

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Tuesday October 15, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.



- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Forum**
- 4. Bid Openings, Awards, and Appointments**
 - a. Recognition of Penny Thompson for IAAO Certifications Pgs 2-7
 - b. Recognition of Holli Doody for City Treasurer Certification Pgs 2-7
- 5. Public Hearings and Possible Action items**
 - a. Ordinance #3, 2019 Series Changing General Assistance Rate Pgs 8-11
- 6. New Business**
 - a. Discussion and Possible Action Regarding November 2019 Election Items Pgs 12-15
 - b. Discussion Regarding Reimbursement Agreement with Porvair Pgs 16-18
- 7. Old Business & Adoption of Ordinances and Resolutions**
 - a. Resolution 10-01-2019 Adopting a City Fee Schedule Pgs 19-22
 - b. Resolution 10-02-2019 Authorizing Public Works funds to Reserve Account Pg 23
 - c. Resolution 10-03-2019 Authorization of Manager to Accept Property Conveyance from Sitel Pg 24
 - d. Ordinance #3, 2019 Series Changing General Assistance Rates Pgs 8-11
 - e. Introduction of Ordinance #4 Amending the City's Whistleblower Policies Pgs 25-29
- 8. City Manager's Report** Pg 30
- 9. Budget Forum** Pgs 31-45
 - a. Library Pgs 35-36
 - b. Parks, Recreation and Snow Mobile Trails Pgs 37-40, 44
 - c. Housing & Family Self Sufficiency Programs Pgs 43-45
 - d. Tax Assessing Pgs 34-35
 - e. Economic Development Pgs 41-42
 - f. General Government and Buildings Pgs 31-33
- 10. Reports and Discussion by Mayor and Council Members**
 - a. Definition of Economic Development
- 11. Reports of Officers, Staff, Boards and Committees** Pgs 46-55
- 12. Executive Session(s)** (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
 - ii. Sitel Business Location
 - iii. Franchise Agreement with Spectrum
 - b. Collective Bargaining Agreement with the Caribou Public Works Department under §405.6.D
- 13. Next Meeting(s): October 28 & November**
- 14. Adjournment**

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

Certificate of Mailing/Posting

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

BY: _____ Jayne R. Farrin, City Clerk

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Staff Awards Recognitions
DATE: October 8, 2019

The city's staff put in many hours of work and training to provide the best service they can with the limited staffing and budget available. I'd like to recognize two staff members who recently were awarded special honors within their respective fields

Penny Thompson, City Tax Assessor

Penny Thompson reached two career milestones in 2019. In January, Penny became one of only three Certified Maine Assessors to reach the CMA-IV advanced assessor certification level. The CMA-IV is the highest licensure level in Maine. In order to achieve this license status, Penny met experience and education requirements as specified by Maine Revenue Services' Property Tax Division.

In February, Penny completed the final requirement to earn the International Association of Assessing Officers (IAAO) professional designation of Residential Evaluation Specialist (RES). According to the IAAO website, the purpose of the RES designation is "to recognize professionalism and competency in the valuation of residential property for tax purposes." The requirements for this achievement include successful completion of seven IAAO courses on ethics and valuation concepts, a passing score on an eight-hour case study exam, and a passing score on a four-hour RES Master Exam. Less than ten percent of IAAO members have earned a professional designation and Penny is one of only two assessors in Maine to have successfully completed an IAAO professional designation candidacy program.

Penny was recognized by her peers at the Northern Maine Spring Workshop sponsored by the Maine Association of Assessing Officers held at NMDC in April. Penny was awarded a scholarship from IAAO to attend the 2019 IAAO Annual International Conference on Assessment Administration in Niagara Falls Ontario, where she received additional recognition for this professional achievement. While at the conference, Penny attended sessions on mass appraisal modeling, leadership and customer service and was able to network with leaders in the assessment administration profession.

Holli Doody, Deputy City Treasurer

Holli Doody recently completed certification as a Treasurer in the State of Maine. This required completion of courses in Municipal Law, Tax Liens, Cash Management, Payroll procedures and 14 additional hours of training in related topics. Holli has worked for the city for 4.5 years as the Deputy treasurer with primary duties including payroll and accounts payable.

PROPERTY TAX Division
MAINE REVENUE SERVICES

CERTIFICATE OF COMPLETION

This is to certify that

Penny Thompson

has completed the requirements for certification as

Certified Maine Assessor - Level 4

Certificate No. **839-4** Valid through **12/31/2020**



Chief of Training and Certification

A handwritten signature in black ink, appearing to read 'Penny Thompson'.

Division Director

A handwritten signature in black ink, appearing to read 'J. R. [unclear]'.



IAAO

INTERNATIONAL ASSOCIATION
of **ASSESSING OFFICERS**

Certificate of Designation No. 731

*This certifies that on April 12, 2019 by virtue of a resolution by the Executive Board
of the International Association of Assessing Officers, and in pursuance of a recommendation made to said
board by the IAAO Professional Development Committee, the designation of*

Residential Evaluation Specialist (RES)

is conferred upon

Penny Thompson

*in recognition of the fact that the candidate has fulfilled all the
requirements heretofore established as a prerequisite to such designation*





President



Executive Director

March 8, 2019

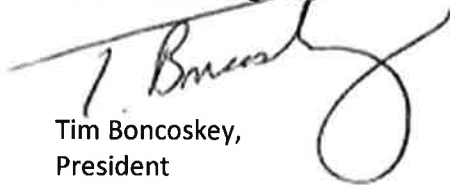
Dear Penny,

On behalf of the IAAO Executive Board I want to congratulate you on earning your professional designation. I can fully appreciate the dedication, perseverance and hard work required to be successful in this endeavor. By earning your designation, you join an elite group of mass appraisal and property tax professionals.

We encourage you to continue your professional development and become involved in all areas of IAAO. Becoming an instructor or professional designation advisor, serving on an IAAO committee, sharing your expertise by presenting at a conference or developing an article for one of IAAO's publications are just a few of the ways you can continue your professional development and enjoy the networking benefits of your IAAO membership.

We need leaders like you who have demonstrated their professionalism by earning a designation to make IAAO an even better organization to serve our members.

With Kindest Regards,



Tim Boncoskey,
President



INTERNATIONAL ASSOCIATION of ASSESSING OFFICERS

314 W 10th Street Kansas City, MO 64105-1616 • USA
P: 816-701-8100 • P: 800-616-4226 • F: 816-701-8149 • www.iaao.org

CAE • AAS • CMS • RES • PPS • MAS *Professional Designations*

4 April 2019

Dear Ms. Thompson:

Congratulations! I am pleased to inform you that the Executive Board of the International Association of Assessing Officers has awarded you the Residential Evaluation Specialist designation. On behalf of the Professional Designation Subcommittee, I congratulate you and welcome you as an IAAO professional designee. You have every reason to be proud of your accomplishment that has been attained by less than 10 percent of all members of IAAO.

Your RES Professional Designation demonstrates that you have attained one of the highest honors your profession can bestow upon its members. With your designation come responsibilities of building your profession to even higher limits by spreading the word of professionalism to your fellow IAAO members and the general public. Your attainment of a designation is not only a personal achievement but also a benefit to your employer and fellow workers who can share in your accomplishment.

Now that you have reached your goal, please do not stop in your professional development. Continue to take additional courses, consider becoming an Instructor for IAAO, an IAAO Representative, an IAAO Professional Designation Advisor, or a grader of real property demonstration appraisal reports. In addition, providing encouragement and offers of assistance to your fellow employees can go a long way in helping potential RES Designees successfully attain their RES Professional Designation.

Recertification

As an IAAO professional designee, you need to be aware of the IAAO recertification program that stipulates that all designees must attend seventy (70) hours of classroom instruction within a five-year period. Also, since IAAO is a member of The Appraisal Foundation, our designees must have fourteen hours of education on the Standards of Practice & Professional Ethics approved by the PDC; **you must take two (2), 7-Hour USPAP Updates during your recertification cycle.** (These hours can be part of the seventy hours required in the recertification cycle.) In addition, you may use the Uniform Request for Recertification Credit Form to obtain credit. **Your recertification cycle will begin on January 1, 2020 and will conclude on December 31, 2024.** In addition, you can access the *Uniform Credit Form*, as well as a *Continuing Education Log Form* at www.iaao.org

With sincere congratulations, I wish you the best.

Best Regards,

A handwritten signature in black ink, appearing to read 'Jarron M. Paronto', with a long horizontal flourish extending to the right.

Jarron M. Paronto,
Designation Program Manager

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

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

TO: Caribou City Council

FROM: Jayne R. Farrin, City Clerk

DATE: September 29, 2019

RE: November 5, 2019 State Referendum, Municipal, and RSU 39 Referendum Election

There are four items that need Council action prior to the November 5, 2019, State Referendum, Municipal, and RSU 39 Election.

1. Approval of the Notice of Municipal Election
2. Countersign Warrant and Notice of Election for RSU 39 Referendum Election
3. Approve an 8:00 a.m. opening time for the November 5, 2019 State Referendum, Municipal, and RSU 39 Referendum Election.
4. Appointment of Jayne R. Farrin as Election Warden and Danielle M. McLaughlin as Deputy Election Warden for the November 5, 2019 State Referendum, Municipal, RSU 39 Referendum Election.

**CITY OF CARIBOU
NOTICE OF MUNICIPAL ELECTION
TUESDAY, NOVEMBER 5, 2019**

COUNTY OF ARROSTOOK, SS

CITY OF CARIBOU

You are hereby required to notify and warn the inhabitants of the City of Caribou, Qualified by law to vote in City affairs, to meet at **the Caribou Wellness and Recreation Center at 55 Bennett Drive**, in said Caribou, on the 5th day of November 2019, 8:00 a.m. in accordance with the provisions of Title 30-A §2551 of the Maine Revised Statutes, to elect City Officials for the several offices as follows:

Two members of the City Council for three years

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

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

Absentee ballots will be processed during Election Day, Tuesday, November 5, 2019 starting at 9:00 a.m. 10:00 a.m. 1:00 p.m. 2:00 p.m. 3:00 p.m. 7:00 p.m. 8:00 p.m. or immediately following a requested inspection. The polls shall open at **8:00 a.m. and will close at 8:00 p.m.**

Given under our hands, this 15th day of October 2019:

Majority of Municipal Officers of
The City of Caribou, Maine

A True Copy

Date: _____

Attested by: _____

Jayne R. Farrin, City Clerk

**WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT NO. 39 REFERENDUM
(20-A M.R.S. §§ 1501-04)**

TO: Laurie Chapman, a resident of Regional School Unit No. 39, composed of the City of Caribou and the Town of Stockholm, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 39, namely, the City of Caribou and the Town of Stockholm, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**CITY OF CARIBOU
REGIONAL SCHOOL UNIT NO. 39 REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Aroostook County, ss.

State of Maine

TO: Jayne R. Farrin, Clerk of the City of Caribou: You are hereby required in the name of the State of Maine to cause the voters of this municipality to be notified of the election described in this warrant and notice of election.

TO THE VOTERS OF THE CITY OF CARIBOU: You are hereby notified that a Regional School Unit No. 39 referendum election will be held at the Caribou Wellness Center, 55 Bennett Drive, Caribou in the City of Caribou at 8:00 A.M. on Tuesday, November 5, 2019 for the purpose of determining the following question:

Question 1: Do you favor authorizing the Eastern Aroostook Regional School Unit No. 39 Board of Education to issue bonds or notes in the name of the regional school unit for minor capital projects in an amount not to exceed \$175,000 for the purpose of acquiring a .60 acre parcel of land situated at 11 Glenn Street and adjacent to the Caribou Middle School in the City of Caribou (Map 030, Lot 115), demolishing the buildings thereon, creating a lot for auxiliary parking and to help with excess snow removal during the winter months?

The polls must be opened at 8:00 A.M. and closed at 8:00 P.M.

The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to vote, and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, September 18, 2019 at Caribou, Maine.

Betheny Anderson

Tanya Sleeper

Ron Willey

Ron Willey

Heather Mladek

Heather Mladek

Jan Tompkins

Jan Tompkins

A majority of the School Board of Regional School Unit No. 39

A true copy of the Warrant and Notice of
Election, attest:

Laurie Chapman

Laurie Chapman
Resident of
Regional School Unit No. 39

Countersigned this _____ day of _____, 2019 at the City of Caribou, Maine.

A majority of the municipal officers of the City of Caribou

A true copy of the Warrant and Notice of
Election, attest:

Jayne R. Farrin, Municipal Clerk
City of Caribou

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Porvair Reimbursement Agreement
DATE: October 8, 2019

The city entered into a reimbursement agreement with Porvair Filtration in October 2018. The agreement states, in summary, that if Porvair increases their number of workers by 3 each year for the next three years, then the city would reimburse them the cost of installing new backup power equipment at their plant. If Porvair does not hire the additional employees, then there is no reimbursement; not even a proportionate amount if one or two employees are hired.

At this time, Mr. David Mika, the Porvair Site Manager, indicates that they have increased their workforce by two employees in the first year of the agreement and converted a part-time position to full-time. He indicates that the increase is not due to lack of effort in trying to hire more people. They have run multiple want ads in regional newspapers (see attached).

Mr. Mika is asking the Council to

- **Reconsider the reimbursement provision and allow a partial reimbursement** for costs related to the project.
- **Extended the life of the agreement for another year**, which would not increase the total reimbursement but just the time to get reimbursed, and
- **Authorize full reimbursement for the first year** (see attached email)

If the Council is not willing to entertain these requests, then the agreement stipulates that there would be no reimbursement this year due to not meeting the outlined employment goals. Porvair would need to have 3.5 additional employees on their payroll by October 1, 2020 to get any reimbursement next year.

Email Received October 10, 2019 @ 4:44pm

Hi Dennis,

In follow-up to our conversation this week, attached are the following documents pertaining to the Backup generator reimbursement between the city of caribou and Porvair:

1. Copy of agreement
2. Copy of installation quote from RL TODD
3. Copy of PO to RL TODD
4. Copy of ad's in the local and Bangor paper starting May 25th, 2019
5. Copy of September 2018 head count, wage and hire date
6. Copy of September 2019 head count, wage and hire date

As per the agreement, we have only added 2 additional employees over our baseline of 2018. We have been struggling in finding employees to add to our team. We have been advertising to fill 4 open positions during the last year. During the past year we have lost 6 employees and have added 7 new employees. The installation of the backup generator is scheduled to be complete by the end of October 2019.

I am submitting to the city for consideration to modify our current agreement.

1. Reimbursements be prorated
2. Extend the life of the agreement
3. City to reimburse the 1st year payment schedule to help offset the installation cost due to the lack of success in hiring additional employees.

Cost in posting ad for 2 week intervals.

We run the ad for 2 weeks at a time. Stop for a few weeks then run the ad again

Bangor Daily News: \$1,962.50/Saturday weekend only. For 2 weekends. Includes 30 days online automatically

Aroostook Republican (Caribou): \$413.20/Wednesday publication. For 2 Wednesdays ; includes 7 days online

Star Herald (Presque Isle): \$413.20/Wednesday publication. For 2 Wednesdays; includes 7 days online

All ads are in full color – 1/8 page size.

Total cost for ad - \$2,788.90 for every 2 weeks in paper

Regards,

David Mika

General Manager

Porvair Filtration Group, Inc.

15 Armco Ave.

Caribou, Maine 04736

Direct: (207) 498-5070

Mobile: (207) 231-0021

www.porvairfiltration.com

Porvair Filtration Group is hiring



Porvair's Caribou Division is part of an innovative, rapidly growing, global leader in the development and supply of materials and products for applications in filtration and separation.

Join the team

Over the past six years, the Caribou division has seen sustainable growth. We are looking for talented, dedicated **ENGINEERING TECHNICIAN, QUALITY TECHNICIAN & MANUFACTURING WORKERS** to join our team.

At **Porvair**, you can expect a career full of challenges and rewards, including potential opportunities at our sites across the globe. We are committed to investing in you to help you reach your full potential and we offer competitive salaries along with a comprehensive benefits package.



www.porvairfiltration.com



Interested?

If you would like to be a part of our award winning team, please email your resume and cover letter to David Mika, General Manager: david.mika@porvairfiltration.com

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World Class Filtration Solutions

RESOLUTION No. 10-01-2019

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 Annual \$2,800.00

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

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
Certificate of Occupancy	\$ 25.00
Sign Permit (per permit)	\$ 50.00
Plumbing Permit (set by State Statute)	75% Caribou 25% State
Shellfish Surcharge (full system – external only)	\$15.00
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
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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

<u>Resident Fee:</u>	\$ 0.00/year
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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

Resolution 10-02-2019

**A Resolution of the Caribou City Council
Authorizing Use of Unencumbered Appropriations Toward Future Reserves**

WHEREAS, the Charter of the City of Caribou allows the transfer of appropriations between departments when authorized by the City Council; and

WHEREAS, the Public Works Department will have outstanding balances totaling \$150,000 for chip-seal related work. The department was not able to complete all the desired chip seal areas and desires to roll these funds into a reserve account for use in the work plan for next year; and

NOW THEREFORE BE IT RESOLVED, that the City Council of Caribou approves the designation of unexpended chip-seal program related appropriations, within the 2019 budget, to be placed in a capital road maintenance account for use in 2020.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 15th day of October 2019.

R. Mark Goughan, Mayor

Jody Smith, Deputy Mayor

Nicole Cote, Councilor

David Martin, Councilor

Thomas Ayer, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

Resolution 10-03-2019

**A Resolution of the Caribou City Council
Accepting Ownership of Property Located at 63 Sweden Street**

WHEREAS, Sitel Operating Corporation, a Delaware corporation (hereafter “Sitel”) with a place of business in Caribou Maine at 63 Sweden Street, further identified by tax map 31, Lot 32 (hereafter the “Property”), has announced the closure of their operations effective October 31, 2019; and

WHEREAS, Sitel has offered to convey their office building, related property and all interests in surrounding parking lots to the City for free; and

WHEREAS, the City was a prior owner of the building and has, by contract with Sitel, a first right of refusal for the Property along with continued interests in the associated parking lots; and

WHEREAS, the Council has considered the potential economic, social, and financial implications to the city and more particularly the downtown area and finds the proposed acquisition of the Property to be beneficial for the citizens of Caribou.

NOW THEREFORE BE IT RESOLVED,

1. That the City Council of Caribou authorizes the City Manager to work with representatives of Sitel Operating Corporation to finalize conveyance of the Property to the City of Caribou and
2. That all obligations under current credit enhancement agreements between the City and Sitel will be considered satisfied upon completion of the conveyance.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 15th day of October 2019.

R. Mark Goughan, Mayor

Jody Smith, Deputy Mayor

Nicole Cote, Councilor

David Martin, Councilor

Thomas Ayer, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

**Ordinance No. 04, 2019 Series
City of Caribou
County of Aroostook
State of Maine**

**An Ordinance Amending the Personnel Policies Pertaining to
Catastrophic Leave and Whistleblower Protections**

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

WHEREAS, the City of Caribou has adopted Title 2, Administration, rules and regulations pertaining to personnel policies; and

WHEREAS, the City Council has determined that clarification of procedures is needed as related to the city's catastrophic leave program and employees who are entitled to protections under the Maine Whistleblower Act.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11, does ordain the following:

Section I. Title 2 Amendments

1. Title 2, Catastrophic Leave is amended as follows: (underlined text is added, stricken text is deleted)

CATASTROPHIC LEAVE PROGRAM

A. Introduction

The Catastrophic Leave Donation Program permits salary and benefits continuation for regular full-time employee's that work for the City of Caribou who have exhausted all paid leave due to their own serious illness or injury, or due to the need to care for a seriously ill member of the employee's family or household. Subject to the stated eligibility requirements, salary and benefits continuation is achieved through donation of vacation/sick hours from other City of Caribou employees.

B. Authority and Responsibility

1. Administration of the program will be handled by the Human Resources Director
2. Human Resources will determine on a case-by-case basis whether a request to draw from the pool qualifies for Catastrophic Leave usage. An employee may appeal a Human Resources determination to the City Manager for a final decision.

C. Definition

A catastrophic illness or injury is a serious, debilitating illness or injury that incapacitates the employee or a member of the employee's family or household, and creates a financial hardship because the employee has exhausted all eligible vacation/sick hours.

D. Eligibility

Recipients must meet each of the following conditions to be eligible to receive donated leave hours:

1. A leave of absence is approved by the Department Head and then Human Resources in relation to a catastrophic illness or injury.
2. Recipient has exhausted all paid leave accruals and is not receiving short term disability or Workers' Compensation payments.

E. Procedures

1. Donor and recipient requests are submitted in confidence to Human Resources using the **Request/Donation for Catastrophic Banked Leave** form.
2. Donors donate vacation/sick hours, based on the tenured compensable value of banked time outlined by the June 2014 amendment of these policies, to a general pool without specifying a recipient. Employees hired after January 1, 2014 may also donate their time under the same tenure guidelines.
3. A request to receive donated vacation/sick leave must be accompanied by a physician's written verification of the illness or injury.
4. All donations are processed anonymously.
5. Donations are not tax deductible.
6. Participation in the program, for donors and recipients, is entirely voluntary.

F. Limitations

1. Prior to receiving donated leave through this program an employee must first exhaust all paid accruals, including sick leave and vacation leave.
2. A recipient is required to use any leave accrued during the previous pay period(s) prior to use of donated leave hours.
3. In any pay period, recipients may use donated ~~hourst~~time only up to their regular weekly hours.
4. Donations must be a minimum of eight hours with any additional hours in whole-hour increments. Donated time will be converted to a value base on the current hourly rate of the donor at the time of donation, recipient will receive hours based on their hourly rate at the time of receiving compensation, granted there are funds available in the Catastrophic Leave Reserve.

G. Frequently asked questions

1. What is the effect of short-term disability benefits in relation to the program?

Once time is donated to an eligible employee, that employee is placed on active pay status. When an employee is on pay status, they are not eligible for short-term disability. Donated time may be used during the employee's disability waiting period, but disability benefits will not be payable until the waiting period is over and the employee is no longer on active pay status.

2. May donations be made at any time?

Yes, but this time must be time the donor would be paid at time of separation, known as Compensated Absences. (refer to page 16 of this policy)

3. Where do the donated hours go?

When an employee donates vacation/sick ~~hourst~~time, the ~~hourst~~time goes into a general Catastrophic leave reserve~~leave bank~~ for future use by eligible employees.

4. Must donations be made anonymously?

Generally, it will be assumed that donations are being made anonymously. Anonymity prevents pressure from being placed on, or perceived by, employees who do not choose to donate ~~hourst~~time, regardless of the reason for their decision. However, as a matter of personal discretion, donors may choose to inform recipients of their action.

5. What happens to left-over donated ~~hourst~~time that are not needed by the recipient?

Since donations are irrevocable, ~~hour~~time not needed by the recipient are transferred back to the ~~bank~~reserve.

2. Title 2, Whistleblower's Protection is adopted to read as follows:

WHISTBLOWER'S PROTECTION

This notice is provided to all employees in compliance with 26 M.R.S.A 839 and for the protection of employees who report or refuse to commit illegal acts.

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your employer about the problem and allow a reasonable time for it to be corrected; or
2. You do not have to report to your employer if you have good reason to believe that your employer will not correct the problem.

If anyone has any questions regarding this notification, please ask your supervisor, the EEO Officer, or contact the City Manager

For more information or to file a complaint under this law, the following should occur:

Resolving retaliation under the whistleblower's protection:

Any employee who believes he or she has been retaliated against should take the following steps to resolve the problem:

1. They may register a complaint orally or in writing with any supervisor, the Equal Employment Opportunity Officer (EEO Officer), or with the City Manager.
2. Any supervisory or management level employee, including the City Manager, who receives an oral or written complaint of retaliation from an employee must report the complaint to the City's EEO Officer within five (5) business days of receiving such a complaint. Any supervisory employees who fail to meet this requirement may be subject to discipline.
3. Any supervisory or management level employee, including the City Manager, with actual knowledge of what he or she believes is conduct that has or may contribute to a hostile work environment must report his or her knowledge of this conduct to the City's EEO Officer within five (5) business days of obtaining such knowledge. Any supervisory or management level employees who fail to meet this requirement will be subject to discipline.
4. Within twenty (20) days of the EEO Officer's receipt of a complaint of retaliation or receipt of information from a supervisor about retaliation, the EEO Officer shall inform the alleged victim of retaliation that the allegations of retaliation will be promptly investigated.

5. An independent investigator who does not work for the City and who has expertise in investigating retaliation complaints will investigate all complaints of retaliation promptly and objectively.

During the course of a retaliation investigation, the person who is the alleged victim of retaliation is not required to meet with the alleged retaliator, work with the alleged retaliator, or discuss the allegations of retaliation in the presence of the alleged retaliator.

6. The City will provide the results of the retaliation investigations to the alleged victim of retaliation in writing as soon as possible, but in no event later than thirty (30) workdays after the commencement of the investigation, unless a written explanation is provided to the alleged victim as to the reason(s) that the investigation could not be completed within thirty (30) workdays.
7. Confirmed instances of retaliation will be dealt with by utilizing whatever disciplinary action the City deems appropriate, up to and including termination.

For this retaliation policy “supervisory employee,” “supervisor” and “management level employee” are defined to include: (a) any employee who possesses the authority to direct the work activities of at least one other employee and (b) any employee who has the authority to hire, fire, promote, transfer, or discipline another employee.

Legal Recourse through the Maine Human Rights Commission or the U.S. Equal Employment Opportunity Commission.

With regard to a retaliation complaint, if the employee does not want to make the report internally, the employee may make the complaint to the Maine Human Rights Commission (MHRC) or the U.S. Equal Employment Opportunity Commission (EEOC). Contact information for the MHRC and EEOC is as follows:

The Maine Human Rights Commission
51 State House Station
Augusta, ME 04333
Tel:(207)624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, ME 04112
Tel:(207)780-3344
www.dol.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel:(207)623-7900
TTY users call Maine Relay 711
www.maine.gov/labor/bls
Email: mdol@maine.gov

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, ME 04330
Tel:(207)626-9160
www.osha.gov

Section II. Severability

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

Section III. Posting and Effective Date

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

This Ordinance was duly passed and approved by a majority of the City Council of the City of Caribou this _____ day of _____, 2019.

R. Mark Goughan, Mayor

Jody Smith, Deputy Mayor

Thomas Ayer, Councilor

Nicole Cote, Councilor

David Martin, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

**City Manager's Report
October 11, 2019**

High Street	All road asphalt is completed. Sidewalks remain and should be completed in the next 2 weeks
2020 Budget	On-going
Union Negotiations.	Met with Public Works representatives. This will be discussed with Council in executive session at the Oct-15 meeting.
60 Access Highway	The city received a verbal offer for the building. This will be discussed in executive session during the upcoming meeting.
Cable Franchise Renewal	To be discussed with Council in executive session during the Oct-15 meeting
Public Safety Building	Conducted pre-submittal meeting with interested architects and firms on Oct-11. 7 firms represented from Bangor to Caribou.
LED Conversion	Awaiting a date and time to have a final meeting with Realterm and RL Todd to discuss the project status. Real Term submitted an LED maintenance provider contract for city consideration. This will be on the next agenda.
Fire/EMS Structural Study	The study is complete. The 2020 capital expense budget now includes the indicated repairs.
Birdseye Cleanup	Waiting for McGillan's to do a final site walk with us. Now working with CES to update the environmental documents and prepare an application for 2020 EPA Brownfield grant funding.
Blight Cleanup	Waiting on contractors to complete asbestos work.
Events and Marketing	Upcoming events include the Caribou Arts and Craft Fair. The dog sled race was retained by Eagle Lake. Still waiting on a specific time to speak with Dr. Meir on the 26th, but there has been good national media inquiry.
Wage and Classification Policy.	This will now be drafted based on feedback received from the council during the October 9 Personnell committee meeting.
Teague Park	Work completion date has been set for the end of October.
General Plan Update	Had a good turn out to the recent visioning session. Ken is working to update the goals and strategies from the meeting. The Planning Board needs 2 new members
Dunkin Donuts	Work is progressing on schedule.
River Road	Preliminary drawings are now complete with the new alignment. Anticipate conducting work in the spring after the next thaw cycle.
Hilltop Senior Living	Interior work is now being sheetrocked.
Title 13 ReWrite	On hold through budget season
Airport	Successful fall foliage event held October 6. Many visitors from Houlton to Fort Kent came. Made \$800 after all expenses.
Collins Pond Dam	On hold
Pellet Furnace Systems	On hold
Flora Dale Park	Project closed
Senior Homestead Tax Exemption Policy.	Project closed
Sincock Park	Continue to receive compliments and constructive feedback.

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	Manager Adjusted	% from '19 Budget	
10 General Government										
001 Salaries										Move all Manager's wages to Gen Gov instead of 50% TIF. Jayne & Kalen retire.
01 Regular Pay	\$ 401,226	\$ 424,328	\$393,992	\$ 385,000	98%	\$ 425,215	7.9%	\$ 425,215	7.9%	
002 City Council Salaries										
01 Council Salaries	\$ 11,494	\$ 9,941	\$12,550	\$ 10,000	80%	\$ 12,000	-4.4%	\$ 12,000	-4.4%	
003 Office Supplies										
01 Postage	\$ 4,093	\$ 4,942	\$5,000	\$ 4,800	96%	\$ 4,900	-2.0%	\$ 4,900	-2.0%	
02 Advertising	\$ 3,925	\$ 3,532	\$3,750	\$ 3,700	99%	\$ 3,750	0.0%	\$ 3,750	0.0%	
03 Copier Rental	\$ 5,382	\$ 5,273	\$5,100	\$ 5,300	104%	\$ 5,300	3.9%	\$ 5,300	3.9%	
05 Printer Ink	\$ 1,310	\$ 1,692	\$1,600	\$ 1,600	100%	\$ 1,600	0.0%	\$ 1,600	0.0%	
07 Paper	\$ 1,079	\$ 924	\$1,400	\$ 950	68%	\$ 1,000	-28.6%	\$ 1,000	-28.6%	
08 Office Supplies	\$ 8,434	\$ 8,101	\$9,000	\$ 8,500	94%	\$ 8,750	-2.8%	\$ 8,750	-2.8%	
10 Annual Report	\$ 1,114	\$ 1,111	\$1,100	\$ 1,134	103%	\$ 1,200	9.1%	\$ 1,200	9.1%	
005 General Govt. Legal Fees										
04 Legal Fees	\$ 18,871	\$ 10,902	\$17,500	\$ 16,500	94%	\$ 17,500	0.0%	\$ 17,500	0.0%	
007 Audit										
01 Audit	\$ 16,083	\$ 16,250	\$16,500	\$ 16,250	98%	\$ 16,500	0.0%	\$ 16,500	0.0%	
008 Computer Maintenance										
01 Computer Maintenance	\$ 45,514	\$ 48,636	\$47,200	\$ 49,000	104%	\$ 49,500	4.9%	\$ 49,500	4.9%	Oak Leaf 25K, Trio 24.5K
02 Hosted Services	\$ 8,623	\$ 12,171	\$7,500	\$ 12,000	160%	\$ 9,500	26.7%	\$ 9,500	26.7%	Microsoft system license. Purchased servers in two prior yrs.
009 Professional Dues										
01 Subscriptions										
04 Professional Dues	\$ 11,065	\$ 10,957	\$12,000	\$ 11,000	92%	\$ 11,000	-8.3%	\$ 11,000	-8.3%	Clerks - AMCA, MTCCA, NEMCA, IIMC Finance - \$395 memberships in MMTCT, GFOA
10 General Government Cont'd										
010 Travel Expenses										
01 Mileage	\$ 1,452	\$ 1,457	\$1,800	\$ 1,750	97%	\$ 1,404	-22.0%	\$ 1,600	-11.1%	
02 Meals & Lodging	\$ 2,741	\$ 2,231	\$4,500	\$ 4,200	93%	\$ 3,380	-24.9%	\$ 3,750	-16.7%	
04 Conference Fees	\$ 1,218	\$ 752	\$1,600	\$ 1,780	111%	\$ 2,020	26.3%	\$ 2,100	31.3%	
05 Training Expenses										
011 Training & Education										
02 Training & Education	\$ 1,551	\$ 1,878	\$1,800	\$ 1,750	97%	\$ 1,800	0.0%	\$ 1,800	0.0%	New Clerk Training, NNECAPA, 3 online webinars
012 Elections										
01 Elections	\$ 7,349	\$ 8,659	\$5,500	\$ 6,000	109%	\$ 10,500	90.9%	\$ 10,500	90.9%	Three state elections + 1 municipal
02 Contracted Expenses	\$ 2,392	\$ 2,336	\$2,500	\$ 2,400	96%	\$ 4,615	84.6%	\$ 4,615	84.6%	Three state elections + 1 municipal
014 New Equipment										
01 New Equipment	\$ 1,481	\$ 1,374	\$800	\$ 630	79%	\$ 800	0.0%	\$ 800	0.0%	Letter folding machine for tax notices
015 Telephone										
01 Cell Phone	\$ 342	\$ 432	\$450	\$ 450	100%	\$ 600	33.3%	\$ 600	33.3%	
04 Telephone	\$ 6,425	\$ 6,049	\$6,800	\$ 6,800	100%	\$ 6,300	-7.4%	\$ 6,300	-7.4%	New contract savings
017 Communications										
01 Web Site										will need to budget \$500 in 2021 for renewal
03 Internet	\$ 1,521	\$ 1,439	\$1,550	\$ 1,550	100%	\$ 1,450	-6.5%	\$ 1,450	-6.5%	New contract savings
018 Health Insurance										
01 Health Insurance	\$ 134,633	\$ 140,443	\$154,734	\$ 154,734	100%	\$ 167,113	8.0%	\$ 167,113	8.0%	

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	Manager Adjusted	% from '19 Budget	
019 Miscellaneous Expenses										
01 Misc Expenses	\$ 3,528	\$ 99	\$1,500	\$ 1,200	80%	\$ 1,350	-10.0%	\$ 1,350	-10.0%	
020 Computers & Typewriters										
01-Computers & Typewriters	\$ -	\$ -	\$0	\$ -	#DIV/0!		#VALUE!			
034 Worker's Compensation										
01 Worker's Compensation	\$ 3,664	\$ 4,549	\$5,169	\$ 5,169	100%	\$ 5,531	7.0%	\$ 5,531	7.0%	Assumes 7% increase until insurer provides quotes.
10 General Government Cont'd										
036 Vehicle Insurance										
01 - Vehicle Insurance	\$ 1,708	\$ 1,785	\$2,000	\$ 1,825	91%	\$ 2,060	3.0%	\$ 2,060	3.0%	Assumes 3% increase. TBD by provider
038 Social Security										
01 Social Security	\$ 32,707	\$ 41,086	\$30,140	\$ 36,100	120%	\$ 32,529	7.9%	\$ 32,529	7.9%	Based on wages
040 City & State Retirement										
01 City & State Retirement	\$ 11,966	\$ 13,249	\$13,342	\$ 13,434	101%	\$ 21,261	59.4%	\$ 21,261	59.4%	Based on wages
073 Vehicle Repairs										
01 Vehicle repairs	\$ 1,677	\$ 2,754	\$2,100	\$ 2,600	124%	\$ 4,000	90.5%	\$ 3,200	52.4%	2008 and 2014 Taurus needing repairs
074 Vehicle Tires										
01 Tires	\$ 1,879	\$ 1,879	\$500	\$ 1,200	240%	\$ 1,200	140.0%	\$ 1,200	140.0%	2008 and 2014 Taurus needing repairs
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 1,299	\$ 883	\$1,000	\$ 950	95%	\$ 750	-25.0%	\$ 750	-25.0%	Moved one vehicle into Tax Assessing
Totals	\$ 755,287	\$ 792,095	\$ 771,977	\$ 770,256	100%	\$ 836,377	8.3%	\$ 836,223	8.3%	100% manager's wages to gen gov. 2 additional elections. Personnel benefits changes

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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	Manager Adjusted	% from '19 Budget	
18 Municipal Building										
024 Maintenance - Comm. Center										
01 Maintenance - Comm. Center		\$ -								
02 Water & Sewer	\$ 834	\$ 908	\$ 1,250	\$ 1,100	88%	\$ 1,200	-4.0%	\$ 1,200	-4.0%	
03 Janitorial		\$ -								
04 Electric	\$ 2,559	\$ 2,391	\$ 2,900	\$ 2,600	90%	\$ 2,750	-5.2%	\$ 2,750	-5.2%	
06 Lions Building	\$ 1,050	\$ -								
025 Heating Fuel - Lions Building										
01 Heating Fuel Lions Building	\$ 3,711	\$ 4,380	\$ 4,000	\$ 5,100	128%	\$ 4,500	12.5%	\$ 4,500	12.5%	
026 Heating Fuel										
03 Heating Fuel	\$ 11,458	\$ 15,292	\$ 11,000	\$ 15,000	136%	\$ 15,000	36.4%	\$ 15,000	36.4%	
027 Electricity										
11 Electricity	\$ 12,192	\$ 12,744	\$ 13,000	\$ 13,000	100%	\$ 13,250	1.9%	\$ 13,250	1.9%	
028 Water										
05 Water	\$ 811	\$ 783	\$ 995	\$ 850	85%	\$ 900	-9.5%	\$ 900	-9.5%	CUD no increase to water in 2020
029 Sewer										
01 Sewer	\$ 507	\$ 504	\$ 600	\$ 600	100%	\$ 650	8.3%	\$ 650	8.3%	CUD 2% increase
030 Building Supplies										
01 Building Supplies	\$ 3,866	\$ 5,185	\$ 3,100	\$ 2,600	84%	\$ 3,100	0.0%	\$ 3,100	0.0%	
031 Building Maintenance										
01 Building Maintenance	\$ 9,992	\$ 10,963	\$ 7,500	\$ 7,500	100%	\$ 10,500	40.0%	\$ 19,100	154.7%	Grounds maintenance contract added. Need to repaint portions of building. Replace Glob lights with LED lanterns. Extend generator exhaust pipe
03 Boiler Maintenance	\$ 4,877	\$ 5,000	\$ 1,500	\$ 1,500	100%	\$ 1,500	0.0%	\$ 1,500	0.0%	Ancillary maintenance and inspections
032 Property Insurance										
01 Property Insurance	\$ 920	\$ 907	\$ 1,000	\$ 950	95%	\$ 1,000	0.0%	\$ 1,000	0.0%	
033 Building Insurance-Comm. Ctr.										
01 Building Ins. - Comm. Ctr.		\$ -								
271 Contracted Services										
01 Janitorial & Supplies	\$ 10,140	\$ 10,140	\$ 10,500	\$ 10,250	98%	\$ 10,500	0.0%	\$ 10,500	0.0%	
Totals	\$ 62,916	\$ 69,198	\$ 57,345	\$ 61,050	106%	\$ 64,850	13.1%	\$ 73,450	28.1%	

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	Manager Adjusted	% from '19 Budget	
22 Tax Assessing										
001 Salaries										
01 Regular Pay	\$ 140,391	\$ 121,416	\$ 192,273	\$ 155,000	81%	\$ 226,585	17.8%	\$ 226,585	17.8%	0% COLA, 10 hrs /wk for contract plumbing inspector, NEW PT (25 hr)
02 Overtime Pay	\$ 1,814	\$ 1,091	\$ 1,500	\$ 1,500	100%	\$ 1,500	0.0%	\$ 1,200	-20.0%	Assessing to help with quarterly reviews
07 Salaries-Bd of Assessors	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,200	80%	\$ 1,500	0.0%	\$ 1,500	0.0%	
003 Office Supplies										
01 Postage	\$ -	\$ -								
05 Printer Ink	\$ 265	\$ 34	\$ 300	\$ 300	100%	\$ 300	0.0%	\$ 300	0.0%	
08 Office Supplies	\$ 410	\$ 99	\$ 350	\$ 350	100%	\$ 300	-14.3%	\$ 300	-14.3%	
006 Legal Fees										
01 Legal Fees	\$ 435	\$ 270	\$ 500	\$ 250	50%	\$ -	-100.0%	\$ 500	0.0%	
009 Professional Dues										
01 Subscriptions						\$ 650		\$ 650		Marshal Swift Publication
02 IAAO	\$ -	\$ -				\$ 320		\$ 320	#DIV/0!	Penny IAAO
04 Professional Dues	\$ 637	\$ 612	\$ 862	\$ 862	100%	\$ 610	-29.2%	\$ 610	-29.2%	APA, ICC, MGUG
010 Travel Expenses										
01 Mileage	\$ 2,875	\$ 2,569	\$ 2,500	\$ 2,500	100%	\$ 2,895	15.8%	\$ 2,100	-16.0%	
02 Meal & Lodge	\$ 3,016	\$ 3,999	\$ 4,000	\$ 4,000	100%	\$ 6,320	58.0%	\$ 5,550	38.8%	
04 CONF FEE	\$ -	\$ -				\$ 3,635		\$ 2,850	#DIV/0!	
05 Travel Expenses	\$ -	\$ -								
011 Training & Education										
02 Training & Education	\$ 1,651	\$ 2,500	\$ 3,500	\$ 2,800	80%	\$ 435	-87.6%	\$ 435	-87.6%	4 MUBEC courses for CEO, IAAO Course 333 & 334 which are mass appraisal modeling classes
013 Car Allowance										
01 Car Allowance	\$ -	\$ -								
015 Telephone										
01 Cell Phone	\$ 394	\$ 372	\$ 350	\$ 375	107%	\$ 375	7.1%	\$ 380	8.6%	Code Enforcement Cell Phone
04 Telephone	\$ 484	\$ 418	\$ 510	\$ 450	88%	\$ 450	-11.8%	\$ 475	-6.9%	
018 Health Insurance										
01 Health Insurance	\$ 32,004	\$ 32,699	\$ 37,495	\$ 37,495	100%	\$ 40,495	8.0%	\$ 40,495	8.0%	Assumes 8% until insurer provides quote. Employee changes to coverage.
019 Miscellaneous Expenses										
01 Misc. Expense	\$ 98	\$ -								
038 Social Security										
01 Social Security	\$ 10,458	\$ 8,739	\$ 14,709	\$ 12,064	82%	\$ 17,449	18.6%	\$ 17,426	18.5%	Tied to wages. Adjusted down \$394 for June mil rate process
040 City & State Retirement										
01 City & State Retirement	\$ 2,660	\$ 2,524	\$ 3,591	\$ 3,591	100%	\$ 3,750	4.4%	\$ 3,750	4.4%	Tied to wages and personnel changes

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	Manager Adjusted	% from '19 Budget	
22 Tax Assessing Cont'd										
051 Equipment Maint										
01 Software			\$ 1,200	\$ 1,152	96%	\$ 1,800	50.0%	\$ 1,200	0.0%	GIS License maintenance, analyst extension
056 Contracted Services										
01 Registry	\$ 413	\$ 367	\$ 500	\$ 375	75%		-100.0%			
04 Contracted Services	\$ 4,293	\$ 4,094	\$ 4,500	\$ 4,500	100%	\$ 5,500	22.2%	\$ 5,500	22.2%	Marshall Swift Tax Maps, UMPI GIS
01 Assessment Reserve	\$ -									
058 Codes Maintenance										
01 Codes Maintenance	\$ 542	\$ 757	\$ 600	\$ -	0%		-100.0%	\$ 600	0.0%	
070 Clothing Allowance										
03 Clothing	\$ 455	\$ 12	\$ 300	\$ 300	100%	\$ 300	0.0%	\$ 300	0.0%	
073 Vehicle Repairs										
01 Vehicle repairs			\$ 120	\$ 139	116%	\$ 1,436	1096.7%	\$ 1,450	1108.3%	Chevy Malibu
074 Vehicle Tires										
01 Tires			\$ 300	\$ -	0%	\$ 600	100.0%	\$ 600	100.0%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ -	\$ -	\$ 800	\$ 350	44%	\$ 400	-50.0%	\$ 400	-50.0%	Dedicated department vehicle
Totals	\$ 181,492	\$ 185,496	\$ 272,260	\$ 229,553	84%	\$ 317,604	16.7%	\$ 315,475	15.9%	Primarily due to new PT Assessing staff to help with quarterly reviews
25 Library										
001 Salaries										
01 Regular Pay	\$ 106,710	\$ 118,506	\$ 123,621	\$ 123,621	100%	\$ 127,190	2.9%	\$ 127,190	2.9%	Two PT employees to receive min wage increase to \$12.
02 Overtime		\$ -								
003 Office Supplies										
01 Postage	\$ 439	\$ 434	\$ 550	\$ 375	68%	\$ 550	0.0%	\$ 450	-18.2%	
02 Advertising	\$ 349	\$ 231	\$ 250	\$ 250	100%	\$ 250	0.0%	\$ 250	0.0%	
03 Copier Rental	\$ 2,022	\$ 2,228	\$ 2,450	\$ 2,500	102%	\$ 2,481	1.3%	\$ 2,480	1.2%	Copier rental averages \$2,271/yr, toner for Savin \$210.
05 Printer Ink										
07 Paper	\$ 196	\$ 190	\$ 200	\$ 200	100%	\$ 200	0.0%	\$ 200	0.0%	
08 Office Supplies	\$ 1,649	\$ 1,450	\$ 2,000	\$ 1,500	75%	\$ 2,000	0.0%	\$ 1,600	-20.0%	
11 Equip Rental	\$ -									
005 Gen Gov't Leg										
01 CCC&I	\$ -	\$ -								
008 Computer Maintenance										
01 Computer Maintenance	\$ 12,469	\$ 12,027	\$ 7,800	\$ 12,000	154%	\$ 12,125	55.4%	\$ 12,125	55.4%	Includesportion of Oak leaf contract not provided in last year
009 Professional Dues										
01 Subscriptions	\$ 114	\$ 134	\$ 100	\$ 100	100%	\$ 120	20.0%	\$ 120	20.0%	\$120 Prime, \$100 Maine Library Assoc, \$100 ME Archives/Museums
04 PROF DUES			\$ 200	\$ 200		\$ 200	0.0%	\$ 200	0.0%	
010 Travel Expenses										
01 Mileage	\$ -	\$ -								
02 Meals & Lodging	\$ -	\$ -								
05 Travel Expenses	\$ 644	\$ 564	\$ 800	\$ 750	94%	\$ 750	-6.3%	\$ 750	-6.3%	Planning to attend MLA Conference 2020
011 Training & Education										
02 Training & Education	\$ 335	\$ 300	\$ 500	\$ 400	80%	\$ 500	0.0%	\$ 500	0.0%	Planning to attend MLA Conference 2020

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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	Manager Adjusted	% from '19 Budget	
014 New Equipment										
01 New Equipment	\$ 1,267	\$ 1,263	\$ 1,750	\$ 1,500	86%	\$ 1,500	-14.3%	\$ 1,500	-14.3%	New circulation desk computer and modems
015 Telephone										
04 Telephone	\$ 1,425	\$ 1,701	\$ 1,800	\$ 1,700	94%	\$ 1,750	-2.8%	\$ 1,750	-2.8%	
016-02 Misc Income										
018 Health Insurance										
01 Health Insurance	\$ 10,919	\$ 7,009	\$ 10,834	\$ 10,834	100%	\$ 11,701	8.0%	\$ 11,701	8.0%	Anticipated 8% increase. Provider numbers still needed
019 Miscellaneous Expenses										
01 Misc. Expenses	\$ 236	\$ 106	\$ 250	\$ 225	90%	\$ 225	-10.0%	\$ 200	-20.0%	
25 Library Cont'd										
026 Heating Fuel										
03 Heating Fuel	\$ 10,444	\$ 12,658	\$ 11,000	\$ 14,000	127%	\$ 13,000	18.2%	\$ 13,000	18.2%	0
027 Electricity										
11 Electricity	\$ 3,931	\$ 4,046	\$ 4,500	\$ 4,500	100%	\$ 4,500	0.0%	\$ 4,500	0.0%	Historically trended+new pumps in children's room + increase to commercial users
028 Water										
05 Water	\$ 285	\$ 364	\$ 331	\$ 370	112%	\$ 331	0.0%	\$ 370	12.0%	CUD reported 0% increase. Value based on historic trend.
029 Sewer										
01 Sewer	\$ 224	\$ 265	\$ 300	\$ 250	83%	\$ 300	0.0%	\$ 270	-10.0%	CUD reported 2% increase. Value based more on trend
031 Building Maintenance										
01 Building Maintenance	\$ 7,571	\$ 5,037	\$ -	\$ 4,550	#DIV/0!	\$ 6,000	#DIV/0!	\$ 5,000	#DIV/0!	Budget last year anticipated using building maintenance reserve.
032 Property Insurance										
01 Property Insurance	\$ 1,694	\$ 1,673	\$ 1,792	\$ 1,792	100%	\$ 1,846	3.0%	\$ 1,846	3.0%	Assumes 3% increase. TBD by provider
034 Worker's Compensation										
01 Worker's Compensation	\$ 475	\$ 283	\$ 304	\$ 304	100%	\$ 325	7.0%	\$ 325	7.0%	Assumes 7% increase until insurer provides quotes.
038 Social Security										
01 Social Security	\$ 7,935	\$ 8,915	\$ 9,457	\$ 9,457	100%	\$ 9,730	2.9%	\$ 9,730	2.9%	Tied to wages and personnel
040 City & State Retirement										
01 City & State Retirement	\$ 416	\$ -	\$ 1,680	\$ 1,680	100%	\$ 1,714	2.0%	\$ 1,714	2.0%	Tied to wages and personnel
055 Books & Periodicals										
01 Mars and Swift	\$ -	\$ -								
03 Books & Periodicals	\$ 19,103	\$ 17,099	\$ 17,750	\$ 17,500	99%	\$ 18,000	1.4%	\$ 17,500	-1.4%	
271 Contracted Services										
01 Janitorial & Supplies	\$ 11,774	\$ 12,118	\$ 13,000	\$ 12,500	96%	\$ 12,500	-3.8%	\$ 12,500	-3.8%	Contract for services
406 Programming										
01 Library Programs	\$ 633	\$ 647	\$ 700	\$ 700	100%	\$ 1,000	42.9%	\$ 1,000	42.9%	Requesting additional \$1,000 for archival program
02 Archives	\$ -	\$ -	\$ 500	\$ 500	100%	\$ 500	0.0%	\$ 500	0.0%	Additional \$500 for archives provided
Totals	\$ 203,104	\$ 209,249	\$ 214,418	\$ 224,258	105%	\$ 231,287	7.9%	\$ 229,271	6.9%	Primarily due to building maintenance and IT apportionment

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Department	2018		2019			2020				Comments
	3 Year Average Actual Expenses (16-18)	Year End	Budget	Projected Year End	Project %	Requested	% from '19 Budget	Manager Adjusted	% from '19 Budget	
50 Recreation										
001 Salaries										
01 Regular Pay	\$ 186,411	\$ 195,358	\$ 196,420	\$ 196,420	100%	\$ 196,420	0.0%	\$ 196,420	0.0%	Assumes 0%
02 Overtime	\$ 58	\$ -								
07 Salaries	\$ 71,257	\$ 82,672	\$ 103,842	\$ 98,650	95%	\$ 123,750	19.2%	\$ 123,750	19.2%	Min wage increase from 11 to \$12.
003 Office Supplies										
01 Postage	\$ 247	\$ 298	\$ 250	\$ 250	100%		-100.0%			
02 Advertising	\$ 1,749	\$ 2,231	\$ 1,950	\$ 1,300	67%	\$ 2,000	2.6%	\$ 2,000	2.6%	Adobe Creator software added maintenance of \$635. Software used to prepare advertising and program booklets.
03 Copier Rental	\$ 1,274	\$ 1,430	\$ 1,560	\$ 1,430	92%	\$ 1,560	0.0%	\$ 1,560	0.0%	
04 Equipment Repair	\$ 100	\$ -	\$ 250	\$ 125	50%	\$ 200	-20.0%	\$ 200	-20.0%	Ricoh Copier
05 Printer Ink	\$ 67	\$ 80	\$ 50	\$ 84	168%	\$ 100	100.0%	\$ 100	100.0%	
07 Paper	\$ 316	\$ 352	\$ 300	\$ 300	100%	\$ 300	0.0%	\$ 300	0.0%	
08 Office Supplies	\$ 748	\$ 549	\$ 900	\$ 900	100%	\$ 900	0.0%	\$ 900	0.0%	
008 Computer Maintenance										
01 Computer Maintenance	\$ 199	\$ 45	\$ 600	\$ 75	13%	\$ 600	0.0%	\$ 600	0.0%	one computer scheduled on replacement program
009 Professional Dues										
04 Professional Dues	\$ 200	\$ 285	\$ 225	\$ 225	100%	\$ 225	0.0%	\$ 225	0.0%	Two staff members that are certified as youth sports certified. We have also added an employee to the Maine Parks And Recreation Association.
010 Travel Expenses										
01 Mileage	\$ -	\$ -	\$ 500	\$ 250	50%	\$ 500	0.0%	\$ 500	0.0%	
02 Meals & Lodging	\$ -	\$ -	\$ 450	\$ 360	80%	\$ 400	-11.1%	\$ 400	-11.1%	
04 Conference Fee	\$ -	\$ -	\$ 200	\$ 400	200%	\$ 250	25.0%	\$ 250	25.0%	
05 Travel Expenses	\$ 350	\$ -	\$ 500	\$ 500	100%	\$ 400	-20.0%	\$ 500	0.0%	
011 Training & Education										
02 Training & Education	\$ 586	\$ 395	\$ 500	\$ 450	90%	\$ 500	0.0%	\$ 500	0.0%	
013 Car Allowance										
01 Car Allowance	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	100%	\$ 3,200	0.0%	\$ 3,200	0.0%	
50 Recreation Cont'd										
015 Telephone										
01 Cell Phone	\$ 33	\$ 100	\$ 125	\$ 320	256%		-100.0%	\$ -	-100.0%	not sure what to do here, no one uses a city phone
02 Rec Center	\$ 2,262	\$ 1,960	\$ 2,100	\$ 2,000	95%	\$ 2,400	14.3%	\$ 2,400	14.3%	there was \$2850 budgeted for both expense lines and both expense lines were for the rec center
04 Telephone	\$ 819	\$ 710	\$ 750	\$ 715	95%	\$ 500	-33.3%	\$ 500	-33.3%	make this the park building line as we will have phone service for the upcoming year
017 Internet										
03 Internet	\$ 920	\$ 880	\$ 970	\$ 900	93%	\$ 970	0.0%	\$ 950	-2.1%	
018 Health Insurance										
01 Health Insurance	\$ 54,912	\$ 59,572	\$ 62,717	\$ 62,717	100%	\$ 68,800	9.7%	\$ 68,800	9.7%	Assumes 8% increase until insurer provided numbers are received. Employees changed preferred plans.
026 Heating Fuel										
01 Recreation Center	\$ 13,458	\$ 14,712	\$ 15,000	\$ 22,500	150%	\$ 20,000	33.3%	\$ 20,000	33.3%	
02 Teague Park	\$ 744	\$ 587								
03 Heating Fuel		\$ -								

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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	Manager Adjusted	% from '19 Budget	
027 Electricity										
05 Recreation Center	\$ 17,745	\$ 18,626	\$ 18,000	\$ 17,500	97%	\$ 16,000	-11.1%	\$ 17,000	-5.6%	even if rates go up we should be ok. I still have \$7000 remaining in the recreation line
06 Teague Park	\$ 1,580	\$ 784	\$ 750	\$ 150	20%	\$ 750	0.0%	\$ 1,000	33.3%	New Teague Park power for lights and heat in restroom
07 Soucy Sports Complex	\$ 678	\$ 635	\$ 1,000	\$ 700	70%	\$ 1,000	0.0%	\$ 800	-20.0%	we will still have softball at this field in 2020
08 Pool	\$ 64	\$ -								
028 Water										
01 Recreation Center	\$ 1,006	\$ 1,002	\$ 1,020	\$ 1,350	132%	\$ 1,300	27.5%	\$ 1,500	47.1%	We will be irrigating from the rec center building and also the splash pad water will be coming from the rec center building
02 Teague Park	\$ 242	\$ 125	\$ 300	\$ 120	40%	\$ 300	0.0%	\$ 300	0.0%	
03 Pool	\$ -	\$ -								
04 Soucy Complex	\$ 84	\$ 113	\$ 200	\$ 100	50%	\$ 200	0.0%	\$ 200	0.0%	
029 Sewer										
01 Sewer	\$ 584	\$ 568	\$ 600	\$ 615	103%	\$ 750	25.0%	\$ 750	25.0%	New Teague Park restrooms
50 Recreation Cont'd										
030 Building Supplies										
01 Building Supplies	\$ 3,004	\$ 2,461	\$ 3,700	\$ 3,700	100%	\$ 4,000	8.1%	\$ 3,700	0.0%	possibly more door hardware purchases, purchasing more new led lights
031 Building Maintenance										
01 Building Maintenance	\$ 26,203	\$ 32,197	\$ 27,000	\$ 28,000	104%	\$ 28,000	3.7%	\$ 27,000	0.0%	hire out door installation, and possible security camera
032 Property Insurance										
01 Property Insurance	\$ 6,361	\$ 6,336	\$ 6,700	\$ 6,700	100%	\$ 6,901	3.0%	\$ 6,901	3.0%	Assumes 3% increase until Insurer provided number received.
034 Worker's Compensation										
01 Worker's Compensation	\$ 7,540	\$ 9,235	\$ 10,312	\$ 10,312	100%	\$ 11,034	7.0%	\$ 11,034	7.0%	Assumes 7% above 2018 until Insurer provided number received.
038 Social Security										
01 Social Security	\$ 19,386	\$ 21,023	\$ 22,970	\$ 22,970	100%	\$ 24,493	6.6%	\$ 24,493	6.6%	Tied to fulltime and seasonal wages
040 City & State Retirement										
01 City & State Retirement	\$ 6,455	\$ 6,943	\$ 6,875	\$ 6,875	100%	\$ 6,875	0.0%	\$ 6,875	0.0%	Tied to wages
051 Equipment Maintenance										
01 Equip Maint	\$ 102	\$ -								
073 Vehicle Repair										
01 Vehicle Repair	\$ -	\$ -								
075 Gas/Oil/Filters										
01 Gas/Oil/Filters				\$ 22						
135 Water Tests										
01 Water Tests	\$ -	\$ -	\$ 150	\$ -	0%	\$ 0	-100.0%	\$ 150	0.0%	New splash pad
136 Youth Center Equipment										
01 Youth Center Equipment	\$ 348	\$ 490	\$ 800	\$ 800	100%	\$ -	-100.0%	\$ -	-100.0%	
137 Rink Equipment										
01 Rink Equipment	\$ -	\$ -	\$ 300	\$ 350	117%	\$ 300	0.0%	\$ 300	0.0%	New ice rink at Teague Park

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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	Manager Adjusted	% from '19 Budget	
138 Program Equipment										
01 Baseball/Softball	\$ 1,247	\$ 2,445	\$ 800	\$ 640	80%	\$ 700	-12.5%	\$ 700	-12.5%	
02 Tennis	\$ 76	\$ 88	\$ 75	\$ 157	209%	\$ 150	100.0%	\$ 125	66.7%	
03 Soccer	\$ 671	\$ 760	\$ 2,400	\$ 2,400	100%	\$ 700	-70.8%	\$ 700	-70.8%	Purchased new goals in 2019.
04 Basketball	\$ 417	\$ 322	\$ 450	\$ 405	90%	\$ 450	0.0%	\$ 450	0.0%	
05 Arts & Crafts		\$ -								
06 Program Equipment	\$ 2,223	\$ 3,882	\$ 1,900	\$ 1,900	100%	\$ 1,900	0.0%	\$ 1,900	0.0%	
139 Rink Maintenance										
01 Rink Maintenance		\$ -	\$ 300	\$ 300	100%	\$ 300	0.0%	\$ 300	0.0%	New ice rink at Teague Park
140 Pool Supplies										
01 Pool Supplies		\$ -	\$ 300	\$ -	0%	\$ 300	0.0%	\$ 300	0.0%	New Splash Pad Supplies
50 Recreation Cont'd										
141 Trophies & Awards										
01 Trophies & Awards	\$ 472	\$ 573	\$ 500	\$ 425	85%	\$ 450	-10.0%	\$ 450	-10.0%	
142 Pool Maintenance										
01 Pool Maintenance		\$ -	\$ 500	\$ -	0%	\$ 500	0.0%	\$ 500	0.0%	New Splash Pad Maintenance
145 Special Events										
01 Special Events	\$ 2,799	\$ 3,417	\$ 2,400	\$ 2,400	100%	\$ 3,000	25.0%	\$ 3,000	25.0%	
243 Rec Center Improvement		\$ -								
Totals	\$ 434,668	\$ 477,440	\$ 503,661	\$ 502,962	99.9%	\$ 534,327	6.1%	\$ 534,483	6.1%	Primary difference is min wage change which added \$20K+ and opening new Teague Park facilities
51 Parks										
001 Salaries										
01 Regular Pay	\$ 42,499	\$ 42,057	\$ 44,042	\$ 44,042	100%	\$ 44,042	0.0%	\$ 44,042	0.0%	
02 Overtime	\$ 2,820	\$ 5,007	\$ 3,000	\$ 4,500	150%	\$ 3,500	16.7%	\$ 3,500	16.7%	Can't do anything about mother nature. Plowing
07 Salaries	\$ 37,705	\$ 35,080	\$ 37,559	\$ 37,559	100%	\$ 38,660	2.9%	\$ 38,660	2.9%	Min wage increase from 11 to \$12.
014 New Equipment										
01 New Equipment	\$ 1,122	\$ 1,272	\$ 1,200	\$ 1,200	100%	\$ 1,200	0.0%	\$ 1,200	0.0%	
015 Telephone										
01 Cell Phone		\$ -								
04 Telephone	\$ 881	\$ 710	\$ 1,000	\$ 275	28%	\$ 800	-20.0%	\$ 800	-20.0%	average monthly bill is \$55, this should cover us
018 Health Insurance										
01 Health Insurance	\$ 9,017	\$ 8,990	\$ 10,834	\$ 10,834	100%	\$ 11,912	10.0%	\$ 11,912	10.0%	Corrected Health Insurance Selection
019 Misc. Expense										
01 Misc. Expense		\$ -	\$ -		#DIV/0!		#DIV/0!			
026 Heating Fuel										
03 Heating Fuel	\$ 4,350	\$ 6,215	\$ 5,500	\$ 6,700	122%	\$ 6,000	9.1%	\$ 6,500	18.2%	maint. Director has been good about watching the heat.
027 Electricity										
01 PW MAIN GAR		\$ -								
09 Park Shop	\$ 1,398	\$ 1,539	\$ 1,965	\$ 1,500	76%	\$ 1,900	-3.3%	\$ 1,700	-13.5%	
10 Park Security Lighting	\$ 776	\$ 587	\$ 983	\$ 600	61%	\$ 950	-3.3%	\$ 700	-28.8%	
11 Electricity	\$ 225	\$ 243	\$ 218	\$ 212	97%	\$ 220	0.8%	\$ 240	9.9%	
029 Sewer										
01 Sewer	\$ 225	\$ 213	\$ 250	\$ 313	125%	\$ 313	25.2%	\$ 300	20.0%	

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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	Manager Adjusted	% from '19 Budget	
030 Building Supplies										
01 Building Supplies	\$ 1,339	\$ 1,913	\$ 1,500	\$ 2,000	133%	\$ 2,000	33.3%	\$ 2,000	33.3%	
031 Building Maintenance										
01 Building Maintenance	\$ 1,988	\$ 3,603	\$ 1,500	\$ 1,420	95%	\$ 2,000	33.3%	\$ 1,750	16.7%	with a 20 year old building we will need to be doing a few maint. Repairs to the building
032 Property Insurance										
01 Property Insurance		\$ -								0
\$1 Parks Cont'd										
036 Vehicle Insurance										
01 Vehicle Insurance	\$ 5,521	\$ 5,246	\$ 5,800	\$ 5,800	100%	\$ 5,974	3.0%	\$ 5,974	3.0%	Assumes 3% increase. TBD by provider
038 Social Security										
01 Social Security	\$ 6,558	\$ 6,119	\$ 6,472	\$ 6,587	102%	\$ 6,594	1.9%	\$ 6,594	1.9%	Tied to wages
040 City & State Retirement										
01 City & State Retirement	\$ 1,209	\$ 347	\$ 1,659	\$ 1,659	100%	\$ 2,377	43.3%	\$ 2,377	43.3%	5% of full-time wages
051 Equipment Maintenance										
04 Repairs	\$ 1,148	\$ 1,198	\$ 1,000	\$ 1,350	135%	\$ 2,000	100.0%	\$ 1,400	40.0%	Aging fleet of equipment
05 Equipment Maintenance	\$ 5,635	\$ 6,783	\$ 4,500	\$ 9,750	217%	\$ 6,000	33.3%	\$ 14,500	222.2%	9K furnace replacement at shop + typical maintenance
070 Clothing Allowance										
03 Clothing	\$ 468	\$ 673	\$ 400	\$ 400	100%	\$ 500	25.0%	\$ 400	0.0%	
073 Vehicle Repairs										
01 Vehicle Repairs	\$ 4,613	\$ 7,275	\$ 4,000	\$ 5,000	125%	\$ 5,000	25.0%	\$ 5,000	25.0%	We are doing a lot more of our own maint. Plus fleet is getting older
074 Tires										
01 Tires	\$ 1,094	\$ 1,190	\$ 1,500	\$ 1,500	100%	\$ 1,700	13.3%	\$ 1,700	13.3%	trailer tires and will need tires for two trucks
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 7,170	\$ 6,982	\$ 7,500	\$ 6,700	89%	\$ 7,000	-6.7%	\$ 7,000	-6.7%	
076 Diesel										
01 Diesel	\$ 1,265	\$ 2,009	\$ 1,000	\$ 2,250	225%	\$ 1,300	30.0%	\$ 1,300	30.0%	
111 Tools - Shop										
01 Tools - Shop	\$ 853	\$ 1,236	\$ 1,000	\$ 1,150	115%	\$ 1,200	20.0%	\$ 1,200	20.0%	
147 Parks Maintenance										
01 Parks Maintenance	\$ 7,936	\$ 8,423	\$ 8,000	\$ 12,500	156%	\$ 8,000	0.0%	\$ 8,000	0.0%	
02 Civic Beautification		\$ -								
237 Civic Beaut										
01 Civic Beaut	\$ 858	\$ 2,045	\$ 2,000	\$ 1,875	94%	\$ 2,000	0.0%	\$ 6,000	200.0%	Gateway enhancements near Fort Bridge with Patten Street blight cleanup project
Totals	\$ 148,727	\$ 156,954	\$ 154,383	\$ 167,676	109%	\$ 163,143	5.7%	\$ 174,750	13.2%	Primarily due to furnace replacement, gateway project, and personnel benefit costs

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	Manager Adjusted	% from '19 Budget	
11 Economic Development										
001 Salaries										
01 Regular Pay	\$ 88,822	\$ 100,466	\$ 104,315	\$ 110,315	106%	\$ 66,595	-36.2%	\$ 66,595	-36.2%	TBD COLA. Moved City Manager (100%) to General government
03 Overtime		\$ -								
003 Office Supplies										
01 Postage		\$ -								
02 Advertising	\$ 9,460	\$ 8,419	\$ 10,000	\$ 9,250	93%	\$ 9,500	-5.0%	\$ 9,500	-5.0%	Increase to keep pace with rising advertisign costs
04 Equipment Repair		\$ -								
08 Office Supplies	\$ 163	\$ 326								
005 General Govt. Legal Fees										
04 Legal Fees	\$ 580	\$ 1,240								
008 Computer Maintenance										
01 Computer Maintenance			\$ 3,152	\$ 1,500	48%	\$ -	-100.0%	\$ -	-100.0%	Computer replacement with advertising quality graphic capabilities
02 Hosted Services		\$ -								
03 GIS License			\$ 1,152	\$ 700	61%	\$ 400	-65.3%	\$ 400	-65.3%	City Manager GIS license renewal only
009 Professional Dues										
01 Subscriptions	\$ 4,621	\$ 5,355	\$ 4,500	\$ 5,750	128%	\$ 2,500	-44.4%	\$ 2,500	-44.4%	Includes 2 APA, Main Street
010 Travel Expenses										
01 Mileage	\$ 306	\$ 418	\$ 1,000	\$ 500	50%	\$ 750	-25.0%	\$ 750	-25.0%	In state econ meetings
02 Meals & Lodging	\$ 497	\$ 621	\$ 1,200	\$ 1,300	108%	\$ 1,200	0.0%	\$ 1,200	0.0%	In state econ meetings
04 Conference Fees	\$ 427	\$ 380	\$ 1,500	\$ 1,150	77%	\$ 1,500	0.0%	\$ 1,500	0.0%	APA New England, On-line Econ, Main Street
018 Health Insurance										
01 Health Insurance	\$ 16,543	\$ 16,820	\$ 14,625	\$ 14,625	100%	\$ 2,600	-82.2%	\$ 2,600	-82.2%	Change of plans by personnel. Moving manager to Gen Gov
019 Miscellaneous Expenses										
01 Misc Expenses	\$ 5,504	\$ 9	\$ 750	\$ 450	60%	\$ 500	-33.3%	\$ 500	-33.3%	
031 Building Maintenance										
01 Building Maintenance		\$ -								
038 Social Security										
01 Social Security	\$ 6,405	\$ 7,561	\$ 7,980	\$ 8,300	104%	\$ 5,095	-36.2%	\$ 5,095	-36.2%	7.65% of FT wages
040 City & State Retirement										
01 City & State Retirement	\$ 1,481	\$ -	\$ 4,192	\$ 4,250	101%	\$ 2,331	-44.4%	\$ 2,331	-44.4%	5% of FT wages
145 Special Events										
01 Special Events										

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	Manager Adjusted	% from '19 Budget	
11 Economic Dev Cont'd										
238 Trail Groomer Reserve										
01 Trail Groomer Reserve	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	100%	\$ 10,000	0.0%	\$ 10,000	0.0%	
280 Revolving Loan Fund										
01 Revolving Loan Fund	\$ -					\$ 40,000	#DIV/0!	\$ 40,000	#DIV/0!	TIF Capital Plan allows for up to \$1M in Revolving loan funds to be created. Current loan funds less than \$600K
281 Contracted Services										
01 Buxton Contract	\$ -									
03 NMDC	\$ 16,362	\$ 21,640	\$ 13,602	\$ 13,602	100%	\$ 13,874	2.0%	\$ 13,874	2.0%	Waiting for statement from NMDC
04 Broadband Study	\$ 2,500	\$ 4,000								
385 - Downtown Infrastructure										
01 Downtown Infrastructure	\$ 25	\$ 25	\$ 2,000	\$ 2,500	125%	\$ 2,000	0.0%	\$ 2,000	0.0%	Physical Infrastructure enhancements. Materials.
392 Ads & Marketing										
01 Video Ads & Marketing	\$ 723	\$ 176								
394 Community Projects										
01 Project Exp	\$ 424	\$ 424								reduced by 1000 in June for mil rate
08 Winter Carnival	\$ 2,488	\$ 3,872	\$ 3,500	\$ 1,600	46%	\$ 2,000	-42.9%	\$ 2,000	-42.9%	
14 Thursday's On Sweden	\$ 7,656	\$ 12,831	\$ 9,000	\$ 13,000	144%	\$ 13,000	44.4%	\$ 13,000	44.4%	Additional kid friendly elements, music improvements
15 Heritage Days	\$ 2,735	\$ 1,204	\$ 1,500	\$ -	0%	\$ -	-100.0%	\$ -	-100.0%	Combined with Caribou Days but some minor heritage events and programs coordinated with library/museums. Reduced by 1,500 in June for mil rate
16 Caribou Days	\$ 2,298	\$ 4,511	\$ 6,000	\$ 3,000	50%	\$ 3,500	-41.7%	\$ 3,500	-41.7%	add fireworks, events to annual celebration
17 Moose Lottery	\$ -									
18 New Years Eve	\$ -									
20 Miscellaneous	\$ 1,602	\$ 2,266	\$ 1,500	\$ 2,000	133%	\$ 2,000	33.3%	\$ 2,000	33.3%	
21 New Events	\$ 2,384	\$ 2,384	\$ 2,500	\$ 3,600	144%	\$ 3,000	20.0%	\$ 3,000	20.0%	Maine 200 years celebration events
405 Slum/Blight Removal										
01 Slum/Blight Removal	\$ 723	\$ 176	\$ 80,000	\$ 80,000	100%	\$ 90,000	12.5%	\$ 90,000	12.5%	Birdseye site clean up, 7 homes to tear down.
411 Façade Improvement										
01 Façade Improvement	\$ 67,972	\$ 75,254	\$ 12,000	\$ 12,000	100%	\$ 22,500	87.5%	\$ 22,500	87.5%	Build up of additional funds for façade improvements
413 New Fire Station										
01 New Fire Station	\$ 5,459	\$ -	\$ 60,000	\$ 60,000	100%	\$ 50,000	-16.7%	\$ 50,000	-16.7%	
Totals	\$ 313,967	\$ 306,168	\$ 354,815	\$ 359,392	101%	\$ 344,844	-2.8%	\$ 344,844	-2.8%	Moved City Manager wages and training to Gen Gov. This freed up funds for other economic development activities

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	Manager Adjusted	% from '19 Budget	
24 Housing										
001 Salaries										
01 Regular Pay	\$ 50,097	\$ 52,476	\$ 53,525	\$ 53,525	100%	\$ 53,525		\$ 53,525	0.0%	
03-FSS Grant	\$ -									
003 Office Supplies										
01 Postage	\$ 1,103	\$ 1,142	\$ 1,100	\$ 1,050	95%	\$ 1,100		\$ 1,100	0.0%	
02 Advertising	\$ 248	\$ 159	\$ 200	\$ 150	75%	\$ 300		\$ 200	0.0%	
03 Copier Rental	\$ 1,903	\$ 1,819	\$ 1,975	\$ 1,990	101%	\$ 2,000		\$ 1,975	0.0%	
05 Printer Ink	\$ 155	\$ 238	\$ 150	\$ 500	333%	\$ 750		\$ 200	33.3%	
07 Paper	\$ 213	\$ 322	\$ 200	\$ 320	160%	\$ 400		\$ 300	50.0%	
08 Office Supplies	\$ 1,582	\$ 984	\$ 750	\$ 700	93%	\$ 750		\$ 750	0.0%	
12 Software	\$ 9,275	\$ 9,509	\$ 14,000	\$ 14,000	100%	\$ 14,000		\$ 14,000	0.0%	
007 Audit										
01 Audit		\$ -	\$ 1,500	\$ 1,500	100%	\$ 2,000		\$ 1,500	0.0%	
009 Professional Dues										
01 Subscriptions	\$ 412	\$ 787	\$ 500	\$ 800	160%	\$ 500		\$ 800	60.0%	
04 Professional Dues	\$ 667	\$ 500	\$ 500	\$ 500	100%	\$ 500		\$ 500	0.0%	
010 Travel Expenses										
01 Mileage		\$ -	\$ 200	\$ 125	63%	\$ 450		\$ 150	-25.0%	
02 Meals & Lodging	\$ 608	\$ 997	\$ 750	\$ 950	127%	\$ 750		\$ 1,000	33.3%	
04 Conference Fees						\$ 130				
05 Travel Expenses	\$ 236	\$ 451	\$ 600	\$ 450	75%			\$ 500	-16.7%	
011 Training and Education										
02 Training and Education	\$ 1,635	\$ 1,836	\$ 1,500	\$ 1,500	100%	\$ 1,500		\$ 1,500	0.0%	
014 - New Equipment										
01 New Equipment			\$ -	\$ 300		\$ 750				For mobile inspections (tablet) - not sure on cost of signature pad
015 Telephone										
04 Telephone	\$ 510	\$ 518	\$ 500	\$ 525	105%	\$ 525		\$ 500	0.0%	
017 Communications										
03 Communications		\$ -	\$ 204	\$ 204	100%	\$ 204		\$ 204	0.0%	
018 Health Insurance										
01 Health Insurance Housing	\$ 4,632	\$ 2,782	\$ 2,591	\$ 2,591	100%	\$ 2,592		\$ 2,591	0.0%	
02 Health Ins. Stipend FSS		\$ -								
034-Workers Comp										
01-Workers Comp Housing	\$ 119	\$ 156	\$ 179	\$ 179	100%	\$ 180		\$ 192	7.0%	
01-Workers Comp FSS		\$ -								

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	Manager Adjusted	% from '19 Budget	
24 Housing Cont'd										
035-Unemployment										
01-Unemployment Housing	\$ 274	\$ 254	\$ 296	\$ 296	100%	\$ 300		\$ 300	1.4%	
01-Unemployment FSS		\$ -								
038-Social Security										
01-Social Security Housing	\$ 4,319	\$ 4,360	\$ 4,095	\$ 4,095	100%	\$ 4,100		\$ 4,095	0.0%	
01-Social Security FSS		\$ -								
040 City & State Retirement										
01-Retirement Housing	\$ 1,909	\$ 1,927	\$ 1,837	\$ 1,837	100%	\$ 1,837		\$ 1,837	0.0%	
285 Year End Closing										
01-Year End Closing		\$ -								
412 - Fee Accountant										
01 - Fee Accountant	\$ 5,111	\$ 5,179	\$ 5,200	\$ 5,200	100%	\$ 5,300		\$ 5,200	0.0%	
Totals	\$ 85,196	\$ 86,396	\$ 92,352	\$ 93,287	101%	\$ 94,443	2.3%	\$ 92,918	0.6%	Primarily due to personnel benefit costs
52 Snow Trail Maintenance										
001 Salaries										
01 Regular Pay	\$ 12,530	\$ 15,288	\$ 16,000	\$ 15,623	98%	\$ 17,500	9.4%	\$ 17,500	9.4%	this line will need to be increased as the minimum wage increased
02 Overtime	\$ 257	\$ -								
07 Salaries		\$ -								
015 Telephone										
01 Cell Phone	\$ 472	\$ 645	\$ 400	\$ 400	100%	\$ -	-100.0%	\$ -	-100.0%	please remove cell phone line completely, everyone has they're own phones. I would rather take the \$400 and put it in equipment maint.
04 Telephone		\$ -								
019 Misc. Expense										
01 Misc. Expense	\$ 3,950	\$ 3,719	\$ 3,500	\$ 3,500	100%	\$ 3,500	0.0%	\$ 3,500	0.0%	
034 Work Comp										
01 Work Comp	\$ 202	\$ 371	\$ 500	\$ 500	100%	\$ 535	7.0%	\$ 535	7.0%	Assumes 7% above 2018 until Insurer provided number received.
035 Unemployment										
01 Unemployment	\$ 197	\$ 262	\$ 350	\$ 350	100%	\$ 350	0.0%	\$ 350	0.0%	
036 Vehicle Insurance										
01 Vehicle Insurance		\$ -								
038 Social Security										
01 Social Security	\$ 884	\$ 1,170	\$ 1,224	\$ 1,224	100%	\$ 1,339	9.4%	\$ 1,339	9.4%	

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	Manager Adjusted	% from '19 Budget	
52 Snow Trail Maintenance Cont'd										
051 Equipment Maintenance										
01 Software				\$ 59						
04 Repairs	\$ -	\$ -			#DIV/0!					
05 Equipment Maintenance	\$ 9,458	\$ 12,704	\$ 8,000	\$ 9,600	120%	\$ 9,000	12.5%	\$ 9,000	12.5%	using older drags, also reducing the cell phone line I would like to put that money in this line.
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 683	\$ 1,217	\$ 750	\$ 1,150	153%	\$ 1,000	33.3%	\$ 1,000	33.3%	with someone paying attention to units this line will need to be increased
076 Diesel										
01 Diesel	\$ 14,756	\$ 20,536	\$ 18,000	\$ 20,000	111%	\$ 20,000	11.1%	\$ 20,000	11.1%	big help from the state last season, hoping that this will continue.
148 Trail Maint										
01 Trail Maint	\$ 1,826	\$ 1,810	\$ 2,300	\$ 2,250	98%	\$ 2,500	8.7%	\$ 2,500	8.7%	
286 Rent Exp										
01 Rent Exp	\$ 1,667	\$ 2,000	\$ 2,000	\$ 2,000	100%	\$ 2,000	0.0%	\$ 2,000	0.0%	
Totals	\$ 46,882	\$ 59,722	\$ 53,024	\$ 56,656	107%	\$ 57,724	8.9%	\$ 57,724	8.9%	Primarily due to personnel benefit costs
96 Section 8 FSS										
001-Salaries										
01-Regular Pay	\$ 34,486	\$ 36,213	\$ 36,940	\$ 36,940	100%	\$ 36,940	0.0%	\$ 36,940	0.0%	
003-Office Supplies										
01-Postage	\$ 21	\$ 64	\$ 200	\$ 75	38%	\$ 150	-25.0%	\$ 100	-50.0%	
05-Printer Ink	\$ 56	\$ 168	\$ 175	\$ 170	97%	\$ 175	0.0%	\$ 175	0.0%	
08-Office Supplies	\$ 3	\$ 9	\$ 75	\$ 70	93%	\$ 75	0.0%	\$ 75	0.0%	
010- Travel Expenses										
01-Mileage	\$ 88	\$ 265	\$ -	\$ 205	#DIV/0!					
02 Meals & Lodging			\$ 500	\$ 546	109%	\$ 500	0.0%	\$ 500	0.0%	
05 Travel Exp		\$ -	\$ 500	\$ 546	109%	\$ 500	0.0%	\$ 500	0.0%	
011 - Training and Education										
02 - Training and Education	\$ 420	\$ 1,260	\$ 1,000	\$ 1,055	106%	\$ 1,000	0.0%	\$ 1,000	0.0%	
014 - New Equipment										
01 New Equipment				\$ 129						
018- Health Insurance		\$ -								
01-Health Insurance	\$ 8,569	\$ 2,724	\$ 2,591	\$ 2,591	100%	\$ 2,591	0.0%	\$ 2,591	0.0%	Receives buy-out
034-Workers Comp										
01-Workers Comp	\$ 81	\$ 110	\$ 113	\$ 113	100%	\$ 113	0.0%	\$ 121	7.1%	
035-Unemployment		\$ -	\$ -		#DIV/0!					
01-Unemployment	\$ 274	\$ 254	\$ 296	\$ 296	100%	\$ 296	0.0%	\$ 300	1.4%	
038 Social Security										
01-Social Security	\$ 2,764	\$ 3,073	\$ 2,826	\$ 2,826	100%	\$ 3,112	10.1%	\$ 3,024	7.0%	Tied to wages + health insurance buy-out wage
040 City & State Retirement										
01-Retirement Housing	\$ 1,270	\$ 1,358	\$ 1,293	\$ 1,501	116%	\$ 1,376	6.4%	\$ 1,384	7.0%	Tied to wages + health insurance buy-out wage
Totals	\$ 48,483	\$ 46,848	\$ 46,509	\$ 47,063	101%	\$ 46,828	0.7%	\$ 46,710	0.4%	Primarily due to personnel benefit costs



Caribou Public Library

DIRECTOR'S REPORT

To: Mayor and City Councilors
Dennis Marker, City Manager
From: Hope Rumpca, Library Director
Date: October 8, 2019

Dear Honorable Mayor, City Councilors and Mr. Marker,

Fall is here! I have already enjoyed my first cup-of-the-season hot chocolate with all the trimmings and it tasted WONDERFUL! I have finished 3 books in the last 3 days, always a sign that fall has come. Reading consumption increases and while it is only the 2nd day of the 2nd week of October we have already had 424 items checked out as of yesterday! Our patrons have been expressing that they need to stock up on books for the cozy weather now that their garden harvesting and preserving is done.

September was an AWESOME month! Each month has its challenges and its joys and hosting Senate President Jackson was certainly a joy! We had him for 2 visits in the same day with wonderful turnouts at each event. His staff complimented us on our hospitality. We will be seeing him again this month on the 21st for another Coffee with Seniors event.

September is the first full month of school and that means 2nd Saturday Craft Club is back in session! We hosted our first one on the 14th. Our Handcrafts Group is also back. They meet every other Thursday for some uninterrupted knitting, crochet, tatting, time during the school year.

September was also the month for new events. We hosted 23 children for a Mammal Tracks STEM event where the children learned all about mammal and made Plaster of Paris molds of different mammal tracks - it was so much fun! We celebrated Inter-generational month with a dedicated story time for children, their families and friends. Middle & high school teens learned about savings and budgeting with Machias Savings Bank. We enjoyed an author talk by local author Vaughn Hardacker – that talk was so interesting!

The library is SO EXCITED to be a satellite location for the Space Station Talk-Back with Jessica Meir! We are having a space storytime and galaxy slime

making event Monday the 28th just to get everyone in the mood prior to the talk-back! This we be EPIC fun!!!

Highlights of October events:

- Pet Essential Oils – learn how to help and treat your pets using essential oils
- Teen Coding Class – the 8th begins the first of 6 classes teaching coding to middle & high school students. The students will be learning Python and JavaScript and begin forming a portfolio of their work.
- The 16th we are hosting a Moon & Night Sky Viewing event utilizing our telescope.
- Author Ed Rice will be up on the 17th to share his insight on Louis Sokalexis, a Mainer, and the first Native American baseball player – he is the one the Cleveland team is named after.
- The Mad Hatter Tea will be on the 19th. Children will join Alice, the White Rabbit and their friends for games, crafts, cookie decorating and some frivolous fun!
- The 21st Senate President Jackson joins us for another Coffee with Seniors.
- The 23rd-26th the library will be hosting the Stonewall 50: The Birth of a Movement exhibit!
- Space storytime and Galaxy Slime Making event is the 28th.
- Satellite location for the live NASA Talk-Back w/Jessica Meir on the 29th.

Whew! As usual there is a lot going on at your local library! All those events are in addition to our “regularly scheduled programing” of story times for everyone, book clubs for children and adults and weekly events like Cookies & Coloring and the Handcrafters’ Club. October will roll in with all its fall glory and we will scurry around happily working to meet the needs of our patrons. 😊

As always, Happy Reading!

~Hope

MONTHLY STATISTICAL COMPARISON FOR CIRCULATION													
MATERIAL TYPE	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019
Adult books	813	721	809	663	829	630	779	761	636	574	772	721	639
Juvenile books	1,209	1,335	946	747	1,299	690	1,085	1,079	887	841	986	888	736
Teen/YA books	67	72	73	61	60	69	103	83	67	65	115	74	74
DVDs	381	487	463	328	394	360	374	398	229	240	355	360	369
eBooks/Audiobooks	143	143	177	159	171	156	206	189	161	157	144	141	131
Magazines	49	78	78	79	94	66	91	56	40	35	38	41	52
Interlibrary loans	65	58	41	67	77	55	90	67	96	67	109	72	128
TOTAL NUMBERS	2,727	2,894	2,587	2,104	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129

OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019
Circulation	2,727	2,894	2,587	2,104	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129
Library Visitors	6,049	7,051	6,121	5,091	5,411	4,652	6,186	6,499	5,971	5,408	6,533	6,381	5,500
Wi-Fi access	6,661	7,787	6,350	5,024	4,862	4,049	4,696	6,638	6,805	6,470	7,722	8,371	8,032
Books added	181	186	126	249	179	196	100	140	162	159	213	123	137
Books withdrawn	357	257	57	144	229	18	355	198	129	235	184	100	15
Program Participation	237	377	243	200	209	223	403	516	350	437	453	381	292
New registered patrons	39	21	20	12	14	10	26	35	15	23	18	32	20
Archives (# of users)	45	32	34	24	41	35	45	49	30	41	66	52	39

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129				21,381

Monthly Permit Report

September 2019

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	9	56	5	35
HOMES	1	3	1	6
MOBILE HOMES	0	2	0	0
MULTI-FAMILY	0	1	0	0
COMMERCIAL	1	13	4	5
EXEMPT	1	1	1	3
PLUMBING PERMITS				
INTERNAL	1	8	3	12
EXTERNAL	2	8	0	7
DEMO PERMITS	0	11	0	3
SIGN PERMITS	1	7	7	10

Year-to-Date is January 2019 to September 2019

NOTE: Of the demo permits issued in July, 4 were for the River Road houses owned by the City of Caribou

Mailing Address:

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

Physical Address:

303 Murphy Road
Fort Fairfield, Maine 04742



www.aroostookwaste.com

Phone: 207-473-7840

FAX: 207-472-1619

AROOSTOOK WASTE SOLUTIONS

Board of Director's Meeting

August 23, 2019

MINUTES

CALL TO ORDER: The meeting was called to order by the President at 7:36 am.

MEMBERS PRESENT: Ken Murchison, Mark Goughan, Dennis Marker, Andrea Powers, Dana Fowler, Mike Chasse, Walt Elliott

MEMBERS ABSENT: Stev Rogeski, Martin Puckett

OTHERS PRESENT: Mark Draper, Sharon Raymond

There is no Alternate Member for Limestone. Andrea Powers voted in the absence of Stev Rogeski.

1. Review and approve the minutes of the July 26, 2019 meeting

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

2. Review and approve the financial statements for the period ending July 31, 2019

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

3. Review and approve the warrant for checks numbered 23339 through 23452.

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

4. Solid Waste Director's report:

Mark reported on the following:

We are an equal opportunity employer and provider.

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- a. PILF Cell II C tie-in: this project is nearly complete, with just a pipe connection required to finalize. McGillan's is going to complete that part of the project in the next couple of weeks.
- b. New Hire – Marshall Donovan: Mark hired Mr. Donovan as the new Scale Attendant, but unfortunately he didn't work out so Mark let him go. Another applicant is scheduled to start in a couple of weeks.
- c. WWTP sludge disposal: Mark provided the Board with an update on the effort to license both landfills to accept WWTP sludge. He also noted that he has been asked to speak at a workshop being organized by the Maine DEP regarding PFAS and sludge disposal. This led to an extended discussion by the Board regarding the concerns with sludge acceptance and tipping fees. Following this discussion, **a motion was made by Ken Murchison; and was seconded by Walt Elliott; to set the tipping fee for disposal of WWTP at \$85/ton, and that any additional environmental testing costs as a result should be borne by the generator. The motion carried unanimously.**
- d. AWS Employee BBQ: the annual barbeque for employees and guests has been scheduled for September 13th at the Presque Isle Fish and Game Club.
- e. Recycling building: Mark updated the Board on the progress of construction of the addition.

5. Review proposals for banking services and consider award.

Mark presented the results of the bids for banking services. He also referenced a memo in the Board packet which summarized the results. After a brief discussion, **a motion was made by Mike Chasse; and was seconded by Ken Murchison; to award the 3-year banking services bid to Katahdin Trust Company. The motion carried unanimously.**

6. Discussion of potential large contaminated soil remediation project.

Mark informed the Board of a potentially-large contaminated soil remediation project in Presque Isle. After a discussion regarding landfill capacity and State of Maine fees, **a motion was made by Mike Chasse; and was seconded by Walt Elliott; to set the tipping fee for petroleum contaminated soil at \$40/ ton (\$35 + \$5 State fee), effective January 1, 2020. The motion carried unanimously.**

7. Review results of a wage comparison study and enter into Executive Session per Title 1 MRSA, Chapter 405(6)(A) to discuss personnel matters

Upon a motion by Ken Murchison, the Board entered into Executive Session at 9:04 am.

The Board returned to regular session at 9:24 am and took no further action.

8. Schedule next meeting

The next meeting of the Board was scheduled for **September 27, 2019.**

With no further business to discuss, the meeting was adjourned at 9:25 am.

Respectfully submitted,

Andrea Powers, Secretary

CFAD MONTHLY REPORT

September 2019

Fire Calls 10 Ambulance Calls 150 Cancelled Calls 2 = Total Calls 162

See attached Breakdown

-Alarms for Fires (33)	4	- ALS Calls	85
-Alarms for Rescues (66)		- BLS Calls	65
-Silent Alarms	6	- Amb Calls cancelled:	2
Total Hours Pumped		- No Transport	30
Gallons of Water Used		- Long Distance Transfers	21
Amt. of Hose used:		- Calls Turned Over:	10 = \$22,032
Ladders Used (in Feet):			
(75' Ariel)		Total Out of Town Calls	22
Thermal Imaging Camera Used:	2	Est. Fire Loss, Caribou	\$0
Gas Meter Used:		Est. Fire Loss, out of City	\$0
Rescue Sled & Snowmobile:		Total Est. Fire Loss	\$0
Rescue Boat:			
Jaws Used:	1	Total Maint. Hours	28.5 mhhrs.
Fire Permits Issued	19	Total Training Hours	209.75 mhhrs.
Miles Traveled by all Units	8954		

*Color Guard Trng./Ceremonies

MUTUAL AID TO:

P.I.F.D.	2 (F)
F.F.F.D.	
L.F.D.	
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	4
Van Buren Amb.	
Life Flight	9

MUTUAL AID FROM:

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

Out of City Fire and/or Ambulance Responses

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

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For September 2019

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

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	2 - PIFD
19. Aid to Ambulance (10-55's) (322)	1
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ or Alarm) (730)	2 – (2 Alarm)
22. Service Calls (500)	2 – (Stuck Elevator) (Funeral Detail)
23. Ambulance Calls (300)	150

Cancelled 2
Fire/Rescue 10
Total Calls for the Month: ____ 162 ____