

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, July 22, 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. Council Meeting held June 10, 2019 Pgs 2-11
 - b. Council Meeting held June 24, 2019 Pgs 12-19
- 5. Financials – June 2019** Pgs 20-37
- 6. Bid Openings, Awards, and Appointments**
 - a. 2019 Tax Acquired Properties Bids Pgs 38-39
- 7. Public Hearings and Possible Action items**
- 8. New Business**
 - a. Discussion and Possible Action Regarding Renewal of Liquor License for Country Farms Market, LLC at 31 Herschel Street Pgs 40-43
 - b. Discussion and Possible Action Regarding Renewal of Liquor License for Caribou Bowladrome & Sports Inn at 97 Bennett Dr Pgs 44-46
 - c. Discussion and Possible Action Regarding Tax Anticipation Note (line of credit) for \$750,000 Pgs 47-49
 - d. Discussion and Possible Action Regarding MMA Executive Committee Elections Pgs 50-55
- 9. Old Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding Resolution 07-01-2019 Setting the 2019 Mil Rate Pgs 56-59
 - b. Discussion and Possible Action Regarding Flora Dale Long Term Lease Agreement Pgs 60-65
 - c. Discussion and Possible Action Regarding Loan Servicing Agreement with NMDC Pgs 66-71
 - d. Discussion and Possible Action Regarding River Road Reconstruction Project Pgs 72-73
- 10. City Manager's Report** Pg 74
- 11. Reports and Discussion by Mayor and Council Members**
 - a. Beachkofski Response Pgs 75-77
- 12. Reports of Officers, Staff, Boards and Committees**
 - a. Teague Park Reconstruction Update Pgs 78-117
- 13. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Personnel Matter under §405.6.A
 - b. Economic Development and Real Estate under §405.6.C
 - c. Labor Contracts with Patrol Officers and Sergeants under §405.6.D
 - d. Consultation with City Legal Counsel regarding pending litigation under §405.6.E
- 14. Next Meeting(s):** July 23 Special work session, August 12 Regular Meeting
- 15. 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 Monday, June 10, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, David Martin, Joan Theriault, Hugh Kirkpatrick, and Thomas Ayer. Deputy Mayor Jody R. Smith 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), 6:10 p.m. Gary Marquis (Supt. of Parks & Recreation), 6:48 p.m. Hope Shafer (Library Director), Christina Kane-Gibson (Events and Marketing), Dave Ouellette (Public Works Director), and Sgt. Paul Vincent (Police Department).

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

Diane Gove – River Road resident – Stated that things are still happening on the road. Because of the lateness in the year, she stated that she doesn't expect anything to happen with the road until 2020 and by then there could be additional damage and costs. Ms. Gove asked if the Public Works Department could look at the road, see what they could do on the east side of the telephone poles, demo the homes, do an assessment of the ground by digging down and removing the clay and replacing it with good fill, and pave it. Rather than spending \$1.2 or \$1.5 million maybe Public Works could do something for \$75,000 to \$100,000.

Council Agenda Item #4: Minutes

- a. Regular Council Meeting held May 28, 2019

Motion made by T. Ayer, seconded by J. Theriault, to approve the minutes from the May 28, 2019 Regular Council Meeting as presented. (5 yes) So voted.

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

- a. Carl Grant Recertification as Tax Collector-Recently the City received notice that the Maine Municipal Tax Collectors' and Treasurers' Association has approved Carl Grant as a Re-Certified Tax Collector.

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

There weren't any Public Hearings and Possible Action Items.

Council Agenda Item #7: New Business

- a. Discussion and Possible Action Regarding Acceptance of Vehicle Through Criminal Forfeiture

The value of the 2013 Infiniti G37 Sedan is between \$6,600 and \$12,000. Sgt. Vincent stated that the department would like to use any proceeds from the vehicle towards a new cruiser.

Motion made by J. Theriault, seconded by D. Martin, to accept the transfer of one 2013 Infiniti G37 Sedan with the proceeds from the sale to go towards the purchase of a new police cruiser. (4 yes, 1 no, H. Kirkpatrick) So voted.

b. Discussion Regarding 2019 CDBG Public Service Grant Application

The Office of Community Development (OCD) has reviewed the Letter-of-Intent submitted by the City on behalf of Cary Medical Center for a 2019 Public Service Grant. The proposed project is the design and implementation of a Caribou Area Personalized Transportation Service (CAPTS). Zoning Administrator Murchison stated the CDBG request is for \$36,181, with a total estimated project cost of \$64,467.

This grant application is different from the Provair grant application. The City has a goal of applying for five grants. Facade grants available through the City was discussed.

It is necessary to hold a public hearing and City Manager suggested that the Council hold it June 17, 2019 as the final application is due Friday, June 21, 2019.

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

a. Discussion and Possible Action Regarding Flora Dale Park

The Council had requested a cost/benefit analysis for the sale of Flora Dale Park. Manager Marker reviewed his analysis with the Council, which estimates if the City completes the necessary additional survey and title work that there will be a net positive return on investment (ROI) in seven years. The Manager is looking for direction. Discussion.

Motion made by J. Theriault, seconded by D. Martin, to direct administration to draw up a lease agreement for Flora Dale Park for Council to review. (5 yes) So voted.

When asked by the Mayor, the Manager did confirm that there is enough land there to create a house lot.

A list of City holdings will be prepared and given to the Council. Councilor Ayer wants the deeds of the City's holdings to be reviewed for potential problems.

b. Discussion and Possible Action Regarding Summer Council Meetings and Work Session Dates

Motion made by D. Martin, seconded by J. Theriault, to hold a Special Council Meeting on June 17, 2019. (4 yes, 1 no, T. Ayer) So voted.

Motion made by D. Martin, seconded by T. Ayer, to hold a Council Meeting on July 22, 2019 and to cancel the scheduled July 8, 2019 Council Meeting. (5 yes) So voted.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to hold a Council Meeting on August 19, 2019 and to cancel the scheduled August 12, 2019 Council Meeting (4 yes, 1 no, RM Goughan) So voted.

Motion made by D. Martin, seconded by J. Theriault, to cancel the scheduled August 26, 2019 Council Meeting. (4 yes, 1 no, RM Goughan) So voted.

The Council has suggested wanting to have workshops to discuss marketing and branding strategies, Fire/EMS Services, and Public Safety Building-private partnership option.

Council consensus to discuss all three topics at one workshop.

Motion made by D. Martin, seconded by J. Theriault, to schedule a workshop meeting for 6:00 p.m. on July 23rd to first discuss Public Safety Building, then marketing and branding strategies, and end with Fire/EMS Services (4 yes, 1 no. RM Goughan) So voted.

c. Discussion Regarding River Road Reconstruction Project

As of right now, the engineering firm DuBois & King hasn't requested any additional monies beyond their original contract with the City.

Councilor Theriault, who travels the River Road daily, stated she isn't prepared at this time to spend either the \$1.2 or \$1.5 million estimated by DuBois & King to repair the River Road. She would like the City to take some time before committing to a costly repair and wonders if Public Works could make a makeshift road, demo the houses, and move a couple of electric poles. She offered that the City should go through another fall, winter, and spring before making a decision about the road. River Road residents want a safe and travelable lane, especially through the winter months. She believes the Jalbert house needs to be taken down.

The City will have additional information from DuBois & King by June 17th.

Director Ouellette stated that his department is able to do the demo of the house. He expressed his concerns about ground cracking along the road. He commented that Public Works could move the road to the other side of the poles, lay down some gravel, and pave.

The City's bond counsel has indicated that the City should conduct a referendum for the bond necessary to finance the River Road reconstruction project.

Mayor Goughan read a prepared statement (Exhibit A). The Mayor thanked the residents of the River Road for their patience.

Council Agenda Item #9: City Manager's Report

Manager Marker provided copies and read his June 10, 2019 City Manager Report and asked that it become part of the record. (Exhibit B)

A legislative bill concerning small dam repair was written in such a manner that it won't help to repair Collins Pond dam.

An update on Access Highway rental situation will be added to the next Council meeting agenda.

There was discussion between Councilors and the City Manager Marker as to whether administration has the authority to place something out to bid without Council approval; such as, a bid for a Fixed Based Operator (FBO) for the airport. The Manager commented that administration can place something out to bid, but it is the Council that awards the bid. The Mayor offered that he wants to keep the public informed, so citizens might come in and offer their opinion on a subject during public input. The Mayor learned about the possibility of an FBO bid through an email. He offered a caution about the use of emails. The Mayor wants additional information on the airport; such as, expenses and revenues. Councilor Theriault noted that nothing was mentioned about an FBO bid at the last Airport Advisory Committee meeting. She doesn't believe the

taxpayers should pay anything for an FBO and there isn't a need to have a fulltime FBO. The Manager stated that the FBO bid will not be put out to bid until the Council is ready.

There aren't any monies in the budget for an FBO. The Manager envisions a bidder coming in and present a proposal of what they need to provide FBO services.

Discussion.

Councilor Ayer commented that his goal is to get someone to run the airport. Councilor Kirkpatrick mentioned that the Council packet was sent one day and the FBO email was sent the following day.

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

Councilor Martin praised the Recreation Department and Supt. Marquis on putting on an excellent Project Graduation. 75 students participated, and no one left early. The audience gave a round of applause.

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

Councilor Kirkpatrick stated the High Street Reconstruction Project has started. Director Ouellette commented that the City's project is to start within two weeks following the completion of the MDOT project.

Planning Board review of Chapter 13 should be complete by the end of the year.

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

a. §405(6)(A) Personnel matter

7:55 p.m. Motion made by T. Ayer, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(A) to discuss a personnel issue. (5 yes) So voted.

8:38 p.m. Returned from Executive Session.

No action was taken.

Council Agenda Item #13: Next Meetings(s): June 24

Council Agenda Item #14: Adjournment

Motion made by T. Ayer, seconded by J. Theriault, to adjourn the meeting at 8:38 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary

When I decided to place my name on the ballot for the city's mayor position, it was based on achieving four major philosophical ideas. Ideas, that I felt, were based on problem solving technics which would help in an orderly decision making process on any issue coming before the council.

I feel the council has helped in achieving, with great success, two of the four concepts. One successful concept was that of "Getting to know your budget" series that council has let the mayor implement during the past year. After seven years of councilor, I was always hopeful that at some point we could talk about the budget outside the framework of the current year's actual budget. To talk about the budget outside the emotion of creating the actual budget and looking at the budget, both pro's and con's, structurally with short and long term goals that would hopefully achieve a better understanding. It may seem a small achievement to most, but I'm proud of the fact that we as a council over the past year have picked a budget subject, taken 5 to 10 minutes per meeting to talk about that subject and helped both me and the citizens of Caribou better understand the workings of their local government. I would like to publicly thank the council for allowing me to achieve this personal goal.

If you're not trying you will never achieve, if you're not trying you will never have to worry about failure. So with successful outcomes comes a possible disappointment. "Farmer" Gloria and I have 45 years of farm operating experience to prove this philosophy. We have achieved some success, but we have had many more disappointments. One disappointment within my original four goals was that of a "first read" concept. A concept that legislatures use in Augusta and Washington D.C... This concept allows for good, proper, understanding and

transparent debate on any subject, before going to a vote of action. As mayor, I will keep trying.

River road, now here is a subject that I feel the above concepts, “Getting to know the River Rd.” and “First read” would help in problem solving this very difficult issue. In my opinion, this issue has both emotional and financial implications to our community. When the second collapse of this land occurred I called for a special meeting to allow not only council discussion on the subject but to allow Caribou Citizens an opportunity to see that their government was working on this very important issue. Issues were resolved from the first collapse in the spring of 2018, however I was not a supporter of the emotional way in the problem solving technic was used. With experience behind us, as mayor, I was hoping to use the positive points of problem solving and work on improving the emotional parts. It was my wish, as I informed the council, to drive the narrative with information and hopefully the emotional part would not be at such high levels. It was my hope that we would take 5 to 10 minutes per council meeting and talk about the different issues this collapse of infrastructure has created. I was hopeful over time we would talk about short term goals, how do we keep the road open this summer, to long term goals, what is the assessment of the whole road. Issues like eminent domain, need to be explored. Issues like how much it would cost to fill-in the existing hole need to be explored. Issues like what happens to the homes, what role our Public Works Department should plan on, what about the C.U.D. infrastructure located on this road and what happened to the engineering design that we were promised. Just a few of the many subjects that will be required to solve this difficult problem called the River Road. (Not the people, the Road) Over time, thru discussion,

listening to different opinions with both council and citizens and with patience, we, seven independent councilors can resolve this issue for both the River Road residents and Taxpayers of Caribou. Allowing all councilors the opportunity of free speech and opinion on this issue we can solve the problem.

Over the past several council meetings, I as mayor have placed one item on the agenda dealing with the River Road, "Getting to know your River Road". My goal, let information drive the narrative. It was for the purpose of transferring information between councilors with time to think thru the many options that decisions will be made at a later time. For example, I have informed my fellow councilors, thru E-mail, that maybe as a goal we could start some problem solving action this Fall on the city acquired homes this collapse has affected. This action could only occur after proper discussion and input from all councilors. I personally have thoughts on this subject and would like to relay them to other council members with the Caribou citizens listening. When I placed the item, what are the options on how council should handle the mobile home, on the agenda it was for information reasons not to take action. Action was taken and I am confused on the direction of that action. Disappointed I placed another item on the agenda for the next meeting. What are the options for council in dealing with one of the homes affected by the collapse? Again, for information only. Due to work I was not able to attend this council meeting in which action was made again. Later, watching on you-tube you could sense confusion and emotion starting to work its way into the topic. Just the opposite of what I was hoping to achieve as mayor.

I end this long-winded conversation with you with two points from the mayor. Point 1, placing the problem solving issue of the River Road into

the hands of one individual is not good leadership for council. It is not why I ran for council or mayor. Burying the subject for a later date is also not an option. Point 2, I beg my fellow councilors to slow down on the action part of this issue and let's put this difficult problem through the ringer of discussion. Nobody is on life support, nobody is dying, and if thru discussion a consensus is formed please would you allow a "First Read"?

Thank you for your patience,

farmer Mark

A handwritten signature in blue ink, reading "R. Mark Farmer". The signature is written in a cursive style with a large, looped "F" and a trailing flourish.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: City Manager Report
DATE: June 10, 2019

LED Streetlight Conversion.

All contracts have been signed to move forward with the project. We anticipate light change outs will start in July.

River Road

Dubois & King indicates their geologic modeling efforts will be complete June 17th and they will have their recommendations ready for the Council meeting on June 24th.

The two homes slated for demolition were tested for asbestos and none was found.

The request for bids on the Theriault trailer was published. No minimum bid amount was set. The bid request closes June 19th. Information can be found on the city's surplus property website. No inquiries have been received to date.

The city's bond council, who handles the legalities of financing the project, is indicating that the city should conduct a referendum for the bond. As such, we will prepare the necessary documents for Council consideration so we can have this on the November ballot.

Blight Cleanup

Out of the eight homes recently inspected for asbestos, two were found positive. The two are located at 66 York Street and 25 Liberty Street. Both had asbestos siding.

Collins Pond Dam

Gary Marquis met with representatives from the state DEP to discuss rebuilding options for the dam. They require complete designs for review, which means the project will not likely take place until next spring.

Teague Park and Sincock Parks (RSU School Project)

A neighborhood meeting will be at the rec center in the evening of June 19th to discuss the new dog park elements at the Sincock site.

60 Access Highway

We are still waiting for the appraisal to come back before additional action can be taken.

Airport

The airport committee has been busy reviewing a proposed request for FBO services and preparing for the next event, a "fly-by-the-pound" opportunity on June 15 from 9am – 3pm.

Fliers have been sent out and the city offices have been getting phone calls from around the region with people excited about the event.

Marathon Preparations

We have 233 racers signed up. Last year at this time we had 172.

Revenue Sharing Update

State law requires local governments to receive 5% of state sales tax revenues this year. The state appropriations committee is indicating that they would support a bump in revenue sharing to 3% from the current 2%. Governor Mills proposed a bump to 2.5%. If the appropriations recommendation gets approved, the City will see an increase around \$150,000 in projected state revenue sharing for this calendar year.

The state appropriations committee is also supporting an increase in the Homestead Tax credit from \$20,000 to \$25,000 with cities receiving the full \$5,000 difference as reimbursement. This means our total taxable valuation would drop but the hit would be made up in reimbursements through homestead exemption reimbursements. Basically, a neutral policy to city's budgets but a positive to long-term resident pocketbooks.

Essentially, the legislature is not supportive of giving the full 5% revenue sharing to cities, as required under the state laws, because they don't trust the towns to reduce property taxes with the additional shared revenues. By increasing the homestead exemption, the legislature provides some tax relief regardless of what cities do with the additional revenue sharing provided.

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, June 24, 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, Hugh Kirkpatrick, and Thomas Ayer. Nicole L. Cote was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kenneth G. Murchison (Zoning Administrator), Gary Marquis (Supt. of Parks & Recreation), Hope Shafer (Library Director), Christina Kane-Gibson (Events and Marketing), Dave Ouellette (Public Works Director), and Michael Gahagan (Police Chief).

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

a. Special Council Meeting held June 17, 2019

Councilor Ayer noted that a correction needed to be made to the minutes. The correction: Change who made the motion and the second to approve the submission of a 2019 CDBG 2019 Public Service Grant from "T. Ayer, seconded by H. Kirkpatrick" to "H. Kirkpatrick, seconded by T. Ayer".

Motion made by J. Smith, seconded by J. Theriault, to approve June 17, 2019 Special Council Meeting minutes as corrected. (6 yes)

Council Agenda Item #5: Financials – May 2019

Manager Marker reviewed the May 2019 Financial Report:

- Airport expenses: A fuel purchase was made sooner than expected.
- Contributions expenses: The \$4,600 are for one-time expenses.
- Revenues: Waiting for tax commitment
- Code Enforcement: Permits fees are coming in sooner than expected.
- Airport: Fuel sales have been larger than anticipated.
- Overall revenues are approximately at 20% collected, but this will change once the tax commitment takes place.

The Mayor noted that Account 082 Ambulance Bad Debt Allowance from the Detailed Summary Report is at 49%. He stated that at the beginning of the year the amount was larger and that he found the current number to be interesting.

Motion made by J. Theriault, seconded by D. Martin, to accept the May 2019 Financials as presented. (4 yes, 2 no, Mayor Goughan, T. Ayer) So voted.

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

a. 153 River Road Bid Responses

The City didn't receive any bids for the mobile home located at 153 River Road, so at this time the City may dispose of the unit or put it back out to bid. The Manager recommends demolition and adding the expense to the road project expenses.

Motion made by J. Theriault, seconded by D. Martin, to have the Public Works Department demolish the mobile home located at 153 River Road. (6 yes) So voted.

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

There weren't any Public Hearings and Possible Action Items.

Council Agenda Item #8: New Business

a. Discussion and Possible Action Regarding Liquor Licenses

i. Renewal of The Par & Grill license at 118 Bennett Drive

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve the renewal of the liquor license for Chris Richards d/b/a The Par & Grill Restaurant, LLC as presented. (6 yes) So voted.

ii. Extension of Northern Maine Brewing Company License for outside sales
– July 26

Motion made by H. Kirkpatrick, seconded by J. Theriault to approve the Request for Extension of License on Premise for Northern Maine Brewing Company, LLC for July 26, 2019 as presented. (6 yes) So voted.

iii. Extension of Northern Maine Brewing Company License for outside sales
August 3

Motion made by H. Kirkpatrick, seconded by J. Theriault to approve the Request for Extension of License on Premise for Northern Maine Brewing Company, LLC for August 3, 2019 as presented. (6 yes) So voted.

The Mayor asked if applications for the "Request for Extension of License on Premise" were required to go before the Council. The City Clerk responded that it probably could be delegated as other type of liquor licenses have been. Currently the Clerk's Office approves Off Catering Permits and the Police Chief approves BYOBs.

b. Discussion Regarding Thursdays on Sweden Street Vendor Policy

The Mayor noted the proposed policy is a First Read item, but he questioned if there would be any problems during the next four weeks without the policy. The City Manager noted that the policy is a First Read item, but he asked for the Council's consideration of adopting the policy if there aren't any problems with the proposed policy. The City will be holding another Thursday on Sweden (TOS) Street event before the next scheduled Council Meeting. It was stated by the Mayor that he has no objections to action being taken by the Council tonight, if there aren't any objections by Councilors.

The proposed policy for vendor wares at TOS Street: No weapons, no adult themed items, and no drug related items.

Motion made by J. Smith, seconded by J. Theriault, to adopt the proposed Thursdays on Sweden Street Vendor Policy as present which prohibits the sale of weapons, adult themed items, and drug related items. (5 yes, 1 no, H. Kirkpatrick) So voted.

c. Discussion Regarding Request for Fixed Base Operator Services at the Airport

This is a First Read item. The City Manager reviewed the proposed Request for FBO Services for the Airport. He pointed out that staff wants additional direction from the Council on FBO priorities and the weighing factors for FBO selection (page 7 of the proposed RFQ). This has been reviewed with the Citizen's Airport Advisory Committee.

Motion made by H. Kirkpatrick, seconded by J. Smith, to table action on the proposed Request for Fixed Based Operator Services for the Airport. (3 yes, J. Theriault, H. Kirkpatrick, J. Smith, 3 no, D. Martin, T. Ayer, Mayor Goughan) Motion failed.

Councilor Theriault commented that she is confused as she thought this was a First Read only with discussion this evening, so there would be time to think about it, and if it goes on the next agenda then Council would decide. There was discussion among the Councilors.

Motion made by D. Martin, seconded by T. Ayer, to send the proposed Request for Fixed Based Operator Services for the Airport out to bid as presented. (5 yes, 1 no, Mayor Goughan) So voted.

d. Discussion Regarding Flora Dale Long Term Lease Agreement

This is a First Read item. The City Manager reviewed the proposed lease between the City and the owner of Burger Boy. The terms include the following:

Expiration: Renews year to year with 180-day notice for cancellation,

Lease Rate: Pay taxes as if privately owned (\$66 in 2019) and maintain the property,

Uses Allowed: General recreation purposed. Any improvement must have City approval,

Liability: Lessee shall maintain liability insurance and list the City as an additional insured.

Discussion. Councilor Ayer wants to make sure the Lessee is protected from future Councils. The City Manager suggested a provision could be added so if the City terminates the lease the Lessee could be compensated for the assessed improvements. Councilor Ayer expressed his frustrations with deeds for tax acquired properties.

e. Discussion Regarding 2019 Mil Rate

The City Charter requires the City Council to adopt a new mil rate before July 1st. The City Manager stated that there is still time to consider this a First Read and call a Special Council meeting for later this week. The Mayor interrupted the Manager to comment that three or four weeks ago he was told that it didn't need to be done by the first of July. It was mentioned that in 2017 it wasn't done before July 1st because necessary information from the State wasn't received before that date. There was discussion as to whether setting the mil rate could be done in August or not. Discussion. The City Manager continued with his report and the recommended mil rate of 0.0257 which is a two mil increase from the current 0.0237. Manager Marker reviewed a summary of several factors contributing to the recommend rate:

- The taxable real estate valuation dropped by \$592,000
- The taxable personal property valuation dropped by \$1,189,900
- The exempt business personal property under the BETE program increased by \$1,980,000 which means businesses are getting more tax relief, but the flip side is that the City only receives 53% of that value back from the state.
- The County appropriation increased by \$17,472
- The RSU 39 appropriation increased by \$297,627
- The Municipal appropriation increased by \$338,734
- The recommended rate assumes the Council will apply \$392,000 of the 2017 lapsed appropriations toward mil rate reduction as provided for in the City Charter
- The recommended rate assumes that the City receives the budgeted revenue sharing amount of \$580,000, which would result in an \$115,056 overlay. The budgeted overlay for 2019 was \$120,000. (Note: The recently passed state budget will generate over \$250,000 in additional revenue sharing, which is not accounted for in the mil rate calculation.)
- The recommended rate assumes no City expense budget reductions are made.

The City Manager noted that the City could see additional revenue sharing of \$250,000. In the expense budget, the City could eliminate the \$50,000 in the local senior homestead exemption and remove \$40,000 from the loader purchase. Manager Marker suggested that the City could with budget adjustments reduce the increase to one mil. He noted that the Council could take a week to “chew” on it or postpone it into August as this is Council prerogative. Discussion. Councilor Theriault noted that County and RSU 39 increases are on them and asked the Manager if there was some way to keep the City’s mil rate the same. Councilor Kirkpatrick stated that 0.84 of the two-mil increase is the County and RSU 39. He would support a 0.84 mil increase. Discussion. Councilor Smith pointed out that Aroostook Waste Solution – GL494 has a balance of \$348,163 and he suggested using those funds and zero out the account and when the new revenue sharing of \$250,000 is received to return it to GL494. Discussion.

Council consensus: The setting of the mil rate will be on the July 22nd agenda and there isn’t to be a mil increase on the City’s portion of the mil rate.

Councilor Ayer requested a weekly update on this.

f. Discussion Regarding Loan Servicing Agreement with NMDC

This is a First Read only. Discussion. The City Manager is to get a clarification of 1% fee mentioned in Section 1.1.E.3. NMDC doesn’t have a record that the City has ever had a loan service agreement with them.

g. Discussion Regarding Revolving Loan Fund Request #2019-01

This is a First Read only. The City Manager recommends that discussion on Revolving Loan Fund Request #2019-01 be held in executive session later in the meeting. The request is coming from Business Investment Group (BIG).

Council Agenda Item #9: Old Business & Adoption of Ordinances and Resolutions

a. Discussion Regarding River Road Reconstruction Project

Long-Term Fix: The engineering firm DuBois & King have determined that the failure of the River Road is a result of rotational landslide activities cause by multiple factors. This means the problems goes even deeper than anticipated. They are recommending

additional study be conducted including additional 12 borings that would go to a greater depth than was done with the original four borings. They want to see next spring time readings so that would mean that there wouldn't be a final decision or a recommended long-term fix for the River Road until next spring. The current \$150,000 contract with DuBois & King doesn't include these additional borings. So far, the City has paid them just a little over \$100,000. Discussion. Councilor Ayer stressed that this has gone on way too long and this has got to be fixed. Originally DuBois & King thought the movement on the road was much more surficial and shallow type of movement. Now for them to guarantee the plans and the road, they need more information so the additional borings are needed.

Short-Term Fix #1 – Fill in the hole again. Public Works would tear down and haul off existing homes. The cost of the materials would be approximately \$4,000.

Short-Term Fix #2 – Relocate the road. Public Works would tear down and haul off existing homes. Public Works would cut in a temporary road. This would include a cutting depth near 16-inches and filling in the path with 8-inches of gravel, 6-inches of asphalt millings, and then a 1.5-inches asphalt overlay. The cost of the materials would be approximately \$35,000.

Short-Term Fix #3 – Relocate the power and expand current driving lanes. Public Works would tear down and haul off existing homes. Have EMERA cut and remove their power lines within the disturbed bounds of the project. Public Works would expand the existing travel lanes with rebuilt shoulders. Cost for this option is estimated at about \$15,000.

Discussion. Director Ouellette requested direction from the Council concerning the River Road houses owned by the City. If Council wants Public Works to demolish the house, he needs to know this, so he can work it into their summer work schedule. Director Ouellette stated that he can build a temporary road while the City waits for DuBois & King and the right solution to the problem. Discussion.

Motion made by J. Theriault, seconded by D. Martin, to give Director Ouellette and the Public Works Department permission to demolish the three City owned houses on the River Road. (3 yes, J. Theriault, D. Martin, J. Smith, 3 no, H. Kirkpatrick, T. Ayer, Mayor Goughan) Motion failed.

Motion made by H. Kirkpatrick to put the three houses up for bid. Motion died for the lack of a second.

Motion made by T. Ayer, seconded by J. Theriault, to give Director Ouellette and the Public Works Department permission to demolish the three City owned houses on the River Road. (4 yes, T. Ayer, J. Theriault, J. Smith, D. Martin, 2 no, H. Kirkpatrick, Mayor Goughan) So voted.

Council Agenda Item #10: City Manager's Report

See attached Exhibit A.

Council Agenda Item #11: Reports and Discussion by Mayor and Council Members

Councilor Ayer thanked the Downtown Team for painting the light posts located in the downtown area. He asked if something could be done with the cages around the trees. He would like to see the fence at the Airport tidied up a bit, plus what is happening with the white building? The Manager stated that a demo permit needs to be acquired for the white building.

Councilor Kirkpatrick stated the High Street Reconstruction Project has started. Director Ouellette commented that the City's project is to start within two weeks following the completion of the MDOT project.

Council Agenda Item #12: Reports of Officers, Staff, Boards and Committees

No reports were given.

Council Agenda Item #13: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

a. Economic Development activities under §405(6)(C)

8:00 p.m. Motion made by T. Ayer, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(C) to discuss economic development activities. (5 yes, H. Kirkpatrick recused himself and left Council Chambers) So voted.

9:17 p.m. Returned from Executive Session.

No action was taken.

b. Personnel Matter under §405(6)(A)

9:17 p.m. Motion made by J. Smith, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(A) to discuss a personnel matter. (5 yes) So voted

9:22 p.m. Returned from Executive Session.

No action was taken.

c. Consultation with City Legal Counsel regarding pending litigation under §405(6)(E)

Councilor Kirkpatrick rejoined the Council.

9:22 p.m. Motion made by J. Smith, seconded by T. Ayer, to move into executive session under MRSA Title 1 §405(6)(E) for a consultation with City Legal Counsel regarding pending litigation. (6 yes) So voted.

9:53 p.m. Returned from Executive Session.

Motion made by J. Smith, seconded T. Ayer to adjourn. Mayor Goughan asked that the Council have further discussion on Agenda Item 8.g Loan request 2019-01. T. Ayer withdrew his second.

Councilor Kirkpatrick recused himself from taking part in the discussion. Councilor Martin expressed a desire to give the applicant a final answer and not leave the matter up in the air.

Motion made by D. Martin, seconded by T. Ayer, to provide a \$650,000 loan to the Business Investment Group (BIG).

Councilor Theriault shared concerns about the funding going toward a business that would not be operating in Caribou, there are not sufficient details about the operation nor are all the parties involved in the transaction known. Council Ayer noted that he trusted the analysis of BIG. Mayor Goughan opined that a good investment today is still a good investment tomorrow and that he felt that such things should not have been dropped in the Council's lap at the last minute. Mayor Goughan called for a vote.

(2 yes, D. Martin, T. Ayer, 3 no, J. Theriault, J. Smith, Mayor Goughan) Motion failed.

June 24, 2019

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Council Agenda Item #14: Next Meetings(s): July 22 Regular Meeting, July 23 Special Workshop

Council Agenda Item #15: Adjournment

Motion made by J. Smith, seconded by T. Ayer, to adjourn the meeting at 9:57 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

River Road	See staff memo in Council packet
High Street	<p>Work continues. During work in front of the library, a major water leak was identified between the main and the city's meter. Currently a temporary connection has been installed to supply water to the library.</p> <p>Trombleys has indicated a willingness to help fix the line when they are unable to work on the storm drain system (e.g. rain day or weekend).</p>
Birdseye Cleanup	<p>Ken Murchison and I walked the site on Friday. There is still much material that should be hauled from the site. The contractor has placed it in strategic areas to create reduce potential safety hazards, but more remains than necessary. Ken will follow up with McGillan on this. Also, we received a check for \$25,443 for recycled metals from the project. These funds have been placed in the Nasiff Cleanup reserve account to be applied toward additional clean up measures.</p>
Blight Cleanup	<p>Ken is getting bids for demolition on the 8 homes recently tested for asbestos. In the past, Public Works has hauled materials from these projects to help reduce costs. This may be necessary to complete all the demolition work on these properties this year.</p>
LED Light Study	<p>We received an official "the lights are now yours" from EMERA.</p>
Wage and Classification Policy.	<p>Need to schedule a personnel committee meeting to review available information.</p>
Senior Homestead Tax Exemption P	<p>Need additional direction from the City Council on this.</p>
Union Negotiations.	<p>Fire/EMS - Met with Chief Susi to review the contract. He is working on a revised call-back policy before we meet with the union.</p> <p>Police & Sergeants - Sent invitation to negotiate to the officers. Waiting to hear back on a date.</p>
Pellet Furnace Systems	<p>Mr. Kevin Adams has reported that he's found the circuit boards we need, but would have have to buy a case of 20 at \$400/each (\$8,000). He's trying to locate some individual ones for sale. The new circuit boards would enable a system analysis on the individual boilers.</p>
Flora Dale Park	<p>See Council packet for update</p>
Hilltop Senior Living	<p>Project continues to move forward. The developers are currently working on additional financing. They recently reimbursed the city \$8,000 in consultant fees to get the TIF established. This was a requirement of the TIF development agreement. Machias bank has provided a loan to the developers and the city was given notice that Machias has been granted a collateral assignment in the event of default on the loan.</p> <p>Had a successful fly by the pound event. The committee met on June 20 to review positive elements and opportunities for improvements.</p>
Airport	<p>Met with the FAA and DOT to review the capital improvement plan. They understand the city's desire to have another revenue generating project. Due to funding strings a new hangar will have to wait until 2024 but additional site design and preparation work can be done ahead of that.</p> <p>CAP is drafting an agreement for consideration by the City to use our terminal building.</p> <p>The private firm interesting in financing the building construction is available to discuss options during the July 23 special meeting.</p>
Public Safety Building	
Teague Park	<p>Site work continues.</p>
Sincock Park	<p>Gary was able to transplant trees from the old Teague Park to the Sincock Park. No residence came to the neighborhood open house to discuss the new park design. One letter was received indicating a concern for the immediate neighbor to the north. That neighbor had already been contacted by Gary personally and expressed little concern about the proposal.</p> <p>The appraiser indicates the report will be completed this week with a value being reported by Wednesday, the 26th.</p>
60 Access Highway	<p>Received a phone call from a commercial broker, indicating that they have a couple interested buyers for the building when the city is ready to put it out on the market.</p> <p>Sleepers has been notified that they have until July 1 to confine their materials to the designated 2,000 square feet within the building or the city will increase rent requirements.</p>
Cable Franchise Renewal	<p>Consultant waited until the legislature took final action on bills affecting franchise contracts. A final contract has been sent to Spectrum for their consideration. We are now waiting to hear back from them.</p> <p>The Legislature mandated that all areas having 15 units per mile be served by broadband services. Spectrum is arguing that the state can't dictate a service matter already handled by federal communications.</p>
Dunkin Donuts	<p>Dunkin Brands has completed the city's site plan and building permit review processes. It is our understanding that they are now working with the Caribou Utilities District to resolve concerns about a sewer line that would run underneath the store.</p>
Title 13 ReWrite	<p>The Planning Board discussed major changes recommended by the myself during their last meeting. The changes includes some reorganization, clarifications, current law compliance, and process revisions. The Planning Board was supportive of the direction of the process changes and the work done so far.</p>

General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
Debits	Credits					
1 - Gen Fund	-1,694.68	467,660.00	0.00	26,281,598.42	26,749,258.42	0.00
Assets	9,131,539.53	9,222,236.09	-721,216.32	7,798,696.92	11,458,943.93	5,561,989.08
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	-615,023.76	4,684,983.16	7,526,440.12	919,934.29
102-00 RECREATION ACCOUNTS	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
103-00 NYLANDER CHECKING	0.00	0.00	35.05	600.15	0.00	600.15
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,332.11	20,739.56	9,793.30	20,598.56
110-04 2018 SECTION 125 CHECKING HRA	50,795.28	41,168.58	-36,536.66	280.63	41,449.21	0.00
110-05 2019 SECTION 125 CHECKING HRA	0.00	0.00	19,899.54	109,930.76	37,071.59	72,859.17
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	232,933.54	233,196.31	521.76	1,542.71	0.00	234,739.02
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	24,453.11	3,019.77	10,162.66	151,752.31	146,635.71	8,136.37
124-00 GAS INVENTORY	13,365.78	6,548.32	-6,715.26	38,270.74	42,609.38	2,209.68
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	-19,572.24	187,150.78	202,750.26	171,089.77
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	46,446.55	899,973.92	824,883.49	639,716.71
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	66,161.16	66,161.16	0.00	0.00	0.00	66,161.16
180-00 DR. CARY CEMETERY INVESTMENT	1,159.90	1,160.79	0.88	1.75	0.00	1,162.54
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	11.38	22.56	0.00	1,770.73
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	53.39	97.66	0.00	9,926.57
183-00 CLARA PIPER MEM INV	668.63	669.17	0.51	1.01	0.00	670.18
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	153.08	303.64	0.00	27,603.32
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	12.32	20.33	0.00	7,405.89
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	260.00	516.03	0.00	59,764.90
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	24.18	47.53	0.00	12,941.72
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	12.86	25.28	0.00	11,469.96
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	13.15	26.13	0.00	6,127.31
192-00 G. HARMON MEM INV	6,735.66	6,743.77	7.57	14.89	0.00	6,758.66
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	10.00	19.65	0.00	5,351.90
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	18.65	37.07	0.00	16,407.71
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	26.58	9,798.20	0.00	9,798.20
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	-1,193.28	0.00	21,061.43	75,321.65
198-15 TAX ACQUIRED PROPERTY 2015	-22,000.00	0.00	280.68	1,212.77	1,212.77	0.00
198-16 TAX ACQUIRED PROPERTY 2016	0.00	0.00	446.55	5,644.48	5,644.48	0.00
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	466.05	7,738.82	7,738.82	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	14,537.58	14,537.58	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	1,011.99	1,025.39	-13.40
200-18 2018 TAX RECEIVABLE	822,221.88	822,221.88	0.00	5,746.12	827,439.49	528.51
200-19 2019 TAX RECEIVABLE	-18,203.03	-18,203.03	-40,607.25	1,389.71	291,402.90	-308,216.22
205-16 2016 LIENS RECEIVABLE	214.01	214.01	0.00	0.00	0.00	214.01
205-17 2017 LIENS RECEIVABLE	182,378.24	182,378.24	-17,415.24	87.72	52,335.33	130,130.63
205-18 2018 LIENS RECEIVABLE	0.00	0.00	-61,871.32	369,388.11	71,056.53	298,331.58
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	0.00	621.78
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	0.00	0.00	0.00	869.22
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61
210-13 2013 PP TAX RECEIVABLE	9,712.02	9,712.02	0.00	0.00	0.00	9,712.02
210-14 2014 PP TAX RECEIVABLE	15,362.47	15,362.47	0.00	0.00	0.00	15,362.47
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	11,609.81	11,609.81	-0.56	0.00	515.22	11,094.59
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	0.00	0.00	984.41	13,191.56
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-1,558.21	0.00	16,140.62	21,890.34
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-75.00	0.00	878.42	-11,639.59

General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
302-00 COURT ORDER	0.00	0.00	0.00	982.17	982.17	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	206,926.70	206,926.70	0.00
304-00 FICA W/H	0.00	0.00	0.00	270,237.62	270,237.62	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	63,201.90	63,201.90	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	83,558.21	83,558.21	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	85,349.59	85,349.59	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	60,971.53	61,123.88	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	4,302.12	4,303.08	-0.96
309-00 DHS WITHHOLDING	0.00	0.00	0.00	167.55	167.55	0.00
312-00 HEALTH INS. W/H	-23,946.38	-23,946.38	-821.96	134,798.37	137,460.35	-26,608.36
314-00 UNITED WAY W/H	0.00	0.00	0.00	78.00	78.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	171.00	171.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	4,092.00	4,092.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,059.20	2,059.20	0.00
317-00 PW UNION INS	0.00	0.00	0.00	857.48	857.48	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	148.55	19,105.30	19,679.20	-6,797.33
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	16,822.00	16,822.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	96,976.62	96,976.62	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	21,608.05	21,608.05	0.00
321-00 EDWARD JONES ANNUITY	0.00	0.00	0.00	102.86	0.00	102.86
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	600.00	600.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	4,476.09	4,476.09	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	108.26	5,777.24	6,051.36	-1,315.77
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	772.00	772.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	20,673.12	20,673.12	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	6,033.66	6,033.66	0.00
329-00 SALES TAX COLLECTED	-123.00	-123.00	0.00	124.74	5.21	-3.47
330-00 VEHICLE REG FEE (ST. OF ME)	-4,503.00	0.00	2,647.00	109,441.25	114,508.75	-5,067.50
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	-243.30	7,114.83	13,567.21	-6,452.38
332-00 SNOWMOIBLE REG (F&W)	-7,615.00	0.00	0.00	14,914.75	14,886.75	28.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-1,135.31	9,950.00	21,059.31	-11,109.31
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	-127.50	0.00	1,515.00	-1,571.25
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	-260.00	400.00	660.00	-180.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	19,876.67	19,876.67	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	-2.40	26.80	56.00	-29.20
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	-44.00	2,039.00	2,127.00	-88.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	797.00	3,086.00	4,100.00	-1,014.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	755.00	3,608.75	4,214.75	-606.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	4,500.00	4,500.00	0.00
Liabilities	6,972,572.34	6,852,151.09	-636,446.40	3,557,539.19	1,778,577.28	5,073,189.18
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,972,572.34	6,852,151.09	-636,446.40	3,557,539.19	1,778,577.28	5,073,189.18
352-00 NYLANDER MUSEUM RESERVE	12,185.99	12,185.99	0.00	0.00	2,000.00	14,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	232,933.54	233,196.31	521.76	0.00	1,542.71	234,739.02
365-01 COMMUNITY POOL IMPROVEMENT	126,655.52	126,655.52	0.00	0.00	0.00	126,655.52
365-02 REC CENTER IMPROVEMENTS	10,703.62	10,703.62	0.00	6,520.62	9,674.48	13,857.48
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00
365-04 RAILS TO TRAILS PROGRAM	17,351.58	17,351.58	-58.48	58.48	0.00	17,293.10
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	541.00	0.00	576.70	48,197.73
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17

General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
365-09 RECREATION EQUIPMENT RESERVE	-4,827.10	-4,827.10	-453.78	8,912.11	4,448.41	-9,290.80
365-10 REC LAWN MOWER RESERVE	22,595.44	22,595.44	0.00	0.00	0.00	22,595.44
365-11 TRAIL MAINTENANCE RESERVE	0.00	0.00	0.00	80.90	3,232.00	3,151.10
365-12 CRX/TOS RESERVE	3,474.46	3,306.53	-133.00	1,300.95	3,000.00	5,005.58
365-13 RECREATION - COLLINS POND	22,190.40	22,190.40	0.00	0.00	0.00	22,190.40
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	0.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	0.14	0.14	0.00	0.00	0.00	0.14
365-20 SKI TRAIL PROGRAM	1,236.29	1,236.29	0.00	0.00	84.00	1,320.29
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	4,679.11	4,679.11	40.00	587.61	998.00	5,089.50
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-01 LIBRARY BUILDING RESERVE	36,277.14	36,277.14	-240.00	240.00	0.00	36,037.14
366-02 LIBRARY MEMORIAL FUND	24,791.97	24,715.26	1,079.68	406.56	2,261.02	26,569.72
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
366-13 RUDMAN LIBRARY FUND	11.22	11.22	-233.23	233.23	1,000.00	777.99
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	-271.00	467.00	0.00	28,233.67
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	2,390.54	1,411.78	9,902.05	42,217.53
367-03 POLICE CAR RESERVE	-5,481.56	-5,481.56	0.00	0.00	0.00	-5,481.56
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,421.50	16,233.50	346.33	3,224.07	1,720.00	14,729.43
367-06 PD COMPUTER RESERVE	11,444.20	11,444.20	0.00	119.64	0.00	11,324.56
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPIACEMENT	43,372.49	43,372.49	0.00	0.00	0.00	43,372.49
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	0.00	0.00	0.00	1,969.31
368-02 FIRE HOSE RESERVE	1,706.25	1,706.25	0.00	0.00	0.00	1,706.25
368-03 FIRE DEPT FOAM RESERVE	2,922.50	2,922.50	0.00	0.00	0.00	2,922.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	6,414.90	6,414.90	0.00	800.00	0.00	5,614.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	10,400.00	10,400.00	0.00	0.00	0.00	10,400.00
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	17,900.00	17,900.00	0.00	0.00	0.00	17,900.00
369-01 AMBULANCE SMALL EQUIP RESERVE	19,001.30	19,001.30	0.00	4,850.98	0.00	14,150.32
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	-1,405.56	-1,405.56	0.00	0.00	0.00	-1,405.56
370-01 GRIMES MILL RD ENGINEERING	-14,999.70	0.00	0.00	171,330.00	171,330.00	0.00
370-03 PW EQUIPMENT RESERVE	209,279.72	209,279.72	-171,330.00	184,680.00	975.12	25,574.84
370-04 STREETS/ROADS RECONSTRUCTION	79,536.30	64,536.60	0.00	0.00	0.00	64,536.60
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-93,389.66	-92,153.77	673.90	0.00	8,339.77	-83,814.00
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	0.00	0.00	1,500.00	30,212.00
370-09 RIVER ROAD	-60,338.59	-60,521.08	-12,133.26	105,570.97	0.00	-166,092.05
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	0.00	0.00	1,200.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	1,617.11	0.00	-396.15	1,076.15	1,250.00	173.85
372-01 AIRPORT RESERVE	-26,572.33	-26,572.33	0.00	11,972.28	106,333.91	67,789.30
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	0.00	0.00	1,010.00

General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
372-05 AIRPORT FAA LEASE PAYMENT HANK	10,885.00	10,885.00	1,195.00	0.00	4,750.00	15,635.00
373-01 GEN GOVT COMPUTER RESERVE	6,098.97	6,098.97	0.00	625.00	0.00	5,473.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	62,761.67	67,761.67	0.00	3,471.21	0.00	64,290.46
373-04 VITAL RECORDS RESTORATION	457.50	457.50	0.00	2,181.00	0.00	-1,723.50
373-05 BIO-MASS BOILERS	-49,301.49	-49,301.49	-52,039.00	52,039.00	0.00	-101,340.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	36,593.75	36,593.75	-280.63	280.63	0.00	36,313.12
373-10 FLEET VEHICLES	-4,778.80	-4,778.80	0.00	0.00	0.00	-4,778.80
373-11 NASIFF CLEAN UP	4,684.95	4,684.95	25,443.60	0.00	25,443.60	30,128.55
373-12 NBRC BIRDS EYE	-43,764.22	-43,764.22	0.00	112,869.96	88,986.90	-67,647.28
373-16 2018 HRA RESERVE	50,795.28	41,168.58	-36,536.66	41,449.21	280.63	0.00
373-17 LADDER ENGINE TRUCK 2016	-99.60	-99.60	0.00	116,999.60	0.00	-117,099.20
373-18 2019 HRA RESERVE	0.00	0.00	19,899.54	37,071.59	109,930.76	72,859.17
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	92,120.37	93,045.24	114.52	5,189.19	4,021.47	91,877.52
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	5,209.84	5,209.84	0.00	3,780.75	0.00	1,429.09
388-00 HILLTOP TIF	-155.25	-155.25	0.00	0.00	0.00	-155.25
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
399-00 PARKING LOT MAINTENANCE RES	94,466.90	94,466.90	0.00	0.00	0.00	94,466.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	350,339.47	356,259.58	0.00	0.00	0.00	356,259.58
405-00 ASSESSING COMPUTER RESERVE	0.00	0.00	-375.00	375.00	0.00	-375.00
406-00 TRAILER PARK RESERVE	45,277.93	51,064.87	0.00	0.00	0.00	51,064.87
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
415-00 LIONS COMMUNITY CENTER RESERVA	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	173,757.17	173,757.17	0.00	22,376.50	0.00	151,380.67
419-00 DUE FROM CDC (1280)	66,161.16	66,161.16	0.00	0.00	0.00	66,161.16
421-00 DEFERRED TAX REVENUE	1,166,440.20	1,113,076.45	0.00	0.00	0.00	1,113,076.45
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	-7,381.25	14,787.14	14,811.47	7,409.89
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.88	0.00	1.75	1,162.54
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	11.38	0.00	22.56	1,770.73
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	53.39	0.00	97.66	9,926.57
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.51	0.00	1.01	670.18
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-760.04	3,095.07	303.64	24,508.25
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	-33.21	43.21	19.65	5,308.69
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	260.00	4,000.00	516.03	55,764.90
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	24.18	0.00	47.53	12,941.72
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	12.86	0.00	25.28	11,469.96
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	13.15	0.00	26.13	6,127.31
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	18.65	0.00	37.07	16,407.71
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	531.28	5,689.18	5,839.60	11,389.94
437-00 DEFERRED AMBULANCE REVENUE	621,584.90	564,626.28	0.00	0.00	0.00	564,626.28
438-00 PHILIP TURNER LIBRARY MEMORIAL	0.00	0.00	26.58	10,671.62	19,569.82	8,898.20
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-905.52	-905.52	0.00	1,188.32	1,105.00	-988.84

General Ledger Summary Report

Fund(s): ALL
June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
461-00 CRAFT FAIR	15,167.73	14,096.45	0.00	1,134.49	0.00	12,961.96
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	0.00	0.00	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	2,133.91	2,133.91	2,150.00	113.94	2,150.00	4,169.97
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-26,187.94	-26,194.94	2,410.00	2,094.28	12,111.00	-16,178.22
469-00 DENTAL INSURANCE	1,339.99	1,339.99	139.50	7,239.91	8,076.86	2,176.94
470-00 EYE INUSRANCE	540.18	540.18	9.24	1,503.04	1,581.55	618.69
471-00 RC2 TIF	27,498.34	17,545.04	0.00	15,169.50	0.00	2,375.54
472-00 ANIMAL WELFARE	4,357.00	4,407.00	182.00	50.00	2,420.00	6,777.00
477-00 LED STREET LIGHTS	35,558.00	35,558.00	-35,000.00	74,266.60	300,000.00	261,291.40
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	7.57	0.00	14.89	6,758.66
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	385,470.39	385,470.39	82,514.33	0.00	93,507.76	478,978.15
483-03 DUE TO FUND 3	491,541.76	491,541.76	6,611.13	0.00	36,634.54	528,176.30
483-04 DUE TO FUND 4	240,462.42	240,462.42	4,232.27	0.00	21,309.95	261,772.37
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	8,097.75	0.00	8,764.85	2,363,009.98
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-14,221.73	77,440.18	0.00	-430,338.27
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-5,792.47	35,882.34	0.00	-437,101.89
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-3,398.95	22,384.55	0.00	-255,238.53
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-19,800.80	102,259.35	0.00	-1,848,292.21
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	3,037.31	3,037.31	0.00	1,127.22	0.00	1,910.09
490-00 T/A PROPERTY REMEDIATION RES	0.00	0.00	0.00	0.00	1,397.95	1,397.95
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-300,283.08	1,801,698.48	0.00	-2,884,526.70
494-00 TRI COMMUNITY/AWS	0.00	0.00	-135,000.00	470,000.00	683,163.00	213,163.00
496-00 BIRTH RECORDS STATE FEE	70.80	0.00	46.40	464.00	588.40	124.40
497-00 DEATH RECORDS STATE FEE	160.00	0.00	88.00	574.80	700.00	125.20
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	18.40	110.00	150.80	40.80
Fund Balance	2,160,661.87	1,902,425.00	-84,769.92	14,925,362.31	13,511,737.21	488,799.90
500-00 EXPENDITURE CONTROL	0.00	0.00	-664,606.51	4,438,706.44	10,084,243.47	5,645,537.03
510-00 REVENUE CONTROL	0.00	0.00	579,836.59	10,486,655.87	3,227,355.74	-7,259,300.13
600-00 FUND BALANCE	2,160,661.87	1,902,425.00	0.00	0.00	200,138.00	2,102,563.00
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	223,971.94	223,971.94	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	2,456.10	5,456.02	29.76	116,224.47	161,619.88	50,851.43
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	2,456.10	5,456.02	29.76	116,224.47	161,619.88	50,851.43
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	68,322.36	22,716.71	81,179.70	99,491.31
483-01 DUE TO FUND 1	349,286.23	352,898.09	14,221.73	0.00	77,440.18	430,338.27
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	-82,514.33	93,507.76	0.00	-478,978.15
Fund Balance	-2,456.10	-5,456.02	-29.76	107,747.47	62,352.06	-50,851.43
500-00 Expense Control	0.00	0.00	-29.76	54,723.47	61,317.13	6,593.66
510-00 Revenue Control	0.00	0.00	0.00	43,750.00	1,034.93	-42,715.07
600-00 Fund Balance	-2,456.10	-5,456.02	0.00	9,274.00	0.00	-14,730.02

General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
3 - Housing Department CONT'D						
3 - Housing Department	0.00	0.00	0.00	164,868.88	164,868.88	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-44,546.85	-44,367.39	-818.66	36,634.54	39,821.05	-41,180.88
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-44,546.85	-44,367.39	-818.66	36,634.54	39,821.05	-41,180.88
409-00 HOUSING RESERVE	45,954.82	45,954.82	0.00	0.00	3,938.71	49,893.53
483-01 DUE TO FUND 1	401,040.09	401,219.55	5,792.47	0.00	35,882.34	437,101.89
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	-6,611.13	36,634.54	0.00	-528,176.30
Fund Balance	44,546.85	44,367.39	818.66	128,234.34	125,047.83	41,180.88
500-00 Expense Control	0.00	0.00	-5,792.47	35,882.34	92,352.00	56,469.66
510-00 Revenue Control	0.00	0.00	6,611.13	90,000.00	32,695.83	-57,304.17
600-00 Fund Balance	44,546.85	44,367.39	0.00	2,352.00	0.00	42,015.39
4 - FSS	0.00	0.00	0.00	94,481.50	94,481.50	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-7,891.96	-7,608.44	-833.32	21,309.95	22,384.55	-6,533.84
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-7,891.96	-7,608.44	-833.32	21,309.95	22,384.55	-6,533.84
483-01 DUE TO FUND 1	232,570.46	232,853.98	3,398.95	0.00	22,384.55	255,238.53
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	-4,232.27	21,309.95	0.00	-261,772.37
Fund Balance	7,891.96	7,608.44	833.32	73,171.55	72,096.95	6,533.84
500-00 Expense Control	0.00	0.00	-3,398.95	22,384.55	46,657.68	24,273.13
510-00 Revenue Control	0.00	0.00	4,232.27	50,787.00	21,161.27	-29,625.73
600-00 Fund Balance	7,891.96	7,608.44	0.00	0.00	4,278.00	11,886.44
5 - ECONOMIC DEV	0.00	0.00	0.00	503,697.20	503,697.20	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-174,645.36	-173,842.43	11,703.05	8,764.85	102,259.35	-80,347.93
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-174,645.36	-173,842.43	11,703.05	8,764.85	102,259.35	-80,347.93
473-00 DOWNTOWN TIF	166,303.40	166,303.40	0.00	0.00	0.00	166,303.40
474-00 TRAIL GROOMER RESERVE	17,914.48	17,914.48	0.00	0.00	0.00	17,914.48
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	1,745,229.93	1,746,032.86	19,800.80	0.00	102,259.35	1,848,292.21
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	-8,097.75	8,764.85	0.00	-2,363,009.98
Fund Balance	174,645.36	173,842.43	-11,703.05	494,932.35	401,437.85	80,347.93
500-00 Expense Control	0.00	0.00	-19,738.10	102,259.35	367,493.70	265,234.35
510-00 Revenue Control	0.00	0.00	8,035.05	392,673.00	8,600.15	-384,072.85

General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
600-00 Fund Balance	174,645.36	173,842.43	0.00	0.00	25,344.00	199,186.43
Final Totals	-1,694.68	467,660.00	0.00	27,268,617.94	27,736,277.94	0.00

Expense Summary Report

Fund: 1
June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	775,227.00	60,510.31	401,681.07	373,545.93	51.81
17 - HEALTH & SANITATION	250,196.00	20,805.00	104,025.00	146,171.00	41.58
18 - MUNICIPAL BUILDING	58,504.00	3,926.83	31,631.20	26,872.80	54.07
20 - GENERAL ASSISTANCE	65,497.00	3,776.41	24,967.17	40,529.83	38.12
22 - TAX ASSESSMENT	277,807.00	16,181.99	91,310.92	186,496.08	32.87
25 - LIBRARY	214,984.00	15,131.48	108,958.00	106,026.00	50.68
31 - FIRE/AMBULANCE DEPARTMENT	2,270,481.00	153,819.27	1,157,098.00	1,113,383.00	50.96
35 - POLICE DEPARTMENT	1,701,710.00	128,132.21	839,142.96	862,567.04	49.31
38 - PROTECTION	414,020.00	36,585.15	235,191.74	178,828.26	56.81
39 - CARIBOU EMERGENCY MANAGEMENT	16,074.00	2,166.38	7,670.38	8,403.62	47.72
40 - PUBLIC WORKS	2,302,657.00	126,581.72	953,333.57	1,349,323.43	41.40
50 - RECREATION DEPARTMENT	510,280.00	36,250.20	252,114.62	258,165.38	49.41
51 - PARKS	154,445.00	16,709.34	79,970.87	74,474.13	51.78
60 - AIRPORT	39,928.00	14,951.63	43,646.32	-3,718.32	109.31
61 - CARIBOU TRAILER PARK	15,433.00	1,892.70	6,291.87	9,141.13	40.77
65 - CEMETERIES	6,850.00	4,250.00	4,250.00	2,600.00	62.04
70 - INS & RETIREMENT	95,050.00	2,799.11	33,112.39	61,937.61	34.84
75 - CONTRIBUTIONS	4,600.00	0.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	39,250.00	20,136.78	18,265.89	20,984.11	46.54
85 - CAPITAL IMPROVEMENTS	829,806.00	0.00	0.00	829,806.00	0.00
Final Totals	10,042,799.00	664,606.51	4,397,261.97	5,645,537.03	43.79

Expense Summary Report
Fund: 2
June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	53,024.00	29.76	46,430.34	6,593.66	87.56
Final Totals	53,024.00	29.76	46,430.34	6,593.66	87.56

Expense Summary Report

Fund: 3
June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,352.00	5,792.47	35,882.34	56,469.66	38.85
Final Totals	92,352.00	5,792.47	35,882.34	56,469.66	38.85

Expense Summary Report

Fund: 4
June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,509.00	3,398.95	22,235.87	24,273.13	47.81
Final Totals	46,509.00	3,398.95	22,235.87	24,273.13	47.81

Expense Summary Report
Fund: 5
June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	357,316.00	18,580.71	95,744.81	261,571.19	26.80
12 - NYLANDER MUSEUM	10,013.00	1,157.39	6,349.84	3,663.16	63.42
Final Totals	367,329.00	19,738.10	102,094.65	265,234.35	27.79

Revenue Summary Report

Fund: 1
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,998,781.00	261,604.26	1,387,783.45	5,610,997.55	19.83
17 - HEALTH & SANITATION	170,000.00	170,000.00	170,000.00	0.00	100.00
18 - MUNICIPAL BUILDING	4,900.00	633.33	2,599.98	2,300.02	53.06
20 - GENERAL ASSISTANCE	25,300.00	1,542.16	9,953.74	15,346.26	39.34
22 - TAX ASSESSMENT	776,908.00	0.00	176.00	776,732.00	0.02
23 - CODE ENFORCEMENT	6,000.00	1,027.50	6,420.00	-420.00	107.00
25 - LIBRARY	6,650.00	467.60	2,985.36	3,664.64	44.89
31 - FIRE/AMBULANCE DEPARTMENT	1,409,503.00	125,200.61	798,988.67	610,514.33	56.69
35 - POLICE DEPARTMENT	111,970.00	8,882.24	61,460.58	50,509.42	54.89
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	800.00	1,800.00	30.77
40 - PUBLIC WORKS	199,415.00	0.00	40,474.00	158,941.00	20.30
50 - RECREATION DEPARTMENT	24,000.00	6,523.00	12,783.75	11,216.25	53.27
51 - PARKS	2,250.00	0.00	0.00	2,250.00	0.00
60 - AIRPORT	19,000.00	2,635.89	14,071.34	4,928.66	74.06
61 - CARIBOU TRAILER PARK	18,000.00	1,320.00	7,480.00	10,520.00	41.56
Final Totals	9,775,277.00	579,836.59	2,515,976.87	7,259,300.13	25.74

Revenue Summary Report

Fund: 2
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	43,750.00	0.00	1,034.93	42,715.07	2.37
Final Totals	43,750.00	0.00	1,034.93	42,715.07	2.37

Revenue Summary Report

Fund: 3

June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	6,611.13	32,695.83	57,304.17	36.33
Final Totals	90,000.00	6,611.13	32,695.83	57,304.17	36.33

Revenue Summary Report

Fund: 4
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,232.27	21,161.27	29,625.73	41.67
Final Totals	50,787.00	4,232.27	21,161.27	29,625.73	41.67

Revenue Summary Report

Fund: 5
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	392,673.00	8,000.00	8,000.00	384,673.00	2.04
12 - NYLANDER MUSEUM	0.00	35.05	600.15	-600.15	----
Final Totals	392,673.00	8,035.05	8,600.15	384,072.85	2.19

City of Caribou
Investment Report
June 2019

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					0.30%		6,731.25	919,934.29
Machias Savings Bank	Section 125 Checking Acct					0.30%		376.41	93,457.73
ACFS & Loans	Certificate of Deposit	8/9/2015	8/9/2020	1825	3,000,000.00	3.00%	450,000.00	22,344.46	3,000,000.00
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDCG) (Originated from State of Maine Grant)					0.30%		777.07	234,739.02
Trust Funds									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.15%		0.88	1,162.54
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.15%		0.51	670.18
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	0.25%		18.65	16,407.71
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2018	9/25/2021	1095	1,744.65	2.55%	133.47	11.38	1,770.73
ACFS & Loans	Knox Library Trust (CD)	4/13/2018	4/13/2023	1825	3,195.30	2.20%	351.48	18.15	3,273.36
ACFS & Loans	Knox Library Trust (CD)	4/9/2019	4/8/2020	365	6,600.64	1.60%	105.61	35.24	6,653.21
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2018	4/13/2023	1825	30,926.67	2.20%	3,401.93	153.08	27,603.32
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2018	7/19/2019	365	58,779.52	1.75%	1,028.64	260.00	59,764.90
County Federal Credit Union	Philip Turner Library Mem(CD)	4/30/2019	10/30/2019	180	9,771.62	1.60%	77.10	26.58	9,798.20
Machias Savings Bank	Margaret Shaw Library Mem(CD)	12/24/2018	12/24/2020	730	12,892.07	0.75%	193.38	24.18	12,941.72
Machias Savings Bank	Gordon Robertson Mem(CD)	9/12/2018	9/12/2019	365	11,452.38	0.45%	51.54	12.86	11,469.96
ACFS & Loans	Memorial Investment(CD)	6/17/2019	9/16/2019	91	6,114.16	0.850%	12.96	13.15	6,127.31
Machias Savings Bank	G. Harmon Memorial(CD)	5/11/2019	5/11/2020	365	7,016.02	0.45%	31.57	7.57	6,758.66
County Federal Credit Union	Ken Matthews Scholarship(CD)	5/24/2019	11/24/2019	180	7,393.57	1.60%	58.34	12.32	7,405.89
Machias Savings Bank	Barbara Brewer Fund(CD)	8/12/2017	8/12/2020	1095	5,457.43	0.75%	122.79	10.00	5,351.90

*Market Value does not reflect interest received due to the fact that interest will be received quarterly and recorded as a revenue

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Bids Received for Tax Acquired Properties
DATE: July 17, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

Background

The city received three responses to the request for bids on tax acquired properties. The attached memo from the Finance Department includes information about bids on two separate properties. The third response was from Bill Gehring who lives next to the tax acquired property at 32 Fenderson Street.

Mr. Gehring is requesting the city entertain an agreement which would convey the 32 Fenderson property to him in exchange for tearing down the home on the property. The city had a similar agreement with another individual who did not perform and the city subsequently took back the property. Mr. Gehring indicates he would like to have the property to enlarge his own lot.



Staff Recommendation #1

Staff recommend the Council accept the bids for tax acquired properties noted on the following page and authorize the staff to execute quit claim deeds upon full payment of the bid amounts.

Staff Recommendation #2

Staff recommend the Council provide direction on terms that may be associated with an agreement between the city and the Gehrings. The agreement can be brought to the next Council meeting for consideration at the next meeting.



City of Caribou, Maine

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

To: City Council Members
From: Holly Nadeau
Date: 07/02/2019
Re: Properties for Sale by Bid

On July 2, 2019 at 2:00 p.m. the sealed bids on two properties we received were opened in the council chambers.

Property # 20 Tax Map 21, Lot 015-B, 678 Madawaska Road – Land and Building – 1.06 Acres,
Zoned R-3 Minimum Bid \$8,475.00. Bid was received by Raymond Salch Jr. for \$8,500.00.
Received 10% down payment of \$850.00.

Property # 27 Tax Map 37, Lot 038-G, 8 Preston Drive – Land Building - 1.14 Acres
Zoned R-1 Minimum Bid \$26,775.00. Bid was received by David Corriveau for \$32,650.00.
Received 10% deposit of \$3,265.00.

To: Mayor and City Councilors
From: Jayne R. Farrin, City Clerk
Date: July 12, 2019
Re: Two Liquor Licenses

The City has received two liquor license renewal applications from Mark and Haley Kelley d/b/a Country Farms Market, LLC and Tammie Crouch and Chris Fournier d/b/a Caribou Bowladrome & Sports Inc. Staff has reviewed the applications and recommends Council approve both renewals.

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

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"/>	

PRESENT LICENSE EXPIRES: 8/9/2019

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:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Country Farms Market, LLC</u>		Business Name (D/B/A) <u>Country Farms Market, LLC</u>	
APPLICANT(S) –(Sole Proprietor) <u>Mark J. Kelley</u>		DOB: <u>8/4/81</u>	
Address <u>Haley R. Kelley</u>		DOB: <u>7/29/81</u>	
City/Town <u>Caribou</u>		State <u>ME</u>	
Zip Code <u>04736</u>		Mailing Address <u>P.O. Box 72</u>	
City/Town <u>Washburn</u>		State <u>ME</u>	
Zip Code <u>04786</u>		Business Telephone Number <u>207 455 8057</u>	
Telephone Number <u>207 227 1108</u>		Fax Number <u>207 455 8100</u>	
Federal I.D. # <u>26-4212887</u>		Seller Certificate #: or Sales Tax #:	
Email Address: Please Print <u>countryfarmsmarket@gmail.com</u>		Website:	

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

2. State amount of gross income from period of last license: ROOMS \$ _____

3. Is applicant a corporation, limited liability company or limited partnership?

If Yes, please complete the Corporate Information required for Business Entities w

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.

AGN-2015-827 Country Farms Market, LLC

License #

Name of Business

1284 Main St

Washburn ME 04786

Physical Location

City / Town

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

7. Business records are located at: 1284 Main St Washburn ME 04786

8. Is/are applicants(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
Mark J. Kelley		
Haley R. Kelley		

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

Name: 174 Bagley Rd Mapleton ME 04757	City: Mapleton	State: ME
Name: 174 Bagley Rd Mapleton ME 04757	City: Mapleton	State: ME
Name: 174 Bagley Rd Mapleton ME 04757	City: Mapleton	State: ME

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) _____

31 Herschel St

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? 1/2 mile - Church, 1 mile - School

Which of the above is nearest? Church

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: purchased building with loan

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: Washburn, Maine on July 2nd, 2019
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Mark J. Kelley
Print Name

Signature of Applicant or Corporate Officer(s)

Halley R. Kelley
Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: 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.	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: 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.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: 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.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: 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.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

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

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"/>	

PRESENT LICENSE EXPIRES: 9-21-19

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:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name:			Business Name (D/B/A) <u>Caribou Bowladrome & Sports Inn</u>		
APPLICANT(S) –(Sole Proprietor) <u>Tammie Crouch</u>		DOB: <u>7-15-59</u>	Physical Location: <u>97 Bennett Dr</u>		
DOB: <u>Chris Fournier</u>		<u>8-24-63</u>	City/Town <u>Caribou</u>	State <u>Me</u>	Zip Code <u>04736</u>
Address <u>PO Box 949</u>			Mailing Address <u>Same As Above?</u> <input checked="" type="checkbox"/>		
City/Town <u>Caribou</u>	State <u>Me</u>	Zip Code <u>04736</u>	City/Town <u>Caribou</u>		
Telephone Number <u>207-498-3060</u>		Fax Number <u>207-496-3299</u>	Business Telephone Number <u>207-498-3386</u>		Fax Number <u>207-496-3299</u>
			Seller Certificate #: <u>1034381</u>		
			or Sales Tax #:		
			Website: <u>cariboubowladrome.com</u>		

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

2. State amount of gross income for _____

ROOMS \$ N/A FOOD: _____

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

Physical Location

City / Town

6. If manager is to be employed, g

7. Business records are located at:

re 04736

8. Is/are applicants(s) citizens of the United States?

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
Tammie Crouch		
Chris Fournier		
11. Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Name: Tammie Crouch	City: Woodland	State: Me
Name: Chris Fournier	City: Woodland	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) All indoor areas of

Bowling alley & Restaurant

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? 500'+

Which of the above is nearest? Church

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: nmde - mtg -

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, Me on July 8, 20 19
Town/City, State Date

PLEASE SIGN IN BLUE INK

Tammie Crouch
Signature of Applicant or Corporate Officer(s)
Tammie Crouch
Print Name

Chris Fournier
Signature of Applicant or Corporate Officer(s)
Chris Fournier
Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: 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	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: 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.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: 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.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: 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.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	
SELF-SPONSORED EVENTS: Qualified Caterers Only	\$ 700.00

City of Caribou
Finance Department
MEMORANDUM

DATE: _July 16, 2019_____

TO: ____City Council_____

FROM: _Carl Grant, Finance Director_____

SUBJECT: _Tax Anticipation (Line of Credit) Note_____

Due to the delay in setting the Mil rate, the City's cash flow is down. I would like authorization to set up a tax anticipation (Line of Credit) note for up to 750,000 (Average monthly expenses are 884,000) about a month's worth of Credit.

There are no fees with the line of credit, only interest will be charged daily to the balance if the City were to access the line of credit at 2.59%. The line of credit would expire in 12 months.

Again, I would only access the line of credit if a check needed to clear and the City didn't have enough funds available to clear the check, next day deposit could clear the check, therefore only one day of interest would be charged. Thank You

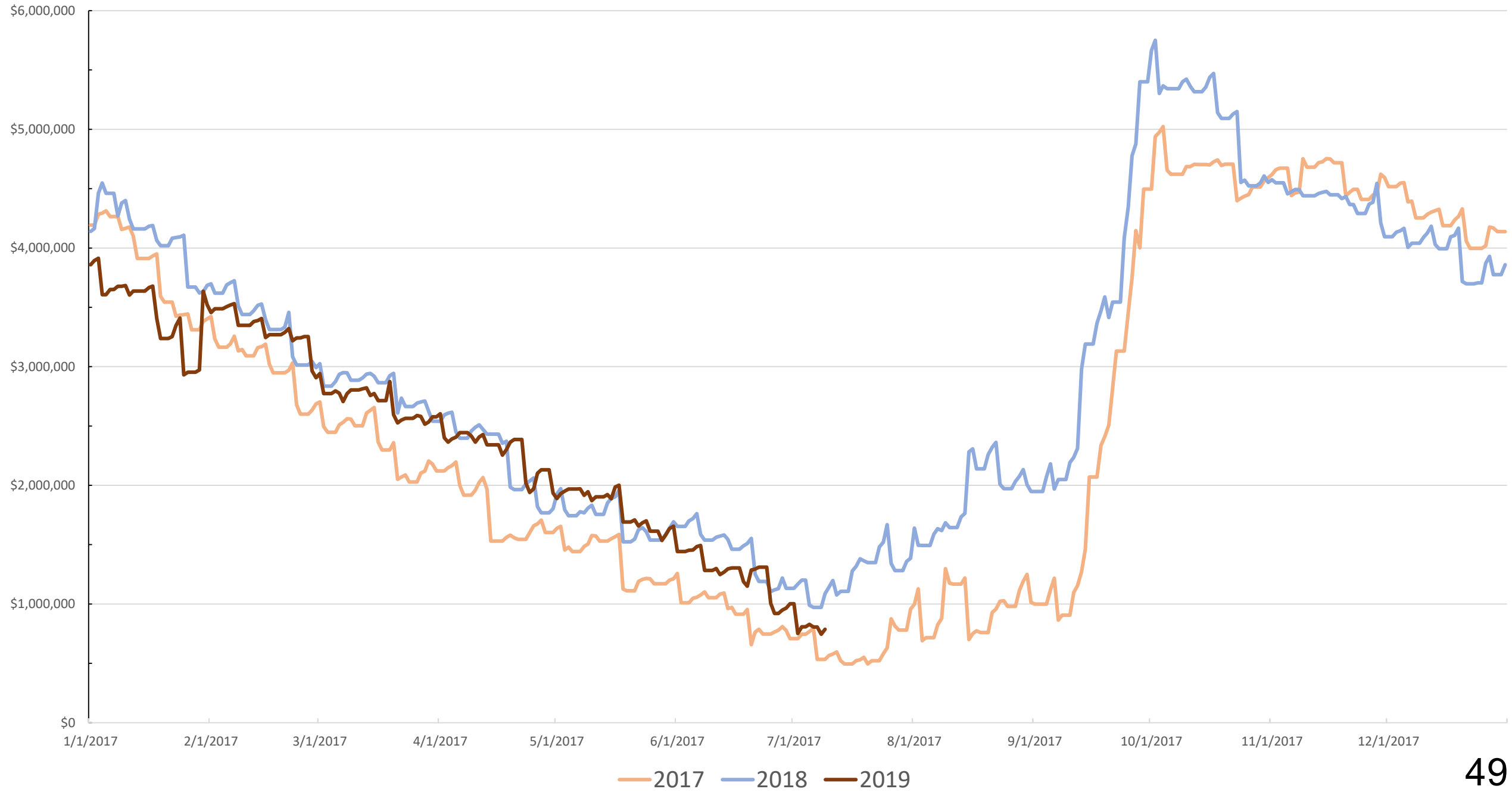
Term Sheet

July 16, 2019

This term sheet is for discussion purposes only and in no way is to be construed as a commitment on behalf of the bank. This term sheet does not obligate the bank to lend.

<u>Borrower:</u>	City of Caribou
<u>Loan Type:</u>	Tax Anticipation Note
<u>Amount:</u>	Up to \$750,000 LOC
<u>Term:</u>	12 months
<u>Repayment:</u>	Principal and interest payable at maturity
<u>Rate Options:</u>	2.59% fixed line of credit with the City of Caribou's primary operating account.
<u>Prepayment Penalty:</u>	This note can be pre-paid at any time, without penalty
<u>Bank Fee(s):</u>	None
<u>Collateral:</u>	Unsecured
<u>Covenants and Conditions:</u>	Annual Audited Financial Statement. The City of Caribou is to maintain their primary operating account with Machias Savings Bank.
<u>Legal Opinion:</u>	Waived

City Cash Flow



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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Maine Municipal Association Executive Board Elections
DATE: July 17, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

Background

The City of Caribou is a member of the Maine Municipal Association (MMA). Each year the Association members elect individuals to the MMA Executive Committee. Nominations for Committee candidates is closed. Individuals who were nominated for available seats on the committee are shown on the attached ballot for Council consideration.

The MMA Executive Committee is composed of 12 municipal officials who must either be an elected municipal officer (selectperson, councilor) or an appointed chief administrative officer (town or city manager). The Committee includes a president, immediate past president, vice president and nine Executive Committee members (serving three three-year staggered terms). Members are able to be re-elected to serve a second consecutive three-year term. Officers serve one-year terms in their respective positions. The MMA Executive Committee generally meets monthly. The broad responsibilities include overall governance, establishing the mission and long-range planning, oversight over all fiscal matters, policy development, and representation of the organization with state and federal governments and business organizations. The Executive Committee is responsible for hiring and evaluating the executive director, who serves as the chief executive officer of the Maine Municipal Association.

Possible Actions

The Council may choose to discuss the ballot and vote for individuals listed, authorize the city manager to act on their behalf, or choose to not respond.



MAINE MUNICIPAL ASSOCIATION VOTING BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 16, 2019

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Gardner, Jr., Town Manager, Town of Easton

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Jon Beekman, Chair Selectboard, Town of Fayette

☐

David Cyr, Town Manager, Town of Mars Hill

☐

Ivan McPike, Mayor, Town of Hampden

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947
Email: tchavarie@memun.org

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2020 EXECUTIVE COMMITTEE**

MMA VICE PRESIDENT (1-Year Term)

JAMES GARDNER, JR. (Town Manager, Town of Easton)

Professional & Municipal Experience:

- Town Manager, Town of Easton, Maine (2011 – present)
- Town Manager, Town of Ashland, Maine (2005 – 2010)
- Town Manager, Town of Washburn (1999 – 2005)
- Code Enforcement Officer, City of Presque Isle – (1994 – 1999)
- Civil Service, Department of Defense, Loring Airforce Base(1983 – 1994)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association Executive Committee (2017 – present)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2017 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees (2017 – present)
- Member, Maine Municipal Association Strategic & Finance Committee (2017 – present)
- Member, Governor's Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, Aroostook Managers Association; President
- Member, Executive Board of Directors, Northern Maine Development Commission
- Member, Maine Community Development Association
- Member, Maine Town, City & County Management Association
- Member, Maine Town & City Clerks Association\
- Member, Presque Isle Rotary Club
- US Army (1973 – 1976 and 1979 – 1983); Vietnam Veteran

Education:

- Ricker College, Small Business Administration, one year
- Unity College, Business Law, one year
- Northern Maine Vocational and Technical Institute, Business Administration, two years
- Department of Defense, Non-Commission Officer Primary Leadership graduate
- Certified State of Maine Code Enforcement Officer
- Certified State of Maine Local Plumbing Inspector
- Certified State of Maine CDBG Grant Writer/Administrator/Technician
- HUD Certification in Community Development Housing Rehabilitation and Construction

Awards and Certifications:

- Department of Defense, Civilian of the Year Award
- Loring Airforce Base, Superior Performance Award

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

JON BEEKMAN (Chair of Selectboard, Town of Fayette)

Professional & Municipal Experience:

- Selectman, Town of Fayette (2012 – 2019); current Chairman
 - ✓ Budget Committee (2010 – 2012)
- Member, Finance Committee, Town of Natick, Massachusetts (1980 – 2005)
 - ✓ Town Meeting Member
 - ✓ Board of Appeals
 - ✓ DPW Advisory Board
 - ✓ Conservation Commission
- Self-Employed Strategic Advisor for local/international municipal clients and regional engineering firms (2011 – 2017)
- Manager, Division of Water Resources and Clerk of Cambridge Water Board, Cambridge Massachusetts
- Assistant Director Water Resources, Providence Water Supply Board, Providence, Rhode Island
- Principal and first Director of Municipal Services, Kleinfeld / SEA Consultants, Augusta, Maine (retired 2010)
- National Water Practice Leader, Earth Tech, Inc., Scarborough, Maine & Concord, Massachusetts
- Principal, Vice President and Member of Board of Directors, Whitman & Howard, Inc.

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association Executive Committee (2019 – present)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2019 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees (2019 – present)
- Past President, New England Water Works Association
- Past President, American Water Works Association, New England Section
- Past President, American Council of Engineering Companies, Massachusetts Member Organization
- Past Corporator, 1st American Bank of Boston
- U.S. Navy – Honorable Discharge

Education:

- Master of Public Administration, Kennedy School of Government, Harvard University
- BSF, Forest Management, Cum Laude, University of New Hampshire
- A.A.S. Civil Engineering, Technology, SUNY, Mohawk Valley Community College
- Executive Management Program, Pennsylvania State University

Awards and Certifications:

- A.D. Little Fellow, Harvard University
- University of New Hampshire, Outstanding Alumnus
- Mohawk Valley Community College, Alumni of Merit Award
- American Council of Engineering Companies, Fellow
- American Water Works Association's George Warren Fuller Award
- Award of Merit, New England Section American Water Works Association
- Eagle Scout, BSA, Vigil – Order of the Arrow

DAVID CYR (TOWN MANAGER, TOWN OF MARS HILL)

Professional & Municipal Experience:

- Town Manager, Town of Mars Hill (2014 – present)
- Resident Project Representative, NicCait Construction Services, Presque Isle
- Construction Engineer, Soderberg Construction, Caribou
- Engineer, Criterium Brown Engineers, Washburn
- Public Works Director, Town of Fort Kent
- Project Engineer, Civil Engineering Services, Brewer
- Public Works Director for the Unorganized Territories, County of Aroostook, Caribou
- Project Engineer, Cianbro Corporation, Pittsfield
- Engineer/Soil Technician, Brescia Construction/Caribou Soils, Inc., Caribou
- Selectmen, Town of Woodland (1995 – 2004); Chairman for five years
- Firefighter 1/EMT, Caribou Fire and Ambulance, Town of Caribou (1985 – 1988)
- Firefighter 1/EMT, Budd Lake Volunteer Fire Company, Budd Lake, New Jersey (1983 – 1984)

Other Experience, Committees and Affiliations:

- Member, Aroostook Municipal Association (2014 – present); Treasurer (2017); Secretary (2018 – present)
- Board Member, Northern Maine Development Commission Executive Committee (2014 - present), Chair since 2018; NMDC Revolving Loan Committee (2014 – present), Chair since 2016; NMDC Treasurer (2017); NMDC Finance & Audit Committee; Chairperson (2018 - present)
- President, Mars Hill Rotary Club (July 2016 – present)
- Assistant Chief of Stadium, US Ski and Snowboard Association Supertour competition, Presque Isle (2019)
- Volunteer, Cross Country Ski Trail Groomer at Woodland Community Trails
- Volunteer, Biathlon World Cup Competitions in Presque Isle; Assistant Chief of Stadium (2016)
- Board Member, Northern Maine Solid Waste Management Committee, (1992 – 2000); Chairman (1999 – 2000)
- Member, MDOT Regional Transportation Advisory Committee (1997 – 2002); Chair (1999 – 2000)
- Member, Public Advisory Committee, MDOT Aroostook County Transportation Study
- Board Member, Maine Chapter of the American Public Works Association (1998 – 2000); Secretary (1999); Treasurer (2000)

Education:

- Bachelor of Mechanical Engineering Technology, University of Maine at Orono

Awards and Certifications:

- State of Maine State Board of Registration for Professional Engineers
- Maine Municipal Certified Assessor
- Maine Department of Transportation Local Roads Center “Road Scholar”
- Graduate, Rotary Leadership Institute, Rotary District 7810
- State of Maine Class A Commercial Driver’s License with Hazardous Materials Endorsement

IVAN MCPIKE (MAYOR, TOWN OF HAMPDEN)

Professional & Municipal Experience:

- Council, Town of Hampden (2015 – current); Mayor (2017 – current)
- Self Employed Owner, Maine Salt Co., Hampden, (retired in 2010)

Other Experience, Committees and Affiliations:

- President, Downtown Bangor Association
- President, Greater Bangor Chamber of Commerce
- Member, Board of Directors, Bangor YMCA
- Member, Board of Directors, EMCC Foundation Committee
- Member, Board of Friends of Maine Hockey
- Advisor to Fund Raising Committee, St. Joseph Hospital
- Sargent at Arms and Board Member, Bangor Breakfast Rotary Club, 20 years
- Mason, Past Master Mystic Lodge 66 of Hampden
- Life Member, Anah Shriners of Bangor

Education:

- Hampden Academy, Graduate (1966)
- Bachelor of Accounting, University of Maine

Awards and Certifications:

- Paul Harris Fellow Award
- Jaycees Outstanding Young Man Award for the State of Maine

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Resolution Establishing the 2019 Mil Rate
DATE: July 17, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

Resolution 07-01-2019 has been drafted for Council consideration. It will set the 2019 mil rate, commitment date, due date, and the amount of interest to be charged on past due taxes or overpayment of taxes.

Knowing the Council's concern to keep any mil rate increase to a minimum, the staff have made recommendations to several budget lines (these are noted on the second page of the resolution). The adjustments are proposed with the following rationale.

Budget Line	Original Budget	Amended Budget	Description
Property Taxes	\$ 4,386,051	\$ 4,104,871	The reduction in property taxes is a result of the budget adjustments being proposed.
Overlay	\$ 120,000	\$ 61,425	Reducing the overlay is a reduction in "additional" funds the city may use to buffer unexpected costs or abatements. Lowering this amount increases financial risk and reduces potential funds for future budgets.
State Revenue Sharing	\$ 580,000	\$ 740,000	The approved State budget included more revenue sharing. This is estimated to be \$160,000 to the city in 2019.
Cable Franchise	\$ 93,500	\$ 103,500	The one-time payment of franchise fees has been made and was more than anticipated this year.
Homestead Exemption	\$ 653,553	\$ 637,927	This is based on the number of homestead eligible properties and the proposed mil rate.
BETE Reimbursement	\$ 108,155	\$ 132,494	This is based on the BETE eligible property and the proposed mil rate.
MDOT URIP Funds	\$ 139,000	\$ 143,000	Notice was provided from DOT that an additional \$4K was available to the city this year.
Abatements	\$ 19,000	\$ 9,000	Reducing abatement funds leaves more liability on the city financial statements. Ideally, the city will chip away at these tax obligations each year. Leaving some funds allows for small actions that may take place before the end of the year by the board of assessors or Council.

PW Equipment Reserve	\$ 131,000	\$ 92,000	The loader purchased by the public works department this year was \$39,000 less than anticipated.
Senior Homestead Tax Credit Program	\$ 50,000	\$ 0	The state budget includes additional homestead credit benefits which are effective next year.
City General Assistance	\$ 32,000	\$ 27,000	

Another budget area considered for adjustment included reducing \$5K toward banked leave liabilities. Within the past week, we were notified that an employee will be retiring this year that was not anticipated. The employee has over \$30K in banked time that will need to be paid and so the reduction of these funds is not advisable.

To further help limit a mil rate increase lapsed appropriations from 2017 have been applied. This infuses \$392K to revenues. Without these funds, the city's portion of the mil rate would have to be increased more than a mil to continue providing current levels of service. Note: the lapsed appropriations available for next year is only \$32K.

Another option for reducing the mil rate that was considered is using additional one-time funds available from the Tri-community landfill merger with Presque Isle. The Council is already using \$170K of these funds as direct revenues to offset costs associated with the River Road reconstruction. Another \$257K is being used toward street light conversions. There is a little over \$213,000 remaining of these one-time funds for future projects/emergency funds. If the council desires to tap these funds to maintain a flat city rate, then an additional \$90,695 is needed (see table below).

Scenario	One-time funds	Use of Lapsed Funds	Adjustments		Overlay	Mil Rate
			Expense	Revenue		
Budgeted	\$ 170K	\$ -			\$ 120K	0.02678
Budgeted with Lapsed	\$ 170K	\$ 392K			\$ 120K	0.02571
Budget with Adjustments	\$ 170K	\$ 392K	\$ -104K	\$ 174K	\$ 61.4K	0.02480
Budget with Adjustments and More One-Time Funds	\$ 261K	\$ 392K	\$ -104K	\$ 174K	\$ 60.0K	0.02455

Resolution 07-01-2019

A Resolution of the Caribou City Council Establishing the 2019 Mil Rate and Related Financial Terms

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is authorized to raise or appropriate money for public purposes consistent with Title 30-A, §5722 to 5728; and

WHEREAS, the City's Charter outlines the process by which the city's budgets are to be established, which budgets determine the amount of appropriations needed for the delivery of public services in a manner desired by the general populace of the city; and

WHEREAS, the appropriations of the City combined with requests from Aroostook County and the Regional School Unit #39 determine the rate of taxation to be imposed commensurate with the desired levels of public service to be delivered.

NOW THEREFORE BE IT RESOLVED, that the City Council of Caribou hereby establishes the following:

1. The tax rate for the commitment of 2019 property taxes shall be .0248
2. The date of commitment for the 2019 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1) shall be July 24, 2019
3. The date 2019 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2) is the last business day of September (September 30, 2019).
4. The date on which interest shall begin accruing on any delinquent 2019 property taxes, pursuant to MRSA Title 36, §505 (4) is October 1, 2019. Note: last day to pay before interest begins will be Monday September 30, 2019.
5. The interest rate to be applied to delinquent 2019 property taxes, pursuant to MRSA Title 36, §505(4) shall be the State maximum rate of 9%.
6. The rate of interest for the overpayment and or abatement of property taxes for 2019, pursuant to MRSA Title 36 § 506-A, shall be 0%.
7. The Council approves the use of lapsed appropriations from 2017, in the amount of \$392,000, to offset appropriations for 2019.
8. Revenue and expense budget adjustments with the above mile rate include the following:

(See chart on next page)

Line Number	Description	Original Budget	Amended Budget
R10-01-32	Property Taxes	\$ 4,386,051	\$ 4,104,871
R10-01-34	Overlay	\$ 120,000	\$ 61,425
R10-01-18	State Revenue Sharing	\$ 580,000	\$ 740,000
R10-01-28	Cable Franchise	\$ 93,500	\$ 103,500
R22-01-04	Homestead Exemption	\$ 653,553	\$ 637,927
R22-01-05	BETE Reimbursement	\$ 108,155	\$ 132,494
R40-01-01	MDOT URIP Funds	\$ 139,000	\$ 143,000
E80-01-201	Abatements	\$ 19,000	\$ 9,000
E85-40-089	PW Equipment Reserve	\$ 131,000	\$ 92,000
E85-10-421	Senior Homestead Tax Credit Program	\$ 50,000	\$ 0
E20-01-053-02	City General Assistance	\$ 32,000	\$ 27,000

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 22nd day of July 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: Flora Dale Long Term Lease Agreement
DATE: June 20, 2019

At the direction of the Council, a lease agreement has been drafted for consideration by the City and the owner of the Burger Boy restaurant. The current terms are as follows:

Expiration: No expiration. Renews Year to Year with 180-day notice for cancelation.
Lease Rate: Pay taxes as if privately owned (\$66 in 2019) and maintain the property.
Uses Allowed: General recreation purposes. Any improvements must have city approval.
Liability: Lessee shall maintain liability insurance and list the city as an additional insured.

Since the last meeting, language has been added to the agreement indicating the city will compensate the Lessee for the assessed value of any city approved improvements on the property if the city terminates the lease.

Action Needed:

If there are no other concerns about the agreement, staff recommends the council authorize the city manager to work with the potential lessee and get the agreement executed. If any substantive changes are requested by the potential lessee, those will need to come back to the Council for approval.

LEASE AGREEMENT

Lease agreement made and entered into on July ____, 2019, between **City of Caribou** a body corporate and politic with a mailing address of 25 High Street, Caribou, Maine 04736 (herein referred to as “City”, “Owner” or “Lessor”) and **J.F. Liquidating Corporation**, d/b/a Burger Boy, a Maine corporation whose mailing address is P.O. Box 296, Caribou, ME 04736 (herein referred to as “JFL” or “Lessee”).

RECITALS

- (A) City is the owner of a certain parcel of land located on Spring Street, Caribou, ME designated as Map 32, Lot 70 of the Caribou Tax Maps (herein the “Property”);
- (B) The Property is currently operated by the City as a public park known as the “Flora Dale Park”;
- (C) JFL operates the Burger Boy restaurant which is located near the Flora Dale Park and would like to lease the Property from the City and utilize the same for patrons of the Burger Boy restaurant and the public in general.

In consideration of Lessee's performance of the provisions of this Lease, Lessor and Lessee agree as follows:

SECTION ONE DEMISE, DESCRIPTION, AND USE OF PREMISES

City leases to Lessee and Lessee hires from City the land located of Spring Street in Caribou designated as Map 32, Lot 70 (the “Property”). An excerpt of the tax map which depicts the Property is attached hereto and marked **Exhibit A**.

SECTION TWO TERM

The term of this Lease shall be for a term of one year commencing on _____, 2019 and terminating on _____, 2020. The term will automatically be renewed for successive periods of one year unless terminated by either party a minimum of one hundred eighty (180) days before the expiration date of the term or any renewal term.

SECTION THREE RENT

In lieu of monetary rent, Lessee agrees to maintain the property as provided herein and to pay the real estate taxes.

SECTION FOUR USE OF PREMISES

The premises shall be used as a dog park/recreational area or such other use that may be approved by City in writing.

SECTION FIVE COMPLIANCE WITH LAW

JFL's use of the premises shall at all times be in full compliance with all federal, state and local laws, regulations and ordinances.

SECTION SIX INDEMNIFICATION - HOLD HARMLESS

Lessee shall indemnify and hold Lessor harmless against any and all claims, liability, loss or damage, including fines, penalties, clean up costs and legal fees, whatsoever, arising out of Lessee's use of the Property. This indemnification and hold harmless provision includes any regulatory violations and third party claims for damages to person or property.

SECTION SEVEN RESERVED RIGHT TO ENTER THE PREMISES

Lessor reserves the right to inspect the premises at all reasonable times in order to inspect the same.

SECTION EIGHT ASSIGNMENT AND SUBLEASE

Lessee may not sublet or assign the premises in whole or in part without Lessor's prior written consent.

SECTION NINE INSURANCE

Lessee shall, at all times during the term of this Lease Agreement and at Lessee's sole expense maintain liability coverage and shall name Lessor/Owner as additional insured. Lessee shall maintain liability limits of \$_____ for personal injury and property damage.

SECTION TEN MAINTENANCE

Lessee shall keep and maintain the property in good repair and neat condition at all times. Lessee's responsibilities shall include regular lawn mowing, trimming and removal of trash.

SECTION ELEVEN TAXES

During the term of this Lease, Lessee shall pay all real estate taxes assessed against the Property.

SECTION TWELVE IMPROVEMENTS/MODIFICATIONS

Lessee shall make no modifications, additions or improvements to the Property, including fencing, without the prior written consent of Lessor.

At the termination or expiration of the Lease, the City agrees to reimburse JFL for the tax assessed value of any improvements made by JFL to the Property provided that said improvements were made with the consent of the City as specified herein.

SECTION THIRTEEN NOTICES

A. All notices, demands, or other writings in this Lease Agreement provided to be given or made or sent, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when made in writing and deposited in the United States Mail, registered and postage prepaid, and addressed as follows:

To Lessor: City of Caribou
25 High Street
Caribou, ME 04736
Attn: City Manager

To Lessee: J.F. Liquidating Corporation
P.O. Box 296
Caribou, ME 04736
Attn: Spenser Ouellette

B. The address to which any notice, demand, or other writing may be given or made or sent to any party as above provided may be changed by written notice given by such party as above provided.

SECTION FOURTEEN DEFAULT

Each of the following events shall constitute a default or breach of this Lease by Lessee:

- (a) If Lessee, or any successor or assignee of Lessee while in possession, shall file a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise, or shall make an assignment for the benefit of creditors;
- (b) If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against Lessee, or if a receiver or trustee shall be appointed of all or substantially all of the property of Lessee, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within thirty (30) days after the institution or appointment;
- (c) If Tenant shall fail to perform or comply with any of the terms and/or conditions of this Lease;
- (d) If Tenant shall vacate or abandon the demised premises;
- (e) If this Lease or the estate of Lessee hereunder shall be transferred to or shall pass to or devolve on any other person or party, except in the manner herein permitted;

In the event of any default by Lessee hereunder, Lessor shall provide Lessee with written notice of the breach of the Lease terms or conditions and Lessee shall have thirty (30) days to correct the default. If the default is not cured within thirty (30) days, this Lease and the term hereby granted shall terminate and be forfeited, at the option of the Lessor, Lessor's heirs or assigns. Lessor shall also have the right and option to enforce the terms and conditions of the Lease by any method available under Maine law and including the right of Lessor to expel Lessee and relet the demised property to a third party.

Should Lessor at any time terminate this Lease for any breach, in addition to any other remedy it may have, Lessor may recover from Lessee all damages incurred by reason of the breach, including the cost of recovering the demised Property.

SECTION FIFTEEN WAIVER

If lessor should waive any provisions of this Lease, it shall not be construed as a waiver of a further breach of such provision.

SECTION SIXTEEN
MODIFICATIONS TO LEASE

No modifications of this Lease shall be binding unless in writing, signed by Lessee and by Lessor or an authorized agent of Lessor.

SECTION SEVENTEEN
BINDING EFFECT

The provisions of this Lease shall be binding upon and shall be for the benefit of Lessor and Lessee and their respective successors in interest.

City of Caribou - Lessor

Witness

By _____
Dennis L. Marker
City Manager

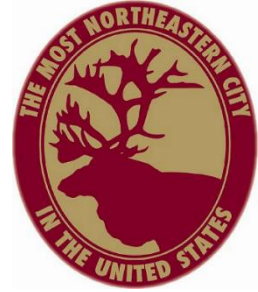
J.F. Liquidating Corporation - Lessee

Witness

By _____
Spenser Ouellette, President

Z:\RDS\Leases\Ground Lease Caribou to Burger Boy 2019.wpd

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



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: Loan Servicing Agreement
DATE: June 20, 2019

Earlier this year, the Council directed that any city funded business loans should be administered through the same process that the Caribou Economic Growth Council (CEGC) follows. CEGC utilizes the resources and staff of NMDC for all their loan processing. To be consistent with CEGC methods, staff reached out to NMDC and asked for a loan servicing agreement that would enable NMDC to help process the city's loans to businesses from economic development and TIF funds.

The Council reviewed this agreement during their June 24, 2019 meeting and asked that clarifying language be added about a 1% administration fee that would be applied to each loan. Language was added which states the 1% is based on the principle amount of the loan. NMDC also clarified that the 1% fee is paid to the City.

Action Needed:

If the Council has no other concerns about the agreement, staff recommends the Council authorize the City Manager to execute the agreement.

SERVICING CONTRACT AGREEMENT

BETWEEN

City OF CARIBOU

AND

NORTHERN MAINE DEVELOPMENT COMMISSION

FOR THE SERVICING OF

CITY REVOLVING LOAN FUND

This Agreement, made this 17 day of June, 2019, by and between City OF CARIBOU, a municipality located in Aroostook County, Maine, with an address of 21 High Street, Caribou, Maine 04736, ("City"), and Northern Maine Development Commission, a corporation without stock organized in accordance with Title 13, M.R.S.A, Chapter 81, having a mailing address of P. O. Box 779, Caribou, Maine 04736 (NMDC), for the servicing in part of the City Revolving Loan Fund (City RLF), a copy of which is attached hereto.

WHEREAS, the City wishes to enter into a contract with NMDC to provide servicing in part for the program established by this Agreement as it pertains to the City of Caribou RLF; and

WHEREAS, NMDC is agreeable to provide the service as outlined hereafter;

NOW, THEREFORE, in consideration of the mutual representations, covenants and agreements contained herein and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

I. **SCOPE OF WORK**

1.1 **Responsibilities of NMDC**

NMDC agrees to service the City RLF program by working with the City Manager (hereafter referred to as POC) and Borrowers to prepare and process a complete application for funding and maintain and service the loan portfolio according to the guidelines of this Agreement. NMDC will not act as, nor should NMDC be represented as an agent for or part of the City RLF Program. The work to be done by NMDC will include the following;

- A. NMDC will prepare for review and acceptance by the POC all templates for the forms necessary for prospective Borrowers to apply for and

complete all required documentation for application of funds under the City RLF program.

- B. After prescreening by the POC and proper authorization from the POC including application package, NMDC Business Finance Division ("BFD") will work with the POC to obtain any missing information needed , to prepare and present a complete Credit Proposal for funds requested by Borrowers under the City RLF Program..
- C. NMDC will process all complete applications and provide a "CREDIT PROPOSAL" (see attached) one (1) week prior to the meeting of the City Council (hereafter referred to as CC).
- D. NMDC will prepare a "Loan Proposal" form to be presented with the application package to CC to indicate the particulars of the request being entertained and for documentation of the decision of the CC concerning the application.
- E. All notices required as to approval or denial of the request will be sent by NMDC.
- F. All commitment letters, upon approval of an application, will be prepared by NMDC for review by the POC and acceptance by the Borrower.
- G. NMDC will proceed to prepare the closing documents needed to close any approved loan to Borrower including working with the City's attorney for the preparation and closing of any loans involving real property or with unusual circumstances, upon the direction of the POC.
- H. NMDC will attend the closings at the attorney's office, if real property is involved, or close the loan at the City Office with the POC if real estate is not involved.
- I. NMDC will provide accounting and follow-up service for any loans made during the time any loan is open and unpaid including the following;
 - 1) Booking the loan and loan information on the GMS system currently used by NMDC, separate and distinct from all other programs and accounting done by NMDC.
 - 2) Set up and manage a follow-up system for documentation required by the loan, including but not limited to, annual financial statements, insurance coverage on collateral and life insurance as required, UCC filings and continuations of same and other standard and normal follow-up procedures customary to this type of service.

- 3) Send notices as to payments and the collection of them, as required, including notice to cure and demand notices.
- 4) Process all payments received under the loan for deposit into an established deposit account named by the City.
- 5) Account for and track the payment history of the loan and give a monthly accounting of the loan portfolio to the POC.
- 6) Provide information requested by the Borrowers on the Borrower's account and available by means of the standard revolving loan accounting system used by NMDC.
- 7) Prepare all reports required under the Agreement to the POC.
- 8) Prepare the necessary documentation and close the files on all loans fully repaid with reports to the file and the POC.
- 9) Have full rights to act in a commercially reasonable manner in handling all collections, legal matters with consultation with the POC.
- 10) Maintain all original files in a safe and secure environment at the offices of NMDC in Caribou, Maine.

1.1 Responsibilities of City

The City will be responsible for all aspects of the Agreement and related rules, regulations and supplements. It is agreed that the City contracts with NMDC as an entity to provide the service portion of the portfolio management and the technical assistance in processing application of borrower's request to the City RLF. However, the City acknowledges that NMDC is responsible only for its own actions and that the responsibility of performance to the Agreement is the ultimate responsibility of the City.

The City will;

- 1) Appoint a contact person (POC) for all City RLF inquiries. POC shall work with proposed borrower by first prescreening the borrower to see if they qualify for the City RLF. POC will then work with qualified borrower to gather from the borrower the application, business plan, schedule of liabilities, projections and the required financial information as indicated on the checklist in the application. If necessary POC will guide the borrower to appropriate sources for assistance in completing the business plan,

projections, etc. Following review with the City manager and a representative of the City council, the POC will then forward the information to the Business Finance Division at NMDC.

- 2) Make all decisions on the acceptance and ultimate approval or denial of loan request subject to the Agreement by giving this authority to CC whose decision will be final.
- 3) Advise as to the attorney to be used, when needed, to close loans involving real property or unusual circumstances requiring an attorney.
- 4) Authorize NMDC to manage any and all litigation concerning the collection of the loan portfolio and any cost thereof, including any attorney fees with consultation with the POC.
- 5) Pay for services in connection with this agreement as follows:
 - A. An hourly rate for any NMDC employee working on the City RLF for the actual time worked on the program at a rate established for that person by NMDC from time to time, and
 - B. Any out of pocket cost that NMDC may incur in servicing this agreement will be itemized and added to the monthly bill.
 - C. Collect from borrower a 1% origination fee based on the total proceeds loaned to the borrower to help cover the cost of document preparation and services provided.

1.2 Termination

It is mutually agreed upon that either party to this agreement may terminate it upon thirty (30) days written notice to the other party(ies) and be responsible only for obligations up to the date of the termination.

IT IS UNDERSTOOD AND AGREED THAT NMDC SHALL NOT BE RESPONSIBLE FOR THE PERFORMANCE OF ANY LOANS MADE TO BORROWERS PURSUANT TO THIS AGREEMENT. CITY SHALL BE SOLELY RESPONSIBLE FOR THE APPROVAL OR DENIAL OF ANY LOANS AND FOR THE FINAL DISPOSITION THEREOF. TO THE MAXIMUM EXTENT PERMITTED BY LAW, CITY AGREES TO DEFEND AND INDEMNIFY NMDC AGAINST AND HOLD IT HARMLESS FROM ANY AND ALL LOSSES, CLAIMS, LIABILITIES, JUDGMENTS, AND DAMAGES (INCLUDING EXEMPLARY OR PUNITIVE), PENALTIES, EXPENDITURES, COSTS, AND LEGAL OR OTHER EXPENSES WHICH NMDC MAY SUFFER OR INCUR AS A DIRECT OR INDIRECT

**CONSEQUENCE OF THIS AGREEMENT AND THE TERMS AND CONDITIONS
HEREOF.**

SIGNED AND AGREED TO THIS ____ DAY OF _____, 20

NORTHERN MAINE DEVELOPMENT COMMISSION

BY: _____
IT'S EXECUTIVE POC

AND

CITY OF CARIBOU

BY: _____
IT'S CITY MANAGER

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: River Road Reconstruction
DATE: July 17, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

Since the last Council meeting, the Public Works demolished three homes along the River Road and cleared the properties. They used excess materials to fill in the “hole” on the river side of the road. They also used concrete materials to stabilize a washout area at the north end of the road (see pictures below and on next pg).



Figure 1: View from the former Theriault trailer location (looking northeast to the Jalbert property). Cleared corridor on the east side of the power poles is anticipated to be the new road alignment.

The Council has asked for an update on the contract with DuBois and King (D&K). The City agreed to two phases of work with D&K, which included multiple tasks in each phase. The first phase (\$59,482) included investigation services and presentation of options for repair of the road. The second phase (\$119,420) included preliminary and final designs of the repair, survey work, preparation of bid documents and help with bidding services, construction management and testing services. **Total city obligation to D&K for these two phases is \$178,902. To date, the city has paid D&K \$143,685 which leaves \$35,217 to cover the remaining work,** but some elements are not yet started (i.e. bidding, construction services). Also, I received communication from D&K that the proposed borings will cost \$38,000 and would take 20 work days to accomplish. They are confident that the borings will give them the information needed to determine the extent of future failure and finalize design of the road. I've suggested to them that we should revisit the contracted tasks and have the city take over future elements once the designs are completed.

For the Council's information, **since April 29, 2018** when the failure was first identified, **the city has expended \$371,777.** This includes \$218,844 for land purchases and relocation costs, \$6,900 for appraisal services, and \$2,300 for home maintenance and miscellaneous items. This does not include staff time, equipment, or materials used toward this project.



Loamy material from home sites used to fill in the depression on the west side of the road. (left)



Crews working to fill in a wash area along the River Road. This wash was nearly 20 feet deep and was within 4 feet of the edge of asphalt.



Concrete slabs from the home demolitions have been used to stabilize the wash out area and will prevent future erosion around this culvert.

**City Manager Report
7/18/2019**

River Road	See staff memo in Council packet
High Street	Contractor is 2 weeks behind schedule. Indication is that the liquidated damages are less than paying overtime to workers so the project will continue at current pace. City's work will commence within 2 weeks of DOT completion.
Birdseye Cleanup	Ken is will following up with McGillan on additional rubbish removal. He's also working the CUD to dispose of the sludge. City received notice that it was not awarded the EPA brownfield grant funds. A meeting with the EPA staff has been requested to review potential helps for next year.
Blight Cleanup	The asbestos in the final River Road home should be removed on July 22 with work on the other properties containing asbestos taking place afterwards. We will proceed with 2 of the 6 homes getting demolished if budgeted funds are not exceeded.
LED Conversion	Real Term indicates they are still waiting on all the materials for Caribou's installation. They estimate lights will start getting changed out within 3 weeks.
Wage and Classification Policy.	Completed study of law enforcement agencies in the region. Information will be used in negotiations. Need to schedule a personnel committee meeting to review available information on other non-union employees.
Senior Homestead Tax Exemption Policy.	If council approves the budget adjustments recommended on the agenda, then this project will be closed.
Union Negotiations.	Information will be provided to the Council during executive session at the July 22 meeting.
Pellet Furnace Systems	No progress indicated from Mr. Adams. Will follow up.
Flora Dale Park	See Council packet for update
Hilltop Senior Living	Project continues to move forward. Playground equipment needs to be relocated to the south by the city. This will take place after summer programs wrap up.
Airport	Next airport event is a "wings and wheels" display event on August 17.
Public Safety Building	The private firm interesting in financing the building construction is available to discuss options during the July 23 special meeting. Financing options and additional information will be shared during the worksession.
Teague Park	Mr. Marquis will provide an update during the Council meeting.
Sincock Park	Mr. Marquis will provide an update during the Council meeting.
60 Access Highway	Received an official USDA response. They accepted the appraisal and have sent a letter indicating the city's "buy out" obligation (\$73,872). A commercial broker is indicating four interested parties are waiting for Council final actions.
Cable Franchise Renewal	Waiting for response from Spectrum on the drafted franchise agreement
Dunkin Donuts	Dunkin Donuts closed on the Bennett Drvie property and should be moving forward with construction shortly.
Title 13 ReWrite	The Planning Board is focusing on the General Plan update, while staff continues to prepare amendments to Title 13. Subdivision requirements are now under review.



June 30, 2019

City of Caribou
Attn.: Mayor Goughan
25 High Street
Caribou, Maine 04736

To Honorable R. Mark Goughan;

Thank you very much for all of the nice gifts that you sent to me from Caribou. That was an unexpected pleasure. My family enjoyed it as well. I use the Caribou coffee mug every day.

By the way, has all of your snow melted yet?

Your gifts got me thinking more about my time spent in Maine during World War II. In the winter of 1944 I was assigned to guard duty at the Bath Iron Works in Bath, Maine. I was there from November 1 to December 11. My ship, the USS Frank Knox, was being equipped with radar, and at the time that was a "top secret" weapon. The radar was stored in a fenced-in cage in a warehouse in the Bath Iron Works. Inside the cage was a cot and pillow, and during each shift I was locked in the cage along with a 45 caliber pistol and some food in a brown paper bag. When I asked what I was supposed to do, they told me "put the 45 under the pillow and go to sleep!"

My schedule was being locked-up in the cage for 4 hours, and then 8 hours off-duty, seven days a week. There was no bus service at the time, so in my free time I walked about a mile into town to visit the small USO that was there during the war. At the USO I would drink Coke and coffee, write letters to home, and dance with the local girls.

On December 11, 1944, the USS Frank Knox set sail for the war in the Pacific, and I have not been back to Maine since.

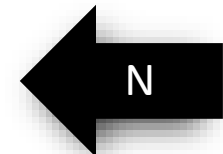
We arrived in the Pacific in time to serve as a destroyer radar picket ship in the Battle of Okinawa. Our ship's radar was used to spot the Japanese kamikaze planes and to give an early warning to the rest of the ships in the 3rd fleet. My job was to fire one of the anti-aircraft guns.

Our destroyer had the honor of being in Tokyo Bay next to the USS Missouri during the Japanese surrender ceremony. After the war we stayed in Tokyo Bay as part of the occupation force.

I apologize for the slow response to your gifts. In April I turned 101, and I just don't have much zip anymore.

Once again, thank you for your kind response.

Robert Beachkofski





Caribou Public Library

DIRECTOR'S REPORT

To: Mayor and City Councilors
Dennis Marker, City Manager
From: Hope Rumpca, Library Director
Date: July 1, 2019

Dear Honorable Mayor, City Councilors and Mr. Marker,

I am so happy the construction has finally moved from in front of the library! While it was here, whenever a patron would complain I would say, "Shhhh! They might hear you and stop working!" It made the patrons smile and agree that it was a necessary evil! The construction put a bit of a kink in our stride for a couple of weeks as our patrons skipped the parking issue and opted to renew their books or turn them in after hours. Now the workers have moved on – YAY!!!

It is hard to believe that June is already over. Where is the time going? We had some wonderful events in June and anticipate even more in July! The 1st Saturday in June we had our Annual Perennial Sale. We raised over \$800 for the library's Memorial Fund.

- We hosted 87 6th graders from the Caribou Middle School for a history program titled, "What You Don't Know About Caribou". This was a collaboration with the Caribou Historical Society and the Aroostook County Genealogical Society.
- On June 11th the library hosted Tim Caverly for an Author Talk titled, "So You Think You Know Maine!" This was a WONDERFUL talk – so informative!
- On June 19th we hosted Lego Day for *114* children and their parents! Every child took home a set of Legos! This was a collaboration with Cary Medical Center's Healthy You program. We had to open both the Caribou Room and the Archives Research Room in order to hold everyone! We have had requests to host monthly Lego hours as a result!
- Summer Reading is in full swing and our children's story time programs are filled with excited children! Our theme this summer is Space – A Universe of Stories and the children are eager to listen to stories and engage in hands-on activities!

Upcoming July programming is going to be FANTASTIC!!! Here are some highlights...

- 1,000 Books Before Kindergarten Celebration – We are celebrating some of our graduates! These 0-5-year-olds have listened to 1,000 books!
- Kidz Code classes will be Tuesdays 1-3pm. These are in collaboration with Hardscrabble Solutions. Children will learn computational reason via plugged and unplugged STEM activities.

- We have a Space STEM program teaching all about the universe – this is a science trunk from Cornerstones of Science & Maine State Library
- A telescope program will teach children (and adults) all about telescopes. This is a hands-on program taught by members of the Aroostook Country Astronomy Club!
- On July 20th we are celebrating the opening of the Grover Hardison Collection in the Archives!
- We even have booked the Francis Malcolm Science Center Planetarium for a special show, just for our patrons!

As you can see we have oodles and bunches of things planned for July! Those are all in addition to our regular programming of book clubs, writers' groups, story times, etc. I am EXCITED to watch the month as it progresses!

As always, Happy Reading!

~Hope



MONTHLY STATISTICAL COMPARISON FOR CIRCULATION												
MATERIAL TYPE	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019
Adult books	1,151	1,194	813	721	809	663	829	630	779	761	636	574
Juvenile books	725	1,146	1,209	1,335	946	747	1,299	690	1,085	1,079	887	841
Teen/YA books	98	89	67	72	73	61	60	69	103	83	67	65
DVDs	460	430	381	487	463	328	394	360	374	398	229	240
eBooks/Audiobooks	88	162	143	143	177	159	171	156	206	189	161	157
Magazines	57	68	49	78	78	79	94	66	91	56	40	35
Interlibrary loans	50	77	65	58	41	67	77	55	90	67	96	67
TOTAL NUMBERS	2,629	3,166	2,727	2,894	2,587	2,104	2,924	2,026	2,728	2,633	2,116	1,979

OVERALL MONTHLY STATISTICAL COMPARISON												
MATERIAL TYPE	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019
Circulation	2,629	3,166	2,727	2,894	2,587	2,104	2,924	2,026	2,728	2,633	2,116	1,979
Library Visitors	7,055	7,049	6,049	7,051	6,121	5,091	5,411	4,652	6,186	6,499	5,971	5,408
Wi-Fi access	6,539	8,699	6,661	7,787	6,350	5,024	4,862	4,049	4,696	6,638	6,805	6,470
Books added	115	193	181	186	126	249	179	196	100	140	162	159
Books withdrawn	616	69	357	257	57	144	229	18	355	198	129	235
Program Participation	254	184	237	377	243	200	209	223	403	516	350	437
New registered patrons	26	33	39	21	20	12	14	10	26	35	15	23
Archives (# of users)	39	64	45	32	34	24	41	35	45	49	30	41

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	2,728	2,663	2,116	1,979							14,436

CITY CLERK'S OFFICE REPORT	Mar-19		Apr-19		May-19		Jun-19		YTD	
	# of transactions	amount collected	# 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	197	\$ 11,316.31	337	\$ 21,483.31
BIRTH RECORDS	51	\$ 833.00	55	\$ 969.00	37	\$ 632.00	61	\$ 1,000.00	286	\$ 4,672.00
BOAT REG	1	\$ 43.00	19	\$ 1,116.55	108	\$ 7,606.08	78	\$ 7,438.58	209	\$ 16,319.21
BUILDING PERMITS	1	\$ 50.00	6	\$ 300.00	8	\$ 400.00	8	\$ 600.00	26	\$ 1,590.00
CITY OWN PROPERTY	2	\$ 3,235.97	2	\$ 1,000.00	3	\$ 1,236.67	1	\$ 500.00	11	\$ 6,972.64
CONNOR BOAT					6	\$ 233.80	10	\$ 305.20	16	\$ 539.00
DEATH RECORDS	28	\$ 982.00	31	\$ 930.00	5	\$ 218.00	25	\$ 718.00	169	\$ 4,045.00
DOG LICENSES	19	\$ 340.00	33	\$ 898.00	9	\$ 170.00	23	\$ 294.00	483	\$ 5,004.00
FAX FEE & PHOTO COPY	7	\$ 9.25	3	\$ 12.00	1	\$ 18.00	4	\$ 7.75	26	\$ 84.00
FISHING LICENSE	3	\$ 81.00	22	\$ 594.00	75	\$ 1,957.00	39	\$ 1,092.00	165	\$ 4,426.00
HUNTING LICENSE	12	\$ 463.50	24	\$ 751.00	37	\$ 1,426.00	20	\$ 642.00	128	\$ 4,441.50
IN TOWN REG	2	\$ 308.32	0	\$ -	0	\$ -	0	\$ -	2	\$ 308.32
MARRIAGE RECORDS	9	\$ 160.00	6	\$ 133.00	9	\$ 191.00	16	\$ 379.00	61	\$ 1,276.00
MISC. INCOME	0	\$ -	2	\$ 30.88	1	\$ 26.88	0	\$ -	6	\$ 137.36
MISC. LICENSES	5	\$ 350.00	17	\$ 420.00	9	\$ 90.00	3	\$ 60.00	53	\$ 1,340.00
MISC. RECEIPTS	13	\$ 4,471.73	8	\$ 1,474.42	12	\$ 2,339.60	2	\$ 675.00	45	\$ 11,511.75
MOTOR VEHICLE	624	\$ 133,566.22	830	\$ 196,403.87	1048	\$ 215,247.68	814	\$ 157,319.00	4161	\$ 897,485.89
NOTARY FEES	10	\$ 65.00	8	\$ 130.00	12	\$ 80.00	8	\$ 75.00	53	\$ 500.00
PERSONAL PROPERTY PAYMENT	6	\$ 5,456.49	9	\$ 700.96	17	\$ 3,003.19	3	\$ 175.00	52	\$ 17,577.81
PLUMBING PERMITS	1	\$ 2,060.00	1	\$ 40.00	0	\$ -	3	\$ 465.00	7	\$ 6,015.00
PYMTS. IN LIEU OF TAX	1	\$ 3,374.22	1	\$ 3,364.62	1	\$ 3,489.71	1	\$ 3,352.22	6	\$ 20,485.83
REAL ESTATE PAYMENT	406	\$ 203,104.77	380	\$ 142,639.74	357	\$ 131,781.10	207	\$ 41,928.91	1943	\$ 754,784.48
SIGN PERMITS	0	\$ -	0	\$ -	0	\$ -	0	\$ -	3	\$ 150.00
SITE DESIGN REVIEW	1	\$ 90.00	0	\$ -	0	\$ -	1	\$ 90.00	2	\$ 180.00
SNOWMOBILE REGISTRATION	40	\$ 2,475.00	3	\$ 3.00	0	\$ -	0	\$ -	215	\$ 15,156.75
TAX ACQUIRED REAL ESTATE PAYMENT	3	\$ 2,199.80	3	\$ 2,642.87	3	\$ 2,066.19	0	\$ -	13	\$ 10,113.56
TAX ACQUIRED LIEN PAYMENT	5	\$ 4,905.24	2	\$ 1,788.23	36	\$ 17,830.07	0	\$ -	52	\$ 29,798.63
TAX LIEN PAYMENT	27	\$ 12,915.47	14	\$ 5,117.24	19	\$ 8,640.26	96	\$ 83,435.25	186	\$ 118,892.40
TRAILER PARK LOT RENT	10	\$ 1,130.00	10	\$ 1,120.00	10	\$ 1,230.00	11	\$ 1,320.00	62	\$ 7,480.00
TOTAL:	1287	\$ 382,669.98	1489	\$ 362,579.38	1962	\$ 410,074.23	1631	\$ 313,188.22	8778	\$ 1,962,770.44

CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager
Russell Plourde
Water Operator
Paul Rossignol
Wastewater Operator

WATER & WASTEWATER
PO Box 879 ~ 176 Limestone Street
Caribou ME 04736
(207) 496-0911 ~ (207) 496-0921 fax

TRUSTEES
Janine Murchison PE
President
Nancy Solman
Treasurer
Jay Kamm
David Belyea PE
Philip McDonough

AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held WEDNESDAY, JULY 17, 2019 AT 7:30 A.M. IN THE CONFERENCE ROOM LOCATED at 176 Limestone Street.

1. Call Monthly meeting to order
2. Approve minutes of June 12, 2019 meeting and June 26, 2019 Special Meeting
3. Approve Budget and Financial Reports for June 2019
4. General Manager's Report
 - A. Revision Energy Update
 - B. Update on Grimes Project
 - C. Dunkin Donuts Update
 - D. Water Rate Increase
 - E. Interest/and or Finance Charge
5. Trustees to execute documents from Eaton Peabody Law Firm, (Bond Counsel) for wastewater project
6. Other Issues

The Trustees of Caribou Utilities District held a special meeting Wednesday, June 26, 2019 in the Conference room located at 176 Limestone Street.

Trustees Present;

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

Others Present;

Hugh Kirkpatrick, General Manager
Sue T. Sands, District Clerk
Alan Hitchcock

Treasurer Nancy Solman called the meeting to order at 7:35 A.M. President Janine Murchison entered the meeting shortly after. The purpose of the Special Meeting was to review and approve Documents necessary for funding of a \$4,200,000 loan and \$1,400,000 grant which was recently obligated for this project by USDA Rural Development.

Philip McDonough moved and Jay Kamm seconded the motion to approve and authorize President Janine Murchison and District Clerk Sue T. Sands to sign on behalf of Caribou Utilities District, RUS Bulletin 1780-27, Loan Resolution. UNANIMOUSLY VOTED.

Philip McDonough moved and Jay Kamm seconded the motion to approve and authorize President Janine Murchison and District Clerk Sue T. Sands to sign on behalf of Caribou Utilities District RUS Bulletin 1780-12, Water and Waste System Grant Agreement. UNANIMOUSLY VOTED.

Philip McDonough moved and Jay Kamm seconded the motion to approve and authorize Janine Murchison, David Belyea, Nancy Solman, Jay Kamm, Philip McDonough and District Clerk Sue T. Sands to sign on behalf of Caribou Utilities District "A Resolution of the Board of Trustees" To accept a Grant. (RUS Bulletin 1780-12). UNANIMOUSLY VOTED.

Philip McDonough moved and Dave Belyea seconded the motion authorizing District Clerk Sue T Sands to sign on behalf of Caribou Utilities District a true attested copy of minutes of June 26, 2019 Special Meeting stating that "It be resolved that the Board of Trustees of the Caribou Utilities District approves and accepts in all respects, a proposed loan of \$4,200,000. at an interest rate not to exceed 3.375% for a period of forty (40) years from USDA Rural Development for the purpose of FY19 WWTP Upgrades in accordance with Loan Resolution (RUS Bulletin 1780-27, and a proposed grant in the amount of \$1,400,000 in accordance with Grant Agreement RUS Bulletin 1780-12 and the Resolution of the Board of Trustees authorizing the President and District Clerk of the Board to execute and deliver all documents. UNANIMOUSLY VOTED. (5 years)

General Manager Hugh Kirkpatrick discussed a High Water use incident on Lower Lyndon Street as well as a draft copy of a letter that he wished to have mailed to owner. Philip McDonough moved and Dave Belyea seconded the motion authorizing Manager Kirkpatrick to proceed and mail a Certified Letter with Return Receipt requested to the owner. Nancy Solman, David Belyea, Jay Kamm, and Philip McDonough voted in favor of mailing the letter with Trustee Janine Murchison opposing the recommendation.

Philip McDonough moved and Dave Belyea seconded the motion to adjourn the meeting at 8:35 AM. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, July 17, 2019.

*A True Attested Copy:
Sue T. Sands. District Clerk
June 26. 2019*

The Monthly Meeting of Caribou Utilities District was held Wednesday, June 12, 2019 in the Conference Room at 176 Limestone Street, Caribou, Maine

Trustees Present;

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.
Andrew Kahrl, Revision Energy
Trustee, Janine Murchison, Remotely
Alan Hitchcock, Former Gen. Mgr.

Due to the absence of President Janine Murchison, Trustee David Belyea opened the meeting at 7:35 A.M. Phil McDonough moved and Jay Kamm seconded the motion to approve the minutes of the May 8, 2019 meeting. UNANIMOUSLY VOTED.

After discussion of the May 2019 Budget and Financial Reports, Phil McDonough moved and Jay Kamm seconded the motion to accept the Reports as presented. UNANIMOUSLY VOTED.

Manager Kirkpatrick discussed the Grimes Project and reviewed comments that have been received from the DEP and USDA. Bids for the project should be ready to go out by the end of the month with a due date of early August.

Manager Kirkpatrick was a participant in a conference call recently between Cathy Cullins of Progressive Realty, the Franchise holder for the new Dunkin Donuts building, and the Real Estate broker involved with handling the sale of the property regarding the sewer main going through the block of Progressive Realty.

Manager Kirkpatrick discussed with the Trustees a possible water rate increase of 3% to go in effect this fall. Mr. Kirkpatrick will prepare an analysis for the Trustees of what the revenue generated would be used for if a project is not in the future, which would include inflation cost, health insurance increases, etc.

There was discussion regarding a late payment charge or monthly interest to be added to delinquent accounts. The District has charged interest to accounts past due in the past, but discontinued the process in 2004. Sue will review further regarding the addition of an interest charge, or if a flat rate late payment charge would be added to the delinquent accounts. If this should be done, the terms and conditions would be revised in order to reflect this charge.

Sue discussed with the Trustees property on 45 River Road that the City took possession of in 2018, and later demolished. The District has several liens on the property plus an outstanding charge of \$1,668.35 for unpaid sewer fees. Sue will contact the City regarding a future sale of the vacant property, etc., and ask that the City add the outstanding sewer fees to the purchase price if it should be sold.

The High Street project is underway by the DOT. Trombley Construction moved two hydrant laterals plus a 6-inch service lateral for the District at the Hannaford location.

The River Road failure during the 2018 winter was discussed since the same problem occurred during the 2019 winter. The engineers are further evaluating the problem; however, the wastewater infrastructure seems to be OK at the present time.

The old digester building at the Maine Frozen Foods complex was discussed. At an earlier meeting the amount of residual effluent that was left behind when everything closed was mentioned. Samples of the effluent have been sent to Katahdin Analytical Labs for their evaluation in order for the City and the District to arrive at a plan for its disposal. Manager Kirkpatrick, Alan

Hitchcock, and Paul Rossignol will work with the City and prepare a procedure that will have to be followed exactly in order for the District to receive the effluent at the treatment plant along with a cost for this process. There is approximately 125,000 gallons of effluent to be removed.

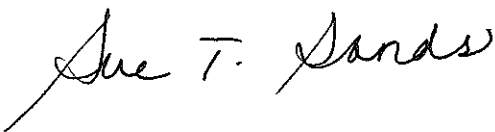
Manager Kirkpatrick reviewed correspondence received from Kevin Jones of T-Mobile regarding the possible reduction of monthly rent on their tower at 360 Main Street. Since the potential announcement of a T-Mobile/Sprint merger, they have found it necessary to take steps to plan for possible transitions, including reviewing current lease portfolios. Pyramid Network Services has been enlisted by T-Mobile to do a deep analysis of each site in order to find steps to reduce costs in order to bring T-Mobile into conformity with current market standards. They would like to reduce the current monthly rent from \$1,977.10 to \$1,285.11. Mr. Kirkpatrick also discussed correspondence received from Tower Point Wireless Sites regarding their proposal for a lump sum buy-out of the site lease in the vicinity of \$295,000.00. Manager Kirkpatrick will forward correspondence to Trustees for further review.

Andrew Kahrl of Revision Energy updated the Trustees of the status of the Solar Project on 300 River Road. Everything is right on track for the finalizing of the power purchase agreement (PPA) except for three things; (1) legal review, (2) tax treatment and (3) interconnection cost. Phil McDonough moved and Jay Kamm seconded the motion to authorize Manager Kirkpatrick to sign on behalf of the District, and authorize legal counsel, Rick Solman to review all legal matters involved in order to move forward with the administrative factors required in order to finalize the PPA Agreement by 6-30-2019. UNANIMOUSLY VOTED.

Manager Kirkpatrick was scheduled for a conference call with Joseph Donahue, Attorney at Preti-Flaherty in Augusta, Maine for 11:00 AM 6-12-19. Mr. Donahue prepared the legal filing with the PUC for Limestone Water District when they started their solar project, therefore Mr. Kirkpatrick felt that he would be the most favorable and knowledgeable attorney for the District to hire for our Solar Project.

Jay Kamm moved and Phil McDonough seconded the motion to adjourn the meeting at 9:40 A.M. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, July 17, 2019 at 7:30 A.M.

Sue T. Sands, District Clerk

A handwritten signature in cursive script that reads "Sue T. Sands". The signature is written in dark ink and is positioned below the printed name of the District Clerk.

Monthly Permit Report

June 2019

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	9	27	9	15
HOMES	0	0	2	2
MOBILE HOMES	1	2	0	0
MULTI-FAMILY	0	1	0	0
COMMERCIAL	2	10	1	1
EXEMPT	0	0	0	1
PLUMBING PERMITS				
INTERNAL	1	4	1	6
EXTERNAL	3	3	1	3
DEMO PERMITS	1	5	0	2
SIGN PERMITS	0	4	0	1

Year-to-Date is January 2019 to June 2019

Caribou Airport Public Advisory Committee

Meeting Minutes
March 21, 2019
6:00 PM
Caribou Municipal Airport

Attendance: Shane McDougall, Mark Jones, Danny Deprey, Darrell Bouchard, David Barbosa, Thomas Ayer, Huge Kirkpatrick, Jason Lister, Christine Lister, Chandler Tracy, Philip Arbeau, and Steven Farina.

Meeting Started: 0600

1. "Fly by the Pound"
 - a. Event date scheduled" June 15, 2019, rain date June 16, 2019. Chair: Shane McDougall
 - b. Weather will be the deciding factor: <10kts and visibility >5miles.
 - c. The event will provide introduction to flight; anyone in the community is welcomed to attend.
 - d. Cost: Donation 10 cents/lb or \$20 (first come first serve). Revenue generated will provide offset for aircraft fuel cost. Remaining funds will be donated to an aviation related activity (TBD).
 - e. Pilots are volunteering their time and plane. Each plane will be fueled prior to and after event.
 - f. Shane: 4 seat Bonanza; Danny: 4 seat Cherokee; Steve Farina: 4 seat Cherokee; Darrell/Mark, 4 seat Warrior; Dave Barbosa, 2 seat Maule; Cody Anderson, 2 seat Cessna & 4 seater.
 - g. Advertisement: Paper, Facebook, WAGM. City: website/facebook. Christine made posters for advertisement.
 - h. Food: Vendors. County Kettle Corn.
2. "Wings and Wheels" event August 24th.
 - a. Loring celebrating 25th anniversary of closure; b-52 and KC130s flying over/RV planes on August 24th.
 - b. Plan to reach out to RV planes to stop in, follow up at next meeting.
 - c. Dennis (City Manager) to lower cost of fuel for the day.
 - d. Burger Boy has been contacted to cook at the event: agreed.
 - e. Antique car show at event.
3. Static Display and hot dog roast- around May 15th.
 - a. Suggested and managed by David Barbosa.
 - b. David to speak with Christina about advertisement for this event. Flyers to local schools.
 - c. This event also to be used as advertisement for future events.
4. CAP Program.
 - a. John Lister discussed utilizing Caribou location for CAP program.
 - b. Dennis (City of Caribou), considered compensation for leasing, CAP program-no funds available. John reported willingness to assist with grounds and maintenance. Dennis to

discuss at next City Council meeting.

Next Meeting Scheduled: April 18th.

The meeting adjourned at approximately 6:45 pm. The foregoing is considered to be a true and accurate record of all items discussed.

Sincerely,

Danny Deprey
Secretary



Board of Directors

June 3, 2019

5:30 p.m.

Present: Doug Plourde, Chairman, Carl Soderberg, Mike Quinlan, Sue White, Neal Griffeth, Dr. Carl Flynn, Chris Bell, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO, Leslie Anderson, COO, Paula Parent, RN, CNO; Dr. Irene Djuanda, Chip Holmes, QHR, Peter Doebener, Pines Board Member and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Peter Doebener and Chip Holmes.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
EDUCATION	Jonathan Anderson provided an overview of USP 800 and pharmacy reconstruction project.	Informational.	
Regular Meeting			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 6:00 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the May 6, 2019 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	<p>Dr. Irene Djuanda provided the following updates from the May 28th Medical Staff Executive Committee Meeting:</p> <p>Steven Farina, DPM – New Privilege Request - Steven Farina, DPM has requested to add Neurolysis & Neurectomy in the foot such as Morton's Neuroma Excision & Tarsal Tunnel Release to his delineation of privileges. It was noted these are traditional privileges for a podiatrist. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to approve the additional privileges as requested through his current appointment which expires December 31, 2019. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff – Jerome Frazier, DO (OB/Gyn); The complete appointment application and provider profile of Jerome Frazier, DO 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 the provisional appointment of Jerome Frazier, DO to the Courtesy Medical Staff with privileges as requested through December 31, 2020. Dr. Wall was appointed as proctor for Dr. Jerome Frazier during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Donn Beeson, MD (Tele-Radiology); The complete appointment application and provider profile of Donn Beeson, MD was reviewed with no</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report from the Chief of Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the new privilege request of Steven Farina, DPM.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Jerome Frazier, DO to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>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 the provisional appointment of Donn Beeson, MD to the Consulting Medical Staff with privileges as requested through December 31, 2020. Dr. Roy was appointed as proctor for Dr. Donn Beeson during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Sandra Newberry, MD (Tele-Radiology); The complete appointment application and provider profile of Sandra Newberry, 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 the provisional appointment of Sandra Newberry, MD to the Consulting Medical Staff with privileges as requested through December 31, 2020. Dr. Roy was appointed as proctor for Dr. Sandra Newberry during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Michael Sentome, MD (Tele-Radiology); The complete appointment application and provider profile of Michael Sentome, MD was reviewed with no discrepancies. It was noted he did not go directly into Residency after medical school, he first began working for a consulting group and then entered a Residency program. 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 the provisional appointment of Michael Sentome, MD to the Consulting Medical Staff with privileges as requested through December 31, 2020. Dr. Roy was appointed as proctor for Dr. Michael Sentome during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff – Mia Branch, MD (OB/Gyn); The complete appointment application and provider profile of Mia Branch, MD was reviewed with no discrepancies. She reported two malpractice claims with pre-trial settlements which were reviewed with no concerns of trends or competency issues. The report from the National Practitioner's Data Bank contained two malpractice payment reports. Upon motion duly made and seconded it was so VOTED to recommend approving the provisional appointment of Mia Branch, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2020. Dr. Wall was appointed as proctor for Dr. Mia Branch during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Dennis DeJesus, MD (Tele-Radiology); The complete appointment application and provider profile of Dennis DeJesus, MD was reviewed. It was noted he</p>	<p>VOTED to approve the provisional appointment of Donn Beeson, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Sandra Newberry, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Michael Sentome, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Mia Branch, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>transferred Fellowship programs to be closer to family. One of the work verifications noted the applicant has had privileges, employment, or association at the institution suspended, restricted, or terminated either voluntarily or involuntarily. In our follow up the facility indicated they did not complete that form and their policy is to verify dates only and they could not comment more. There were a few comments on peer reviews which were reviewed and determined the comments were not concerning for the services of a Tele-Radiologist. 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 the provisional appointment of Dennis DeJesus, MD to the Consulting Medical Staff with privileges as requested through December 31, 2020. Dr. Roy was appointed as proctor for Dr. Dennis DeJesus during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff – Rodney Lahren, MD (General Surgery); The complete appointment application and provider profile of Rodney Lahren, MD was reviewed with no discrepancies. He reported one malpractice claims which was closed without payment. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the provisional appointment of Rodney Lahren, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2020. Dr. Bawa was appointed as proctor for Dr. Rodney Lahren during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff – Jennifer Linden, MD (OB/Gyn); The complete appointment application and provider profile of Jennifer Linden, MD was reviewed with no discrepancies. Her explanations for gaps in hospital affiliations were reviewed. It was noted she was terminated from her previous employment for "no cause". It was noted she was granted temporary privileges and already provided some coverage with no issues. 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 the provisional appointment of Jennifer Linden, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2020. Dr. Wall was appointed as proctor for Dr. Jennifer Linden during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Michael Parker, MD; The complete appointment application and provider profile of Michael Parker, MD was reviewed with no discrepancies. He reported two malpractice claims with one closed without payment and the other one is pending before a malpractice panel. The report from the National Practitioner's Data Bank contained no</p>	<p>VOTED to approve the provisional appointment of Dennis DeJesus, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Rodney Lahren, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Jennifer Linden, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>reports. Upon motion duly made and seconded it was so VOTED to recommend approving the provisional appointment of Michael Parker, MD to the Consulting Medical Staff with privileges as requested through December 31, 2020. Dr. Roy was appointed as proctor for Dr. Michael Parker during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Staff – Rashmi Bawa, MD (General Surgery): The complete reappointment application and provider profile of Rashmi Bawa, 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 the reappointment of Rashmi Bawa, MD to the Active Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Staff – Claude Boma, MD (Internal Medicine): The complete reappointment application and provider profile of Claude Boma, 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 the reappointment of Claude Boma, MD to the Active Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Staff – Carl Flynn, MD (Family Medicine): The complete reappointment application and provider profile of Carl Flynn, 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 the reappointment of Carl Flynn, MD to the Active Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Staff – Albert Whiting, MD (Ophthalmology): The complete reappointment application and provider profile of Albert Whiting, 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 the reappointment of Albert Whiting, MD to the Active Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Staff – Samuela Manages, MD (Family Medicine): The complete reappointment application and provider profile of Samuela Manages, MD was reviewed with no</p>	<p>Michael Parker, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Rashmi Bawa, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Claude Boma, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Carl Flynn, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Albert Whiting, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>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 the reappointment of Samuela Manages, MD to the Active Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Staff – Brian Wall, MD (OB/Gyn): The complete reappointment application and provider profile of Brian Wall, 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 the reappointment of Brian Wall, MD to the Active Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Staff – Sherri Casey, MD (Pediatrics): The complete reappointment application and provider profile of Sherri Casey, 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 the reappointment of Sherri Casey, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Staff – Blayne Fritz, MD (Pediatrics): The complete reappointment application and provider profile of Blayne Fritz, 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 the reappointment of Blayne Fritz, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Sara Banerjee, MD (Tele-Radiology): The complete reappointment application and provider profile of Sara Banerjee, 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 the reappointment of Sara Banerjee, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Kristin Casey, MD (Tele-Radiology): The complete reappointment application and provider profile of Kristin Casey, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon</p>	<p>VOTED to approve the reappointment of Samuela Manages, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Brian Wall, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Sherri Casey, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Blayne Fritz, MD to the Courtesy Medical Staff,</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Sara Banerjee, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>motion duly made and seconded it was so VOTED to recommend approving the reappointment of Kristin Casey, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – John Chang, MD (Tele-Radiology): The complete reappointment application and provider profile of John Chang, 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 the reappointment of John Chang, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Steven Edson, MD (Tele-Radiology): The complete reappointment application and provider profile of Steven Edson, 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 the reappointment of Steven Edson, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Matthew Hoffman, MD (Tele-Radiology): The complete reappointment application and provider profile of Matthew Hoffman, 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 the reappointment of Matthew Hoffman, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors.</p> <p>Reappointment Consulting Staff – Krishnan Kartha, MD (Tele-Radiology): The complete reappointment application and provider profile of Krishnan Kartha, 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 the reappointment of Krishnan Kartha, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Snehal More, MD (Tele-Radiology): The complete reappointment application and provider profile of Snehal More, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon</p>	<p>reappointment of Kristin Casey, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of John Chang, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Steven Edson, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Matthew Hoffman, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Krishnan Kartha, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>motion duly made and seconded it was so VOTED to recommend approving the reappointment of Snehal More, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Alan Pratt, MD (Tele-Radiology): The complete reappointment application and provider profile of Alan Pratt, 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 the reappointment of Alan Pratt, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Naomi Saenz, MD (Tele-Radiology): The complete reappointment application and provider profile of Naomi Saenz, 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 the reappointment of Naomi Saenz, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Orin Buetens, MD (Pathology): The complete reappointment application and provider profile of Orin Buetens, 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 the reappointment of Orin Buetens, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Scott Dufresne, MD (Pathology): The complete reappointment application and provider profile of Scott Dufresne, 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 the reappointment of Scott Dufresne, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Mark Giovannetti, MD (Tele-Radiology): The complete reappointment application and provider profile of Mark Giovannetti, 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 the reappointment of</p>	<p>reappointment of Snehal More, MD to the Consulting Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Alan Pratt, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Naomi Saenz, MD to the Consulting Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Orin Buetens, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Scott Dufresne, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Mark</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Mark Giovannetti, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Kedar Kulkarni, MD (Tele-Radiology): The complete reappointment application and provider profile of Kedar Kulkarni, 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 the reappointment of Kedar Kulkarni, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Mayur Movalia, MD (Tele-Radiology): The complete reappointment application and provider profile of Mayur Movalia, 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 the reappointment of Mayur Movalia, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Wendell Myers, MD (Tele-Radiology): The complete reappointment application and provider profile of Wendell Myers, 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 the reappointment of Wendell Myers, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Stephen Pfister, MD (Pathology): The complete reappointment application and provider profile of Stephen Pfister, 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 the reappointment of Stephen Pfister, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Chung Shum, MD (Pathology): The complete reappointment application and provider profile of Chung Shum, 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 the reappointment of Chung Shum, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This</p>	<p>Giovannetti, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kedar Kulkarni, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Mayur Movalia, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Wendell Myers, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Stephen Pfister, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Chung Shum, MD to the</p>	



Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Marek Skacel, MD (Pathology): The complete reappointment application and provider profile of Marek Skacel, 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 the reappointment of Marek Skacel, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Carol Trask, MD (Pathology): The complete reappointment application and provider profile of Carol Trask, 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 the reappointment of Carol Trask, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Jay Ye, MD, PhD (Pathology): The complete reappointment application and provider profile of Jay Ye, MD, PhD 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 the reappointment of Jay Ye, MD, PhD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Spyridon Akrivakris, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Spyridon Akrivakris, 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 the reappointment of Spyridon Akrivakris, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Chae Choi, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Chae Choi, 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 the reappointment of Chae Choi, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Marek Skacel, MDS to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Carol Trask, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Jay Ye, MD, PhD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Spyridon Akrivakris, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Chae Choi, MD to the Consulting Medical Staff.</p>	

Board of Directors

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5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Staff – Sourbha Dani, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Sourbha Dani, 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 the reappointment of Sourbha Dani, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Sean Hagenbuch, MD (Pediatric Cardiovascular Disease): The complete reappointment application and provider profile of Sean Hagenbuch, 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 the reappointment of Sean Hagenbuch, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Christopher Lang, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Christopher Lang, 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 the reappointment of Christopher Lang, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Joseph Mack, MD (Tele-Radiology): The complete reappointment application and provider profile of Joseph Mack, 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 the reappointment of Joseph Mack, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Thomas Martin, MD (Pediatric Cardiovascular Disease): The complete reappointment application and provider profile of Thomas Martin, 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 the reappointment of Thomas Martin, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. 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 reappointment of Sourbha Dani, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Sean Hagenbuch, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Christopher Lang, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Joseph Mack, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Thomas Martin, MD to the Consulting Medical Staff.</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Staff – Matthew McKay, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Matthew McKay, 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 the reappointment of Matthew McKay, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Jose Tungol, MD (Neurology): The complete reappointment application and provider profile of Jose Tungol, 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 the reappointment of Jose Tungol, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Paul Vom Eigen, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Paul Vom Eigen, 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 the reappointment of Paul Vom Eigen, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Ronald Zviti, MD (Pediatric Nephrology): The complete reappointment application and provider profile of Ronald Zviti, 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 the reappointment of Ronald Zviti, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Mary Allen, FNP: The complete reappointment application and provider profile of Mary Allen, FNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Mary Allen, FNP to the Allied Health Professional Staff with privileges as requested through June 30, 2021 with Dr. Flynn as her supervising physician. 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 reappointment of Matthew McKay, to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Jose Tungol, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Paul Vom Eigen, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Ronald Zviti, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Mary Allen, FNP to the Allied Health Professional Staff.</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Allied Health Professional Staff – Bonnie Bouchard, CNM: The complete reappointment application and provider profile of Bonnie Bouchard, CNM 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 the reappointment of Bonnie Bouchard, CNM to the Allied Health Professional Staff with privileges as requested through June 30, 2021 with Dr. Wall as her supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Kimberly Cousins, FNP: The complete reappointment application and provider profile of Kimberly Cousins, FNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend the reappointment of Kimberly Cousins, FNP to the Allied Health Professional Staff with privileges as requested through June 31, 2021 with Dr. Flynn and Dr. Harrigan as her supervising physicians. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Ann Gahagan, FNP: The complete reappointment application and provider profile of Ann Gahagan, FNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend the reappointment of Ann Gahagan, FNP to the Allied Health Professional Staff with privileges as requested through June 31, 2021 with Dr. Flynn as supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Vanessa McDougall, FNP: The complete reappointment application and provider profile of Vanessa McDougall, FNP was reviewed with no discrepancies found. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend the reappointment of Vanessa McDougall, FNP to the Allied Health Professional Staff with privileges as requested through June 31, 2021 with Dr. Harrigan as her supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Lindsay Reynolds, FNP: The complete reappointment application and provider profile of Lindsay Reynolds, FNP was reviewed with no discrepancies found. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend the reappointment of Lindsay Reynolds, FNP to the Allied Health Professional Staff with privileges as requested through</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Bonnie Bouchard, CNM to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kimberly Cousins, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Ann Gahagan, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Vanessa McDougall, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Lindsay Reynolds, FNP to the Allied</p>	



Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>June 31, 2021 with Dr. Bawa as her supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – Tanja Lindsey, MD (Emergency Medicine): The complete reappointment application and provider profile of Tanja Lindsey, MD was reviewed with no discrepancies found. The report from the National Practitioner’s Data Bank contained no new reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Tanja Lindsey, MD to the Active Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Staff – Ruthie May Chua, MD (Rheumatology): The complete reappointment application and provider profile of Ruthie May Chua, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Dr. Chua made some additions to her delineation of privileges and those additions were reviewed with no concerns. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Ruthie May Chua, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Medical Staff – Wilkins Dedwylder, MD (Emergency Medicine): The complete reappointment application and provider profile of Wilkins Dedwylder, MD was reviewed. It was noted there is a notice of claim pursuant to the Maine Tort Claims Act. The report from the National Practitioner’s Data Bank contained no new reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Wilkins Dedwylder, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2021 waiving the requirement for Active Medical Staff membership elsewhere. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Medical Staff – James Raker, MD (Emergency Medicine): The complete reappointment application and provider profile of James Raker, MD was reviewed with no discrepancies found. The report from the National Practitioner’s Data Bank contained no new reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of James Raker, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2021 waiving the requirement for Active Medical Staff membership elsewhere. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Tanja Lindsey, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Ruthie May Chua, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Wilkins Dedwylder, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of James Raker, MD to the Courtesy Medical Staff.</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Staff – Alaa Ayyoub, MD (Interventional Cardiology): The complete reappointment application and provider profile of Alaa Ayyoub, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Dr. Ayyoub removed some privileges on his delineation of privileges and those deletions were reviewed with no concerns. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Alaa Ayyoub, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Karen Caldemeyer, MD (Tele-Radiology): The complete reappointment application and provider profile of Karen Caldemeyer, MD was reviewed with no discrepancies. She reported two malpractice claims which both are currently pending before a malpractice panel. 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 the reappointment of Karen Caldemeyer, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Delphia Clarke, MD (Tele-Radiology): The complete reappointment application and provider profile of Delphia Clarke, 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 the reappointment of Delphia Clarke, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Liat Kaplan, MD (Tele-Radiology): The complete reappointment application and provider profile of Liat Kaplan, 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 the reappointment of Liat Kaplan, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Juan Merchan Hakspiel, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Juan Merchan Hakspiel, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Dr. Hakspiel transitioned from the Internal Medicine core privilege form to the Cardiology core privilege form. Upon motion duly made and seconded it was so VOTED to</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Alaa Ayyoub, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Karen Caldemeyer, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Delphia Clarke, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Liat Kaplan, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Juan Merchan Hakspiel, MD to</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>recommend approving the reappointment of Juan Merchan Hakspiel, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Serge Somrov, MD (Tele-Radiology): The complete reappointment application and provider profile of Serge Somrov, MD was reviewed with no discrepancies. He reported one new malpractice claim which is pending before a malpractice panel. 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 the reappointment of Serge Somrov, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Kurtis Tedesco, MD (Tele-Radiology): The complete reappointment application and provider profile of Kurtis Tedesco, MD was reviewed with no discrepancies. He reported one new malpractice claim which is pending before a malpractice panel. 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 the reappointment of Kurtis Tedesco, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Leonidas Tzogias, MD (Cardiovascular Disease): The complete reappointment application and provider profile of Leonidas Tzogias, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Dr. Tzogias transitioned from the Internal Medicine core privilege form to the Cardiology core privilege form. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Leonidas Tzogias, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – William Wong, MD (Tele-Radiology): The complete reappointment application and provider profile of William Wong, 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 the reappointment of William Wong, MD to the Consulting Medical Staff with privileges as requested through June 30, 2021. This recommendation was forwarded to the Board of Directors for action.</p>	<p>the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Serge Somrov, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kurtis Tedesco, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Leonidas Tzogias, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of William Wong, MD to the Consulting Medical Staff.</p>	

Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Allied Health Professional Staff – Kimberly Martin, CNM, FNP: The complete reappointment application and provider profile of Kimberly Martin, CNM, FNP, was reviewed with no discrepancies. A consent agreement with the Maine Board of Nursing was reported. The report from the National Practitioner's Data Bank contained a state licensure action report. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Kimberly Martin, CNM, FNP to the Allied Health Professional Staff with privileges as requested through June 30, 2021 with Dr. Wall as her supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Scott Walton, PA-C: The complete reappointment application and provider profile of Scott Walton, PA-C, was reviewed with no discrepancies. He reported the previous pending malpractice claim was settled in October 2018. 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 the reappointment of Scott Walton, PA-C to the Allied Health Professional Staff with privileges as requested through June 30, 2021 with Dr. Michaud as his supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Applications Not Received - The reappointment applications were not received from Dr. Kevin Strong, Dr. James Cao, Dr. Kristin Rojas, Dr. Trudi Chase, Dr. Robert Hand, Jaymie St. Peter and Clayton Jones.</p> <p>Treasurer's Report – Dr. Djuanda reported that the Medical Staff voted to make a \$1,000 donation to the Micah Wall Scholarship Fund.</p> <p>Peer Review Summary – The 1st quarter 2019 Peer Review Summary Reports were included in the packet for review.</p> <p>Dashboard – The Medical Staff Quality Indicators include data for January through April on the dashboard.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kimberly Martin, CNM, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Scott Walton, PA-C to the Allied Health Professional Staff.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p>	
4. Quality Management Committee	<p>Dr. Regen Gallagher provided the following updates from the May 15th meeting:</p> <p>Old Business – Items covered were: Update on H&P Dictated within 24 hours After Admission to include names and detail on reports; MRI Lumbar Spine and CT Abdomen reports to include provider names; newly recommended quality indicators at Safety and QM Committee, per Joint Commission recommendations post survey.</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

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Utilization and Case Management – Items reviewed were: Case Management Dashboard, Readmission Rates (Internal), MOON Notice and Physician Review – Observation Care.</p> <p>Risk Management – There was nothing new to report.</p> <p>Patient Safety – Reports reviewed were: Patient Safety Committee Minutes and quarterly tracers.</p> <p>Joint Commission Follow-up – The Joint Commission certificate has been received for deemed accreditation status for 3 years. Recently completed was the hard pack areas outside the emergency exit doors.</p> <p>Quality Management Compliance Indicators – Indicators reviewed were from the following departments:</p> <ul style="list-style-type: none"> • Environment of Care • Specialty Services • Diabetes Clinic • Jefferson Cary Cancer Center 		
Dashboard 2019	<p>Dashboard – Dr. Regen Gallagher and Leslie Anderson provided the following updates on the Dashboard:</p> <ul style="list-style-type: none"> • <u>Core Measures</u>: Sepsis and pre-natal measures were reviewed. • <u>Medical Staff Quality Indicators</u>: Items were covered during Medical Staff Report. • <u>Departmental Quality Indicators</u>: Data continues to be added to the departmental quality indicators. • <u>HCAHPS/Patient Satisfaction</u>: The scores were reviewed. Discussion ensued. A recommendation was made to graph information from Avatar, HealthStream and Press Ganey on the ranking of the four Aroostook County hospitals for the Hospital Compare Scores. • <u>Patient Complaints</u> – There were nine complaints during the 2nd Q 2019 perception of care. 	Informational.	
Patient Safety Committee Minutes	<p>Patient Safety Committee Minutes – The minutes of the May 8, 2019 meeting were included in the packet for review.</p>	Informational.	



Board of Directors
June 3, 2019
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Report from Board Members – PHS BOD & MSEC</p>	<p>Doug Plourde provided the following updates:</p> <p>PHS Board of Directors Meeting – No report was provided.</p> <p>MSEC Meeting – Dr. Flynn stated the report was covered during the Chief of Staff report. He noted that discussion took place regarding the physician Honorarium Wall and the process for physician to qualify.</p>	<p>Informational.</p>	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p> <p>b. SCH Status & 340b</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment:</p> <ul style="list-style-type: none"> • Dr. Yesim Kural, OB/GYN, continues to be interested in the position with Pines Health Services. References have been completed. • Dr. Carlos Chavez, General Surgeon, will begin full time August 1, 2019. He is looking to rent a home prior to purchasing one. His oldest daughter was accepted at MSSM, she will begin this fall. His youngest daughter is also interested in attending MSSM. • Dr. Jarryd Rossignol, Family Practice, begins full time August 1, 2019. Dr. Rossignol will cover Pines locations in Presque Isle and Fort Fairfield. He and his wife are expecting twins in October. • Pediatrics, There is currently a doctor available this year. The doctor is a J1 candidate and needs to practice in a rural area. Plans are to schedule a site visit soon. • OB/GYN Locum Coverage – Locum coverage has been secured with Dr. Josette Hunter-Chamberlain, Dr. Mark Townsend and Dr. Roseann Freundel through Fall 2019. <p>Leads continue to be pursued for Pediatrics, ER and OB/GYN. Candidates available in 2020 are being reviewed.</p> <p>Sole Community Hospital (SCH) Status & 340b – Chelsea Desrosiers and Bill Flagg are currently obtaining Letters of Support for the SCH Status application. If accepted, this could be over \$1M dollars cash for Cary Medical Center and would qualify Cary for 340b which would be a significant impact. The CEO Report contains more information and includes a matrix of the process and current status.</p>	<p>Informational.</p>	



Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
c. Legislative Bills	Legislative Bills – Kris Doody provided a brief overview of the Worker’s Comp bill currently being reviewed in Augusta. Some legislators are willing to have the bill monitored and others are opposed to the bill. The rural health bill in the Augusta legislature for rebasing rural health clinics contains a tax benefit for educational debt. The legislature requested a “tax-free” program for physicians, RN’s, laboratory and radiology technicians. Kris Doody recently attended a press conference and public hearing in Augusta to support this legislation. The program may be approved but not funded in its entirety.		
7. Report of Finance & Personnel Committee a. March Financials	Chelsea Desrosiers provided the following updates: CMC Financials – An overview was provided of the April financials for Cary Medical Center, including a review of: gross patient revenue, expenses, net income and AR.	Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.	
8. Compliance Quarterly Report a. Annual Contract Review b. Conflict of Interest Policy c. Compliance Quarterly Report	Dr. Regen Gallagher provided the following updates: Annual Contract Review – The 2018 Annual Contract Review was conducted by Chelsea Desrosiers and staff during the months of April and May. It was a good audit, all information is up to date, with no issues noted. Conflict of Interest Policy – This item was tabled until July. Compliance Quarterly Report – Items reviewed included: implementing QHR recommendations, creating individual policies from the one large Compliance Policy, Audits of: post-acute care transfers, downtime procedures, financials and HIPAA walkthrough; Compliance Hotline Report contained no calls, Healthicity Program is being utilized for variances with a demonstration of the program is scheduled on June 5 th with MRHC hospitals; Simply Compliance is scheduled for June, topic: 1557 – Non-discrimination and civil rights policies; one physician contact renewal was completed on schedule in Anesthesia; 2019 MAP work continues on meeting each month’s goals and planned audits, OIG work plan is reviewed monthly.	Upon motion duly made and seconded, it was so VOTED to approve the Annual Contract Review as presented. Informational. Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report Committee Quarterly Report as presented.	



Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
9. Nursing Quarterly Report	<p>Paula Parent reviewed the following items: medication verification, HCAHPS scores, inpatient falls, Leapfrog – Nursing Workforce, 2019 Hospira 360 Plum IV Pump and Philips Monitor Software upgrade, Nurses Week, DAISY Award recipient and 1st Annual Cary and Pines Recruitment Fair.</p> <p>Staffing is reviewed at each leadership meeting.</p>	Upon motion duly made and seconded, it was so VOTED to approve the Nursing Quarterly Report as presented.	
10. Quorum Health Resources Updates	<p>Chip Holmes provided the following updates:</p> <p>Annual Trustee Leadership Conference – The Annual Trustee Leadership Conference will be held in Phoenix, Arizona in March 2020.</p> <p>Leapfrog – Congratulations to Cary Medical Center for the “A” score received from Leapfrog.</p> <p>Consulting and Support Deployment Plan – Planning is underway to assist in the completion of the Community Health Needs Assessment (CHNA) by December 2019. A focus for 2019 is QPA/GPO Review – Annual Savings. Chip thanked all involved for the Supply Chain Review during the visit of Tony Bramer and Jim Lynch. Advantage Trust is a program that is being reviewed for Cary Medical Center and Pines Health Services to purchase goods and materials from Health Trust. More information will be provided in the future.</p> <p>Dashboard Report – The Dashboard Report was included in the packet for review.</p> <p>Quorum Board Minutes – The May 2019 issue was included in the packet for review.</p> <p>Other – Chip reported that there are new leaders within QHR. President Dwayne Gunter has completed his first 90 days with QHR. Plans are to continue with business development to help current hospitals. QHR will review alliances with large hospitals that have ownership of small hospitals. A new focus will be analytic tools, including apps for investments, supply chain, revenue cycle and EMR. Review of umbrella solutions and group purchasing of insurance.</p>		



Board of Directors

June 3, 2019

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
11. Adjournment, Other & Next Meeting	<p>Other – A reminder there is a Tufts New Student Meet & Greet Picnic on Tuesday, June 11th at Kris' house beginning at 5:30 p.m.</p> <p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:31 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, July 1, 2019, 5:30 p.m.</p>	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer



June 18, 2018 – Executive Board Room NMDC

Board members present: Paul Camping, Tim Ring, Jay Kamm, Karen Ouellette, Jessica Plourde and James Cerrato

Call to Order 6:03pm

Jay brought to our attention the minutes from the first meeting should reflect that funding was APPLIED for, not guaranteed in regard to the county grant. The change was noted.

It was decided the next meeting would be held on Tuesday, July 9th at 6pm in the NMDC board room.

Copies of the current list of properties that are up for bid by the city were distributed, as were maps.

Jessica shared with the group that in Southern Maine a Certificate of Occupancy would not be awarded if there are code violations on file. Discussion followed regarding the merits of the Certificate of Occupancy and how that could be used as a tool in our effort to combat blight.

Mr. Camping posed a question to the board, "What can we do for those who cannot do for themselves?" Example was provided of a house on the Grimes Rd that is in a terrible state of disrepair.

We discussed the notion of equal enforcement of code- vacant versus occupied dwellings. We need to be mindful not to create a problem.

Mr. Camping brought up the 2015 International Property Maintenance Code for the group to view as well as see where it could be found online.

A discussion about tiny houses ensued. Is there a minimum square footage requirement? What is the City's stance on tiny houses?

Mr. Camping asked if we thought TIF incentives would be a good avenue to explore for investors who may be willing to invest and rehab some older properties.

We were in favor of inviting Mr. Ken Murchison to the next board meeting so we can ask questions. We agreed to get questions to Mr. Camping prior to the next meeting so he could compile them.

Meeting adjourned 7:34pm

CFAD MONTHLY REPORT

June 2019

Total Calls – 175

Fire Calls 17 Ambulance Calls 157 Cancelled Calls 1

See attached Breakdown

-Alarms for Fires (33) 2
-Alarms for Rescues (66)
-Silent Alarms 15
Total Hours Pumped 1.25
Gallons of Water Used 10,510
Amt. of Hose used: 150'
Ladders Used (in Feet):
(75' Ariel)_____
Thermal Imaging Camera Used: 4
Gas Meter Used:
Rescue Sled & Snowmobile:
Rescue Boat:
Jaws Used:

Fire Permits Issued 131
Miles Traveled by all Units 11,346

MUTUAL AID TO:

P.I.F.D. 1 (Fire)
F.F.F.D.
L.F.D.
W.F.D.
Stockholm F.D.
North Lakes FD
Crown Amb 2
Van Buren Amb. 2
Life Flight 9

Out of City Fire and/or Ambulance Responses

LOCATION	# Of Fires Responses	Man Hrs.	#of Amb. Responses
Woodland	2	3.5 mhrs.	2
New Sweden			6
Connor	2	5.5	3
Perham			0
Stockholm			5
Westmanland			0
Washburn			6
Wade			1
Sinclair			1

Fire Extinguisher Class = 22 participants

- ALS Calls 95
- BLS Calls 62
- Amb Calls cancelled: 1
- No Transport 19
- Long Distance Transfers 22
- Calls Turned Over: 14 = \$29,376

Total Out of Town Calls 32

Est. Fire Loss, Caribou \$
Est. Fire Loss, out of City \$5,000
Total Est. Fire Loss \$5,000

Total Maint. Hours 5 mhrs.
Total Training Hours 81.25 mhrs.

*Color Guard Trng./Ceremonies

MUTUAL AID FROM:

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

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For June 2019

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	1		
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)			
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)	1		
10. Storage (111)			
11. Vacant Buildings or being Built (111)	3		\$5,000
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)	1		
14. Other Vehicles (planes, trains, etc.) (132)			
15. Fires in brush, grass w/no value (140)			

Other Incidents

16. Haz-Mat (400)	2
17. False Calls (740)	
18. Mutual Aid Calls (571)	1 – PIFD
19. Aid to Ambulance (10-55's) (322)	
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ or Alarm) (730)	8 (1 – Smoke; 7 – Alarms)
22. Service Calls (500)	
23. Ambulance Calls (300)	157

Cancelled 1
Fire/Rescue 17
Total Calls for the Month: ____175____

CFAD BI-ANNUAL REPORT

Jan. – June 2019

Total Calls – 1243

Fire Calls 87 Ambulance Calls 1143 Cancelled Calls 13

See attached Breakdown

-Alarms for Fires (33) 7
-Alarms for Rescues (66) 1
-Silent Alarms 79
Total Hours Pumped 5
Gallons of Water Used 15,110
Amt. of Hose used: 1,440'
Ladders Used (in Feet):
(75' Ariel) 5
Thermal Imaging Camera Used: 20
Gas Meter Used: 7
Rescue Sled & Snowmobile:

Rescue Boat: 1
Jaws Used:

Fire Permits Issued 427
Miles Traveled by all Units 66,742

- ALS Calls 651
- BLS Calls 492
- Amb Calls cancelled: 13
- No Transport 153
- Long Distance Transfers 150
- Calls Turned Over: 59 = \$117,504

Total Out of Town Calls 202

Est. Fire Loss, Caribou \$15,000
Est. Fire Loss, out of City \$27,000
Total Est. Fire Loss \$42,000

Total Maint. Hours 68.75 mhrs.
Total Training Hours 796.75 mhrs.

*Color Guard Trng./Ceremonies

MUTUAL AID TO:

P.I.F.D. 2 – Fire 2 – Amb.
F.F.F.D.
L.F.D.
W.F.D.
Stockholm F.D.
North Lakes FD
Crown Amb 13
Van Buren Amb. 7
Life Flight 27

MUTUAL AID FROM:

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

Out of City Fire and/or Ambulance Responses

LOCATION	# Of Fires Responses	Man Hrs.	#of Amb. Responses
Woodland	7	19.75	27
New Sweden	3	15.25	49
Connor	3	7	13
Perham			8
Stockholm	1 Rescue	3.75	24
Westmanland			0
Washburn			41
Wade			5

Fire Extinguisher Class = 22 participants
Smoke Detectors Installed = 3 homes – 16 Detectors
3 Days for Spring Finale LNTB

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For Jan. - June 2019

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	9		\$15,000
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)	2		
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)	1		
10. Storage (111)	1		
11. Vacant Buildings or being Built (111)	4		\$5,000
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)	4		
14. Other Vehicles (planes, trains, etc.) (132)	1		\$7,000
15. Fires in brush, grass w/no value (140)	4		

Other Incidents

16. Haz-Mat (400)	2
17. False Calls (740)	
18. Mutual Aid Calls (571)	2 (PIFD – Fire)
19. Aid to Ambulance (10-55's) (322)	10
20. Aid to Police (551)	1
21. Investigation (Smoke, CO ₂ or Alarm) (730)	41 (4 – CO; 12 – Smoke; 25 – Alarms)
22. Service Calls (500)	5
23. Ambulance Calls (300)	1143

Cancelled 13

Fire/Rescue 87

Total Calls for 6 months: ____1243____

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

MEMO

**TO: Mayor Mark Goughan
CC: Caribou City Council/ Dennis Marker
FROM: Gary Marquis
RE: Update on Rec Center summer programs
DATE: July 17, 2019**

Mayor Goughan and City Councilors:

I just wanted to give you a quick update on the summer programs here at the recreation center. The summer started off a little chilly but recently the weather has been perfect. We have had to utilize our gym a few times this summer with a few rain events but notifying parents has been simple. This marks the second summer that we are holding our programs at the High School Athletic complex. The School staff has been wonderful to work with. We are in hopes that next summer we will be able to host tennis at our new facility, most likely baseball will need to be instructed at the High School, as the field should have a full growing season before utilizing it.

The program numbers are very good this year with all programs full. Tennis is still our best attended sport with baseball numbers doing well. The past several summer our junior girl's softball program attendees have dropped a little. Staff have also been very good this year. I measure this success to people coming up to me in the community and raving about our staff. The Caribou outing program numbers are up as well. Trips are all full of happy smiles when they return.

Next week marks the end of regular season for programs and the week after we will be hosting end of season tournaments for both tennis and baseball.

Thank you for your time and consideration on this matter.

Respectfully Submitted:

Gary Marquis
Supt. of Parks and Recreation