

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, September 23, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.



- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Forum**
 - a. Discussion with Senate President Troy Jackson
 - b. Valerie-ann Waldermarsen
- 4. Minutes**
 - a. Council Meeting held September 9, 2019 Pgs 2-5
 - b. Council Meeting held August 19, 2019 Pgs 6-10
- 5. Financials**
 - a. August Financial Report Pgs 11-19
- 6. Bid Openings, Awards, and Appointments**
- 7. Public Hearings and Possible Action items**
 - a. Acceptance of 2019 CDBG Funds for a Transportation Coalition Study Pg 20
- 8. New Business**
 - a. Alcohol License for A&W Properties dba The Warehouse Bar & Grill at 14 Evergreen Parkway Pgs 21-23
 - b. Discussion regarding City Fee Schedule Pgs 24-30
 - c. Discussion regarding DOT Request for Overweight Limit Permit for Otter Brook Bridge Project Pgs 31-34
 - d. Automatic Mutual Aid Agreement for Fire Services with Limestone Pgs 35-37
 - e. Automatic Mutual Aid Agreement for Fire Services with Fort Fairfield Pgs 38-39
 - f. Automatic Mutual Aid Agreement for Fire Services with Washburn Pgs 40-41
- 9. Old Business & Adoption of Ordinances and Resolutions**
 - a. Resolution 09-01-2019 Accepting 2019 CDBG Funds for a Transportation Coalition Study Pg 20
 - b. Public Safety Advisory Committee Recommendation Pg 42
 - c. Letter of Appreciation to Public Safety Facilities Advisory Committee Participants Pg 43
 - d. Discussion and Possible Action Regarding RFQ for Public Safety Architectural Services Pgs 44-57
 - e. Discussion and Possible Action Regarding Airport Land Lease Renewal with Weather Service Pgs 58-69
 - f. Discussion and Possible Action Regarding Airport Land Lease Renewal with Tom Goetz Pgs 70
 - g. Introduction of Ordinance 3, 2019 Series - General Assistance Rates Pgs 71-75
- 10. City Manager's Report** Pg 76
- 11. Reports and Discussion by Mayor and Council Members**
 - a. Definition of Economic Development
 - b. 2020 Budget Presentations – Municipal Airport, City Trailer Park, Cemeteries Pgs 77-79
- 12. Reports of Officers, Staff, Boards and Committees** Pgs 80-84
- 13. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. §405.6D Discussion of labor contracts with local unions
- 14. Old Business**
 - a. Discussion and Possible Action Regarding 2020 Fire/EMS Union Agreement
 - b. Discussion and Possible Action Regarding 2020 Sergeants Union Agreement
- 15. Next Meeting(s): October 15 and 28**
- 16. 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.

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, September 9, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, David Martin, Joan Theriault, Nicole Cote, Hugh Kirkpatrick, and Thomas Ayer. Jody R. Smith was absent.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kenneth G. Murchison (Zoning Administrator), 6:26 p.m. Christina Kane-Gibson (Events and Marketing), Michael Gahagan (Police Chief), 6:31 p.m. Scott Susi (Fire Chief), and Hope Shafer (Library Director).

Christopher Bouchard of the Aroostook Republican covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

- Sarah McLean, Dawn Peterson, and two others – Recovery Aroostook – spoke in support of the Council writing a letter of support establishing a recovery house on Hammond Street. Ms. McLean reported they have canvassed the Hammond Street neighborhood and informed them that a recovery house will be moving into the neighborhood.
- Bruce Hagelstein – Caribou resident – asked a question: Has a decision been made about the River Road? He spoke in support of the Police Department moving into new quarters and suggested a conversion of a building rather than building new.
- Milo Haney – Caribou resident – spoke in opposition to a new public safety building on the Birdseye’s property. He requested that a public safety building project not go out to a local referendum.
- John Cook – Caribou resident – Mr. Cook stated that Councilors voted at the last public safety committee meeting. He spoke in opposition to Councilors voting. He doesn’t want the vote to stand.
- Gary Nadeau, Sr. – Caribou resident – provided a letter for the Council – Mr. Nadeau was critical of the City’s enforcement concerning his neighbor located at 565 Van Buren Road.
- Rep. John Deveau – Caribou resident and former law enforcement officer – commented that current conditions at the police station are disgusting.
- Wilfred Martin – 74 York Street – After attending the last public safety building meeting, he recommends putting on hold any action until there has been further study. Mr. Martin stated that the current location of the Police and Fire Departments are the best locations. He wants the project stopped now. He spoke about blight in Caribou.

Council Agenda Item #4: Minutes

- a. Council Meeting Held July 22, 2019

Motion made by J. Theriault, seconded by T. Ayer, to approve July 22, 2019 Council Meeting minutes as presented. (6 yes) So voted.

Council Agenda Item #5: Financials

- a. 2019 Expense Update Report.

Caribou's City Charter requires the City Manager to provide an annual historical financial expense update on or before the 15th September. Overall expenses are projected to be \$58,000 over the budgeted amounts. The City Manager briefly reviewed his prepared report.

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

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

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. Extension of Liquor License for Access 89 Bar & Grill

Motion made by H. Kirkpatrick, seconded by J. Theriault, to approve the extension of liquor license for Access 89 Bar & Grill as presented. (6 yes) So voted.

- b. Tax Acquired Properties Bid list for 2019

There are 15 properties on the proposed bid list and 6 properties on the condemn list.

Motion made by D. Martin, seconded by J. Theriault, to accept the Bid List as of August 22, 2019 as presented and to place them out to bid. (6 yes) So voted.

- c. Personnel Policy Updates Regarding Whistleblower Protections

Motion made by H. Kirkpatrick, seconded by N. Cote, to accept the proposed language regarding Whistleblower's Protection and to forward it to the Maine Human Rights Commission for their approval. (6 yes) So voted.

- d. Support for Caribou Ecumenical Food Pantry and Bread of Life Kitchen Efforts to Obtain Funding

Motion made by H. Kirkpatrick, seconded by J. Theriault, to authorize the City Manager to sign the proposed letter of support for the Caribou Ecumenical Food Pantry Bread of Life Addition as presented. (6 yes) So voted.

- e. Letter of Appreciation to Public Safety Facilities Advisory Committee Participants

Mayor Goughan stated that this Letter of Appreciation is only a First Read and to be added to the next Council agenda for a vote.

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

- a. Discussion and Possible Action Regarding Letter of Support for Aroostook Recovery Home

Motion made by N. Cote, seconded by D. Martin, to authorize the City Manager to sign the proposed letter of support for the Recovery Home at 22 Hammond Street as presented. (6 yes) So voted.

Council Agenda Item #10: City Manager's Report

a. Public Safety Advisory Committee Recommendation

The City Manager reviewed the Public Safety Citizens Advisory Committee 2018-2019 report dated September 6, 2019.

Highlights:

- A combined facility (police and fire) isn't the best option to pursue at this time
- Recommend – building a new police station that can be expanded to accommodate the Fire/EMS department on the Birdseye site.
- There was a minority opinion that wants additional consideration to be given to renovating an existing building to lower project costs.

Discussion. Not as Mayor but rather as a Councilor, Mayor Goughan dreams of using a local architect and building on a slab a 6000 square foot Police Station adjacent to the Wellness Center.

At the next Council Meeting: what would it take to hire a local architect? A vote on the Committee's recommendation.

The Mayor offered four options:

1. Birdseye – Police
2. Renovating
3. A 6000 square foot building
4. Do nothing

The Mayor permitted audience members to comment on this topic.

- Wilfred Martin spoke in opposition to the Public Safety Committee and the work they have done. He questioned whether the Committee's meetings were "official meetings".

The City Manager provided and reviewed a written report (Exhibit A).

The Council was encouraged to attend the Maine Municipal Convention to be held in Bangor.

Senator Troy Jackson will be attending the next City Council meeting.

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

a. Definition of Economic Development

The Mayor tabled this topic until the next Council Meeting.

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

The Clerk's Office will be closed Tuesday, September 10th.

The RSU #39 will have a referendum question on the November 2019 ballot.

Christina Kane-Gibson reported that there are 431 marathon signups.

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

a. Economic Development and Real Estate under §405(6)(C)

i. 60 Access Highway

7:46 p.m. Motion made by J. Theriault, seconded by N. Cote, to move into executive session under MRSA Title 1 §405(6)(C) to discuss economic development and real estate. (6 yes) So voted.

8:02 p.m. Returned from executive session

Motion made by D. Martin, seconded by T. Ayer, to table further discussion on the 60 Access Highway building. (6 yes) So voted.

8:03 p.m. Motion made by T. Ayer, seconded by D. Martin, to move into executive session under MRSA Title 1 §405(6)(D) to discuss contracts with the fire and sergeants unions. (6 yes) So voted.

8:44 p.m. Returned from executive session.

No action was taken.

8:44 p.m. Motion made by T. Ayer, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(E) to discuss pending litigation. (6 yes) So voted.

8:51 p.m. Returned from executive session.

No action taken.

Council Agenda Item #14: Next Meetings(s): September 23 and October 15

Council Agenda Item #14: Adjournment

Motion made by T. Ayer, seconded by D. Martin, to adjourn the meeting at 8:51 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, August 19, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Jody R. Smith, David Martin, Joan Theriault, Nicole Cote, Hugh Kirkpatrick, and Thomas Ayer.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kenneth G. Murchison (Zoning Administrator), Gary Marquis (Supt. of Parks & Recreation), Christina Kane-Gibson (Events and Marketing), Michael Gahagan (Police Chief), Scott Susi (Fire Chief), and Penny Thompson (Tax Assessor).

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

- Dave Corriveau – Resident of Caribou – Expressed concerns about Caribou’s loss in valuation and stated his definition of economic development. Mr. Corriveau suggested contracting out managerial duties of administration and put Dennis Marker to a 100% time dedication to increasing Caribou’s valuation.
- Bill Flagg – Recovery Aroostook – Recovery Aroostook has signed a Purchase Sale agreement for property on Hammond Street. Everything is moving towards the opening of a recovery house. Recovery Aroostook is looking for a letter of support from the Council for the location and purposes that have been outlined in provided materials.
- Gary Nadeau – Resident of Caribou – expressed his concerns with code enforcement and enforcement of Caribou’s local rules and regulations. He has an issue with a neighbor that operates a business and the business’ hours of operation.
- Elizabeth Singer – Age Friendly Community Progress – Ms. Singer reviewed the results of a recent survey with housing and access to health services being the top most important issue for those respondents. There are 17 people on the local committee. The next step is to develop an action plan for obtaining set goals.

The Mayor invited her to return on a regular basis and update the Council with the committee’s progress.

The Mayor wants Dave Corriveau’s definition of economic development placed on the next Council agenda for discussion.

The Mayor asked Gary Nadeau to put his concerns in writing.

The Mayor asked Mr. Flagg if his organization had reached out to the neighbors on Hammond Street near the proposed site of a Recovery House. Mr. Flagg replied that they haven’t had any negative response.

This type of project must be treated like a single-family dwelling, so the City can't require any additional review other than what is done for single family dwellings.

The Mayor asked to have the matter of a letter of support added to the next agenda.

Council Agenda Item #4: Financials

a. 2018 Annual Audit Report

Gisele MacDonald of Felch & Company LLC delivered a synopsis of the 2018 City of Caribou audit.

The City ended the year with a decrease in its Fund Balance.

Motion made by T. Ayer, seconded by J. Smith, to accept the 2018 Annual Audit as presented. (7 yes) So voted.

b. July Financial Report

Motion made by J. Theriault, seconded D. Martin, to approve the July 2019 Financials as presented. (7 yes) So voted.

c. Discussion Regarding Establishment of a Rainy-Day Fund

MRSA Title 30-A §5801(3) allows a municipality to create a Credit Reserve Account (Rainy-Day Fund) so there will be funds available when the municipal legislative body (Council) determines that a financial emergency exists. According to State Statute, a municipality may appropriate funds directly or authorize the transfer of unencumbered surplus funds at the end of any fiscal year.

Councilor Martin noted that the City has \$3 million available in the Aroostook County Federal Savings & Association. Currently it is in a CD with the interest being used to pay the City's share of MainePERS.

The Mayor stated the problems on the River Road got him thinking of creating a fund where one-time funds could be placed. The City received this year and will be receiving in 2020 and 2021 one-time funds from Aroostook Waster Solutions (AWS). He wants this added to the budget process.

d. Fire/EMS Department Cost Per Resident

The 2019 operating and capital costs total \$1,081,772.50. The 2018 census estimate of Caribou's population is 7,614. Resulting in \$142.08 per person cost for the Fire/EMS services. Discussion as to what is the correct estimate for Caribou's population.

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

a. Appointment of Phil McDonough to the Nylander Board

Motion made by T. Ayer, seconded by J. Smith, to appoint Philip McDonough II to the Nylander Board to fill the vacancy created by the resignation of Nelson Ketch. (7 yes) So voted.

b. Appointment of Council Liaison to the Recreation Board

Councilor Ayer was appointed by the Mayor to service as Council Liaison to the Recreation Commission.

c. CDBG Advisory Committee

Motion made by J. Theriault, seconded by H. Kirkpatrick, to appoint Bill Flagg, Ken Murchison, Lisa Plourde, and Christina Kane-Gibson to the CDBG Advisory Committee. (7 yes) So voted.

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

- a. Acceptance of \$180,000 of CDBG Funds to assist Porvair Filtration Inc. with equipment purchases and building upgrades

7:11 p.m. Public Hearing opened.

No public input.

7:12 p.m. Public Hearing closed.

Motion made by D. Martin, seconded by J. Theriault, to adopt the Caribou Community Development Advisory Committee (CDAC) Complaint Policy as presented. (7 yes) So voted.

Council Agenda Item #7: New Business

- a. Discussion and Possible Action Regarding Renewal of Liquor License for The Great Wall Inc DBA Jade Palace at 30 Skyway Drive

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve the renewal of the liquor license for The Great Wall DBA Jade Palace at 30 Skyway Drive as presented. (7 yes) So voted.

- b. Resolution 08-01-2019 CDBG Housing Displacement Plan Approval

Motion made by J. Smith, seconded by H. Kirkpatrick, to adopt Resolution 08-01-2019 A Resolution of the Caribou City Council Establishing a Housing Displacement Plan as presented. (7 yes) So voted.

- c. Resolution 08-02-2019 Fair Housing Resolution

Motion made by J. Smith, seconded by H. Kirkpatrick, to adopt Resolution 08-02-2019 A Resolution of the Caribou City Council Supporting Fair Housing as presented. (7 yes) So voted.

- d. Resolution 08-03-2019 Standards of Conduct

Motion made by J. Smith, seconded by N. Cote, to adopt Resolution 08-03-2019 A Resolution of the Caribou City Council Adopting CDBG Standards of Conduct as presented. (7 yes) So voted.

- e. Resolution 08-04-2019 Accepting CDBG funds for Economic Development Purposes

Motion made by D. Martin, seconded by J. Theriault, to adopt Resolution 08-04-2019 A Resolution Accepting 2019 CDBG Economic Development Program Funds as presented with the funds to assist Porvair Filtration Inc. (7 yes) So voted.

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

a. Reconsideration of Resolution 07-01-2019

Motion made by J. Theriault, seconded by H. Kirkpatrick, to adopt the amended Resolution 07-01-2019 A Resolution of the Caribou City Council Establishing the 2019 Mil Rate and Related Financial Terms as presented. (6 yes, 1 no, D. Martin) So voted.

b. Resolution 08-05-2019 Tax Anticipation Note

Motion made by J. Smith, seconded J. Theriault, to adopt Resolution 08-05-2019 A Resolution of the Caribou City Council Authorizing a \$750,000 Tax Anticipation Note as presented. (6 yes, 1 no, H. Kirkpatrick) So voted.

Council Agenda Item #9: City Manager's Report

The City Manager briefly reviewed his written report updating the Council on topics including: River Road, Flora-Dale Park, cable franchise renewal, and events and marketing.

Supt. Marquis commented on a new event to be held by Caribou. On January 18, 2020, the City will be holding a dog sled race that is a qualifying race for the Can-Am.

The City Manager presented information on his proposed changes to City Office hours. The proposed change would have staff arriving for 8:00 a.m. with the doors being open to the public at 9:00 a.m. and closing at 5:00 p.m. The Council consensus: Administration can make the change without Council approval.

a. 2020 Budget Process

Manager Marker reviewed the budget timeline outline in the Charter. Discussion about Council Retreats and Budget Forums. The Mayor's goal is to have the 2020 Expenditure and Capital Budgets ready for a First Read for the last meeting in November.

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

a. Caribou General Plan Update

Zoning Administrator Murchison provided a brief update. He is planning to hold a Workshop in September.

b. New Public Safety Facility Options

Discussion as to what is the next step, what would the impact be on the mil rate, use a leasing company, and the City's insurance company requiring a structural engineer look at the walls of the Fire Station. The Manager has had a walk through the Fire Station with an engineering firm and they will be getting a cost proposal ready to go to the Council.

Councilors Cote and Kirkpatrick question whether there are underused buildings available for a Police Station that weren't captured last year. Councilor Ayer commented that Council needs to be financial responsible and that there may be some buildings that are available this year that were not last year.

If the Council is ready to move forward, the City Manager discussed the process for obtaining firm cost numbers. The Mayor's personal preference is to have the Council take charge of the project. He wonders what a local engineering firm would estimate the cost for a 6000 square foot Police Station. The Mayor believes there is a consensus to do

something for the Police. Caribou voters will have to approve the project and he thinks it would be best if the project was approved by the seven councilors. Discussion continued. The Manager suggested another meeting of the Advisory Committee.

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

The City Clerk reminded Caribou voters that nomination papers are still available in the City Clerk Office.

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

- a. Legal matter under §405(6)(E) regarding a Settlement Agreement with the MHRC

8:55 p.m. Motion made by T. Ayer, seconded by J. Smith, to move into executive session under MRSA Title 1 §405(6)(E) to discuss a Settlement Agreement with MHRC. (7 yes) So voted.

9:15 p.m. Returned from executive session.

Motion made by D. Martin, seconded by T. Ayer, to approve the terms of the MHRC Settlement Agreement in relation to Kenneth Lloyd. (7 yes) So voted.

- b. Economic Development and Real Estate under §405(6)(C)

- i. 60 Access Highway
- ii. Business Located at 7 Dow Siding Road

9:16 p.m. Motion made by H. Kirkpatrick, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(C) to discuss economic development and real estate matters. (7 yes) So voted.

9:37 p.m. Returned from executive session.

No action taken.

- c. Labor Contracts with Patrol Officers, Sergeants, and Fire Fighters under §405(6)(D)

9:38 p.m. Motion made by H. Kirkpatrick, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(D) to discuss collective bargaining agreements with the Fire/EMS and police departments. (7 yes) So voted.

10:26 p.m. Returned from executive session.

No action taken.

Council Agenda Item #13: Next Meetings(s): September 9 and 23

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by T. Ayer, to adjourn the meeting at 10:26 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

General Ledger Summary Report

Fund(s): ALL

August

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-1,694.68	500,303.07	-32,643.07	47,757,114.29	48,257,417.36	0.00
Assets	9,131,539.53	9,222,236.09	-537,982.04	20,794,337.42	16,768,161.00	13,248,412.51
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	1,063,369.79	8,080,908.05	10,039,790.37	1,802,508.93
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	317.73	917.93	0.00	917.93
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,839.34	20,857.97	13,317.25	17,193.02
110-04 2018 SECTION 125 CHECKING HRA	50,795.28	41,168.58	0.00	280.63	41,449.21	0.00
110-05 2019 SECTION 125 CHECKING HRA	0.00	0.00	-3,756.01	110,680.76	47,676.93	63,003.83
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	264.08	1,806.79	0.00	235,003.10
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	8,325.08	169,312.31	163,924.27	8,407.81
124-00 GAS INVENTORY	13,365.78	6,548.32	-5,915.25	51,983.74	54,824.98	3,707.08
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	-12,845.82	294,775.27	458,970.84	22,493.68
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	-6,103.29	1,180,641.91	1,120,476.23	624,791.96
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	0.00	1.75	0.00	1,162.54
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	0.00	22.56	0.00	1,770.73
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	0.00	97.66	0.00	9,926.57
183-00 CLARA PIPER MEM INV	668.63	669.17	0.00	1.01	0.00	670.18
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	0.00	303.64	0.00	27,603.32
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	20.33	0.00	7,405.89
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	0.00	516.03	0.00	59,764.90
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	0.00	47.53	0.00	12,941.72
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	0.00	25.28	0.00	11,469.96
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	26.13	0.00	6,127.31
192-00 G. HARMON MEM INV	6,735.66	6,743.77	0.00	14.89	0.00	6,758.66
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	200.00	419.65	200.00	5,551.90
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	37.07	0.00	16,407.71
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	0.00	9,798.20	0.00	9,798.20
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	-1,232.10	0.00	26,391.28	69,991.80
198-15 TAX ACQUIRED PROPERTY 2015	-22,000.00	0.00	0.00	1,212.77	1,212.77	0.00
198-16 TAX ACQUIRED PROPERTY 2016	0.00	0.00	0.00	7,607.01	7,607.01	0.00
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	0.00	9,667.55	9,667.55	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	15,976.17	15,976.17	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	2,489.90	2,503.30	-13.40
200-14 2014 TAX RECEIVABLE	0.00	0.00	0.00	15.00	15.00	0.00
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	-1,522,624.38	8,326,119.46	1,881,416.21	6,426,500.22
200-20 2020 TAX RECEIVABLE	0.00	0.00	-3,952.71	0.00	4,757.31	-4,757.31
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	-4,758.89	87.72	67,434.04	115,031.92
205-18 2018 LIENS RECEIVABLE	0.00	0.00	-5,805.87	369,388.11	134,282.07	235,106.04
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	4,244.09	5,467.93
210-14 2014 PP TAX RECEIVABLE	15,362.47	15,362.47	0.00	0.00	1,671.20	13,691.27
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	0.00	0.00	515.22	11,094.59
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	-115.78	0.00	1,665.43	12,510.54

General Ledger Summary Report

Fund(s): ALL

August

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-928.34	0.00	17,306.04	20,724.92
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-52,649.37	379,060.23	53,750.79	314,548.27
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	280,720.27	280,720.27	0.00
304-00 FICA W/H	0.00	0.00	0.00	361,771.64	361,771.64	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	84,609.42	84,609.42	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	111,767.11	111,767.11	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	108,972.45	108,972.45	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	79,245.39	79,397.74	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	5,703.16	5,704.44	-1.28
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	214.20	181,461.75	182,437.19	-24,921.82
314-00 UNITED WAY W/H	0.00	0.00	0.00	105.00	105.00	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	5,436.00	5,436.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,851.20	2,851.20	0.00
317-00 PW UNION INS	0.00	0.00	0.00	1,154.30	1,154.30	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	-505.19	25,547.41	26,371.28	-7,047.30
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	22,335.87	22,335.87	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	129,837.75	129,837.75	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	28,523.14	28,523.14	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	825.00	825.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	6,121.48	6,121.48	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	-135.10	7,735.81	8,064.59	-1,370.43
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,024.00	1,024.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	27,407.49	27,407.49	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	7,832.97	7,832.97	0.00
329-00 SALES TAX COLLECTED	-123.00	-123.00	3.65	129.95	10.68	-3.73
330-00 VEHICLE REG FEE (ST. OF ME)	-4,503.00	0.00	1,969.25	156,908.25	164,649.75	-7,741.50
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	1,872.78	15,985.49	16,530.99	-545.50
332-00 SNOWMOBILE 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	8,408.25	32,746.63	36,081.70	-3,335.07
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	-150.00	0.00	1,922.50	-1,978.75
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	0.00	660.00	660.00	80.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	32,345.03	32,345.03	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	4.00	66.00	72.00	-6.00
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	38.00	2,171.00	2,177.00	-6.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	363.00	4,588.00	4,713.00	-125.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	-14.25	4,693.00	5,185.50	-492.50
347-00 NEPBA UNION PD	0.00	0.00	0.00	5,850.00	5,850.00	0.00
Liabilities	6,972,572.34	6,852,151.09	192,755.21	4,556,488.27	7,235,719.79	9,531,382.61
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,972,572.34	6,852,151.09	192,755.21	4,556,488.27	7,235,719.79	9,531,382.61
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	264.08	0.00	1,806.79	235,003.10
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	5,000.00	6,520.62	14,674.48	18,857.48
365-03 LAND ACQUISITIONS/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	-1,370.92	2,919.48	0.00	14,432.10

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	0.00	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
365-09 RECREATION EQUIPMENT RESERVE	-4,827.10	-4,827.10	-229.78	9,203.09	4,509.61	-9,520.58
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	-2,077.01	3,654.11	3,077.32	2,729.74
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	0.00	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	-3,042.00	3,282.00	0.00	32,995.14
366-02 LIBRARY MEMORIAL FUND	24,791.97	24,715.26	227.70	837.46	2,759.03	26,636.83
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	0.00	233.23	1,000.00	777.99
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	0.00	467.00	0.00	28,233.67
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	14,633.61	5,145.87	29,339.85	57,921.24
367-03 POLICE CAR RESERVE	-5,481.56	-5,481.56	33,000.00	0.00	33,000.00	27,518.44
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	1,166.07	9,297.50	6,057.23	12,993.23
367-06 PD COMPUTER RESERVE	11,444.20	11,444.20	5,715.00	404.64	6,000.00	17,039.56
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	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	3,300.00	0.00	3,300.00	5,006.25
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	-3,901.00	3,901.00	0.00	6,499.00
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	75,000.00	0.00	75,000.00	73,594.44
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	92,000.00	184,680.00	92,975.12	117,574.84
370-04 STREETS/ROADS RECONSTRUCTION	79,536.30	64,536.60	55,000.00	0.00	55,000.00	119,536.60
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	179.32	520.00	9,694.61	-82,979.16
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	46,288.00	0.00	47,788.00	76,500.00
370-09 RIVER ROAD	-60,338.59	-60,521.08	136,109.97	120,248.30	150,128.25	-30,641.13
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	0.00	1,076.15	1,250.00	173.85

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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
372-05 AIRPORT FAA LEASE PAYMENT HAN	10,885.00	10,885.00	1,365.00	0.00	7,130.00	18,015.00
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	340.00	3,471.21	340.00	64,630.46
373-04 VITAL RECORDS RESTORATION	457.50	457.50	2,500.00	2,181.00	2,500.00	776.50
373-05 BIO-MASS BOILERS	-49,301.49	-49,301.49	102,378.00	52,039.00	102,378.00	1,037.51
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	0.00	280.63	0.00	36,313.12
373-10 FLEET VEHICLES	-4,778.80	-4,778.80	6,000.00	0.00	6,000.00	1,221.20
373-11 NASIFF CLEAN UP	4,684.95	4,684.95	0.00	0.00	25,443.60	30,128.55
373-12 NBRC BIRDS EYE	-43,764.22	-43,764.22	0.00	120,771.56	88,986.90	-75,548.88
373-16 2018 HRA RESERVE	50,795.28	41,168.58	0.00	41,449.21	280.63	0.00
373-17 LADDER ENGINE TRUCK 2016	-99.60	-99.60	116,900.00	116,999.60	116,900.00	-199.20
373-18 2019 HRA RESERVE	0.00	0.00	-3,756.01	47,676.93	110,680.76	63,003.83
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	-77,571.64	83,600.18	4,954.45	14,399.51
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	9,274.99	10,704.08
388-00 HILLTOP TIF	-155.25	-155.25	0.00	0.00	10,482.85	10,327.60
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	15,000.00	0.00	15,000.00	109,466.90
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	-535.04	915.04	0.00	355,344.54
405-00 ASSESSING COMPUTER RESERVE	0.00	0.00	0.00	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	504,288.00	504,290.13
415-00 LIONS COMMUNITY CENTER RESER	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	23,000.00	22,376.50	23,000.00	174,380.67
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	0.00	14,787.14	14,811.47	7,409.89
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	-29.95	29.95	1.75	1,132.59
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	0.00	0.00	22.56	1,770.73
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	0.00	0.00	97.66	9,926.57
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.00	0.00	1.01	670.18
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-265.07	3,523.85	303.64	24,079.47
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	200.00	243.21	419.65	5,508.69
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	0.00	4,000.00	516.03	55,764.90
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	0.00	0.00	47.53	12,941.72
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	0.00	0.00	25.28	11,469.96
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	0.00	26.13	6,127.31
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	0.00	37.07	16,407.71
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	534.60	7,378.06	9,383.83	13,245.29
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	0.00	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

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				Debits	Credits	
1 - Gen Fund CONT'D						
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
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	-4,315.55	5,929.49	2,150.00	-1,645.58
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	739.94	10,352.47	19,611.00	-16,936.41
469-00 DENTAL INSURANCE	1,339.99	1,339.99	-31.44	9,861.57	10,477.50	1,955.92
470-00 EYE INSURANCE	540.18	540.18	23.14	2,036.25	2,124.47	628.40
471-00 RC2 TIF	27,498.34	17,545.04	0.00	15,169.50	34,691.09	37,066.63
472-00 ANIMAL WELFARE	4,357.00	4,407.00	29.00	74.79	2,490.00	6,822.21
477-00 LED STREET LIGHTS	35,558.00	35,558.00	-98,252.10	192,518.70	320,000.00	163,039.30
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	0.00	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	0.00	0.00	93,507.76	478,978.15
483-03 DUE TO FUND 3	491,541.76	491,541.76	15,267.47	0.00	58,675.25	550,217.01
483-04 DUE TO FUND 4	240,462.42	240,462.42	4,232.35	0.00	29,774.57	270,236.99
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	4,817.73	-2,500.00	375,571.99	2,732,317.12
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-384.33	78,520.89	0.00	-431,418.98
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-6,311.65	56,960.94	0.00	-458,180.49
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-4,385.06	30,399.50	0.00	-263,253.48
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-47,427.47	167,203.26	0.00	-1,913,236.12
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	1,376.62	0.00	8,184.96	8,184.96
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-315,932.37	2,433,563.22	3,697,293.00	180,901.56
494-00 TRI COMMUNITY/AWS	0.00	0.00	0.00	470,000.00	683,163.00	213,163.00
496-00 BIRTH RECORDS STATE FEE	70.80	0.00	8.00	724.80	869.20	144.40
497-00 DEATH RECORDS STATE FEE	160.00	0.00	-6.40	820.80	935.20	114.40
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	-15.60	214.40	262.40	48.00
Fund Balance	2,160,661.87	1,869,781.93	-698,094.18	22,406,288.60	24,253,536.57	3,717,029.90
500-00 EXPENDITURE CONTROL	0.00	0.00	-1,693,067.96	7,070,993.35	10,376,727.61	3,305,734.26
510-00 REVENUE CONTROL	0.00	0.00	994,973.78	15,506,797.25	13,848,172.96	-1,658,624.29
600-00 FUND BALANCE	2,160,661.87	1,869,781.93	0.00	-171,502.00	28,636.00	2,069,919.93
2 - Snowmoible Trail Maintenance						
Assets	0.00	0.00	0.00	227,052.65	227,052.65	0.00
Liabilities	2,456.10	5,456.02	31.54	117,242.26	162,700.59	50,914.35
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	-352.79	23,734.50	84,179.70	98,473.52
483-01 DUE TO FUND 1	349,286.23	352,898.09	384.33	0.00	78,520.89	431,418.98
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	0.00	93,507.76	0.00	-478,978.15
Fund Balance	-2,456.10	-5,456.02	-31.54	109,810.39	64,352.06	-50,914.35
500-00 Expense Control	0.00	0.00	-31.54	56,786.39	61,317.13	4,530.74
510-00 Revenue Control	0.00	0.00	0.00	43,750.00	3,034.93	-40,715.07

General Ledger Summary Report

Fund(s): ALL

August

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
2 - Snowmobile Trail Maintenance CONT'D						
600-00 Fund Balance	-2,456.10	-5,456.02	0.00	9,274.00	0.00	-14,730.02
3 - Housing Department						
Assets	0.00	0.00	0.00	207,988.19	207,988.19	0.00
Liabilities	-44,546.85	-44,367.39	-8,955.82	58,675.25	60,899.65	-42,142.99
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
409-00 HOUSING RESERVE	-44,546.85	-44,367.39	-8,955.82	58,675.25	60,899.65	-42,142.99
483-01 DUE TO FUND 1	45,954.82	45,954.82	0.00	0.00	3,938.71	49,893.53
484-01 DUE TO FUND 1	401,040.09	401,219.55	6,311.65	0.00	56,960.94	458,180.49
	-491,541.76	-491,541.76	-15,267.47	58,675.25	0.00	-550,217.01
Fund Balance	44,546.85	44,367.39	8,955.82	149,312.94	147,088.54	42,142.99
500-00 Expense Control	0.00	0.00	-6,311.65	56,960.94	92,352.00	35,391.06
510-00 Revenue Control	0.00	0.00	15,267.47	90,000.00	54,736.54	-35,263.46
600-00 Fund Balance	44,546.85	44,367.39	0.00	2,352.00	0.00	42,015.39
4 - FSS						
Assets	0.00	0.00	0.00	110,961.07	110,961.07	0.00
Liabilities	-7,891.96	-7,608.44	152.71	29,774.57	30,399.50	-6,983.51
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
483-01 DUE TO FUND 1	-7,891.96	-7,608.44	152.71	29,774.57	30,399.50	-6,983.51
484-01 DUE FROM FUND 1	232,570.46	232,853.98	4,385.06	0.00	30,399.50	263,253.48
	-240,462.42	-240,462.42	-4,232.35	29,774.57	0.00	-270,236.99
Fund Balance	7,891.96	7,608.44	-152.71	81,186.50	80,561.57	6,983.51
500-00 Expense Control	0.00	0.00	-4,385.06	30,399.50	46,657.68	16,258.18
510-00 Revenue Control	0.00	0.00	4,232.35	50,787.00	29,625.89	-21,161.11
600-00 Fund Balance	7,891.96	7,608.44	0.00	0.00	4,278.00	11,886.44
5 - ECONOMIC DEV						
Assets	0.00	0.00	0.00	947,948.25	947,948.25	0.00
Liabilities	-174,645.36	-173,842.43	52,609.74	375,571.99	213,507.00	-335,907.42
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
473-00 DOWNTOWN TIF	-174,645.36	-173,842.43	52,609.74	375,571.99	213,507.00	-335,907.42
474-00 TRAIL GROOMER RESERVE	166,303.40	166,303.40	0.00	0.00	38,803.74	205,107.14
475-00 REVOLVING LOAN RESERVE	17,914.48	17,914.48	10,000.00	0.00	10,000.00	27,914.48
476-00 FIRE STATION RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
483-01 DUE TO FUND 1	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
484-01 DUE FROM FUND 1	1,745,229.93	1,746,032.86	47,427.47	0.00	167,203.26	1,913,236.12
	-2,354,245.13	-2,354,245.13	-4,817.73	375,571.99	-2,500.00	-2,732,317.12
Fund Balance	174,645.36	173,842.43	-52,609.74	572,376.26	734,441.25	335,907.42
500-00 Expense Control	0.00	0.00	-27,912.20	154,687.99	375,743.70	221,055.71

General Ledger Summary Report

Fund(s): ALL

August

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
510-00 Revenue Control	0.00	0.00	-24,697.54	417,688.27	333,353.55	-84,334.72
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	500,303.07	-32,643.07	49,251,064.45	49,751,367.52	0.00

Expense Summary Report

ALL Departments
August

Account	Budget Original	Budget Net	----- C U R R M O N T H -----			YTD Net	Unexpended Balance	Percent Spent
			Debits	Credits	Net			
10 - GEN GOVT	775,227.00	771,977.00	61,480.12	-2,480.34	63,960.46	520,850.13	251,126.87	67.47
11 - ECONO DEV	357,316.00	354,816.00	23,847.77	-500.00	24,347.77	135,836.55	218,979.45	38.28
12 - NYLANDER MUS	10,013.00	10,013.00	1,064.43	0.00	1,064.43	7,936.74	2,076.26	79.26
17 - HEALTH & SAN	250,196.00	250,196.00	20,805.00	0.00	20,805.00	166,440.00	83,756.00	66.52
18 - MUN BUILDING	58,504.00	57,504.00	2,340.54	-1,000.00	3,340.54	37,676.83	19,827.17	65.52
20 - G A	65,497.00	62,997.00	2,371.90	-2,500.00	4,871.90	32,833.93	30,163.07	52.12
22 - TAX ASSESS	277,807.00	272,260.00	15,229.03	-5,547.00	20,776.03	125,057.61	147,202.39	45.93
24 - HOUSING	92,352.00	92,352.00	6,311.65	0.00	6,311.65	56,960.94	35,391.06	61.68
25 - LIBRARY	214,984.00	214,484.00	18,026.10	-146.00	18,172.10	141,728.90	72,755.10	66.08
31 - FIRE/AMB	2,270,481.00	2,264,481.00	182,873.56	-5,740.25	188,613.81	1,517,774.40	746,706.60	67.03
35 - POLICE DEPT	1,701,710.00	1,697,460.00	164,196.83	-4,250.00	168,446.83	1,134,612.29	562,847.71	66.84
38 - PROTECTION	414,020.00	414,020.00	27,149.14	0.00	27,149.14	308,296.03	105,723.97	74.46
39 - CEM	16,074.00	16,074.00	411.73	23.14	388.59	11,474.27	4,599.73	71.38
40 - PUBLIC WORKS	2,302,657.00	2,298,861.00	189,984.94	-3,767.56	193,752.50	1,258,175.06	1,040,685.94	54.73
50 - REC DEPT	510,280.00	503,821.00	39,645.73	-6,459.00	46,104.73	336,635.21	167,185.79	66.82
51 - PARKS	154,445.00	154,445.00	48,371.33	22,500.00	25,871.33	119,694.68	34,750.32	77.50
52 - SNOW TRAIL	53,024.00	53,024.00	31.54	0.00	31.54	48,493.26	4,530.74	91.46
60 - AIRPORT	39,928.00	39,928.00	2,313.99	0.00	2,313.99	47,413.12	-7,485.12	118.75
61 - TRAILER PARK	15,433.00	14,733.00	571.53	-700.00	1,271.53	8,317.37	6,415.63	56.45
65 - CEMETERIES	6,850.00	6,850.00	1,100.00	0.00	1,100.00	5,350.00	1,500.00	78.10
70 - INS & RETIRE	95,050.00	95,050.00	30,928.20	0.00	30,928.20	64,630.49	30,419.51	68.00
75 - CONTRIBUTION	4,600.00	4,600.00	0.00	0.00	0.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	39,250.00	29,250.00	-8,556.72	-9,950.00	1,393.28	21,696.42	7,553.58	74.18
85 - CAPITAL IMP	829,806.00	739,806.00	649,806.00	-90,000.00	739,806.00	739,806.00	0.00	100.00
96 - SECT 8 FSS	46,509.00	46,509.00	4,385.06	0.00	4,385.06	30,250.82	16,258.18	65.04
Final Totals	10,602,013.00	10,465,511.00	1,484,689.40	-110,517.01	1,595,206.41	6,882,541.05	3,582,969.95	65.76

Revenue Summary Report

Department(s): ALL

August

Account	Budget Net	- C U R R Debits	M O N T H - Credits	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,749,673.04	1,334.11	227,407.65	5,990,295.33	759,377.71	88.75
11 - ECONOMIC DEVELOPMENT	417,688.27	0.00	0.00	332,435.62	85,252.65	79.59
12 - NYLANDER MUSEUM	0.00	0.00	317.73	917.93	-917.93	----
17 - HEALTH & SANITATION	170,000.00	0.00	0.00	170,000.00	0.00	100.00
18 - MUNICIPAL BUILDING	4,900.00	0.00	333.33	3,566.64	1,333.36	72.79
20 - GENERAL ASSISTANCE	25,300.00	804.44	1,887.07	12,545.81	12,754.19	49.59
22 - TAX ASSESSMENT	777,855.62	0.00	467,735.00	481,558.00	296,297.62	61.91
23 - CODE ENFORCEMENT	6,000.00	140.00	1,105.00	8,757.50	-2,757.50	145.96
24 - HOUSING	90,000.00	0.00	15,267.47	54,736.54	35,263.46	60.82
25 - LIBRARY	6,650.00	0.00	872.86	4,171.32	2,478.68	62.73
31 - FIRE/AMBULANCE DEPARTMENT	1,459,503.00	436.12	87,127.40	1,078,494.93	381,008.07	73.89
35 - POLICE DEPARTMENT	111,970.00	0.00	8,367.02	83,979.13	27,990.87	75.00
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	0.00	800.00	1,800.00	30.77
40 - PUBLIC WORKS	203,415.00	0.00	0.00	40,474.00	162,941.00	19.90
50 - RECREATION DEPARTMENT	24,000.00	0.00	1,410.00	14,193.75	9,806.25	59.14
51 - PARKS	2,250.00	0.00	103.00	103.00	2,147.00	4.58
52 - SNOWMOIBLE TRAIL MAINTENANCE	43,750.00	0.00	0.00	3,034.93	40,715.07	6.94
60 - AIRPORT	19,000.00	0.00	5,899.78	23,527.96	-4,527.96	123.83
61 - CARIBOU TRAILER PARK	18,000.00	0.00	1,280.00	10,025.00	7,975.00	55.69
96 - SECTION 8 - FSS PROGAM	50,787.00	0.00	4,232.35	29,625.89	21,161.11	58.33
Final Totals	10,183,341.93	2,714.67	823,345.66	8,343,243.28	1,840,098.65	81.93

Resolution 09-01-2019
A Resolution Accepting 2019 CDBG Public Program Funds

WHEREAS, the City of Caribou applied to the Department of Economic and Community Development for a Community Development Block Grant to carry out a public program pertaining to regional transportation; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low - moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the Maine Office of Community Development has notified the City that it has been awarded \$36,181 to assist the City of Caribou and its partners to coordinate transportation resources that can benefit low-moderate income families and individuals in the region; and

NOW THEREFORE, be it resolved by the Council of the City of Caribou that:

- 1) The City accepts the general terms and responsibilities associated with receiving the \$36,181 CDBG award; and
- 2) The Caribou City Manager is authorized and directed to work with the Caribou Community Development Advisory Committee (CDAC) to ensure that the project is conducted and completed in accordance with all applicable federal, state, and local requirements appertaining thereto.

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

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: 10/31/19

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 type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> 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: A & W Properties LLC.			Business Name (D/B/A) The Warehouse BAR + Grill		
APPLICANT(S) - (Sole Proprietor) Wagner W. Wright		DOB: 4/26/89	Physical Location: 14 Evergreen PARK WAY.		
		DOB:	City/Town CARIBOU	State ME	Zip Code 04736
Address 14 Evergreen			Mailing Address SAME		
City/Town CARIBOU		State ME	City/Town SAME		State ME
Zip Code 04736		City/Town SAME		State ME	Zip Code 04736
Telephone Number 207-492-0869		Fax Number		Business Telephone Number 207-492-0869	
Federal I.D. # 201566438		Seller Certificate #: or Sales Tax #: 1179423			
Email Address: The Warehouse 207 @ Yahoo . com			Website: The Warehouse CARIBOU . com		

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

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

ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

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

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

License # _____ Name of Business _____

Physical Location _____

6. If manager is to be employed, give name: KEACHA HAINES City/Town

7. Business records are located at: 14 Evergreen Hwy, CARIBOU, ME

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

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

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

Full Name (Please Print)	DOB	Place of Birth
WAYNE WILLIAM WRIGHT		
AMY LEE TROMBLEY		

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

Name: WAYNE WRIGHT	City: LUSHER	State: ME
Name: AMY TROMBLEY	City: CARIBOU	State: ME
Name: _____	City: _____	State: _____

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

Name: _____ Date of Conviction: _____

Offense: _____ .. Location: _____

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

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

Yes No If Yes, give name: _____

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

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

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

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

YES NO Applied for: _____

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 0.2 M

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: _____

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 9/12/19, 20 19
Town/City, State Date

PLEASE SIGN IN BLUE INK



 Signature of Applicant or Corporate Officer(s)
Wayne W. Wright

 Print Name

 Signature of Applicant or Corporate Officer(s)

 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

RESOLUTION No. xx-xx-2019

A RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR CARIBOU CITY

WHEREAS, the governing body of the City of Caribou, Maine, acknowledges that the fees required of various developers, subdividers, property owners, and citizenry of the city necessitate periodic review; and

WHEREAS, review of these fees has been found to be warranted in certain areas as they have gone without update or alteration for an extended period of time; and

WHEREAS, the City Council of Caribou desires to make adjustments where necessary to the Caribou City Fee Schedule in order to ensure proper and adequate service to its citizens;

NOW THEREFORE, BE IT RESOLVED by the City Council of Caribou, that the following fees shall be established for various development projects and services rendered by employees and volunteers of the City, and shall be collected at the submittal of an application or request for action for which the fee has been designated herein:

**City of Caribou
FEE SCHEDULE**

The fees charged by the City for services rendered to the community shall be as follows:

Airport:

Hangar A1	\$120.00
Hangar A2	\$120.00
Hangar C1	\$175.00
Hangar C2	\$170.00
Hangar C3	\$160.00
Hangar C4	\$160.00
Hangar C5	\$170.00
Hangar C6	\$175.00
Hangar B Summer (Apr-Oct):	
Night	\$ 20.00
Week	\$100.00
Month	\$300.00
Hangar B Winter (Nov-Mar):	
Night	\$ 40.00
Week	\$150.00
Month	\$350.00
Hangar B Annual	\$2,800.00
Tie-Downs	\$ 0.00
Landing Fees	\$ 0.00
Annual Office Lease	Negotiable

Clerk's Office (all by State Statute):

Human Remains	
Recording of Partnership	\$10.00
Lineage Verification	\$2.00 3.00
Marriage License	\$40.00
Military Discharge Filing	\$ 4.00
Permits for Disposition of	\$20.00
Recording of Proprietorship	\$10.00

Vital Records

Birth	\$15.00
Death	\$15.00
Marriage	\$15.00
Each additional	\$ 6.00

Vital Records Search ~~\$5.00~~ 6.00
if record is found, \$6.00 fee
includes a non-certified copy

Municipal Agent Fees for

Motor Vehicle Registrations:

Renewals – Caribou	\$3.00 5.00
Renewals – Connor TWP	\$4.00 6.00

Code Enforcement:

Building Permit	\$50.00
Residential New	\$330.00
Residential Remodel	\$250.00
Commercial New	\$450.00
Commercial Remodel	\$250.00
Shed (under 200 s.f.)	\$0.00
Accessory Structure	\$ 50.00
Certificate of Occupancy	\$ 25.00
Sign Permit (per permit)	\$ 50.00
Plumbing Permit (set by State Statute)	
	75% Caribou
	25% State
Shellfish Surcharge	\$15.00
(full system – external only)	
Site Design Application	
	\$90.00 + \$10.00/2,000 sq ft
Demolition Permit	\$25.00 \$250
(waived if received in advance)	
Subdivision App	
First three Lots	\$180.00
Each additional Lot	+\$10.00
Misc. Inspection Service	\$ 40.00

Fire & Ambulance:

Ambulance Charges:

<u>Billing Code:</u>	<u>Current Charges:</u>
A0428 BLSN	\$313.00
A0428 BLSN-Non	\$342.00
A0429 BLS- Emer	\$492.00
A0426 ALS1	\$372.00
A0427 ALS1-Emer	\$588.00
A0427 ALS Backup	\$492.00
A0433 ALS2	\$852.00
A0434 SPCare	\$1,008.00
A0429 AWT	\$492.00
A0425 Land Mile	\$14.00

Non-Mutual Aid Community Ambulance Charge \$500.00 (Effective January 1, 2020)

Outside Community No Transport Charge \$313.00 (Effective January 1, 2020)

Fire Department Charges:

Fire Reports	\$10.00
Fire Permits	\$10.00

City of Caribou
FEE SCHEDULE

Library:

Copies:

Black & White \$ 0.25

Color \$ 0.75

Fax (outgoing/incoming or scan to email)

 First page \$ 2.00

 Each additional \$ 1.00

New Card \$ 1.00

Oversize printer \$1.50/sq ft.

Homeschool discounted price for copying/printing educational materials:

 Black & White \$0.15

 Color \$0.50

 Oversize \$0.75/sq ft.

Fines:

Books/Magazines/CDs \$ 0.10/day

DVDs \$ 1.00/day

Inter-Library Loans:

Free if via van delivery or postage (usually \$2.50-\$3.50) if mailed to library (usually out of state books)

Laminating \$ 2.00/sheet

Caribou Room Rental:

1 hour \$12.00

2-4 hours (half day) \$40.00 flat fee

4+ hours (full day) \$75.00 flat fee

Projector (PC adapter) \$10.00

External Speakers \$ 5.00

Resident Fee: \$ 0.00/year

Non-Resident Fee:

Individual \$30.00/year

Family \$40.00/year

Veteran – Individual \$25.00/year

Veteran – Family \$35.00/year

Miscellaneous Admin Fees:

Notary Fee (per signature) \$ 5.00

Faxes – First page \$ 4.00

 Additional pages \$ 1.50

Copies – 8.5x11 \$ 0.75

Copies – 8.5x14, 11x17 \$ 1.00

Weddings \$75.00

Police Department:

Accident Reports \$10.00

Background Checks \$5.00

Incident Cards - first page \$5.00

 Each additional \$1.00

Fingerprints \$3.00

Fireworks Permit \$5.00

Dog Pick Up Fee \$10.00

Concealed Carry Permit \$20 renew

\$35 new

Lamination \$5.00

Fireworks Permit \$5.00

Prisoner Fees \$60.00

Prisoner Meals \$8.00

For parking violations, see Code Book, Chapter 12 Traffic

Rec Department:

\$10 per child per program residents

\$25 per child per program non-residents

\$8 per child t-shirt

\$9 per child t-shirt & mouth guard

Take It Outside Series-Adult Program Fees:

Deep Sea Fishing \$150.00

Moosehead Lake Trip \$55.00

Botanical Gardens \$40.00

Grand Falls Gorge \$50.00

Kings Landing \$40.00

McAdam Station \$40.00

Allagash Ghost Trains \$99.00

Chandler Lakes Camp \$40.00

Chimney Pond Hike \$20.00

Libbys Camps \$40.00

Red River Camps \$60.00

Square Lake \$30.00

Scopan Mtn Hike \$20.00

Deboullie Mtn Hike \$20.00

Smyrna Amish Village \$40.00

Pottery \$50.00

Katahdin Woods \$30.00

Gaspe Peninsula \$200.00

Bradford Camps \$40.00

Bat Houses \$25.00

Wreath Making \$40.00

EMERA Audit \$5.00

**City of Caribou
FEE SCHEDULE**

Recreation Center

Membership Fees: Free

Rental Fees:

\$15 per hour for building rental

\$15 per hour for supervisor (non-operational hours)

Tax Assessment:

Assessment Card/
Document (black & white) \$0.50

Assessment Card/
Document (color) \$1.00

Frequent Users \$0.25 b&w
(making own copies) \$0.50 color



TAX ASSESSMENT / BUILDING PERMIT OFFICE
CARIBOU, MAINE

25 High Street
Caribou ME 04736
(207) 493 – 3324 X 3
FAX: 498-3954
pthompson@cariboumaine.org

To: City Manager Dennis Marker & Caribou City Council
From: Penny Thompson, Tax Assessor / Chief Building Official
Date: September 16, 2019
Re: Building Permit Information

In response to your request for information regarding staff time spent on the permit process and inspection program required under MUBEC, I am submitted these three pages of information. As requested, the third page is a spreadsheet of fees charged in neighboring Aroostook County communities. **Not included** in the lists below are allowances for time spent on: answering questions, looking up specific codes for hypothetical scenarios (for example: yurts), helping applicant fill out the permit application, any extra work for planning board, record keeping, and responding to monthly FOAA requests on permit data.

For buildings, the permit process and inspection program look like this:

- | | | |
|----------|--|---|
| Step 1: | Plan Review | Estimated time: 1 - 3 hours residential
More time on complex commercial projects |
| Step 2: | Permit preparation | Estimated time: 1 hour
(includes calling owner that permit is ready) |
| Step 3: | Initial site visit | Estimated time: 1 - 2 hours
(includes travel time to / from office) |
| Step 4: | Footings | Estimated time: 1 hour |
| Step 5: | Concrete pre-pour | Estimated time: 1 hour |
| Step 6: | Concrete pour | Estimated time: 1 hour |
| Step 7: | Rough-in inspection
(heating /ventilation and framing, paying special attention to roof system) | Estimated time: 1 - 2 hours |
| Step 8: | Insulation inspection | Estimated time: 1 hour |
| Step 9: | Sheet rock inspection | Estimated time: 1 hour |
| Step 10: | Final inspection
(includes checklist for certificate of occupancy) | Estimated time: 2 hours |
| Step 11: | Certificate of Occupancy | Estimated time: 1 hour
(prepare COO and notify owner) |

For demolition, the permit process and inspection program look like this:

Step 1:	Application review	Estimated time:	1 hour
Step 2:	Gathering additional information	Estimated time:	1 hour
Step 3:	Permit approval & preparation	Estimated time:	.5 hour
Step 4:	Initial building visit pre-demo	Estimated time:	1 - 2 hours
Step 5:	Permit approval	Estimated time:	.5 hour
Step 6:	Final site visit post-demo	Estimated time:	1 hour

NOTE: Since demolition permits are now \$0, we have better compliance.

For **internal** plumbing, the permit process and inspection program look like this:

Step 1:	Plan review	Estimated time:	.5 hour
Step 2:	Permit preparation	Estimated time:	.5 hour
Step 3:	Initial site visit	Estimated time:	1 hour
Step 4:	Under slab plumbing (& pressure test)	Estimated time:	1 hour
Step 5:	Rough plumbing	Estimated time:	1 hour
Step 6:	Final plumbing	Estimated time:	1 hour

For **subsurface** plumbing, the permit process and inspection program look like this. A greater amount of time is required at steps 1 - 3 and 7 if the system requires a variance:

Step 1:	Plan review	Estimated time:	1 - 2 hours
Step 2:	Permit preparation	Estimated time:	1 hour
Step 3:	Initial site visit	Estimated time:	1 hour
Step 4:	Bed bottom inspection	Estimated time:	1 hour
Step 5:	Disposal field inspection	Estimated time:	1 hour
Step 6:	Final inspection	Estimated time:	.5 hour
Step 7:	Complete permit / issue to owner	Estimated time:	1 hour

Notes: (1) If something is not right, it must be corrected before moving to next phase so multiple inspections at one step may be required. (2) At the end of the year the office must account for all plumbing permits issued and money received and forward 25% of state minimum fees and 100% of the "Shell Fish Surcharge" fee to state.

MUNICIPALITY	BUILDING PERMIT FEE STRUCTURE	PLUMBING PERMIT FEE	DEMO PERMIT FEE
Caribou	\$50	State Minimum	\$0
Allagash	\$20	State Minimum	\$0
Connor	All fees established by LURC	State Minimum + mileage	
Eagle Lake	New Construction \$250; Remodel \$100; Shoreland work / small project \$50	State Minimum	
Easton	\$0	State Minimum	
Ft. Fairfield	\$2/1000 (\$5 min) and \$1/1000 amount over \$100,000	State Minimum	\$5
Ft. Kent	\$50 (\$100,000 & under); \$100 (to \$300,000); \$150 (over \$300,001)	State Minimum	
Garfield	*only received information about plumbing fees*	State Minimum + mileage	
Grand Isle	\$0	State Minimum	
Houlton	\$30 (\$0 to \$7,000); over \$7,000 - \$4/1000 residential or \$5/1000 commercial	State Minimum	\$25 Accessory; \$50 Res; \$100 Com
Limestone	\$10	State Minimum	\$0
Linneus	\$0	State Minimum	
Madawaska	Residential: \$0 (up to \$500); \$10 (500 to \$999); \$20 (up to \$9,999); \$30 (up to \$19,999); additional \$10 for each \$10,000 (or fraction) increase	State Minimum	
Madawaska	Commercial: follows res to \$49,999; then \$100 (up to \$74,999); \$130 (up to \$99,999); \$160 (up to \$124,999); add \$30 for each \$25,000 (or fraction) increase	State Minimum	
Madawaska Lake	All fees established by LURC	State Minimum + mileage	
Mars Hill	Residential: \$1 / 1000 (Min fee \$15, Max Fee \$100) Commercial: \$2 / 1000 (Min fee \$30, Max fee \$200)	State Minimum	\$0
New Limerick	\$30	State Minimum	
New Sweden	*only received information about plumbing fees*	State Minimum + mileage	
Presque Isle	Commercial: \$8/1000; Residential: \$5/1000	State Minimum	\$50 Residential; \$100 Commercial
Scopan Lake	All fees established by LURC	State Minimum + mileage	
St. Agatha	\$5 (up to \$4,999); \$10 (to \$24,999); \$25 (to \$49,999); \$40 (up to \$99,999); \$75 (\$100,000 & over)	State Minimum	
St. John	All fees established by LURC		
Stockholm	\$0	State Minimum	\$0
Van Buren	Residential: \$5 (up to \$5,000); \$10 (up to \$35,000); \$25 (up to \$75,000) \$50 (over \$75,000)	State Minimum	\$5
Van Buren	Commercial: \$25 (up to \$75,000); \$60 (up to \$100,000); then \$10 per \$25,000 (or fraction)	State Minimum	
Washburn	Residential: \$2 / 1000 Commercial \$4 / 1000	State Minimum	
Woodland	\$3 / 1000, \$20 minimum fee	State Minimum	



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

Jayne R. Farrin, Clerk
City of Caribou
25 High Street
Caribou, ME 04736

Subject: US1 Otter Brook Bridge Replacement
Project No: 022228.00
City of Caribou

Dear Ms. Farrin:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area". A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "*the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers*". In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 624-3410.

Sincerely,

George M.A. Macdougall
Contracts & Specifications Engineer
Bureau of Project Development

Return this AGREEMENT, when completed, to:

Maine Department of Transportation
ATTN.: George Macdougall, Contracts & Specifications Engineer
#16 State House Station, Child Street
Augusta, Maine 04333-0016

Project: 022228.00
Location: Van Buren Road

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the **City of Caribou** agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlimit loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The Maine DOT will assist in determining the amount of the bond if requested. A suggested format for a general construction overlimit bond is attached. A suggested format for a construction overlimit permit is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

CITY OF CARIBOU
By the Municipal Officials

SPECIAL PROVISION 105
CONSTRUCTION AREA

A Construction Area located in the **City of Caribou** has been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

- (a) The section of highway under construction in the city of Caribou, Aroostook County on US Route 1 over Otter Brook.
- (b) (Van Buren Road) over Otter Brook station 3+00.00 to station 7+00.00 of the construction plus approaches.

Per 29-A § 2382 (7) MRSA, the MDOT may “*issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:*

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

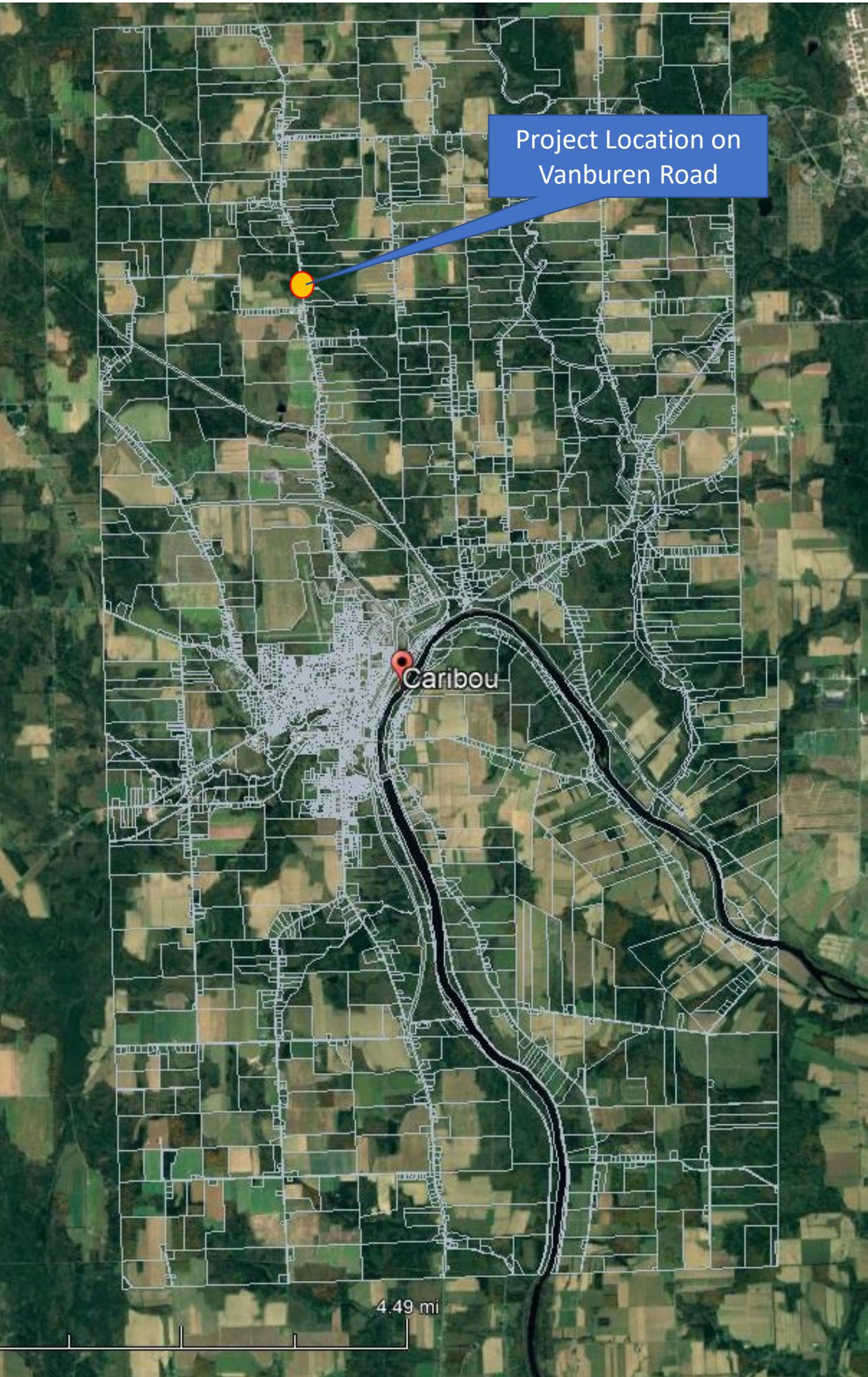
D. For construction areas, carries no fee and does not come within the scope of this section.”

The Municipal Officers for the **City of Caribou** agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area”.

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

DOT Project 0222228
Otter Brook Bridge Replacement



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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Automatic Aid Agreements
DATE: September 18, 2019

First Read

The City of Caribou currently has mutual fire aid agreements with the towns of Limestone, Fort Fairfield, and Washburn. It has been suggested by public safety personnel in the region that we adopt “automatic” mutual aid agreements. The difference between the two agreements is that our crews will get paged at the same time as the other towns’ fire departments rather than wait for a second or third alarm for notice of need for support or backup. There may be some insurance cost benefits to residents in cooperative towns. No additional budget impacts are anticipated by adopting the automatic mutual aid agreements.

Recommendation:

If the Council supports entering into these agreements, it is recommended that the City Manager be authorized to execute them and similar agreements with other responding towns.

FIRE DEPARTMENT AUTOMATIC MUTUAL AID AGREEMENT

Agreement made this _____ day of September 2019 by and between the City of Caribou and the Town of Limestone, both municipal corporations located in the County of Aroostook and State of Maine.

WITNESSETH:

WHEREAS, by virtue of Title 30-A, M.R.S.A. §3156, the parties by their municipal officers may authorize their fire departments to aid with any public safety emergencies in other municipalities;

NOW THEREFORE, Pursuant to Title 30-A M.R.S.A. §3156, the parties by their municipal officers hereby resolve that their fire departments are authorized to give such aid, and in furtherance of this resolve, the parties agree as follows:

1. In the event that a structure fire in either municipality is reported to E-911, both municipalities will be dispatched to the fire call at the same time. Chimney fires under this agreement are not considered to be a structure fire. Any other type of emergency occurring in either municipality of such magnitude that it cannot be adequately controlled by local firefighting equipment and personnel, said officer may call the other party's fire department to request available firefighting equipment and personnel for use; either (1) in combatting the fire or other emergency or (2) as a standby reserve to meet all other calls that may occur before the receiving fire department is free to take care of them.
2. Upon receipt of such a call, the aiding fire department shall furnish such equipment and personnel as may be available for the stricken municipality except that said aiding fire department shall always be permitted to retain sufficient firefighting equipment and personnel to fight any fire or meet any emergency within its own boundaries that may be reasonably anticipated.
3. Whenever either fire department responds to a fire or emergency in the other municipality, all companies shall report to the Chief or other incident commander of the municipality receiving the aid. The ranking officer of the aiding fire department shall consult with the Fire Chief or incident commander of the municipality receiving the aid to determine the best utilization of the aiding companies equipment and personnel and its assignment, and once decided, the aiding company shall operate under the direction of the Fire Chief or Incident Commander of the receiving municipality until dismissed. Each individual company shall operate under the immediate supervision of its own officer.
4. (a) Each party is responsible for damage to and loss of its own equipment, except for damage or loss caused by the negligence or fault of the other party.
(b) Each party will provide workers compensation insurance to cover its own personnel for compensable injuries arising out of aid rendered under this agreement. Each Party will maintain sufficient liability insurance on its vehicles and other liability consistent with the limits of liability in the Maine Tort Claims Act.

(c) The municipality receiving assistance shall hold the aiding municipality harmless from any claims or causes of action that may result from the use and involvement of the aiding municipalities' equipment and/or personnel in assisting in the receiving municipalities' emergency or event in which aid was requested. Provided, however if the aiding municipality is negligent in carrying out its assignment, such aiding municipality shall be responsible for its own acts.

5. Services performed by either party to this agreement shall be rendered without cost or reimbursement to such party, except in the event of a forest fire, in which case reimbursement shall be made by the municipality in which the fire occurs from funds provided by and at the current rate established by the Department of Conservation, Bureau of Forestry. And further excepted and provided that any chemicals, including, but not limited to, AFFF Foam, and Class A Foam, supplied and/or used by the aiding municipality/department shall be, at the aiding municipality/departments option, replaced or reimbursed by the receiving municipality/department.
6. This Agreement shall become effective upon date hereof and shall remain in full force and effect until cancelled by mutual agreement of the parties hereto, or by thirty (30) days written notice by either party to the other.
7. The parties hereto mutually agree that upon signing of this Agreement, that any other Mutual Aid Agreement between the parties shall be cancelled and become null and void and of no force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

City of Caribou

Witness: _____

Name: _____

Title: _____

Town of Limestone

Witness: _____

Name: _____

Title: _____

FIRE DEPARTMENT AUTOMATIC MUTUAL AID AGREEMENT

Agreement made this _____ day of September 2019 by and between the City of Caribou and the Town of Fort Fairfield, both municipal corporations located in the County of Aroostook and State of Maine.

WITNESSETH:

WHEREAS, by virtue of Title 30-A, M.R.S.A. §3156, the parties by their municipal officers may authorize their fire departments to aid with any public safety emergencies in other municipalities;

NOW THEREFORE, Pursuant to Title 30-A M.R.S.A. §3156, the parties by their municipal officers hereby resolve that their fire departments are authorized to give such aid, and in furtherance of this resolve, the parties agree as follows:

1. In the event that a structure fire in either municipality is reported to E-911, both municipalities will be dispatched to the fire call at the same time. Chimney fires under this agreement are not considered to be a structure fire. Any other type of emergency occurring in either municipality of such magnitude that it cannot be adequately controlled by local firefighting equipment and personnel, said officer may call the other party's fire department to request available firefighting equipment and personnel for use; either (1) in combatting the fire or other emergency or (2) as a standby reserve to meet all other calls that may occur before the receiving fire department is free to take care of them.
2. Upon receipt of such a call, the aiding fire department shall furnish such equipment and personnel as may be available for the stricken municipality except that said aiding fire department shall always be permitted to retain sufficient firefighting equipment and personnel to fight any fire or meet any emergency within its own boundaries that may be reasonably anticipated.
3. Whenever either fire department responds to a fire or emergency in the other municipality, all companies shall report to the Chief or other incident commander of the municipality receiving the aid. The ranking officer of the aiding fire department shall consult with the Fire Chief or incident commander of the municipality receiving the aid to determine the best utilization of the aiding companies equipment and personnel and its assignment, and once decided, the aiding company shall operate under the direction of the Fire Chief or Incident Commander of the receiving municipality until dismissed. Each individual company shall operate under the immediate supervision of its own officer.
4. (a) Each party is responsible for damage to and loss of its own equipment, except for damage or loss caused by the negligence or fault of the other party.
(b) Each party will provide workers compensation insurance to cover its own personnel for compensable injuries arising out of aid rendered under this agreement. Each Party will maintain sufficient liability insurance on its vehicles and other liability consistent with the limits of liability in the Maine Tort Claims Act.

(c) The municipality receiving assistance shall hold the aiding municipality harmless from any claims or causes of action that may result from the use and involvement of the aiding municipalities' equipment and/or personnel in assisting in the receiving municipalities' emergency or event in which aid was requested. Provided, however if the aiding municipality is negligent in carrying out its assignment, such aiding municipality shall be responsible for its own acts.

5. Services performed by either party to this agreement shall be rendered without cost or reimbursement to such party, except in the event of a forest fire, in which case reimbursement shall be made by the municipality in which the fire occurs from funds provided by and at the current rate established by the Department of Conservation, Bureau of Forestry. And further excepted and provided that any chemicals, including, but not limited to, AFFF Foam, and Class A Foam, supplied and/or used by the aiding municipality/department shall be, at the aiding municipality/departments option, replaced or reimbursed by the receiving municipality/department.
6. This Agreement shall become effective upon date hereof and shall remain in full force and effect until cancelled by mutual agreement of the parties hereto, or by thirty (30) days written notice by either party to the other.
7. The parties hereto mutually agree that upon signing of this Agreement, that any other Mutual Aid Agreement between the parties shall be cancelled and become null and void and of no force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

City of Caribou

Witness: _____

Name: _____

Title: _____

Town of Fort Fairfield

Witness: _____

Name: _____

Title: _____

FIRE DEPARTMENT AUTOMATIC MUTUAL AID AGREEMENT

Agreement made this _____ day of September 2019 by and between the City of Caribou and the Town of Washburn, both municipal corporations located in the County of Aroostook and State of Maine.

WITNESSETH:

WHEREAS, by virtue of Title 30-A, M.R.S.A. §3156, the parties by their municipal officers may authorize their fire departments to aid with any public safety emergencies in other municipalities;

NOW THEREFORE, Pursuant to Title 30-A M.R.S.A. §3156, the parties by their municipal officers hereby resolve that their fire departments are authorized to give such aid, and in furtherance of this resolve, the parties agree as follows:

1. In the event that a structure fire in either municipality is reported to E-911, both municipalities will be dispatched to the fire call at the same time. Chimney fires under this agreement are not considered to be a structure fire. Any other type of emergency occurring in either municipality of such magnitude that it cannot be adequately controlled by local firefighting equipment and personnel, said officer may call the other party's fire department to request available firefighting equipment and personnel for use; either (1) in combatting the fire or other emergency or (2) as a standby reserve to meet all other calls that may occur before the receiving fire department is free to take care of them.
2. Upon receipt of such a call, the aiding fire department shall furnish such equipment and personnel as may be available for the stricken municipality except that said aiding fire department shall always be permitted to retain sufficient firefighting equipment and personnel to fight any fire or meet any emergency within its own boundaries that may be reasonably anticipated.
3. Whenever either fire department responds to a fire or emergency in the other municipality, all companies shall report to the Chief or other incident commander of the municipality receiving the aid. The ranking officer of the aiding fire department shall consult with the Fire Chief or incident commander of the municipality receiving the aid to determine the best utilization of the aiding companies equipment and personnel and its assignment, and once decided, the aiding company shall operate under the direction of the Fire Chief or Incident Commander of the receiving municipality until dismissed. Each individual company shall operate under the immediate supervision of its own officer.
4. (a) Each party is responsible for damage to and loss of its own equipment, except for damage or loss caused by the negligence or fault of the other party.
(b) Each party will provide workers compensation insurance to cover its own personnel for compensable injuries arising out of aid rendered under this agreement. Each Party will maintain sufficient liability insurance on its vehicles and other liability consistent with the limits of liability in the Maine Tort Claims Act.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Public Safety Citizens Advisory Committee Recommendation
DATE: September 18, 2019

Discussion and Possible Action

As reported during the previous City Council meeting, the public safety citizens advisory committee met on August 27, 2019 to reconsider their recommendation made in December 2018.

After much discussion on the city's financial outlook, tax impacts to businesses and property owners, and needs of the departments, the committee consensus was that **a combined facility was not the best option to pursue at this time**. After additional discussion about the police station, which included options for remodeling existing buildings, constructing a facility that can be added onto in the future, locations other than the birdseye site, and financial considerations, the majority of the committee voted to **recommend building a new police station that can be expanded in the future to accommodate the Fire/EMS department on the birdseye site**. This option was estimated in 2018 to cost more than \$5M and would need to be voted upon by the city residents.

The recommendation was a very close vote with a minority opinion being that additional considerations should be given to renovating existing buildings to keep project costs lower. In the past year, the VMS building has been vacated and Sitel recently announced that it will cease operations on Sweden street in October. Both of those locations, and others, may be suitable for a short term retrofit to accommodate the police station, until a larger combined facility is possible.

Recommendation

It is recommended that the Council acknowledge the efforts of the citizen's committee by accepting the final recommendation with the understanding that there was a minority opinion of the committee that the study of additional options should be conducted.



City of Caribou, Maine

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

September 6, 2019

Re: Public Safety Citizens Advisory Committee

Dear _____

We, as the City Council, would like to thank you for your involvement with the public safety citizens advisory committee. We recognize that you were asked to study many issues and options, listen to diverse opinions, and weigh the benefits of public safety facilities against the financial constraints of our citizenry. You took time away from your family and personal affairs to be associated with an issue that will affect the entire community for many years to come.

As time passes, conditions change, which necessitate that we keep an open mind to any possibilities and be diligent in our efforts to provide sustainable public services for Caribou residents. We hope you will continue to share insights and bring possible options to us. We will consider the committee's recommendation seriously as we investigate the needs of the police and fire/EMS departments.

Sincerely,

R. Mark Goughan, Mayor

Jody Smith, Deputy Mayor

Thomas Ayer, Councilor

Nicole Cote, Councilor

Hugh Kirkpatrick, Councilor

David Martin, Councilor

Joan Theriault, Councilor



Standard Request for Qualifications

FOR

**Architectural Services
for a Public Safety Facility Study**

(09-17-2019)

Caribou City
Standard Request for Qualifications
Public Safety Facilities - Architectural Study

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Caribou City
Standard Request for Qualifications
Public Safety Facilities – Architectural Study

SUMMARY

Overview: Caribou City desires to have an independent Architectural consultant (“Consultant”) provide multiple concept level designs for a new police station. These designs will be based on an analysis of current operations and program space needs as well as applicable life-safety, detainee handling, evidence processing, building and accessibility codes, etc. Concepts will include utilization of city identified vacant buildings as well as a greenfield design, which could be expanded in the future to accommodate other city operations e.g. fire/ems services, city hall, etc. The City desires to evaluate facility options with the intent of moving toward a new facility in the near future. Information provided by the consultant will be used to seek financing and ultimate construction of the facility. If financing is approved by voters, the Consultant will be utilized for complete design and provide services through final construction of the project (“Project”).

Source of Funding: This study will be funded directly by the Caribou City.

Project Administrator:

Dennis L. Marker, AICP, MPA
Caribou City Manager
25 High Street, Caribou, ME 04736
Office Phone: (207) 493-5962
citymanager@cariboumaine.org

Advertisement Dates: This request for Statements of Qualifications (SOQs) shall be advertised October 2, 2019 in the Aroostook Republican and on the Caribou City website (www.cariboumaine.org) beginning September 25, 2019.

Mandatory Pre-Proposal Meeting: A mandatory pre-proposal meeting will be held on October 8, 2019 at 10:00am. The meeting will be held in the Caribou City Council chambers located at 25 High Street, Caribou, ME 04736

Proposal Due Date: 4:00 pm on October 11, 2019. Submittals will not be accepted after 4:00 pm EDT on the said date.

Submittal Requirements: Please submit an electronic PDF file emailed directly to the Project Administrator which meets the Guidelines for Preparing a Statement of Qualifications contained in this advertisement. Cloud based links to submittals may be acceptable.

Consultant Selection Process:

Selection Committee. Any or all of the following may comprise the consultant selection committee: City Council representatives, City Manager, Police Chief, Fire/EMS Chief, City Building Official, City Code Enforcement Officer, members of the Caribou Public Safety Citizens Advisory Committee.

Proposal Review. Copies of all submitted SOQs will be provided to the Selection Committee after the closing date. Within 5 business days of the closing, the Committee will convene a review meeting to determine the three top consulting firms for further consideration. Following selection committee reviews, oral interviews may be conducted during regular business hours at the Caribou City offices.

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Public Safety Facilities – Architectural Study

Firms selected for oral interviews will be notified by October 18, 2019. Interviewing firms will need to be prepared with a maximum 15 minute presentation and will be asked to submit a project cost estimate as part of their presentation to the Selection Committee. Final Selection Committee recommendations will be provided to the City Council for consideration in awarding a contract for design of the Project.

Selection Process Milestones

Date	Action
Sept 25 - Oct 11, 2019	Advertisement of RFQ
October 8, 2019	Mandatory Pre-Proposal Meeting at 10:00 AM
October 9, 2019	Final day for Questions on the Project
October 11, 2019	Statements of Qualifications are due at 2:00 PM.
October 14-16, 2019	Selection Committee SOQ Review Meeting
October 18, 2019	Notice to Firms for Oral Interviews
October 22, 2019	Possible Interview of Selected Firms
October 22, 2019	Selection Committee Final Recommendation
October 23-25, 2019	Contract Terms and Scoping Meeting with Recommended Firm
October 28, 2019	Potential City Council award of contract

Caribou City
Standard Request for Qualifications
Public Safety Facilities – Architectural Study

ADVERTISEMENT

**NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
ARCHITECTURAL CONSULTANT SERVICES**

Caribou City is seeking the services of a qualified Architectural Consultant to **perform the design of a New Police Station with various associated facilities**. The design and subsequent efforts should be in accordance with industry standards and practices for essential public facilities.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications (SOQ) will be available September 25, 2019 and may be obtained from the Caribou City Web site www.cariboumaine.org. A mandatory pre-submittal meeting will be October 8, 2019. **The deadline for submitting an SOQ is 4:00pm on October 11, 2019.** The right is reserved by Caribou City to reject any or all Statements of Qualifications.

Caribou City encourages prime consultants to use Disadvantaged Business Enterprise and Women's Business Enterprise as sub-consultants where practicable.

September 17, 2019

Caribou City
Dennis Marker, AICP, MPA
Caribou City Manager

Caribou City
Standard Request for Qualifications
Public Safety Facilities – Architectural Study

Introduction

Since 2016, the city has been planning to make renovations to the Caribou City police department. In 2018, a citizens advisory committee evaluated several options for combining the police facilities with fire/EMS facilities. The recommendation of that committee was that a combined facility, though desirable, was not the best option for the city at this time and that the city should focus on constructing a new police station that can be expanded in the future to accommodate the Fire/EMS department. The committee was split nearly evenly with the minority opinion being that additional investigation should be conducted into the renovation of existing vacant or underutilized buildings in the city. The purpose of this study is to conduct an operations/space analysis to determine basic department needs and also perform a high-level evaluation of existing buildings to determine what costs may be associated with converting those spaces into a police station.

Project Dates

Consultants are required to meet the information submittal deadline dates outlined in the request summary above. Firms who fail to meet these dates will be considered non-responsive. Consultants are also advised to meet the dates set for the oral interviews, if selected for an interview.

Key Personnel

Qualifications:

The Consultant shall be responsible to ensure that all personnel listed in their submitted SOQ be qualified through training, experience, and appropriate certification for the tasks assigned and understanding of pertinent laws within the State of Utah.

Required Availability:

When Consultants list personnel to be used on this Project, the Consultant is agreeing to make those personnel available to complete work on the Project at whatever level the Project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **51%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Payment for Services

Progress payments can be made to the selected Consultant. The city will retain five-percent of any invoiced amount for work in progress on specified tasks. Final payment, including any retainage, for specified tasks shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by Caribou City as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner. Payment terms are negotiable with the final contract for services.

Applicable Federal and State Regulations

The Consultant shall conform to all applicable local, state and federal regulations.

Authorization to Begin Work

Notice to proceed will be given by Caribou City as soon as the contract is approved and signed by all parties and returned to Caribou City.

Caribou City
Standard Request for Qualifications
Public Safety Facilities – Architectural Study

Required Statement Contents

The SOQ from the Consultant should contain the information identified in Appendix A.

Statement Evaluation Procedures

The SOQ shall be evaluated by Caribou City in accordance with the criteria described in Appendix A.

Conditions of Proposal

All costs related to the preparation of the SOQ and any related activities such as interviews are the sole responsibility of the Consultant. Caribou City assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements

Statements become the property of Caribou City, are treated as privileged documents, and are disposed of according to Caribou City policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of four years after completion of the contracted work. Proposals of Consultants who are not awarded a contract shall also be open to public inspection and will be destroyed after two years from when the contract is executed with the selected Consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Project Administrator shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the nondisclosure of data in the contract, the Project Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents

All documents, drawings, photographs and any other written, electronic, or graphic material, however produced, received from the City and used by the Consultant in performance of its services shall remain under the ownership of the City. All drafts or working papers, drawings, internal memoranda of any kind, photographs and any other written or graphic material which are not included in the final Project deliverables, however produced or prepared by Consultant, will remain the property of the Consultant. Owner and Consultant shall be co-owners of the final documents, excepting the right to use proprietary information, names or logos without the prior written consent of the other party.

Project Assignment

Caribou City reserves the right to assign all responsibilities, rights, contracts, and any other obligations associated with this project as it deems appropriate, including, but not limited to, payment for services and ownership of materials.

Appendix A Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of Statements of Qualifications (SOQs) by Consultants for planning/engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If Caribou City determines interviews are necessary prior to selection, a minimum of three and a maximum of five Consultants will be short-listed and invited to an interview by the Caribou City Selection Committee

The purpose for these guidelines is to assure consistency in format and content in an SOQ prepared by a Consultant and submitted to Caribou City. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Caribou personnel.

STATEMENT OF QUALIFICATION SECTIONS

The Statement of Qualifications should contain the following sections in the order listed. Information to be included in the sections is outlined in the evaluation criteria below.

1. Introductory Letter
2. Project Team
3. Relevant Experience
4. Capability of the Consultant
5. Approach to the Project
6. Fee for Service

STATEMENT OF QUALIFICATION EVALUATION CRITERIA

1. Introductory Letter - The introductory letter should be addressed to:

Dennis L. Marker
Caribou City Manager
25 High Street
Caribou City, ME 04736

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the Project team or yourself that may be useful or informative to Caribou City. Include the mailing address, e-mail addresses, and phone numbers of the primary contact person for this selection process in the introductory letter. **No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.**

Caribou City
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Public Safety Facilities – Architectural Study

2. Project Team - The Selection Committee will consider how well the qualifications and experience of the members of the project team relate to the specific project.

- Project team flow charts including sub-consultants
- Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability nor wages/costs of personnel hours as this could be misinterpreted.)
- Proof of licensure to work within the state of Maine (This page(s) will not count against the total page limit of the packet)

A maximum of 10 points is available for this section.

3. Relevant Experience - Provide information on five recent projects that you or your firm worked on that demonstrate competency in the following areas of emphasis:

- Essential Public Facilities
- Renovation of Existing Buildings
- Financial Sensitivity through phased construction

Each highlighted project should demonstrate at least two of the above areas of emphasis and include the following minimum information:

- Project Name
- Project Description (max 250 words)
- Project Design Cost
- Project Construction Services Cost, if applicable
- Project Construction Costs
- Duration of design work & services to completion if applicable
- Name of Project Manager
- Client
- Client Reference Contact and Telephone Number

A maximum of 50 points is available for this section.

4. Approach to the Project - The Selection Committee will evaluate how well you have outlined a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts.

Please explain and/or illustrate the following:

Caribou City
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- Describe the course of action proposed to meet the goals and objectives of the Project. Please be realistic, clear, and concise.
- Identify key Project milestones including anticipated amount of time needed to complete the work.
- Identify potential impacts, impediments, conflicts and proposed mitigation.
- Internal quality and cost control procedures that will be used.

A maximum of 20 points is available for this section.

5. Unique Qualifications - The Selection Committee will consider any unique qualifications the Consultant's may have to perform the work. Items may include familiarity with the Project area, past work history with Caribou, or other unique qualifications which are asserted but not addressed in items 2, 3, or 4 above.

A maximum of 5 points is available for this section. Individuals or firms from Aroostook County will receive an automatic 5 pts in addition to any unique qualifications score received.

6. Fee for Service – Based on the scope of work provided in Appendix B, responders shall provide, via separate electronic file, an estimate of cost for the requested services and a drafted contract for City consideration. The Selection Committee will see the cost proposals only after scoring the SOQ submittals based on the above criteria.

A maximum of 10 points will be awarded proportionate to the range of estimates submitted with the lowest estimate receiving the full points.

SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Selection Committee.

1. **Electronic PDF File of Proposal emailed to citymanager@cariboumaine.org** (File must be labeled with the Firm Name, Project Name (e.g. CaribouCity_PSFacility_Study))
2. **Color is allowed**
3. **Maximum file size is 5MB**
4. **Pdf pages are to be formatted for 8½" x 11"**
5. **One-inch (1") Margins** – (Exceptions: Architects Name/Logo and Page Headers/Footers may be within margins)
6. **Minimum 10 Pt Font and 12 Pt Line Spacing** – (The minimum font size is 10 point font or greater everywhere in the Proposal including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)

Caribou City
Standard Request for Qualifications
Public Safety Facilities – Architectural Study

7. **8 Page Maximum** – (The Proposal should not exceed **Eight** pages.) A page is defined as a double-sided 8.5" x 11" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. Tab or divider sheets will not count toward the maximum page limit so long as they only contain logos, section titles, and non-information graphics or images. **Any Proposal that exceeds the page maximum will receive a three-point penalty per page over the limit.**

SELECTION COMMITTEE

The Selection Committee members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Committee will then meet in a Selection Review Meeting to discuss the final scores and comments and determine the format of interviews, if any.

SELECTION INTERVIEWS

If the Selection Committee determines interviews are necessary, the following project-specific topics may be some of the issues discussed. Weighting of these topics and any others established during the Selection Committee Meeting, will be provided to those Consultants who have been invited to interview with the Selection Committee.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project
- Formal bid for the Project

"SELECTING BY CONSENT" PROCESS

The final selection process will be performed using a "Selecting by Consent" (SBC) process developed by Caribou City staff. The SBC process is a scoring process that aids the Selection Committee in developing the final ranking of Consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Committee Meeting. After the interviews are conducted, the Selection Committee scores each segment and question by consent. Consent is defined as the willingness of all Selection Committee members to accept a decision reached by a collaborative process. The final selection ranking of Consultants is based on the final scores developed by the Selection Committee Members.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and should provide Caribou City's Selection Committee Members with an understanding of the Consultant's ability to undertake and complete the proposed project in a thorough and timely manner.

Caribou City
Standard Request for Qualifications
Public Safety Facilities – Architectural Study

Appendix B

SCOPE OF WORK

PURPOSE

The Caribou Police Department and Fire/EMS Departments provide essential services to the City of Caribou. The Police department operates out of the basement of city hall which was built in 1939 as the city fire station. The fire department moved from the space in 1978 when the current fire station was built on the corner of High Street and Goldfrank Drive. Due to age and condition of the current facilities, operational needs and regulatory changes affecting facility designs, a need to evaluate the potential of newer police and fire/EMS facilities has grown.

In February 2018, the City Council requested a citizens group be formed to investigate the facility needs for the police and fire/ems departments. Over the course of the committee's efforts a total of 23 different citizens participated. After spending a year evaluating options for the facilities, the citizens advisory committee recommended that the city construct a new police station that can be expanded in the future to possibly accommodate the fire/EMS department when warranted. They also recommended that the facilities be built on a brownfield area that has been cleaned by the City. The estimated price of the committee's recommendation is near \$5.2Million.

Being sensitive to the potential impact on tax payers, the City Council desires to continue investigating possible options for a new police station and, as suggested by some residents, consider renovation of existing buildings that are currently vacant or have been announced to close in the near future as well as the potential of a stand-alone police station.

PROJECT TASKS

Project tasks may include the following activities (actual contract tasks will be identified through a scoping meeting after a Consultant is selected):

Task 1. Stakeholder Committee Formation and Kickoff

- a. Stakeholder workshop preparation
- b. Hold a Stakeholders meeting to refine a Scope, Budget & Schedule
- c. Stakeholders may include: Caribou Community Development, Public Works, Public Safety, Recreation, City Council, and representatives from each major public utility company.
- d. City tour/site analysis of existing facilities and potential development sites.

Task 2. Determination and Identification of Existing Conditions and Space Needs

- a. Meet with public safety personnel to evaluate current program space needs based on life-safety codes, detainee and evidence handling, building and accessibility codes.
- b. Review background information provided by Caribou City

Task 3. Determination and Identification of potential Site locations.

- a. Conduct a high-level survey of 4 properties, selected by the City, that can be

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remodeled/renovated for the project in order to determine:

- Property boundaries
 - Area Topography
 - Existing Rights-of-way
 - Existing Site features (e.g. parking, utilities, access, etc.
 - Building Conditions including General condition of exterior materials and dimensions, interior space, utilities, functionality, limitations, accessibility, etc.
 - Other features or encumbrances which may affect the Project design
- b. Provide a list of building and site elements that will need to be modified to meet codes pertinent to use of the site as an essential public facility.
- c. Meet with stakeholder group to review survey findings and discuss potential limiting factors for consideration in future tasks.

Task 4. Conceptual Design of Future Facilities

- a. Using information obtained in Tasks 1-3,
1. Prepare a conceptual design of a new police station on 2 sites evaluated under task 3.
 2. Provide a concept plan for a stand-alone, “slab on grade” police station that can be built on an assumed flat, 3-acre square piece of property. (The intent being a concept that can be dropped on any piece of property)
- b. Meet with stakeholders to review concept plans and discuss potential modifications to the plans.
- c. Make appropriate stakeholder modifications to concept plans.
- d. Prepare street level architectural renderings of each building concept.
- e. Provide a cost estimate for each of the concept plans.

Task 5. Identification of Funding Options for the Project

- a. Provide a list of potential funding sources to help with project costs.
- b. Provide grant materials and writing expertise.

Task 6. Public Meetings

- a. Prepare presentation quality information graphics/maps/designs that can be printed onto display boards in preparation of open house meetings. Assume three 24”x36” displays per concept under Task 4.
- b. Prepare a preferential survey to be conducted by the City during open house meetings.

Task 7. Preliminary Design

- a. Based on feedback from the open house meetings and stakeholders, prepare a preliminary design for the City’s “preferred” option. The intent is that a more refined cost estimate will be provided for voters to consider at a future election. This may include site surveys, geotechnical investigations, structural analysis, utility, grading and site design work.
- b. Coordinate with City staff on any design issues.

Caribou City
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Public Safety Facilities – Architectural Study

- c. Coordinate with public utility companies as needed.

Task 8. Final Project Design
(Subject to voter approval of project)

- a. Using information obtained and stakeholder input, prepare a final design of Summit Ridge Parkway. This should comply with the City’s final design requirements.
- b. Incorporate public utility designs for infrastructure expansions into final designs for the Project.
- c. Conduct stakeholder review meeting
- d. Assist the City through necessary UDOT review and approval processes for US highway 6 connectivity with the Parkway.

Task 9. Construction Drawings and Project Bid
(Subject to voter approval of project)

- a. Prepare final drawings for construction of the Project
- b. Prepare bidding and contract documents and assist City staff in advertising the Project
- c. Assist City staff in selecting a contractor to construct the Project
- d. Complete necessary DOT, DEP, etc. final review and approval processes for the Project.

Task 10. Provide Construction Administration Services and Support

Task 11. Provide Construction Survey Staking

QC/QA Plan Requirements

The Consultant may be asked to prepare, distribute, and implement a Quality Control/Quality Assurance Plan for the project if QC/QA issues are detected.

All documents will be maintained in both an electronic and hard copy format. Each document will have a uniquely specific location in both electronic and hard copy formats.

END.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: NOAA Lease Renewal at the Airport
DATE: September 18, 2019

Discussion and Possible Action

The National Oceanic and Atmospheric Administration (NOAA), aka National Weather Service, currently leases property from the city at the airport. That lease expires June 30, 2021 after 20 years. The attached agreement will renew the lease for another 20-year period. Federal statute requires the city, as an owner of a municipal airport, to provide the lease area at no cost to the federal government for aviation related activities.

Recommendation

It is recommended that the Council authorize the manager to execute the revised lease agreement with an effective date of July 1, 2021



U.S. GOVERNMENT LEASE FOR REAL PROPERTY



DATE OF LEASE:

LEASE NO: 19EKW0080C

THIS LEASE under the authority of 40 U.S.C. § 585, as delegated under 41 C.F.R. § 102-73.175, is made and entered into this date by and between: City of Caribou

whose address is: Municipal Building, 25 High Street, Caribou, ME 04736

hereinafter called the “Lessor”, and the UNITED STATES OF AMERICA, hereinafter called the “Government”:

WITNESSETH: The parties hereto for considerations hereinafter mentioned, covenant and agree as follows:

1. **Lease of Premises.** Lessor owns or controls a parcel of improved land at 810 Main Street, Caribou, ME (“Premises” or “Property”). Lessor leases to the Government and the Government leases from the Lessor a portion of said parcel of improved land consisting of approximately 4.01 acres located on the Caribou Municipal Airport, (Latitude 46.868388, Longitude -68.013529), together with cable connections, easements, rights of way and appurtenances (“Premises”), as more particularly described in Exhibit A, and shown on Exhibit B, attached hereto and made a part hereof.
2. **Term.** TO HAVE AND TO HOLD the said Premises for a 20-year term that begins on July 1, 2021 and ends on June 30, 2041, subject to the termination and other rights as may be hereinafter set forth.
3. **Rent.** The Government shall pay the Lessor an annual rent of \$1.00 per year in arrears. Rent shall be made via Electronic Funds Transfer and based on the information provided in the System for Award Management database (available at <https://www.sam.gov>) or successor database.
4. **Termination.** The Government may terminate this Lease at any time by giving at least 30 calendar days’ notice in writing to the Lessor, and no rent shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing. The parties agree upon the Government providing written notice to coordinate and mutually agree upon a schedule for the Government to vacate the Premises.
5. **Use.** The Government envisions the Premises being used for the purposes of a Weather Forecast Office (WFO), an Upper Air Inflation Building (UAIB) and/or an Automatic Weather Balloon Launcher (i.e., Autosonde or something similar). The Government shall have the right to use the Premises or any part thereof for any and all lawful purposes, to build and rebuild thereupon, to erect improvements on the Premises and, to make such alterations, improvements, signs, and betterments to the Premises and/or the improvements thereon as it may desire. All improvements, alterations, signs and betterments shall comply with applicable laws, regulations and requirements.
6. **Utilities and Services.** The Government shall have right-of-way to connect to all necessary utilities (i.e., for maintaining power, telecommunications, cabling, and fuel lines to the Premises); all rights-of-way to be over or under the land(s) and adjoining lands, to be by routes reasonably determined to be the most convenient to the Government. During the term of the Lease, the Government is responsible for funding its utility consumption on the Premises. The Government shall arrange for connection to existing utilities through separate agreements.

In conjunction with the above, the Lessor grants to the Government all permission to install and maintain utility connections (e.g., lines used for utilities, cabling, communications and sensor monitoring).

7. **Operations, Maintenance & Utilities.** The operation, maintenance, and utility connection/consumption will be the Government's responsibility. The Government may also periodically maintain the landscaping on the Premises.
8. **Government Property.** Lessor covenants and agrees that none, or no part, of the Government's property (e.g., equipment, buildings, fixtures, improvements) placed in, on, or upon, or affixed to, the Premises will become, or be considered part of, the Premises. The Government's property and will remain the property of the Government unless disposed of or abandoned in accordance with applicable federal laws and regulations. Said disposal or abandonment will also need to be coordinated among the parties.
9. **Modification or Interference.** If at any time during the period of this Lease or any renewal thereof, the Lessor desires to change the location of sites furnished to the Government pursuant to this Lease, or the Lessor changes or modifies its facilities (runways or other areas) or permits others to change or modify such facilities in such a manner so as to adversely affect or render useless the Government's equipment, facilities and/or their related power, control or signal lines, any expenses for reasonable mitigation of the adverse conditions shall be at the expense of the Lessor. If mitigation of the adverse conditions, as determined by the Government, is not possible, the Government may terminate the Lease immediately.
10. **Title.** Lessor covenants that Lessor's interest in the Property is sufficient to enter into this Lease, and that the Government may reasonably request evidence of said interest. The Government may also reasonably request evidence that the person or people who signed the Lease or will sign any subsequent Lease documents had or has the proper authority.
11. **Taxes and Assessments.** The rent includes all taxes and assessments levied on the Premises. The Government shall not be responsible for the payment of any taxes (including escalations, assessments, or fees levied on the Premises or on the Government's property (e.g., equipment)).
12. **Restrictions and Encumbrances.** Lessor covenants that it is aware of no restrictions of any kind whatsoever, including without limitation, restrictive covenants, zoning ordinances, liens, encumbrances or regulations, which will prevent the Government from using the Premises for the operation of a WFO, UAIB and an Automatic Weather Balloon Launcher. In support of public safety and the transportation of commercial goods and services and the Government's mission of collecting, studying, and reporting on metrological conditions, the Lessor acknowledges that the Government will be inflating and launching weather balloons on and within the Premises. The Lessor understands that the Government will require a 100-foot clear zone above its site in performance of the Government's mission.
13. **Hazardous Materials.** The Premises shall be free of hazardous materials according to applicable federal, state, and local environmental laws and regulations. Nevertheless, the Lessor acknowledges and agrees that the Government will be inflating and launching weather balloons on the Premises and, as part of such activity, the Government may use and store helium and equipment that generates hydrogen. The Government shall have the right to use helium and hydrogen, provided that it is used in compliance with NOAA policy.
14. **Claims.** For the purposes of this Lease, the Government is considered to be self-insured. The Government agrees to promptly consider and adjudicate any claims which may arise out of use of the Lessor's Property/Premises by the Government or duly authorized representatives or contractors of the Government and to pay for any damage or injury as may be required by applicable law. Such adjudication may be pursued under the Federal Tort Claims Act, 28 U.S.C. § 2671 et seq., the Federal Employees' Compensation Act, 5 U.S.C. § 8101 et seq., or such other legal authority as may be pertinent.

15. Correspondence.

Correspondence to the Lessor shall be Sent to:	Correspondence to the Government shall be sent to:
City of Caribou Municipal Building 25 High Street Caribou, ME 04736	United States Department of Commerce NOAA Real Property Management Division 1305 East West Highway, SSMC IV, Fifth Floor Silver Spring, MD 20910 ATTN: Real Property Contracting Officer

16. Access. For the duration of this Lease, and at no additional cost to the Government, the Lessor is responsible for ensuring the Government, its employees, contractors, subcontractors, authorized representatives, and licensees will have access (rights of ingress and egress) to the Premises at all times. The Lessor shall be responsible for securing any easement, right of entry, or other access agreement necessary to ensure the Government's access to the Premises from a nearby public roadway. The Government may, at its own expense, erect a fence or other barrier to restrict access to the Premises.

17. Successors Bound. This Lease shall bind, and inure to the benefit of, the parties and their respective heirs, executors, administrators, successors, and assigns.

18. Novation and Change-of-Name Agreements (Change of Ownership and Change of Name). If the Lessor desires to transfer this Lease or ownership of the Premises, or change its name, compliance with Federal Acquisition Regulation subpart 42.12 (48 C.F.R. subpart 42.12) is required.

19. Quiet Enjoyment. Lessor agrees that the Government, upon observing and keeping the agreements and covenants of this Lease to be observed and kept on its part, shall lawfully and quietly hold, occupy and enjoy the Premises during the term of this Lease, without hindrance from Lessor or anyone claiming rights by, through or under Lessor. In support of the Government's mission of collecting, studying, and reporting on metrological conditions, the Lessor agrees to share any potential development plans with the Government to avoid damaging any Government improvements including the Government's utility lines, grading and access. Further, the Lessor acknowledges that the Government will require a 100-foot clear zone above its site in performance of the Government's mission.

20. Perimeter of Property. In support of the Government's mission of collecting, studying, and reporting on metrological conditions, the Lessor agrees to inform and discuss with potential developers within the boundaries of the Caribou Municipal Airport with the intent to avoid interference with said use. Further, the Lessor agrees to inform the Government if zoning variances come forward within the boundaries of the Caribou Municipal Airport.

21. Exhibits and Attachments. The following are attached and made a part hereof:

- A. Exhibit "A," Legal Description (3 Pages)
- B. Exhibit "B," Site Plan of NOAA Leased Area (1 Page)
- C. Exhibit "C," General Clauses DOC NOAA OCT 2018 (1 Page)
- D. GSA FORM 3518-SAM (REV 01/16) (2 Pages) plus SAM Registration page

22. Subsequent Terms. The Government and the Lessor may agree to enter into a succeeding lease agreement for continued use of the Premises.

23. This Lease number 19EKW0080C replaces and succeeds any previous agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR: City of Caribou

BY _____
Signature Name (Print), Title, & Date

IN THE PRESENCE OF:

BY _____
Signature Name (Print), Title, & Date

UNITED STATES OF AMERICA

Signature _____
Department of Commerce Name of Contracting Officer (Print) & Date
Real Property Contracting Officer



Timothy M. Doak, PLS
Timothy R. Roix, PE, PLS
Joel L. Brown, PLS
Keith P. Whitaker, PE
Scott E. Braley, PE

Parcel Description
Proposed Lease Parcel
from
The City of Caribou
to
The National Weather Service
Main Street, Caribou, Aroostook County, Maine

A certain piece or parcel of land being part of original township lot 3 in that part of the City of Caribou formerly known as "I" Township, also formerly known as Forestville, County of Aroostook, State of Maine, being located on the westerly side of Main Street, so called, approximately opposite the intersection of Main Street and Garden Circle, formerly known as Martha Street, said parcel being more particularly bounded and described as follows:

Beginning at a 10" spike set and capped northerly of an electrical manhole near the intersection of the westerly right of way of Main Street and the easterly extension of a line approximately one foot northerly of a new chain link fence on land of the Grantor, said spike also being located on a tie line having a bearing of South 14°15'00" West, a distance of 52.22 feet from a metal rebar found;

Thence, westerly on a line approximately one foot northerly of said chain link fence on a bearing of North 72°26'50" West, a distance of 287.02 feet to a PK nail set in a paved access roadway near an angle point in said chain link fence and near an electrical manhole;

Thence, southwestwesterly on a line approximately one foot northwestwesterly of said chain link fence on a bearing of South 32°21'16" West, a distance of 12.97 to a rebar set near an angle point in said chain link fence;

Thence, southerly along a line approximately one foot westerly of said chain link fence on a bearing of South 11°17'26" West, a distance of 259.73 feet to a rebar set;

Thence, westerly across land of the Grantor on a bearing of North 78°42'34" West, a distance of 118.63 feet to a rebar set;

Thence, northerly across land of the Grantor on a bearing of North 11°17'26" East, a distance of 616.67 feet to a rebar set;

Thence, easterly across land of the Grantor on a bearing of South 73°18'45" East, a distance of 440.60 feet to a rebar set on or near the westerly right of way of said Main Street;

Thence, continuing on the same course and bearing, a distance of 33.00 feet to the centerline of Main Street;

Thence, southerly along said Main Street centerline on a bearing of South 16°25'14" West, a distance of 336.55 feet;

Thence, westerly on a bearing of North 72° 25'50" West, a distance of 33.01 feet to the Point of Beginning.

The above-described parcel of land contains 4.01 acres, excluding the area within the right of way of Main Street.

Subject to the rights of the public to the use of the Main Street right of way.

Existing Electrical & Communication Infrastructure Exception

Excepting from the above-described parcel the existing Airport Electrical Vault building, and all associated underground electrical, data, and communication cables, manholes, ducts, and conduit.

Utility Easement Reservation

Reserving from the above-described parcel an easement for the continued use, inspection, maintenance, repair, replacement, upgrading, expansion, and relocation of all existing underground utilities that currently service the airport on remaining land of the Grantor, including right entry with personnel and equipment of all types necessary to accomplish same.

Fence Maintenance Easement Reservation

Reserving from the above-described parcel an easement for entry on said parcel with personnel and equipment of all types for the inspection, maintenance, repair, or replacement of the new chain link fence installed on land of the Grantor immediately adjoining the southerly line of said parcel.

Avigation Easement Reservation

Reserving from the above-described parcel an avigation easement, appurtenant to the remaining lands of the Grantor herein, for the unobstructed passage of all aircraft ("aircraft" being defined for the purpose of this instrument as any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air) by

whomsoever owned and operated. Said easement is to be located at, on, or above the above described parcel and along and above imaginary surfaces defined in FAR part 77 for civilian airfields. Sketches of said Part 77 surfaces are attached hereto as Exhibit A and Exhibit B and are hereby incorporated into this description.

Also reserving the right to cause in all air space above the surface of the above described parcel such noise, vibrations, fumes, dust, fuel particles, and all other effects that may be caused by the operation of aircraft landing at, or taking off from, or operating at, on, or above the described parcel; and by accepting this lease Grantees do hereby fully waive, remise, and release any right or cause of action with they may now have or which they may have in the future against Grantor, its successors and assigns, due to such noise, vibrations, fumes, dust, fuel particles, and all other effects they may be caused or may have been caused by the operation of aircraft landing at, or taking off from, or operating at, on, or above the described parcel.

The easement and right of way hereby reserved includes the continuing right in the Grantor to prevent the erection or growth upon Grantee's property of any building, structure, tree, or other object, extending into the air space of any imaginary plan defined in the afore- mentioned Part 77 regulations, and to remove from said air space, or at the sole option of the Grantee, as an alternative, to mark and light as obstructions to air navigation, any such building, structure, tree or other objects now upon, or which in the future may be upon Grantor's property, together with the right of ingress to, egress from, and passage over Grantor's property for the above purpose. This right specifically excepts the two proposed antennae on the building to be constructed, which have been authorized by the Federal Aviation Administration to penetrate said Part 77 surface as described on form 7460 on file with said Federal Aviation Administration.

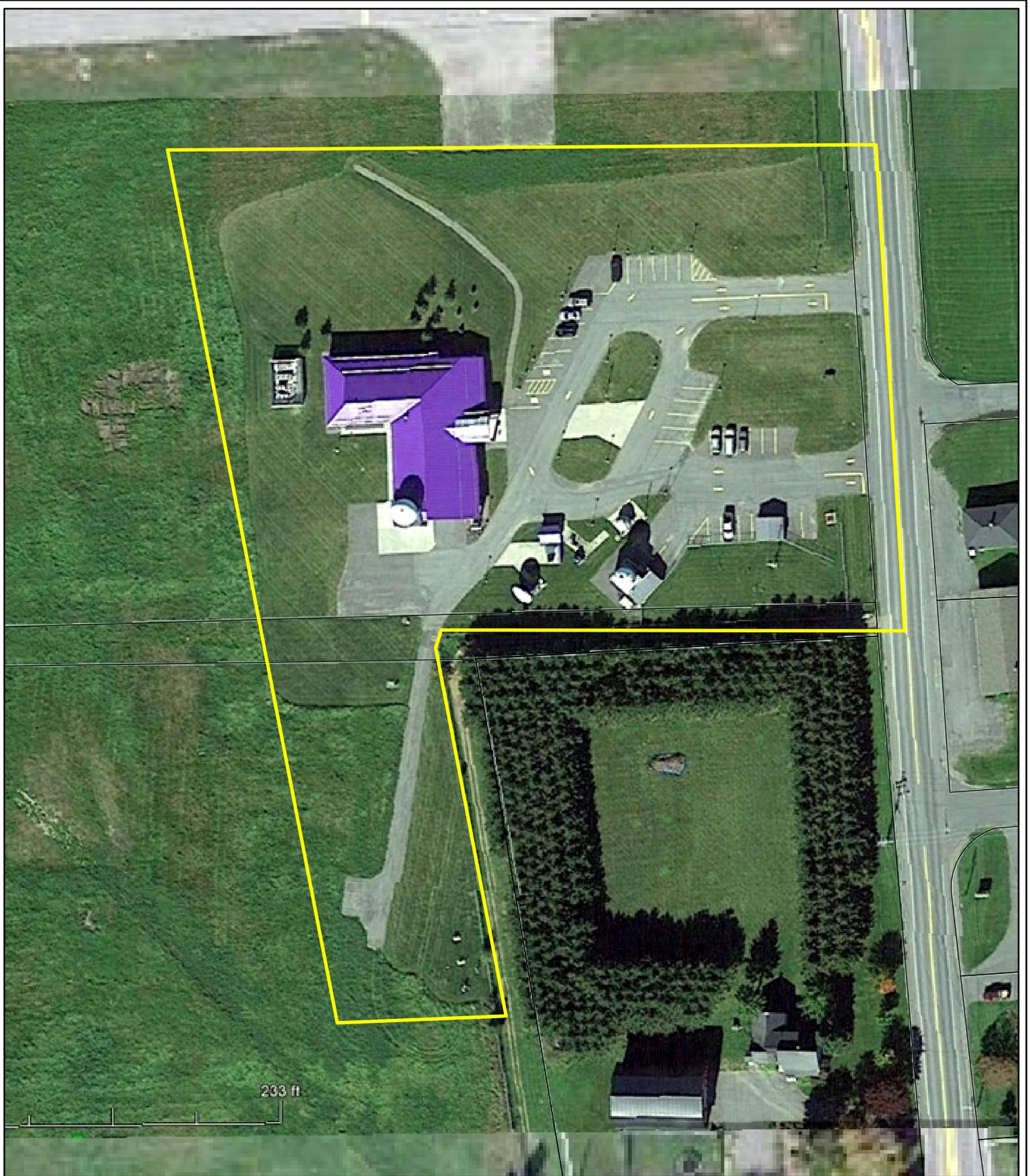
The above described parcel of land is based on a field survey completed by B.R. Smith Associates, Inc. under the supervision of Timothy M. Doak, PLS, and is shown on a plan dated May 29, 2001. All bearings are based on a magnetic observation taken in 1998. All monuments set are 5/8" diameter rebar with yellow plastic caps affixed inscribed "BRSA, Inc. PLS 2122", except as noted.

Being part of the land described in a deed from Hershel D. Collins to the Inhabitants of Caribou dated June 12, 1928, and recorded in book 377, page 287 at the Southern Aroostook County Registry of Deeds, and part of the land described in a deed from Hugh S. and Mary A. Kirkpatrick to the City of Caribou dated June 3, 1981, and recorded in book 1548, page 104 at the Southern Aroostook County Registry of Deeds.

May 29, 2001

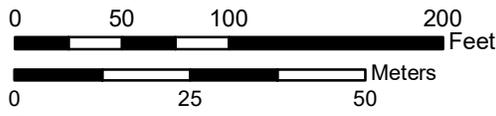


B.R. Smith Associates, Inc.
By: Timothy M. Doak, PLS



National Weather Service Facilities at Caribou Municipal Airport

Map Produced: September 12, 2019
By: Caribou Community Development



Data:
Imagery taken 9/28/2013, Obtained from Google Earth.
Parcel Data obtained from Caribou GIS

GENERAL CLAUSES

(Acquisition of Leasehold Interests in Real Property for Leases Up to \$150,000 Net Annual Rent)

1. The Government reserves the right, at any time after the lease is signed and during the term of the lease, to inspect the leased premises and all other areas of the building to which access is necessary to ensure a safe and healthy work environment for the Government tenants and the Lessor's performance under this lease.
2. GSAR 552.270-7 FIRE AND CASUALTY DAMAGE (JUN 2011)
If the entire premises are destroyed by fire or other casualty, this lease will immediately terminate. In case of partial destruction or damage, so as to render the premises untenable, as determined by the Government, the Government may terminate the lease by giving written notice to the Lessor within fifteen (15) calendar days after such determination. If so terminated, no rent will accrue to the Lessor after such partial destruction or damage; and if not so terminated, the rent will be reduced proportionately by supplemental agreement hereto effective from the date of such partial destruction or damage. Nothing in this lease shall be construed as relieving Lessor from liability for damage to or destruction of property of the United States of America caused by the willful or negligent act or omission of Lessor.
3. The Lessor shall maintain the demised premises, including the building, building systems, and all equipment, fixtures, and appurtenances furnished by the Lessor under this lease, in good repair and tenantable condition. Upon request of the Contracting Officer, the Lessor shall provide written documentation that building systems have been maintained, tested, and are operational.
4. In the event the Lessor fails to perform any service, to provide any items, or meet any requirement of this lease, the Government may perform the service, provide the item, or meet the requirement, either directly or through a contract. The Government may deduct any costs incurred for the service or item, including administrative costs, from rental payments.
5. FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (VARIATION)
This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or the full text may be accessed electronically at: <https://www.acquisition.gov>
6. The following FAR (48 C.F.R. part 52) and GSAR (48 C.F.R. part 552) clauses are incorporated by reference:
FAR 52.204-7 SYSTEM FOR AWARD MANAGEMENT (OCT 2018)
FAR 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (OCT 2018) (Applicable to leases over \$25,000; not applicable to individuals)
FAR 52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (OCT 2018)
FAR 52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (OCT 2015) (Applicable to leases over \$35,000)
FAR 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JUL 2013) (Applicable to leases over \$3,500 and 5 years)
FAR 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (APR 2015) (Applicable to leases over \$10,000)
FAR 52.222-26 EQUAL OPPORTUNITY (SEP 2016) (Applicable to leases over \$10,000)
FAR 52.222-35 EQUAL OPPORTUNITY FOR VETERANS (OCT 2015) (Applicable to leases over \$10,000)
FAR 52.222-36 EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES (JUL 2014) (Applicable to leases over \$10,000)
FAR 52.222-37 EMPLOYMENT REPORTS ON VETERANS (FEB 2016) (Applicable to leases over \$10,000; not applicable to a State or local government agency)
FAR 52.232-23 ASSIGNMENT OF CLAIMS (MAY 2014) (Applicable to leases over \$3,500)
FAR 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER—SYSTEM FOR AWARD MANAGEMENT (OCT 2018)
FAR 52.233-1 DISPUTES (MAY 2014)
GSAR 552.270-8 COMPLIANCE WITH APPLICABLE LAW (SEP 1999)
GSAR 552.270-23 SUBORDINATION, NONDISTURBANCE AND ATTORNMEN (SEP 1999)
GSAR 552.270-24 STATEMENT OF LEASE (SEP 1999)
GSAR 552.270-28 MUTUALITY OF OBLIGATION (SEP 1999)
GSAR 552.270-30 PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JUN 2011)
GSAR 552.270-31 PROMPT PAYMENT (JUN 2011)
GSAR 552.270-32 COVENANT AGAINST CONTINGENT FEES (JUN 2011)

Initials: _____ & _____
Lessor Government (Lessee)

ADDENDUM to the System for Award Management (SAM) REPRESENTATIONS AND CERTIFICATIONS (Acquisitions of Leasehold Interests in Real Property)	Request for Lease Proposals Number	Dated
--	------------------------------------	-------

Complete appropriate boxes, sign the form, and attach to offer.
The Offeror makes the following additional Representations. NOTE: The "Offeror," as used on this form, is the owner of the property offered, not an individual or agent representing the owner.

1. ANNUAL REPRESENTATIONS AND CERTIFICATIONS FOR LEASEHOLD ACQUISITIONS (APR 2015)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 531120, unless the real property is self-storage (#531130), land (#531190), or residential (#531110).
 - (2) The small business size standard is 38.5 Million in annual average gross revenue of the concern for the last 3 fiscal years.
 - (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
 - (b) The System for Award Management (SAM) is a centrally located, searchable database which assists in the development, maintenance, and provision of sources for future procurements. The Offeror, by signing this addendum, hereby certifies he is registered in SAM.
- Registration Active and Copy Attached

2. 552.203-72 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT FEDERAL TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION) (OCT 2013)

- (a) In accordance with Sections 630 and 631 of Division of the Consolidated Appropriations Act, 2012 (Pub. L. 112-74), and Section 101 of the Continuing Appropriations Act, 2014 (Pub. L. 113-16) none of the funds made available by the Continuing Appropriations Act 2014 may be used to enter into a contract action with any corporation that---
 - (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government, or
 - (2) Was convicted, or had an officer or agent of such corporation acting on behalf of the corporation convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation or such officer or agent and made a determination that this action is not necessary to protect the interests of the Government.
- (b) The Contractor represents that—
 - (1) It is is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or

have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

- (2) It is is not a corporation that was convicted, or had an officer or agent of the corporation acting on behalf of the corporation, convicted of a felony criminal violation under any Federal law within the preceding 24 months.

3. OFFEROR'S DUNS NUMBER

(a) Enter number: _____

(b) An offeror may obtain a DUNS number (i) via the Internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or (ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

OFFEROR OR LEGALLY AUTHORIZED REPRESENTATIVE	NAME, ADDRESS (INCLUDING ZIP CODE)	TELEPHONE NUMBER
	<hr/> <p>Signature</p>	<hr/> <p>Date</p>

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Goetz Lease Renewal at the Airport
DATE: September 18, 2019

Discussion and Possible Action

Mr. Tom Goetz (pronounced Gets), currently leases 2,034 square feet of property from the city at the airport for a personal hangar. That lease is set to automatically renew on May 31, 2021 after 20 years. If the city desires to terminate the lease, then it must pay Mr. Goetz the fair market value of his hangar. Mr. Goetz has requested the city provide an indication of intent to renew the lease or purchase his hangar, so that he can begin making plans for another hangar if need be.

If no action is taken by the city, the lease will automatically renew on June 1, 2021 for another 20-year period.

Mr. Goetz has been a good tenant by making timely payments. The annual lease rate is \$0.06 per square feet (\$138) and can be adjusted every 5 years based on the previous 5 years inflation rate. No adjustments have been made to the rent since the lease was executed. If timely adjustments had been made, the annual rental rate would currently be closer to \$0.09 per square feet (\$207).

Based on the timeframes in the agreement and trends in appraisal services around the area, the city should make a determination on an appraisal no later than January 2021. That would allow the city to provide a 30-day notice to Mr. Goetz. However, a 30-day notice would provide little time for Mr. Goetz to make plans and find accommodations for his plane and materials before the end of the agreement.

Recommendation

Staff recommends this item be tabled until May 2020 when the lease rates can be revisited and the sitting council at that time can make the decision.

General Assistance Office
September 10, 2019

To: Caribou City Council and City Manager
From: Jayne R. Farrin, General Assistance Administrator
Subject: 2019-2020 GA Maximums – Appendices A-D and H

Each fall, the City receives General Assistance Maximums from DHHS that are to be adopted. This adoption will keep the City of Caribou's General Assistance Program in compliance thus eligible to be reimbursed at the 70% rate for Caribou and 100% rate for Connor TWP.

The biggest changes are in Appendix H – Funeral Maximums:
Burial Maximums go from \$1,125 to \$1,475
Cremation Maximums go from \$1,000 to \$1,025
Burial Urn go from \$50 to \$55

During the past 12 months, the City has provided final expenses for two individuals.

I will be available for your questions when the Ordinance is introduced on the 23rd of September and when it is on the Council agenda for a public hearing and adoption.

Councilor _____ introduced the following ordinance:

Ordinance No. 03, 2019 Series
 City of Caribou
 County of Aroostook
 State of Maine

AN ORDINANCE AMENDING CHAPTER 17 General Assistance

Short Title: An Ordinance Amending General Assistance Guidelines.

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

Section 1. Amendments to Ordinance.

A. Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended to read as follows:

OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
Aroostook	1	2	3	4	5	6
	\$640.00	696.00	816.00	1,100.00	1,180.00	1,255.00

Add \$75 for each additional person

B. Appendix B of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2019, those amounts are:

2019-2020 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$45.12	\$194.00
2	\$82.56	\$355.00
3	\$118.37	\$509.00
4	\$150.23	\$646.00
5	\$178.60	\$768.00
6	\$214.19	\$921.00
7	\$236.74	\$1,018.00
8	\$270.70	\$1,164.00

NOTE: For each additional person add \$146.00 per month.

C. Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

A listing of the maximum levels of assistance for housing (both heated and unheated).

Number of Bedrooms	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$113	\$487	\$137	\$587
1	\$117	\$502	\$147	\$634
2	\$133	\$572	\$173	\$743
3	\$186	\$799	\$236	\$1,015
4	\$192	\$826	\$251	\$1,079

D. Appendix D of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

NOTE: For an electrically heated dwelling also see Appendix E – Heating Fuel. But remember, an applicant is *not automatically* entitled to the “maximums” established – applicants must demonstrate need.

- 1) **Electricity Maximums for Household Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric used excluding electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00
NOTE: For each additional person add \$7.50 per month		

- 2) **Electricity Maximums for Household With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00
NOTE: For each additional person add \$10.00 per month		

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

E. Appendix H of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

This ordinance, being introduced on September 23, 2019 and a public hearing being held on October 15, 2019 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2019.

R. Mark Goughan, Mayor

Nicole L. Cote, Councilor

Jody R. Smith, Deputy Mayor

Hugh Kirkpatrick, Councilor

David Martin, Councilor

Thomas Ayer, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

**City Manager's Report
September 19, 2019**

High Street	Site is prepped for asphalt. Waiting for State's contractor to return and place 1" overlay then the city's contractor will finish the road.
Union Negotiations.	Information will be provided to the Council during executive session at the August 19 meeting.
2020 Budget	Capital requests have been submitted for 2020. No working on operational budgets.
Cable Franchise Renewal	Need a special work session to review the status of this with the Council.
Events and Marketing	Kudos to Gary and Christina on the success of the marathon again. They are now working on a live feed to the space station in October, the annual craft fair, and the new dog sledding race.
Wage and Classification Policy.	Need to schedule a personnel committee meeting to review available information on non-union employees.
LED Conversion	Awaiting a date and time to have a final meeting with Realterm and RL Todd to discuss the project status.
Fire/EMS Structural Study	Sewell Engineers have done an initial walk-through on the building and are reviewing construction plans. Concerns have already been raised about settling issues.
General Plan Update	The Planning Board will be hosting a city visioning workshop on Wednesday, September 25 from 6pm - 8pm @ the Recreation Center
60 Access Highway	Tenants have been notified of the potential change in ownership. There have been two showings of the building to date. The hospital district is considering options for the building.
Birdseye Cleanup	Had a meeting with EPA to discuss strengths and weaknesses of the city's brownfield application. EPA provided additional examples of winning proposals and contacts for additional information. Generally, they are supportive of the work, but the write-up needs work.
River Road	Awaiting final realignment design from DuBois & King.
Title 13 ReWrite	Planning board focusing on General Plan, while staff continues Title 13 work.
Airport	Fall Foliage event will be October 5 with rain day of October 6. Information available on facebook.
Blight Cleanup	Contractors were told to move forward with asbestos removal at York Street and Liberty Ave.
Dunkin Donuts	Work is progressing on schedule.
Teague Park	A request for extended time frame to complete the park was sent from the RSU to the National Parks Service. Requested final date is November 4, 2019.
Hilltop Senior Living	Project moving forward. Will coordinate a ribbon cutting ceremony.
Public Safety Building	Awaiting additional direction from the Council.
Collins Pond Dam	No progress since last report. Parks department working to finalize Sincock and Teague Parks.
Pellet Furnace Systems	On hold
Flora Dale Park	Project closed.
Senior Homestead Tax Exemption Policy.	Project closed.
Sincock Park	Project closed.

**Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details**

Department	2018		2019			2020		Comments
	3 Year Average Actual Expenses (16-18)	Year End	Budget	Projected Year End	Project %	Requested	% from '19 Budget	
60 Airport								
001 Salaries								
01 Regular Pay			\$ 1,500	\$ 1,800	120%	\$ 9,000	500%	Stipend for Dave O.
008 Computer Maintenance								
04 Computer Maintenance	\$ 468	\$ 468				\$ -	#DIV/0!	No computer needs anticipated
015 Telephone								
04 Telephone	\$ 275	\$ 262	\$ 300	\$ 275	92%	\$ 300	0%	
017 Communications								
03 Internet	\$ -	\$ 685	\$ 700	\$ 690	99%	\$ 700	0%	
019 Miscellaneous Expense								
01 Misc. Expense	\$ 460	\$ 513	\$ 450	\$ 360	80%	\$ 400	-11%	
026 Heating Fuel								
03 Heating Fuel	\$ -	\$ 5,258	\$ 3,500	\$ 6,500	186%	\$ 6,500	86%	Main Hangar and office areas
027 Electricity								
11 Electricity	\$ 1,427	\$ 950	\$ 1,946	\$ 1,050	54%	\$ 1,100	-43%	Main Hangar
14 Airport Hangar	\$ -	\$ 629	\$ 1,000	\$ 750	75%	\$ 750	-25%	New hangar costs
028 Water								
05 Water	\$ 677	\$ 526	\$ 927	\$ 600	65%	\$ 650	-30%	
029 Sewer								
01 Sewer	\$ 310	\$ 209	\$ 625	\$ 350	56%	\$ 400	-36%	
030 Building Supplies								
01 Building Supplies	\$ 5,421	\$ 3,010	\$ 100	\$ 100	100%	\$ 100	0%	
031 Building Maintenance								
01 Building Maintenance			\$ 3,000	\$ 650	22%	\$ 500	-83%	
032 Property Insurance								
01 Property Insurance	\$ 1,203	\$ 1,194	\$ 1,400	\$ 1,400	100%	\$ 1,470	5%	Anticipated 5% insurance increase. Will need actual numbers from carrier
037 Liability Insurance								
01 Airport Liability	\$ 1,777	\$ 1,672	\$ 2,500	\$ 2,250	90%	\$ 2,625	5%	Anticipated 5% insurance increase. Will need actual numbers from carrier
038 Social Security								
01 Social Security	\$ 707	\$ 1,215	\$ 727	\$ 1,200	165%	\$ 700	-4%	SS for Dave O stipend and PT snow plow
040 City & State Retirement								
01 City & State Retirement	\$ -	\$ -	\$ 53	\$ 64	121%	\$ 450	749%	Retirement on Dave O stipend

**Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details**

Department	3 Year Average Actual Expenses (16-18)	2018	2019			2020		Comments
		Year End	Budget	Projected Year End	Project %	Requested	% from '19 Budget	
60 Airport Cont'd								
051 Equipment Maintenance								
05 Equipment Maintenance	\$ -	\$ 2,979	\$ 1,250	\$ 2,300	184%	\$ 1,000	-20%	Older loader needing repairs more frequently
076 Diesel								
01 Diesel	\$ 4,033	\$ 5,798	\$ 3,700	\$ 5,900	159%	\$ 6,000	62%	
153 Air Consultant Contract								
01 Air Consultant Contract	\$ 11,450	\$ 10,350	\$ -	\$ 5,775	#DIV/0!	\$ 5,800	#DIV/0!	Stantec contract is 5,600. Some of Dave's stipend was coming from this line
155 Snow Plowing								
01 Snow Plowing	\$ 7,702	\$ 9,461	\$ 8,000	\$ 9,875	123%	\$ 5,000	-38%	PT worker + equipment. Some of Dave's stipend was coming from this line.
156 Runway Lights								
01 Runway Lights	\$ 1,359	\$ 253	\$ 1,200	\$ 350	29%	\$ 750	-38%	replace multi-color bulbs
157 Runway Maintenance								
01 Runway Maintenance	\$ 772	\$ 1,315	\$ 2,000	\$ 1,100	55%	\$ 3,500	75%	Crack clean and seal on apron around hangars
161 Garbage Coll								
01 Garbage Collection			\$ 250	\$ 200	\$ 1	\$ 250	0%	
420 AVGas								
01 AVGas	\$ 20,472	\$ 40,945	\$ 4,800	\$ 14,453	301%	\$ 18,000	275%	4,000 gallons fueling @ \$4.50/gallon
Totals	\$ 36,772	\$ 87,827	\$ 39,928	\$ 57,992	145%	\$ 65,945	65%	

61 Caribou Trailer Park								
006 Legal Fees								
01 Legal Fees		\$ -				\$ 1,000	#DIV/0!	
027 Electricity								
11 Electricity	\$ 1,232	\$ 1,273	\$ 1,600	\$ 1,300	81%	\$ 1,300	-19%	
028 Water								
05 Water	\$ 4,262	\$ 3,884	\$ 4,800	\$ 4,500	94%	\$ 4,250	-11%	\$ -
029 Sewer								
01 Sewer	\$ 2,700	\$ 2,650	\$ 3,750	\$ 2,800	75%	\$ 2,750	-27%	\$ -
032 Property Insurance								
01 Property Insurance	\$ 42	\$ 45	\$ 50	\$ 200	400%	\$ 200	300%	
105 Street Lights								
01 Street Lights	\$ 1,594	\$ 1,590	\$ 1,648	\$ 1,600	97%	\$ 1,650	0%	

**Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details**

Department	3 Year Average Actual Expenses (16-18)	2018	2019			2020		Comments
		Year End	Budget	Projected Year End	Project %	Requested	% from '19 Budget	
61 Trailer Park Cont'd								
147 Park Maintenance								
01 Park Maintenance	\$ -	\$ -				\$ -	#DIV/0!	
158 CTP License Fee								
01 CTP License Fee	\$ 265	\$ 265	\$ 265	\$ 315	119%	\$ 265	0%	
160 CTP Park Maintenance								
01 CTP Park Maintenance	\$ 361	\$ 29	\$ 1,000	\$ 150	15%	\$ 1,000	0%	
161 Garbage Collection								
01 Garbage Collection	\$ 1,575	\$ 1,485	\$ 1,620	\$ 1,500	93%	\$ 2,000	23%	
385 Year End CTP								
01 Year End CTP	\$ 3,941	\$ 4,166	\$ -	\$ 2,518	#DIV/0!			
Totals	\$ 15,973	\$ 15,387	\$ 14,733	\$ 14,883	101%	\$ 14,415	-2%	

65 Cemeteries								
165 Evergreen Cemetery								
01 Evergreen Cemetery	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	100%	\$ 3,000	0%	
166 Grimes Cemetery								
01 Grimes Cemetery	\$ 1,850	\$ 1,172	\$ 2,000	\$ 2,000	100%	\$ 2,000	0%	
167 Sacred Heart Cemetery								
01 Sacred Heart Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	100%	\$ 350	0%	
168 Holy Rosary Cemetery								
01 Holy Rosary Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	100%	\$ 350	0%	
169 Green Ridge Cemetery								
01 Green Ridge Cemetery	\$ 150	\$ 150	\$ 150	\$ 150	100%	\$ 150	0%	
170 Lyndon Cemetery								
01 Lyndon Cemetery	\$ 300	\$ 300	\$ 300	\$ 300	100%	\$ 300	0%	
171 Bubar Cemetery								
01 Bubar Cemetery	\$ 100	\$ 100	\$ 100	\$ 100	100%	\$ 100	0%	
172 Memorial Day Flags								
01 Memorial Day Flags	\$ 1,616	\$ 480	\$ 600	\$ 600	100%	\$ 600	0%	
190 Veterans Cemetery Fund								
01 Veterans Cemetery Fund	\$ -	\$ -						
Totals	\$ 7,716	\$ 5,902	\$ 6,850	\$ 6,850	100%	\$ 6,850	0%	



Board of Directors

August 5, 2019

5:30 p.m.

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

Welcome: Doug Plourde, Chairman, Board of Directors welcomed John DeVeau and Sam Brown.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
EDUCATION	Patient Satisfaction – Leslie Anderson provided an overview of Service Excellence and Measuring Customer Satisfaction. The presentation included collection of data from Press Ganey, Hospital Compare, HCAHPS Scores, sample letter and survey that patients receive post discharge, HCAHPS summary report, current patient satisfaction score dashboard reporting and samples of recommended patient satisfaction score dashboard reporting going forward.	Informational.	
Regular Meeting			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:52 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the July 1, 2019 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	There was no meeting in July.		
4. Quality Management Committee	<p>Dr. Regen Gallagher provided the following updates from the July 17th meeting:</p> <p>Old Business – Reports reviewed included: lactate turnaround time, coding language and clarification and additional information on initiation of laterality.</p> <p>Utilization and Case Management – Reports reviewed included: CDI Querie Rate and Delays in Stay.</p> <p>Risk Management – There was nothing new to report.</p> <p>Joint Commission Follow-up – The tracer book has arrived and plans are underway to schedule a list of tracers and review teams for 2019.</p> <p>Quality Management Compliance Indicators – Indicators reviewed were from the following departments: Pulmonary Cardiac Rehab, Human Resources, Infection Control, Pharmacy, Nutritional Services, Environment of Care, Radiology and Rehab.</p>	Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.	
Dashboard 2019	Dashboard – Dr. Gallagher reported that the Medical Staff Quality Indicator for Emergency Medicine, patient who receive non-opiates as the first line of pain management in the ED (discharge		



Board of Directors
August 5, 2019
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>Patient Safety Committee Minutes</p> <p>QIO – Healthcentric Advisors Recognition</p>	<p>patients) is a new indicator and the department continues to strive to meet goal. Departmental indicators are mostly complete for the 2nd Q 2019.</p> <p>Leslie Anderson reported:</p> <ul style="list-style-type: none"> • <u>HCAHPS/Patient Satisfaction</u>: Cary’s current scores are trending up. • <u>Trending of Patient Complaints</u>: There are fifteen patient complaints in the 2nd quarter. <p>Patient Safety Committee Minutes – There was no meeting in July.</p> <p>QIO – Healthcentric Advisors Recognition – A copy of the Healthcentric Advisors recognition of Cary Medical Center was included in the packet. Cary was recognized for support of CMS’ goals to enhance health outcomes, reduce health care disparities, and achieve excellence in patient/caregiver experience for the period: August 1, 2014 – July 31, 2019.</p>		
<p>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Report from Board Members – PHS BOD</p> <p>b. Chairman Tenure, 2 or 3 years</p> <p>c. Community Contribution</p>	<p>Doug Plourde provided the following updates:</p> <p>PHS Board of Directors Meeting – Information will be covered in Kris’ PHS Quarterly Report.</p> <p>Chairman Tenure, 2 or 3 years – Doug Plourde shared that the Executive Committee is in the process of reviewing the Hospital Bylaws. In the past the Chairman Tenure was 1 year. It is currently a 2 year tenure. The Executive Committee would like the Board to consider whether the Chairman Tenure should be for 2 or 3 years. This item will be reviewed at the September Board Meeting.</p> <p>Community Contribution – Doug Plourde shared that Cary Medical Center has not contributed to the new Caribou K-8 School Project. It was noted that Cary and Pines utilize the quality school system in Caribou for recruitment purposes on an ongoing basis. Discussion ensued. Neal Griffeth made a motion to designate funds for the Caribou School System Project. Discussion ensued regarding meeting with Tim Doak, Superintendent and Mark Bouchard regarding a potential donation. Neal Griffeth withdrew the motion.</p>	<p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED for the Executive Committee to investigate the possibility of donating funds to the Caribou K-8 School Project by means of</p>	



Board of Directors
August 5, 2019
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>d. Strategic Plan 2019 Q2 Updates</p>	<p>Strategic Plan 2019 Q2 Updates – Kris Doody provided an overview of the 2019 Q1 & Q2 updates to the plan. Kris reported that an employee engagement survey was conducted at Cary and Pines through “Best Places to Work in Maine”. We are currently awaiting results. Chelsea Desrosiers is working with Dan Hobbs, QHR, on the revenue cycle. The Centralized Scheduling work plan is progressing with a “go live” for the first department (Radiology) in fall 2019. Marketing is ongoing for new providers and staff.</p>	<p>a meeting with Tim Doak and Mark Bouchard.</p> <p>Informational.</p>	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p> <p>b. SCH Status & 340b</p> <p>c. CHNA</p> <p>d. Other</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, began working July 26, 2019. • Dr. Carlos Chavez, General Surgeon, will begin orientation August 1, 2019. • Dr. Jarryd Rossignol, Family Practice, began orientation on July 10, 2019. He is taking a brief vacation with his family. Dr. Rossignol will begin seeing patients July 29, 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 – The application was submitted and should be reviewed after Labor Day. A conference call will be scheduled with the Boston CMS Office Lead. If approved this would be a significant positive financial impact to Cary Medical Center, also resulting in eligibility for 340b status.</p> <p>CHNA – Rachel Witt, QHR, will be on site to review of the Community Health Needs Assessment (CHNA) on August 13th with Senior Management. The completed assessment will need approval by the Board of Directors by December 31, 2019.</p> <p>Tufts/MMC LIC Updates – Handouts were distributed for Board Members that included: Overview of the Maine Track Agenda, Metrics of Student Satisfaction, Student Check-in, Track M19 Residency Appointments, Scholarships and the 2018 Maine Track Program Report. Cary Medical Center</p>	<p>Informational.</p>	



Board of Directors
August 5, 2019
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>hosted the 34 Tufts LIC Maine Track students for a didactic day in June. Dr. Flynn recently provided a lecture on Rural Healthcare to the LIC students.</p> <p>95th Anniversary – Cary Medical Center will be celebrating its 95th Anniversary on September 5, 2019. Senator Collins will be speaking at the event. Invitations will be sent out later this week.</p>		
<p>7. Report of Finance & Personnel Committee a. June Financials</p>	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the June financials for Cary Medical Center, including a review of: gross patient revenue, expenses, net income and AR and a positive bottom line.</p> <p>Crossover Settlement – Kris Doody reported receipt of the Crossover Settlement of \$1.3M for fiscal years: 2006 through 2010. Settlement for 2005 is still outstanding.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p>	
<p>8. Pines Health Services Quarterly Report</p>	<p>Kris Doody provided the following updates:</p> <ul style="list-style-type: none"> • The 340b program is very strong. Plans are to pursue pharmacies in Madawaska and Florida for participation. All eligible pharmacies in the Central Aroostook area are signed up, except Frontier Pharmacy in Caribou. • Physician Recruitment updates are in the CEO and Provider Activity Reports. We are currently pursuing 2020 candidates. The following leads being pursued: six in Pediatrics, six in OB/GYN and five in Emergency Medicine. • There are fourteen (14) contract renewals in 2019. To date, seven have been completed. • Pines has chosen Greenway's EMR program Intergy as it offers all the features the team requested. 	<p>Informational.</p>	
<p>9. MRHC Quarterly Report</p>	<p>Kris Doody provided the following updates:</p> <ul style="list-style-type: none"> • The BBBL Grant ends July 2020 • CMC did not receive the CHF Grant. Points were lost due to not having a Cardiologist as the medical director of the program • MRHC member participation for 2018 was \$26,000 • MRHC member participation for 2019 is \$20,000 • CMC is reviewing health insurance re-insurance options to join the Collaborative or remain on our own • The next Leadership Education Session is scheduled for October 		



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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
10. Safety Committee Quarterly Report	Leslie Anderson provided the following updates: <ul style="list-style-type: none"> • Review of the 2019 Environment of Care (EOC) Management Plan Goals Tracking Sheet • Review of the EOC/Life Safety Dashboard. All points are on target and going well. • Review of the MEMIC Executive Summary. There were 14 losses from December 1, 2018 through June 30, 2019. Three involved injury, eleven were medical only. • An Infection Prevention – Immunizations – Facts & Fiction! Simply Safety Session was held on July 11, 2019. 	Upon motion duly made and seconded, it was so VOTED to approve the Safety Committee Quarterly Report as presented.	
11. Quorum Health Resources Updates	Sam Brown provided the following updates: <ul style="list-style-type: none"> • Included in the packet for review were the Dashboard, Consulting and Support Deployment Plan, July Quorum Board Minutes • The National Trustee Conference is scheduled March 3-6, 2020 in Phoenix, AZ • Congratulations to Cary Medical Center on the upcoming 95th Anniversary • He reported Dan Hobbs is working with Chelsea Desrosiers regarding revenue cycle. She is doing a great job. • Chip Holmes will be attending the September Board Meeting. 		
12. Adjournment, Other & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:42 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, September 9, 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