



**AGENDA
Caribou City Council
Regular City Council Meeting
6:00 P.M. Monday, April 24, 2017
Caribou City Council Chambers**

1. Public Input
 - a) Dwayne Theriault-taxes
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.

3. Consent Agenda

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

- a) Approval of the March 23, 2017 City Council Workshop Minutes 2
 - b) Approval of the April 10, 2017 City Council Meeting Minutes 3-5
 - c) Approval of Quit Claim Deeds 6
 - d) Approval of Rubbish Hauler License 7
4. Public Hearing – Retail Marijuana Ordinance 8-11
5. 2017 Bid Results –

Culverts	12
Street Paint	12
Shim and Patch	12
Paving	12
Sand	12
Salt	12
½" Crushed Stone	12
Chipseal	12
6. Woodland Code Enforcement 13
7. Online Tax Assessment Data for Caribou 14
 - CAI Technology 15-27
 - N. Harris Computer Corporation 28-29
8. Other Business
9. Executive Session pursuant to 1 MRSA §405(6)A to for a personnel matter

Upcoming Meeting Dates:

Regular City Council Meeting Monday, May 8, 2017 at 6pm
Regular City Council Meeting Monday, June 12, 2017 at 6pm
Regular City Council Meeting Monday, June 24, 2017 at 6pm

A workshop meeting of the Caribou City Council was held 5:00 p.m. on Thursday, March 23, 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.

David Barrett from Maine Municipal Association.

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

5:00 p.m. Time in. Motion made by P. McDonough, seconded by D. Martin, to move to executive session pursuant to 1 MRSA §405(6)(A) for a personnel matter. (6 yes) So voted.

8:30 p.m. Time out. Motion made by T. Guerrette, seconded by J. Smith, to move out of executive session pursuant to 1 MRSA §405(6)(A). (6 yes) So voted.

No action taken.

The Workshop adjourned at 8: 30 p.m.

Upcoming Meeting Dates:

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

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

Joan Theriault, Councilor

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, March 27, 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 Manager: Penny Thompson, Tax Assessor; Scott Susi, Fire Chief; and Gary Marquis, Supt. of Parks and Recreation.

Spectrum covered the meeting.

The Mayor announced that the previously scheduled public hearing for Ordinance No. 4, 2017 Series An Ordinance prohibiting Recreational Marijuana has been rescheduled for the April 24th Council meeting as a notice wasn't published in the local newspaper within the required timeframe.

Council Agenda Item #1: Public Input.

- a) Barbara and Michael Tompkins – The Tompkins requested that the City accept \$10,000 for the back taxes and allow them to have a “fresh start”. The total amount owed, as of today, is \$11,960.76, which doesn't include the 2017 taxes. Mrs. Tompkins stated that she was unable to obtain a \$11,000 loan. Mr. Tompkins questioned why the property valuation increased from \$27,000 to \$47,000. The Mayor explained that in 2012 the City went through a revaluation. This property has been owned by the City since 2002. Motion made by D. Martin, seconded by T. Guerrette, to accept \$10,000 as payment in full for the former Tompkins property and to abate the balance. (5 yes, 1 no, P. McDonough) So voted.
- b) Lloyd Tibbs – Map 29, Lot 40 – Since the last meeting Mr. Tibbs has contacted US Department of Housing and Urban Development (HUD) and it is most likely that HUD will help them with \$1,500. HUD has a stipulation that the \$1,400 balance needs to be paid over the next four months. Mr. Tibbs stated that if the City doesn't go along with this that it is likely that “HUD will bail on the arrangement”. Donna Tibbs, mother of Lloyd Tibbs, stated that her and her husband have stepped in and she stated that the \$1,400 will be paid. Mrs. Tibbs and her husband are providing \$500 to go with the \$1,500 from HUD and will be helping their son with the four monthly payments of \$350.00.

Discussion.

Motion made by N. Cote, seconded by J. Smith, to sell tax acquired property, Map 29, Lot 40, to former owner Lloyd Tibbs for \$3,400 provided the following payment schedule is successfully completed: the receipt of \$2,000 within 21 days of April 10, 2017 and four monthly payments of \$350 paid on or before the 5th day of the months of May 2017, June 2017, July 2017, and August 2017. (4 yes, N. Cote, J. Smith, T. Guerrette, J. Theriault, 2 no, D. Martin, P. McDonough) So voted.

Mr. Tibbs extended his apologies to the Council for what has transpired.

- c) Dwane Theriault, Jr. – Mobile home located 215 Lombard Road – The mobile home is located on the property owned by his parents – Since the last Council meeting, Mr. Theriault spoken with Deputy Tax Collector Carl Grant regarding payments he has made

towards taxes. Mr. Theriault requested that the Council give him a reasonable amount so he can go for a loan or a reasonable

17-12 Pg. 2

payment arrangement. In the past, Mr. Theriault has been paying \$50 a month towards back taxes. Mr. Theriault questions whether all the payments he has made were credited to his taxes. Deputy Tax Collector Grant has provided information to the Council concerning payments and receipts and the Mayor noted that Grant has matched Mr. Theriault's receipts to the City's records.

Councilor McDonough stated that the property in question became tax-acquired in 2005 for 2003 taxes. As of April 6th, the amount due was \$4,648.07.

Mr. Theriault stated that he doesn't have that amount of money. Mr. Theriault has an outstanding mortgage of \$4,000.

Councilor McDonough stated that arrangements should be made by Mr. Theriault to pay the whole thing off.

Mr. Theriault walked out.

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 15, 2017 City Council Workshop Minutes
- b) Approval of the March 27, 2017 City Council Meeting Minutes
- c) Approval of the March 30, 2017 City Council Workshop Minutes
- d) Department of Report
 - 1. Police-March
 - 2. Monthly Permit Report-March
 - 3. Tax Assessment & Permits-1st quarter
 - 4. Clerk and General Assistance-March
 - 5. Fire and Ambulance-March
 - 6. Housing and FSS-March
- e) Approval of Quit Claim Deeds
 - 1. Map 17, Lot 33-C – Ann Wilson & Brian Cyr
 - 2. Map 6, Lot 4-C – Clark and Theresa Ewing
 - 3. Map 34, Lot 67 – Clifford Mazerolle
- f) Approval of Taxi License
 - 1. Marty Clayton dba Aroostook Cab
- g) Approval of Rubbish Hauler License
 - 1. Gil's Sanitation
- h) Approval of Liquor and Special Amusement Permit
 - 1. Northern Maine Brewing Company

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

Council Agenda Item #4: Code Enforcement for Woodland

Motion made by P. McDonough, seconded by D. Martin, to terminate the agreement with the Town of Woodland by which the City of Caribou provides Code Enforcement and Plumbing Inspector services by June 1, 2017 or sooner. (6 yes) So voted.

Council Agenda Item #5: Sale of Tax Acquired Property

Motion made by P. McDonough, seconded by N. Cote, to remove from the Bid List properties #22 Map 22, Lot 11-A and #24 Map 29, Lot 40 and to place the remaining tax acquired properties out to bid. (6 yes) So voted.

Council Agenda Item #6: Other Business

- A. Council nomination papers are available and the deadline to return is April 28th.
- B. Property cards on the website – discussion – Council requested information on costs – Assessor Penny Thompson will research and report back at the next Council meeting.

Motion made by T. Guerrette, seconded by P. McDonough, adjourn the meeting at 6:55 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Workshop Council Meeting with Robert Clarke of NMDC Tuesday, April 18, 2017 at 6:00 p.m.
Regular City Council Meeting Monday, April 24, 2017 at 6:00 p.m.
Regular City Council Meeting Monday, May 8, 2017 at 6:00 p.m.

Jayne R. Farrin, Secretary



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Chief Michael Gahagan, Interim City Manager
Date: April 24, 2017
Re: Approval of Quit Claim Deed

As agreed to at the March 27, 2017 meeting, sign quit claim deeds over to David Brown for the 2 tax acquired properties he was awarded for the highest bid.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Michael Gahagan, Interim City Manager
Date: April 24, 2017
Re: License Approvals

Caldwell's Sanitation, LLC has submitted their application to be rubbish haulers in Caribou. Staff has reviewed the application and are recommending approval.

City Sanitation has submitted their application to be rubbish haulers in Caribou. Staff has reviewed the application and are recommending approval.

McNeal's Trucking has submitted their application to be rubbish haulers in Caribou. Staff has reviewed the application and are recommending approval.

Councilor _____ introduced the following ordinance:

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

AN ORDINANCE PROHIBITING RECREATIONAL MARIJUANA

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

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

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

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

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

Section 4. Exemptions.

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

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

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

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

Section 7. Enforcement.

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

Section 8. Cease Operations Order.

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

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

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

- B. Abatement and Mitigation. The violator may be ordered to correct, abate or mitigate the violations.
- C. Damaged Incurred. Any person violating any of the provisions of this ordinance shall become liable to the City for any expense, loss, or damage incurred by the City by reason of such violation.
- D. Attorney Fees. If Caribou is the prevailing party, the City must be awarded reasonable attorney fees, expert witness fees and costs.

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

Marijuana: Means cannabis.

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

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

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

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

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

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

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

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

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

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

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

Gary Aiken, Mayor

David Martin, 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

Bid Results - Culverts 2017				
EJ Prescott	Gardiner, ME	207.582.2006	David Hayward	\$19,225.20
Paris Farmers	South Paris, ME	800.639.3603	Bruce Beecher	\$19,120.40
WH Shurtleff	Portland, ME	800.663.6149	Malcolm Poole	\$19,985.60
Bid Results - Street Paint 2017				
Franklin Paint	Franklin, MA	800.486.0304	Norma Resley	\$9,616.75
Sherwin Williams	Cleveland, OH	800.597.2929	Joanna Carr	\$9,891.86
Bid Results - Shim & Patch 2017				
Lane Construction	Presque Isle, ME	207.764.4137	Wayne Berry	\$66.00
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$71.25
Soderberg Const.	Caribou Me.	207.498.6300	Carl soderberg	\$64.00
Bid Results - Paving 2017				
Steelstone Industries	Houlton, ME	207.532.2675	Blake McQuade	\$0.00
Lane Construction	Presque Isle, ME	207.764.4137	Wayne Berry	\$83.90
Soderberg Const.	Caribou Me.	207.498.6300	Carl Soderberg	\$69.76
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$74.85
Bid Results - Sand 2017				
Soderberg Construction	Caribou, ME	207.498.6300	Carl Soderberg	\$0.00
K&M Sand & Gravel	Grand Falls, NB	506.479.0701	Keith Savage	\$9.16
O'Neal	Limestone, ME	506.273.0597	Michael Murphy	\$10.50
Lanes Construction	Presque Isle ME	207.551.7702	Chip Sheldon	\$0.00
Bid Results - Salt 2017				
Salt Monopolies Inc	Salt Mine	XXX.XXX.XXXX	Satan	
Bid Results - 1/2 crush stone				
Trombley Ind.	Caribou Me.	328-4503	Craig Trombley	\$14.65
Soderberg Const.	Caribou Me.	207-498-6300	Carl Soderberg	\$14.00
Lane Const.	Presque Isle Me	207-764-4137	Chip Sheldon	\$13.45
Bid Results - Chipseal 2017				
Aroostook Applicators	Presque Isle		Rodney Maynard	\$0.00
Silver Star Enterprises	Caribou Me.		Kent Forbes	\$2.74
Soderberg Construction	Caribou, ME	207.498.6300	Carl Soderberg	\$2.64

Paving 2016	\$72.35	Red = Recommend
Shim 2016	\$65.75	
Sand 2016	\$10.46	



City of Caribou, Maine

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

To: Interim City Manager Michael Gahagan & Members of City Council

From: Penny Thompson

Date: April 18, 2017

Re: Caribou – Woodland code enforcement agreement

Message:

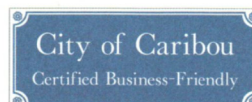
Per the action of members of the Caribou City Council at their meeting on April 10, I have contacted the town office of Woodland concerning the end of code enforcement services currently provided by the City of Caribou to the Town of Woodland.

Per the original contact signed on September 9 2014, it is my understanding that the City of Caribou may terminate the agreement by giving thirty day notice in writing to the Town of Woodland. Since I am not an attorney, I have e-mailed the City of Caribou legal counsel to confirm this understanding.

I am planning to attend the Board of Selectmen meeting in Woodland on Tuesday April 25 to give this written notice.

I am available for any questions that you may have.

Penny





City of Caribou, Maine

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

To: Interim City Manager Michael Gahagan & Members of City Council

From: Penny Thompson

Date: April 18, 2017

Re: Online tax assessment data for Caribou

Message:

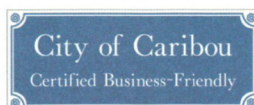
Per the request made by members of the Caribou City Council at their meeting on April 10, I have solicited and received 2 quotes to have City of Caribou assessing data made available online.

I will send copies of the quotes along with a link to a sample of each website separately.

Frequent users of tax assessment data (appraisers, real estate agents, insurance companies) may attend the Council meeting on April 24, 2017 to show support for the project.

I am available for any questions that you may have.

Penny





11 Pleasant Street, Littleton NH 03561
P (603) 444-6768 / (800) 322-4540
F (603) 444-1366
cai-tech.com

April 12, 2017

Ms. Penny Thompson
Tax Assessor
City of Caribou
25 High Street
Caribou, ME 04736

Dear Ms. Thompson:

Thank you for taking the time to speak with me regarding CAI Technologies' (CAI) AxisGIS platform. We believe the discussion was worthwhile and demonstrated the value of distributing your community's GIS data using this powerful, yet simple to use online GIS service.

Pursuant to the City's request, CAI Technologies is pleased to submit the enclosed proposal and contract to the City of Caribou for Online GIS hosting services.

We are confident that our service will meet your current web hosting needs. If you have any questions, please do not hesitate to contact us. Thank you again for allowing us the opportunity to provide GIS services to the City of Caribou.

Sincerely,

Aaron Weston, CMS, GISP
Business Development Manager

AW/pah

Enclosure



GIS INTERNET SERVICES FOR THE CITY OF CARIBOU MAINE

Submitted April 12, 2017 by



11 Pleasant Street, Littleton, NH 03561

P (603) 444-6768 / (800) 322-4540

cai-tech.com

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CITY RESPONSIBILITIES_____	7
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COST AND PAYMENT TERMS_____	9

LETTER OF TRANSMITTAL

Cartographic Associates, Inc.
dba CAI Technologies
11 Pleasant Street, Littleton, NH 03561
Tel: 800-322-4540 Fax: 603-444-1366
cai-tech.com

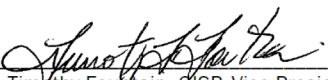


The undersigned proposer acknowledges and accepts that all the terms and conditions set forth in this proposal are mandatory and agrees that they will be included in their entirety in any contract resulting from this proposal.

CAI Technologies warrants and certifies that the individual signing this proposal is a bona fide employee of the firm and has authority to solicit and secure any agreement resulting from this proposal. The proposal has been arrived at independently, without collusion, consultation, or communication as to any other proposer or with any competitor. The proposal price was not disclosed by the proposer and was not knowingly discussed prior to the submission, directly or indirectly, to any other proposer or any other competitor. No attempt was made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

No elected official or appointed official or employee of the CITY of Caribou, Maine shall benefit financially or materially from any contract resulting from this proposal. This proposal shall remain in full force and effect for at least ninety (90) days from the date first shown herein.

PROPOSER:

BY: 
Timothy Fountain, GISP, Vice President
Contracting Officer

TECHNICAL PROPOSAL

AxisGIS Product Overview:

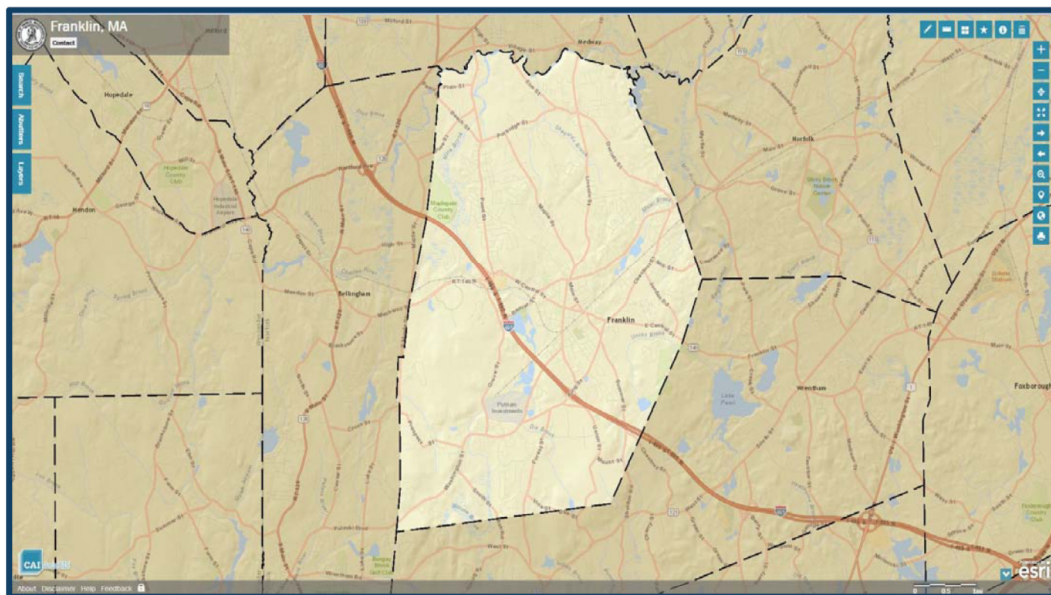
AxisGIS is an Internet-based service for communities and businesses that want to publish their GIS online. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public. AxisGIS is developed on JavaScript / HTML5 technology which results in a responsive user interface that is cross browser compatible and functional in a mobile environment.

AxisGIS clients pay no software fees, no annual software maintenance fees, and very low setup costs. AxisGIS even provides the web server. By relieving most of the expense, AxisGIS enables the people behind the data to focus on why their GIS is on the Internet in the first place.

















AxisGIS is helping communities publish their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration, and creating a connection between local government, businesses, and communities.

Functionality Overview:

The image displays the typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available tools and functions.



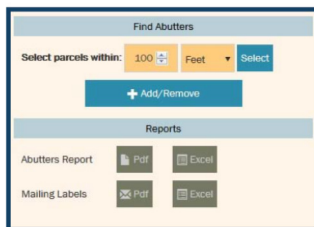
The CITY's AxisGIS website will include the following tools:

	Zoom-In Tool allows the user to focus on a specific, smaller area on the map.
	Zoom-Out Tool allows the user to focus on a larger area on the map. Click the Zoom-Out tool and then click on the map near the center of the larger area you are interested in seeing.
	Zoom to My Location zooms the map to the current location of the user.
	Zoom to Full Extents Tool allows the user to quickly reset the map view to the original map extent.
	Zoom Next Tool allows the user to quickly zoom to next map extent when using previous map extent tool.
	Zoom Previous Tool allows the user to quickly zoom to the previous map extent.
	Zoom Marquee Tool allows the user to click and drag a rectangle surrounding the area you want to zoom in to.
	Street View Tool allows the user to click on the map to see Street View for that location.
	Bird's Eye Tool allows the user to click on the map to see Bird's Eye view for that location.
	Print Map Tool allows the user to generate a printable PDF map and allows the user the option to include a map legend.
	Drawing Tools allow the user to draw points, lines, shapes and text on the map. Once included on the map, the user can edit the graphics too.
	Measure Tools allow the user to click on the map to measure distance, area and coordinate locations.
	Base Map Selector Tool allows the user to browse and select from a variety of local, esri and google base maps to include in the map.
	Areas of Interest Tool allows the user to quickly zoom to a predefined area of the map.
	Identify Tool allows the user to click on a parcel and receive information about that parcel. This tool is useful in receiving ownership information.
	Clear Selection Tool allows the user to clear the selected map features(s).

The **Search Function** enables the user to find properties by owner name, address or by parcel identifier, depending on the data available. As the user types the information in the Search dialog box the matching results begin to show in the list and corresponding points display on the map. The results list allows the users to view the property Building Image, Parcel #, Address and Owner. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results, or select and zoom to a particular property.



Image	Parcel #	Address	Owner
	000-000-000	1-18 WALNUT AVE	FRANKLIN HOUSING AUTHORITY
	278-963-000-000	87 BLUEBEL ST	FRANKLIN HOUSING AUTHORITY
	200-003-000-000	45 WINTER ST	FRANKLIN HOUSING AUTHORITY
	211-003-000-000	3 DERRY LN	FRANKLIN HOUSING AUTHORITY
	219-079-000-000	215 DANIELS ST	FRANKLIN HOUSING AUTHORITY
	287-181-000-000	1000 CENTRAL PARK TOWER	FRANKLIN HOUSING AUTHORITY
	287-182-000-000	CENTRAL PARK TOWER	FRANKLIN HOUSING AUTHORITY
	287-189-000-000	4-6 EAST PARK ST	FRANKLIN HOUSING AUTHORITY
	215-082-000-000	182 BROOK ST	FRANKLIN HOUSING AUTHORITY
	278-018-000-000	1 OLD FORGE HILL RD	FRANKLIN LIMITED PARTNERSHIP
	288-107-000-000	285-003 EAST CENTRAL ST	FRANKLIN SHOPPERS PARK
	223-089-000-000	13-A NEWTONSHIRE VILLAGE	FRANKLIN UNITED METHODIST CHURCH



Find Abutters

Select parcels within: 100 Feet

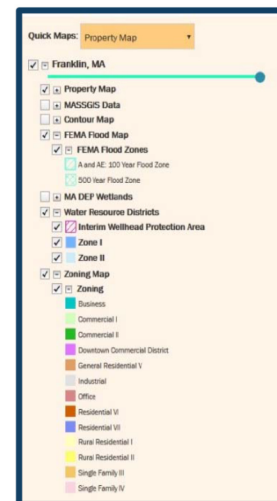
Reports

Abutters Report

Mailing Labels

Find Abutters Function enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate an Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to an Excel file by clicking the appropriate button.

The map **Layers** tab allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The Layers tab also includes access to "Quick Maps". This function provides quick and easy access to a set of predefined map layers that are already set up with display properties. The ability to utilize this function depends on the municipality's available data. There is also a Transparency slider that allows the user to set the transparency for map layers to "see through" onto rich base map content.



Quick Maps: Property Map

☒ Franklin, MA

☒ Property Map

☒ MASSGIS Data

☒ Contour Map

☒ FEMA Flood Map

☒ FEMA Flood Zones

☒ A and AE 100 Year Flood Zone

☒ 500 Year Flood Zone

☒ MA DEP Wetlands

☒ Water Resource Districts

☒ Interim Wetland Protection Area

☒ Zone I

☒ Zone II

☒ Zoning Map

☒ Zoning

☒ Business

☒ Commercial I

☒ Commercial II

☒ Downtown Commercial District

☒ General Residential V

☒ Industrial

☒ Office

☒ Residential VI

☒ Residential VII

☒ Rural Residential I

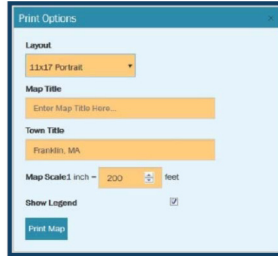
☒ Rural Residential II

☒ Single Family III

☒ Single Family IV

There are several other notable features to AxisGIS. These include:

- Map Printing Utility: This utility allows the user to design and layout custom maps prior to generating a PDF to print, save or send via email. The user can enter a custom map title and define the printed map scale. The user has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation. This powerful utility also includes the option to include a map legend showing the symbology for the various map layers on the custom map.



- Help System: The help system is designed to provide assistance to users while accessing the AxisGIS website. The system includes an interactive PDF document that can be viewed in a web browser or downloaded and printed for future reference. The user also has the option to access the AxisGIS Product Feature Tour. The Feature Tour interactively guides the user through the various application functionality directly in the user interface.
- Building Photos & Associated Documents: This function allows users the ability to access building photos and/or documents related to particular properties and/or features on the map. This functionality depends on the available data for the CITY, how it is stored and the data format. CAI can work with the CITY to determine if and how this functionality can be used within the AxisGIS application.
- Staff Login Access: This function allows for password-protected access to a specific set of geographic data layer(s) and/or attribute data within the community. The annual hosting fees associated with serving one (1) secure ArcGIS Server Map Service configured for access through encrypted username & password authentication are included with the base annual hosting fees for AxisGIS. Initial setup and configuration fees for this functionality may apply.
- Google Street View: AxisGIS includes access to Google Street View which allows a user to click on the map to access the Street View data for a particular area. This function is subject to Street View data being available within the community.
- Microsoft Bird's Eye: AxisGIS includes access to Microsoft Bird's Eye which allows a user to click on the map to access the Bird's Eye data for a particular area. This function is subject to Bird's Eye data being available within the community.
- Zoom to My Location: This function zooms the map to the current location of the user. This is particularly useful in the field and leverages the GPS technology in the user's mobile device.
- Zoom to Coordinates: This function allows the user to enter geographic coordinates zoom to that location and place a pin on the map.

Publish the CITY's GIS to the Internet

CAI shall publish the CITY's GIS data to the Internet.

CAI shall notify the CITY of the Internet Address (URL) for AxisGIS. This address can be added to the CITY's web page.

After the CITY has been notified that the AxisGIS application is on-line, the CITY has thirty (30) days from the date of notification to examine the site and to request changes.

AxisGIS shall be accessible using the current versions of Microsoft's Internet Explorer & Edge, Chrome, Firefox or Safari web browsers over cable, DSL, or T1 (or greater) internet connections.

GIS Data Update:

CAI shall refresh the GIS data on the AxisGIS website annually. Should the CITY be using CAI's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data.

Attribute Data Update

CAI shall design and create a Data Processing Utility for the CITY to use for periodic upload using an export file(s) from the CAMA system to an online database accessed by the AxisGIS website.

It is the CITY's responsibility to maintain the Tabular attribute data, including a database table for any records to be excluded, for use by the AxisGIS website.

General Conditions

CAI shall provide the AxisGIS service to the CITY with commercially reasonable access to an Internet-based mapping application service provider (ASP) environment through which the CITY can access the CITY data.

In order to provide the CITY with commercially reasonable access to the ASP environment, CAI shall periodically schedule the complete or partial shutdown of the ASP Environment for maintenance, bug fixes, updates or other reasons. CAI will make commercially reasonable efforts to perform Scheduled Maintenance during off-peak hours.

CITY Support

CAI shall provide telephone, fax, and email support services concerning AxisGIS to the CITY. These services can be used to answer usage and technical questions.

CAI shall respond to any CITY alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

CITY RESPONSIBILITIES

AXISGIS SERVICE

The CITY shall designate a project liaison who will be CAI's main contact during the course of the project, and who will be responsible for all CITY related obligations in this project.

The CITY shall provide CAI with an ASCII text or DBF formatted export file from the CITY's CAMA system containing the attribute information for inclusion into the site.

The CITY shall provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.

The CITY shall provide CAI with any custom GIS data layers for inclusion into the site.

After the CITY has been notified that the site is on-line, it must advise CAI of any changes, modification, and enhancements to the data available within thirty (30) days.

The CITY shall maintain the tabular attribute data for the AxisGIS website.

SCHEDULE

AXISGIS SERVICE

CAI shall commence on the project upon receipt of a fully executed contract.

All setup work and initial publishing of data to the Internet, except the on-going support and Internet availability of the CITY's GIS data, shall be completed within one hundred twenty (120) days of receipt of a fully executed contract.

Internet access to the CITY's AxisGIS will begin within one hundred twenty (120) days of a fully executed contract and shall conclude on the last day of the twelfth month following.

COST AND PAYMENT TERMS

AXISGIS SERVICE

Initial Site Setup and Implementation	\$ 2,500.00
Twelve (12) Months Internet Hosting Service	<u>\$ 2,400.00</u>
Total Cost	\$ 4,900.00

Payment shall be made to CAI within 30 days of invoicing. Said invoicing to be done as follows:

Set Up Fee (\$2,500.00) shall be invoiced upon receipt of a fully executed contract.

Internet Service Functionality (\$2,400.00) shall be invoiced on the first full month of Internet availability.

**GIS INTERNET SERVICES CONTRACT
FOR THE
CITY OF CARIBOU, MAINE**

April 12, 2017

This is a contract made this 12th day of April, 2017 between Cartographic Associates, Inc., doing business as CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the City of Caribou, a municipal corporation located in Aroostook County, at 25 High Street, Caribou, ME 04736, hereinafter called the CITY, to provide professional GIS services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

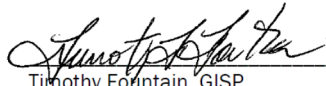
1. All work shall be done according to the GIS Internet Services Proposal, dated April 12, 2017, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The total consideration of this contract is \$4,900.00 per the specifications in the above referenced proposal.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the CITY and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed, or otherwise disposed of without written consent of the CITY.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested services.

This contract shall be construed under the laws of the State of Maine.

In Witness whereof, the parties hereto have executed this agreement as of the date first above written, by their duly authorized officers.

CITY OF CARIBOU, MAINE

CAI Technologies


Timothy Fountain, GISP
Vice President

CAI Technologies

11 Pleasant Street, Littleton NH 03561

P (603) 444-6768 / (800) 322-4540

cai-tech.com



Quote

Date: 4/18/2017
Quote#: RDL-K6T2F7
Effective To: 5/15/2017
Prepared By: Darrin Love

This understanding between **Caribou, City of** at 25 High Street, Caribou ME 04736-2710 ("Purchaser") and **N. Harris Computer Corporation** at 2429 Military Road Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following licensed software products and/or services:

Qty	Item	Price	Ext Amount
HOSTING SERVICES:			
12	Real Estate Online - TRIO Monthly fee Tax/Assess data wo pictures; 4500 parcels	\$125.00	\$1,500.00
12	Photos/Sketches - TRIO Monthly fee	\$35.00	\$420.00
Total HOSTING SERVICES:			\$1,920.00
PROFESSIONAL SERVICES:			
Application Consulting			
1	Training/Implementation/Project Management	\$750.00	\$750.00
Subtotal			\$750.00
Total PROFESSIONAL SERVICES:			\$750.00
TOTAL:			\$2,670.00
ANNUAL MAINTENANCE & SUPPORT:			\$1,500.00

If you would like to move forward with this service, please sign this quote and return it to Darrin Love via email at dlove@harrislocalgov.com or via fax to 864-855-6266.

Payment Terms: Order will be processed with the return of signed quote. Licenses, hardware and services, including travel and lodging expenses, will be billed as product is delivered and/or the work is performed.

Travel and Lodging for Services: All charges are exclusive of out-of-pocket expenses for services performed. Charges for actual and reasonable out-of-pocket expenses, including but not limited to travel and lodging expenses, will be billed monthly as accrued.

Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser's offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser's offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. When an employee is at or traveling to the Purchaser's offices, fifty-five dollars (\$55) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred-ten dollars (\$110) per day will be charged to cover meals and incidentals.

Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

Applicable Tax: Quote does not include applicable sales tax. If the Purchaser is Tax Exempt, a Tax Exemption Certificate (or other documentation) must be provided with this signed Contract. Otherwise, applicable sales tax will be applied at the time of billing.

Purchaser: **Caribou, City of (ME)**

By: _____ Date: _____

Title: _____