider recommending an amendment to the Caribou Zoning Map to

Rezone a portion of Tax Map 8, Lot 29 from Residential 1 to Residential 3 zone.

R-1 Zoning is intended for single family dwellings within the city limits.

R-3 Zoning is intended for activities rural in nature such as farming and forestry.

This land is located east of Montgomery Ave. & Scenic Drive and west of the bypass.

This change effects one parcel of land that is currently adjacent to the R-3 Zone.

This is a large parcel, rural in nature, primarily consisting of open field.

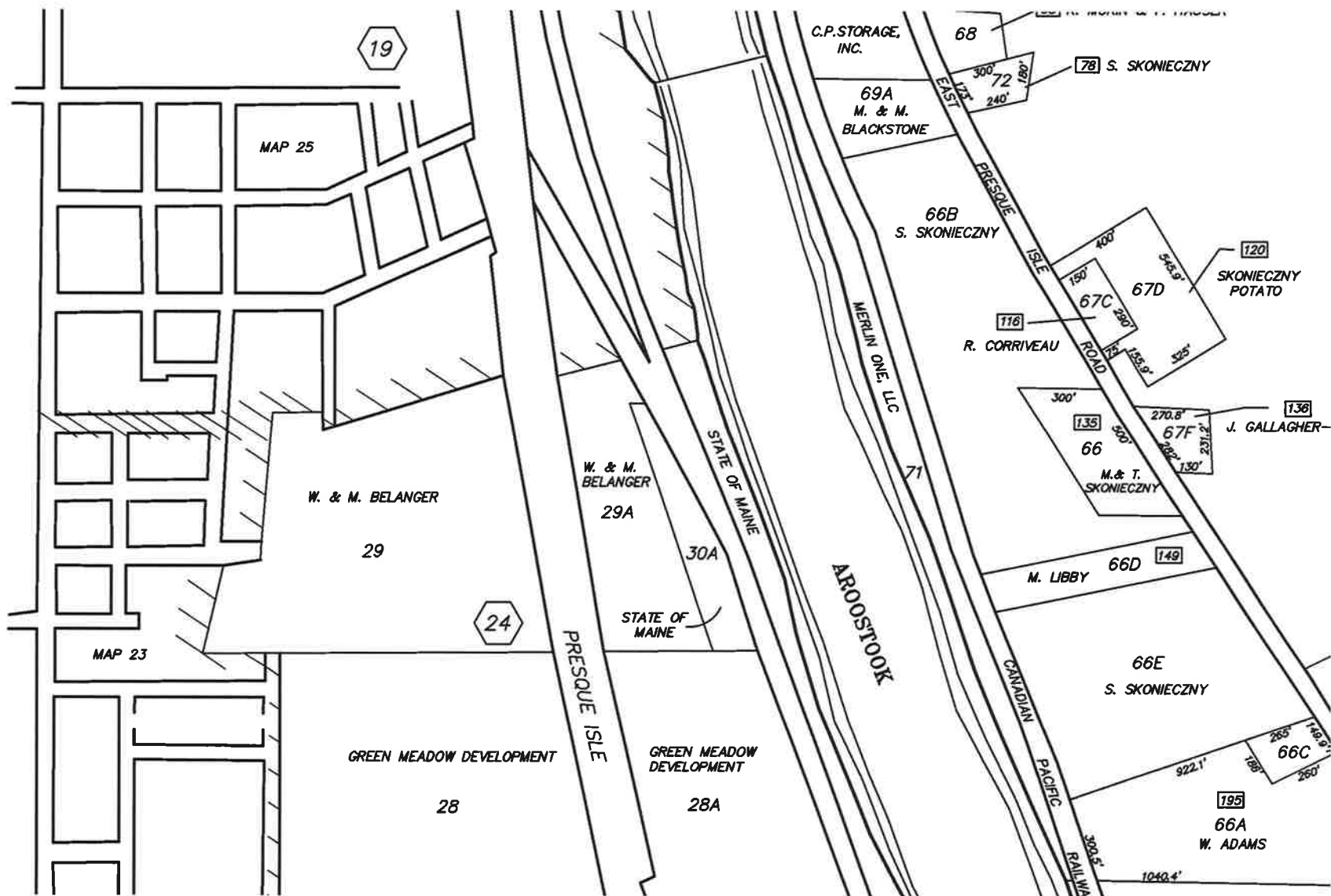
The Caribou Planning Board has voted in favor of this change to the zoning map. The Caribou Planning Board requests and recommends that the City Council also consider and continue the process to amend the Caribou Code accordingly.

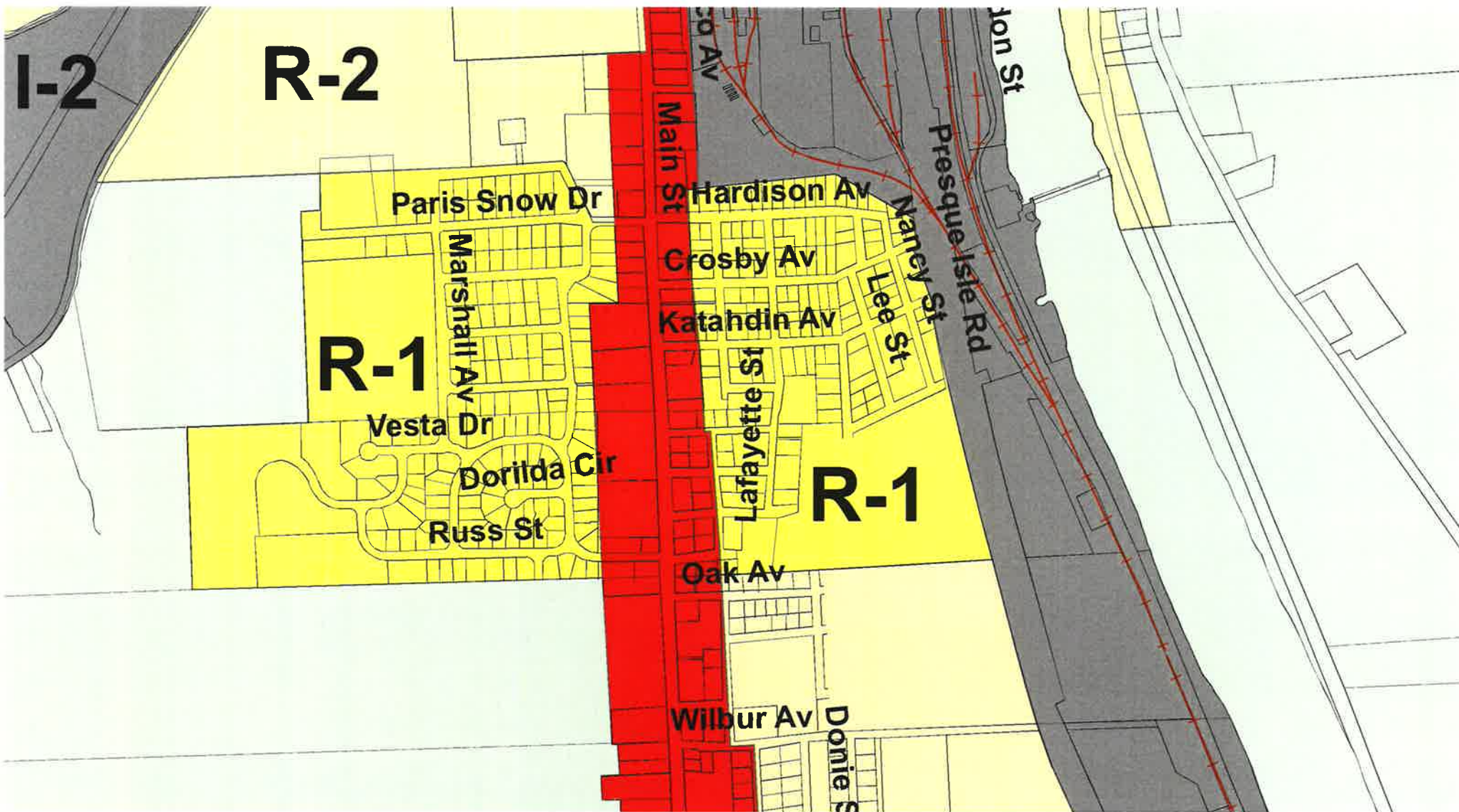
Respectfully submitted,

Philip McDonough III
Planning Board Secretary



7





Councilor _____ introduced the following ordinance:

**Ordinance No. 10, 2017 Series
City of Caribou
County of Aroostook
State of Maine**

**AN ORDINANCE AUTHORIZING THE RELEASE OF A REAL PROPERTY
INTEREST BETWEEN THE CITY OF CARIBOU AND RSU#39**

Short Title: An Ordinance Authorizing Release of Property Interest Pertaining to New School.

Whereas, The City Council authorized the execution of a Land Option Agreement between the City of Caribou (City) and RSU 39 on May 9, 2016 (Agreement), and

Whereas, the Agreement provided that multiple properties and property interests held by the City would be exchanged with RSU 39 to facilitate the construction of a new PreK-8 school, and redevelopment of the Hilltop Elementary school site, and

Whereas, The City Council adopted Ordinance 7-2016 on April 25, 2016, which provided for the exchange of properties anticipated under the Agreement, but such Ordinance did not address the agreed upon release of a reversion clause associated with the same properties, and

Whereas, on November 13, 2017, after notice in accordance with city hearing guidelines, the City Council conducted a public hearing on the proposed release of property interest, and

Whereas, the City Council desires to continue with the proposed land exchange as it will facilitate increased opportunities for citizen education, economic development, and overall improvement of the public health, safety, and welfare.

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

Section 1. Authorization to Execute

The City Manager is authorized to execute a Termination and Release of Reversion instrument, which is attached hereto as Exhibit A.

Section II. Adoption and Effective Date

This ordinance, being introduced on October 10, 2017 and a public hearing being held on November 13, 2017 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2017 and shall be effective 31 days from passage.

(Signature Page follows)

Gary Aiken, Mayor

Nicole L. Cote

Philip J. McDonough II, Councilor

Joan Theriault, Councilor

David Martin, Councilor

Timothy C. Guerrette, Councilor

Jody R. Smith, Councilor

Attest:

Jayne R. Farrin, City Clerk

TERMINATION AND RELEASE OF REVERSION

THIS TERMINATION AND RELEASE OF REVERSION is executed as of the _____ day of _____, 2017, by the **CITY OF CARIBOU**, a body corporate and politic having a mailing address of 25 High Street, Caribou, Maine 04736 (referred to in prior instruments of record as **THE INHABITANTS OF THE MUNICIPALITY OF CARIBOU**) (the "City"), in favor of **REGIONAL SCHOOL UNIT NO. 39**, a Maine regional school unit having a mailing address of 75 Bennett Drive, Suite 3, Caribou, Maine 04736 ("RSU 39").

RECITALS

WHEREAS, the City conveyed to RSU 39 certain property (the "Premises") located in Caribou, Aroostook County, Maine being described in the deed dated March 26, 2012 and recorded in the Southern Aroostook County Registry of Deeds in Book 5039, Page 332 (the "2012 Deed"); and

WHEREAS, the 2012 Deed included certain reversion rights reserved to the City, as set forth in subsection (d) thereof, under the heading "Exceptions Covering All Parcels Above" (collectively, the "Reversion Rights"); and

WHEREAS, the City has agreed to terminate and release all of the Reversion Rights.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City hereby terminates and releases to RSU 39, its successors and assigns, all rights and interests the City may have in and to the Premises by virtue of the Reversion Rights described in the 2012 Deed, and the City hereby acknowledges and agrees that such Reversion Rights shall hereafter be of no further force and effect.

[Signature Page Follows]

IN WITNESS WHEREOF, the City of Caribou has caused this Termination and Release of Reversion to be executed by its Municipal Officers, thereunto duly authorized, this _____ day of _____, 2017.

CITY OF CARIBOU

_____ Witness	By: _____ Gary Aiken, Councilor
_____ Witness	By: _____ Philip McDonough II, Councilor
_____ Witness	By: _____ Jody Smith, Councilor
_____ Witness	By: _____ Timothy Guerrette, Councilor
_____ Witness	By: _____ David Martin, Councilor
_____ Witness	By: _____ Joan Theriault, Councilor
_____ Witness	By: _____ Nicole Cote, Councilor

STATE OF MAINE
CITY OF AROOSTOOK, ss.

_____, 2017

Personally appeared the above-named Municipal Officers for the City of Caribou, and acknowledged the foregoing instrument to be their free act deed in their said capacities and the free act and deed of said City of Caribou.

Before me,

Notary Public / Attorney at Law

Print name: _____
My commission expires: _____

MEMO

TO: Mayor Gary Aiken and City Council Members
FROM: Dennis Marker, City Manager
RE: Jamie and Jessica Bell Request for 2016 Tax Abatement
DATE: October 2, 2017



Mr. Jamie Bell is requesting an abatement of \$1,863.33 or 48.6% of the 2016 tax bill (see attached letter and calculation) for his property located at 318 Grimes Mill Road. Mr. Bell's taxes for that period were \$3,833.46.

Mr. Bell petitioned for abatement earlier this year and the board of assessors determined that no adjustment to value was warranted based on the property improvements on the day of commitment. Procedurally, this was the most correct action for the board to take since their primary concern is valuation and the valuation process. Abatement on the other hand falls under the purview of the city council.

If the City Council entertains abatement of the taxes, any decision must be based on those circumstances outlined in state statute Title 36 §841. Those instances where abatement is allowed include the following:

- To correct any illegality, error or irregularity in the assessment,
- When a person is unable to contribute to the public charges due to hardship or poverty,
- If after 2 years, a person is unable to pay due to death, absence, poverty, insolvency, bankruptcy or other inability, and
- When application is made by an unremarried widow or widower or minor child of a veteran.

The last three circumstances are not applicable in this case as the Bells have paid the assessed amounts each year, are current residents of the city, and do not fall into the final category. Relative to the first possible circumstance for abatement, the city staff can find no illegality or error in the process of determining the valuation of the property but recognize the irregular event of the home being burned down during the tax period. If the Council so chooses, they may lean on the premise that Mr. Bell's irregular circumstance warrants abatement of a portion of his taxes for fiscal year 2016.

2016 Application for Abatement of Property Taxes

Jamie and Jessica Bell
318 Grimes Mill Road
Map 12 Lot 58B

We lost our home of the past ten years to a fire on May 11, 2016. The house was a total loss. Although our garage was not damaged in the fire, it was burglarized on June 9 (Police Report #1745-16). In addition to losing our home, we have also lost the current use of our garage due to the increased risk of additional burglaries while we are not currently living on the property.

Our current tax bill reflects taxes on our home for the full 2016 tax year. We are asking to have a modification to our bill that reflects the loss of our house. The following breakdown illustrates: **(1)** the house taxes for the time the house was on the property, **(2)** the taxes on the land and garage for the full year, and **(3)** the total tax that we are requesting.

Thank you for your consideration in this matter. The loss of our family's home and sense of security has been a tremendous hardship over the past several months. We appreciate your willingness to work with us during this difficult time.

2016 Application for Abatement of Property Taxes

Jamie and Jessica Bell
318 Grimes Mill Road
Map 12 Lot 58B

House burned on May 11th (132 days from January 1st)
Incident Number 0895 Caribou Fire Dept.

132 out of 366 days (house on the property)

	\$142,200.00 House Value only
	-\$15,000.00 Homestead Exemption

	\$127,200.00 Net Assessment House only
	X 0.0229 mil rate 2016

	\$2912.88 Tax for house only
	X 132/366

(1)	\$1050.55 taxes for house only (Jan. 1st - May 11th)

Value of Land and Garage full year (no house on the property)

	\$14,500.00 Garage value
	\$25,700.00 Land value

	\$40,200.00 Land and Building value full year
	X 0.0229 mil rate

(2)	\$920.58 Total tax for Land and Garage full year

	Tax on house Jan 1st – May 11th	\$1050.55
	Tax on Land and Garage Jan 1st – Dec. 31st	\$920.58

(3)	Total tax requested	\$1971.13



City of Caribou, Maine

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

TO: Caribou City Council
FROM: Wanda L. Raymond, Tax Collector
Date: October 10, 2017
RE: Abatement of personal property taxes

I am requesting an abatement of the following personal property taxes due to they are deemed uncollectible.

Account #	Taxpayer	Year	Amount
566	Dennis White	2012	\$25.09
		2013	\$24.60
554	Sharlene Harper	2014	\$28.99
501	Clear Wireless LLC	2015	\$3.91
609	Maryline Dewitt	2015	\$89.84
211	Becky Lozoway	2009	\$84.00
		2010	\$84.35
		2011	\$91.35
585	Edward Jones Co, LP	2014	\$245.30



MEMO

TO: Mayor Gary Aiken and City Council Members
FROM: Dennis Marker, City Manager
RE: 89 York Street Property
DATE: October 2, 2017



The City was approached by Mr. Lawrence Newell, who owns property at 93 York Street. Mr. Newell is requesting the City consider selling approximately 0.13 acres to him. The ground is located adjacent to his property and was acquired by the city as a Community Development project to connect Sincock Street to York Street.

City staff is asking the Council to discuss the potential sale and provide direction on the request.



From: Penny Thompson

Sent: Thursday, June 08, 2017 3:16 PM

To: Wanda L. Raymond <wanda@cariboumaine.org>

Cc: Mike Gahagan <michael.gahagan@cariboumaine.org>; City Manager <citymanager@cariboumaine.org>

Subject: Sale of City Property

Good afternoon-

Larry Newell was in. His phone number is 498 – 8195.

He inquired about the possible purchase of city owned land on York Street. Chief Gahagan asked me to look into it since it. The parcel does not have a Map / Lot because it is “part” of Sincok Street. Anyway, I did some digging and discovered that the City of Caribou acquired through an Eminent Domain taking.

Do you know anything about the process for disposing of land that was acquired by the City in this manner?

I explained to Mr. Newell that I am not the steward of the City’s resources so I do not know the process. I hope that you can assist him.

Please let me know if you have any questions.

Penny

Penny Thompson

Tax Assessment & Code Enforcement Department

City of Caribou

Phone: (207) 493 – 5961

pthompson@cariboumaine.org

For your convenience, frequently requested information is available on the City of Caribou website on the tax assessment page: <http://www.cariboumaine.org/index.php/departments/66-2/> and the code enforcement page: <http://www.cariboumaine.org/index.php/departments/code-enforcement/>. Online assessing data from Trio is coming soon!

Penny Thompson

From: Penny Thompson
Sent: Monday, June 12, 2017 8:36 AM
To: City Manager; Wanda L. Raymond
Cc: Mike Gahagan
Subject: RE: Sale of City Property

First we would need to know how much to sell so we would need to talk to Dave to find out how much room he needs. Just quickly measuring, it looks like – at most – it would be .14 acre which is not a buildable lot. If it was sold, it should be with the understanding that he add it to his lot by combining the deeds.

Caribou's in-town lots are priced based using "fractional acreage" on the typical lot size per neighborhood (for this neighborhood it is .25 acre), find the square root, then multiple by the base lot unit value. For this (and most) neighborhood that would result in a base lot value of \$10,000 on a typical lot. Using this methodology, that value would be \$7,500 but since it is not a buildable lot, we would need to apply a factor, which means looking for a similar type property (i.e. a .14 acre lot could be buildable if it was created before May 1980 and could conform to set backs so I would need to find one – like this one – created after that date) for comparison and see how it was valued.

His current lot is .21 acre. If he added .14 acre to it, it would raise his valuation by about \$1,000 (the access acreage over the base lot is priced as rear land.)

So this is what I would tell the Council. Who knows what they would set for a price!

--Penny

From: City Manager
Sent: Monday, June 12, 2017 7:52 AM
To: Wanda L. Raymond <wanda@cariboumaine.org>; Penny Thompson <pthompson@cariboumaine.org>
Cc: Mike Gahagan <michael.gahagan@cariboumaine.org>
Subject: RE: Sale of City Property

I would think we need a value to start with.

From: Wanda L. Raymond
Sent: Monday, June 12, 2017 7:48 AM
To: Penny Thompson
Cc: Mike Gahagan; City Manager
Subject: RE: Sale of City Property

As far as I know this would just take a council vote to sell the property to him. It wasn't tax acquired so I don't believe it needs to go through a bid process.

Wanda L. Raymond

Finance Director
City of Caribou
25 High St.
Caribou, ME 04736
207-493-3324 Ext 220

Penny Thompson

From: Penny Thompson
Sent: Thursday, June 01, 2017 8:03 AM
To: Mike Gahagan; City Manager; Laura Adams
Cc: Tony Michaud
Subject: Larry Newell Inquiry
Attachments: M29L12.pdf; M29 - Newell_ArcGIS.pdf

Good morning Police Chief Michael Gahagan, Interim City Manager:

Last week you asked me to look into Larry Newell's request to purchase some city-owned land adjacent to his property at 93 York Street. I am attaching the information about that adjacent parcel which was Map 29 Lot 12. Page One is a section of the 2016 version of City Tax Map 29. Page Two is from the 1984 aerial maps in the assessor's office. Pages Three thru six is the condemnation order from 1986 when the City compensated the property owner after taking the property by right of eminent domain as part of a Community Development project. I am also attaching a .pdf file of the area from the State of Maine ArcGIS Server with the Newell lot highlighted.

This should answer the question as to how the City of Caribou acquired title to the property. A legal opinion would be required to find out the process for conveying a portion of a parcel that was acquired by eminent domain.

Please let me know if you have any questions.

Penny

Penny Thompson
Tax Assessment & Code Enforcement Department
City of Caribou

Phone: (207) 493 – 5961
pthompson@cariboumaine.org

For your convenience, frequently requested information is available on the City of Caribou website on the tax assessment page: <http://www.cariboumaine.org/index.php/departments/66-2/> and the code enforcement page: <http://www.cariboumaine.org/index.php/departments/code-enforcement/>. Online assessing data from Trio is coming soon!

Penny Thompson

From: Legal Services Department <legal@memun.org>
Sent: Tuesday, June 13, 2017 11:56 AM
To: Penny Thompson
Subject: Caribou - Sale of municipal property

Penny,

There are two issues to consider:

- (1) If the "lawn portion" was formally designated as part of the road that was laid out by the Council, it would still be considered a road even if it was not developed. The only way to remove the road designation is through the discontinuance process or the abandonment process. The city could discontinue the portion of the road that is the "lawn portion" by going through the discontinuance process. If the city also extinguished the public easement in that portion of the road, ownership of the property would cede to the abutters on either side of the road. The statutory abandonment process in 23 MRSA § 3028 might apply if there was no maintenance by the city for 30 consecutive years, but a public easement would remain if that process was used. If this is a part of a road, the discontinuance process would be the best method of dealing with it. We have detailed information on the process in chapter 3 of our *Roads Manual* (<https://www.memun.org/Member-Center/Manual-Collection/Roads>)
- (2) Also, you indicated that the land was acquired as part of a community development plan. There is a law that authorizes eminent domain for community development purposes (30-A MRSA § 5203) which does limit municipal rights to dispose of property acquired by eminent domain under authority of that law. The previous version of that law, 30 MRSA § 4853, was in place in 1985 when the plan you mention was approved. If Caribou's plan was adopted pursuant to this law, the limitations on sale would apply. In summary, the law says (and said) that a municipality may not dispose of undeveloped property within 10 years of its taking without first offering it to the prior owner(s) or their heirs. There are some exceptions that don't appear applicable and timing requirements that I won't reprint as I know we are well beyond 10 years from 1985. However, the last sentence of that section states that "disposition of this property other than to the prior owner(s) or their heirs requires use of the property in accordance with the community development program." It is not clear whether this requirement is limited by the 10 year restriction or applies beyond that time. I don't know if the abutters are the people who owned the land originally or not so maybe this would not be an issue.

I'm happy to delve further into both the issues discussed above depending on what you find as to whether the law mentioned above was the authority for the plan and whether the parcel at issue was actually part of the road or not.

Please let me know if you have any questions.

Susanne F. Pilgrim, Esq., Director
Legal Services Department

Maine Municipal Association
60 Community Drive, Augusta, ME 04330
Phone: 207-623-8428
1-800-452-8786 (in state)
FAX: 207-624-0187
legal@memun.org

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From: Webmail

Sent: Friday, June 09, 2017 9:36 AM

To: Legal Services Department <legal@memun.org>

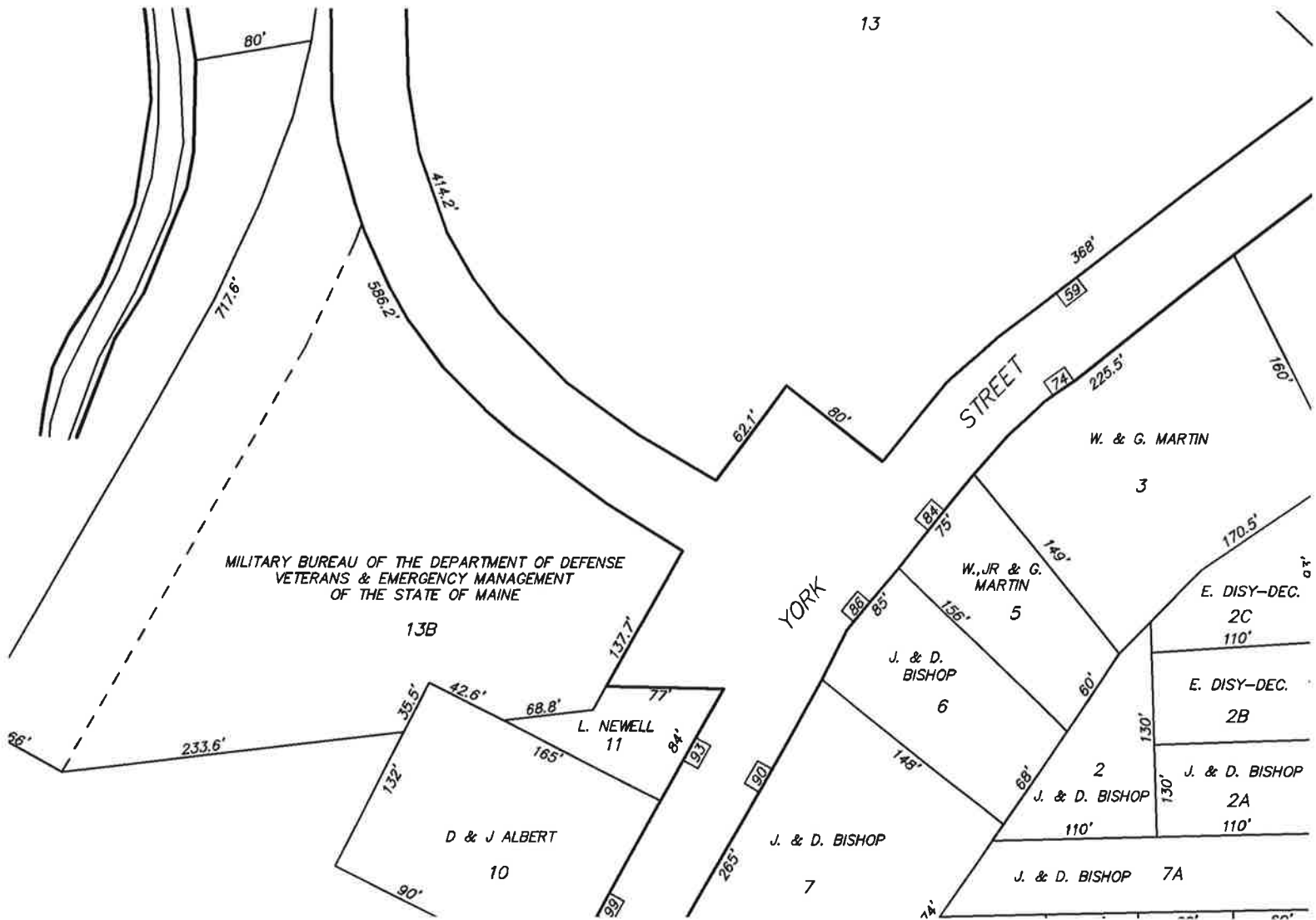
Subject: Caribou - Legal Information Request - Sale of municipal property

Legal Services - Web Member Inquiry - Penny Thompson - City of Caribou

Municipality	City of Caribou
Subject	Sale of municipal property
Full Name	Penny Thompson
Title	Tax Assessor
Email Address	pthompson@cariboumaine.org
Telephone	207-493-5961
Fax Number:	207-498-3954
Address	25 High Street
City/ Town	Caribou
Zip	04736

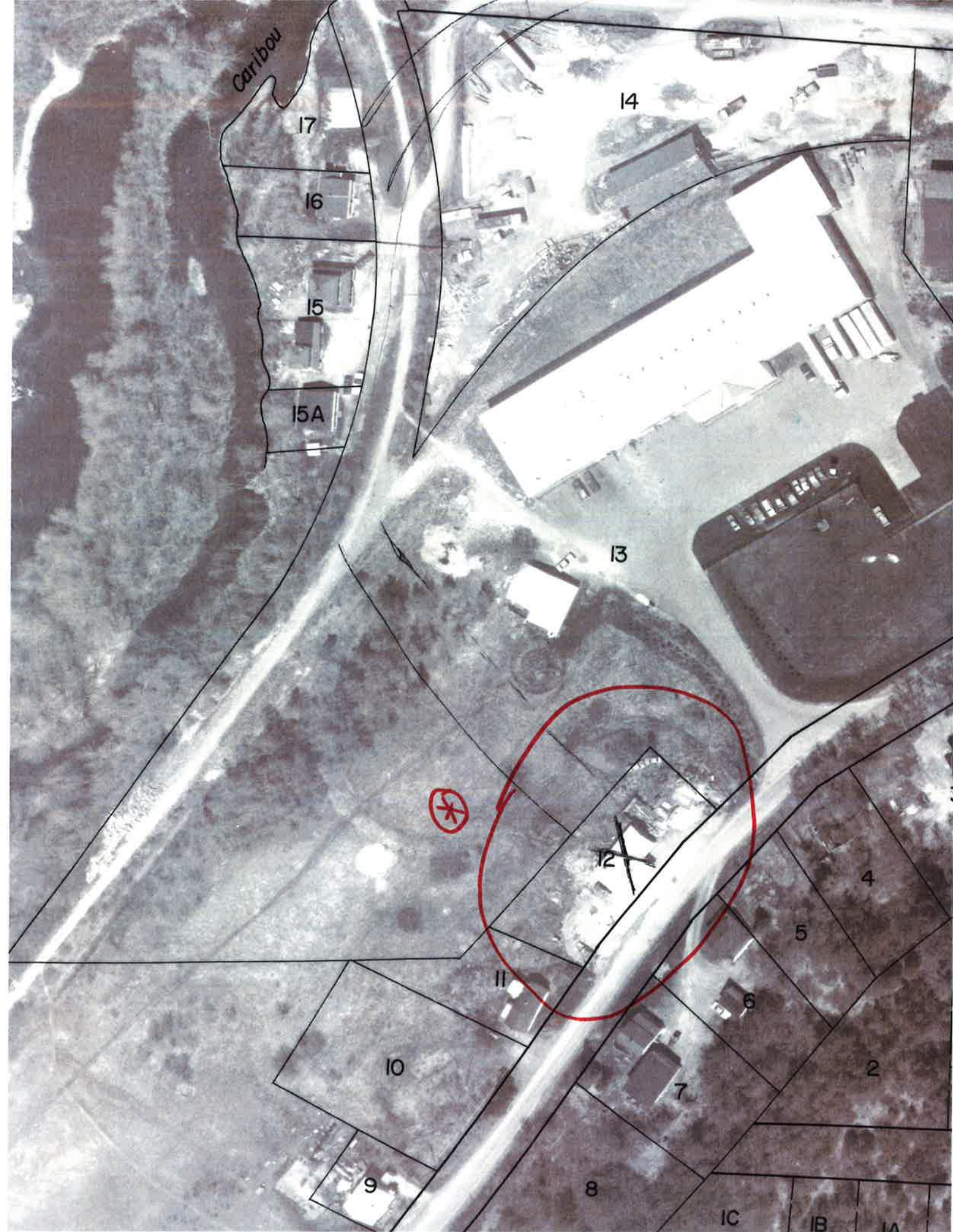
Comments:

A taxpayer has come forward and which to purchase a piece of city land that abuts his property. After doing some research, it was discovered that the property - which is drawn on the city tax maps as part of a roadway (but is just grass) - was taken by an action of eminent domain for "use under Community Development Plan adopted by the City Council February 25, 1985." The owners were paid \$26,500 on July 15, 1986. The roadway was extended per the development plan, the remaining lawn portion was not needed or developed. Is there any special process for selling land acquired by the City through this type of action? There is a provision in the City charter that the City Council "may convey or lease any lands owned by the City of Caribou except for tax acquired property" (which has its own process) and that conveyence "shall be by ordinance". Just wanted to check if there was anything special about City lands acquired by the eminent domain. Thank you in advance for the help. --Penny



Part of
Map 29

© 2016 ©



029-012

CONDEMNATION ORDER

The Council further voted to file the following condemnation order with the City Clerk of the City of Caribou:

It is hereby determined that the acquisition of land of Nathan Cyr and Nancy Cyr, to wit:

"Being the same premisses conveyed by Joseph Cyr and Mary Cyr to Nathan Cyr and Nancy Cyr by Joint Tenancy Warranty Deed recorded in the Southern District of the Aroostook Registry of Deeds in Book 866, Page 369.

A certain piece or parcel of land in that part of said Caribou formerly "H" Township and being a part of farm Lot numbered Thirteen (13), bounded and described as follows, to wit:

Beginning in the center of York Street at the southeast corner of a house lot owned or occupied by Emery Rossignol; thence northwesterly along the east line of said Rossignol's land eighty (80) feet; thence southeasterly along the north line of land owned by the Aroostook Valley Railroad Company two hundred ten (210) feet; thence southeasterly eighty (80) feet to the center of said York Street; thence southwesterly along the center of said York Street one hundred eighty (180) feet to the point of beginning, containing 15,600 square feet, more or less.

The above described parcel of land may be further described as bounded on the south by York Street, so-called; on the west by land of Rossignol and on the north and east by land of said Aroostook Valley Railroad Company.

Said premisses being further described as Lot 12 on Map 29 of City of Caribou Property Maps."

This parcel is for a public purpose or use under Community Development Plan adopted by the City Council February 25, 1985, under Public Law 93-383, acquisition is of common convenience or necessity, that the

just compensation for said property or interest is \$26,500.00. That the City Manager shall serve copies of this order on said Nathan Cyr and Nancy Cyr and Peoples Heritage Savings Bank, formerly Portland Savings Bank, Party in Interest, and a check in the sum of \$26,500.00 the amount of just compensation for damages, to Nathan Cyr, Nancy Cyr and Peoples Heritage Savings Bank, formerly Portland Savings Bank, Party in Interest, and to record a certificate, attested by the City Clerk, in the appropriate Registry of Deeds, and any other proper legal procedure.

Dated: July 14, 1986

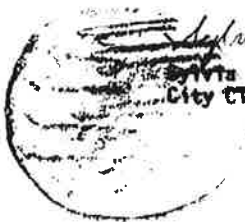
Witness:

<u>Sylvia J. Akeley</u>	<u>Philip R. Bennett Jr.</u>
	Philip R. Bennett Jr.
	<u>John P. Belanger</u>
	John P. Belanger
	<u>Roy W. Doak</u>
	Roy W. Doak
	<u>Wilfred J. Bell</u>
	Wilfred J. Bell
	<u>William G. Belanger</u>
	William G. Belanger

Councillors of the City of Caribou

July 15, 1986
A True Copy Attest:

Sylvia J. Akeley
Sylvia J. Akeley
City Clerk, Caribou, Maine



Eminent Domain Property

Property of Nathan Cyr and Nancy Cyr

89 York Street, Caribou, Maine

A. The highest and best use of the property at the date of taking: A single family residence.

B. Repealed.

C. The fair market value of the real property taken as of the date of taking: \$26,500.00.

D. Repealed.

E. Offering Price: \$26,500.00.

F. The check represents the Municipality's offer of just compensation. If the offer is not acceptable and the Municipality cannot negotiate an agreement on the amount of just compensation within 60 days from the date of taking, the owner may apply to the Superior Court of Aroostook County within said 60 days for assessment of damage. Acceptance and cashing this check will not jeopardize negotiation and will not be construed as acceptance of the offer.

G. Enclosed check No. 426 Amount: \$26,500.00

Payable to: Nathan Cyr, Nancy Cyr and Peoples Heritage Savings
Bank

Sent to: Nathan Cyr and Nancy Cyr, by personal service.

**CARIBOU COMMUNITY
DEVELOPMENT PROJECTS**

P. O. BOX 778 496-8753
CARIBOU, MAINE 04738

426

July 15, 1986 ⁵²⁻¹⁰⁰₁₁₂

PAY TO THE ORDER OF Nathan and Nancy Cyr and the Peoples Heritage Savings Bank \$ 26,500.00

-----Twenty-six Thousand Five Hundred Dollars and 00/100-----DOLLARS

TWO SIGNATURES REQUIRED OVER \$500.00



FOR Acquisition Map 29, Lot 12

[Signature]
[Signature]

⑆011201092⑆ 1 506 894⑈

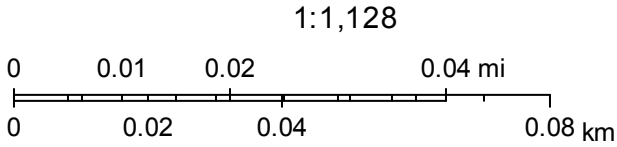
AROOSTOOK, ss. Received July 16, 1986 at 9h -m A.M.

Maine Geoparcels Map



June 1, 2017

Parcel IDs
Parcels



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

MEMO

TO: Mayor Gary Aiken and City Council Members
FROM: Dennis Marker, City Manager
RE: Staff Reports
DATE: October 2, 2017



The following monthly reports have been provided by the Department heads for your review.

It is not necessary for the Council to “approve” department reports. They are provided as a matter of fact to help the Council and citizens understand what is happening in a statistical snapshot.

It is anticipated that during the “Reports of Officers, Staff, Boards, and Committees” portion of the agenda, that department heads or board representatives may provide additional, non-statistical information about current projects or efforts, especially when needing direction by the Council. The Council is also welcome during this part of the agenda to ask questions of staff for clarification, update, or provide code enforcement direction on items which may or may not have been on the agenda.

Reports and information sharing suitable for executive sessions should be addressed accordingly.

Clerk and General Assistance Dashboard

September 2017

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	32	215	61	254
Fishing Licenses	2	218	2	224
Boat Registrations	3	289	-	295
ATV Registrations	24	684	27	703
Snowmobile Registrations	-	222	-	229
Vehicle Registrations-MVR	655	6,013	690	6,180
Rapid Renewal	30	326	33	290
Birth Records	44	522	46	583
Death Records & Permits	54	603	103	640
Marriage Records & Licenses	22	151	28	154
Dog Licenses	4	706	11	669

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	7	88	6	91
GA Cases Paid - Caribou	13	92	11	102
People Assisted - Caribou	22	123	20	154
GA Dollars Spent - Caribou	2,897	\$ 22,302	\$ 2,551	\$ 24,938

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

Year To Date is from January 2017 through September 2017

Monthly Permit Report

September 2017

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	5	44	6	50
Permit Value	\$ 140,500	\$ 3,956,371	\$ 235,600	\$ 2,693,095
Homes	0	2	1	7
Mobile Homes	1	1	0	1
Multi Family	0	1	0	0
Commercial	1	14	2	10
Exempt	0	3	0	0
Plumbing Permits				
Internal	1	13	1	18
External	2	9	2	13
Demolition Permits	3	14	0	3
Sign Permits	0	6	1	7

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Woodland Permits				
Building Permit	0	4	2	23
Internal Plumbing	0	0	1	4
External Plumbing	0	0	3	7

YTD is January 2017 to September 2017

Caribou Fire and Ambulance Monthly Report

September 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	15	137	21	170
Fire Permits Issued	37	612	35	568
Mutual Aid Received	1	10	1	17
Mutual Aid Provided	3	45	1	38
Estimated Damage	\$ 5,000	\$ 222,700	\$ -	\$ 432,100

Out of City Fire Calls						
Location	Current Month # of Calls	Current Month Man Hours	YTD Calls	YTD Man Hours	Prior YTD Calls	Prior YTD Man Hours
Woodland	1	25	9	58.25	16	59.5
New Sweden	0	0	1	2.5	6	28
Connor	0	0	7	253.25	4	11
Totals	1	25	17	314	26	98.5

	Current Month	YTD	Prior Year Month	Prior YTD
Ground Ambulance	170	1612	191	1576
Air Ambulance	3	46	6	43
Assist or Cancelled	2	29	3	48
Totals	175	1687	200	1667
ALS Calls	146	613	118	980
BLS Calls	20	216	50	468
No Transport	26	168	29	171
Long Distance	24	249	22	195
Calls Turned Over	7	58	7	70
Revenue Lost	\$ 17,108	\$ 100,024	\$ 17,108	\$ 235,680
Mileage	9,420	89,013	7,859	80,029

YTD is from
January 2017
through
September 2017

CFAD MONTHLY REPORT

September 2017

Total Fire/ Rescue Calls 15
 -Alarms for Fires (33) 2
 -Alarms for Rescues (66) 1
 -Silent Alarms 12
 -Haz-Mat
 -Grass Fires
 -Chimney Fires
 -False Alarms 1
 -10-55's 2
 -Aid to Police
 -Public Service 3

 Total Hours Pumped 3.25
 Gallons of Water Used 24,655
 Amt. of Hose used: 200'
 Ladders Used (in Feet): 24' (75' Ariel)____
 Thermal Imaging Camera Used: 1
 CO2 Meter Used: 2
 Rescue Sled & Snowmobile:
 Rescue Boat:
 Jaws Used:

MUTUAL AID TO:

P.I.F.D. 1
 F.F.F.D. 1
 L.F.D. 1
 W.F.D.
 Stockholm F.D.
 North Lakes FD
 Crown Amb 2
 Van Buren Amb. 1

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	1	25 mhrs.
New Sweden		
Connor		

Public Service

Funeral Detail for WW 2 Veteran

Total Amb Calls 175 inc. Air & Assists
 - Ground Amb.: 170
 - Air Amb Flights: 3
 - Amb Assist Calls or cancel: 2
 - ALS Calls N/A
 - BLS Calls N/A
 - No Transport 26
 - Long Distance Transfers 24
 - Calls Turned Over: 7 = \$17,108
 Total Out of Town Amb Calls 24
 Total Out of Town Fire/Rescue Calls 1
 Est. Fire Loss, Caribou \$
 Est. Fire Loss, out of City \$5,000
 Total Est. Fire Loss \$5,000
 Total Maint. Hours 26.5 mhrs.
 Total Training Hours 136 mhrs.
 Miles Traveled by all Units 9,420
 Fire Permits Issued 37

***Color Guard Training 9 mhrs.**

Total Fire & Amb. Calls 190

MUTUAL AID FROM:

P.I.F.D. 1
 F.F.F.D.
 L.F.D.
 W.F.D.
 Stockholm F.D.
 North Lakes FD
 Crown Amb

Scott Susi, Chief
 Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For September 2017

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	1		\$5,000
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices			
9. Industry, Utility, Defense			
10. Storage			
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles	1		
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value			

Other Incidents

16. Haz-Mat	
17. False Calls	1
18. Mutual Aid Calls	3 (FFFD, PIFD, LFD)
19. Aid to Ambulance (10-55's)	2
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	5 (2 – CO; 2 – Smoke; 1 – Alarm)
22. Service Calls	2 (Trng)

Total Calls for the Month: ____15____

Housing and FSS Monthly Report

September 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	1737	193	1737
Total Vouchers leased	183	1654	166	1628
Local Vouchers	179	1624	163	1607
Port Out	4	32	4	23
Homeownership	0	0	0	0
Vouchers available	-173	-100	27	109
Total Housing Assistance Payments, to Landlords	\$ 72,119	\$ 640,543	\$ 59,657	\$ 609,955
Total Utility Reimbursements, to Participants	\$ 69	\$ 654	\$ 211	\$ 2,532

	Current Month	YTD	Prior Year Month	Prior YTD
Port In Vouchers Administered				
Port In Vouchers	7	64	5	42
HAP to Landlords	\$ 3,647	\$ 32,118	\$ 2,394	\$ 17,629
UR to Participants	\$ 30	\$ 270	\$ -	\$ 85

	Current Month	YTD	Prior Year Month	Prior YTD
Participant Statistics				
Families with Children	57	240.00		
Elderly Families	35	105.00		
Families with Disabilities	77	399.00		
Household Income	0			
Average Annual Total Income	\$9,496	34,334.13		
Average Participant Rent Portion	\$239	853.00		
Average HAP	\$367	1,543.29		
Average UR	\$3	6.28		
Average HAP Plus UR	\$370	1,549.41		

Housing Quality Standards Inspections	Current Month	YTD	Prior Year Month	Prior YTD
New Unit	6	23		
Annual	2	126		
Move-Out	0	0		
Special Request	2	4		

Waiting List Statistics	Current Month	YTD	Prior Year Month	Average Prior YTD
Applicants on Waiting List	155	949	104	121
Average wait time (in days)	190	978	195	235
Families with Children	57	346	0	
Elderly Families	35	84	0	
Families with Disabilities	77	370	0	
Household Income				
Extremely Low Income	116	730	78	92
Very Low Income	24	139	16	17
Low Income	7	35	9	7
Over Income Limit	4	34	0	4
Incomplete	4	14	1	1

Family Self Sufficiency	Current Month	YTD	Prior Year Month	Prior YTD
Number of Participants	38	294	29	274
Monthly Escrow Deposit	\$3,054	\$33,621	\$3,536	\$29,996
Number of Families Earning Escrow	15	149	18	158
FSS Graduates	0	2	0	5
Escrow Earned	\$0	\$5,537	\$0	\$17,047
FSS Forfeitures	0	2	0	3
Escrow Lost	\$0	\$5,347	\$0	\$8,569

YTD Numbers are January 2017 through September-2017



Caribou Public Library
"Where heritage meets innovation."

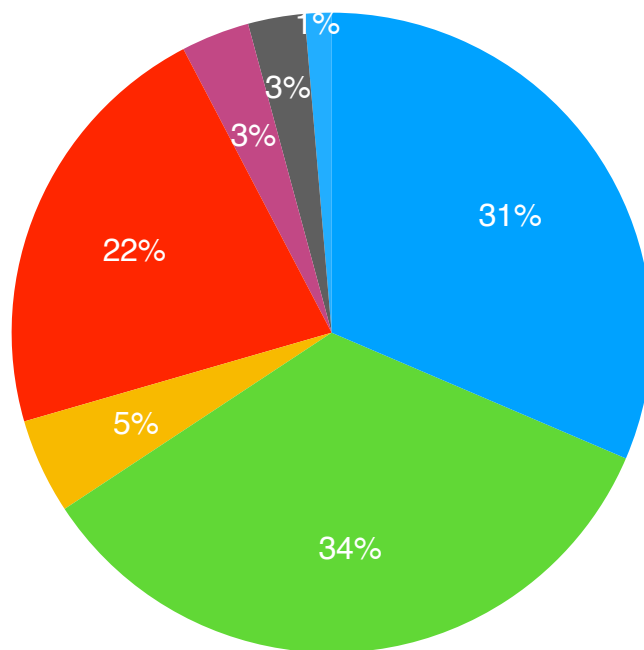
To: Mayor and City Councilors
 Dennis Marker, City Manager
 From: Anastasia S. Weigle, Library Director
 Date: October 3, 2017
 Re: Library Director's Report for September 2017

A. STATISTICAL REPORT FOR SEPTEMBER 2017

STATISTICS FOR SEPTEMBER 2017	
* Library Circulation	1995
Library Visits	7204
Archives (# of users)	46
Caribou room (# of users)	175
Wi-Fi Access	7100
Books added	225
Books Withdrawn	2513
New Patrons	13

* CIRCULATION TYPE	
Adults books	627
Juvenile Books	684
Teen/YA	96
DVDs	435
eBooks/Audiobooks	69
Magazines	57
Interlibrary Loans	27
TOTAL NUMBERS	1995

● Adult ● JUV ● TEEN
 ● DVD ● EBOOK ● ZINE
 ● ILL



It is no surprise that our circulation strengths lie with adult books, juvenile books, and our DVDs. Our weakness is Young Adult users. This is an area we are working towards changing through updated collections, reallocation of space, program development, collaboration with the high school librarian, and one on one conversations with individual teens.

B. CIVIL SERVANTS AND THEIR VALUE IN OUR COMMUNITY

Erin Albers, Children's Librarian, wanted to instill in our children the value of our civil servant workers. Featured were the Police department, the REC department, the Fire department, and our EMTs. It is important that our children and their families recognize the valuable contributions of these men and woman.

Fire Department and EMT Ambulance Services



The Recreation Department



The Police Department



C. \$6000 STEPHEN & TABITHA KING GRANT AWARDED TO LIBRARY FOR NEW HEATING/AC UNIT IN CHILDREN'S ROOM

Problem: The children's room, added in 1985, also included three wall heaters. These heaters blow warm air into the room to keep it comfortable during the winter. In the last 5-6 years, there has been no heat coming from these units. The lines have been bled numerous times by Dead River but the heating pump always failed. Although it is not uncommon for wall heaters to function at 80% when it is extremely cold outside, these units either did not function properly or did not function at all.

There is also an air conditioner in the children's room. I am unsure when this was installed, but looking at the size of the chiller unit outside, it may be 5-7 years ago. The AC unit has a bottom cap missing, exposing pipes. The negative for this AC unit is in its inefficiency (costly to run).

With such a cold room during the winter season, children and families do not use this space to read or play and we need to change that.

Solution: Consulted with Dead River, March 2017. We were informed that three units were too old to be repaired. The air conditioner, although it worked, was not energy efficient. We wanted one good, efficient unit that could provide heat during the winter and cool air during the summer. A unit was recommended and a cost outlined for removal of old units, capping off pipes, and clean up. The new heating unit will run at 80% when temperatures outside dip down to -13 degrees below, a far cry from no heat at all.

Installation would include a new heat pump unit, the removal of existing units, reclaiming existing refrigerant, evacuating system to rid it of unwanted particles and moisture and testing.

Funding: The STK Grant was sent out on June 30, 2017 explaining our situation and what we needed the funds for. We are very happy to have received the funds necessary to proceed with this project. The new unit will be installed November 16 by Dead River.

<u>Unit Model:</u> Mitsubishi FH18 hyper heat pump providing 18,000 BTU's of cooling, and 20,300 BTU's of heating. Part of Mitsubishi's hyper-heating product line is a packaged single zone heat pump mini split system designed to bring high-efficiency zoned comfort in frigid climates.	
Unit price and clean-up costs	\$5,479.65
Unanticipated clean-up costs	\$520.35
TOTAL FUNDS REQUESTED & RECEIVED	\$6,000.00

Caribou Police Department Monthly Report

September 2017

	Current Month	YTD	Month Prior Year	Prior YTD
COMPLAINTS	2001	22243	2344	19531
M/V ACCIDENTS	17	220	29	203
ESCORTS	8	105	10	46
THEFT COMPLAINTS	8	98	15	124
ANIMAL COMPLAINTS	19	99	8	135
DOMESTIC COMPLAINTS	4	69	0	68
BURGLARY COMPLAINTS	6	18	6	24
O.U.I.	1	24	2	26
M/V THEFTS	1	5	0	6
MISSING PERSONS	1	8	1	8
JUVENILE COMPLAINTS	1	20	2	20
CIVIL COMPLAINTS	4	33	0	28
PROWLER COMPLAINTS	1	1	0	0
ASSIST OTHER AGENCY	16	156	19	162
ASSAULT ARREST	1	10	0	13
THEFT ARRESTS	7	27	2	28
SPEEDING	17	284	28	173
STOPS/CHECKS M/V	1604	18232	1894	15511
PARKING TICKETS	0	0	0	0
HANDLING PRISONERS	28	283	26	304
WARRANT ARRESTS	5	96	4	77
UNLAWFUL SEX. CONTACT	1	2	0	7
GROSS SEX. ASSAULT	1	5	0	1
BUSINESS ALARMS	14	148	21	153
BURGLARY ARRESTS	2	4	0	5

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

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

MEMO

TO: Mayor Gary Aiken, Caribou City Councilors
CC: Caribou City Council/ Dennis Marker
FROM: Gary Marquis
RE: Collins Pond Dam rebuild project
DATE: 10-3-17

Mayor Aiken and City Councilors:

I am very pleased to announce that the University of Maine at Orono Senior Engineer Capstone project has chosen our Collins Pond Dam Project. What this means is that there is a team of six students that will be working on doing majority of the work that a certified engineer would do. This will be a huge savings for the City. I feel that preserving the Collins pond is something very important for the City as we can use it for a variety of recreational uses. When the dam is rebuilt it is going to be built with a fish passage, currently there is no chance for the fish to go up Caribou stream to spawn. The Aroostook river is a world class fishery and having the chance to get fish up Caribou stream is vital to Caribou stream and its tributaries. I am in hopes of having several meetings with some of the potential stakeholders for this project. Not only is the watershed important to the fisheries, the pond has become a resting spot for the annual migration of the Canadian Geese. This migration rest stop has become a hugely popular spot for birders, photographers and nature lovers alike.

I will be writing a Land and Water Conservation Grant for the building of the dam when time comes. I am looking at a 2-3-year window on this project.

I am in hopes that the council will find this project to be worthwhile and I will have your support when reaching out to the stakeholders.

I will be in attendance during the Council meeting on the 10th. If you have any questions, please feel free to ask.

Thank you

Gary Marquis

CIE 413/411 Capstone Project Summary: Collins Pond Dam, Caribou, Maine

Project Location

The project site is located at the outlet of Collins Pond in Caribou, ME. Collins pond is maintained by the remnants of an approximately 76 foot wide dam at the outlet of the pond, where the dam crest has been eroded significantly and the elevation reduced. Water flows from the pond into Caribou Stream and then the Aroostook River. Collins Pond was formerly a mill pond, where the eroded dam is the last remaining feature of a grist mill.



Figure 1: Location of Collins Pond Dam in Caribou, Maine.

Project Overview

Collins Pond is known in the Maine birding community to be one of the best viewing sites for Canada Geese migration. However, the water level has dropped significantly since the crest of the dam and flashboards have deteriorated to an elevation at the present water level. The reduction in the water level over the last years has led to significant vegetation growth along the bank from more dry conditions and decreasing acreage and volume of water in the pond. To remedy this and preserve the Pond, the Caribou Parks and Recreation Department, with Maine DEP support, would like to reestablish the dam crest to the previous water level and restore the pond to at or near its original shoreline.

Project Scope

The Collins Pond Dam project should address the following:

- Storage capacity of the pond: Evaluate the existing and historic dam and pond water surface elevations based on existing water level, historical records, and the height of the dam crest and flashboards that remain along a section of the original dam. Identify environmental and shoreline impacts that will result from increases in the water level to historic elevations.
- Hydrology: Estimate surface flows from the contributing watershed based on appropriate precipitation occurrence intervals (e.g. amount of water).

- Design Iteration: This design section can consider either complete removal of the dam and new construction or refurbishing the dam.
 - Structural/Geotechnical Design: Evaluate the dam and determine if a simple increase in crest elevation can be performed or a full redesign the dam is required. The design solution must include structural design of a full dam height, its foundation, and appropriate outlet structures. The client requests either a concrete gravity or stone masonry design (no wooden crib works or steel).
 - Hydraulic Design: Estimate the rate of water flow over the proposed dam structures and through designed outlet structures (e.g., weirs, spillways, and others as appropriate) in response to a range of the rate watershed surface flow inputs. Use this information to design outlet structures and create stabilization criteria for the downstream dam face, toe, and downstream channel stabilization, as appropriate (e.g., supercritical flow, hydraulic jumps, dam face erosion).
 - Historical Preservation: Determine if historical preservation is required for the existing dam structure or the site and make recommendations and designs that accommodate this, as appropriate.
- Construction recommendations: Provide recommendations for construction that include consideration for how to manage any requirements for water discharge into Caribou Stream during construction (e.g., maintaining minimum base flows or cutting off flow), conceptual construction sequencing, removal or reuse of materials from the compromised crest, and Collins pond refill time.

Project Evaluation Criteria

The project designs will be evaluated, and documented in the design report, based on the following criteria: *design life; construction costs; demolition/disposal costs of current dam remnants (if necessary); operations and maintenance procedures and costs; environmental implications; and historical preservation implications*. It is expected that other criteria discovered during design as necessary for project evaluation will additionally be used for assessment and documented in the design report.

The project design is required to evaluate several options and provide an opportunity for either internal (project team) or external (client) decision-making. Internal decision-making means the team has evaluated several design options to a certain point, evaluated these options in a systematic and documented manner, and then selected one option to move forward with in completion of the project. External decision-making means the teams have evaluated several options through a similar design process and evaluated them based on a series of documented criteria and options are presented to the client. *Possible decision-making opportunities for this project relate to different dam and outlet structure types and geometries, recommended normal pond levels (e.g., crest height variation).*

Team Selection Criteria

A successful project will provide feasible solutions based on the client requirements and requests, evaluate the project options based on client and team-driven criteria, and understand permitting requirements and constraints applicable to the project and design the project around these. A successful project will provide design solutions for reestablishment of the dam and pond elevation that addresses appropriate environmental concerns and permitting around the pond and historical significance.

The *primary project disciplines* are hydrology/water resources, structural engineering, and site/civil. Project *secondary disciplines* relates to geotechnical and environmental engineering. A team of 5 or 6 *student engineers* will be selected to lead this project that clearly and successfully demonstrates expertise related to these primary and secondary civil engineering disciplines, where experience from internships related to design, construction, and permitting will be given top priority and coursework specialization given secondary priority during team selection.

Available Information/Resources:

- Possible original plans of Collins Pond dam from historical archives.
- Possible GIS/CAD data of nearby topography and original shoreline of the pond.
- ERS 350: Freshwater Flows (Technical Elective, Spring 2018) for dam hydrology and design.

Project Representatives: Gary Marquis
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W: <http://www.caribourec.org/>

Stakeholders: Collins Pond abutting landowners
Caribou residents
Maine DEP
Maine State Historic Preservation Office (SHPO)
(others to be identified)

TAX BASE TALK

Tax Assessment & Code Enforcement updates:

- ◇ This quarter, both assessors attended the annual Property Tax School and learned more about municipal responsibilities for paper streets and other topics.
- ◇ At the MMA convention, the Maine Association of Assessing Officers offered timely updates on tree growth tax law and solar energy valuation.
- ◇ The Municipal Valuation Return, which is due by November 1 annually, has already been completed and sent to the Maine Revenue Services office and field staff.
- ◇ In November, the assessor will be taking two courses in New Hampshire: IAAO 201 “Appraisal of Land” and IAAO 311 “Residential Modeling Concepts”.
- ◇ The Planning Board has held public hearings on zoning issues and worked on an update of the zoning map.
- ◇ Construction has started on the new hangar at the airport.
- ◇ There has been some activity in Augusta on the adoption of six new chapters to MUBEC. For more information go to: <http://www.maine.gov/dps/bbcs/>

* In the Code Enforcement Office, “It’s All About Safety”!*



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NEW TO WEBSITE:

- Trio hosted property data
- Search Instructions for the new Trio site
- 2018 Exemption Forms

2017 BUILDING SEASON

Building Permits:

44

Demo permits:

14

Plumbing permits:

Internal: 13

External: 9

Code Questions?

Check out the code enforcement page (under the heading “Departments”) at the City of Caribou website for links to the local zoning ordinance, info on MUBEC and more.





The Caribou Code Enforcement office is tasked with following up on land use violations, building code violations and various other inspections.

In 2017, 75 Notices of Violation have been sent to a total of 47 properties.

Several properties have multiple code violations.

Many offenders are properties with an absentee landlord so notice is sent to both the tenant and the owner.

“Second Notices” are now delivered in person with a police officer.

Staff continues to follow up on the notices that have been sent as well as new complaints.

TAX ASSESSMENT

The Caribou City Council voted to authorize this department to contract with our software provider to host our real estate assessing information. This information can be updated regularly in house so the public can access current property information online anytime. Not everything found on valuation reports is currently given online so it has not cut down on calls as much as we would have liked.

There is a link & instructions on the Tax Assessment page.
Here is some feedback from some of the office's frequent users:

"It doesn't have a wealth of data like Trio. But, its better than nothing and your efforts are MORE than greatly appreciated!" - Appraiser

"It is easy to use, easy to print. Thanks for taking the header off, so we're not using a lot of ink! It's still hard to read the footprint measurements. Presque Isle's tax lookup system is still more complete, in case there's a chance you could still make a change." - Real Estate Broker

"I use it often: 3 times within the last 4 hours" - Insurance Agent

"I **have** been using the website and love it! What a time saver!" - Real Estate Broker

ASSESSORS

The Assessor delivers an assessment roll, timely and accurately.

The assessment roll is the foundation
for funding the infrastructure that makes our city function.

Assessors don't teach future generations;
they make possible the foundation that funds our public schools.

Assessors don't put out fires, police neighborhoods or plow roads;
they make possible the foundation that funds those public services.

That foundation, "the assessment roll," makes possible
the public services citizens depend on and have come to expect and enjoy.

—Craig Skelton, CMA
(Revised from "Fair & Equitable")

REVENUE GENERATOR\$

This department works to generate revenue for the City in several ways:

- * Issue permits
- * Discover value when no permit obtained
- * List/measure property
- * List business property
- * Promote exemption and reimbursement options
- * Submit documents to State of Maine in timely manner



Tax Assessment &
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