

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Tuesday, October 9, 2018** 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 from Council Meeting Held September 10, 2018 Pgs 2-5
 - b. Notice of Election on November 6, 2018/Opening Time and Warden Appointments Pgs 6-7
 - c. Liquor License for A+W Properties DBA The Warehouse at 14 Evergreen Parkway Pg 8
 - d. Liquor License for Henry B Pratt Jr. American Legion at 67 Sweden Street Pg 9
- 6. Bid Openings, Awards, and Appointments**
 - a. Recognition of Kalen Hill recertification as a Municipal Clerk Pg 10
- 7. Formal Public Hearings, Discussion and Possible Action Items**
 - a. Renewal of a Registered Nonprofit Dispensary permit for Safe Alternatives located at 1137 Presque Isle Road Pgs 11-12
 - b. Non-Binding Advisory Referendum Question on Property Tax Relief for Senior Residents Pg 13
 - c. Revised Wage Policy for Non-Union Employees – Ordinance 04, 2018 Series Pgs 14-17
 - d. Declaration of 0.11 acres as Surplus Property – Ordinance 05, 2018 Series Pgs 18-22
- 8. New Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding River Road Report – Engineer’s Findings Pgs 23-55
 - b. Discussion and Possible Action Regarding Real Estate Purchase Agreement for Property located at 173 River Road Pgs 56-60
 - c. Discussion and Possible Action Regarding Resolution 10-01-2018 – Proclaiming October 2018 Housing America Month Pg 61
 - d. Discussion and Possible Action Regarding Ordinance 4, 2018 Series – Approving a Wage Policy for Non-Union Employees Pgs 14-17
 - e. Discussion and Possible Action Regarding Ordinance 5, 2018 Series – Declaring 0.11 acres as Surplus Property Pgs 18-22
 - f. Introduction of Ordinance 6, 2018 Series – Amending Chapter 17 General Assistance Guidelines Pgs 62-64
 - g. Discussion and Possible Action Regarding an Economic Development Agreement between Caribou City and Porvair Filtration Group, Inc., Caribou Division. Pgs 65-66
 - h. Discussion and Possible Action Regarding RSU 39 Plumbing Permit Fee Waiver Pg 67-71
 - i. Annual Performance Review of City Manager Pgs 72-76
- 9. Reports and Discussion by Mayor and Council Members**
- 10. Reports of Officers, Staff, Boards and Committees** Pgs 77-103
- 11. Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. §405.6.A Consideration of Employment, Duties, and Compensation of an Individual(s)
 - b. §405.6.D Labor Contracts and Proposals
- 12. Next Meeting:** October 17, October 29, November 12
- 13. Adjournment**

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, September 10, 2018 at 6:00 p.m. in Council Chambers with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Philip McDonough II, Joan L. Theriault, Timothy C. Guerrette, R. Mark Goughan and Hugh A. Kirkpatrick.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Michael Gahagan, Police Chief; Gary Marquis, Supt. of Parks & Recreation; and Hope Rumpca, Library Director.

Council Candidate: Christine Lister.

Christopher Bouchard of Aroostook Republican and Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

- Christopher Bouchard – Aroostook Republican – asked questions about the River Road and whether the two property sales to the City, approved at the last meeting, were accepted; additionally, what has been decided concerning the future of the River Road.

The questions were answered by the City Manager and he indicated that the sales were accepted. The Manager stated that the City has engaged with four of the five property owners in the area of the road failure about land acquisition.

The engineering firm looking at the road problem will probably be getting back to the City this week. This report will include concept, design, and cost estimates for the repair of the road. The Council will need to review and discuss the options.

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

None of the Councilors declared any Conflicts of Interest.

Council Agenda Item #5: Consent Agenda

- a. Minutes from City Council Meeting held August 13, 2018
- b. Minutes from City Council Special Meeting held August 20, 2018
- c. August 2018 Financials
- d. Liquor License for Caribou Bowladrome & Sports Inn at Bennett Drive

Motion made by P. McDonough, seconded by T. Guerrette, to approve Consent Agenda A-D as presented. (7 yes) So voted.

The Mayor requested the future financial reports include the Summary page that has been in the most recent Financials report.

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

There weren't any bid openings, awards, and appointments.

Council Agenda Item #7: Formal Public Hearings

There weren't any Formal Public Hearings.

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

Councilor McDonough asked about moving Item #8d. to Item #11d. The Mayor agreed.

- a. Discussion and Possible Action Regarding an Economic Development Agreement between Caribou City and Porvair Filtration Group, Inc., Caribou Division

The Manager reported that since the Council memo was written, he has received an email from Porvair requesting two changes to the proposed agreement between the City and Porvair regarding a generator owned by the City. It has been determined that the generator is surplus, and this proposed agreement has the City selling it to Porvair for a dollar and assisting them with the installation costs. The proposed agreement has the City assisting with the installation costs through tax increment financing (TIF) as long as Porvair meets set conditions.

Under Section 1, Porvair is requesting that language be added that Porvair will own the generator and will be responsible for all calibration, maintenance, repair, tooling, fuel, parts replacement after the initial purchase from the City.

Under Section 4, as it is currently written has Provoir agreeing to add:

- Three employees each year above the baseline with annual salaries at or above the Aroostook County median income of \$38,000 per year.
- Employee gains are cumulative – 3 additional employees by the end of year one, 6 additional employees by year two, etc.

Provoir is requesting that the language be changed to:

- That employees would need to be making the average income for a resident or individual for the County, which is closer to \$22,000 per year.

The Mayor commented that \$22,000 a year is minimum wage.

Discussion.

Motion made by P. McDonough, seconded by J. Theriault, to table until all facts have been gathered. (7 yes) So voted.

- b. Introduction of Ordinance 05, 2018 Series, Authorizing the Sale of 0.11 acres of Property Located at the Intersection of York Street and Sincock Street

Councilor McDonough introduced Ordinance No. 05, 2018 Series, An Ordinance Approving the Sale of 0.11 acres near York Street and Sincock Street.

- c. Discussion and Possible Action Regarding Public hearing for November Ballot Question on Senior Tax Credit Program

A Public Hearing will be held at the October 9th Council Meeting.

- d. Discussion and Possible Action Regarding City Manager Annual Performance Review

This item will be held in Executive Session.

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

- The City Clerk reported that 620 voters cast ballots in the September 6th RSU Referendum Election. 90 of the 620 were casts as absentee ballots, 545 voted yes, 74 no, and one blank. There were not as many cast ballots in this election

compared to the February 2017 RSU Referendum, but overall she was pleased with the more than 10% turnout.

Clerk Farrin promoted absentee ballots for November 6th election.

- First fly-in was held yesterday, September 9th with more than 100 attended. The City Manager praised the Airport Citizens' Advisory Committee for organizing the event.
- Supt. Marquis spoke about the BikeMaine event that brought 450 riders to Caribou on the 9th. He praised the BikeMaine organizers.

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

- Councilor McDonough expressed his thanks to Supt. Marquis and his workers, including Christina Kane-Gibson, for all their efforts with the BikeMaine event. Further he extended his thanks to the crew for Thursday on Sweden Street and all their work throughout the summer.
- The 3rd Annual Marathon will be held next Sunday the 17th with over 400 entries.
- The Mayor thanked Supt. Marquis for his hard work.

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

b. §405(6)(C) Real Estate & Economic Development

6:21 p.m. time in: Motion made by P. McDonough, seconded by T. Guerrette, to enter executive session under 1 MSRA §405(6)(C) Real Estate & Economic Development. (7 yes) So voted.

6:48 p.m. time out.

No action taken.

Council took a short recess.

Council reconvened at 6:52 p.m.

c. §405(6)(D) Labor Contracts and Proposals

6:52 p.m. time in: Motion made by P. McDonough, seconded by T. Guerrette, to enter executive session under 1 MSRA §405(6)(D) Labor Contracts and Proposals. (7 yes) So voted.

7:42 p.m. time out.

No action taken.

Chief Gahagan informed the Council that the School Resource Officer was being sent to ALICE training by the RSU. ALICE provides active shooter incident training focused on schools.

a. §405(6)(A) Consideration of Employment, Duties, and Compensation of an Individual(s)

7:43 p.m. time in: Motion made by P. McDonough, seconded by T. Guerrette, to enter executive session under 1 MSRA §405(6)(A) to discuss employment, duties, and compensation of individuals. (7 yes) So voted.

September 10, 2018

18-17 Pg. 4

9:37 p.m. time out.

Motion made by Mayor Martin, seconded by P. McDonough, to postpone final action on the City Manager's evaluation until the next Council Meeting, noting that the evaluation process was incomplete. (7 yes) So voted.

Council Agenda Item #12: Next Regularly Scheduled Council Meeting – October 9th, Special Council Meeting October 22nd with a Budget Retreat on October 17th at NMDC.

Council Agenda Item #13: Adjournment

Motion made by T. Guerrette, seconded by N. Cote to adjourn at 9:37 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

**OFFICE OF THE CLERK
25 HIGH STREET
CARIBOU, MAINE 04736**

TO: Caribou City Council
FROM: Jayne R. Farrin, City Clerk
DATE: September 19, 2018
RE: November 6, 2018 State and Municipal Election

There are three items that need Council action prior to the November 6, 2018 General, Referendum & Municipal Election.

1. Approval of the Notice of Municipal Election
2. Approve an 8:00 a.m. opening time for the November 6, 2018 General, Referendum & Municipal Election.
3. Appointment of Jayne R. Farrin as Election Warden and Kalen Hill and Laura Adams as Deputy Election Wardens for the November 6, 2018 General, Referendum, & Municipal Election.

**CITY OF CARIBOU
NOTICE OF MUNICIPAL ELECTION
TUESDAY, NOVEMBER 6, 2018**

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 6th day of November 2018, 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:

Two members of the City Council for three years

One member of the Regional School Unit #39 Board of Directors for three years

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

Question to be Voted On:

Should the city of Caribou create a program to provide property tax relief to senior citizens who are longtime residents and who have low or very low incomes? (Non-Binding Advisory Referendum)

Absentee ballots will be processed on Saturday, November 3, 2018, starting at 9:00 a.m. or immediately following a requested inspection and will be processed during Election Day, Tuesday, November 6, 2018 starting at 9:00 a.m. 10:00 a.m. 1:00 p.m. 2:00 p.m. 3:00 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 9th day of October 2018:

Majority of Municipal Officers of
The City of Caribou, Maine

A True Copy

Date: _____

Attested by: _____
Jayne R. Farrin, City Clerk

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

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

PRESENT LICENSE EXPIRES 12/27/18

NEW application: Yes No

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

Requested inspection date: _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>A+W PROPERTIES</u>	Business Name (D/B/A) <u>The Warehouse Bar + Grill</u>
APPLICANT(S) - (Sole Proprietor) <u>Wayne Waight</u>	Physical Location: <u>14 Evergreen Parkway</u>
<u>Amy Trombley</u>	City/Town State Zip Code <u>Caribou ME 04736</u>
Address <u>14 Evergreen Parkway</u>	Mailing Address <u>Same</u>
City/Town State Zip Code <u>Caribou ME 04736</u>	City/Town State Zip Code
Telephone Number Fax Number <u>(207) 492-0869 NA</u>	Business Telephone Number Fax Number <u>(207) 492-0869 NA</u>
Federal I.D. # <u>201566438</u>	Seller Certificate #: or Sales Tax #: <u>1179423</u>
Email Address: Please Print <u>thewarehouse207@yahoo.com</u>	Website: <u>thewarehouse.caribou.com</u>

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transien _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD _____ LIQUOR \$ _____
- Is applicant a corporation, limited liability company or limited partnership? YES NO
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.
(Use an additional sheet(s) if necessary.)

License #	Name of Business
Physical Location	City / Town

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

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

PRESENT LICENSE EXPIRES _____

NEW application: Yes No

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

Requested inspection date: _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>HENRY B PRATT JR.</u>	Business Name (D/B/A) <u>HENRY B. PRATT JR.</u>
<u>AMERICAN LEGION Post 410</u>	<u>AMERICAN LEGION Post 15</u>
APPLICANT(S) --(Sole Proprietor) DOB:	Physical Location:
<u>AMERICAN LEGION Post 15</u>	<u>67 Sweden St.</u>
DOB:	City/Town State Zip Code
<u>HENRY B PRATT JR.</u>	<u>CARIBOU MAINE 04736</u>
Address	Mailing Address
<u>67 Sweden St.</u>	<u>P.O. Box 5</u>
City/Town State Zip Code	City/Town State Zip Code
<u>CARIBOU MAINE 04736</u>	<u>CARIBOU MAINE 04736</u>
Telephone Number Fax Number	Business Telephone Number Fax Number
<u>207-492-6931</u>	<u>207 492-6931</u>
Federal I.D. #	Seller Certificate # or Sales Tax #:
<u>01-0210495</u>	
Email Address: Please Print	Website:

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

License #	Name of Business
Physical Location	City / Town

**OFFICE OF THE CLERK
25 HIGH STREET
CARIBOU, MAINE 04736**

TO: Caribou City Council

FROM: Jayne R. Farrin, City Clerk

DATE: September 19, 2018

RE: Recognition of Kalen Hill Recertification as a Municipal Clerk

On September 11th at the annual business meeting of the Maine Town and City Clerks' Association, Deputy City Clerk Kalen Hill received her re-certification. To be eligible for this recognition, a Clerk, Deputy, or Assistant Clerk must have earned their certification and then continue to attend training on both Title 21-A State Elections and Title 30-A Local Elections plus other training on Voter Registrar, Vital Records, Licensing, Records Management and Municipal Law.

Kalen Hill was one of ten recognized for earning their Recertification this year.

Congratulations.



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Public Hearing on Renewal of a Registered Nonprofit Dispensary Permit
DATE: October 2, 2018

Public Hearings and Possible Action Item

Safe Alternatives is a Registered Nonprofit Dispensary licensed under the state of Maine and located at 1137 Presque Isle Road. The Safe Alternatives operating permit expires on November 20, 2018. City licensing procedures requires that a public hearing must be conducted by the City Council before a nonprofit dispensary permit can be issued/reissued. City departments have reviewed the requested renewal and have determined that there are no violations of local zoning or land use ordinances, there have been no unreasonable disturbances to businesses or persons residing in the vicinity, there have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law caused by business patrons or employees, and there have been no violations of record pertaining to state law or the Caribou Code related to the business operations.

Staff Recommendation

Staff recommends the Registered Nonprofit Dispensary License be renewed based on the following findings and condition:

Findings

1. City departments have reviewed the requested renewal and have determined that there are no known violations of local zoning or land use ordinances,
2. There have been no unreasonable disturbances to businesses or persons residing in the vicinity,
3. There have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law caused by business patrons or employees, and
4. There have been no violations of record pertaining to state law or the Caribou Code related to the business operations.

Condition

1. Safe Alternatives continues to comply with all applicable laws and ordinances including, but not limited to, remaining a licensed dispensary under the State of Maine.

MAINE MEDICAL USE OF MARIJUANA
PROGRAM

THIS CERTIFIES THAT

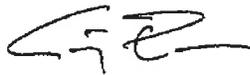
SAFE ALTERNATIVES

1137 PRESQUE ISLE ROAD
CARIBOU, MAINE 04736

Has met the Registration requirements of 22 M.R.S. §588-C to act as a Dispensary for furnishing marijuana for medical use to Qualifying Patients and/or Registered Primary Caregivers

CERTIFICATE OF REGISTRATION

ISSUED ON NOVEMBER 21, 2017 AND EXPIRES ON NOVEMBER 20, 2018



Craig Patterson
Program Manager,
Maine Medical Use of Marijuana Program
Maine Center for Disease Control and Prevention

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Public Hearing on Non-Binding Advisory Referendum Question on Property Tax Relief for Senior Residents
DATE: October 2, 2018

Public Hearing

The Council is considering the implementation of a tax relief program for seniors who are long term residents of the community and qualify for relief under the Maine Property Tax Fairness Credit Program.

The State Property Tax Fairness Credit Program grants up to \$900 of credit to seniors who are 65 years old or older and who make less than 33,333 per year, if single, or less than 43,333 if married or a qualifying widow(er).

According to the 2016 Census estimates, 13% of Caribou's family households are 65+ and 16% of the non-family households are 65+. This means that nearly 30% or 1,066 households of the total Caribou households are 65+. The 2016 Census estimates also indicates that 48.7% of all households make \$34,999 or less. Interestingly enough, 11.6% of all persons 65+ make below the poverty level income (\$17,817) for the area.

If we assume that 50% of the senior households (533) in Caribou would qualify for the state property tax fairness credit program, and the city budgeted for a maximum \$500 matching credit, then the city would need to set aside \$266,000 for this program. If the City matched the State's maximum credit of \$900, then nearly \$480,000 would be needed.

Currently the only source of funding for this type of program would be an increase to the mil rate. In order to raise \$266,000 the city would need to increase the mil rate from 23.7 to 24.4. This rate change would result in an annual property tax increase of approximately \$71 per 100,000 home value.

**Ordinance No. 04,2018 Series
City of Caribou
County of Aroostook
State of Maine**

An Ordinance Adopting Policies for Wages and Salaries.

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-4, §3001; and

WHEREAS, the City of Caribou has adopted Title 2, Administration, rules and regulations pertaining to wages and salaries for city personnel; and

WHEREAS, the City Council has determined that clarification of procedures for determining wages and salaries is necessary.

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 2.1 1, does ordain the following:

Section I. Title 2 Amendments

1. Title 2, Wages and Salaries is amended to read as follows:

WAGES AND SALARIES

The City of Caribou attempts to keep its wages and salaries comparable and competitive with other similar communities, agencies and firms. The City of Caribou maintains a salary schedule for all positions, if not covered by specific contract, in order to keep positional salaries at a comparable rate.

The City of Caribou's Wage and Compensation Program has been created to develop a clear understanding of each different position in the organization, to insure each position is measured on the same basis to determine its relative value, and to ensure that each individual is equitably and competitively compensated for the type of work performed and expertise provided to the organization.

1. Method of Comparison

- a. The Human Resource Director will utilize the most complete data readily available for determining the average salary and range of compensation for city positions. Within the municipal employment market, that data is currently the Maine Municipal Association's salary survey. If another, more accurate source becomes available, the city will use that other source.
- b. Cities to be used in a comparison analysis shall be within the state of Maine and have 6,000 to 10,000 population. The intent is that at least 8 cities, which most closely match Caribou's characteristics within the stated parameters, will be identified for comparison. Cities beyond the parameters may be used if necessary to find position duties and responsibilities appropriate for comparison.
- c. A comparison analysis shall consider position titles and duties.

- i. If a city employee has multiple titles (e.g. Tax Collector and Finance Director), the basis of comparison for the position will be the higher paying of the titles being considered.
 - ii. Although a titled position in one city may have certain duties and minimum necessary expertise, those may not be the same duties and expertise for a similarly titled position in Caribou. When discrepancies between duties associated with a comparable title exist, the city will make appropriate adjustments to the wage comparisons, by considering the other communities' employee time in position, knowledge, managerial and supervisory responsibilities, complexity of operations, and competing market areas.
- d. The Human Resource Director will conduct a wage comparison analysis to determine average compensation by position for all employees' every two years but may conduct an interim comparison for individual positions based on significant amendments to a job description or variation in assigned duties. A comparison analysis shall be performed with any rehiring of a position, even if the position may be filled in-house. The two-year analysis shall be completed by August 1st of the year and provided to the City Personnel Committee for review and determination of budget recommendations for the ensuing budget year.

2. Application of Comparison Results

a. Full-Time Employees.

i. New full-time employees

- 1. Employees having the minimum qualifications necessary for a given position, will typically have a starting wage 6% below the average comparable wage for their position as determined through the most recent wage comparison analysis. The employee will receive a 2% increase for each year of work completed until they reach the comparable average wage for the position (See example table below).

Years of Service	Wage Adjustment from Average	Example Hourly Wage
First Year	-6%	\$11.00
After 1	-4%	\$11.22
After 2	-2%	\$11.45
After 3	Average	\$11.68

- 2. Employees which exceed the minimum qualifications for a position may have a starting wage higher than indicated in paragraph 1 upon recommendation of the Department Head and with permission of the City Manager.
- ii. Existing Full-Time Employees. It is the intent of the City that full-time employees, having more than 3 years of service, will be paid at least the average comparable wage for their position. In the event a comparable analysis returns an average wage, which is less than the current rate an employee is being paid, that employee's wages shall not be reduced to meet the new comparable wage but shall be considered frozen except for appropriate adjustments based on COLA or longevity as provided below.

- b. Regular Part-time Employees. Wages for regular part-time employees shall be predicated upon prevailing wages for the immediate Caribou area but shall be no less than state approved minimum wages. Regular part-time employees are eligible for COLA but not for longevity adjustments.
 - c. Seasonal Part-time Employees. Wages for seasonal employees shall be predicated upon prevailing wages for the immediate Caribou area but shall be no less than state approved minimum wages. Seasonal employees are not eligible for COLA or longevity adjustments.
 3. Notice to Employees. Upon review and acceptance of the wage comparison analysis by the city's personnel committee, all wage results shall be provided to the employees within five business days of personnel committee acceptance.
 4. Appeal of Wage Designation. Employees wishing to dispute the results of a wage comparison analysis shall have 15 days from the date the analysis was accepted by the Personnel Committee, to submit a written appeal, along with documentation supporting the appeal argument, to the City Manager. The City Manager shall coordinate a review of the appeal with the employee, City Manager, Human Resource Director, and Personnel Committee within 10 business days of the appeal filing. Determinations made by the Personnel Committee on any appeal shall be based on the above policy statements and shall be considered the final decision on the wage designation until the next comparable analysis is conducted.
 5. Adjustments.
 - a. Cost of Living Adjustment (COLA). A COLA may be provided to employees as determined by the City Council with the basis for consideration being the Consumer Price Index for All Urban Consumers in the Maine region as provided by the US Bureau of Labor Statistics. It is intended that COLAs only be considered in between standard wage comparison analysis years.
 - b. Stipends. Due to changes in staffing, it may become necessary for an employee to perform additional responsibilities for a short period of time. If the additional responsibilities require additional skills, training and time on the job beyond their regularly assigned work duties as provided in their job description, the city may provide stipends depending on the additional work time required, level of importance of the duties, financial responsibility, budget constraints or other factors. For purposes of this section, a short period of time shall be 6 months or less. If the responsibilities will be required for longer than 6 months, then revision of the employee's job description should take place along with a corresponding review of comparable wages. Any stipends must be reviewed and approved by the Personnel Committee.
 - c. Longevity. All Employees who are compensated at the comparable average wage level for their position are eligible for a 2% increase on their position anniversary of 2, 4, and 6 years after they started getting paid average wage. Thereafter, the longevity increases should be applied to any calculated averages. Any employee who falls below this longevity threshold at the time of adoption of this policy, shall receive a minimum 1% increase (i.e. catch up) each year until the appropriate longevity increase is met. Catch up increases may be higher with council budget approval. Longevity increases are in addition to any COLA.

- d. All approved adjustments to wages shall be made effective the first full pay period after the employee's position anniversary date, except COLAs shall be effective the first pay period of the calendar year.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance shall become effective 30 days after adoption by the Council and after publishing of this ordinance in accordance with the City of Caribou charter, Section 2.12(c), (d) and (e).

This Ordinance was duly passed and approved by a majority of the City Council of the City of Caribou this _____ day of _____, 2018.

David Martin, Mayor

Nicole Cote, Councilor

Timothy Guerrette, Councilor

R. Mark Goughan, Councilor

Philip J. McDonough II, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attested: Jayne R. Farrin, City Clerk

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Ordinance 5 – York Street Property for Sale
DATE: September 7, 2018

PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ON ORDINANCE 5

Background

Ordinance 5, 2018 series would surplus 0.11 acres near York Street and Sincock Street.

Mr. Larry Newell, who owns property on York Street, approached the city in 2017 about selling approximately 0.14 acres of street right-of-way to him. The Council discussed this potential during their October 10, 2017 meeting and determined that additional information was needed before action could be taken. The property, shown in Exhibit A of Ordinance 5, has since been surveyed. It was found that the city has storm drain facilities along the eastern edge of the subject property and thus only 0.11 acres should be considered surplus.

The property was acquired by eminent domain which generally means the previous owners would have a first-right-of-refusal on the property, however, under M.R.S., Title 1, Chapter 21 Section 815, there is no first right of refusal in this case due to the city having used the property for intended purposes. The surplus portion is also exempt from any first-right-of-refusal provisions due to not meeting minimum lot size and frontage requirements in the city's zoning laws. Thus, the only requirements for selling the property are found in City Charter, sections 2.11 and 2.12, which basically state it must be done by properly adopted ordinance.

Ordinance No. 05, 2018 Series
City of Caribou
County of Aroostook
State of Maine

An Ordinance Approving the Sale of 0.11 acres near York Street and Sincock Street.

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

WHEREAS, the City of Caribou is recognized as a body corporate with all rights and powers granted under the law, which includes engaging in real estate transactions; and

WHEREAS, the City owns and controls approximately 0.11 acres of property, which is described in Exhibit A of this ordinance; and

WHEREAS, the city's divesting of such property would serve a greater public purpose to positively resolve conflicts with ownership, occupancy and access onto adjacent lands, and to increase the taxable amount of lands in the community.

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, does ordain the following:

Section I. Surplus Lands

That property (hereafter "Property") which is described in Exhibit A, which is attached hereto, is deemed surplus and may be appropriately disposed of by the City Manager.

Section II. Sale of the Property

Due to the lack of development potential of the Property and the ability to maintain the peace of the community through resolving encroachments and future conflicts between property owners adjacent to the Property, the City Manager shall first offer the Property to the owner of property identified as Map 29 Lot 011.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance shall become effective 30 days after adoption by the Council and after publishing of this ordinance in accordance with the City of Caribou charter, Section 2.12(c), (d) and (e).

This Ordinance was duly passed and approved by a majority of the City Council of the City of Caribou this _____ day of _____, 2018.

David Martin, Mayor

Nicole Cote, Deputy Mayor

Timothy Guerrette, Councilor

Mark Goughan, Councilor

Philip J. McDonough II, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

Exhibit A: Legal Description of the Property

Being a certain lot or parcel of land situated on the westerly side of York Street and the southerly side of Sincock Street being a part of Lot 13, Township "H", Range 2 now Caribou, Aroostook County, Maine and being further bounded and described as follows, to wit:

1. Beginning at plan point (E) on the northwesterly line of York Street being the northeasterly corner of land of Lawrence W. Newell as recorded in the Southern District of the Aroostook Registry of Deeds in Book 2147, page 225;
2. Thence on a Maine State Grid North bearing of North 87°23' West along the land of Newell 77.1 feet;
3. Thence North 30°36' East along the land of The Military Bureau of the Department of Defense, Veterans and Emergency Management of the State of Maine as recorded in Book 3401, page 103, Second Parcel (Parcel One) and Parcel Three, 83.3 feet to an iron pipe set;
4. Thence South 70°40' East 67.7 feet to an iron pipe set on the northwesterly line of York Street;
5. Thence South 29°00' West along the northwesterly line of York Street 60.4 feet to the point of beginning.

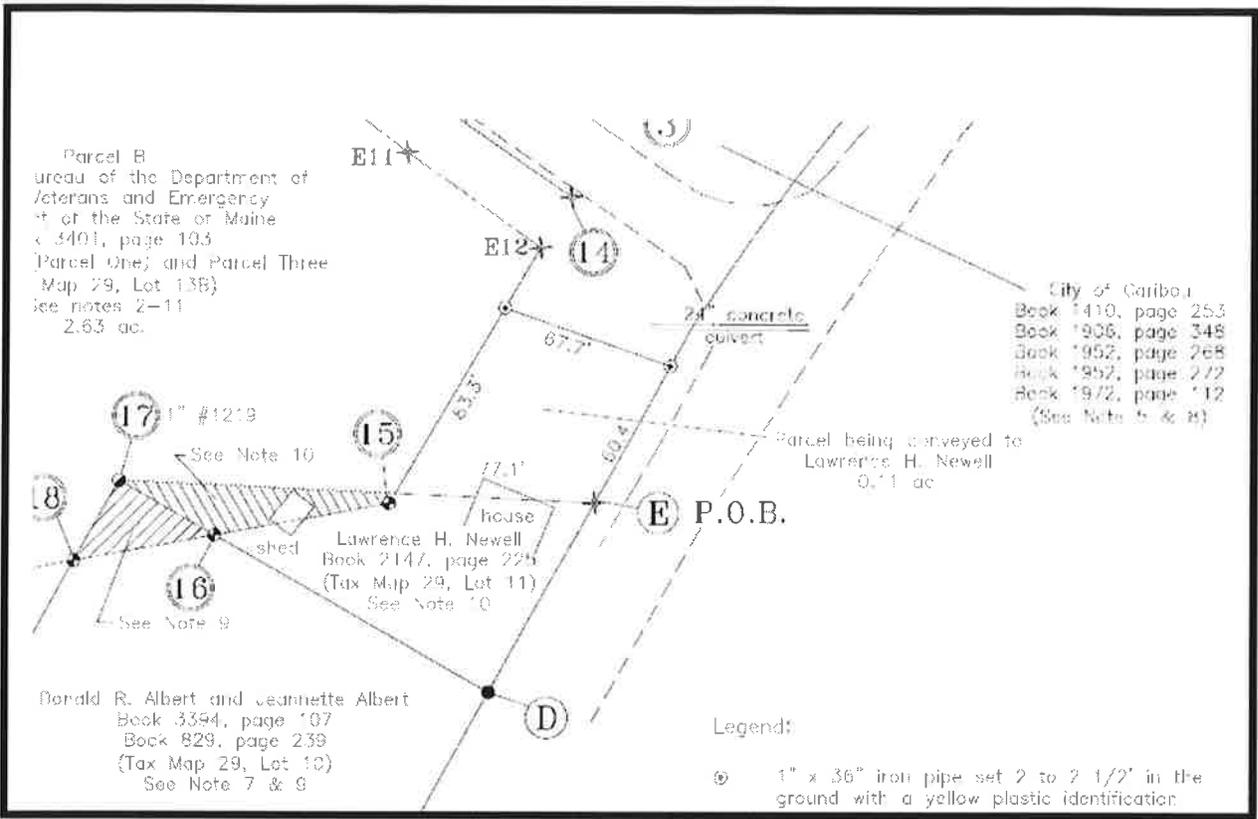
Containing 0.11 acres

The iron pipes set are a 1 inch by 36 inch black iron pipe set 2 - 2 1/2 feet into the ground with a yellow plastic identification cap #1219 affixed to the top.

Bearings and distances are calculated from a plan of survey entitled, "Boundary Retracement Survey, Property of The Military Bureau of the Department of Defense, Veterans and Emergency Management of the State of Maine being A Part of Lot 13, Township "H", Range 2, Caribou, Aroostook County, Maine" as surveyed by Blackstone Land Surveying, P.A., 7 Hatch Drive, Suite 260, Caribou, Maine 04736, January 12 – March 24, 2016, said plan is not recorded but is maintained in the files of Blackstone Land Surveying, P.A. as job #7834.

Surveyor's Note: This is part of the land conveyed to the City of Caribou in Book 1906, page 348.

Exhibit A: Legal Description of the Property



Depiction of the Property



FEASIBILITY ANALYSIS

River Road Slope Failure
Caribou, Maine



Mr. Dennis Marker
City of Caribou
25 High Street
Caribou, Maine 04736

JOB NO. 324607P1

FEASIBILITY ANALYSIS REPORT

Table of Contents

1.0 INTRODUCTION	1
2.0 SITE AND PROJECT INFORMATION	2
3.0 SITE SURVEY AND EXPLORATION PROCEDURES.....	2
4.0 SUMMARIZED SUBSURFACE CONDITIONS.....	3
4.1 Asphalt	3
4.2 Roadway Fill.....	3
4.3 Glacial Till.....	3
4.4 Silty Fine Sand	3
4.5 Groundwater.....	3
5.0 DISCUSSION AND RECOMMENDATIONS.....	4
5.1 Potential Causes of Slope Failure.....	4
5.2 Road Repair Alternatives.....	4
6.0 PREFERRED ALTERNATIVE & RECOMMENDATIONS	7
6.1 Preferred Alternative.....	7
6.2 Additional Considerations	8

List of Appendices

- APPENDIX A - Drawings
- APPENDIX B - Geotechnical Field Report
- APPENDIX C - Alternative Cost Opinions

1.0 INTRODUCTION

DuBois & King was contracted by the City of Caribou to investigate a failure on the River Road. During the spring of 2018, a large embankment failure occurred between the residences 153 and 173, directly affecting five properties and indirectly affecting many more. The failure was so severe that these four residences were displaced and the road was closed. The City of Caribou engaged the Federal Emergency Management Agency for disaster relief funding in where it was found the failure was not due to significant natural causes. This study will provide a preliminary analysis for which to provide alternatives and ultimately information for funding procurement. This feasibility analysis provided preliminary topography of the failure site, surrounding properties and limits of the Aroostook River. In addition, a preliminary geotechnical investigation was performed to analyze the subsurface conditions. We understand that the Caribou Public Works Department has placed barricades and closed the road indefinitely. The City has monitored the area since the failure and provided aid to affected residents.

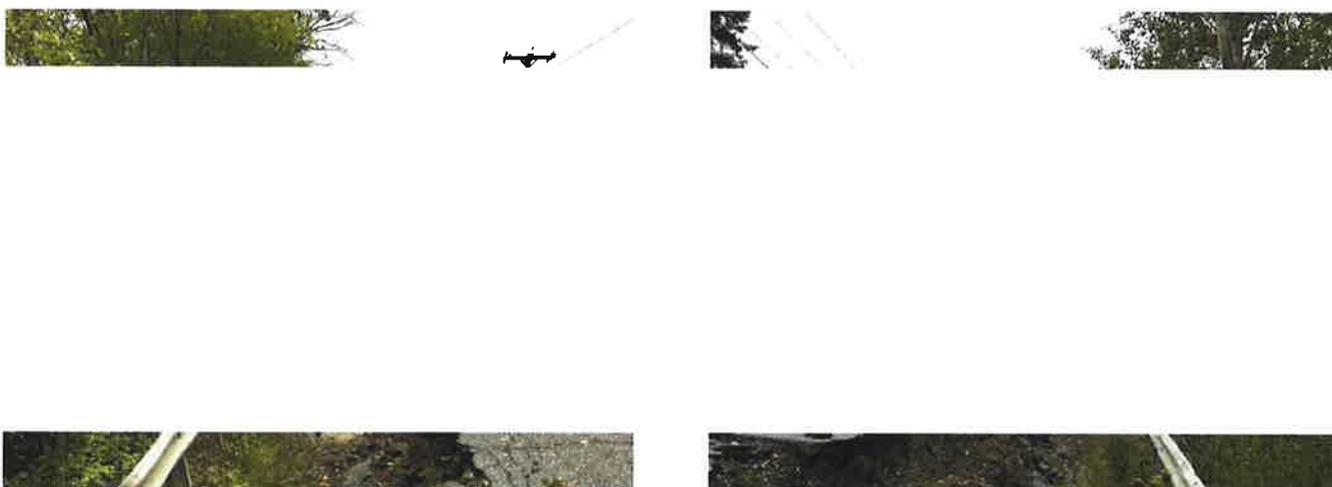


Figure 1 - Failure Looking North

Figure 2 - Failure Looking South

2.0 SITE AND PROJECT INFORMATION

The location of the slope failure is along the western side of the River Road in Caribou, Maine. The road generally runs north to south and follows the crest of a large slope that grades downward to the Aroostook River. In the area of the failure, the road surface decreases in elevation (EI) from EI 455 at the south end to EI 440 at the north end and is generally between 150-200 feet horizontally from the high water mark of the river. To the south of the failure area the road drops in elevation at a grade of about 4 percent and follows the river to the intersection of Route 161 and Route 205. To the north of the failure area the road decreases in elevation to EI 420 and maintains a grade of less than 2 percent and follows the river bank to the north and east. To the east of the road, the ground surface generally slopes upward and is developed with six houses in the failure section. Four residences, Theriault, Jalbert, Guerrette, and Fournier are directly impacted as the road section adjacent to these was limited to one lane and access for municipal, public safety and commercial vehicles was discontinued. The northern two residences (Gove and Gove) are further away from the failure and are not as impacted as the previously described properties. The property abutting the westerly side of River Road and directly impacted by the failure (Chomka) is a heavily wooded with minimal vehicle access and is generally steeply sloped to the river. It was observed during site reconnaissance that many items, including an abandoned vehicle, were present on this property. Adjacent to the east of the impacted residences is an abandoned rail bed and active farmland.

The area of the failure was limited to the western travel lane and sloughed 4-6 feet from its original position. During site review, it was apparent that this was not the first failure of this slope nor is this the only section of River Road that exhibits failure or potential failure. Directly adjacent to the failure, a slope at roughly 1 horizontal (H) to 1 vertical (V) is constant for most of the distance to the river with intermittent shelving. The purpose of our investigation and this report is to determine the cause of the failure and to evaluate potential remedial repair options.

3.0 SITE SURVEY AND EXPLORATION PROCEDURES

A survey team from DuBois & King performed a preliminary survey of the failed slope as well as set control, determine site features, and reviewed property boundaries. In addition, the team launched a Phantom 4 quadcopter drone to produce aerial images and obtained additional surrounding survey data. This limited survey determined the general slope of the failed embankment, its relation to the Aroostook River as well as surrounding drainage patterns.

The Geotechnical investigation consisted of borings. These borings were drilled in the area of the failure by New England Test Borings of Hermon, Maine on July 25 and 26, 2018 under subcontract to DuBois & King. The purpose of these test borings was to collect soil samples, allow installation of a groundwater observation wells so accurate groundwater level could be obtained, and explore the soil conditions to a depth equal to the toe of slope. Four borings were drilled to depths of 30-57'. Boring B-3 was drilled to a depth of 37 feet below the ground surface and two groundwater observation wells were installed to a depth of 30' to 40' and 10' to 20' below the ground surface. Borehole logs are included in Appendix B of this report.

Standard Penetration Tests (SPTs) were performed in each boring in general accordance with ASTM D1586. The SPT consists of driving a 1 3/8-inch inside diameter split spoon sampler with a 140 pound free hammer falling 30-inches. The blows for each 6-inches of penetration are recorded for a total of 24-inches. The sum of the blows required to drive the sampler from 6-inches to 18-inches penetration is referred to as the Standard Penetration Resistance, or N-value, which is an index of measure of in-situ soil density or consistency. N values less than 4 are considered to be very loose; between 4 and 10 loose; between 10 and 30 medium dense; between 30 and 50 dense; and greater than 50 very dense.

4.0 SUMMARIZED SUBSURFACE CONDITIONS

The test borings were drilled through the pavement of River Road and generally encountered a layer of asphalt underlain by the following geologic units in descending order: sand, a thin layer of glacial till (upper glacial till), a fine-grained lacustrine deposit, and a second layer of glacial till (lower glacial till). The borings were terminated in the silty fine sand layer at depths ranging from 32 to 52 feet. Each unit is described below. Each unit is described below.

4.1 Asphalt

Asphalt was encountered at the location of both borings and ranged from 6 to 9 inches in thickness.

4.2 Roadway Fill

Roadway fill was encountered at depths from 1.5 to 1.8 feet in each boring.

4.3 Glacial Till

The glacial till soils are a mixture of silt, sand, and gravel sized particles in varying proportions. Determining the transition between the disturbed till-fill soils and the native till was difficult. Disturbed samples were observed in Borings B-2 and B-3 at 20 feet below the ground surface, and in B-4 at 15 feet below the ground surface. The disturbance may have been caused by recent or historic global failures.

4.4 Silty Fine Sand

Silty fine sand was observed in each of the test borings at depths ranging from 28.5 feet to 33 feet below the ground surface.

4.5 Groundwater

Water was observed in one of the borings (B-3) at the time of exploration work, but was likely influenced by the drilling methods which introduced water to the borehole. A water level of 35.6' was recorded in the casing 24 hours after completion of drilling. Two 1-inch monitoring wells were installed in B-3 for water level measurements. MW-1 was installed from 30' to 40' below the ground surface. MW-2 was installed from 10' to 20' below the ground surface. Water levels were measured one week and two weeks after completion of the exploration work. On August 1st, after a rain event, 1" of water was measured in MW-1 and "trace" was observed for MW-2. On August 8th, "trace" water was observed in both MW-1 and MW-2.

Soil samples in the remaining test borings were generally damp to wet to depths of 17 to 22 feet below the ground surface: lower samples were generally dry above the silty sand layer, which was generally saturated. Free groundwater was not observed in the remaining borings. It is worth noting that the months leading up to and after the investigation were very dry. This may have been the reason for groundwater levels not changing at the various check points.

5.0 DISCUSSION AND RECOMMENDATIONS

The considerations and recommendations presented herein are based on the findings of the subsurface explorations and the existing conditions. Based on photographs, site topographic survey and site observations made during the test boring program the failure surface appears to be a relatively deep seated (global type failure) rather than a shallow type failure.

5.1 Potential Causes of Slope Failure

In general, slopes with grades of approximately 1.5H to 1V are marginally stable and have the tendency to become unstable during spring melt runoff and heavy rain events which is reportedly when the failure along River Road occurred. The location of where the slope failed is at the steepest grade of 1H to 1V. Other contributing factors include the height of the slope and the lack of stormwater conveyance and drainage structures. There is one large culvert, approximately 400 feet from the south end of the failure zone that doesn't appear to be capturing stormwater from the watershed due to existing topography. This addition to the surficial soils caused saturation of the upper soils resulting in a destabilizing impact of water pressure on the soil strength. The saturated slope caused a deep failure resulting in the vertical scarp along the western edge of the roadway.

In addition, the abandoned rail bed poses significant drainage restraint as the original ditching and culverts have been changed or eliminated due to the construction of River Road, residential development, and farming field road construction. This has caused snowmelt and stormwater to be trapped on the easterly side of River Road in the failure zone with the only movement of water as infiltration into the ground, under the road and eventually to the riverbank. Visual observations and the topographic survey do not indicate the upper slope failure extended to the edge of the river and it is our opinion that the river did not cause this failure. Therefore, the slope stabilization treatment does not need to extend to the toe of the slope.

5.2 Road Repair Alternatives

Several alternatives were evaluated for the repair of the failed roadway and adjacent slope. Because the failure is a deep seated global failure and not relatively shallow, reducing the driving forces on the slope by placement of a lightweight fill at the top of the slope is recommended along with several surface and groundwater drainage improvements.

Four alternatives provided below are considered to be feasible alternatives. Cost estimates are based on remediating the slope for a length of approximately 1100 feet and are for comparison purposes only. Actual construction costs should be expected to vary from the numbers presented below based on market conditions and funding sources.

1) Mechanically Stabilized Earthen Wall

When space is limited, the implementation a Mechanically Stabilized Earthen wall is an option to provide minimal impacts to the abutting properties. One of the goals of the project is to impact these adjacent properties to the minimum extent practicable. Review of existing conditions and geotechnical data suggest that an 850 foot long by a 8-12 foot high wall could be constructed to maintain the existing road profile. This alternative does require significant excavation for the placement of reinforcing geogrid and structural fill material. The following activities would be required for the implementation of this alternative:

- Construct vertical MSE wall

- Reconstruct road in place
- Minimal to no property acquisition
- Minor Permitting effort
- Drainage improvements



The probable cost opinion for this alternative is on the order of \$1,400,000 for design and construction, including contingencies. This alternative maintains the existing property boundaries and structures, however, it will impact the Chomka property as at least an acre of tree clearing will be required to construct the wall and stabilize the embankment from future failure. In addition, new culverts and underdrain are necessary to allow surface and groundwater the ability to be directed to the Aroostook River. New base and subbase gravels, asphalt surface and guardrail will be installed.

We anticipate an individual permit, minor in nature, to be required by MaineDEP as the project will disturb area within 200' of a body of water. Affect on water quality into the Aroostook River would be the main issue however, given the size of the existing natural wooded buffer, we don't feel this would require mitigation.

2) Realign Roadway 20' to East

This alternative was developed based on the recent project implemented on the Grimes Mill Road in 2012. Both embankment failures had many similarities including proximity to the river, overall embankment height and slope, affected residential properties and utilities, and poor drainage patterns. The proposed design would relocate the alignment of the road approximately 30 feet to the east, basically mirroring the existing sewer and electric utilities. This alternative's objective was to not relocate these utilities for cost reasons and would involve the following:

- Construct new roadway
- Demolish three properties
- Riprap slope stabilization
- Drainage improvements

The probable cost opinion for this alternative is on the order of \$1,200,000 for design and construction, including contingencies. This alternative would require and additional acre of clearing on the Chomka property from alternative 1 to allow for a 2:1 riprap slope. This alternative would require the demolition of the Theriault, Fournier, Guerrette properties and place the right-of-way adjacent to the Jalbert and Gove properties. Due to the regrading of the failed embankment, the sewer utility will maintain its current cover however 2-3 manholes will require adjustment. As in the previous alternative, drainage improvements including the installation of culverts and ditches along with underdrain are imperative in the prevention of future failures. New base and subbase gravels, in addition to new asphalt surface and guardrail will be installed.

This project would require similar permitting as Alternative 1 above with similar concerns regarding water quality for the Aroostook River. In addition, MaineDEP will want mitigating techniques for the large ripped area as this type of embankment has been shown to increase water temperature, which decreases fishery habitat quality. We understand these requirements and feel it is a mitigatable issue.

3) Relocate Roadway to the East utilizing Abandoned Rail Bed

The project site abuts an abandoned railroad bed owned by the Canadian Pacific Railway according to historical records. The goal of this alternative was to impact the existing properties as little as possible while maintaining access and hopefully utilizing the existing materials for road base construction. The preliminary length of road is approximately 2,000' that circumnavigates the easterly side of the affected residences and reconnects to the existing alignment on either side of the failure. New gravels and pavement would be placed along with the regrading of the failed slope and new residential driveway entrances. Sewer and electric utilities would also be relocated within the newly established right-of-way. In summary, this alternative would involve the following:

- Minimal property acquisitions
- New property entrances from East
- Regrade failed slope and stabilize with plantings or riprap
- Drainage improvements
- Utility relocation

The probable cost opinion for this alternative is on the order of \$2,600,000 for design and construction, including contingencies. Again, this alternative would require similar impacts to the Chomka property as discussed previously in Alternative 2. In addition, the Caribou Utilities District owns property on the north end of this relocated alignment which would require acquisition. This alternative would also impact Emera Maine's high voltage utilities to the east of project site, involving relocation of pole and line infrastructure further north. Preliminary discussions with Emera emphasized the critical nature of this distribution line as the main feed of electrical power to northern Aroostook County. Lastly, impacts to the residences include relocated driveways, new base and subbase gravels, and an asphalt surface.

This alternative will require the largest permitting effort as it requires a significant increase in impervious area. It is anticipated that in addition to a Natural Resource Protection Act Individual Permit (within 200 feet of a natural resource) that a Stormwater Permit will be required. We anticipate existing wooded buffers will suffice for stormwater quality mitigation measures.

4) Relocate Roadway Vertically

Lastly, the alternative to maintain the existing roadway alignment but lower the profile in elevation was investigated. The current failure settled 4-6' on west side of the roadway which lends to some

of this alternative has already been accomplished. In addition, a short-term solution to lower the road would allow vehicle traffic access through the winter until final design can be completed and construction begin. This alternative involves the following:

- Three property acquisitions
- New property entrances due to grading work
- Regrade failed slope and stabilize with plantings or riprap
- Drainage improvements
- Utility relocations

The probable cost opinion for this alternative is on the order of \$1,350,000 for design and construction, including contingencies. This alternative creates a significant backslope to the east, requiring the removal of three structures and a significant driveway reconstruction on the fourth. This alternative will require the reconstruction of the sewer and electric utilities however, minimizes the quantity of riprap slope stabilization techniques nor does it require an MSE wall.

Alternative 4 offers similar permitting efforts as Alternative 1 in that it is within 200 feet of a natural resource. Water quality and quantity will be the governing issues to address in the permit application.

6.0 PREFERRED ALTERNATIVE & RECOMMENDATIONS

6.1 Preferred Alternative

The City of Caribou was surprised this past spring with an unfortunate, catastrophic event on the River Road. This failure has caused significant distress in the community, specifically for the residences and users of River Road. Many of the current residents that live on the road have had to travel out of their way to commute back and forth from town. In addition, this failure has impacted the access for public safety and utility vehicles and certainly has posed a significant concern for use this winter. The four alternatives studied include repairing the road in place, realigning the road and minimizing impacts to utilities and total relocation. The do nothing alternative, which inevitably was to close this section of the road permanently, was not analyzed as it was determined this was not a feasible solution for the community.

Funding for this project has also not yet been determined which can be a driving factor when determining a preferred option for mitigation. The City coordinated and investigated the use of FEMA funding in where it was determined that natural causes were not at play. In addition, the City's decision to acquire the four properties, Theriault, Fomier, Jalbert, and Guerrette, lends to certain decisions for a preferred alternative. It is our assumption that the parcels acquired will make way for the preferred alternative and whatever remains will be untouched by the project will be sold, whether it be land or property with structures.

For these reasons, Alternative 2, realigning the road, approximately 30 feet to the east, is the most economical, constructible, and practicable solution for this failure and is D&K’s suggested preferred alternative for this project. It is clear that this project is an unforeseen financial burden to the community, specifically funding with taxpayer money alone as the major concern. From a constructability standpoint, this alternative utilizes standard construction equipment and materials to construct this option. Not having to be concerned with the utilities is another plus for this project as that adds another organisation and coordination into the fold. In addition, with the acquisition of properties, this alternative lends to less negative impacts to the abutting properties. The table below summarizes the major components for this recommendation. Lastly, it is our opinion that the preferred alternative will require less time to construct, therefore providing vehicle access sooner than other options.

Table 1 – Alternative Analysis

<u>Alternative</u>	<u>Cost</u>	<u>Utility Impact</u>	<u>Permitting Requirements</u>	<u>Impact to Property Owners</u>
1	\$1,400,000	No	Minor	Minimal
2	\$1,200,000	No	Minor	3 Properties
3	\$2,600,000	Yes	Major	Minimal
4	\$1,350,000	Yes	Minor	3 Properties

6.2 Additional Considerations

As this project progresses, the City should consider a few key points for success. First, drainage, both stormwater and groundwater, should be incorporated into final design documents. It is clear that the Aroostook River is not as high of an impact as maybe originally thought. The free movement of groundwater and stormwater runoff is key in the prevention of soil erosion and movement, both causes of the existing failure. Drainage improvements are typically inexpensive insurance policies for mitigation of future failures of these type. Second, it is recommended that the City look to survey the remaining sections of river embankment as it was apparent during our site reconnaissance that other sections, on both sides, up and downriver, are exhibiting signs of impending failure. Sometimes simple rerouting of drainage structures or placement of scour protection will buy time for the implementation of permanent solutions. Finally, a short term solution for winter access needs to be determined. Ideally, lowering the road would assist with this and maintain a relatively stable road base until funding this fall can be secured. We are of the understanding that the Public Works Department is monitoring the road on at least a weekly basis which we recommend continues. There are three solutions in our opinion to provide temporary access, all of which have pros and cons. First, barricades could be installed along with timed traffic lights to allow the existing northbound lane to be open for traffic. Clearly, there are snow maintenance issues with this option as well as keeping the traffic signals working. The second solution is to lower the entire road to the failed elevation, which assumes this section will not continue to move. This would require the northbound lane to be relocated to the southbound side and graveled over. Lastly, if property acquisitions are in place, the area east of the utilities could be excavated and a temporary gravel road be constructed. Unfortunately, it is our understanding that not all of the properties affected by this option have been

acquired, making this option awkward. Snow removal activities would be impeded in this section in all cases and certainly the existing condition exhibits a liability of vehicles sliding off the road and down the steep slope.

DuBois & King appreciates the opportunity to assist the City with this project and is willing and able to continue the support and finalization of a permanent solution.

APPENDIX A - DRAWINGS
Existing Site Plan
Typical Roadway Section
Alternative Plans & Profiles

**NOT FOR
 CONSTRUCTION**

NO.	DATE	DESCRIPTION	BY	CK'D

CITY OF CARIBOU
 CARIBOU MUNICIPAL
 BUILDING
 25 HIGH ST
 CARIBOU, MAINE
 04736

CARIBOU RIVER
 ROAD
 REHABILITATION

SHEET TITLE

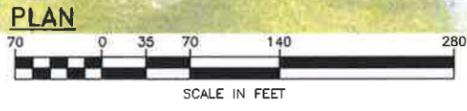
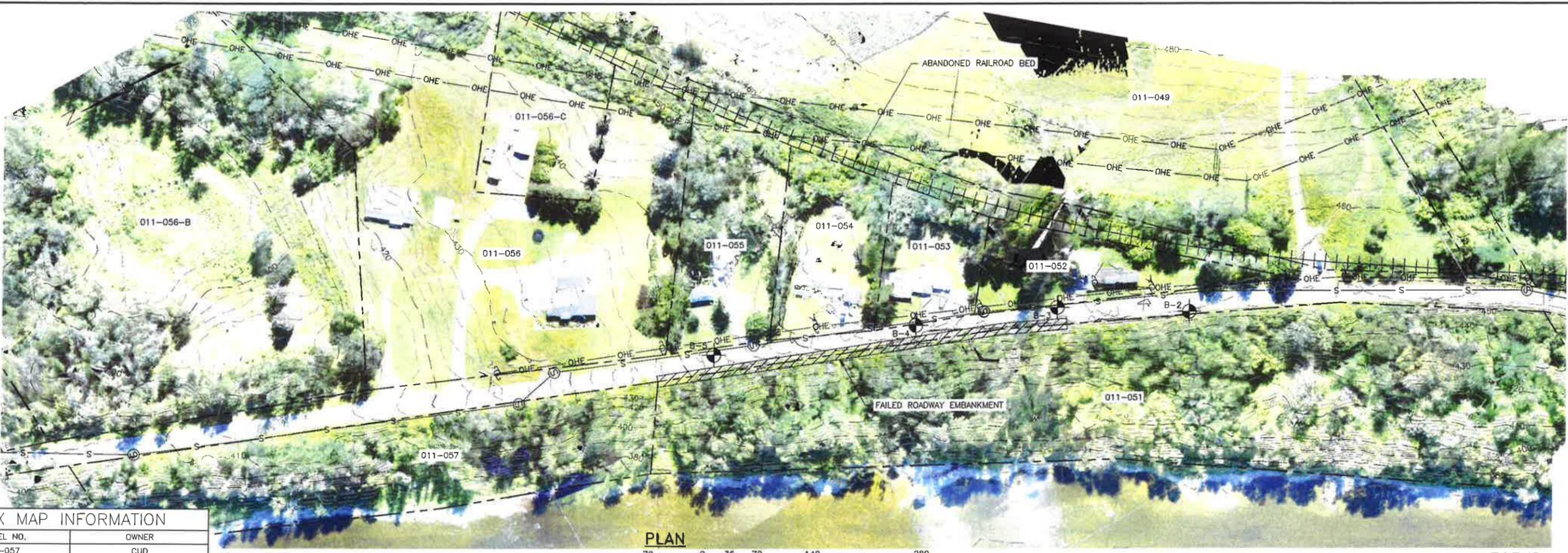
EXISTING
 CONDITIONS PLAN

DRAWN BY	DATE
EBS	SEPT. 2018
CHECKED BY	D&K PROJECT #
SM	324607
PROJ. ENG.	D&K ARCHIVE #
SM	

SHEET NUMBER

1

SHEET 1 OF 6



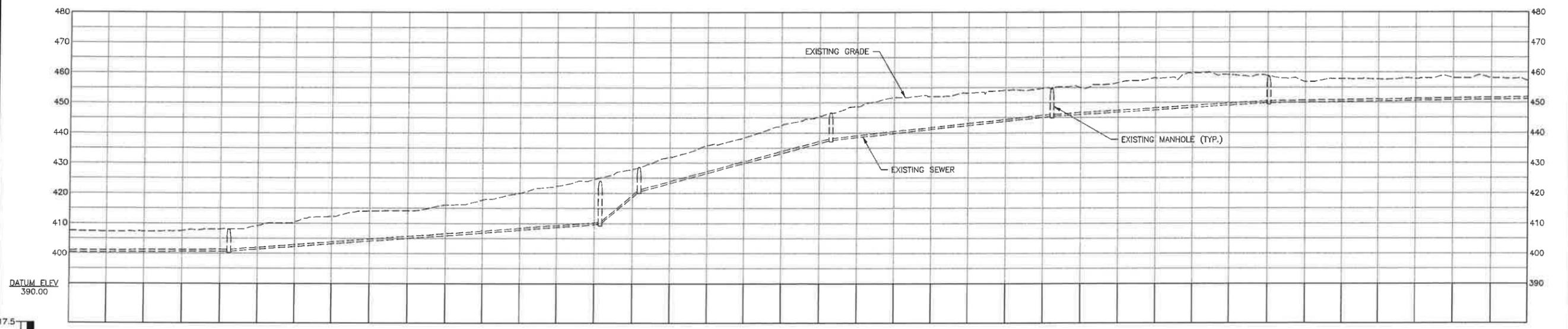
LEGEND

EXISTING

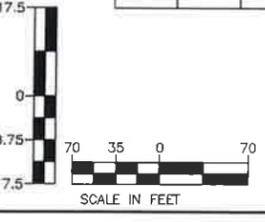
- OHE — OHE — OVERHEAD ELECTRIC
- S — SEWER
- ⊙ UTILITY POLE
- ⊙ SEWER MANHOLE
- ⊙ B-3 SOIL BORING

TAX MAP INFORMATION

PARCEL NO.	OWNER
011-057	CUD
011-056	GOVE
011-56-B	CUD
011-056-C	GOVE
011-55	JALBERT
011-54	GUERRETTE
011-53	FOURNIER
011-52	THERIAULT
011-51	CHOMKA



PROFILE



I:\324607_Caribou River Road\Drawings\324607-SP01.dwg 9/25/2018 2:04 PM

NOT FOR CONSTRUCTION

NO.	DATE	DESCRIPTION	BY	CHK'D

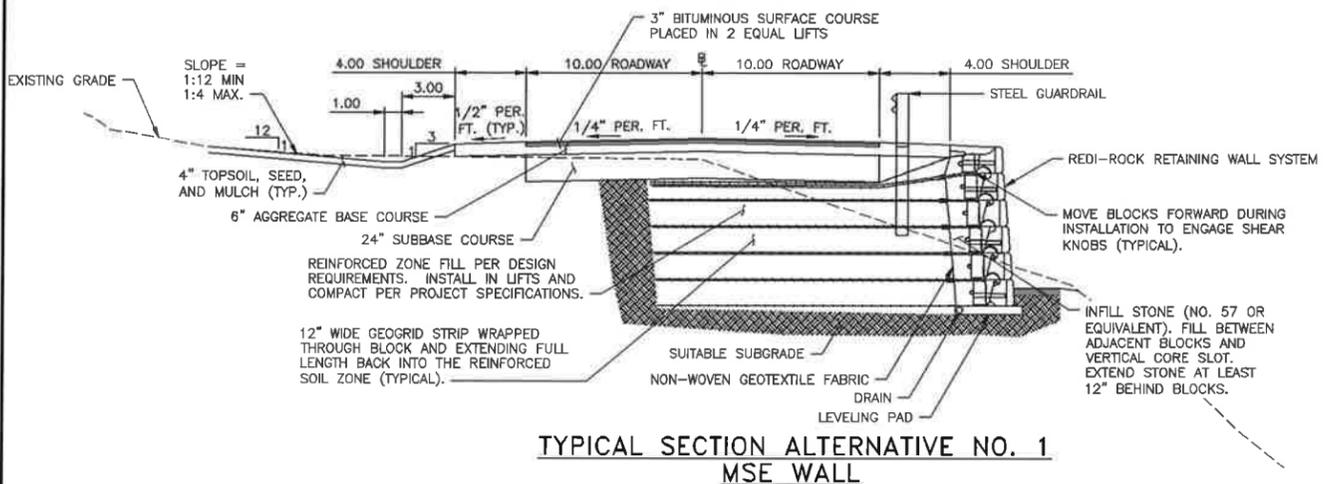
CITY OF CARIBOU
 CARIBOU MUNICIPAL
 BUILDING
 25 HIGH ST
 CARIBOU, MAINE
 04736

CARIBOU RIVER
 ROAD
 REHABILITATION

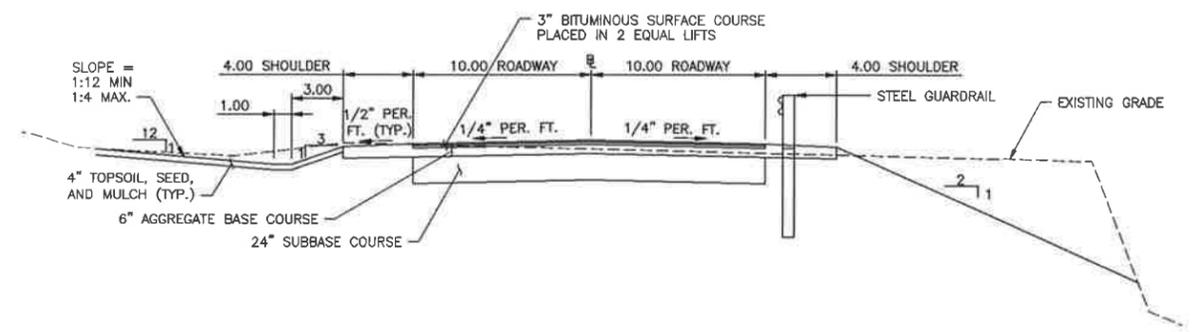
SHEET TITLE
 TYPICAL SECTIONS

DRAWN BY	DATE
EBS	SEPT. 2018
CHECKED BY	DSK PROJECT #
SM	324607
PROJ. ENG.	DSK ARCHIVE #
SM	

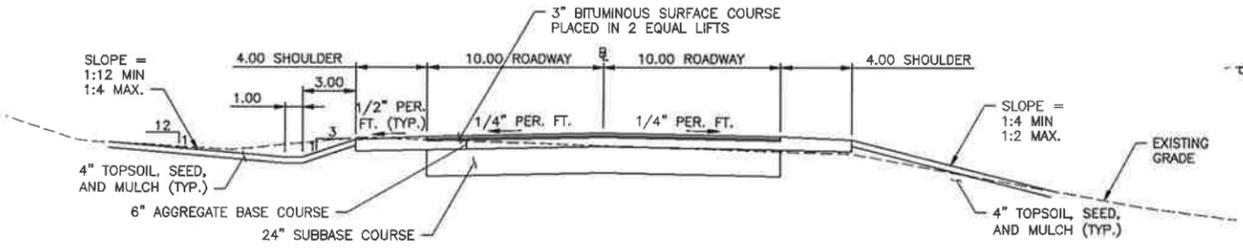
SHEET NUMBER
2
 SHEET 2 OF 6



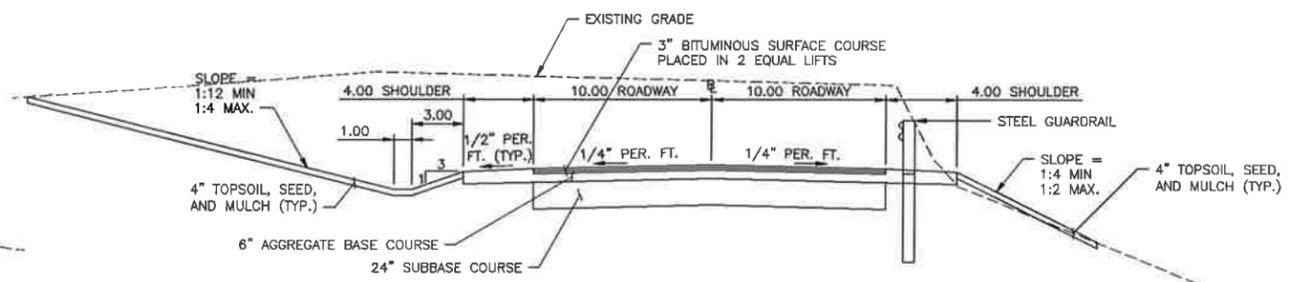
**TYPICAL SECTION ALTERNATIVE NO. 1
 MSE WALL**



**TYPICAL SECTION ALTERNATIVE NO. 2
 ROAD REALIGNMENT**



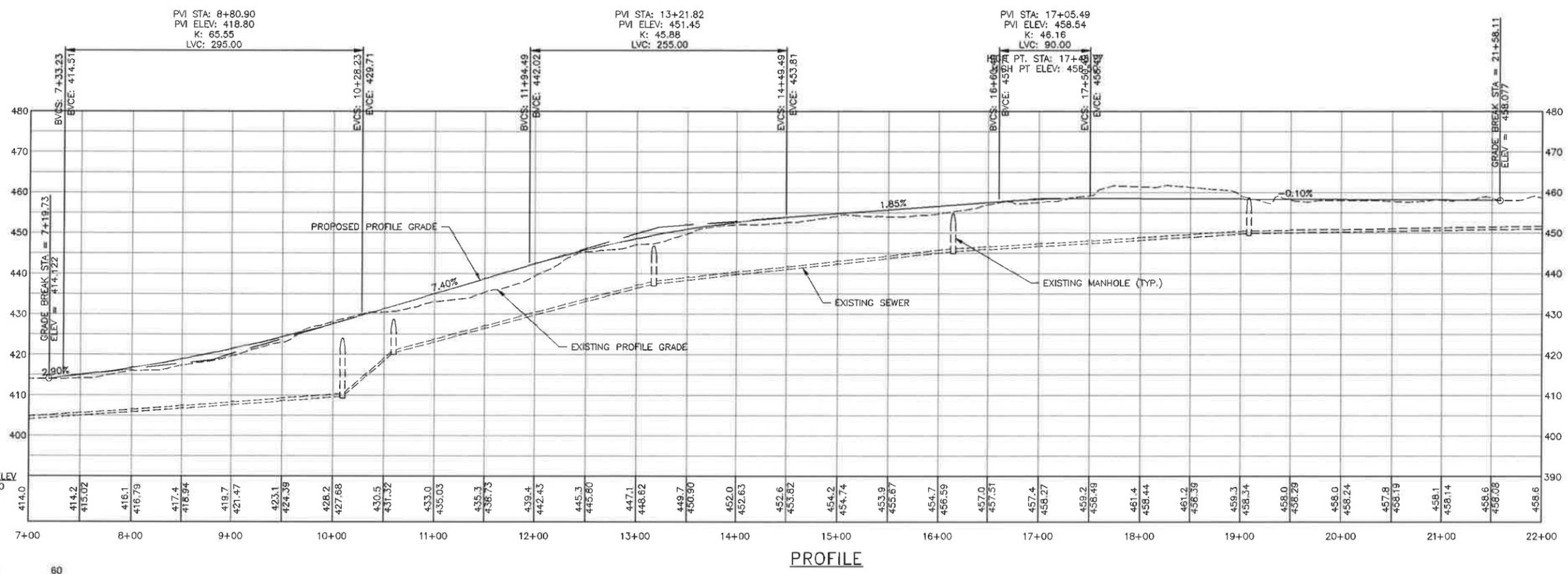
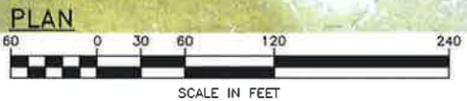
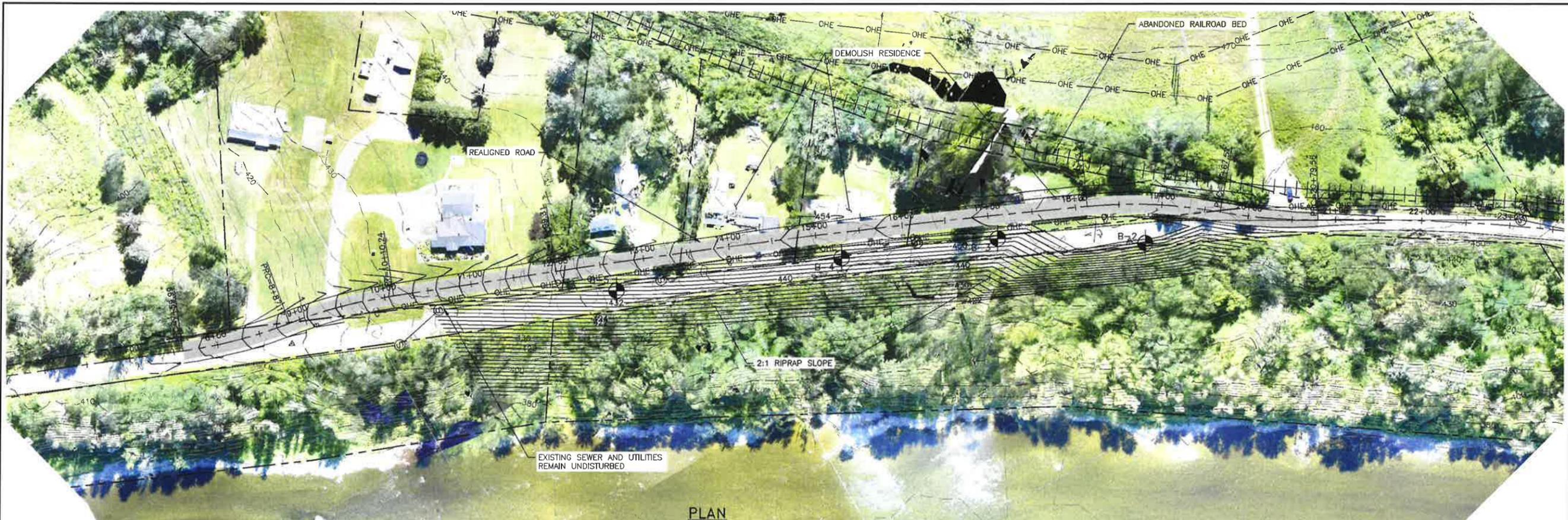
**TYPICAL SECTION ALTERNATIVE NO. 3
 ROAD RELOCATION**



**TYPICAL SECTION ALTERNATIVE NO. 4
 LOWER EXISTING PROFILE**

I:\324607 Caribou River Road\Drawings\324607-HU01.dwg 9/25/2018 2:05 PM

**NOT FOR
 CONSTRUCTION**



NO.	DATE	DESCRIPTION	BY

CITY OF CARIBOU
 CARIBOU MUNICIPAL
 BUILDING
 25 HIGH ST
 CARIBOU, MAINE
 04736

CARIBOU RIVER
 ROAD
 REHABILITATION

SHEET TITLE
 ALT NO. 2
 ROAD
 REALIGNMENT

DRAWN BY	DATE
EBS	SEPT. 2018
CHECKED BY	DAR PROJECT #
SM	324607
PROJ. ENG.	DATE ARCHIVE #
SM	

SHEET NUMBER
4
 SHEET 4 OF 6

I:\324607 Caribou River Road\Drawings\324607-N102.dwg 9/25/2018 2:06 PM

NOT FOR
CONSTRUCTION

NO.	DATE	DESCRIPTION	BY	CHK'D

CITY OF CARIBOU
CARIBOU MUNICIPAL
BUILDING
25 HIGH ST
CARIBOU, MAINE
04736

CARIBOU RIVER
ROAD
REHABILITATION

SHEET TITLE

ALT NO. 3
ROAD
RELOCATION

DRAWN BY
EBS

DATE
SEPT 2018

CHECKED BY
SM

PROJ. ENGR.
SM

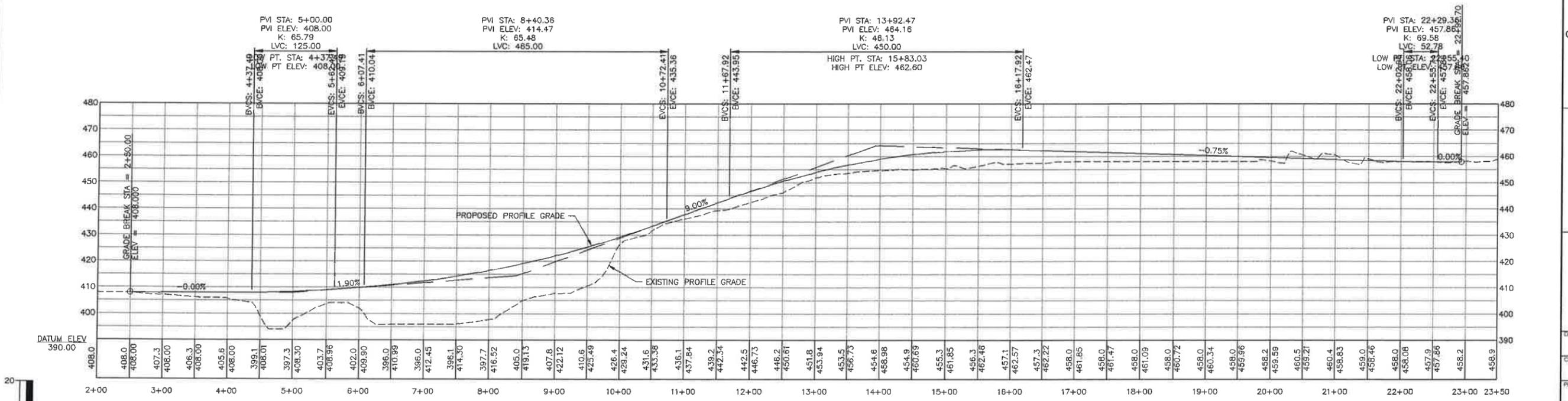
SHEET NUMBER

5

SHEET 5 OF 6



PLAN
SCALE IN FEET



PROFILE

I:\324607 Caribou River Road\Drawings\324607-Alt3.dwg 9/25/2018 2:07 PM

**NOT FOR
 CONSTRUCTION**

NO.	DATE	DESCRIPTION	BY	CHKD

CITY OF CARIBOU
 CARIBOU MUNICIPAL
 BUILDING
 25 HIGH ST
 CARIBOU, MAINE
 04736

CARIBOU RIVER
 ROAD
 REHABILITATION

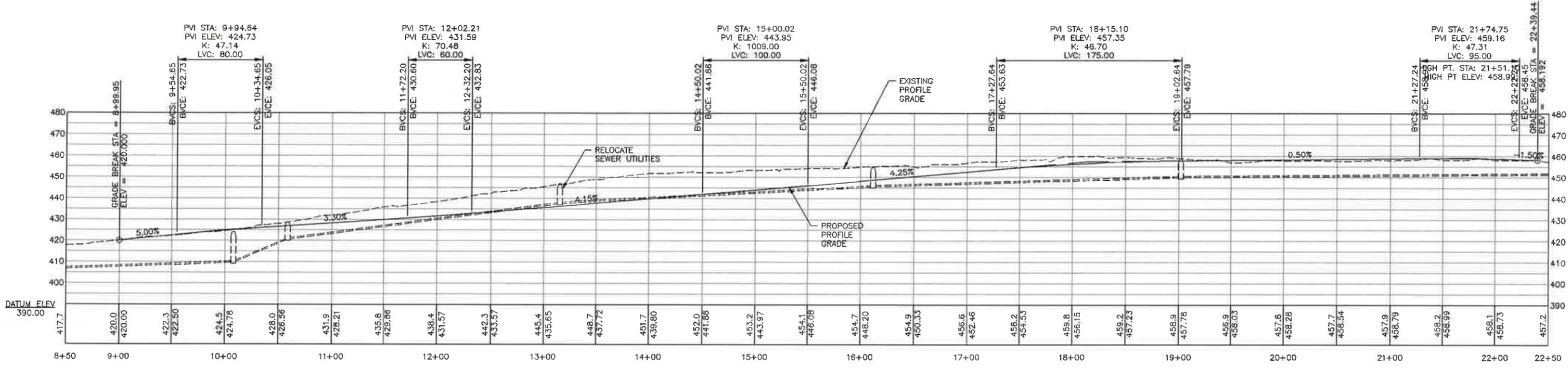
SHEET TITLE
 ALT NO. 4
 LOWER EXISTING
 PROFILE

DRAWN BY	DATE
EBS	SEPT. 2018
CHECKED BY	CHK PROJECT #
SM	324607
PROJ ENG	CHK ARCHIVE #
SM	

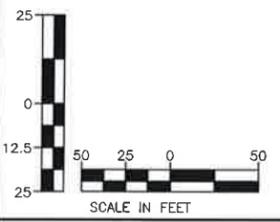
SHEET NUMBER
6
 SHEET 6 OF 6



PLAN
 SCALE IN FEET



PROFILE



I:\324607 Caribou River Road\Drawings\324607-1104.dwg 9/25/2018 2:08 PM

APPENDIX B - GEOTECHNICAL FIELD REPORT

Summary of Findings

September 12, 2018
18-06-CAR

Dubois & King, Inc.
Attention: Mr. Shane McDougall, P.E.
14 Sweden Street, Suite 203
Caribou, ME 04736

Subject: Explorations and Geotechnical Engineering Services
River Road
Caribou, Maine

Dear Shane:

In accordance with my Proposal dated July 5, 2018, I have made subsurface assessment for the rehabilitation of River Road in Caribou. This report summarizes my findings; its contents are subject to the limitations in Attachment A.

The purpose of my work was to explore the subsurface conditions at the site and to provide information regarding existing subsurface conditions for use in planning of the rehabilitation. The assessment has included the making and observation of 4 test borings, visual classification of the soils, water level readings, and preparation of this report.

EXPLORATIONS

Four test borings (designated B-2 through B-5) were made along the failed section of roadway on July 25 and 26, 2018 by New England Test Borings out of Hermon, ME. The boring locations were selected and field located by Dubois and King and will be picked up later by survey equipment for both plan location and elevation. The approximate locations of the explorations are shown on the attached plan provided by Dubois and King and labeled "Geotechnical Layout Plan" (Sheet 1). The boring logs are attached as Sheets 2 through 6. A key to the notes used on the exploration logs is attached as Sheet 7.

SITE CONDITIONS

Soil Conditions

The explorations generally encountered 6 to 9 inches of asphalt pavement over 1.5 to 1.8 feet of roadway fill over re-worked glacial till-fill and native till soils, and native fine sand at depth.

The glacial till soils are a mixture of silt, sand, and gravel sized particles in varying proportions. The fines contents (portion passing the #200 sieve) appeared to range from 30% to 45%, by weight. It was difficult to determine the exact transition from the disturbed till-fill soils to the

native till; where the transition was not clear, a dashed line is used on the logs. Additionally, disturbed samples were observed in Borings B-2 and B-3 at 20 feet below the ground surface, and in B-4 at 15 feet below the ground surface. The disturbance may have been caused by recent, or historic global failures.

Silty fine sand was observed in each of the test borings at depths ranging from 28.5 feet to 33.0 feet below the ground surface. The borings were terminated in the silty fine sand layer at depths ranging from 32 to 52 feet.

Groundwater

Water was observed in one of the borings (B-3) at the time of exploration work, but was likely influenced by the drilling methods which introduced water to the borehole. A water level of 35.6' was recorded in the casing 24 hours after the completion of drilling. Two 1-inch monitoring wells were installed in B-3 for water level measurements. MW-1 was installed from 30' to 40' below the ground surface. MW-2 was installed from 10' to 20' below the ground surface. Water levels were measured one week and two weeks after completion of the exploration work. On August 1st, after a rain event, 1" of water was measured in MW-1, and "trace" was observed for MW-2. On August 8th, "trace" water was observed in both MW-1 and MW-2.

Soil samples in the remaining test borings were generally damp to wet to depths of 17 to 22 feet below the ground surface; lower samples were generally dry above the silty sand layer, which was generally saturated. Free groundwater was not observed in the remaining borings.

Please refer to the attached exploration logs for more detailed descriptions of the subsurface findings.

CLOSURE

It has been a pleasure to be of assistance to you on this project. If you have any questions, or if I may be of further assistance, please do not hesitate to call.

Sincerely,

Sash Engineering



Sarah L. Ashley, P.E.

Owner/Principal Engineer



ATTACHMENT A

Limitations

This report has been prepared by Sash Engineering for the exclusive use of Dubois & King, Inc. for specific application to the River Road Rehabilitation project in Caribou, Maine in accordance with generally accepted soil and foundation engineering practices. No warranty, express or implied, is made.

The analyses and recommendations in this report are based in part upon the data obtained from subsurface explorations. The nature and extent of variations between these explorations may not become evident until construction. If variations appear evident during construction, it will be necessary to re-evaluate the recommendations of this report.

The generalized soil profile described in the text is intended to convey trends in subsurface conditions. The boundaries between strata are approximate and idealized and have been developed by interpretations of widely spaced explorations and samples; actual soil transitions are probably more erratic.

Water level observations have been made at the time of exploration work. These data have been reviewed and interpretations have been made in the text of this report. However, it must be noted that fluctuations in the level of groundwater may occur due to variations in rainfall, temperatures and other factors occurring since the time measurements were made.



Sash Engineering

TEST BORING LOG B-2

Project: River Road Rehab

Client: Dubois & King

Location: River Road, Caribou, Maine

Drilling Co.: New England Boring Contractors – Mike Porter

Project Number: 18-06-CAR

Sash Representative: SLA

Date: 07/26/18

Elevation: N/A

CASING BLOWS PER FOOT	SAMPLE				SAMPLER BLOWS PER 6"				DEPTH	STRATA & TEST DATA	
	NO.	PEN.	REC.	DEPTH @ BOT	0-6	6-12	12-18	18-24			
									0.6'	ASPHALT PAVEMENT	
									1.7'	BROWN SILTY SAND AND GRAVEL (FILL)	
	1D	24"	19"	3.0'	3	3	4	5	2.4'	BROWN FINE SAND	
									4.0'	MOTTLED BROWN SAND AND SILT, SOME GRAVEL (REWORKED TILL) ~ LOOSE ~	
	2D	24"	19"	7.0'	5	6	9	12		MOTTLED BROWN GRAVELLY SILT AND SAND (REWORKED TILL) ~ MEDIUM DENSE ~	
	3D	24"	23"	12.0'	5	5	7	6			
	4D	24"	7"	17.0'	5	27	19	11			
									20.0'		
	5D	24"	9"	22.0'	7	6	6	9		BROWN SILTY SAND AND GRAVEL ~ LOOSE TO MEDIUM DENSE ~	
	6D	24"	10"	27.0'	7	6	10	8			
									28.0'		
	7D	24"	16"	32.0'	7	9	10	10		BROWN SILTY GRAVELLY SAND ~ MEDIUM DENSE ~	
									33.0'		
	8D	24"	29"	37.0'	5	7	8	6		BROWN FINE SAND WITH LAYERS OF SILTY FINE SAND ~ MEDIUM DENSE ~	
									37.0'		
										BOTTOM OF EXPLORATION AT 37.0'	
WATER LEVEL INFORMATION:					Water pooled at ground surface, running into borehole. No standing water in the borehole.					COMMENTS: Samples 1D – 5D generally damp, Samples 6D and 7D generally dry, Sample 8D saturated; Sample 5D appeared disturbed.	
DRILLING INFO:										*STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY BETWEEN SOIL TYPES AND THE TRANSITION MAY BE GRADUAL.	
CASING:		TYPE	SIZE I.D.	HAMMER WT. / FALL							
		HSA	2 1/2"	140 lbs / 32"							
SAMPLER:		SS	1 3/8"								
SAMPLES:		D = SPLIT SPOON									
CORE BARREL:											
										2	
										BORING NO.: B-2	



Sash Engineering

TEST BORING LOG B-3

Project: River Road Rehab

Client: Dubois & King

Location: River Road, Caribou, Maine

Drilling Co.: New England Boring Contractors – Mike Porter

Project Number: 18-06-CAR

Sash Representative: SLA

Date: 07/25/18

Elevation: N/A

CASING BLOWS PER FOOT	SAMPLE				SAMPLER BLOWS PER 6"				DEPTH	STRATA & TEST DATA	
	NO.	PEN.	REC.	DEPTH @ BOT	0-6	6-12	12-18	18-24			
									0.7'	ASPHALT PAVEMENT	
									1.8'	BROWN SILTY SAND AND GRAVEL (FILL)	
	1D	24"	15"	3.0'	8	8	7	8			
									5.8'	BROWN SAND AND SILT, SOME GRAVEL (REWORKED TILL) ~ MEDIUM DENSE ~	
	2D	24"	21"	7.0'	5	5	5	5		~ LOOSE TO MEDIUM DENSE ~	
										MOTTLED BROWN GRAVELLY SILT AND SAND (REWORKED TILL)	
	3D	24"	9"	12.0'	6	8	9	4		~ MEDIUM DENSE ~	
52											
52	4D	24"	11"	17.0'	3	3	4	6		~ LOOSE ~	
63											
74											
77									20.0'		
42											
51	5D	24"	13"	22.0'	10	7	6	7		~ LOOSE ~ BROWN SILTY GRAVELLY SAND	
53											
62											
70											
50											
88	6D	24"	6"	27.0'	13	18	16	23		~ MEDIUM DENSE ~	
100									28.5'		
96											
59											
46											
65	7D	24"	14"	32.0'	8	5	6	9		BROWN SILTY FINE SAND	
86											
107											
115										~ MEDIUM DENSE ~	
49											
79	8D	24"	15"	37.0'	10	11	11	14			
100											
96											
112											
WATER LEVEL INFORMATION:					Installed 1" wells from 30' to 40', and 10' to 20'. After completion of exploration, water level at 34.2'. After 24 hours, water level at 35.6'.				COMMENTS:		Samples generally damp to wet below 5 feet. Sample 5D saturated and appeared disturbed.
DRILLING INFO:											
		TYPE	SIZE I.D.	HAMMER WT. / FALL							
CASING:		HW	4"								
SAMPLER:		SS	1 3/8"	140 lbs / 32"							
SAMPLES:		D = SPLIT SPOON									
CORE BARREL:											
										*STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY BETWEEN SOIL TYPES AND THE TRANSITION MAY BE GRADUAL.	3
										BORING NO.:	B-3



Sash Engineering

TEST BORING LOG B-3

Project: River Road Rehab

Client: Dubois & King

Location: River Road, Caribou, Maine

Drilling Co.: New England Boring Contractors – Mike Porter

Project Number: 18-06-CAR

Sash Representative: SLA

Date: 07/25/18

Elevation: N/A

CASING BLOWS PER FOOT	SAMPLE				SAMPLER BLOWS PER 6"				DEPTH	STRATA & TEST DATA	
	NO.	PEN.	REC.	DEPTH @ BOT	0-6	6-12	12-18	18-24			
67										BROWN SILTY FINE SAND ~ MEDIUM DENSE ~	
87	9D	24"	16"	42.0'	9	9	12	13			
113											
99											
81											
66											
85	10D	24"	15"	47.0'	7	5	6	7			
97											
102											
115											
	11D	24"	19"	52.0'	7	4	10	11	52.0'		
											BOTTOM OF EXPLORATION AT 52.0'
WATER LEVEL INFORMATION:					Installed 1" wells from 30' to 40', and 10' to 20'. After completion of exploration, water level at 34.2'. After 24 hours, water level at 35.6'.					COMMENTS: Samples generally damp to wet below 5 feet. Sample 5D saturated and disturbed.	
DRILLING INFO:										*STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY BETWEEN SOIL TYPES AND THE TRANSITION MAY BE GRADUAL.	
CASING:	TYPE	SIZE I.D.	HAMMER WT. / FALL							<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">4</div>	
	HW	4"	300 lbs / 16"								
SAMPLER:	SS	1 3/8"	140 lbs / 32"								
SAMPLES:	D = SPLIT SPOON										
CORE BARREL:										BORING NO.: B-3	

47



Sash Engineering

TEST BORING LOG B-4

Project: River Road Rehab

Client: Dubois & King

Location: River Road, Caribou, Maine

Drilling Co.: New England Boring Contractors – Mike Porter

Project Number: 18-06-CAR

Sash Representative: SLA

Date: 07/26/18

Elevation: N/A

CASING BLOWS PER FOOT	SAMPLE				SAMPLER BLOWS PER 6"				DEPTH	STRATA & TEST DATA
	NO.	PEN.	REC.	DEPTH @ BOT	0-6	6-12	12-18	18-24		
									0.5'	ASPHALT PAVEMENT
									1.5'	BROWN SILTY SAND AND GRAVEL (FILL)
	1D	24"	14"	3.5'	6	4	7	5	3.3'	BROWN GRAVELLY SILTY SAND (FILL)
	2D	24"	21"	7.0'	3	5	5	5		MOTTLED BROWN GRAVELLY SILT AND SAND (REWORKED TILL)
										~ LOOSE ~
	3D	24"	19"	12.0'	5	4	4	3		
	4D	24"	12"	17.0'	9	16	15	13	15.0'	
										BROWN GRAVELLY SILTY SAND
										~ MEDIUM DENSE ~
	5D	24"	12"	22.0'	15	14	14	13		
	6D	24"	13"	27.0'	12	16	17	21		
	7D	24"	14"	32.0'	11	18	16	12	31.5'	
									32.0'	BROWN SILTY FINE SAND ~ DENSE ~
										BOTTOM OF EXPLORATION AT 32.0'
WATER LEVEL INFORMATION: No free groundwater encountered.										COMMENTS: Soil samples 1D through 4D generally damp. Samples 5D and 6D dry. Sample 4D appeared disturbed.
DRILLING INFO: CASING: TYPE HSA SIZE I.D. 2 1/2" SAMPLER: SS 1 3/8" 140 lbs / 32" SAMPLES: D = SPLIT SPOON CORE BARREL:										*STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY BETWEEN SOIL TYPES AND THE TRANSITION MAY BE GRADUAL. <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 10px auto;">5</div>
										BORING NO.: B-4



Sash Engineering

TEST BORING LOG B-5

Project: River Road Rehab

Client: Dubois & King

Location: River Road, Caribou, Maine

Drilling Co.: New England Boring Contractors – Mike Porter

Project Number: 18-06-CAR

Sash Representative: SLA

Date: 07/25/18

Elevation: N/A

CASING BLOWS PER FOOT	SAMPLE				SAMPLER BLOWS PER 6"				DEPTH	STRATA & TEST DATA
	NO.	PEN.	REC.	DEPTH @ BOT	0-6	6-12	12-18	18-24		
									0.8'	PAVEMENT
									1.5'	BROWN SILTY SAND AND GRAVEL (FILL)
	1D	24"	15"	3.0'	8	10	8	7	4.5'	BROWN SILT AND SAND, SOME GRAVEL (REWORKED TILL) ~ MEDIUM DENSE ~
	2D	24"	12"	7.0'	14	19	25	27	8.0'	BROWN GRAVELLY SAND AND SILT (FILL) ~ DENSE ~
	3D	24"	16"	12.0'	5	6	5	6		BROWN GRAVELLY SILTY SAND ~ LOOSE ~
	4D	24"	18"	17.0'	21	15	18	16		~ MEDIUM DENSE ~
	5D	24"	12"	22.0'	7	6	9	15		~ LOOSE TO MEDIUM DENSE ~
	6D	24"	16"	27.0'	8	8	16	15		
	7D	24"	11"	32.0'	17	19	16	13	32.0'	
	8D	24"	19"	37.0'	5	6	8	9	37.0'	BROWN SILTY FINE SAND ~ LOOSE ~
										BOTTOM OF EXPLORATION AT 37.0'
WATER LEVEL INFORMATION: After sample 3D, water level at 9.3'; after completion of exploration, boring open to 13.3' with water at 5.8'					COMMENTS: Samples 1D, 2D, 5D, 6D and 7D dry; Samples 3D and 4D wet; Sample 8D saturated.					
DRILLING INFO:					*STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY BETWEEN SOIL TYPES AND THE TRANSITION MAY BE GRADUAL.					
CASING:	TYPE	SIZE I.D.	HAMMER WT. / FALL		<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>					
	HSA	2 1/2"								
SAMPLER:	SS	1 3/8"	140 lbs / 32"							
SAMPLES:	D = SPLIT SPOON									
CORE BARREL:					BORING NO.: B-5					



KEY TO THE NOTES & SYMBOLS **Test Boring and Test Pit Explorations**

All stratification lines represent the approximate boundary between soil types and the transition may be gradual.

Key to Symbols Used:

w	-	water content, percent (dry weight basis)
L	-	liquid limit - Atterberg test
P	-	plastic limit - Atterberg test
PI	-	plasticity index - (L-P)

Description of Proportions:

Trace:	0 to 5%
Some:	5 to 12%
"Y"	12 to 35%
And	35+%
With	Undifferentiated

REFUSAL: Test Boring Explorations - Refusal depth indicates that depth at which, in the drill foreman's opinion, sufficient resistance to the advance of the casing, auger, probe rod or sampler was encountered to render further advance impossible or impracticable by the procedures and equipment being used.

REFUSAL: Test Pit Explorations - Refusal depth indicates that depth at which sufficient resistance to the advance of the backhoe bucket was encountered to render further advance impossible or impracticable by the procedures and equipment being used.

Although refusal may indicate the encountering of the bedrock surface, it may indicate the striking of large cobbles, boulders, very dense or cemented soil, or other buried natural or man-made objects or it may indicate the encountering of a harder zone after penetrating a considerable depth through a weathered or disintegrated zone of the bedrock.

APPENDIX C – ALTERNATIVE COST OPINIONS

Engineer's Opinion of Probable Construction Cost

Caribou River Road Slope Stabilization
Mechanically Stabilized Earthen Wall - Alternative 1

Caribou, Maine

As of: October 1, 2018

ITEM NO.	DESCRIPTION OF ITEM:	UNIT	UNIT PRICE	QUANTITY	AMOUNT
1	Mobilization	LS	\$100,000.00	1	\$100,000
2	Erosion Control	LS	\$5,000.00	1	\$5,000
3	Clearing & Grubbing	AC	\$15,000.00	1	\$15,000
4	Unclassified Excavation	CY	\$15.00	6,000	\$90,000
5	24" Culvert	LF	\$55.00	90	\$4,950
6	15" Culvert	LF	\$35.00	190	\$6,650
7	Subbase Course Gravel	CY	\$20.00	1,900	\$38,000
8	Base Course Gravel	CY	\$30.00	630	\$18,900
9	Hot Mix Asphalt Pavement	TON	\$125.00	460	\$57,500
10	Tack Coat	GAL	\$15.00	405	\$6,075
11	Guardrail	LF	\$20.00	1,210	\$24,200
12	Pavement Markings	SF	\$2.00	810	\$1,620
13	Erosion Control Blanket	SY	\$3.00	6,110	\$18,330
14	Seeding & Mulching	MSF	\$35.00	66	\$2,310
15	Topsoil	CY	\$20.00	805	\$16,100
16	MSE Wall	SF	\$60.00	12,000	\$720,000
17	Structural Fill	CY	\$12.00	4,000	\$48,000
18	Underdrain System	LF	\$25.00	1,000	\$25,000

Subtotal:	\$1,197,635
Construction Contingencies (10%):	\$119,764
Engineering & Permitting (15%):	\$179,645
Total Estimated Costs:	\$1,377,280

Assumptions:

1. Approximately 1,100' of roadway to be reconstructed.
2. Pavement section to be 18" subbase, 6" base, and 3.5" bituminous surface course.
3. Construction based on a 90 day performance period
4. Costs can be contingent on bid timing
5. Based on 500 linear feet to be resloped
6. Cost does not include disposal of contaminated soil

Engineer's Opinion of Probable Construction Cost

Caribou River Road Slope Stabilization
Realigned Roadway - Alternative 2

Caribou, Maine

As of: October 1, 2018

ITEM NO.	DESCRIPTION OF ITEM:	UNIT:	UNIT PRICE	BID QUANT:	AMOUNT
1	Mobilization	LS	\$90,000.00	1	\$90,000
2	Erosion Control	LS	\$10,000.00	1	\$10,000
3	Clearing & Grubbing	AC	\$12,000.00	2.05	\$24,600
4	Unclassified Excavation	CY	\$8.00	15,000	\$120,000
5	Stabalization Geotextile	SY	\$3.00	9,890	\$29,670
6	Plain Rip Rap	CY	\$40.00	9,890	\$395,600
7	24" Culvert	LF	\$55.00	90	\$4,950
8	15" Culvert	LF	\$35.00	61	\$2,135
9	Subbase Course Gravel	CY	\$20.00	2,060	\$41,200
10	Base Course Gravel	CY	\$30.00	690	\$20,700
11	Hot Mix Asphalt Pavement	TON	\$125.00	495	\$61,875
12	Tack Coat	GAL	\$15.00	440	\$6,600
13	Guardrail	LF	\$20.00	1,320	\$26,400
14	Pavement Markings	SF	\$2.00	880	\$1,760
15	Seeding & Mulching	MSF	\$35.00	66	\$2,310
16	Topsoil	CY	\$20.00	800	\$16,000
17	Residential Demolition	EA	\$15,000.00	3	\$45,000
18	Underdrain System	LF	\$25.00	1,400	\$35,000

Subtotal: **\$933,800**

Construction Contingencies (10%): **\$93,380**

Engineering & Permitting (20%): **\$186,760**

Total Estimated Costs: \$1,213,940

Assumptions:

1. Approximately 1,200' of roadway to be reconstructed.
2. Pavement section to be 18" subbase, 6" base, and 3.5" bituminous surface course.
3. Construction based on a 60 day performance period
4. Costs can be contingent on bid timing
5. Based on 500 linear feet to be resloped
6. Cost does not include disposal of contaminated soil

Engineer's Opinion of Probable Construction Cost

Caribou River Road Slope Stabilization
Relocated Roadway - Alternative 3
Caribou, Maine

As of: September 1, 2018

ITEM NO.	DESCRIPTION OF ITEM:	UNIT:	UNIT PRICE	BID QUANT:	AMOUNT
1	Mobilization	LS	\$200,000.00	1	\$200,000
2	Erosion Control	LS	\$15,000.00	1	\$15,000
3	Clearing & Grubbing	Acre	\$10,000.00	5.4	\$54,000
4	Borrow Excavation	CY	\$12.00	6,000	\$72,000
5	Unclassified Excavation	CY	\$15.00	20,000	\$300,000
6	Stabalization Geotextile	SY	\$2.20	11,500	\$25,300
7	Plain Rip Rap	CY	\$40.00	11,500	\$460,000
8	24" Culvert	LF	\$55.00	90	\$4,950
9	15" Culvert	LF	\$35.00	40	\$1,400
10	Subbase Course Gravel	CY	\$20.00	3,500	\$70,000
11	Base Course Gravel	CY	\$30.00	1,200	\$36,000
12	Hot Mix Asphalt Pavement	Ton	\$125.00	940	\$117,500
13	Tack Coat	Gal.	\$15.00	835	\$12,525
14	Pavement Markings	SF	\$2.00	1,500	\$3,000
15	Seeding & Mulching	MSF	\$35.00	120	\$4,200
16	Topsoil	CY	\$20.00	1,420	\$28,400
17	Underdrain	LF	\$25.00	1,400	\$35,000
18	Electric Utility Realignment	LS	\$60,000.00	1	\$60,000
19	Sewer Utility Realignment	LS	\$650,000.00	1	\$650,000
20	Property Acquisition	LS	\$15,000.00	1	\$15,000

Subtotal:	\$2,164,275
Construction Contingencies (10%):	\$216,428
Engineering & Permitting (20%):	\$432,855
Total Estimated Costs:	\$2,597,130

Assumptions:

1. Approximately 2,000' of roadway to be reconstructed.
2. Pavement section to be 18" subbase, 6" base, and 3.5" bituminous surface course.
3. Construction based on a 90 day performance period
4. Costs can be contingent on bid timing
5. Based on 500 linear feet to be resloped
6. Cost does not include disposal of contaminated soil

Engineer's Opinion of Probable Construction Cost

Caribou River Road Slope Stabilization
Mechanically Stabilized Earthwork Wall - Alternative 1

Caribou, Maine

As of: September 1, 2019

ITEM NO.	DESCRIPTION OF ITEM:	UNIT:	UNIT PRICE	BID QUANT:	AMOUNT
1	Mobilization	LS	\$100,000.00	1	\$100,000
2	Erosion Control	LS	\$10,000.00	1	\$10,000
3	Clearing & Grubbing	Acre	\$15,000.00	1.2	\$18,000
4	Unclassified Excavation	CY	\$8.00	20,690	\$165,520
5	Stabalization Geotextile	SY	\$2.20	1,490	\$3,278
6	Plain Rip Rap	CY	\$40.00	1,490	\$59,600
7	24" Culvert	LF	\$55.00	90	\$4,950
8	15" Culvert	LF	\$35.00	61	\$2,135
9	Subbase Course Gravel	CY	\$20.00	2,310	\$46,200
10	Base Course Gravel	CY	\$30.00	770	\$23,100
11	Hot Mix Asphalt Pavement	Ton	\$125.00	560	\$70,000
12	Tack Coat	Gal.	\$15.00	495	\$7,425
13	Guardrail	LF	\$50.00	1,485	\$74,250
14	Pavement Markings	SF	\$2.00	990	\$1,980
15	Erosion Control Blanket	SY	\$2.00	3,820	\$7,640
16	Seeding & Mulching	MSF	\$35.00	125	\$4,375
17	Topsoil	CY	\$20.00	1,500	\$30,000
18	Residential Demolition	EA	\$15,000.00	3	\$45,000
19	Sewer Utility Realignment	LS	\$500,000.00	1	\$500,000

Subtotal:	\$1,173,453
Construction Contingencies (10%):	\$117,345
Engineering & Permitting (15%):	\$176,018
Total Estimated Costs:	\$1,349,471

Assumptions:

1. Approximately 1,350' of roadway to be reconstructed.
2. Pavement section to be 18" subbase, 6" base, and 3.5" bituminous surface course.
3. Construction based on a 60 day performance period
4. Costs can be contingent on bid timing
5. Based on 500 linear feet to be resloped
6. Cost does not include disposal of contaminated soil

PURCHASE AND SALE AGREEMENT

THIS AGREEMENT by and between **Alan J. and Robyn V. Jalbert** whose mailing address is 173 River Road, Caribou, ME 04736 (herein "Seller") and the **City of Caribou**, a body corporate and politic with a mailing address of 25 High Street, Caribou, ME 04736 (herein "Buyer"):

WITNESSETH THAT:

1. Seller agrees to sell and Buyer agrees to buy, the following real estate:

A certain parcel of land together with the buildings and improvements thereon situated at 173 River Road, Caribou, ME as described in a Warranty Deed recorded in Book 3045, pg 172 of the Southern Aroostook County Registry, from Alfred J. Sirois and Ginette M. Sirois to Alan J. Jalbert and Robyn V. Jabert, husband and wife being the same premises conveyed to Alfred J. Sirois and Ginette M. Sirois, as joint tenants, of Herbert A. Harvey and Fern L. Harvey dated July 24, 1967 and recorded at the Southern Aroostook Registry of Deeds in Vol. 1008, Page 285, a copy of which is attached hereto.

2. The purchase price is **Seventy-Two-Thousand Dollars (\$72,000)**. The amount due hereunder shall be paid as follows: (a) the amount of \$0 is due upon the execution of this Agreement which sum shall be held by Seller's attorney in the attorney's trust account and applied towards the purchase price; (b) the remaining balance in the amount of \$72,000 shall be due and payable at the closing specified herein by the Buyer by certified check, cashier's check, bank money order or wire transfer.

3. The real estate shall be conveyed by Warranty Deed and shall convey good and merchantable title free and clear of all encumbrances except for standard utility easements and deed restrictions, if any, that do not adversely affect the use of the property as a residence.

4. Until the delivery of the Deed from Seller to Buyer, risk of loss or damage to the real estate by fire or otherwise shall be on the Seller. In the event that the property shall become destroyed by fire or other Act of God, this Agreement shall be null and void.

5. The closing shall take place on or before December 14, 2018 at the law offices of Solman & Hunter, P.A., Caribou, ME or such other place as designated by the Buyer. The premises conveyed hereunder shall be delivered to Buyer at closing in the same condition as the date of this Agreement, reasonable wear and tear excepted. The house will be 'broom clean' as

of the date of closing and Buyer shall have the right to conduct a walk-through inspection prior to the closing to determine the condition of the premises. At the time of closing Seller shall deliver the deed to Buyer and Buyer shall pay the consideration due to Seller. Buyer shall be entitled to possession of the premises at the time of closing, but may enter prior to closing to conduct inspections and tests.

6. Real estate taxes assessed by the City of Caribou for the current tax year shall be prorated as of the date of closing based on the City's fiscal year.

Water and sewer will be prorated as of the date of closing.

Fuel in the tank at the time of the closing shall be prorated at closing based on the cash price on that date.

7. If the Buyer fails to perform hereunder, and the Seller is ready, willing and able to perform, the Seller may exercise any remedy available under Maine law, legal or equitable, including the right to seek specific performance.

8. If Seller fails to perform hereunder, and the Buyer is ready, willing and able to perform, the Buyer may exercise any remedy available under Maine law, legal or equitable, including the right to seek specific performance.

9. It is expressly understood and agreed that *time is of the essence* in respect to this Agreement and time frames contained here, and that this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs and assigns.

10. If Seller shall be unable to give title as herein stipulated, then Seller shall use reasonable efforts to remove any defects in title. If such defects are not cured within a reasonable time (not to exceed thirty days), then the Buyer may at Buyer's option: (a) terminate this Agreement in which case all obligations of all parties shall cease and this Agreement shall be void without recourse to the parties; or (b) accept such title as Seller can deliver and to pay the purchase price without deduction.

11. Buyer acknowledges that Buyer has not been influenced to enter into this transaction nor has Buyer relied upon any warranties or representations not set forth in this Agreement. **It is specifically understood that this property is being sold "as is" without warranties of any kind, except for warranties of title.**

12. This Agreement may not be modified, waived or amended except in a writing signed by all parties hereto. The parties acknowledge that this Agreement contains the entire Agreement of the parties.

13. The net proceeds payable to Seller as a result of this sale shall be disbursed to Seller upon the recording of the deed to Buyer.

14. Seller will be responsible for the cost of one half of the Maine transfer tax, all costs to clear title and Seller's attorney fees. Seller also agrees to provide an up to date abstract of title prepared in accordance with the Maine Standards of Title or a title insurance policy issued within the last ten years.

Buyer will be responsible for the cost of the preparation of the deed, transfer tax declaration, all costs associated with Buyer's financing, the Maine Transfer Tax, title examination fees, title insurance and closing fees.

15. Buyer's obligation to perform hereunder is also subject to the following inspections being satisfactory to Buyer: *(Please complete below)*

	TYPE OF INSPECTION	YES	NO	
a.	General Building	<u> x </u>	<u> </u>	within_30_ days
b.	Sewage Disposal/Septic System	<u> x </u>	<u> </u>	within_30_ days
c.	Urea Formaldehyde	<u> </u>	<u> x </u>	within___ days
d.	Radon Air Quality	<u> </u>	<u> x </u>	within___ days
e.	Asbestos	<u> x </u>	<u> </u>	within_30_ days
f.	Radon Water Quality	<u> </u>	<u> x </u>	within___ days
g.	Lead Paint	<u> x </u>	<u> </u>	within_30_ days
h.	General Environmental	<u> x </u>	<u> </u>	within_30_ days
i.	Soil "Perk" Test	<u> </u>	<u> x </u>	within___ days
j.	Home Inspection	<u> </u>	<u> x </u>	within___ days
k.	Water Test	<u> </u>	<u> x </u>	within___ days
l.	Chimney Inspection	<u> </u>	<u> x </u>	within___ days

All inspections will be done by inspectors chosen and paid for by the Buyer. If the result of any inspection is unsatisfactory to the Buyer, Buyer may, by notifying the Seller in writing within the specified number of days, declare this Contract null and void. If the Buyer does not notify the Seller that an inspection is unsatisfactory within the time period set forth above, this

contingency shall be deemed to have been waived by the Buyer with respect to that inspection. In the absence of the inspections listed above, the Buyer is relying completely upon Buyer's own opinion as to the condition of the Property.

16. This Contract completely expresses the obligations of the parties, and this Contract is entered into by each party after opportunity for investigation, no party relying on any statements or representations not contained or referred to in this Contract made by any other party or on any other party's behalf.

17. Buyer's obligation to purchase hereunder is contingent upon the following: None.

18. To enable Seller to make conveyance as herein provided, Seller may at the time of the delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests. All funds necessary to satisfy all encumbrances shall be collected from Seller at closing by the closing attorney. All instruments discharging or releasing any liens may be recorded after the closing.

19. Seller and Buyer each warrant to the other that no brokers have been employed with respect to this transaction and each agrees to indemnify and hold the other harmless from any claim by any broker claiming compensation in respect of this transaction, alleging an agreement with Seller or Buyer as the case may be.

20. Seller also agrees to execute and deliver at closing the following additional documents: (a) customary affidavits as the title insurance company issuing the title insurance policy on the Premises shall require in order to issue such policy; (b) non-foreign affidavit in form acceptable to Buyer to relieve the Buyer of any obligation to deduct and withhold any portion of the purchase price pursuant to Section 1445 of the Internal Revenue Code; (c) an affidavit as to the existence of underground petroleum tanks and the function of any subsurface waste water disposal system as required by law and (d) such forms as are reasonably required by Buyer's lender in order to obtain financing.

[Signature Page Follows]

IN WITNESS WHEREOF, the SELLER and BUYER hereunto set their hands and seals this ____ day of _____, 2018.

WITNESS

- Seller

WITNESS

- Seller

City of Caribou - Buyer

WITNESS

By _____
Dennis Marker, City Manager

Resolution 10-01-2018
A Resolution Declaring October 2018 Housing America Month

WHEREAS, for the last 80 years it has been the policy of this nation to promote the general welfare of the nation by employing its funds and credit to assist the states and their political subdivisions to remedy the unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwellings for lower-income families under the US Housing Act; and

WHEREAS, according to the 2018 *State of the Nation's Housing* report, over 38 million households are paying more than 30% of their incomes on housing. Nearly half of those households are 65 and over. 84% of the households in this situation make less than \$15,000 per year; and

WHEREAS, according to current estimates, there are nearly 650,000 homeless nationwide and up to 3.5 million persons who experience homelessness at some point throughout the year; and

WHEREAS, according to the National Low-Income Housing Coalition's 2016 *Out of Reach* report, in no state can a full-time minimum wage earner afford either a one- or two-bedroom rental unit at Fair Market Rent; and

WHEREAS, according to the Housing Assistance Council, 1.5 million (5.8 percent) of rural homes were considered substandard in 2009; and

WHEREAS, public housing is home to more than 2.3 million people, 37 percent of whom are children, and faces an estimated \$26 billion backlog in capital repairs; and

WHEREAS, the City of Caribou desires to acknowledge similar issues within its borders and join the national campaign to inform the public and decision makers of the critical need to address the nation's housing and community development concerns;

NOW THEREFORE BE IT RESOLVED that the City of Caribou, which has, over a period of many years, endeavored to address affordable housing and community development needs and has been successful in doing so using a combination of local, state and federal resources, hereby recommits itself to strive for more affordable housing and addressing community development needs of the community.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this eleventh day of June 2018.

David Martin, Mayor

Nicole Cote, Deputy Mayor

Timothy Guerrette, Councilor

R. Mark Goughan, Councilor

Philip J. McDonough II, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest: _____
Jayne R. Farrin, City Clerk

Councilor _____ introduced the following ordinance:

Ordinance No. 06, 2018 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

County	Persons in Household					
Aroostook	1	2	3	4	5	6
	\$622.00	662.00	773.00	1016.00	1112.00	1187.00

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, 2018, those amounts are:

2017-2018 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$44.65	\$192.00
2	\$82.09	\$353.00
3	\$117.44	\$505.00
4	\$149.30	\$642.00
5	\$177.21	\$762.00
6	\$212.56	\$914.00
7	\$235.12	\$1011.00
8	\$268.60	\$1155.00

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	\$112	\$483	\$131	\$565
1	\$115	\$496	\$140	\$600
2	\$133	\$572	\$163	\$700
3	\$180	\$776	\$217	\$932
4	\$192	\$826	\$236	\$1016

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.

This ordinance, being introduced on October 9, 2018 and a public hearing being held on November 13, 2018 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2018.

David Martin, Mayor

R. Mark Goughan, Councilor

Nicole L. Cote, Deputy Mayor

Timothy C. Guerrette, Councilor

Philip J. McDonough II, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

AGREEMENT

Agreement made this ____ day of October, 2018 by and between the **City of Caribou** a body corporate and politic with an address of 25 High Street, Caribou, ME 04736 (herein the "City") and **Porvair Filtration Group, Inc., Caribou Division**, a corporation duly organized and existing under law with an address of 15 Armco Avenue, Caribou, ME 04736 (herein "Porvair")

Whereas, the City is the owner of a certain Onan 350 Gen Set generator, 6-cylinder, 560 horsepower, serial number F860828041 (the "Generator"); and

Whereas, Porvair is in need of a backup generator to supply electrical power to its facility at Armco Avenue in Caribou, Maine in the event of a power outage; and

Whereas, Porvair has inspected the Generator and determined that it is suitable for its needs; and

Whereas, Porvair has obtained estimates to install the Generator at its Armco Avenue facility totaling \$58,779; and

Whereas, City is willing to sell the Generator to Porvair for \$1.00 and to utilize tax increment financing ("TIF") funds to reimburse Porvair for the installation costs to facilitate and strengthen economic development and employment in the City on the terms set forth herein;

Now, therefore, the parties agree as follows:

1. Upon the execution of this Agreement by both parties, the City will execute and deliver a bill of sale to Porvair conveying the Generator to Porvair for \$1.00. It is understood and agreed that the sale of the Generator is in 'as is' condition without warranties. Porvair will own the Generator and will be responsible for all calibration, maintenance, repair, tooling, fuel, and parts replacement after the initial purchase from the City.

Porvair may take possession of the Generator when the Bill of Sale is delivered. Porvair shall be responsible for delivery costs.

2. Porvair agrees that the Generator will be installed and maintained at its Caribou facility on Armco Avenue for the four (4) year term of this Agreement. Porvair will provide documentation of the installation costs to the City within 30 days after installation of the Generator is complete.
3. The City agrees to reimburse Porvair for the installation costs up to, but not exceeding, \$58,779 in four equal annual installments in the amount of \$14,694.75 commencing October, 2019 and in October of the years 2020, 2021 and 2022.

4. The annual reimbursement payments from the City to Porvair are conditioned on Porvair increasing the number of its full-time employees at the Porvair Caribou facility by three (3) employees each year above the baseline with annual salaries at or above \$24,960 per year (\$12/hr). Employee gains are cumulative - 3 additional employees by the end of year one, 6 additional employees by the end of year two, etc.
5. The baseline for determining future gains in employment shall be the number of full-time employees employed by Porvair at the Caribou facility as of September 1, 2018. Porvair shall supply the City with a confidential list of all of its employees working at the Caribou facility together with their date of hire and wage rate which list shall be supported by its most recent Form 941 or payroll data to the reasonable satisfaction of the City.
6. On or about September 1, 2019 and annually thereafter during the four-year reimbursement term, Porvair will provide an updated confidential list of employees with date of hire and wage rates which updated lists will also be supported by documentation to the reasonable satisfaction of the City.
7. Upon confirmation that Porvair has met the employment goals set forth herein, the City at its first meeting in October shall reimburse Porvair an amount equal to one-fourth of the total installation costs not to exceed \$14,694.75 per year for four years. The period of September 1 to September 1 shall be used to determine employment gains. The reimbursement amount shall NOT be prorated if the minimum employment gain of three new employees per year is not met.
8. Prior to the first reimbursement, Porvair agrees to provide evidence that Porvair is authorized to conduct business in the State of Maine.

City of Caribou

By _____
Dennis Marker, City Manager

Witness

Porvair Filtration Group, Inc.

By _____
David Mika, General Manager

Witness



TAX ASSESSMENT OFFICE

CARIBOU, MAINE

To: Mayor Martin & Members of the Caribou City Council
From: Penny Thompson, Tax Assessor / Building Official
Date: October 9, 2018
Re: RSU # 39 Internal Plumbing Permit fee question

History:

The City Council voted to waive the building permit for the new Pre-K to grade 8 school (see page 3 of November 14, 2016 minutes [item # 7] and page 3 of November 28, 2016 minutes [item # 10]).

I remember that at the time there was some discussion about the plumbing permit. The City of Caribou must remit 25% of the state mandated fee to the state so that portion cannot be waived (see attachment).

On September 27, a local plumber applied for the internal plumbing permit for 344 fixtures and 1 Hook-Up fee (see attachment).

I would like clarification from the City Council that the City will charge the contractor the state minimum of \$10 / fixture - \$3,450 - and remit 25% (\$862.50) to the state of Maine and retain 75% (\$2,587.50). This is how I have interpreted with the motion from the November 29, 2018 meeting which stated that the building permit fee would be waived. If it was the Council's intention to also waive the local portion of the internal plumbing fee also, please clarify that with a motion.

I am enclosing the following:

Page 1: This memo
Page 2: Minutes of November 14, 2016 meeting
Page 3: Minutes of November 28, 2016 meeting
Page 4: Slide from "Plumbing Permit Fees" power point (5/1/2014)
Page 5: Plumbing permit # 2078

Council Agenda Item #7: New School Project Building Permit

It has been asked if the City would waive the expected building permit fee. Based current estimates the fee would be approximately \$165,000. If not waived, the fee would be part of the local share for the project. The Manager doesn't expect the building permit to be applied for or issued until 2018. To ensure the City is protected throughout the building process, city staff is considering having third party inspectors.

Discussion as to whether or not the City should waive the fee or consider having third party inspections.

The Mayor is not in favor of waiving the building permit. Councilor Martin wants to know the percentage of the building fee that would be paid by Limestone and Stockholm. Additionally Councilor Martin sees no need for third party inspections.

Motion made by J. Theriault to table. Motion died for lack of a second.

Manager Bleess doesn't recommend tabling this agenda item as the building committee is working on the figure that will go to the Department of Education.

Motion made by J. Smith, seconded by D. Martin, to waive the building permit fee of \$165,000. (2 yes, J. Smith, D. Martin, 4 no, P. McDonough, S. McDougall, J. Theriault, T. Guerrette) Motion failed.

Motion made by S. McDougall that any building permit fee is dependent on any third party fees we are assessed. Motion died for lack of a second.

Council Agenda Item #8: Zoning Change Request

Motion made by P. McDonough, seconded by D. Martin, per recommendation of the Planning Board to rezone 8 Scenic Drive from C-2 to R-1. (6 yes) So voted.

Council Agenda Item #9: Other Business

None.

Motion made by J. Smith, seconded by T. Guerrette, to adjourn the meeting at 6:45 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting Monday, November 28, 2016 at 6:00 p.m.

Regular city Council Meeting Monday, December 12, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary

Council Agenda Item #7: Putting Tax Acquired Property Out For Bid

An abutting landowner for the tax acquired property of Map 31 Lot 169 and Lot 157 has expressed interest in purchasing one or both of these lots.

Motion made by J. Smith, seconded by D. Martin, to offer to the abutting landowner, who has expressed interest, Map 31 Lot 169 for the assessed value of \$2,300 and Lot 157 for the assessed value of \$5,900 and if the abutter is not interested then place out to bid. (6 yes) So voted.

Council Agenda Item #8: Moratorium on Marijuana Dispensaries

6:43 p.m. Public Hearing opened.

Michelle Smith – 71 Fontaine Drive – spoke in support of adopting a moratorium regarding marijuana dispensaries.

Jonathan Clark – Bog Road – spoke in support of dispensaries being allowed outside of city center. That would still allow people access.

6:47 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by S. McDougall, to adopt Ordinance No. 13, 2016 Series, An Ordinance regarding Marijuana Dispensaries. (6 yes) So voted.

Council Agenda Item #9: 2017 Budget

Discussion.

Motion made by S. McDougall, to adopt as presented the proposed 2017 General Fund Expense Budget, 2017 Capital Improvement Budget, 2017 Enterprise Funds Expense Budgets, and the amended wage scale for non-union employees. Motion died for the last of a second.

Discussion whether a public hearing is necessary to make a change to the wage and classification, as is done with an ordinance or is policy that can be accepted without a public hearing.

Motion made by D. Martin, seconded by J. Smith, to use line three for all employees on the amended wage scale for non-union employees. (6 yes) So voted.

Discussion concerning Mayor Aiken's and Councilor McDonough's suggested 2017 budget reductions.

Motion made by D. Martin, seconded by S. McDougall, to adopt as presented the proposed 2017 General Fund Expense Budget, 2017 Capital Improvement Budget, 2017 Enterprise Funds Expense Budgets, and the amended wage scale for non-union employees. (6 yes) So voted.

Council Agenda Item #10: Other Business

- A. Motion made by J. Theriault, seconded by T. Guerrette, to reconsider waiving the building permit fee for the RSU #39 school building project. (5 yes, 1 no, P. McDonough) So voted.
- B. Motion made by J. Smith, seconded by S. McDougall, to waive the building permit fee for the RSU #39 school building project. (5 yes, 1 no, P. McDonough) So voted.
- C. Councilor Martin wants the City to review the current building permit fee structure.
- D. The Cities of Caribou and Presque Isle have had discussions about Presque Isle contracting with Caribou for ambulance billing services.

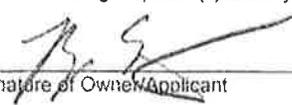
Table E: Permits for Internal Plumbing

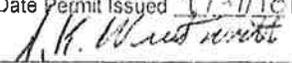
Minimum fee, includes up to four fixtures	\$40.00
Individual fixtures, each, above four total	\$10.00
Hook up to public sewer	\$10.00
Hook up to existing subsurface system	\$10.00
Piping relocation with no new fixtures	\$10.00
Permit transfer	\$10.00

MUNICIPALITY = 75%, STATE = 25% OF MINIMUM FEE

Kellie
492-5921

Department of Health and Human Services
Division of Environmental Health

PLUMBING APPLICATION	
PROPERTY ADDRESS	
Town or Plantation	CARIBOU 150#391 SCHOOL CAMPUS
Street or Subdivision Lot #	24 Bennett Drive
PROPERTY OWNER(S) NAME	
Last:	CITY OF CARIBOU
Applicant Name:	PATRICK ST. PETER'S SONS
Mailing Address of Owner/Applicant (if Different)	539 MAIN ST CARIBOU ME
Owner/Applicant Statement	
I certify that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Local Plumbing Inspector(s) to deny a permit.	
Signature of Owner/Applicant	Date
	9/24/18

Town/City	Caribou	Permit #	2078
Date Permit Issued	9/27/18	Fee: \$	3,450 Double Fee Charged []
Local Plumbing Inspector Signature		L.P.I. #	
		785	
Fee: \$	3,450 State min. fee \$	Locally adopted fee	
Copy: []	Owner []	Town []	State []
Map #	34	Lot #	84 Local

The Internal Plumbing Fixtures and Piping shall not be installed until a Permit is issued by the Local Plumbing Inspector. The Permit shall authorize the owner or installer to install the plumbing system in accordance with this application and the Maine Subsurface Wastewater Disposal Rules.

Caution: Inspection Required

I have inspected the installation authorized above and found it to be in compliance with the Maine Plumbing Rules Application.

Date Approved (Rough-in)

LPI Signature

Date Approved (Final)

RYAN ST. PETER

PERMIT INFORMATION

This Application is for	Type of Structure to be Served	Plumbing to be Installed by:
1. <input checked="" type="checkbox"/> NEW PLUMBING 2. <input type="checkbox"/> RELOCATED PLUMBING	1. <input type="checkbox"/> SINGLE FAMILY RESIDENCE 2. <input type="checkbox"/> MODULAR OR MOBILE HOME 3. <input type="checkbox"/> MULTIPLE FAMILY DWELLING 4. <input checked="" type="checkbox"/> OTHER-SPECIFY <u>SCHOOL</u>	1. <input checked="" type="checkbox"/> MASTER PLUMBER 2. <input type="checkbox"/> OIL BURNERMAN 3. <input type="checkbox"/> MFG'D HOUSING DEALER / MECHANIC 4. <input type="checkbox"/> PUBLIC UTILITY EMPLOYEE 5. <input type="checkbox"/> PROPERTY OWNER LICENSE # <u>M599010118</u>
Hook-Up & Piping Relocation Maximum of 1 Hook-Up	Column 2 Number Type of Fixture	Column 1 Number Type of Fixture
<input type="checkbox"/> HOOK-UP: to public sewer by those cases where the connection is not regulated and inspected by the local sanitary district.	<input type="checkbox"/> 10 Hosebib / Sillcock	<input type="checkbox"/> Bathlub (and Shower)
<input type="checkbox"/> HOOK-UP: to an existing subsurface wastewater disposal system	<input type="checkbox"/> 68 Floor Drain	<input type="checkbox"/> 28 Shower (separate)
<input type="checkbox"/> PIPING RELOCATION: of sanitary lines, drains, and piping without new fixtures.	<input type="checkbox"/> 13 Urinal	<input type="checkbox"/> 64 Sink
	<input type="checkbox"/> 8 Drinking Fountain	<input type="checkbox"/> 45 Wash Basin
	<input type="checkbox"/> 5 Indirect Waste	<input type="checkbox"/> 63 Water Closet (Toilet)
	<input type="checkbox"/> Water Treatment Softener, Filter, Etc.	<input type="checkbox"/> 3 Clothes Washer
	<input type="checkbox"/> Grease / Oil Separator	<input type="checkbox"/> 1 Dish Washer
	<input type="checkbox"/> 22 Roof Drain	<input type="checkbox"/> 2 Garbage Disposal
	<input type="checkbox"/> Bidet	<input type="checkbox"/> 6 Laundry Tub
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> 4 Water Heater
	<input type="checkbox"/> 126 Fixtures (Subtotal) Column 2	<input type="checkbox"/> 126 Fixtures (Subtotal) Column 1
		<input type="checkbox"/> 218 Fixtures (Subtotal) Column 2
		<input type="checkbox"/> 344 TOTAL FIXTURES
		Fixtures Fee
		Transfer Fee
<input type="checkbox"/> TRANSFER FEE (\$10.00)	SEE PERMIT FEE SCHEDULE FOR CALCULATING FEE	<input type="checkbox"/> 1 Hook-Up & Relocation Fee
		<input type="checkbox"/> 345 PERMIT FEE (TOTAL)
	<input type="checkbox"/> Owner <input type="checkbox"/> Town Copy <input type="checkbox"/> State Copy	

71

City Accomplishments and Major Projects under City Manager Marker's Tenure July 1, 2017 – October 5, 2018

The following is not a complete list of all activities, projects or efforts accomplished by the Manager and city staff. These items are provided as highlights for the above identified term.

I. Completed Official Actions By City Council

Ord. 5, 2017	Rezoning Access Highway between Otter St and Madawaska River from RC-2 Zone to R-3 Zone.
Ord. 6, 2017	Rezoning Portion of Skyway Plaza from R-2 Zone to C-2 Zone
Ord. 7, 2017	Amending General Assistance Guidelines
Ord. 8, 2017	Rezoning 0.3 acres from I-2 to R-1 at 47 York Street
Ord. 9, 2017	Rezoning 18 acres from R-1 to R-3 at 30 Lee Street
Ord. 10, 2017	Releasing Interest in Teague Park property to RSU 39
Ord. 11, 2017	Rezoning 85 acres from C-2 to R-3
Ord. 12, 2017	Rezoning 17 acres from R-1 to R-3
Ord. 13, 2017	Approving sale of 7.14 acres at 19 Marshall (Former Hilltop Elementary)
Res. 05, 2017	Approving Expense and Capital Improvement Budgets
Res. 06, 2017	Approving interlocal agreements for the delivery of Fire and EMS services to the communities of Connor, New Sweden, Perham, Stockholm, Westmanland, Woodland, and Township 16 Range 4
Res. 02-01, 2018	Returned Check Policies
Res. 02-02, 2018	Policy for Disposal of Surplus Property
Res. 03-01, 2018	Approving the 2018 Revenue Budget
Res. 05-01, 2018	Authorizing participation in the Government Opioid Recovery Program
Ord. 1, 2018	Modifying Tax Increment Finance Policies of the City
Ord. 2, 2018	Allowing Administrative Review of Customary Licenses and Special Operating Permits
Ord. 3, 2018	Creating an Airport Advisory Committee
Ord. 4, 2018	Employee Wages and Compensation Policy – In Process
Ord. 5, 2018	Surplus of 0.11 acres of Property At Sincock and York Street – In Process
Proclamation	Declaring September 2017 Child Cancer Awareness Month
Proclamation	Declaring October 2018 Housing Awareness Month – In Process
MOU	Memorandum of Understanding between Caribou City and FreshAir LLC for Provision of Aeronautical Services at the Airport.

II. City Manager Boards and Collaborative Organization Affiliations

Board	Meeting Schedule	Note
Caribou Economic Growth Council	Monthly / As Needed	Since July 2017. Providing economic opportunity updates and mapping data for council consideration.

Northern Maine Development Corporation	Quarterly	Since January 2018. Board member. Review policies and practices related to federal and state funding for economic activities in the region.
Cary Hospital Board of Directors	Monthly	Ex-Officio Board Member by Charter. Attend regularly for review of hospital finances, personnel, policies, and capital projects.
Caribou Utilities District	Monthly	Have attended a handful of board meetings since July 2017. Since January 2018, am sending Ken Murchison when not available.
Aroostook Municipal Association	Monthly / As Needed	Since August 2017. Municipal organization helping to coordinate opportunities for regionalization or cost sharing between communities.
MMA Legislative Policy Committee	Bi-Weekly during Legislative Session	Since July 2018. Committee of 70 district representatives from around the state to set municipal priorities for the upcoming legislative session and review new laws for potential impacts.
Aroostook Waste Solutions (Formerly Tri-Community Landfill)	Monthly	Board Alternate by position. i.e. voting only in the event appointed members are not able to attend. Current acting chair for the board.
RSU 39 School Advisory Committee	Monthly	Since July 2017. Review of new school plans, funding, project status.
Caribou HS CAT	Monthly	Since 2018. Advisory board reviewing programs and funding to help students transition to post-secondary education opportunities.
Airport Advisory Committee	Monthly	Since July 2018
State Aeronautical Advisory Board	Quarterly	Since July 2017. Board reviews state policies and opportunities for funding and development of airports and related industry projects.
Caribou Planning Board	Monthly	Attended monthly before zoning administrator was hired. Now attended as available.
Aroostook Growth Initiative	Monthly	Organization comprised of municipalities, post-secondary institutions, non-profit, and business entities working to increase the regional workforce.

III. Administrative Actions

a. Major Personnel Changes

- i. New Librarian due to previous director resignation
- ii. New Finance Director due to previous director resignation
- iii. New Deputy Tax Collector due to promotion of previous Deputy Tax Collector
- iv. New Zoning Administrator/Code Enforcement Officer
- v. New Parks & Maintenance Director due to Termination of previous Director
- vi. Termination of FBO Services at the airport
- vii. Organization of Citizens Advisory Committee for Airport
- viii. Police Union Contract Negotiations

b. Special Studies

- i. City/Hospital Relationships - completed
- ii. Tri-community Landfill Merger with Presque Isle – On-going
- iii. Public Safety Facilities – On-going
- iv. River Road Redevelopment – On-going
- v. Cable Franchise Renewal – On-going
- vi. Streetlight Changeout Financial Study – On-going
- vii. Regionalization of Assessing Efforts – On-going

c. Budget

- i. FY 2017 Budget Update Report – September 2017
- ii. 2017 City Council Budget Retreat for FY 2018 – October 2017
- iii. Preparation of FY 2018 Expense and Capital Projects Budgets – December 2017
- iv. Preparation of FY 2018 Revenue Budget – January 2018
- v. Finalize FY 2017 Budget Report – January 2018

IV. Capital Projects and Repairs

a. City Hall –

- i. Repair of old hose tower roof drain system to prevent water damage to records and computer equipment.
- ii. Backup Generator installed at City Hall with connections to PW systems for monitoring

b. Slum & Blight Removal –

- i. Birdseye Site Cleanup and Asbestos removal – In the works
- ii. Recapture of 32 Fenderson Street
- iii. Eviction of squatter at 25 Liberty Street

c. Transportation –

- i. River Road coordination of closures, funding efforts, public communication, property negotiations, selection and coordination of engineering firm consultant.
- ii. Public Works Fuel Island Reconstruction

d. Airport.

- i. Completion of new 6-bay T-Hangars
- ii. Cleanup and repair of Main Hangar building

e. RSU 39 New School-

- i. Closure of Park Street
- ii. Deeding of Teague Park to RSU 39
- iii. Receipt of Sincock School Property and adjacent Soderberg property
- iv. Hilltop School site TIF District creation

f. Parks & Recreation

- i. New Teague Park Design in coordination with staff and RSU consultant
- ii. River Overlook Improvements
- iii. Collins Dam Repair
- iv. Weight room construction and equipment acquisition

g. Library

- i. Bookstore opening
- ii. Children's room heating and air condition replacement
- iii. Ingress/egress Safety measures installed

h. Planning & Zoning

- i. Creation of digital zoning map
- ii. On-going review of zoning codes rewrite by Planning Board

i. Project Closeouts

- i. CDBG Grant for VMS at 52 Sweden Street
- ii. CDBG Grant for C&J Service Center at 996 Access Highway
- iii. 2016 Taxi-lane Expansion Project

V. Economic Development Activities

a. Networking

- i. CEGC
- ii. Business Investment Group
- iii. Aroostook Growth Initiative
- iv. Mic Mac Nation
- v. Caribou Economic Summit (August 2018)

b. Tax Increment Financing Districts

- i. NAPA Credit Enhancement Agreement
- ii. Caribou Senior Housing, LLC TIF District and Credit Enhancement Agreement
- iii. Economic Agreement with Porvair (under review)

c. Business Expansion and Retention

- i. Miss Jordyn's Preschool relocation
- ii. Renewal of 60 Access Highway Lease with Beaupres Construction
- iii. Coordination and Support for Dunkin Donuts expansion (2019)
- iv. Downtown Business Alliance group (Christina Kane-Gibson)
- v. Mic Mac Fish Hatchery and Farm

d. Events & Marketing

- i. 2017 Thursdays on Sweden Series
- ii. 2017 Caribou Marathon

- iii. Shop Local events (December 2017 – Christina Kane-Gibson)
- iv. 2018 Thursdays on Sweden Series
- v. 2018 Bike Maine
- vi. 2018 Caribou Marathon

VI. City Manager Community Interaction Activities

Many Interviews with WAGM & Aroostook Republican

Supportive of youth sports teams and performing arts groups at High School and Middle School

Interfaith Community Council



Board of Directors
September 10, 2018
5:30 p.m.

Present: Doug Plourde, Chairman; Rob Kieffer, Carl Soderberg, Kevin Barnes, Mike Quinlan, Sue White, Chris Bell, Matt Hunter, Dr. Carl Flynn, Dr. Shawn Laferriere, Kris Doody, RN, CEO, Dr. Irene Djuanda, COS; Shawn Anderson, COO, Paula Parent, RN, CNO; Will Grant, Interim CFO, Sam Brown, QHR, Scott Towle, QHR (ZOOM), Tanya Sleeper, PHS Board Member and Peg McAfee

Welcome: Doug Plourde welcomed Sam Brown and Scott Towle, QHR and Tanya Sleeper, PHS Board Member.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:50 p.m.		
2. Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the minutes of the August 6, 2018 Board of Directors meeting.	Informational.	
3. Report of Chief of Staff	<p>Dr. Irene Djuanda provided the following updates from the August 21, 2018 Medical Staff Executive Committee Meeting:</p> <p>Appointment Active Staff - Caleb Swanberg, MD (Family Medicine); The complete appointment application and provider profile of Caleb Swanberg, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Caleb Swanberg, MD to the Active Medical Staff with privileges as requested through December 31, 2019. Dr. Flynn was appointed as proctor for Dr. Caleb Swanberg during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Medical Staff – Michelle Deprey, FNP (Family Practice); The complete appointment application and provider profile of Michelle Deprey, FNP was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Michelle Deprey, FNP to the Allied Health Professional Medical Staff with privileges as requested through December 31, 2019. Drs. Flynn and Bawa was appointed as proctor for Michelle Deprey, FNP during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Staff - Temidayo Adebisi, MD (Pediatrics); The complete appointment application and provider profile of Temidayo Adebisi, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Temidayo Adebisi, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2019.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Caleb Swanberg, M.D. to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Michelle Deprey, FNP to the Allied Health Professional Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Temidayo Adebisi, M.D. to</p>	

77



Board of Directors
September 10, 2018
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Dr. Karunasiri was appointed as proctor for Dr. Temidayo Adebisi during her provisional appointment. This was forwarded to Board of Directors for action.</p> <p>Appointment Consulting Staff - Sverrir Gunnarsson, MD (Cardiology); The complete appointment application and provider profile of Sverrir Gunnarsson, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Sverrir Gunnarsson, MD to the Consulting Medical Staff with privileges as requested through December 31, 2019. Dr. Flynn was appointed as proctor for Dr. Sverrir Gunnarsson during his provisional appointment. This was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Staff – Joseph Rozell, MD (Radiology); The complete appointment application and provider profile of Joseph Rozell, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Joseph Rozell, MD to the Consulting Medical Staff with privileges as requested through December 31, 2019. Dr. Roy was appointed as proctor for Dr. Joseph Rozell during his provisional appointment. This was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Staff - Alejandro Velasco, MD (Cardiology); The complete appointment application and provider profile of Alejandro Velasco, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Alejandro Velasco, MD to the Consulting Medical Staff with privileges as requested through December 31, 2019. Dr. Flynn was appointed as proctor for Dr. Alejandro Velasco during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Staff - David Kim, MD (Radiology); The complete appointment application and provider profile of David Kim, MD was reviewed. He reported one malpractice claim, closed without payment. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of David Kim, MD to the Consulting Medical Staff with privileges as requested through December 31, 2019. Dr. Roy was appointed as proctor for Dr. David Kim during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Sverrir Gunnarsson, M.D. to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Joseph Rozell, M.D. to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Alejandro Velasco, M.D. To the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of David Kim, M.D. to the Consulting Medical Staff.</p>	



Board of Directors
September 10, 2018
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Courtesy Staff - Peter Morningstar, MD (Pediatrics); The complete appointment application and provider profile of Peter Morningstar, MD was reviewed. There was one malpractice claim which was dismissed. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Peter Morningstar, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2019. Dr. Karunasiri was appointed as proctor for Dr. Peter Morningstar during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Staff - Koreen Potts, MD (Radiology); The complete appointment application and provider profile of Koreen Potts, MD was reviewed. She reported one malpractice claim, dismissed without prejudice. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Koreen Potts, MD to the Consulting Medical Staff with privileges as requested through December 31, 2019. Dr. Roy was appointed as proctor for Dr. Koreen Potts during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Staff - Timothy Stoner, MD (Radiology); The complete appointment application and provider profile of Timothy Stoner, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Timothy Stoner, MD to the Consulting Medical Staff with privileges as requested through December 31, 2019. Dr. Roy was appointed as proctor for Dr. Timothy Stoner during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Staff - Kalyani Vallurupalli, MD (Radiology); The complete appointment application and provider profile of Kalyani Vallurupalli, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Kalyani Vallurupalli, MD to the Consulting Medical Staff with privileges as requested through December 31, 2019. Dr. Roy was appointed as proctor for Dr. Kalyani Vallurupalli during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation - Russ Savit, MD - Dr. Djuanda presented the resignation received from Russ Savit, MD. Upon motion duly made and seconded it was so VOTED to recommend accepting Dr. Savit's</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Peter Morningstar, M.D. to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Koreen Potts, M.D. to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Timothy Stoner, M.D. to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Kalyani Vallurupalli, M.D. to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so</p>	

69



**Board of Directors
September 10, 2018
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	available for managers to research. Of note, the seven items listed in green are Cary's patient satisfaction scores in the 90 th percentile year-to-date. They are: communication with nurses, responsiveness of hospital staff, communication about medicines, discharge information, overall rating of hospital, willingness to recommend the hospital and transition of care.		
<p>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Report from Board Members - PHS</p>	<p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – Dr. Shawn Laferriere reported that Pines is possibly reviewing a new EMR and financials are ahead of budget.</p>	Informational.	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <p>Arrivals:</p> <ul style="list-style-type: none"> • Hematology/Oncology – Dr. Dimas Yusuf began early August. • Family Practice – Dr. Maranda Record began today, September 10th. • OB/GYN – Dr. Faye Jenson has a contract in hand for a full-time OB position. She is currently in Guam and is looking for coverage for her current practice. She may be available, January 2019. <p>Site Visits:</p> <ul style="list-style-type: none"> • OB/GYN – Dr. Renee Thibodeau, an OB/GYN completing a breast fellowship, is interested in the opportunity with Pines. Dr. Thibodeau is originally from Fort Kent. <p>A successful site visit was completed with Dr. Faye Jenson and Dr. Charles Whiting, brother and sister of Dr. Sidney Whiting. Offers have been extended to both. Communication is ongoing with both physicians. Dr. Charles Whiting continues to be interested in a part-time position of 50-60% coverage.</p> <ul style="list-style-type: none"> • Other – There are a number of leads that will be prioritized for future site visits. Kris Doody remains in contact with Drs. Bani Hani with a possibility of their return to Caribou after Dr. 	Informational.	



**Board of Directors
September 10, 2018
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>b. Admin Team Transitions</p> <p>c. CFO/COO Searches</p>	<p>Murad Bani Hani finishes a colo-rectal fellowship. Discussions with Dr. Julio Arabelo have begun to extend his contract through Summer 2019.</p> <p>Pediatrics – Dr. Hennily Bonilla Prescott, locum Pediatrician, is negotiating the contract offered from Pines. She is available November 1st.</p> <p>Anesthesia – Two new CRNA’s have signed agreements, Andrew Gunter starts October 1st and Paula Lavigne starts December 17th.</p> <p>Admin Team Transitions – Kris Doody reported on the departure of three Administrators within a 10 month period: Jim Davis, December 2017, Galen Dickinson, June 2018 and Shawn Anderson, October 26, 2018.</p> <p>CFO/COO Searches – To date, forty CV’s have been received for the CFO position, thirty do not meet qualifications, they have accounting experience but not within a hospital or healthcare setting. Two applicants are from Maine. The COO position has been posted in Maine and nationally on-line and within newspapers.</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. July Financials</p>	<p>Will Grant provided the following updates:</p> <p>CMC Financials – An overview was provided of the July financials for Cary Medical Center, including review of: gross patient revenue, net revenue, inpatient and outpatient ancillary, the balance sheet, AR and cash flow. Will Grant also provided an overview of how Cary Medical Center’s PIP payment is calculated by Anthem Blue Shield and Blue Cross.</p> <p>Cost Report Settlement Review 2017 – Will Grant provided a review of the Cost Report Settlement for 2017.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Cost Report Settlement for 2017 as presented.</p>	
<p>8. Compliance Quarterly Report</p>	<p>Shawn Anderson provided an overview of the Quarterly Compliance Report, including the following:</p> <p>Compliance Hotline – no calls to date; the Compliance Committee’s next meeting is October 2nd at which time several policies will be reviewed; provider employment agreements completed, compliance management system review for purchase from Healthicity. A Compliance Audit was conducted in early August. Simply Compliance sessions will be held September 26th covering the</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report as presented.</p>	

82



Board of Directors
September 10, 2018
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	following topics: False Claims Act, Hospital/Employee Responsibilities for Compliance, Stark Law revisions and Hotline Reminder. Preparation is underway for a Compliance Program Assessment conducted by QHR, December 3-5.		
9. Nursing Services Quarterly Report	Paula Parent provided an overview of the Nursing Services Quarterly Report, including the following: Medication Verification, Inpatient Falls, Crash Cart Checks, Maine Rural Health Collaborative Nursing Preceptor Program in Houlton, Medication Reconciliation Process, Nursing Leadership Program, Annual Ann King Donor Dash, National Recognition for Promoting Organ, Eye, and Tissue Donation, Hospital Plum 360 IV Pumps with wireless updates, ultrasound guided IV course. Focus areas are: sepsis review, C-Diff huddles, hand hygiene and Nursing Forum to cover The Joint Commission areas of pain management, blood administration, CAUTI, suicide risk and infection control.	Upon motion duly made and seconded, it was so VOTED to approve the Nursing Services Quarterly Report as presented.	
10. Quorum Health Resources Updates	Sam Brown and Scott Towle provided the following updates: Consulting & Support Deployment Plan – The latest plan was included in the packet for review. QHR Award – Kris Doody reported that Cary Medical Center recently received the 2018 Most Improved Performance under \$100 Million award at the QHR Leadership Conference in Nashville, August 2018.	Informational.	
11. Adjournment, Other & Next Meeting	Other – Discussion ensued regarding air ambulance services in The County. Kris Doody reported that TAMC has removed themselves from the review process as they need to utilize LifeFlight only. There is a private entity that continues interest in moving forward with air ambulance options. Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:50 p.m. Next Meeting –The next meeting of the Board of Directors is scheduled for October 1, 2018.	Informational.	

Prepared by: Marguerite E. (Peg) McAfee, Executive Assistant to the CEO and COO

Respectfully submitted,

Kris Doody, RN, MSB
 Chief Executive Officer

83

CFAD MONTHLY REPORT

September 2018

Total Calls – 211

See attached Breakdown

-Alarms for Fires (33)
 -Alarms for Rescues (66)
 -Silent Alarms 22
 Total Hours Pumped 1h20m
 Gallons of Water Used 2,700
 Amt. of Hose used: 250'
 Ladders Used (in Feet):
 (75' Ariel) _____
 Thermal Imaging Camera Used: 2
 Gas Meter Used: 2
 Rescue Sled & Snowmobile:
 Rescue Boat:
 Jaws Used:

- ALS Calls 100
 - BLS Calls 74
 - Amb Calls cancelled: 3
 - No Transport 40
 - Long Distance Transfers 25
 - Calls Turned Over: 11 = \$22,032

Fire Permits Issued 22
 Miles Traveled by all Units 11,363

Total Out of Town Calls 32
 Est. Fire Loss, Caribou \$
 Est. Fire Loss, out of City \$
 Total Est. Fire Loss \$
 Total Maint. Hours 6
 Total Training Hours 187.75 mhrs.
 *Color Guard Trng./Ceremonies 3 mhrs.

AID TO:

P.I.F.D.
 F.F.F.D.
 L.F.D. 1
 W.F.D.
 Stockholm F.D.
 North Lakes FD
 Crown Amb 3
 Van Buren Amb.
 Life Flight 7

AID FROM:

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

Out of City Fire and/or Ambulance Responses

LOCATION	# Of Fires Responses	Man Hrs.	#of Amb. Responses
Woodland			7
New Sweden	3	4.75	6
Connor	1	2.25	4
Perham			1
Stockholm			5
Westmanland			2
Caswell (aid to Crown)			1
Limestone (aid to Crown)			2

2 Fire Extinguisher Classes = 52 participants
 3 Smoke Detectors Installed

Scott Susi, Chief
 Caribou Fire and Ambulance

**BREAKDOWN OF CALLS
For September 2018**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)			
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)			
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)			
10. Storage (111)			
11. Vacant Buildings or being Built (111)			
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)	2		
14. Other Vehicles (planes, trains, etc.) (132)			
15. Fires in brush, grass w/no value (140)	1		

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (Fire) (571)	1 - LFD
19. Aid to Ambulance (10-55's) (322)	4
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ or Alarm) (730)	11
22. Service Calls (500)	3
23. Ambulance Calls (300)	189

Total Calls for the Month: 211

Caribou Housing Authority

Statics for Fiscal Year 2018

CURRENT WAITING LIST

19 Applicants in Caribou Housing Authority's Jurisdiction

(i.e. Caribou, Caswell, Connor, Limestone, New Sweden, Washburn, and Woodland; not to exceed 10 miles of Caribou city line)

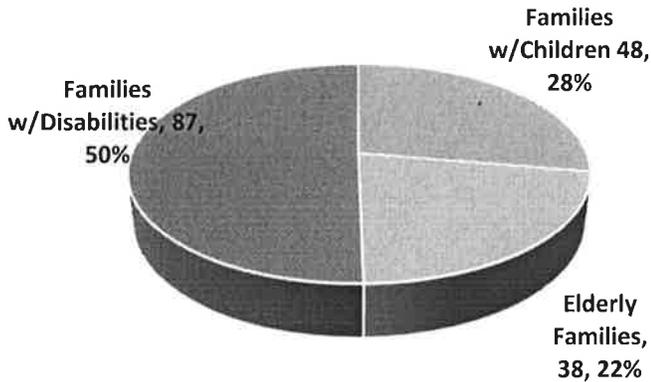
Currently processing 56 applications off the Waiting List (waiting for interest response letter to be returned, and/or processing for eligibility).

NEW PARTICIPANTS IN 2018

New Participants	18		Extremely Low Income	0	0%
Families with Children	6	33%	Very Low Income	18	100%
Elderly Families	1	6%	Low Income:		0%
Families with Disabilities	8	44%			
Other	3	17%			

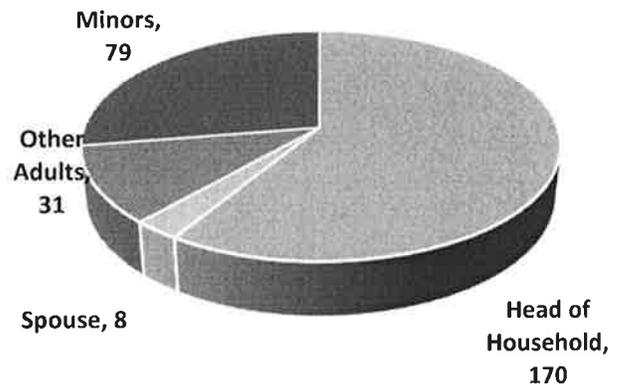
SECTION 8 PARTICIPANT

Family Type



Family Members

(288 Members)



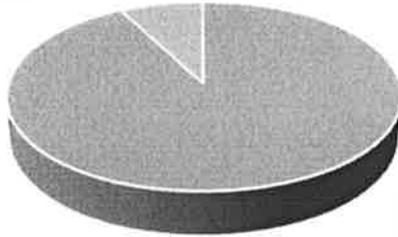
Bedroom Size -VS- Gross Rent

Bedroom Size	Contract Rent	Utility Allowance	Gross Rent	Number of Units
1 BDRM	\$550	\$26	\$576	68
2 BDRM	\$607	\$55	\$662	69
3 BDRM	\$753	\$80	\$833	35
4 BDRM	\$810	\$140	\$950	1

PROPERTY OWNER/LANDORD (Fiscal Year 2017)

Paid to Landlords by Landlord Address

Out of State,
\$65,616



Maine,
\$796,671

Caribou,
\$518,061 ,
76%



Aroostook County,
\$685,735

Maine	51
Aroostook County	50
Ashland	1
Caribou	38
Fort Fairfield	1
Limestone	3
Washburn	4
Total Landlords	59

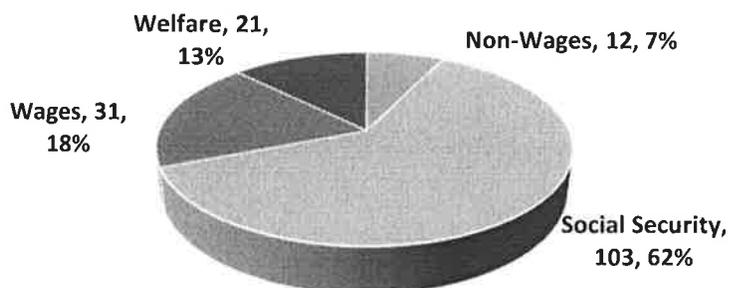
Paid to Landlords with Rental Units in Caribou

Total Housing Assistance Payments Made: \$862,2687

- Of 59 Participating Landlords, 48 have rental units in Caribou
- Caribou Housing Authority paid \$789,070
 - 187 assisted families / month
 - 2,074 assisted families / year

Average Housing Assistance Payment: \$370

Source of Income
(per family member, 288)



Welfare:	
Child Support	4
General Assistance	7
TANF	7
Unemployment	3
Non-Wages:	
Friend/Family pays for or provides	

Average Household (173) Income per Year:
\$9,681

173 Housholds / Month:

Housing Assistance Payment:	\$379
Tenant Share of Rent:	\$227

Types and Location of Units: 173

	Caribou	Limestone	Washburn
Apartment	137	15	3
First Floor	91	10	2
1 BDRM	37	2	2
2 BDRM	41	4	0
3 BDRM	13	3	0
4 BDRM	0	1	0
Second Floor	39	4	1
1 BDRM	22	2	1
2 BDRM	13	1	0
3 BDRM	4	1	0
Third Floor	7	0	0
1 BDRM	2	0	0
2 BDRM	6	0	0
Mobile Home	5	0	0
2 BDRM	4	0	0
3 BDRM	1	0	0
Single Family Home	13	1	0
1 BDRM	1	0	0
2 BDRM	0	0	0
3 BDRM	12	1	0
	155	15	3

Clerk and General Assistance Dashboard September 2018

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	32	206	32	215
Fishing Licenses	1	229	2	218
Boat Registrations	2	272	3	289
ATV Registrations	20	677	24	684
Snowmobile Registrations	-	247	-	222
Vehicle Registrations-MVR	601	5,977	655	6,013
Rapid Renewal	46	381	30	326
Birth Records	61	524	44	522
Death Records & Permits	38	443	54	603
Marriage Records & Licenses	15	163	22	151
Dog Licenses	-	646	4	706
Business Lic, taxi driver & DBA	6	61		

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	7	81	7	88
GA Cases Paid - Caribou	8	82	13	92
People Assisted - Caribou	11	111	22	123
GA Dollars Spent - Caribou	1,674	\$ 17,966	\$ 2,897	\$ 22,302

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

Year To Date is from January 2018 through December 2018

Mailing Address:

P.O. Box 605
Caribou, Maine 04736-0605

Physical Address:

303 Murphy Road
Fort Fairfield, Maine 04742



OWNED BY THE MUNICIPALITIES OF CARIBOU, FORT FAIRFIELD & LIMESTONE

www.tricommunityrecycling.com

Phone: 207-473-7840

FAX: 207-472-1619

AROOSTOOK WASTE SOLUTIONS
Board of Directors Meeting
August 24, 2018

MINUTES

CALL TO ORDER: The meeting was called to order by the Chairman at 7:41 am.
MEMBERS PRESENT: Jim Risner, Walt Elliott, Dennis Marker, Ken Murchison
MEMBERS ABSENT: Mark Goughan, Stev Rogeski
OTHERS PRESENT: Dana Fowler (Presque Isle), Sharon Raymond, Mark Draper
Jim Risner voted in the absence of Stev Rogeski, and Dennis Marker voted in the absence of Mark Goughan.

1. Review and approve the minutes of the July 27, 2018 meeting

Mark provided the Board with a statement submitted by Mark Goughan at the last meeting, and which he had requested be appended to the minutes of that meeting.

A motion was made by Ken Murchison; and was seconded by Jim Risner; to approve the minutes as amended. The motion carried unanimously.

2. Review and approve the financial statements for the period ending July 31, 2018

Mark reviewed the financial notes provided in the Board packet. **A motion was made by Ken Murchison; and was seconded by Jim Risner; to approve the financial statements as presented. The motion carried unanimously.**

3. Review and approve the warrant for checks numbered 22331 through 22392.

A motion was made by Jim Risner; and was seconded by Ken Murchison; to approve the warrant as presented. The motion carried unanimously.

4. Solid Waste Directors report

Mark reported on the following:

- a. DEP landfill inspection – the inspection on August 8th went very well, with no compliance issues. DEP staff agreed with ongoing projects (toe drain installation and intermediate cover operations) at the site and asked for confirmation when they are completed. Dana Fowler reported on the DEP inspection at the PILF, which also went

We are an equal opportunity employer and provider.

very well. He noted that the DEP staff was complimentary of improvements at the site, noting only the need for more daily cover over one slope of the landfill.

- b. DEP spray irrigation inspection – DEP staff also inspected AWS's spray irrigation operation, which is part of the septage dewatering program. No issues were noted.
- c. Dept. of Agriculture truck scale inspection – the Department of Ag inspection truck tested AWS's scale on August 21st and found it to be within tolerances.
- d. Contract renewals – Four (4) contracts have not been renewed. Those are Allagash, Grand Isle, Hamlin, and Northern Aroostook Solid Waste Association (NASWA). Allagash and Hamlin continue to send waste to TCL and Mark suspects there are no issues with those. Grand Isle has indicated a desire to join the Valley Recycling Facility in Frenchville for convenience of their residents, so Mark suspects they will not renew. NASWA is going through some issues with their organization and has asked if AWS would consider a renewal for 5 years instead of 10. Mark provided the Board with the financial value of the contract and noted that tonnage from that facility may be directed to the PILF to help with filling those cells. The travel distance is exactly the same to the PILF as it is to TCL. **A motion was made by Jim Risner; and was seconded by Walt Elliott; to allow the NASWA contract to be renewed for 5 years instead of 10, contingent upon NASWA agreeing to send their waste to the PILF after January 1, 2019. The motion carried unanimously.**
- e. 2019 budget – given the additional complexity from adding the PILF operations, the process to put together the 2019 budget has begun earlier than usual. Mark and Sharon hope to have at least a rough draft available at the September 28th meeting; with the goal of having the Board adopt the budget at the November meeting.
- f. Aroostook Beverage – after several months of negotiations; and after beginning a new program for processing aluminum cans, ABC abruptly pulled the plug on the operation, so AWS is no longer in the bottle-bill recycling business.
- g. Birdseye Plant clean up – Ken Murchison informed the Board of a project to clean-up the former Birdseye Plant in Caribou. As part of the process, they have discovered an old anaerobic digester pit containing a large quantity of liquid/sludge that needs to be removed and disposed of. Mark reported that, with DEP's blessing, they are disposing of the liquid waste at the landfill (not normally allowed), and the plan to dispose of the remaining sludge is a work-in-progress.
- h. Caribou school project – Dennis Marker updated the Board on this project and the plan for disposing of the demolition debris.

5. Discussion of cooperative project with Caribou Utilities District for septage disposal

Mark reminded the Board that septage dewatering is a program that AWS has been operating for many years. AWS does so because there were no other viable options in the region for disposing of septage that is pumped from residential septic tanks. Mark has been discussing with CUD's General Manager, Hugh Kirkpatrick, the possibility of instead pumping the septage to CUD through the leachate pipeline. There seems to be a general interest in pursuing this option, but there are a number of technical questions that need to be answered, so Mark and Hugh are suggesting to their respective Boards that they split the cost of hiring CES, Inc. to

complete a feasibility study. Mark told the Board that they plan to meet with Dave Hopkins of CES to clarify the scope of work and to solicit a proposal. Mark will then bring the proposal to the Board for approval.

6. Abatement request from John Hangen

Mark referenced a letter in the Board packet from John Hangen requesting a partial abatement of tipping fees for disposal of demolition debris. After a brief discussion of the nature of the project (commercial) from which the demolition debris was generated, **a motion was made by Dennis Marker; and was seconded by Walt Elliott, to deny the request for an abatement. The motion carried unanimously.**

7. Presque Isle merger

- a. P.I. universal waste management: authorize purchase of storage container – Mark referenced a memo in the Board packet which explains how universal waste (TV's, computer monitors, fluorescent lamps, etc.) are currently managed in Presque Isle at their recycling center. Since that facility will be closing, Mark and Dana have been working on developing an alternative. AWS's universal waste contractor has suggested placing a used shipping container at the PILF for residents to drop-off items, and that he will then sort and package the items for \$10/pallet. Mark and Dana recommended to the Board that this is the best option, and Mark requested authorization to purchase a shipping container. He has received two (2) separate estimates of \$4,500, including delivery, for such a unit. He noted that the modest net revenue generated annually by the universal waste program should pay for the unit in 2-3 years, and that the unit can be sold when operations at the PILF cease in a few years. **A motion was made by Walt Elliott; and was seconded by Ken Murchison; to authorize the Solid Waste Director to purchase a used shipping container for universal waste collection at the PILF. The motion carried unanimously.**
- b. Recycling grant award: Mark referenced a printed email that notified TCL of the award of \$676,485 in grant funds for capital expenditures related to expanding TCL's recycling program to facilitate Presque Isle. Mark has drafted a press release that is pending the green light from the DECD. The grant award is certainly welcomed news.
- c. DEP license transfers: Mark reminded the Board that, due to the name change, the TCL's DEP licenses will have to be transferred to AWS, along with the DEP licenses for the PILF. He reported that the application to do so has been filed with the DEP.
- d. Name change/company logo: there was a discussion regarding changing the company logo, along with the name. Mark will seek input and provide some logo options for the Board's consideration at the next meeting.
- e. Communications plan: Mark presented the Board with an outline of a communications plan that addresses three (3) primary messages over the remainder of the year. Those are: the name change; landfill operations; and recycling. Mark reviewed the components with the Board, and Board members made suggestions for improvement.
- f. Contracts with Star City and Gil's Sanitation for Mapleton, Chapman, and Castle Hill: Mark referenced a memo he provided in the Board packet that outlined for the Board

efforts since April to establish contracts with Gil's and Star City Sanitation. After repeated phone messages and emails, he still has not received any substantive feedback from them. Mark suggested to the Board that they consider a non-contracted tipping fee. After discussion, **a motion was made by Jim Risner; and was seconded by Ken Murchison; to establish a non-contract tipping fee of 150% of the contracted tipping fee. The motion carried unanimously.**

8. Schedule next meeting

The next meeting was scheduled for September 28, 2018

9. Other business

Mark informed the Board that he would be on vacation next week.

Ken Murchison reported that one hauler in Caribou has not paid their annual license fee, and asked if TCL staff could encourage him to do so.

With no further business to discuss, the meeting was adjourned at 9:46 am.

Respectfully submitted,

Jim Risner, Secretary

FINANCIAL NOTES
Period ending August 31, 2018

Operations Statement

REVENUE

Solid performance from *Contract Income* in August resulted in this line item exceeding budget by 2.5% for the period. The YTD performance now stands at 5.4% above budget projections.

Demolition Debris continues to drive good performance from *Other Operating Income*, which exceeded budget by 38% for the period. The YTD performance from this line item continues to perform well; at 36.8% above the YTD budget projection. It is interesting to note that *Contaminated Soil* is actually running behind budget this year, after the unprecedented performance last year.

As expected, *Recycling Income* continues to struggle; slightly exceeding budget for the period, but still 17.5% behind budget for the YTD.

Higher-than-anticipated tire revenue is balanced by the accrued future expense.

Overall, *Total Operating Revenues* ran nearly 10% ahead of budget for the period; and now stand at 7.8% above YTD projections.

EXPENSES

Taxes and fees expenses primarily represent annual license fees and quarterly special waste (including demolition debris) fees paid to the DEP. *Audit/Professional Fees* includes legal fees, consulting services (including IT consulting), and the hiring of contractors to perform work at TCL.

Leachate disposal fees again are negatively impacting the *Operations and Maintenance* line item. Of the \$9,569 YTD overrun, \$6,198 is attributable to leachate disposal. *Vehicle Fuel* and *Small Tools* make up the remainder of the difference.

Tire Disposal Cost is an accrual of the future expense for the disposal of tires, and is balanced by the *Tire Revenue* line item.

Overall, *Total Operating Expenses* ran 11.2% above budget for the period; and now stand at 0.3% above budget for the YTD.

BOTTOM LINE

After consideration of non-operating revenues and expenses, The *Change in Net Position* was \$79,806 for the period; and now stands at \$631,247 for the YTD, not considering depreciation, principal debt service, capital reserves and expenses, receivables, and payables.

The attached cash statement provides a current net cash position, the basis for which Owner Distributions are considered. The current net cash position is (\$158,896), so TCL's liabilities and reserves remain funded at 98.1%.

Balance Sheet

There were only routine, monthly adjustments made to the balance sheet.



MEMORANDUM

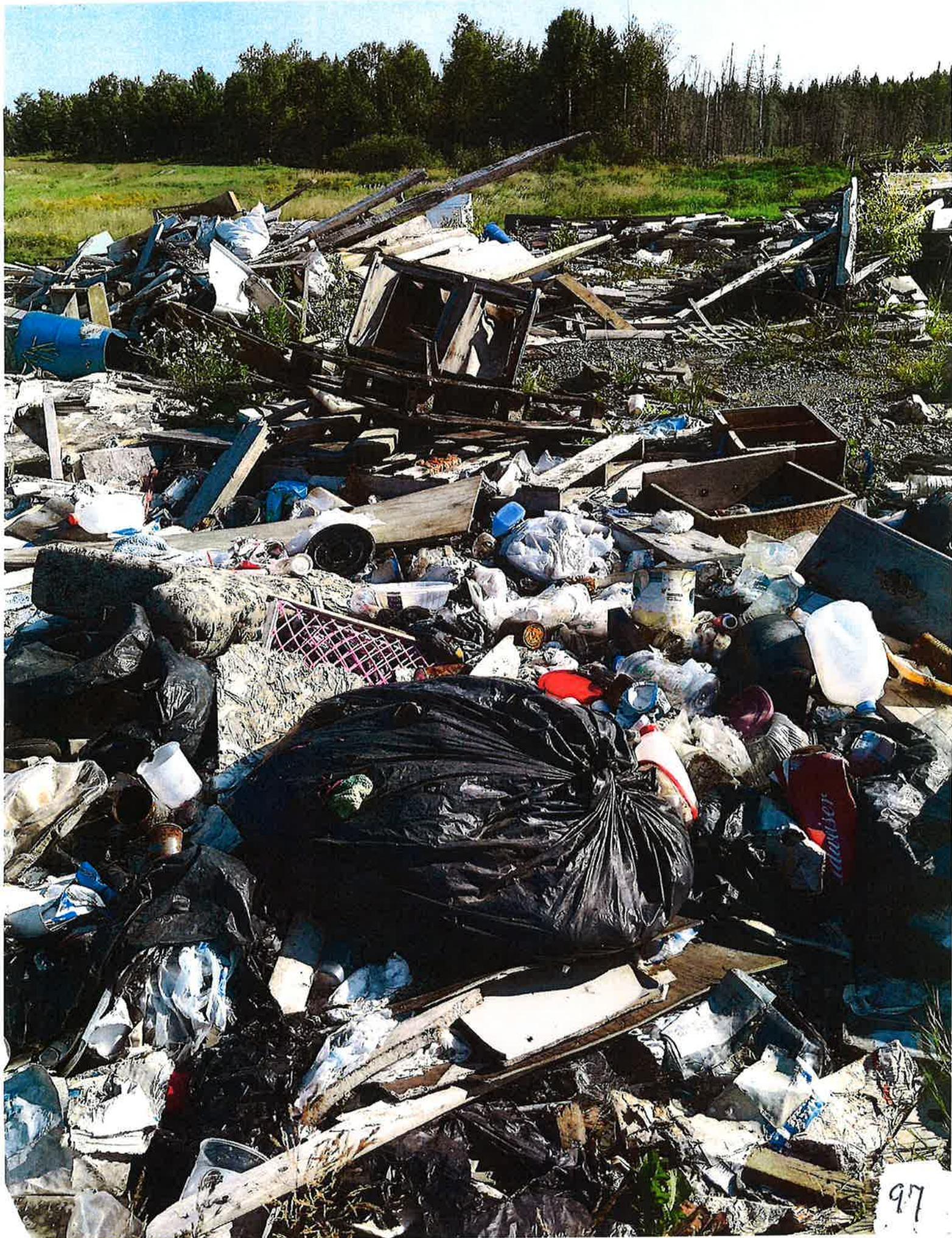
September 27, 2018

To: AWS Board of Directors
Fr: Mark Draper, Solid Waste Director *McD*
Re: Illegal dump site in Caribou

Based on a report from the public, the Maine DEP discovered a large illegal dump site in Caribou on a farm owned by Guerrette Farms (DEP photos attached). According to DEP staff, some of the material was wood and demolition debris dumped there by Guerrette Farms, and the remainder was household waste, furniture, and bulky waste items dumped there by the general public. Our (my) general policy has been to accept waste from illegal dump sites at no charge to incentivize the clean-up of these sites, and to not penalize a landowner for waste dumped illegally by others. So, when Guerrette Farms called the office and spoke with Marj, she correctly told them that there would be no tipping fees for the disposal of the waste. I confirmed with Marj that this was correct.

However, we were not aware of the magnitude of this dump site. As of September 26th, nearly 22 tons of waste have been delivered from this site, and we have been told that Caldwell's has two (2) more roll-off containers waiting to be delivered to TCL. I estimate that there will be a total of 25-30 tons of waste generated by this clean-up. Again, past practice has been that the landowner is not charged for disposal of the waste, and the waste is not charged to the owner community's (Caribou in this case) 3-year average. The term we use is that it is "road-kill" waste. To put the quantity in perspective, we annually receive about 50 tons of waste from the entire town of Hamlin.

At this point, I am not recommending changing the policy or practice of not charging tipping fees for the disposal of illegally-dumped waste. Dump sites of this magnitude are not common, and I think the beneficial incentive we create by not charging a tipping fee outweighs the relatively small financial impact to AWS (\$1,000 - \$2,000 in this extreme case). However, I did want to make the Board aware of the circumstances of this case, and would encourage code enforcement officers and other municipal staff to report even small illegal dump sites so they can be addressed before they become a larger issue. I would note that this dump site was immediately adjacent to an ATV trail in Caribou (note the trail marker signs in one of the photos), so I suspect it had been observed for quite some time.











101





103