

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, March 11, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.



1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Forum**
4. **Minutes from Regular Council Meeting held February 25, 2019** Pgs 2-6
5. **Bid Openings, Awards, and Appointments**
  - a. Selection of Nominees for Spirit of America Award Recognition Pgs 7-8
  - b. Honorary Mayoral Recognition of Robert Beachkofski Pgs 9-10
6. **New Business & Adoption of Ordinances and Resolutions**
  - a. Discussion and Possible Action Regarding Renewal of Liquor License for Mascotos Italian Restaurant at 6 Center Street. Pgs 11-15
  - b. Discussion and Possible Action Regarding Sale of Tax Acquired Property Located at 37 Home Farm Road. Pg 16
  - c. Discussion and Possible Action Regarding Extension of Ordinance #1 A Moratorium on Marijuana Establishments Pgs 17-20
  - d. Discussion and Possible Action Regarding Resolution 03-01-2019 – Amending Policy for Sale of Tax Acquired Property. Pgs 21
  - e. Discussion and Possible Action Regarding Non-Union Employee Wage Policy Pgs 22-23
  - f. Discussion Regarding City Lease Interests Pg 24
7. **City Manager's Report** Pg 25
8. **Reports and Discussion by Mayor and Council Members**
9. **Reports of Officers, Staff, Boards and Committees** Pgs 26-44
10. **Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
  - a. §405.6.E Consultations with the City's Attorney Regarding Pending Litigation
  - b. §405.6.C Discussion regarding acquisition of property along the River Road
  - c. §405.6.D Discussion regarding union contract terms and renegotiations in 2019
11. **Next Meeting(s):** March 25 & April 8
12. **Adjournment**

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

### Certificate of Mailing/Posting

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

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

19-05

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, February 25, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, Nicole L. Cote, and Thomas Ayer. Hugh Kirkpatrick was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor); Hope Shafer (Library Director); Scott Susi (Fire Chief); Kenneth G. Murchison (Zoning Administrator); Carl Grant (Finance Director); Christina Kane-Gibson (Events & Marketing Director); Michael Gahagan (Police Chief); Eric Bechtel (Caribou Reserve Officer); and Denise Lausier (Executive Assistant to the City Manager).

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

There wasn't any public input.

Council Agenda Item #4: Minutes from Regular Council Meeting held February 11, 2019

Motion made by J. Theriault, seconded by J. Smith, to approve the minutes from the February 11, 2019 Regular Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #5: Bid Openings, Awards, and Appointments

- a. Officer Eric Bechtel – Life Saving Award from Maine Chiefs of Police Association

Chief Gahagan recognized Officer Eric Bechtel, a Reserve Officer with the Police Department, who was recently awarded the Life Saving Award by the Maine Chiefs of Police Association. Last May, Officer Bechtel responded to a call where he jumped into the Caribou Stream and pulled a woman from the water and saved her life.

Officer Bechtel received a standing ovation.

Council Agenda Item #6: Financial Report – January 2019

Both adopted Expense and Revenue Budgets need to be entered into Trio and posted before the City can work in them. The January 2019 report does show how much has been spent. Council questions were answered.

Motion made by J. Smith, seconded by N. Cote, to accept the January 2019 Financial Report as presented. (6 yes) So voted.

Council Agenda Item #7: Formal Public Hearings, Discussion and Possible Action Items

There weren't any formal public hearings held.

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

- a. Discussion and Possible Action Regarding Renewal of Liquor License for the Caribou Inn & Convention Center

Motion made by D. Martin, seconded by T. Ayer, to approve the renewal of a liquor license for the Caribou Inn & Convention Center as presented. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Resolution 02-01-2019 – Approving 2019 Revenue Budget

The estimated 2019 General Fund Revenues are \$9,775,277, which is 0.1% under the 2018 estimates (\$9,788,514). The Manager reviewed the proposed 2019 Revenue Budget, highlighting projected reductions in EMS revenues and State education funding. The City will receive from Aroostook Waste Solutions (AWS) approximately \$640,000 in 2019 and the Manager includes roughly \$170,000 of that money in the proposed Revenue Budget. Mr. Marker noted that the State allows us to create a Credit Reserve Account or in other words an actual Rainy Day Fund. In this budget, it is proposed to capture \$200,000 of the AWS monies and put it into a Credit Reserve Account. The Council still needs to discuss what is to happen with the balance of the AWS funds.

The Manager answered several questions from the Council. Discussion about delaying adoption until the March 11<sup>th</sup> meeting. The Mayor made three comments 1) he wants the City to keep an eye on ambulance reimbursement amounts, 2) asked if he was reading it correctly that the mil rate could increase by 1.7, and 3) he thought the Revenue Budget was adopted in 2018 later in the year and questioned the rush.

Motion made by D. Martin, seconded by J. Smith, to adopt Resolution 02-01-2019 A Resolution of the Caribou City Council Approving the 2019 Revenue Budget as presented. (4 yes, J. Theriault, D. Martin, J. Smith, N. Cote, 2 no, RM Goughan, T. Ayer) So voted.

- c. Discussion and Possible Action Regarding Resolution 02-02-2019 – Authorizing Re-appropriation of Funds

Motion made by J. Smith, seconded by D. Martin, to adopt Resolution 02-02-2019 A Resolution of the Caribou City Council Approving the Re-Appropriation of Reserve Funds and to change the amount approved to be used from reserves from \$15,000 to \$10,000. (6 yes) So voted.

- d. Introduction of Ordinance No. 2, 2019 Series – Floodplain Management

Councilor Smith introduced Ordinance No. 02, 2019 Series, An Ordinance amending Chapter 13, Section 13-600, Flood Hazard Area Regulations.

Motion made by J. Smith, seconded by T. Ayer, to set the public hearing for March 25, 2019. (6 yes) So voted.

Council Agenda Item #9: City Manager's Report

- a. City Annual Cash Flow Report

Finance Director Grant provided an overview of the City's annual cash flow. The daily amount available is generally within \$100,000 of that same day in prior years. At the beginning of the year, the City generally has \$4 million available with the lowest point coming just before tax commitment. Each month the City's average expense is \$834,000.

Generally, in May or when the cash balance is \$1.5 million or so, the Department Heads are cautioned about spending until commitment. In 2018, the largest one-day deposit was \$680,768 which was in the middle of last September with \$616,477 being the largest one-day expense. The RSU's monthly expense is approximately \$300,000.

Comments and discussion about Account 600, Rainy Day Funds, Fund Balance, River Road repair expenses, and Caribou's tradition of self-funding projects.

b. Economic Development Priorities

The City Manager presented a PowerPoint presentation on economic development. The presentation ended with five steps the City should take:

1. Stake Holder meetings & surveys
2. SWOT Analysis
3. Market Analysis (AKA Reality Check)
4. Goals and Strategies
5. Implementation

One of the Mayor's three goals is to define Economic Development. The Mayor stated that he sees Caribou as having a growth problem as it deals with excise tax and property tax. He would like to see growth in these two taxes, not from mil rate increases, but rather through private sector investment expansion. The Mayor stated that his philosophy is not to tax people more and more. He would like to see economic development grow those two numbers.

c. LED Lights

Emera has informed the City that they should be done reviewing the City's accounts by the end of this week. A real cost proposal can be done once this is received. The Manager stated that this should be ready for the next meeting. RealTerm is willing to come up and present their full report to the Council. The Mayor suggested that the Manager meet with RealTerm and then summarize and give the Council a synopsis.

d. River Road

The Manager has met with the new project manager for DuBois & King as Shane McDougall has left the company. The Manager has been assured that the project will not be delayed because of the transition. DuBois & King are anticipating that a preliminary design for the River Road fix will be done within the next two weeks. Once the drawings are received, he plans to set up a meeting with the CUD and City staff.

e. Birdseye Cleanup

The snow will have to dissipate a little bit before we see any more movement on the site.

f. Union Negotiations

Will be discussed later in the meeting

g. Wage & Classification & Council Goals

The Manager is ready whenever Council adds these items to the agenda.

h. High Street

Maine Department of Transportation (MDOT) anticipates that bids will be ready to go out by the end of the month. The City will not go out to bid until the State has

accepted a bid for their portion of the project. It is expected that MDOT's portion will be done by the end of July.

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

- a. Councilor Martin gave a shout out to the Caribou Boys' Basketball team for winning the Northern Maine Class B Championship. Their first championship since 1983. Councilor Smith thanked the Chiefs for the parade escorting the team.
- b. A thank you card is available for the Councilors to sign, thanking Plourde Furniture for their recent donation.
- c. March 11<sup>th</sup> agenda: Spirit of America, definition of economic development, LED lights, city leases, and wage & classification.

Council Agenda Item #11: Reports of Officers, Staff, Boards and Committees

- a. FOAA training for Council

Public Access Officer Jayne R. Farrin provided training with a focus on public proceedings, cell phone use, and emails.

The Tax Assessor Penny Thompson will be holding an information session on starting a business in Caribou. It will be held February 26<sup>th</sup> at 6 p.m. at the Wellness Center. No reservation needed plus there isn't a fee.

Constance "Connie" Michaud will be retiring after working for the City for 33 years and one day. An open house will be held in Council Chambers on April 8<sup>th</sup> from 2:00 p.m. to 4:00 p.m. Councilors and members of the public are welcome.

The Clerk mentioned that excise tax mil rates have been the same since 1929. Currently there are bills in Augusta looking to make changes to how excise tax is calculated. She suggested that the Councilors might want to contact the local representative regarding this and any possible changes to excise tax.

Councilor Ayer asked about a stop sign.

Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6 Labor Contracts and Proposals)

- a. §405(6)(D) Labor Contracts and Proposals

7:52 p.m. Time in. Motion made by T. Ayer, seconded by N. Cote, to enter into executive session under MRSA Title 1 §405(6)(D) Labor Contracts and Proposals. (6 yes) So voted.

9:17 p.m. Time out.

No action was taken.

Councilor Martin asked that a report be prepared regarding city owned parking lots downtown. What are the current contractual arrangements and the City's legal position with regards to those? There is a party interested in purchasing one of the parking lots. Councilor Theriault noted that the properties were supposed to be sold, not leased. The current lease holder makes payments to the City for the leases but did not take ownership as Council desired.

Mayor Goughan asked that information about parking lot leases be provided on the next agenda. Manager Marker indicated he planned to provide information on all the leases currently held by the City to the Council (e.g. Mecon building, parking lots, properties, fire truck, boilers, airport, etc.)

Councilor Martin asked that the Council have a discussion about streetlights. He suggested that just because the lighting is cheaper with an LED change out doesn't necessarily mean we should turn on all the lights. New lights could be installed at country intersections and along major traffic corridors, but any others could be paid by the citizens most benefitting from the light. Councilor Ayer commented that the new LEDs would be much more efficient, and we could maybe do with less lights.

Council Agenda Item #13: Next Meetings(s): March 11 & 25

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by Mayor Goughan to adjourn the meeting at 8:25 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

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



## MEMO

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Spirit of America Award Selection**  
**DATE: March 6, 2019**

During the February 11 council meeting, staff was directed to seek nominations for the 2019 Spirit of America Award. Spirit of America Foundation is a 501(c)(3) public charity established in Augusta, ME in 1990 to honor volunteerism. The Spirit of America Foundation Tribute is presented in the name of Maine municipalities to local individuals, organizations and projects for commendable community service.

The City of Caribou has not participated in these recognition activities in the past. It is proposed that the Council select an individual(s) or group for this special recognition in 2019.

The following nominations were received for Council consideration. I've attached additional information about the individuals' efforts if provided by the nominator:

Nominees	Volunteer and Community Activities
Dr. Valerie Waldemarson	Teacher and mentor of youth participating in the Jobs for Maine Graduates program
Sean Pelletier	Active volunteer and philanthropist in Caribou.
Rotary Club	Service organization focused on addressing social issues from the local to international level.
Channel X Radio	Local radio station focused on bringing local news, weather, events, and entertainment. <a href="http://www.channelxradio.com">www.channelxradio.com</a>
Christina Kane-Gibson	Organizer of events, programs, and community organizations to foster economic development, community investment, and greater quality of life.
Connie Michaud	30+ years of service to the City of Caribou as an employee in the City Clerks office.
Bill Flagg	Active citizen helping many causes to support the elderly over the years.
Roger Felix	Commander of the VFW and mentor to many at Loring Job Corps
Barbara Aiken	Active citizen helping many causes to support children and service organizations over the years.

The Council can select one or multiple nominees for recognition.

It is anticipated that the selected nominee will be more formally recognized by the Council at a future meeting.

**Dr. Valeria Waldermarson**

Dr. Waldermarson, and the Jobs for Maine Graduates and National Honor Society students always heed the call for help and donate countless volunteer hours to the City of Caribou Events and Marketing Department. They have been integral parts of the Caribou Marathon, Caribou Arts & Crafts Fair, Halloween at the Caribou Wellness & Recreation Center, Small Business Saturday, Santa's Workshop and the Holiday Shop for Children, just to name a few. In addition to her work for the City, Dr. Waldermarson consistently collaborates on and initiates service projects designed to better our community, including food pantry donations, a Community Cupboard project, raising funds to send children to camp, hosting business forums and local job fairs, Giving Tuesday events, Small Business Saturday and fundraising for the Anah Shriners. Dr. Waldermarson continuously brings positive recognition to the City of Caribou, Caribou High School and RSU 39 and was named Bangor Metro's 2018 Person of the Year and Maine Jump\$tart Coalition's 2018-19 Financial Educator of the Year.

**Bill Flagg**

I would like to nominate Bill Flagg. It would be easier to mention what he's not apart of. I began working with Bill as part of Recovery Aroostook, and it didn't take long to see what he is made of. He's volunteered countless hours to not only Recovery Aroostook, but making Caribou a better place for everyone who lives here. He has also worked hard for Maine Vets, and C.A.R.L. He is currently trying to get the funding needed to open a women's sober house in Caribou. And I'm sure this is just the tip of the iceberg.

**Barbara Aiken**

I'd like to nominate Barb Aiken for the award. She's always volunteering for something....the Ecumenical Food Pantry, the Gingerbread project at the Rec Center which she has done for years, baking for Thursday's on Sweden and other projects, sewing pillows, etc. for the Hospital Auxiliary, cooking for church suppers to raise funds for the food pantries...who knows what else. It's easy to give money or to donate an item to a cause; giving of one's time and energy is the real sacrifice.



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



**MEMO**

**TO: Mayor and Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Honorary Mayoral Recognition – Robert Beachkofski**  
**DATE: March 6, 2019**

---

Mr. Robert Beachkofski recently contacted the Mayor, expressing interest and concern for the community's plight with the amount of snow received this year. Mr. Beachkofski is a 100-year old WWII veteran who deployed with the Navy in 1944 from Bath, ME.

Mayor Goughan is requesting the Council extend special appreciation to Mr. Beachkofski for his concern for Caribou as well as the sacrifices he made to protect the nation's freedoms through his service. Mayor Goughan asks that the Council bestow the title of Honorary Mayor of Caribou upon Mr. Beachkofski.



# Caribou City, Maine

\*\*\*\*\* Robert Beachkofski \*\*\*\*\*

*does hereby receive the title of*

## HONORARY MAYOR

*This title is conferred for your outstanding contribution to the humanities and the cause of good government and as an expression of our appreciation for your amity and support of the City of Caribou. We do therefore confer this title with all the privileges and honors to this distinction.*

*In witness whereof we have hereunto set our hands and caused this seal to be affixed.*

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Jody Smith, Deputy Mayor

\_\_\_\_\_  
Thomas Ayer, Councilor

\_\_\_\_\_  
Nicole Cote, Councilor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
David Martin, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor



CARIBOU CLERKS OFFICE  
25 HIGH STREET  
CARIBOU, ME. 04736



MEMO

TO: Mayor and Council Members  
FROM: Jayne R. Farrin, City Clerk  
RE: Liquor License Renewal  
DATE: March 6, 2019

---

The City has received a liquor license renewal application from Mascoto's Italian Restaurant LLC located at 6 Center Street. Staff has reviewed the application and **recommends Council approve the renewal.**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

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

**PRESENT LICENSE EXPIRES:**

NEW application: ☒ Yes ☐ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : Business hours:

**INDICATE TYPE OF PRIVILEGE:** ☐ MALT ☐ VINOUS ☐ SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- ☒ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)  
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)  
☐  
☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING  
☐ OTHER:

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <i>Mascoto's Italian Restaurant (LLC)</i>			Business Name (D/B/A) <i>Mascoto's Italian Restaurant (LLC)</i>		
APPLICANT(S) –(Sole Proprietor)		DOB:	Physical Location:		
<i>Michelle Hanson</i>		<i>8/19/70</i>	<i>60 Center Street</i>		
		DOB:	City/Town	State	Zip Code
<i>Scott Dooley</i>		<i>2/17/68</i>	<i>Caribou</i>	<i>Me</i>	<i>04736</i>
Address			Mailing Address		
<i>P.O. Box 602</i>			<i>P.O. Box 602</i>		
City/Town	State	Zip Code	City/Town	State	Zip Code
<i>Caribou</i>	<i>Me</i>	<i>04736</i>	<i>Caribou</i>	<i>Me</i>	<i>04736</i>
Telephone Number		Fax Number	Business Telephone Number		Fax Number
<i>(207) 492-2426</i>		<i>(207) 492-2430</i>	<i>(207) 492-2422</i>		<i>(207) 492-2430</i>
Federal ID # <i>[REDACTED]</i>			Seller Certificate or Sales Tax # <i>[REDACTED]</i>		
Email Address. Please Print <i>mascotos1@gmail.com</i>			Website: <i>—</i>		

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests:

2. State amount of gross income from period of last license:

ROOMS \$                      FOOD \$                      LIQUOR \$

3. 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.

4. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

5. Do you own or have any interest in any another Maine Liquor License? ☒ Yes ☐ No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License #                      Name of Business  
CAR-2018-10831                      Mascoto's LLC  
Physical Location                      Le Center Street                      City / Town                      Caribou

6. If manager is to be employed, give name: —

7. Business records are located at: Le Center Street

8. Is/are applicant(s) citizens of the United States? YES ☒ NO ☐

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

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Michelle Hanson		Caribou
Scott Dandy		Que. Vt.

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

Name: 75 Old Washburn Rd	City: Caribou	State: Me
Name: 375 Woodland Ctr Rd	City: Caribou	State: Me
Name:	City:	State:

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

Name:    Date of Conviction:

Offense: .....Location:

Disposition: (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes ☐ No ☒ If Yes, give name:

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

15. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner:

16. Describe in detail the premises to be licensed: (On Premise Diagram Required)

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for:

18. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Which of the above is nearest? Church 1/2 mile


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

If YES, give details: NMDC → Not Mortgage

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

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

Dated at: Caribou Maine on February 19, 20 19  
Town/City, State Date

  
Signature of Applicant or Corporate Officer(s)  
Michelle Hanson  
Print Name

Please sign in blue ink

  
Signature of Applicant or Corporate Officer(s)  
Scott Doady  
Print Name

#### FEE SCHEDULE

<b>FILING FEE: (must be included on all applications)</b>	<b>\$ 10.00</b>
<b>Class I</b> Spirituous, Vinous and Malt	\$ 900.00
<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
<b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b> Spirituous Only	\$ 550.00
<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b> Vinous Only	\$ 220.00
<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b> Malt Liquor Only	\$ 220.00
<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; .....Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class III &amp; IV</b> Malt & Vinous Only	\$ 440.00
<b>CLASS III &amp; IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants;	

Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

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

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

Exact legal name: Mascoto's Italian Restaurant LLC

Doing Business As, if any: —

Date of filing with Secretary of State: State in which you are formed: 11/9/17 ME FIR# 2018247500  
DC# 217318 2310016

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

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

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Michelle Hanson	[REDACTED] um	[REDACTED]	er	50%
Scott Doodey	[REDACTED] H Rd	[REDACTED]	r	50%

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



**MEMO**

**TO: Mayor and Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Sale of Tax Acquired Property Located at 37 Home**  
**Farm Road**  
**DATE: March 6, 2019**

---

Funds have been tendered for all overdue taxes and fees on the subject property. The funds were provided after the February 31 deadline but prior to the property being listed for public bid with other tax acquired properties. Due to the timing of the matter, the City Council must make a determination of whether to accept the funds as full payment and to convey the property back to the prior owner or include the property in the city's public bid program later this spring.

**Staff Recommendation**

Accept the tendered funds as full payment for past due taxes and fees and authorize execution of a quit claim deed returning the property to the previous owner.



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



**MEMO**

**TO:** Mayor and Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Reconsideration of Emergency Ordinance #1, 2019 Series, Establishing a Moratorium on Marijuana Businesses  
**DATE:** March 6, 2019

---

Emergency Ordinance #1, 2019 Series (attached to this memo) was adopted by the Council on January 14, 2019 but it expires on March 16, 2019. The ordinance was adopted to stop consideration of new marijuana related businesses before the city's land use regulations could be revised for compliance with recently effected state laws. To date, modified regulations have been drafted but the Planning Board has not had time to review the language nor conduct a required public hearing on such.

City Charter allows the Council to reenact emergency ordinances if the reason for the ordinance still exists.

**Staff Recommendation**

It is recommended that the City Council reenact Ordinance #1, 2019 Series with an effective date of March 15, 2019. The Council may modify any or all provisions of the ordinance if desired.

**CARIBOU CITY**  
**EMERGENCY MORATORIUM ORDINANCE REGARDING**  
**MEDICAL MARIJUANA RETAIL STORES, DISPENSARIES, TESTING FACILITIES,**  
**CULTIVATION FACILITIES, AND MANUFACTURING FACILITIES**

WHEREAS, the legislative body of the City of Caribou (the “Municipality”) makes the following findings:

- (1) The Maine Medical Use of Marijuana Act, codified in 22 M.R.S. Ch. 558-C, authorizes the use, possession, cultivation and transfer of marijuana for medical purposes, and authorizes qualifying patients to obtain medical marijuana from other qualifying patients, registered caregivers, or registered dispensaries, as those terms are defined by 22 M.R.S. § 2422; and
- (2) On July 9, 2018, the Maine Legislature enacted PL 2017, c. 452 (LD 1539), *An Act to Amend Maine’s Medical Marijuana Law*, which includes express authorization for the operation of retail stores by registered caregivers to sell marijuana to qualifying patients, as well as authorization for the operation of medical marijuana manufacturing facilities, medical marijuana testing facilities, and six additional registered medical marijuana dispensaries; and
- (3) On July 9, 2018 the Maine Legislature enacted as emergency legislation PL 2017, c. 447 (LD 238), *An Act to Amend the Maine Medical Marijuana Law*, which expressly recognizes municipal home rule authority to regulate registered caregivers, registered dispensaries, testing facilities, cultivation facilities and manufacturing facilities; and
- (4) The unregulated location and operation of medical marijuana retail stores, registered dispensaries, testing facilities, cultivation facilities and manufacturing facilities, hereafter referred to as “Medical Marijuana Facilities”, within the Municipality raises legitimate and substantial questions about the impact of such activity on the Municipality, including questions as to compatibility with existing land uses and developments in the Municipality; the sufficiency of municipal infrastructure to accommodate such activity; and the possibility of unlawful sale of medical marijuana and medical marijuana products; and
- (5) As a result of the foregoing issues, the location and operation of Medical Marijuana Facilities within the Municipality have potentially serious implications for the health, safety and welfare of the Municipality and its residents; and
- (6) The Municipality’s existing ordinances are insufficient to prevent serious public harm that could result from the unregulated development of Medical Marijuana Facilities; and
- (7) An overburdening of public facilities and resources, including public safety resources, is a reasonably foreseeable result of the unregulated location and operation of Medical Marijuana Facilities; and
- (8) In the judgment of the legislative body of the Municipality, the foregoing findings and conclusions constitute an emergency within the meaning of 30-A M.R.S. § 4356 and City Charter Article 2.13 requiring immediate legislative action.

NOW THEREFORE, pursuant to 30-A M.R.S. § 4356, and Caribou City Charter, Article 2.13 be it ordained by the Municipality as follows:

**Section 1. Moratorium.** The Municipality does hereby declare a moratorium on the location, operation, permitting, approval, or licensing of any and all new medical marijuana retail stores, registered dispensaries, testing facilities, cultivation facilities and manufacturing facilities within the municipality.

No person or organization shall develop, expand or begin operation of a medical marijuana retail store, registered dispensary, testing facility, cultivation facility or manufacturing facility within the Municipality on or after the effective date of this Ordinance. During the time this Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the Municipality shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit, any other type of land use approval or permit and/or any other permits or licenses related to a medical marijuana retail store, registered dispensary, testing facility, cultivation facility or manufacturing facility.

**Section 2. Definitions.** For purposes of this ordinance, the following terms have the following meanings.

*Medical marijuana retail store* means an establishment having the attributes of a typical retail establishment, such as, but not limited to, signage, regular business hours, accessibility to the public, and sales directly to the consumer of the product, including but not limited to locations licensed for home food manufacturing by the Maine Department of Agriculture, Retail Businesses or Wholesale Business/Sales, and that is used by a registered caregiver to offer marijuana for sale to qualifying patients.

*Marijuana* means the leaves, stems, flowers, seeds and other plant material harvested from a plant of the genus Cannabis, including, but not limited to, Cannabis sativa, Cannabis indica, and Cannabis ruderalis or their hybrids or seeds of those plants. "Marijuana" includes any product derived from any marijuana plant or plant material, including, but not limited to marijuana concentrate and marijuana products.

*Cultivation Facility* means a facility or person licensed and engaged in the cultivation, preparation and/or packaging of marijuana for sale to Caregivers, Registered Dispensary, Testing Facilities, or Manufacturing facilities.

*Registered dispensary* means an entity registered under the Maine Medical Use of Marijuana act that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana or related supplies and educational materials to qualifying patients and the caregivers of those patients.

*Testing facility* means a public or private laboratory that is authorized under the Maine Medical Use of Marijuana Act to analyze contaminants in and the potency and cannabinoid profile of marijuana samples.

*Manufacturing facility* means a facility or person engaged in the production, blending, infusing, compounding, or other preparation of marijuana, marijuana concentrate, or marijuana product for medical use, including, but not limited to, extraction or preparation by means of chemical synthesis.

**Section 3. Pending Proceedings.** Notwithstanding 1 M.R.S. § 302 or any other law to the contrary, this Ordinance shall govern any proposed medical marijuana retail store, registered dispensary, testing facility, cultivation facility and manufacturing facility for which an application for a building permit, certificate of occupancy, site plan or any other required approval has been submitted to the Municipality, whether or not a pending proceeding, prior to the enactment of this Ordinance.

**Section 4. Conflicts/Savings Clause.** Any provisions of the Municipality's ordinances that are inconsistent or conflicting with the provisions of this Ordinance are hereby repealed to the extent applicable for the duration of this moratorium. If any section or provision of this Ordinance is declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

**Section 5. Violations.** If any medical marijuana retail store, registered dispensary, testing facility, cultivation facility or manufacturing facility is established in violation of this Ordinance, each day of any continuing violation shall constitute a separate violation of this Ordinance and the Municipality shall be entitled to all rights and remedies available to it pursuant to 30-A M.R.S. § 4452, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

**Section 6. Posting and Effective Date.** This Ordinance shall become effective March 16, 2019 and shall remain in full force and effect for a period of 61 days thereafter, unless extended pursuant to law or until a new and revised set of regulations is adopted by the Municipality, whichever shall first occur.

---

R. Mark Goughan, Mayor

---

Jody Smith, Councilor

---

Tom Ayers, Councilor

---

Nicole L. Cote, Councilor

---

Hugh Kirkpatrick, Councilor

---

David Martin, Councilor

---

Joan Theriault, Councilor

Attest:

---

Jayne R. Farrin, City Clerk

**Resolution 03-01-2019**

**A Resolution of the Caribou City Council Amending the City's Tax Acquired Properties Policy**

**WHEREAS**, the City of Caribou is a Local Unit of Government under the State of Maine and is authorized to levy and collect taxes consistent with M.R.S.A. Title 36, §501 to §1140-B; and

**WHEREAS**, the City adopted a policy for handling the disposal of properties acquired through authorized tax foreclosure processes; and

**WHEREAS**, the City Council finds that recent changes in state law, appertaining to disposal of tax acquired properties, now necessitate modification of the city's polices regarding tax acquired properties.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Caribou approves the following change to the City's Policy for Tax Acquired Property, Section 5.4 (underlined text is added)

5.4 Tax Acquired Properties, at the discretion of the City Council, shall be placed for Public Bid, pursuant to City Charter Section 2.11 (7) *Convey or lease any lands owned by the City of Caribou except for tax acquired property which shall be retained, sold or otherwise disposed of in accordance with any ordinance enacted by the City for retention or disposition of tax acquired property.* Nothing in this subsection shall be construed to limit or preclude the Council's authority and decision processes to retain tax acquired property when so deemed by majority vote to be within the best interest of the City. Except that the Municipal Officers shall use the special sale process required by 36 MRSA 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 11<sup>th</sup> day of March 2019.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Jody Smith, Deputy Mayor

\_\_\_\_\_  
Thomas Ayer, Councilor

\_\_\_\_\_  
Nicole Cote, Councilor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
David Martin, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

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

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



## MEMO

**TO:** Mayor and Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Non-Union Wage & Compensation Policy  
**DATE:** March 6, 2019

The last direction from the Council was to try and develop a compensation policy that established an appropriate wage range for each position and then the Council would consider longevity, cost of living adjustments and merit potential within ranges. This leaves us with first needing to determine ranges for each position.

As you can likely deduce, an appropriate wage range depends on what sources we reference, the integrity of the data, and the applicability of the data (i.e. how comparable it is to Caribou).

The following describes the three primary sources for wage data:

Source	Maine Municipal Salary Survey	US Bureau of Labor Statistics	City Initiated Contact with Specified Towns
Applicability	Allows the city to customize the references by community population and county. No other considerations are available. Because the survey is based on job titles, it is unclear if adjustments are needed to responses based on duties.	This data is not available at the local level but can be a source for general comparison with statewide and national trends.	Can select the review criteria and cities for comparison. (e.g. population, proximity, community valuation, overall budget, etc.)
Integrity	Varies depending on the number of responding communities and lack of response control.	Statistically, this data has the most integrity for generalizations. Inversely it would not be appropriate for use to determine local market conditions.	Depends on the framing of questions and uniformity of the census procedures.
Proposed Use	Reference tool for determining local market wage ranges, but will need to supplement with city initiated surveying for normalization factors.	Reference tool for determining consistency of wages with state and national trends.	Fill gaps in data from other sources and provide data for normalized comparisons (e.g. city valuations, budgets, years of service in positions, duties, etc.).

As we begin looking at the available data, it would be helpful for the Council to determine which of the following factors are the most important for selecting communities to compare with Caribou:

Population, Community Valuation, or Proximity to Caribou. To assist in this effort, I request each Councilor complete the survey on the following page.

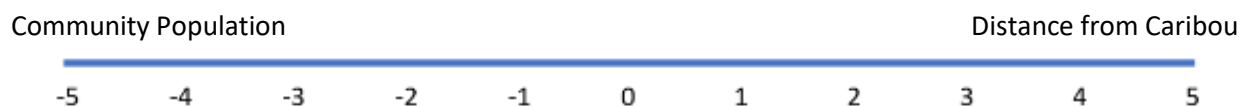
### Survey Instructions:

Please mark on the following response lines which of the factors is more important than the other according to your own perspective.

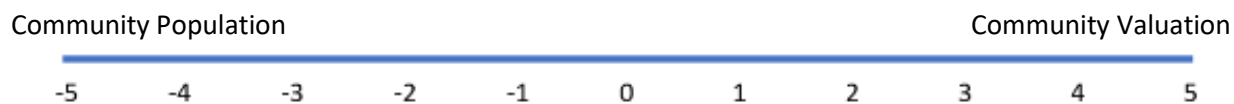
Example, if I was comparing the importance of water to air, I might indicate a 0 on the sample line because both elements are of equal importance. Someone might argue that without air it doesn't matter how much water you have and therefore mark a 4 or 5.



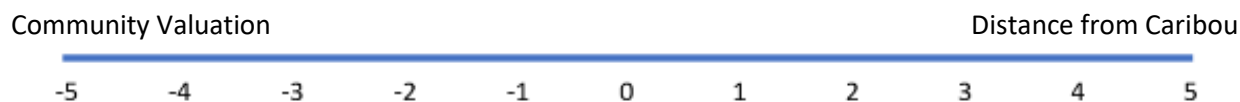
**Question 1:** Which of the following community factors is more important in a wage comparison study:



**Question 2:** Which of the following community factors is more important in a wage comparison study:



**Question 3:** Which of the following community factors is more important in a wage comparison study:



Based on your responses to these three questions, I'll be able to determine a weighting factor for selecting comparison communities within the Maine Municipal Association (MMA) Salary Survey tool. This also helps determine if additional communities should be contacted to supplement the MMA data and provides a factor that can be used to determine applicability of MMA responses.

City of Caribou Lease Interests

Revenue Generating									
Location	Tenant	Area Leased	Lease Term	Renewal Options	Lease Expiration	Rent	Utilities	Annual Revenue	Comments
Airport	Tom Goetz	.05 acres	20 years	20 year	1-Jun-20	\$138 Annually	NA	\$ 138	City can terminate the lease with a 30 day notice prior to expiration but must purchase the building.
Airport	Danny Deprey	Hangar	Month to Month	Monthly	Monthly	\$175 Monthly	NA	\$ 2,100	New T-Hangar
Airport	Shane McDougall	Hangar	6 month	6 month	3/14/2020	\$170 Monthly	NA	\$ 2,040	New T-Hangar
Airport	Kevin Pelletier	Hangar	1 year	2 year	9/4/2019	\$160 Monthly	NA	\$ 1,920	New T-Hangar
Airport	Mark Babin	Hangar	1 year	2 year	9/4/2019	\$160 Monthly	NA	\$ 1,920	New T-Hangar
Airport	Steven Farina	Hangar	1 year	2 year	9/4/2019	\$170 Monthly	NA	\$ 2,040	New T-Hangar
Airport	John Record	Hangar	Month to Month	Monthly	Monthly	\$175 Monthly	NA	\$ 2,100	New T-Hangar
Airport	Mark Jones/Darrell Bouchard	Hangar	Month to Month	Monthly	Monthly	\$120 Monthly	NA	\$ 1,440	Older hangars south of main hangar building
Airport	Donald Labrie	Hangar	1 year	2 year	2/1/2020	\$120 Monthly	NA	\$ 1,440	Older hangars south of main hangar building
Airport	National Weather Service	4 acres	20 years	Negotiated	6/30/2021	NA	NA	NA	Federal law mandates lease of land free of charge to weather related services.
60 Access Highway	Beaupres Construction	2,500 s.f.	Annual	1 year	8/31/2019	\$2100 annual	% of total	NA	Tenant eligible for rent reduction for building maintenance and snow plow services. Funds captured into maintenance reserve , not general revenue
61 Access Highway	Sears	8000 s.f.	Month to Month	Monthly	with 30 day notice	\$100 monthly	% of total	NA	Funds captured in maintenance reserve account, not general revenue
62 Access Highway	County Bag	18,000 s.f.	5 years	NA	3/1/2022	\$5300 annual	% of total	NA	Funds captured in maintenance reserve account, not general revenue
63 Access Highway	RSU 39	300 s.f.	Month to Month	Monthly	NA	\$300 monthly		NA	RSU needed space for science tables until new school in constructed. No formal lease has been signed yet. Funds would be deposited in maintenance account.
Lions Building	Aroostook EMS	900 s.f.	Annual	Annual		\$4,000	0	\$ 4,000	
Parking Lots in Downtown	Sitel	2.1 Acres	99 years		June, 2114	NA	0	NA	Council Resolution adopted March, 30, 2015 authorized the City Manager to enter into a lease agreeemnt with Sitel. Sitel paid \$75,000 to the City in 2016 for the long term lease of these parking lots
Nylander	Center for Advancement of Rural Living	60 s.f.	Month to Month	Monthly	Monthly	\$75 monthly	NA	\$ 900	Cary Medical Center associated function. Bill Flagg

Lease Obligations						
Department	Purpose	Principle Amount	Obligation Term	Annual Pmnts	Anticipated Pay Off	Comments
Multiple	Wood Pellet Boilers	\$ 986,268.00	13 years	\$120,079 Max	7/1/2025	Interest rate of 3.591%.
Fire/EMS	Fire Engine	\$ 555,457.87	5 years	\$116,999.60	1/25/2021	Total equipment cost was \$624,998.

The Council approved 2019 capital facility plan projects rolling the Fire Engine payments into the Wood Pellet Boiler payments which would pay off the boilers two years earlier (2023)



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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: City Manager Report**  
**DATE: February 19, 2019**

---

**LED Streetlight Conversion.**

EMERA has reviewed the streetlights identified by Real Term for conversion and provided feedback. It appears some lights were missed, and others identified by Real Term are not the city's responsibility. We are now waiting for revised project calculations from Real Term. A complete presentation on findings and financing options is anticipated at the March 25 council meeting.

**River Road**

DuBois & King are currently working on preliminary drawings to illustrate potential extents of disturbance and property impacts. Once we receive those preliminary drawings the city staff will meet and review those for possible modifications. Final construction drawings and details will be generated after preliminary approvals. Preliminary drawings are anticipated by March 15.

**High Street.**

Bid requests for DOT work have been issued. The bid closing date is March 20, 2019. We will issue the request for bids on our portion of the work shortly thereafter, depending on the DOT award. DOT is requesting that the work be completed by mid-July.

**Birdseye Cleanup**

EPA Brownfield Cleanup grant application was submitted requesting nearly \$500,000 to help with the cleanup. We received confirmation of submittal and have been asked for additional information, which was provided. Awards should be announced early summer.

**Senior Homestead Tax Credit Program**

Program requirements were drafted the end of last year but Council opinion is needed on several key components (e.g. qualifying age, length of homestead, benefit factors, etc.). The legislature is considering several bills this year that would increase the homestead exemptions for seniors, which may negate the need for this local program. We will continue to closely monitor the capital proceedings on this issue.

If there are other projects or items that Councilors would like me to discuss, please let me know.



# Caribou Public Library

## DIRECTOR'S REPORT

**To: Mayor and City Councilors**  
**Dennis Marker, City Manager**  
**From: Hope Rumpca, Library Director**  
**Date: March 5, 2019**

Dear Honorable Mayor, City Councilors and Mr. Marker,

Happy March! Looking outside at the snow, I think the comments I heard about the groundhog seeing an early spring are out the window! Thank goodness the library provides a warm place for our patrons to rest and relax; they certainly need it.

February was a challenging month for us. The weather slowed everything and everyone down. We were closed for President's Day, had 2.5 snow days, and had enough generally cold and icky days to keep people home. All in all, we lost about 7 days (3 due to February being a short month.) Even with all the icky weather, we still had WONDERFUL participation for the events that people could get to! Our Blood & Bones STEM program had 26 participants and our 2<sup>nd</sup> Saturday Craft Club saw an increase to 24 participants! The Pokemon Go Club went from 2 to 9 people and our Monday Story Time with the Loring Job Corp volunteers went from 4 to 11! We also had our first computer workshop, with 8 participants – there is much excitement about these computer classes!

March is going to be a BLAST! Who doesn't love green, leprechauns and fun??? We have some great programs this month! We celebrated Dr. Seuss' 115<sup>th</sup> Birthday on Monday with 19 attendees! We are hosting our 2<sup>nd</sup> annual Limerick Contest on the 19<sup>th</sup> - we had so much fun with this event last year! POP Pilates are back at the library on Saturday mornings. We are hosting 2 computer workshops this month: Internet Safety the 15<sup>th</sup> and an Intro to Computers on the 16<sup>th</sup> & 23<sup>rd</sup>. Of course, we also have our regular weekly story times, our 2<sup>nd</sup> Saturday Craft Club, the Writer's Group, the Pokemon Go Strategy & Tournament Saturdays, the Hand Crafters Club, the Dungeons & Dragons Gamers Club, and three different monthly books clubs for tweens/teens and adults!

Whew! That is so much programming and so many opportunities to be of service to our patron family!

As always, happy reading!

~Hope

P.S. – If you need them, the library has 2018 Tax Forms available!

## Archival Tour Report by Wendy Bossie & Brenda Bourgoine

On February 12, 2019, twelve persons attended a tour of the Caribou Public Library Archives which includes the Aroostook County Genealogical Society Library. It was not a high turnout, but judging from the interaction, attention and questions asked it was a successful event. The attendees were members and spouses of the Caribou Night Extension group which is a chapter of the Aroostook County Homemakers Extension and the University of Maine Cooperative Extension.

We are quite confident that several who came will return, they were unaware that there was such a variety of historical and genealogical resources in the archives. Our city's history is preserved here, we must not lose it.

Wendy Bossie, Archivist & Historian

Brenda Bourgoine, Archivist & Genealogist



MONTHLY STATISTICAL COMPARISON FOR CIRCULATION												
MATERIAL TYPE	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019
Adult books	798	827	483	703	1,151	1,194	813	721	809	663	829	630
Juvenile books	731	1,213	856	1,071	725	1,146	1,209	1,335	946	747	1299	690
Teen/YA books	70	130	97	106	98	89	67	72	73	61	60	69
DVDs	508	390	492	372	460	430	381	487	463	328	394	360
eBooks/Audiobooks	159	94	161	141	88	162	143	143	177	159	171	156
Magazines	77	62	55	56	57	68	49	78	78	79	94	66
Interlibrary loans	53	42	48	52	50	77	65	58	41	67	77	55
TOTAL NUMBERS	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2104	2,924	2,026

OVERALL MONTHLY STATISTICAL COMPARISON												
MATERIAL TYPE	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019
Circulation	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	2,924	2,026
Library Visitors	5,851	6,479	6,721	6,756	7,055	7,049	6,049	7,051	6,121	5,091	5,411	4,652
Wi-Fi access	4,952	5,837	7,257	5,566	6,539	8,699	6,661	7,787	6,350	5,024	4,862	4,049
Books added	200	162	224	226	115	193	181	186	126	249	179	196
Books withdrawn	141	114	35	1,654	616	69	357	257	57	144	229	18
Program Participation	196	258	228	286	254	184	237	377	243	200	209	223
New registered patrons	45	30	22	42	26	33	39	21	20	12	14	10
Archives (# of users)	102	42	34	38	39	64	45	32	34	24	41	35

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026											4,950

**Mailing Address:**

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

**Physical Address:**

303 Murphy Road  
Fort Fairfield, Maine 04742



**www.aroostookwaste.com**

**Phone: 207-473-7840**

**FAX: 207-472-1619**

**AROOSTOOK WASTE SOLUTIONS**

**Board of Directors Meeting**

**January 25, 2019**

**MINUTES**

**CALL TO ORDER:** The meeting was called to order by the President at 7:37 am.

**MEMBERS PRESENT:** Stev Rogeski, Dennis Marker, Ken Murchison, Mark Goughan, Dana Fowler, Mike Chasse, Martin Puckett

**MEMBERS ABSENT:** Walt Elliott, Andrea Powers

**OTHERS PRESENT:** Sharon Raymond, Mark Draper

**1. Election of Officers for 2019**

Mark presented a recommended slate of officers, as follows:

President	Dennis Marker
Vice President	Martin Puckett
Treasurer	Mark Draper
Secretary	Andrea Powers

**A motion was made by Ken Murchison; and was seconded by Stev Rogeski; to approve the slate of officers for 2019 as presented. The motion carried unanimously.**

**2. Review and approve the minutes of the December 21, 2018 meeting**

**A motion was made by Stev Rogeski; and was seconded by Mike Chasse; to approve the minutes as presented. The motion carried unanimously.**

**3. Review and approve the warrant for checks numbered 22709 through 22783**

**A motion was made by Mike Chasse; and was seconded by Stev Rogeski; to approve the warrant as presented. The motion carried unanimously.**

**4. Solid Waste Directors report**

Mark reported on the following:

- a. Audit/Financial Statements – the audit is on schedule, with a target for having a draft of the audited financial statements by the February Board meeting.

***We are an equal opportunity employer and provider.***

**PRINTED ON RECYCLED PAPER**

- b. NASWA contract – this contract was not renewed by NASWA. They have decided to send their trash to Canada. Mark will have the igloos removed from Eagle Lake and from Soldier Pond as soon as possible.
- c. Gil's and Star City contracts – both of these contracts have been signed.
- d. DEP ruling regarding the burning of plywood – Mark has received conflicting information from the Maine DEP regarding whether or not open burning of plywood in a burn pile is allowed. He is awaiting a resolution.
- e. Truck scale issues – Mark reported on issues related to the truck scale at TCL, which resulted in the scale being inoperable for a couple of weeks around the end of the year. This is obviously problematic when the business is based upon weight. He recognized Pineland Farm for allowing AWS to use their scale during the downtime.

5. Authorize the Solid Waste Director to seek a proposal to upgrade the truck scale at TCL; and consider revising the Capital Improvement Plan to incur this expense in 2019, rather than 2020.

Following his report regarding the failed load cell and difficulty with repairing and maintaining the truck scale at TCL, Mark suggested the Board consider revising the Capital Improvement Plan to complete the planned upgrade to the scale in 2019, rather than in 2020. The preliminary estimated cost to upgrade the scale is \$50,000, but he would obtain a more detailed proposal in the spring and bring it back to the Board for review and approval prior to scheduling the work for later in the year. Following a brief discussion; **a motion was made by Ken Murchison; and was seconded by Stev Rogeski; to authorize the Solid Waste Director to revise the Capital Improvement Plan, and to seek a proposal to upgrade the TCL truck scale in 2019. The motion carried unanimously.**

6. Review bids from banks for CD investment options

Mark referenced a memo in the Board packet which included the results of the bids, along with his recommendation for investing a portion of the closure reserve funds. Mark noted that he feels this will provide AWS with a good "ladder" of staggered investment terms, along with meeting the short-term interest income goal set in the 2019 annual budget.

Following discussion, **a motion was made by Mike Chasse; and was seconded by Stev Rogeski; to invest \$1.5 million with Aroostook Savings & Loan for 4 years at 3.4% APR; and \$1.5 million with Aroostook Savings and Loan for 5 years at 3.45% APR. The motion carried unanimously.**

7. Presque Isle merger

- a. \$1 million payment: the first \$1 million payment due from Presque Isle has been sent to AWS. Upon receipt, Mark and Sharon will distribute it to the 3 former TCL owners in accordance with the 2018 appropriation formula; as established in the merger agreement.
- b. Recycling in Presque Isle: Mark updated the Board regarding the igloos, cardboard recycling dumpsters, communications, concerns that have been expressed by the public, and agreements with Aroostook Shredding. No action was taken.

- c. Presque Isle landfill fees: Mark updated the Board with some concerns that have been expressed regarding the fees at the PILF. No action was taken.
- d. Real Estate transaction: Mark reported that the real estate transaction for the Presque Isle Landfill property has been completed and filed with the Registry of Deeds.
- e. Recycling Center modifications: Mark updated the Board on progress with the upgrades to the recycling center buildings. The projects are generally on schedule, and being completed with grant funds.

8. Enter into Executive Session per Title 1 MRSA, Chapter 405(6)(A) to discuss renewal of the Solid Waste Director's contract

**Upon a motion by Stev Rogeski; and seconded by Ken Murchison; the Board entered into Executive Session at 8:58 am. Upon returning to regular session at 9:24 am, the Board took no further action.**

9. The next meeting of the Board was scheduled for February 22, 2019.

10. Other business

Dana Fowler raised the suggestion that AWS consider installing an exposed geomembrane cover over a portion of the active landfill in order to reduce the amount of water infiltration and potentially reduce leachate disposal fees. Mark agreed to look into that option and determine a potential ROI for such a project.

With no further business to conduct, the meeting was adjourned at 9:31 am.

Respectfully submitted,

Andrea Powers, Secretary





**Board of Directors**  
**February 11, 2019**  
**5:30 p.m.**

**Present:** Doug Plourde, Chairman, Carl Soderberg, Sue White, Chris Bell, Mike Quinlan, Neal Griffeth, Kevin Barnes, Dr. Shawn Laferriere, Dr. Carl Flynn, Matt Hunter, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO, Dr. Irene Djuanda, COS; Leslie Anderson, COO, Paula Parent, RN, CNO; Sam Brown, QHR and Peg McAfee

**Welcome:** Doug Plourde, Chairman, Board of Directors welcomed Sam Brown, QHR and Kevin Barnes, PHS Board Member.

**EDUCATION: The Year In Review – 2018** - Kris Doody, CEO, provided the Year in Review 2018 to those in attendance.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>REGULAR MEETING</b>			
<b>1. Call to Order</b>	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:51 p.m.	Informational.	
<b>2. Review and Approval of Minutes</b>	Upon motion duly made and seconded, it was so VOTED to approve the January 14, 2019 meeting minutes as presented.	Informational.	
<b>3. Report of Chief of Staff</b>	<p>Dr. Djuanda provided the following updates from the January 29<sup>th</sup> Medical Staff Executive Committee Meeting:</p> <p><b>Quality Indicators</b> – The Medical Staff quality indicators were reviewed at the MSEC meeting.</p> <p><b>Appointment Consulting Medical Staff – Matthew Allison, MD (Tele-Radiology);</b> The complete appointment application and provider profile of Matthew Allison, 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 Matthew Allison, MD to the Consulting Medical Staff with privileges as requested through June 30, 2020. Dr. Roy was appointed as proctor for Dr. Matthew Allison during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Appointment Consulting Medical Staff – Scott Sullivan, MD (Tele-Radiology);</b> The complete appointment application and provider profile of Scott Sullivan, 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 Scott Sullivan, MD to the Consulting Medical Staff with privileges as requested through June 30, 2020. Dr. Roy was appointed as proctor for Dr. Scott Sullivan during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Matthew Allison, 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 Scott Sullivan, M.D. to the Consulting Medical Staff.</p>	



**Board of Directors**  
**February 11, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p><b>Appointment Consulting Medical Staff – Jaime Salvatore, DO (Tele-Radiology);</b> The complete appointment application and provider profile of Jaime Salvatore, DO was reviewed. She reported one malpractice claim which was closed with a payment. She also reported and provided explanations for 3 different time gaps. The report from the National Practitioner’s Data Bank contained one malpractice settlement report. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Jaime Salvatore, DO to the Consulting Medical Staff with privileges as requested through June 30, 2020. Dr. Roy was appointed as proctor for Dr. Jaime Salvatore during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Appointment Courtesy Medical Staff – Nancy Bass, MD (OB/GYN);</b> The complete appointment application and provider profile of Nancy Bass, MD was reviewed. Dr. Bass reported 3 medical malpractice claims in which 2 were closed without payment and 1 had a pre-trial settlement. There was one reference that noted some issues with being tardy and forgetful of her schedule. This issue was addressed by Cary Medical Center Administration upon arrival for her first locum assignment. One hospital reported due to not having enough volume Dr. Bass was proctored for 3 surgical cases and 3 deliveries before granting locum tenens privileges. She reported some gaps in her hospital affiliations which were related to family relocation and family illnesses. The report from the National Practitioner’s Data Bank contained one medical malpractice settlement payment report. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Nancy Bass, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2020. Dr. Wall was appointed as proctor for Nancy Bass, MD during her provisional appointment. This recommendation was forwarded to the Board of Directors for action. Dr. Bass has completed one locum assignment, there were no issues.</p> <p><b>Appointment consulting Medical Staff – Erik Johnson, DMD;</b> The complete appointment application and provider profile of Erik Johnson, DMD was reviewed. Dr. Johnson reported an incident involving the unlawful possession of scheduled drugs. He has signed a consent agreement with the Board of Dental Practice. The report from the National Practitioner’s Data Bank contained one medical malpractice settlement payment report. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Erik Johnson, DMD to the Courtesy Medical Staff with privileges as requested through June 30, 2020. Dr. Bawa was appointed as proctor for Erik Johnson, DMD during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Jaime Salvatore, D.O. to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Nancy Bass, 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 Erik Johnson, DMD to the Courtesy Medical Staff.</p>	

**Board of Directors**  
**February 11, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p><b>Resignation – Barbara Newman, MD</b> - Dr. Djuanda reported Barbara Newman, MD submitted a letter of resignation dated November 26, 2018. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation letter of Barbara Newman, MD. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Resignation – Temidayo Adebiyi, MD</b> - Dr. Djuanda reported Temidayo Adebiyi, MD submitted a letter of resignation dated January 4, 2019. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation letter of Temidayo Adebiyi, MD. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Resignation – Darci Bubar, NP</b> - Dr. Djuanda reported Darci Bubar, NP submitted a letter of resignation dated December 31, 2018. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation letter of Darci Bubar, NP. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Barbara Newman, M.D.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Temidayo Adebiyi, M.D.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Darci Bubar, NP.</p>	
<p><b>4. Quality Management Committee</b></p>	<p>Dr. Regen Gallagher provided the following updates from the January 16<sup>th</sup> meeting:</p> <p><b>Old Business</b> – Items reviewed were: Dr. Boma’s offer to be Lead Physician for CHF Grant and specific criteria in Colonoscopy report denominator.</p> <p><b>Utilization and Case Management</b> – Items reviewed were: Clinical Documentation (CDI) compliance, MOON Notice and delays in stay.</p> <p><b>Patient Safety Survey Results</b> – The results of the survey will be brought to the QM Committee in February with a plan included to address items of communication.</p> <p><b>Joint Commission Follow-up and Quarterly Tracers</b> – A Joint Commission Surveyor returned on January 25<sup>th</sup> for a follow-up visit to review a concern with infection control and cleaning of instruments within departments, specifically Maternal Child. The survey response to the Joint Commission was completed and submitted on-line February 4<sup>th</sup>.</p> <p><b>Quality Management Compliance Indicators</b> – Indicators reviewed were: Radiology, Pharmacy, Cardiac &amp; Pulmonary Rehab and Hospital Compare Preview Report.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	



**Board of Directors**  
**February 11, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>Quality Management Plans</b></p> <p><b>Complaint &amp; Grievance Resolution Policy</b></p> <p><b>Dashboard</b></p> <p><b>Patient Safety Committee Minutes</b></p>	<p><b>Quality Management Plans</b> – The following QM plans were reviewed and approved at the January Meeting: L’Acadie, CDS, OR/PACU and Nursing. The ER QM Plan will be brought back to the February meeting for review and approval as some additional plans will be made regarding patient education on Opioid medications.</p> <p><b>Complaint &amp; Grievance Resolution Policy and Reporting Forms</b> – Kris Doody indicated Cary Medical Center has a complaint policy was in place however, the policy was completely rewritten to update the language and incorporate the grievance resolution process, including new forms into the policy.</p> <p><b>Dashboard</b> – Dr. Regen Gallagher and Leslie Anderson provided the following updates on the Dashboard:</p> <ul style="list-style-type: none"> <li>• Inpatient Core Measures – Sepsis is at 83% compliance for October.</li> <li>• Medical Staff Quality Indicators – Department of Medicine continues below compliance for verbal orders authenticated within 48 hours.</li> <li>• Departmental Quality Indicators – Data should be complete by March.</li> </ul> <p>Discussion ensued regarding some of the indicators standard for: below, meets and exceeds compliance.</p> <ul style="list-style-type: none"> <li>• Patient Satisfaction Scores – Work continues with Press Ganey for patient satisfaction data extraction. A new section has been added to include a breakdown of scores for the nursing floors: ACU, CU and Maternal/Child for the ten areas of concern for patient satisfaction.</li> <li>• Patient Complaints – There were six patient complaints in the 4<sup>th</sup> quarter.</li> </ul> <p><b>Patient Safety Committee Minutes</b> – The minutes of the January 9, 2019 meeting were included in the packet for review.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the updated Complaint and Grievance Resolution Policy as presented.</p>	
<p><b>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</b></p> <p><b>a. Report from Board Members –</b></p>	<p>Doug Plourde provided the following updates:</p>		

**Board of Directors**  
**February 11, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>MSEC – Kevin Barnes</b></p> <p><b>Departmental Leadership – Dr. Shawn Laferriere</b></p> <p><b>b. Maine Rural Health Collaborative Board of Managers Meeting – December 13, 2018</b></p>	<p><b>MSEC Meeting</b> – Kevin Barnes reported the providers prioritized a Panda Warming System for physician capital equipment purchase. A new surgical consent form was approved.</p> <p><b>Departmental Leadership Meeting</b> – Dr. Shawn Laferriere reported the following items were discussed: use of overtime, variance software system, updates to the issue with the billing system. Those present were briefed on a new translator service.</p> <p><b>Maine Rural Health Collaborative Board of Managers Meeting – December 13, 2018</b> – Kris Doody reported the MRHC Board of Managers meets once a year. The CFO's and CEO's meet monthly; HR and Business Officer Managers meet on a regular basis. The information from the Board of Managers Meeting is included in the packet for review. Kris Doody highlighted the investment on returns, 2019 member contribution and 2019 strategic priorities with 5 goals. Ms. Doody noted the plan to update the Board on a quarterly basis.</p>	<p>Informational.</p> <p>Informational.</p> <p>MRHC Updates will be added to the Board Agenda on a quarterly basis.</p>	
<p><b>6. Report of CEO – Kris Doody</b></p> <p><b>a. Physician Recruitment</b></p> <p><b>b. Pines/Cary CEO Transition</b></p> <p><b>c. TJC Survey</b></p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p><b>Physician Recruitment –</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. Prajwal Dhungel, Pediatrician</b>, declined our offer due to the climate.</li> <li>• <b>Dr. Gigi Smith, Pediatrician</b>, has accepted another offer.</li> <li>• <b>Dr. Katherine Hilsinger</b>, will not be extended an offer.</li> <li>• <b>Dr. Carlos Chavez, General Surgeon</b>, will begin full time August 1, 2019.</li> <li>• <b>Dr. Nadeau, General Surgeon</b>, originally from St. Agatha and practicing in Southern Maine, completed a site visit January 22<sup>nd</sup> – 24<sup>th</sup>. He is available to begin in April.</li> <li>• <b>Dr. James Davis, Orthopedic Surgeon</b>, completed a site visit on January 31<sup>st</sup>. Staff are currently completing reference checks.</li> </ul> <p>We do have additional leads in Peds and OB.</p> <p>Pines Health Services recently discovered they are able to pursue J-1 candidates in primary care; OB, Peds, Family Practice and Internal Medicine.</p> <p><b>Pines/Cary CEO Transition</b> – Kris Doody reported she continues to work with QHR and Pines Health Services and Lincoln Financial regarding transition of her retirement investments and vesting.</p> <p><b>TJC Survey</b> – This item was discussed earlier during the QM Committee report.</p>	<p>Informational.</p>	



**Board of Directors**  
**February 11, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
d. <b>Medicaid Expansion</b>	<b>Medicaid Expansion</b> – Kris Doody reported she has been asked to join the MHA Board of Directors again. There has been an update on the Governor’s budget with reference to the expansion of Medicaid in Maine. Money to fund the expansion may include taxes on hospitals.		
e. <b>Service Area Competition (SAC) Grant</b>	<b>Service Area Competition (SAC) Grant</b> – Kris reported more information is available in the Pines Health Services CEO Report. This grant was funded for 3 years for a total of \$6.6 million dollars.		
7. <b>Report of Finance &amp; Personnel Committee</b> a. <b>December Financials</b>	Chelsea Desrosiers provided the following updates:  <b>CMC Financials</b> – An overview was provided of the December financials for Cary Medical Center, including review of: patient days, discharges, OR cases, ER visits, Pharmacy, purchased services, gross patient revenue, cash flow, net income, balance sheet, days cash on hand, expenses and the positive bottom line.  <b>PHS Financials</b> –Kris Doody provided an update on the December financials for Pines Health Services, including review of: revenue, expenses and the positive bottom-line for December and year-end.  <b>FQHC</b> – Kris Doody reported a positive bottom line for the FQHC’s year-end.	Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.	
8. <b>Human Resources Annual Competency Report</b>	Paula Parent presented an overview of the Human Resources Annual Competency Report.  Topics covered included: compliance with performance evaluations, annual required training, Human Resources orientation, new employee orientation, nursing competency, locums travelers including licensure, HR orientation and unit specific orientation for travelers. Paula reported an updated to the report: unit specific orientation should be 92% not 100% as two locums were missed.	Upon motion duly made and seconded, it was so VOTED to approve the Human Resources Annual Competency Report as presented.	
9. <b>Safety Committee Quarterly Report</b>	Leslie Anderson presented an overview of the Safety Committee Quarterly Report for the 4 <sup>th</sup> quarter 2018.  Items reviewed included: Safety Committee EOC 2018 Goals – all goals achieved; Safety Committee Dashboard including fire drills at Cary, Billing and L’Acadie – all indicators were met; plans are to enhance the fire drills in 2019 for a variety of times during the day, elevators will be reviewed monthly; MEMIC Executive Summary; Simply Safety informational flyer; annual review of the EOP/MCI Plan, drills at CMC and L’Acadie – there was an actual Mass Casualty Incident called at Cary in January; 2019 Hazard Vulnerability Analysis Worksheet and 96-Hour Sustainability	Upon motion duly made and seconded, it was so VOTED to approve the Safety Committee Quarterly Report as presented.	



**Board of Directors**  
**February 11, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Assessment and Analysis.</p> <p><b>Continuity of Operations Plan</b> – The hospital evacuation/continuity of operations plan was created as the result of the Joint Commission Survey preparation process. This plan resides in the Environmental Safety Emergency Operations Plan.</p>	Upon motion duly made and seconded, it was so VOTED to approve the Continuity of Operations Plan as presented.	
<b>10. Quorum Health Resources Updates</b>	<p>Sam Brown provided the following updates:</p> <p><b>Consulting and Support Deployment Plan</b> – Of note, the items highlighted in yellow on the plan indicate focus for the month.</p> <p><b>Cary Medical Center Financials</b> – Sam Brown took a moment to congratulate Cary on the year-end financials. He reviewed revenue, expenses and volume comparisons to budget, target and goal statistics.</p> <p><b>2019 Learning Institute Education Calendar</b> – There is a new webinar QHR is hosting entitled: “Cyber Security – Lessons Learned” regarding a real-life experience with a hospital in Ohio. He encouraged folks to view the webinar.</p> <p><b>QHR Contract</b> – Doug Plourde reported the contract is being finalized. It is under review by Kozak and Gayer. Plans are for the legal counsel of QHR to conference with Kozak and Gayer to review prior to presentation for signature. Legal counsel is drafting a contract for Kris Doody to sign regarding her transition from QHR employee to a Pines Health Services employee.</p>	Informational.	
<b>11. Pines Health Services Quarterly Report</b>	Kris Doody reported updates were completed during the Board Meeting reports. More information is available in the Pines Health Services CEO Report.	Informational.	
<b>12. Adjournment, Other &amp; Next Meeting</b>	<p><b>Other</b> – Doug Plourde reported he and Kris Doody had a meet and greet session with Paul Camping, newest member of the Caribou Hospital District. Plans are to host an orientation session with Mr. Camping.</p> <p><b>Caribou City Council</b> – Kris Doody reported the Caribou City Council voted to approve a proclamation for Cary Medical Center’s 95<sup>th</sup> Anniversary. A 95<sup>th</sup> Proclamation signature session with the Major for the City of Caribou will take place within the next couple of weeks.</p>	Informational.	



**Board of Directors  
February 11, 2019  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p><b>Adjournment</b> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:52 p.m.</p> <p><b>Next Meeting</b> –The next meeting of the Board of Directors is scheduled for Monday, March 4, 2019, 5:30 p.m.</p>		

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

Respectfully submitted,

Kris Doody, RN, MSB  
Chief Executive Officer



## **Summary of Board of Directors 2018 Self-Appraisal February 27, 2019**

Cary's Annual Board survey and self-appraisal process was conducted during the first quarter of 2019. The compilation of information involved responses from ten (10) Board members. We hope that the input you provided can be used during the coming year to assist you and to improve the level of satisfaction you realize by being on the Board and to increase overall Board effectiveness.

Generally, Board members responded positively to: ability to discuss controversial topics effectively (one response was not sure), they are able to work comfortably with other Board members and Administration, are able to meet the time commitments required by the hospital, meetings are held at a convenient time, six out of ten responses indicate they foresee conflicts between personal life and the demands of their role on Cary's Board, their schedule allows them to attend emergency meetings (four responses indicated they were not sure), seven out of ten responses indicate their role on Cary's Board does produce conflict of interest with their job or other commitments, attendance at external Board education programs is okay for three members (seven responded not sure), they receive adequate information to assist them in making decisions on the direction of the organization, they feel comfortable in their capacity as Board members (three responses were not sure).

Nine Board members prefer educational sessions be held at Cary, part of the Board or Committee Meetings (one response was no).

### ***Education topics requested:***

Continued education about budget, public relations, available services for children and youth; open to anything, but I do enjoy presentations about what's happening in healthcare that would affect Cary; telemedicine success stories, artificial intelligence's role in medicine, alternative medicine monetization opportunities (chiro, massage, etc.); financially directed topics like deciphering the accounting info, etc.; always good to hear from various department heads within the organization as to what is new and plans for their department, changes, challenges, etc.

Seven members agree with a nine-year maximum term limit, three members disagreed and one member stated they felt 12 years would be a better maximum.

### ***Suggestions concerning future priorities or concerns that should be addressed about long-term viability of the hospital:***

1. City Council Relationship/Legal Obligations as a public entity (budgets, payroll, benefits information access, etc.)
2. We need to continue to focus on quality of care and ensuring that we are the hospital of choice in our area
3. Looks like we'll need increased communication with our City Council per their requests so we'll need to work on that
4. Specific study done in-house on the actual need/specific benefits/cost analysis of the discussed Medical Office Building concept vs. business as per usual....
5. Plan to maintain/upgrade physical plant going forward, now with debt nearly retired
6. Population trends and insurance landscape changes

Years on the Board ranged from one and a half to eighteen.



**Cary Medical Center**  
**Annual Board Survey and Self Appraisal**



	Yes	No	Not Sure	Total Responses
Are you able to discuss controversial topics effectively?	9		1	10
Do you work comfortably with other Board members and Administration?	10			10
Are you able to meet the time commitments required to attend meetings?	10			10
Are meetings held at a convenient time?	10			10
Do you foresee conflicts between your personal life and the demands of your role on Cary's Board?	4	6		10
Does your schedule allow you to attend emergency meetings?	6		4	10
As a Board member, do you have any conflict of interest with your job or other commitments?	3	7		10
Are you able to attend external Board educational programs?	3		7	10
Are you receiving adequate information to assist you in making decisions on the direction of the organization?	10			10
Do you feel comfortable in your capacity as a Board member?	10			10
Do you agree with the limitation of Board terms to a nine (9) year maximum?	7		3	10
Do you prefer Board education sessions at the hospital?	10			10
If, so, should they be part of the Board or Committee meeting or separate session?				
Board/Committee	9	1		10
If a separate session, what time of day and day of week?				

What Board education topics would you like to see offered in the future?

Continued education about budget, public relations, available services for children and youth; open to anything, but I do enjoy presentations about what's happening in healthcare that would affect Cary; Telemedicine success stories, artificial intelligence's role in medicine, alternative medicine monetization opportunities (chiro, massage, etc.); financially directed topics like deciphering the accounting info, etc.; always good to hear from various department heads within the organization as to what is new and plans for their department, changes, challenges, etc.



Please rate your level of comfort and preparedness to address the following topics in your Board capacity? (1 least, 10 most comfortable)

Board/Medical Staff Relationships	7.8
Board/Administrative Relationships	8.3
Finances	8
Quality Management/Improvement	8
Quorum Health Resources Relationship	7.3
Legal Responsibilities of the Board	7

Please provide any suggestions concerning future priorities/concerns that should be addressed about long term viability of the hospital.

City Council Relationship/Legal Obligations as a public entity (budgets, payroll, benefits information access, etc.); we need to continue to focus on quality of care and ensuring that we are the hospital of choice in our area; looks like we'll need increased communication with our City Council per their requests so we'll need to work on that, specific study done in-house on the actual need/specific benefits/cost analysis of the discussed Medical Office Building concept vs. business as per usual.....; plan to maintain/upgrade physical plant going forward, now with debt nearly retired; population trends and insurance landscape changes;

Total number of years you have served on Cary's Board of Directors (Please combine all terms) 1.5-18

## CITY CLERK'S OFFICE REPORT

## DESCRIPTION

	# of transactions	amount collected	# of transactions	amount collected	Total # of Transactions	Total Amount Collected
	19-Jan	\$ 43,484.00	19-Feb	\$ 43,515.00		
ATV REGISTRATION	1	\$ 6.00			1	\$ 6.00
BIRTH RECORDS	48	\$ 666.00	34	\$ 572.00	82	\$ 1,238.00
BOAT REG			3	\$ 115.00	3	\$ 115.00
BUILDING PERMITS	3	\$ 240.00			3	\$ 240.00
CITY OWN PROPERTY	2	\$ 500.00	1	\$ 500.00	3	\$ 1,000.00
DEATH RECORDS	66	\$ 736.00	14	\$ 461.00	80	\$ 1,197.00
DOG LICENSES	368	\$ 2,518.00	31	\$ 784.00	399	\$ 3,302.00
FAX FEE & PHOTO COPY	7	\$ 17.25	4	\$ 19.75	11	\$ 37.00
FISHING LICENSE	18	\$ 486.00	8	\$ 216.00	26	\$ 702.00
HUNTING LICENSE	24	\$ 739.00	11	\$ 420.00	35	\$ 1,159.00
IN TOWN REG	0	\$ -			0	\$ -
MARRIAGE RECORDS	12	\$ 216.00	9	\$ 197.00	21	\$ 413.00
MISC. INCOME	1	\$ 57.60	2	\$ 22.00	3	\$ 79.60
MISC. LICENSES	13	\$ 320.00	6	\$ 100.00	19	\$ 420.00
MISC. RECEIPTS	4	\$ 785.00	6	\$ 1,766.00	10	\$ 2,551.00
MOTOR VEHICLE	432	\$ 106,843.80	413	\$ 88,105.32	845	\$ 194,949.12
NOTARY FEES	7	\$ 35.00	8	\$ 115.00	15	\$ 150.00
PERSONAL PROPERTY PAYMENT	9	\$ 4,097.16	8	\$ 4,145.01	17	\$ 8,242.17
PLUMBING PERMITS	0	\$ -	2	\$ 3,450.00	2	\$ 3,450.00
PYMTS. IN LIEU OF TAX	1	\$ 3,480.73	1	\$ 3,424.33	2	\$ 6,905.06
REAL ESTATE PAYMENT	294	\$ 116,070.44	299	\$ 119,259.52	593	\$ 235,329.96
SIGN PERMITS	2	\$ 100.00	1	\$ 50.00	3	\$ 150.00
SITE DESIGN REVIEW	0	\$ -			0	\$ -
SNOWMOBILE REGISTRATION	118	\$ 8,893.93	54	\$ 3,784.82	172	\$ 12,678.75
TAX ACQUIRED REAL ESTATE PAYMENT	3	\$ 3,107.08	1	\$ 97.62	4	\$ 3,204.70
TAX ACQUIRED LIEN PAYMENT	7	\$ 5,035.58	2	\$ 239.51	9	\$ 5,275.09
TAX LIEN PAYMENT	16	\$ 3,135.08	14	\$ 5,649.10	30	\$ 8,784.18
TRAILER PARK LOT RENT	11	\$ 1,450.00	10	\$ 1,230.00	21	\$ 2,680.00
<b>TOTAL:</b>	1467	\$ 259,535.65	942	\$ 234,722.98	2409	\$ 494,258.63