

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, June 10, 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**
 - a. Regular Council Meeting held May 28, 2019 Pgs 2-5
5. **Bid Openings, Awards, and Appointments**
 - a. Carl Grant Recertification as Tax Collector Pg 6
6. **Public Hearings and Possible Action items**
7. **New Business**
 - a. Discussion and Possible Action Regarding Acceptance of Vehicle Through Criminal Forfeiture Pgs 7-8
 - b. Discussion Regarding 2019 CDBG Public Service Grant Application Pgs 9-11
8. **Old Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding Flora Dale Park Pg 12
 - b. Discussion and Possible Action Regarding Summer Council Meetings and Work Session Dates Pg 13
 - c. Discussion Regarding River Road Reconstruction Project
9. **City Manager's Report**
10. **Reports and Discussion by Mayor and Council Members**
11. **Reports of Officers, Staff, Boards and Committees** Pgs 14-24
12. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
13. **Next Meeting(s):** June 24
14. **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

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Tuesday May 28, 2019 at 6:00 p.m. in Council Chambers with the following members present: Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, Hugh Kirkpatrick, and Thomas Ayer. Mayor R. Mark Goughan and Nicole L. Cote were absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Michael Gahagan (Police Chief), Gary Marquis (Supt. of Parks & Recreation), Erin Albers (Children's Librarian), and Hope Shafer (Library Director).

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

Council Agenda Item #2: Pledge of Allegiance

The Deputy Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

No public input.

Council Agenda Item #4: Minutes

- a. Council Workshop held May 13, 2019

Motion made by J. Smith, seconded by H. Kirkpatrick, to approve the minutes from the May 13, 2019 Council Workshop as presented. (5 yes) So voted.

- b. Regular Council Meeting held May 13, 2019

Motion made by J. Theriault, seconded by D. Martin, to approve the minutes from the May 13, 2019 Regular Council Meeting as presented. (5 yes) So voted.

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

- a. Richard Schueller Memorial Award

Children's Librarian Erin Albers was introduced by Library Director Shafer. Ms. Albers explained that the Caribou Public Library has received a Richard Schueller Memorial Telescope from Cornerstones of Science as part of its Library Telescope Program. This is only the 2nd one that has been awarded. It is a 4-1/2" table top reflecting (Newtonian) telescope.

- b. Appointment to the Citizen's Rural/Urban Renewal Committee

Motion made by H. Kirkpatrick, seconded by T. Ayers, to appoint Jessica Plourde to the Citizen's Rural/Urban Renewal Committee. (5 yes) So voted.

- c. Appointment of Election Warden(s) for June 11, 2019 election

Motion made by H. Kirkpatrick, seconded by T. Ayers, to appoint Jayne R. Farrin Election Warden and Danielle M. McLaughlin as Deputy Election Warden for the June 11, 2019 Election. (5 yes) So voted.

Council Agenda Item #6: Public Hearings and Possible Action Items

There weren't any Public Hearings.

Council Agenda Item #7: New Business

- a. Discussion and Possible Action Regarding June 11, 2019 Election Warrant and Notice.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to countersign Warrant and Notice of Election for the RSU 39 Budget Validation Referendum and to set 8:00 a.m. as the opening time for the polls. (5 yes) So voted.

- b. Discussion regarding RSU 39 Budget for 2019-2020

Supt of Schools Tim Doak and Business Manager Mark Bouchard attended to review RSU 39's 2019-2020 Proposed Budget.

- Transition year with the withdrawal of Limestone, loss of MSSM revenue and the building of the Caribou Community School
- Debt Service – total payments FY 19-20: \$3,497,402
- Student Population – 2019-2020 1,263 which 104.5 less from previous year – Limestone's 8th class – 9 will attend Caribou and 2 will attend Fort Fairfield
- Teachers' retirement is shared 50-50 between the State and the RSU. At one time the State paid all of the teachers' retirement.
- Items that were removed from the proposed budget were reviewed
- Future Capital Project needs: Underground fuel storage tank, CHS paving, and track at CHS.
- Included in 2019-2020 Budget: salary and health insurance increases (per collection agreements), property & casualty insurance, worker's compensation, roof renovation for CPAC, LED conversion at CHS, abate & replace floor tiles near library at CHS, and travel van.
- Outside revenues total \$4,622,220.
- \$19,725,588 Total Budget. Increase of \$739,111 with a mil rate 10.1 for education.
- Tax increase for Caribou is \$187,791.

Councilors' questions were answered. Discussion.

- The new school will cost \$53 million with the local share being only \$2.5 million.
- The City of Caribou will end up with a new park.
- The RSU will be holding a "Beam Signing" event for the last beam that will be placed into the new building.
- Next fall, approximately 52 students from Limestone will be attending the RSU.

- c. Discussion and Possible Action Regarding Sale of Tax Acquired Properties

Motion made by J. Theriault, seconded by H. Kirkpatrick, to sell the properties identified as Map 3 Lot 21 and Map 3 Lot 23 to the former owner for the amount of \$2,562.84 which is the amount due for all past due taxes including an estimated amount for 2019. (5 yes) So voted.

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

a. Discussion and Possible Action Regarding River Road Properties Disposal

Manager Marker outlines three methods the City could use to salvage all, or portion of the River Road properties now owned by the City.

1. Sell Buildings
2. Bid for Salvage
3. Retain Buildings

He recommends #3 Retain Buildings, as it will avoid potential liabilities and administrative time loss.

Motion made by J. Theriault, seconded by D. Martin, to accept the Manager's recommendation of retaining the buildings – Option 3. (3 yes, J. Theriault, D. Martin, J. Smith, 2 no, H. Kirkpatrick, T. Ayer) Motion failed.

Motion made by T. Ayer, seconded by H. Kirkpatrick, to table until the June 10th Council meeting. (2 yes, H. Kirkpatrick, T. Ayer, 3 no, J. Theriault, D. Martin, J. Smith) Motion failed.

b. Resolution 05-02-2019 Recognizing June as Men's Health Month

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adopt Resolution 05-02-2019 Recognizing June as Men's Health Month. (5 yes) So voted.

Council Agenda Item #9: City Manager's Report

- High Street - Work has started on High Street
- LED - The City has received a revised quote of \$9,900 from Emera concerning the City's cost to purchase the current lights. The City had been previously quoted \$13,442.
- CDBG - The application for Porvair Filtration Group for \$180,000 has been submitted. Award notices will be made in July
- Birdseye Cleanup – The EPA grant awards will be sent out in June
- 60 Access Highway – The hired appraiser has been to Caribou and met with Tax Assessor and Zoning Administrator.
- Mil Rate Calculation – It is projected that the mil rate will increase.
- Sincock Park Design – Supt. Marquis reviewed the proposed design of a dog park for the new park to be located on the site of the former Sincock School. Councilor questions were answered.
- High School Prom – The Manager extended praise to those involved in the putting on the High School Prom that was held this past weekend at the Wellness Center.

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

There was a brief discussion concerning retaining walls located on North Main Street and their ownership.

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

The City Clerk reminded the public that the Clerk's Office will be available to register people to vote at the May 29th 6:00 p.m. RSU 39 Budget Meeting.

Supt. Marquis noted that several of the City's properties have been infested with grubs and he is working towards correctly this.

Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

a. §405(6)(D) Union contract negotiations

7:42 p.m. Motion made by T. Ayer, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(D) with Chief Gahagan to discuss union contract negotiations. (5 yes) So voted.

8:47 p.m. Returned from Executive Session.

No action was taken.

b. §405(6)(E) Pending Litigation

8:47 p.m. Motion made by H. Kirkpatrick, seconded by T. Ayer, to move into executive session under MRSA Title 1 §405(6)(E) to discuss pending litigation. (5 yes) So voted.

9:01 p.m. Returned from Executive Session.

No action was taken.

A brief discussion took place regarding remote participation in meetings via phone or electronic means. A bill is being considered at the legislature which would permit cities to allow for such participation. The Council indicated that they would be comfortable allowing remote participation in discussions but anyone not physically present in the meeting should not be able to vote.

Council Agenda Item #13: Next Meetings(s): June 10

Council Agenda Item #14: Adjournment

Motion made by T. Ayer, seconded by D. Martin, to adjourn the meeting at 9:05 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary



Maine Municipal Tax Collectors' and Treasurers' Association

Local Government Center • 60 Community Drive, Augusta, Maine 04330-9486
1-800-452-8786 (In Maine) • 207-623-8428 • Fax 207-624-0128
www.mmtcta.org

March 8, 2019

Mr Dennis Marker
City Manager
City of Caribou
25 High St
Caribou, ME 04736-2710

Dear Mr. Marker:

Congratulations are in order for the City of Caribou. The Maine Municipal Tax Collectors' and Treasurers' Association has approved Carl Grant as a Re-Certified Tax Collector. This re-certification process has required many hours of dedication to achieve. The certification process requires that applicants receive training in a number of courses that relate to their field of expertise.

Carl will be recognized for receiving this certification at the MMTCTA Annual Conference being held on May 16th 2019 and in the MMTCTA newsletter *Dollar\$ and Sense*.

The MMTCTA understands the investment of time and resources it takes to achieve this status. You may want to check with the Town's insurance carrier to see if this would entitle the Town to a discount on your public official's liability insurance or bond insurance for this position. We encourage you to ask your insurance company and find out.

Congratulations once again!

Sincerely,

Julie Giles
Chairperson
MMTCTA Certification Committee

TODD R. COLLINS
District Attorney

CARRIE L. LINTHICUM
Deputy District Attorney

JOHN M. PLUTO
KURT A. KAFFERLIN
JAMES G. MITCHELL
KARI WELLS-PUCKETT
MOLLY M. MCGUIRE
Assistant District Attorneys

STATE OF MAINE



OFFICE OF THE DISTRICT ATTORNEY AROOSTOOK COUNTY PROSECUTORIAL DISTRICT NUMBER 8

Reply To:

144 Sweden Street ☐
Caribou, ME 04736-2353
207-498-2557
FAX 207-493-3493 _____

27 Riverside Drive ☐
Presque Isle, ME 04769-2730
207-764-0504
FAX 207-764-2046 _____

26 Court Street, Suite 101 ☒
Houlton, ME 04730
207-532-4294
FAX 207-532-1504 _____

July 6, 2018

Michael Gahagan, Chief of Police
Caribou Police Department
25 High Street
Caribou, Maine 04736

RE: *State of Maine v. Dwayne L. Wilson, Jr.* – AROCD-CR-18-00165

Mike,

Our office is seeking criminal forfeiture of one 2013 Infiniti G37 Sedan (VIN: JN1CV6AP2DM301626, property owned by and seized from Dwayne L. Wilson, Jr., which facilitated crimes under Title 17-A, Chapter 45. Your department was a primary contributing law enforcement agency. Consequently, if the court orders forfeiture we are seeking transfer of this property to your department, which requires approval by the City Council pursuant to 15 M.R.S. §§ 5824(2) & 5826(8)(A).

Would you please ensure that this request for approval is presented to the City Council at its next scheduled meeting so as to ensure timely transfer of the assets? If approved, please ensure that the enclosed Approval of Transfer is signed by the Chairperson, marked with the town seal, and returned to our Houlton office. If you have any questions, please feel free to contact me at (207) 532-4294 or via email at kurt@aroostook.me.us.

Respectfully,

Kurt A. Kafferlin
Assistant District Attorney

STATE OF MAINE
AROOSTOOK, ss.

UNIFIED CRIMINAL COURT
LOCATION: CARIBOU
DOCKET: AROCD-CR-18-00165

STATE OF MAINE,)	
)	
v.)	APPROVAL OF TRANSFER
)	
DWAYNE L. WILSON, JR.,)	
Defendant,)	
)	
ONE 2013 INFINITI G37 SEDAN,)	
Defendant <i>In Rem</i> .)	

NOW COMES the City of Caribou, by and through its municipal officers, the City Council, and does hereby grant written consent pursuant to 15 M.R.S. §§ 5824(3) & 5826(8)(B) to transfer the above-captioned **one 2013 Infiniti G37 Sedan (VIN: JN1CV6AP2DM301626)**, or any smaller portion thereof, to the City of Caribou (Caribou Police Department) in that such did make a substantial contribution to the investigation or prosecution of this criminal case.

DATED: _____

Chairperson
City Council

(Impress City Seal Here)



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

May 21, 2019

Dennis Marker, City Manager
City of Caribou
25 High Street
Caribou, ME 04736

Dear Mr. Marker:

The Office of Community Development (OCD) has reviewed the Letter-of-Intent to apply you submitted for the 2019 Community Development Block Grant (CDBG) Public Service program. Our review showed that the City of Caribou, on behalf of Cary Medical Center, has met the requirements established by Title I of the Housing and Community Development Act of 1973, as amended and the State of Maine CDBG program.

Please remember that eligibility to submit a final application does not imply final project approval or funding. Further, no CDBG funds can be obligated or expended prior to the project receiving Environmental Clearance from the Office of Community Development.

The **Public Service application is due at OCD by 4:00pm on Friday, June 21, 2019,** and must meet all the requirements of the 2018 CDBG program. Failure to submit a complete application by this date will require the submission of a new Letter of Intent.

You may contact me at 624-9817 or deborah.johnson@maine.gov with any further questions regarding the 2019 CDBG application process.

Sincerely,

Deborah Johnson, Director
Office of Community Development



State of Maine
Community Development Block Grant Program
2019 Public Service Program

Letter of Intent to Apply

(Due at DECD on or before May 3, 2019, 4:00 p.m.)

All communities wishing to apply for a 2019 Public Service Grant must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed and approved Letter of Intent will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding.

A. APPLICANT ELIGIBILITY

1. Legal Applicant:

Applicant:	City of Caribou	Phone:	207-493-5962
Address:	25 High Street	Fax:	207- 498-3954
City, ZIP:	Caribou, 04736	E-Mail:	citymanager@cariboumaine.org
Chief Official:	Dennis Marker, City Manager		
Census Tracts #(s) Where Proposed Activities Will Occur:	9501, 9510, 9512, 9513, 9514		
DUNS #: 060991452	Applicant DUNS (Dunn & Bradstreet) #:(visit www.nea.gov/grants/apply/DUNS.html if applicant needs to obtain a number)		

2. Applying on Behalf of Sub-Grantee (if applicable): (e.g.: Non-Profit, etc.)

Sub-Grantee:	Cary Medical Center	Phone:	207-498-3111
Address:	163 Van Buren Road	Fax:	207-498-1149
City, ZIP:	Caribou, ME 04736-2509	E-Mail:	bflagg@carymed.org
Agency Rep:	Bill Flagg	Title	Director Public Relations

B. PROJECT INFORMATION

Provide a concise description of the proposed project below. The scope of work should be very specific in identifying how the CDBG money will be used, how the proposed PS activities represent a new or expanded service and how the service will continue after CDBG assistance.

Our project, the design and implementation of the Caribou Area Personalized Transportation Service (CAPTS), is an enhanced transportation service for individuals 65 years of age and older, or the disabled, in the greater Caribou region. The service will take better advantage of existing public transportation systems adding a multi-partnered collaboration to schedule, dispatch and transport those in need. Aroostook Regional Transportation, volunteer drivers, federally subsidized employment, Retired and Senior Volunteer Program (RSVP) and other opportunities for non-salaried drivers will be identified and explored. A priority will be to keep operations of the program to the lowest possible cost in order to assure sustainability. We have and will continue to explore other rural models that are effectively serving communities here in Maine as we design our program.

C. COST ESTIMATES & PROJECT FUNDING

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. Clearly state the source of the cost estimates.

Total Estimated Project Cost:	\$ 64,467.00	CDBG Request:	\$ 36,181.00
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Funding Source	Amount	Date Secured
Cary Medical Center	\$14,560	01-01-2019
City of Caribou	\$8,320	01-01-2019
CDBG	\$36,181.00	
TOTAL:	\$ 64,467.00	

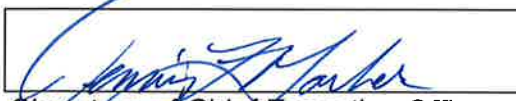
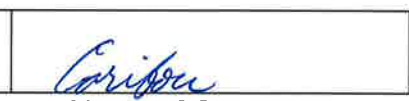
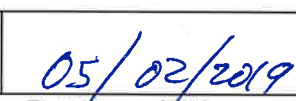
D. NATIONAL OBJECTIVE

Check the appropriate box below and attach all required documentation listed in the appropriate box.

BENEFITTING LOW-TO-MODERATE INCOME PERSONS (LMI)	
	Community-Wide LMI National Objective (for Public Safety Equipment only) <input checked="" type="checkbox"/> Attach Census Figures indicating 51% or more of the community is LMI along with a completed <u>Beneficiary Profile</u> OR recent survey materials meeting the requirements set forth in OCD Policy Letter Number 19 and Income Survey Methodology Handbook.)
X	Predominant Use by LMI National Objective <input checked="" type="checkbox"/> Attach documentation that the public service activities to be provided by CDBG funds will benefit LMI persons, where at least 51% of participants are LMI.
	Limited Clientele LMI National Objective <input checked="" type="checkbox"/> Attach written documentation that the proposed CDBG activity will serve a HUD recognized Limited Clientele group as set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570 and the State of Maine CDBG Program. Limited Clientele Groups are: Abused Children, Battered Spouses, Elderly Persons, Severely Disabled Adults, Homeless Persons, Illiterate Adults, Migrant Farm Workers or Persons Living With AIDS.

Applicant Certifications

- To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct;
- This pre-application complies with all applicable State and federal laws and regulations; and
- Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

		
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: Flora Dale Park
DATE: May 9, 2019

During the May 10, 2019 meeting, Council directed staff to provide a cost/benefit analysis for sale of Flora Dale Park.

Costs: \$6,000 (one-time)

As was mentioned during the previous meeting, additional survey work will be needed. Mr. Blackstone provided a quote of \$4,000 to prepare the property for sale. Additional title and transfer work are estimated at \$2,000 due to legal notices, hearings, and filings for the number of property owners affected.

Benefit: \$970/year

The value of the property as a whole is currently \$2,800 which would yield roughly \$70 in property tax annually. If the property becomes parceled and connected to adjacent owners' lands then the value would be based on rear property measures which are slightly lower.

Any improvements to the property would be taxed as personal property with depreciable value. Anticipated improvements are fencing, which has no taxable value, and picnic tables with negligible value after 3 years.

City maintenance costs through the five summer months are typically 2 man hours and \$10 in gas per week or roughly \$900 per year.

Summary: Net Positive ROI in 7 years.

Risks: The understood hope is that the park would be conveyed in its entirety. The survey process and elimination of the paper road on the property may reduce the potential acreage. Furthermore, the property was tax acquired, which means it must be conveyed by public bid process. There is no guarantee that the interested business owner would get the property, although the benefits to the city would remain the same if another private individual acquired it.

Options: If the council desires to work with the adjacent business establishment to improve the park and create more beneficial use of the property we can 1) work through the sale process, 2) consider a long term lease option, or 3) work with the business owner to make improvements in the park which would bring their vision to fruition.

Fiscal Note: Sale of this property was not anticipated in the current expense budget. Council cannot increase the expense budget but can reallocate funds. One possible reallocation would be removing the senior homestead tax credit program (\$50,000) then using part of those funds. A specific motion would be needed on the budget change if this action is taken.



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: City Council Meetings and Work Sessions Schedule
DATE: June 5, 2019

The Council approved holding two meetings each month on the 2nd and 4th Mondays. Typically, the Council has held only one meeting during summer months due to vacations (e.g. Councilor Cote has indicated she will be missing at least one upcoming meeting and I will be on vacation July 3-12th). Will the Council consider modifying the meeting schedule June – August to only have one meeting with action items?

Current Meeting Schedule	Suggested Meeting Schedule
June 10	June 10
June 24	June 17 (Special Meeting for a Public Hearing)
July 8	June 24
July 22	July 22
August 12	August 19
August 26	

Also, the Council has suggested wanting to have work sessions to discuss the following topics:

- Marketing and Branding Strategies
- Fire/EMS Services
- Public Safety Building – Private Partnership Option

If these topics are still of concern, staff is requesting the Council set dates for these work sessions so these topics do not go amiss.

Monthly Permit Report

May 2019

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	8	18	2	6
HOMES	0	0	0	0
MOBILE HOMES	0	1	0	0
MULTI-FAMILY	0	1	0	0
COMMERCIAL	3	8	0	0
EXEMPT	0	0	1	1
PLUMBING PERMITS				
INTERNAL	0	2	1	4
EXTERNAL	0	0	1	2
DEMO PERMITS	0	3	0	4
SIGN PERMITS	0	3	1	1

Year-to-Date is January 2019 to May 2019

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



Board of Directors Meeting

April 19, 2019

MINUTES

CALL TO ORDER: The meeting was called to order by the Chairman at 7:30 am.

MEMBERS PRESENT: Dennis Marker, Mark Goughan, Ken Murchison, Stev Rogeski, Andrea Powers, Dana Fowler

MEMBERS ABSENT: Walt Elliott, Elizabeth Dickerson, Martin Puckett, Mike Chasse

OTHERS PRESENT: Mark Draper

1. Review and approve the minutes of the March 29, 2019 meeting

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

2. Review and approve the financial statements for the period ending February 28, 2019

Following review of the Financial Notes in the Board packet, **a motion was made by Stev Rogeski; and was seconded by Ken Murchison; to approve the financial statements as presented. The motion carried unanimously.**

3. Review and approve the financial statements for the period ending March 31, 2019

Following review of the Financial Notes in the Board packet, **a motion was made by Ken Murchison; and was seconded by Stev Rogeski; to approve the financial statements as presented. The motion carried unanimously.**

4. Review and approve the warrant for checks numbered 22952 through 23050

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

5. Solid Waste Director's report:

Mark reported on the following:

- a. Litter picking groups: The response has been good and several groups are scheduled for April. The Tempo employee started at PILF on the 17th.

We are an equal opportunity employer and provider.

PRINTED ON RECYCLED PAPER

- b. DEP reusable shopping bag project: Utilizing funds for a Supplemental Environmental Project, the DEP purchased 14,000 reusable shopping bags to be distributed through the Hannaford stores in Aroostook County. Mark participated in the media coverage to discuss the litter problems caused by single-use plastic shopping bags.
- c. Nylander Museum presentation: As part of their Earth Day observations, Mark was invited to speak about recycling at a meeting at the Nylander Museum. Attendance was very light.
- d. PILF Scale Attendant: Kyle Maynard has accepted the job as the Scale Attendant at the PILF. Mark is evaluating further staffing needs at the AWS recycling center and landfills.
- e. Legislative activities: Mark referenced written copies of testimony he has provided on select bills in the Board packet. Stev Rogeski suggested that Representative Chris Johansen be invited to an upcoming Board meeting.
- f. Annual Hauler's meeting: Mark reported that 5 of the 16 hauling companies were represented at the Hauler's dinner, with the merger being the discussion topic.
- g. WWTP sludge: Mark met with CUD representatives and their consultant regarding disposal of sludge from their sludge removal project. Project plans and schedules have changed. The consultant for CUD is now communicating directly with Paul Porada so Paul can make a more definitive recommendation to the Board regarding accepting this material.
- h. Leachate ponds: storage capacity does not appear to be an issue this year in PI, but is becoming problematic at TCL. TCL has been told to cease pumping to CUD due to their bypass condition and the leachate ponds are filling up quickly. Mark is concerned about the upcoming rainfall and snowmelt. He has contacted DEP regarding these concerns and is working with them to establish mitigation plans.

6. Review and approve proposed revisions to the Personnel Policy

Mark reported that he has not heard back from the attorney reviewing the proposed changes, so he recommended that the Board table the matter.

A motion was made by Ken Murchison; and was seconded by Dana Fowler; to table discussion of the revisions to the Personnel Policy. The motion carried unanimously.

7. Update regarding recycling center projects

Mark reported that the issues raised by the State Electrical Inspector are still being resolved. The crux of the matter is a determination by the Inspector that the buildings at the recycling center are a single building. Mark has made the argument that they are two separate buildings that are only connected by a 10' wide breezeway, which has been confirmed by Fort Fairfield's Code Enforcement Officer. Several alternative approaches have been proposed but rejected by the Inspector. CES is designing an alternative electrical service that will be presented to the Inspector for review.

All equipment and baled inventory has been removed from the PI Recycling Center and all operations have ceased at that location. All baling is being done at the recycling center in Fort Fairfield, which is tight but being managed for now.

Mark is awaiting the design and bid documents from CES for the additions to the recycling center buildings. They are about a month late at this point, which is of concern to Mark as contractors are already lining-up work for this season.

8. Discussion of continued feasibility of the septage dewatering program

Mark was not able to hire a seasonal employee for this operation, so he reached out to the Limestone Sewer and Water District to see if they could accept the septage. The District agreed to do so for the same price as AWS has been charging. In the meantime, Rich Newland of Peterson's Septic Service has approached Mark about renting and operating the dewatering equipment. Mark requested authorization from the Board to negotiate an agreement with Rich Newland to do so. He reviewed the basic concept with the Board. **A motion was made by Stev Rogeski; and was seconded by Ken Murchison; to authorize the Solid Waste Director to negotiate and sign an agreement with Rich Newland to operate the septage dewatering system. The motion carried unanimously.**

9. Schedule next meeting

The next meeting of the Board was scheduled for **May 24th**.

With no further business to discuss, the meeting was adjourned at 8:45 am.

Respectfully submitted,

Andrea Powers, Secretary

The Monthly Meeting of Caribou Utilities District was held Wednesday, May 8, 2019 in the Conference Room at 176 Limestone Street, Caribou, Maine

Trustees Present;

Janine Murchison, President
Nancy Solman, Treasurer
David Belyea, Trustee
Philip McDonough, Trustee
Jay Kamm, Trustee

Others Present;

Hugh Kirkpatrick, General Manager
Sue T Sands, District Clerk, Office Mgr.
Jim Lord, Dirigo Engineering

President Janine Murchison opened the meeting at 7:35 A.M. Nancy Solman moved and Philip McDonough seconded the motion to approve the minutes of the April 17, 2019 meeting. UNANIMOUSLY VOTED.

After discussion of the April 2019 Budget and Financial Reports, Dave Belyea moved and Philip McDonough seconded the motion to accept the Reports as presented. UNANIMOUSLY VOTED.

Sue reviewed with the Trustees the 12-31-18 Financial Statements as prepared by Chester M. Kearney Company in Presque Isle. Sue explained to the Trustees that in the auditor's Letter to the Trustees that they indicated that it was a clean audit with no findings. Therefore, Nancy Solman moved and Dave Belyea seconded the motion to approve the 12-31-18 Financial Statement as presented. UNANIMOUSLY VOTED.

Manager Kirkpatrick met with Mark Draper recently regarding the AWS septage de-watering project and was informed that Rich Newland (Peterson's Septage) would be handling the de-watering project for AWS this year and they would be using Limestone Sewer District for a back-up.

Manager Kirkpatrick reviewed the new Industrial User Agreement for AWS effective June 1, 2019 and expiring May 30, 2024. The revised charge for Landfill leachate pumped into the Grimes Treatment Plant will be \$0.01875 per gallon.

Manager Kirkpatrick discussed the Spring 2019 Incident Report that was filed with the DEP in regards to the Bypass during the peak flow between April 15, 2019 and April 21, 2019.

Jim Lord of Dirigo Engineering updated the Trustees about the Grimes WWTP project. Mr. Lord reported that all plans for the project are about 80% completed. Jim reviewed each drawing with the Trustees and answered their questions regarding the project. Documents were signed on May 2, 2019 with USDA, Rural Development including a Request for Obligation of Funds, Certification Approval, and a Letter of Intent to meet Conditions for a \$4,200,000.00 RD Loan along with a Grant of \$1,400,000.00. Sue contacted Mr. Dan Pittman of Eaton Peabody Law Firm in Bangor to be the Bond Counsel for the projects. The Interim Financing will be available with Maine Municipal Bond Bank and DEP. Mr. Pittman will have all documents ready for signing at the July 17, 2019 meeting.

Manager Kirkpatrick met with Alan Trombley recently regarding the High Street Project which he was awarded. The establishment of temporary water services, etc. were discussed with Mr. Trombley as to the proper procedure that the District is requiring.

Manager Kirkpatrick discussed with the Trustees the reply from Rick Solman, Attorney for the District regarding Remote Participation in Board Meetings. Jay Kamm moved and Dave Belyea seconded the motion to authorize remote participation of Trustees at meetings and the ability to participate in discussions and to vote. UNANIMOUSLY VOTED. If this were to happen, the minutes would reflect those present as well as those participating remotely and those voting remotely.

Manager Kirkpatrick discussed with the Trustees an issue concerning a lot that Catherine Cullins of Progressive Realty is trying to sell to Dunkin Donuts in order to construct a new building on Bennett Drive.

Phil McDonough moved and Nancy Solman seconded the motion to adjourn the meeting at 10:20 A.M. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, June 12, 2019 at 7:30 A.M.


Sue T. Sands, District Clerk

CITY CLERK'S OFFICE REPORT	Mar-19		Apr-19		May-19		YTD	
	# of transactions	amount collected	# of transactions	amount collected	# of transactions	amount collected	Total # of Transactions	Total Amount Collected
ATV REGISTRATION	0	\$ -	0	\$ -	139	\$ 10,161.00	140	\$ 10,167.00
BIRTH RECORDS	51	\$ 833.00	55	\$ 969.00	37	\$ 632.00	225	\$ 3,672.00
BOAT REG	1	\$ 43.00	19	\$ 1,116.55	108	\$ 7,606.08	131	\$ 8,880.63
BUILDING PERMITS	1	\$ 50.00	6	\$ 300.00	8	\$ 400.00	18	\$ 990.00
CITY OWN PROPERTY	2	\$ 3,235.97	2	\$ 1,000.00	3	\$ 1,236.67	10	\$ 6,472.64
CONNOR BOAT					6	\$ 233.80	6	\$ 233.80
DEATH RECORDS	28	\$ 982.00	31	\$ 930.00	5	\$ 218.00	144	\$ 3,327.00
DOG LICENSES	19	\$ 340.00	33	\$ 898.00	9	\$ 170.00	460	\$ 4,710.00
FAX FEE & PHOTO COPY	7	\$ 9.25	3	\$ 12.00	1	\$ 18.00	22	\$ 76.25
FISHING LICENSE	3	\$ 81.00	22	\$ 594.00	75	\$ 1,957.00	126	\$ 3,334.00
HUNTING LICENSE	12	\$ 463.50	24	\$ 751.00	37	\$ 1,426.00	108	\$ 3,799.50
IN TOWN REG	2	\$ 308.32	0	\$ -	0	\$ -	2	\$ 308.32
MARRIAGE RECORDS	9	\$ 160.00	6	\$ 133.00	9	\$ 191.00	45	\$ 897.00
MISC. INCOME	0	\$ -	2	\$ 30.88	1	\$ 26.88	6	\$ 137.36
MISC. LICENSES	5	\$ 350.00	17	\$ 420.00	9	\$ 90.00	50	\$ 1,280.00
MISC. RECEIPTS	13	\$ 4,471.73	8	\$ 1,474.42	12	\$ 2,339.60	43	\$ 10,836.75
MOTOR VEHICLE	624	\$ 133,566.22	830	\$ 196,403.87	1048	\$ 215,247.68	3347	\$ 740,166.89
NOTARY FEES	10	\$ 65.00	8	\$ 130.00	12	\$ 80.00	45	\$ 425.00
PERSONAL PROPERTY PAYMENT	6	\$ 5,456.49	9	\$ 700.96	17	\$ 3,003.19	49	\$ 17,402.81
PLUMBING PERMITS	1	\$ 2,060.00	1	\$ 40.00	0	\$ -	4	\$ 5,550.00
PYMTS. IN LIEU OF TAX	1	\$ 3,374.22	1	\$ 3,364.62	1	\$ 3,489.71	5	\$ 17,133.61
REAL ESTATE PAYMENT	406	\$ 203,104.77	380	\$ 142,639.74	357	\$ 131,781.10	1736	\$ 712,855.57
SIGN PERMITS	0	\$ -	0	\$ -	0	\$ -	3	\$ 150.00
SITE DESIGN REVIEW	1	\$ 90.00	0	\$ -	0	\$ -	1	\$ 90.00
SNOWMOBILE REGISTRATION	40	\$ 2,475.00	3	\$ 3.00	0	\$ -	215	\$ 15,156.75
TAX ACQUIRED REAL ESTATE PAYMENT	3	\$ 2,199.80	3	\$ 2,642.87	3	\$ 2,066.19	13	\$ 10,113.56
TAX ACQUIRED LIEN PAYMENT	5	\$ 4,905.24	2	\$ 1,788.23	36	\$ 17,830.07	52	\$ 29,798.63
TAX LIEN PAYMENT	27	\$ 12,915.47	14	\$ 5,117.24	19	\$ 8,640.26	90	\$ 35,457.15
TRAILER PARK LOT RENT	10	\$ 1,130.00	10	\$ 1,120.00	10	\$ 1,230.00	51	\$ 6,160.00
TOTAL:	1287	\$ 382,669.98	1489	\$ 362,579.38	1962	\$ 410,074.23	7147	\$ 1,649,582.22



Caribou Public Library

DIRECTOR'S REPORT

To: Mayor and City Councilors
Dennis Marker, City Manager
From: Hope Rumpca, Library Director
Date: June 4, 2019

Dear Honorable Mayor, City Councilors and Mr. Marker,

Can you believe it is already June??? Where has the year gone? I am glad that spring is in full swing and am looking forward to summer!

In May we began wrapping up our programs that run concurrent with the school year and getting ready for summer projects. We did have some new programming in May. Here are a few highlights...

- We launched our Cookies & Coloring program. It was supposed to be a once-a-month program but at the first meeting everyone requested we continue with it weekly. We did that for May and have settled on 1st & 3rd Fridays for June. We will see if that satisfies or if we need to bump it up to every Friday.
- We had 41 children and adults for Story Time on May 20th, followed by 70 for Kittens & Kids that same day! That is a higher turnout than last year!
- We wrapped up our 4th month of computer programs. The participation continues to be good and we are hosting a Windows 10 class in June.

June is already under way at the library and we have exciting new programming to share:

- The 1st Saturday in June we had our Annual Perennial Sale. We raised over \$800 for the library's Memorial Fund – this fund is used for programming needs and supplies that are above what is budgeted as well as memorials requested by people. We still have some plants available and sales are continuing through the first week of June.
- We are hosting 4 sets of 6th graders from the Caribou Middle School for a history program titled, "What You Don't Know About Caribou". This is a collaboration between the library, the Caribou Historical Society and the Aroostook County Genealogical Society.
- On June 11th the library will be hosting Tim Caverly for an Author Talk titled, "So You Think You Know Maine!" Tim was a park ranger and the supervisor of the Allagash Wilderness Waterway. He will be sharing stories that reveal the little-known history of Maine. Most are humorous in nature!
- June 19th we are hosting Lego Day! This was a request by one of our younger homeschooling patrons. We said, "YES!" and prepared flyers for the event. I had

planned to borrow my youngest daughter's Legos because the library only has a small set of Legos and Duplos. After posting our advertising on Facebook I was contacted by Bethany Zell, the Community & Public Relations Coordinator for Cary Medical Center and the program director for Healthy You. She wanted to collaborate and donate Lego sets to be used for this and future Lego Day events and to offer sets for the children to take home. She brought over 75 Lego sets, plus purchased 2 additional sets of Duplos, the larger Lego blocks for younger children, and 2 additional sets of regular Legos! WE ARE SO EXCITED!!!

SUMMER READING OFFICIALLY BEGINS JUNE 24th!!!

Children, Teens & Adults can pick up their reading logs as early as June 10th,
with the official start date of the 24th!

I think that is all for now!
As always, Happy Reading!
~Hope



MONTHLY STATISTICAL COMPARISON FOR CIRCULATION												
MATERIAL TYPE	JUN 2018	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019
Adult books	703	1,151	1,194	813	721	809	663	829	630	779	761	636
Juvenile books	1,071	725	1,146	1,209	1,335	946	747	1,299	690	1,085	1,079	887
Teen/YA books	106	98	89	67	72	73	61	60	69	103	83	67
DVDs	372	460	430	381	487	463	328	394	360	374	398	229
eBooks/Audiobooks	141	88	162	143	143	177	159	171	156	206	189	161
Magazines	56	57	68	49	78	78	79	94	66	91	56	40
Interlibrary loans	52	50	77	65	58	41	67	77	55	90	67	96
TOTAL NUMBERS	2,501	2,629	3,166	2,727	2,894	2,587	2,104	2,924	2,026	2,728	2,633	2,116

OVERALL MONTHLY STATISTICAL COMPARISON												
MATERIAL TYPE	JUN 2018	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019
Circulation	2,501	2,629	3,166	2,727	2,894	2,587	2,104	2,924	2,026	2,728	2,633	2,116
Library Visitors	6,756	7,055	7,049	6,049	7,051	6,121	5,091	5,411	4,652	6,186	6,499	5,971
Wi-Fi access	5,566	6,539	8,699	6,661	7,787	6,350	5,024	4,862	4,049	4,696	6,638	6,805
Books added	226	115	193	181	186	126	249	179	196	100	140	162
Books withdrawn	1,654	616	69	357	257	57	144	229	18	355	198	129
Program Participation	286	254	184	237	377	243	200	209	223	403	516	350
New registered patrons	42	26	33	39	21	20	12	14	10	26	35	15
Archives (# of users)	38	39	64	45	32	34	24	41	35	45	49	30

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	2,086	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	2,728	2,663	2,116								12,457