

## CITY COUNCIL MEETING NOTICE AND AGENDA

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



- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Forum**
- 4. City Council Minutes**
  - a. October 15, 2019 Regular Council Meeting Pgs 2-7
  - b. October 28, 2019 Regular Council Meeting Pgs 8-12
  - c. November 12, 2019 Regular Council Meeting Pgs 13-17
- 5. October Financial Report** Pgs 18-34
- 6. Bid Openings, Awards, and Appointments**
- 7. Public Hearings and Possible Action items**
  - a. 2020 EPA Brownfields Grant Application Pgs 35-61
- 8. New Business**
  - a. Discussion Regarding Gloria Cowell Sea Shell Collection Donation Pgs 62
  - b. Discussion Regarding Ogren Road Landfill Solar Array Study Pgs 63-65
  - c. Discussion Regarding Airport Lease to Civil Air Patrol Pgs 66-70
  - d. Discussion and Possible Action Regarding November 2019 Election Results Pgs 71
  - e. Discussion Regarding Contracts for Providing Fire Services to the communities of Woodland, Connor, New Sweden Pgs 72,81-3
  - f. Discussion Regarding Contracts for Providing EMS services to the Communities of Wade, Washburn, Westmanland, Woodland, Stockholm, Connor, New Sweden, Perham, and T16R4. Pgs 72-80, 84-6
  - g. Discussion Regarding Contracts for Providing Ambulance Billing Services to Calais, and Patten Pgs 72,87-9
- 9. Old Business & Adoption of Ordinances and Resolutions**
  - a. Discussion and Possible Action Regarding Network Support Services with Oak Leaf Pgs 90-95
  - b. Discussion regarding Drafted 2020 Municipal Budget Pgs 96-99
- 10. Reports and Discussion by Mayor and Council Members**
- 11. City Manager's Report** Pgs 100
- 12. Reports of Officers, Staff, Boards and Committees** Pgs 105
- 13. 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. Downtown Mall Parking Spaces
    - iii. Ogren Road Landfill
    - iv. Sitel
    - v. Beaugard Equipment
  - b. Collective Bargaining Agreement with the Police Department under §405.6.D
- 14. Next Meeting(s): December 9 & 23**
- 15. Adjournment**

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

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Tuesday, October 15, 2019 at 6:00 p.m. in Council Chambers with the following members present: Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, and Hugh Kirkpatrick. Mayor R. Mark Goughan, Nicole L. Cote, and Thomas Ayer were absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kenneth G. Murchison (Zoning Administrator), Michael Gahagan (Police Chief), Gary Marquis (Supt. of Parks and Recreation), Hope Shafer (Library Director), Carl Grant (Finance Director), Lisa Plourde (Housing Executive Director), and (7:05 p.m.) Christina Kane-Gibson (Events and Marketing).

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

Council Agenda Item #2: Pledge of Allegiance

The Deputy Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

- Angela Tracy – requested additional time to pay the taxes on a parcel that her and her sisters have inherited from their father.

The City Manager noted that the parcel in question has gone out to bid by the City but no bids have been received. The minimum bid amount is \$8,500. The amount owed is \$3206.34. Deputy Mayor Smith recommended that Ms. Tracy work with Administration and then it will come back before Council.

Council Agenda Item #4: Bid Openings, Awards, and Appointments

- a. Recognition of Penny Thompson for IAAO Certification – Ms. Thompson was unable to attend and her recognition was delayed until October 28<sup>th</sup>.
- b. Recognition of Holli Doody for City Treasurer Certification – Ms. Doody has completed the required classes and work necessary to earn her Treasurer Certification through the Maine Municipal Tax Collectors' and Treasurers' Association.

Council Agenda Item #5: Public Hearings and Possible Action Items

- a. Ordinance #3, 2019 Series Changing General Assistance Rate

6:07 p.m. Public Hearing Opened.

The GA Administrator stated that changes to the General Assistance guidelines are done annually so the City's GA program is kept in compliance with State requirements. Keeping compliant assures the City will be reimbursed at 70% for direct GA assistance. The City is reimbursed at 100% for Connor TWP.

6:10 p.m. Public Hearing Closed.

Motion made by J. Theriault, seconded by D. Martin, to adopt Ordinance No. 03, 2019 Series, An Ordinance Amending Chapter 17 General Assistance, Short Title: An Ordinance Amending General Assistance Guidelines as presented. (4 yes) So voted.

Council Agenda Item #6: New Business

a. Discussion and Possible Action Regarding November 2019 Election Items

Motion made by D. Martin, seconded by J. Theriault, to approve the Notice of Municipal Election, countersign Warrant and Notice of Election for RSU 39 Referendum Election, approve an 8:00 a.m. opening time for the November 5, 2019 State Referendum, Municipal, and RSU 39 Referendum Election, and appoint Jayne R. Farrin as Election Warden and Danielle M. McLaughlin as Deputy Election Warden for the November 5, 2019 State Referendum, Municipal, and RSU 39 Referendum Election. (4 yes) So voted.

b. Discussion Regarding Reimbursement Agreement with Porvair

In October 2018, the City and Porvair entered a four-year agreement to reimburse Porvair the \$59,000 expense of installing backup power equipment at their Caribou plant, with the condition that Porvair were to add three additional workers for each of the years. Site Manager David Mika explained that the workforce has increased by two and that a part-time position has been converted to a full-time position.

The installation of the generator should be complete by the end of October 2019.

Mr. Mika answered Councilors questions. The annual reimbursement amount is approximately \$14,700. He asked if the current agreement could be amended so Porvair could receive a portion of the reimbursement.

Councilor Kirkpatrick wants to consider this a “first read” so the other three Councilors might be in attendance.

Deputy Mayor Smith with Councilors Martin and Theriault would support partial reimbursement.

Tabled until the next meeting. Based on Council discussion, the City Manager will draft a document for Council to review at the next meeting.

Council Agenda Item #7: Old Business & Adoption of Ordinances and Resolutions

a. Resolution 10-01-2019 Adopting a City Fee Schedule

The proposed fee schedule has been revised since the last Council Meeting. The City Manager reviewed the revisions. Council questions were answered.

Motion made by D. Martin, seconded by J. Theriault, to adopt Resolution 10-01-2019 A Resolution Establishing the Fee Schedule for Caribou City as presented with the rates being effective immediately other than the two ambulance charges that will go in effect January 1, 2020. (4 yes) So voted.

b. Resolution 10-02-2019 Authorizing Public Works funds to Reserve Account

Motion made by H. Kirkpatrick, seconded by J. Theriault, to adopt Resolution 10-02-2019 A Resolution of the Caribou City Council Authorizing Use of Unencumbered Appropriations Toward Future Reserves as presented. (4 yes) So voted.

c. Resolution 10-03-2019 Authorization of Manager to Accept Property Conveyance from Sitel

Tabled until after the executive sessions are held.

d. Ordinance #3, 2019 Series Changing General Assistance Rates

Ordinance No. 03, 2019 Series, An Ordinance Amending Chapter 17 General Assistance, Short Title: An Ordinance Amending General Assistance Guidelines was adopted under Council Item #5.a.

e. Introduction of Ordinance #4 Amending the City's Whistleblower Policies

Councilor Martin introduced Ordinance No. 04, 2019 Series, An Ordinance Amending the Personnel Polices Pertaining to Catastrophic Leave and Whistleblower Protections.

A public hearing was scheduled for November 12, 2019.

Council Agenda Item #8: City Manager's Report

The City Manager updated the Council on a variety of items including High Street, Public Safety Building, Fire/EMS Structural Study, Wage and Classification Policy, Title 13 Re-Write, and Airport.

Council Agenda Item #9: Budget Forum

The City Manager with staff gave an overview for the proposed 2020 Budgets for a few of the Departments/accounts.

a. Library

- Proposed Budget: \$229,271 (6.9% increase)
- The proposed 2020 Budget is \$320 more than 2019
- The proposed Budget has some shifting of monies among line items

b. Parks, Recreation and Snowmobile Trails

Recreation Proposed Budget: \$534,483 (6.1% increase)

- Electricity and water will need to increase because Teague Park will be ready to utilize in 2020
- Not sure if pellet boiler will be used at the Recreation Center
- Hope to have splash pad built by late summer or early fall

Parks Proposed Budget: \$174,750 (13.2% increase)

- Heating oil line has increased
- Building maintenance has increased a little as building is 20 years old
- Shop furnace needs to be replaced and propane is being considered
- Planning to improve gateway enhancements

Snowmobile Trails Budget: \$57,724 (8.9% increase)

- Personnel costs are increasing with the 2020 increase to the minimum wage

c. Housing & Family Self Sufficiency Programs

Housing Proposed Budget: \$92,918 (0.6% decrease)

- Decrease primarily due to personnel benefit costs

Family Self Sufficiency Proposed Budget: \$46,710 (0.4% increase)

- Increase primarily due to personnel benefit costs

d. Tax Assessing

- Proposed Budget: \$315,475 (15.9% increase)
- Increase primarily due to new PT Assessing staff to help with quarterly reviews
- The Tax Assessor has been taking mass appraisal courses
- \$500 has been added to the legal fee line
- Fleet vehicle costs have increased
- The Tax Assessor was unable to attend this meeting, but will have the opportunity to address the Council regarding the proposed 2020 Budget

e. Economic Development

- Proposed Budget: \$344,844 (2.8% decrease)
- Move all of the City Manager's salary to General Government, which will free up approximately \$50,000 for other economic development activities
- Some changes are due to moving some expenses for the Zoning Administrator and City Manager have been moved to Tax Assessing or General Government
- The Events & Marketing Director noted that there is some shifting between lines; plus the loss of Sitel as a major sponsor for Thursdays on Sweden Street.
- New event called the Story of Caribou, which will be part of Maine's 200 year celebration
- The tariffs on Chinese products is affecting this department
- \$40,000 for the Revolving Loan Fund
- \$90,000 for Slum/Blight Removal
- \$22,500 for Façade Improvement
- \$50,000 New Fire Station

g. Police

- Proposed Budget: \$1,720,331 (1.3% increase)
- Salary line down is a result of a retirement
- Training costs are up an additional \$2,000
- Proposed increases in insurances and retirement
- The minimum cost of a cruiser is up to \$38,000 with additional \$5,000 to complete the change over
- By law, A, B, and C crimes must be video recorded
- Nearly  $\frac{3}{4}$  of the cost for a School Resource Officer is paid by RSU 39
- Unlike other Aroostook County Police Departments, the Caribou PD is fully staffed

h. Emergency Management

- Proposed Budget: \$14,477 (9.9% decrease)
- Sharing janitorial services with Highway

The Chief answered questions about the jail and prisoners. The City Manager stated that currently the City has a volunteer Animal Control Officer, but there are monies in the 2020 Budget just in case this change.

i. Protection

- Proposed Budget: \$426,269 (3.0% increase)
- LED conversion wasn't completed as quickly as planned
- A maintenance line of \$5,000 has been added
- 2% increase built in for hydrant rental fees

f. General Government and Buildings

General Government Proposed Budget: \$836,223 (8.3% increase)

- Salary line changes: All of City Manager's salary moved to General Government and the retirements of the City Clerk and another GG staff member.
- Increase in election costs as there will be three elections in 2020
- Aging fleet vehicles

Municipal Buildings Proposed Budget: \$73,450 (28.1% increase)

- Additional monies added to Building Maintenance

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

a. Definition of Economic Development

Tabled until Mayor Goughan is available.

Councilor Martin stated that JMG will be holding a business forum Friday, October 25<sup>th</sup> at Caribou High School. Over 600 students will be attending from Caribou, Fort Fairfield, and Presque Isle with over 40 groups attending. Dr. Valerie Waldemarson, the RSU 39's JMG Specialist, expressed to Councilor Martin her praise for the City's Christine Kane-Gibson and her willingness to assist with this event. Dr. Waldemarson extended an invitation to the Council and City Manager to attend the October 25<sup>th</sup> business forum.

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

Dog licenses for 2020 are available.

Absentee ballots for the November election are available. The City Clerk's Office will have extended hours from 5 to 7 p.m. on Thursday, October 31<sup>st</sup> so individuals can register to vote or vote absentee. The 31<sup>st</sup> is also the last day to request an absentee ballot.

Candidates' Forum will be held October 24 at 6:00 p.m. in City Council Chambers. The public may attend or watch it on YouTube. The Forum will be Council candidates only.

Councilor Martin commented positively about the new dog park.

Council Agenda Item #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)

7:58 p.m. Motion made by D. Martin, seconded by H. Kirkpatrick, to move to executive session to discuss economic development and real estate under §405(6)(C). (4 yes) So voted.

- 60 Access Highway
- Sitel Business Location

iii. Franchise Agreement with Spectrum

9:14 p.m. Returned from executive session.

Motion made by H. Kirkpatrick, seconded by J. Theriault, that the City list 60 Access Highway for \$200,000 with Progressive Realty. (4 yes) So voted.

Deputy Mayor Smith noted that the Manager would move forward as directed in executive session regarding the SITEL building and the franchise agreement and final actions would be brought back to the Council for review and approval at a future date.

b. Discussion of labor contracts with local unions under §405(6)(D)

9:15 p.m. Motion made by H. Kirkpatrick, seconded by D. Martin, to move to executive session to discuss union contracts. (4 yes) So voted.

9:40 p.m. Returned from executive session.

No action was taken.

Council Agenda Item #13: Next Meetings(s): October 28<sup>th</sup> & November 12<sup>th</sup>

Council Agenda Item #14: Adjournment

Motion made by H. Kirkpatrick, seconded by D. Martin, to adjourn the meeting at 9:40 p.m. (4 yes) So voted.

Jayne R. Farrin, Secretary

Council Agenda Item #1: Roll Call

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

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Carl Grant (Finance Director), Kenneth G. Murchison (Zoning Administrator), Scott Susi (Fire Chief), Dave Ouellette (Public Works Director), Gary Marquis (Supt. of Parks and Recreation), and Hope Shafer (Library Director).

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

Council Agenda Item #2: Pledge of Allegiance

The Deputy Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

- Milo Haney – Caribou resident – Spoke about the large number of empty houses in Caribou. He advised the Council to study the 2020 Budget looking for waste.
- Wilfred Martin – He stated that sound system in the Council Chamber and what is being broadcast through YouTube is poor. He commented negatively on what he sees as special interest groups and public employees. He wants more people to attend Council meetings. He hopes for change. He spoke about mil rate and property tax valuations.

Council Agenda Item #4: Minutes

a. July 23 Work Session

Motion made by J. Theriault, seconded by N. Cote, to approve the July 23, 2019 Council Workshop minutes as presented. (6 yes) So voted.

b. September 23, 2019

Councilor Cote stated that the September 23, 2019 minutes should to be corrected to reflect that she attended the meeting.

Motion made by N. Cote, seconded by H. Kirkpatrick, to approve the September 23, 2019 Council Meeting minutes as corrected. (6 yes) So voted.

Council Agenda Item #5: September 2019 Financials

Motion made by D. Martin, seconded by J. Theriault, to accept the September 2019 Financials as presented. (6 yes) So voted.

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

a. Recognition of Penny Thompson for IAAO Certifications

Penny Thompson was recognized by Council for obtaining her CMA-IV advanced assessor certification. Ms. Thompson is one of only three in Maine and is the highest licensure level in Maine. In February, Ms. Thompson earn the International Association of Assessing Officers (IAAO) professional designation of Residential Evaluation

Specialist (RES). Ms. Thompson is only one of two assessors in Maine to have successfully completed an IAAO professional designation candidacy program.

b. Appointment to Planning Board

Motion made by H. Kirkpatrick, seconded by T. Ayer, to appoint Amanda Jandreau to the Planning Board to fill the unexpired term of Evan Graves. (6 yes) So voted.

c. Bid for Tax Acquired Property (Map 34, Lot 144) at 29 Liberty

Motion made by D. Martin, seconded by J. Theriault, to accept \$3,234.86 from the family of the former owner for the Tax Acquired Property located at 29 Liberty Street (Map 34, Lot 144). (6 yes) So voted.

d. Bid for Tax Acquired property (Map 6, Lot 10-A) near Green Ridge Road

Motion made by D. Martin, seconded by J. Theriault, to accept the bid of \$2,800 from Scott Englund for the Tax Acquired Property located near Green Ridge Road (Map 6, Lot 10-A). (6 yes) So voted.

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

a. Safe Alternatives Medical Marijuana License Renewal

6:29 p.m. Public Hearing opened.

The City Clerk noted that Safe Alternatives has submitted a complete application and has been inspected by the Police and Fire Chiefs and Code Enforcement Officer and they found no issues.

Kayla Bosse retail manager for Safe Alternatives, thanked the Council and hope to continue to do business in Caribou.

6:31 p.m. Public Hearing closed.

Motion made by D. Martin, seconded by H. Kirkpatrick, to approve the renewal of the Safe Alternatives Medical Marijuana License as presented. (6 yes) So voted.

b. Access 89 Bar & Grill Liquor License

6:32 p.m. Public Hearing opened.

The City Clerk noted the ownership of Access 89 Bar & Grill is changing and the liquor license application is considered a new application. The Health Officer, Police Chief, and Code Enforcement Officer have signed off on the application.

6:33 p.m. Public Hearing closed.

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

Council Agenda Item #8: New Business

a. Discussion Regarding Streetlight Maintenance Agreement with Real Term

Motion made by D. Martin, seconded by J. Theriault, to authorize the City Manager to sign the proposed \$600 Street Light Maintenance and Repair Service Agreement with RealTerm. (4 yes, J. Theriault, D. Martin, J. Smith, N. Cote, 2 no, H. Kirkpatrick, T. Ayer) So voted.

b. Discussion Regarding Phone Services Contract for Municipal Buildings

Motion made by D. Martin, seconded by J. Theriault, to authorize the City Manager to enter into a 5-year service contract with GWI for phone services to City buildings based on the submitted scope of services. (6 yes) So voted.

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

a. Discussion and Possible Action Regarding Amendments to the Reimbursement Agreement with Porvair Filtration

Motion by N. Cote, seconded by D. Martin, to authorize the City Manager to execute the proposed amendment to the Reimbursement Agreement with Porvair Filtration. (4 yes, J. Theriault, D. Martin, J. Smith, N. Cote, 2 no, H. Kirkpatrick, T. Ayer) So voted.

b. Resolution 10-03-2019 Authorization of Manager to Accept Property Conveyance from Sitel

Tabled until after the executive sessions are held.

c. Resolution 10-04-2019 Approving an Agreement with Public Works Union

Tabled until after the executive sessions are held.

Council Agenda Item #10: Budget Forum

a. Fire/EMS Department

- Proposed Budget: \$2,409,943 (6.4% increase)
- 1% wage increase and 1% sick benefit program that was instituted
- Building maintenance line is up 42% for the retaining wall repair
- Benefits costs have gone up
- The City Manager stated that health insurance costs the City over \$30,000 a year or nearly \$34,000 a year, depending on which plan is selected by the employee.

Capital Budget

- Roof repair
- Ladder truck

Councilor Martin wants administration to look at sharing a ladder truck with Presque Isle.

Milo Haney suggested that the City have another engineering firm give a second opinion as to what needs to be done concerning the separation of the walls and replacement of the roof at the Fire Station.

The City's insurance coverage for the Fire Station has been lowered by the carrier to minimum coverage and the deductible is \$25,000. This winter the City cannot allow more than two feet of snow to accumulate on the roof of the Fire Station.

The City has two more years of payments on the Fire Truck and it will be paid off in 2021. After 2021, the plan is to use the freed-up monies to pay down the biomass boilers.

b. Public Works Department

- Proposed Budget: \$2,343,012 (1.9% increase)
- Per direction from Council, the amount budgeted for sidewalks has increased from \$2,000 to \$6,000

- The Public Works Director is recommending not to do chip sealing next year but rather do LPC, which is light maintenance of hot top. He believes that the City could get 11 to 12 years of road life using LPC. Chip sealing cost have increased.
- Discussion concerning the curbing on High Street. Councilors aren't pleased with its appearance and expressed their frustration about High Street and it's not being completed.
- Discussion about ADA compliance sidewalks.
- The MDOT was responsible for High Street Project One. City of Caribou's responsibility was High Street Project Two.
- Councilor Ayer asked about salting severe turns on those roads out in the countryside.

#### Capital Budget

- Replacement of a plow truck (the one to be retired from front line service is a 1999)
- \$5,000 surveillance system
- \$25,000 towards the salt/sand storage facility roof
- Place \$120,000 for each of the next three years into the River Road Reserve. Currently it is in the negative from the expenses from last and current years and monies should be added to that account to start towards balancing.
- Add hydrant cleanout to next Council agenda

#### c. Nylander Museum

- Proposed Budget: \$11,900 (18.8% increase)
- Presented by Gail Hagelstein and Carol Wolfington
- 1500 visitors, 24 states, and 3 countries
- Receive \$1,800 rent from Cary Medical
- This past summer had two AmeriCorps VISTA workers (paid interns) and one Chamber of Commerce worker.
- The volunteer board is requesting a paid employee (20 hours a week)

#### d. Tax Assessing

- Proposed Budget: \$315,875 (16% increase)
- Increase due to new part-time employee

#### e. Health & Sanitation

- Proposed Budget: \$251,938 (0.7% increase)
- Health Officer stipend of \$500
- Small increase for landfill fees

#### f. Contributions

- Proposed Budget: \$4,500 (same)
- Aroostook Agency on Aging

#### g. Unclassified

- Proposed Budget: \$40,250 (37.6% increase)
- Refunds, tax liens costs and abatements

- j. General Assistance
  - Proposed Budget: \$60,015 (4.7% decrease)
  - Tracker System cost needs to be increased from \$960 to \$1,200
  - State reimburses the City at 70% for direct assistance
  - Receive \$4,800 from the State to administer Connor TWP and haven't had a Connor TWP client in two years.
- h. Capital Improvements
  - The City Manager reviewed the proposed Capital Improvements Budget.
- i. Preliminary Revenue Forecasts
  - Estimated revenues is \$10,452,015 (2.6% increase)

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

No reports from Deputy Mayor and Council Members.

Council Agenda Item #12: City Manager's Report

No report from the City Manager.

Council Agenda Item #13: Reports of Officers, Staff, Boards and Committees

The City Clerk stated that absentee ballots are available until 7:00 pm. October 31, 2019. The City Clerk's Office will have extended hours October 31<sup>st</sup> from 5:00 p.m. to 7:00 p.m. to update Caribou and Connor TWP's voter lists and to allow absentee balloting. Polls will be open November 5<sup>th</sup> from 8:00 a.m. to 8:00 p.m. at the Wellness Center. The City Clerk noted that she has within the past two weeks registered five people to vote that have moved here from other states.

Council Agenda Item #14: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

9:22 p.m. Motion made by T. Ayer, seconded by N. Cote, to enter into executive session to discuss economic development and real estate under §405(6)(C). (6 yes) So voted.

- a. Economic Development and Real Estate under §405(6)(C)
  - i. 60 Access Highway
  - ii. Sitel Business Location

9:42 p.m. Returned from executive session.

No action taken.

9:43 p.m. Motion made by D. Martin, seconded by J. Theriault, to enter into executive session to discuss union negotiations with the Public Works Department under §405(6)(D). (6 yes) So voted.

9:59 p.m. Returned from executive session.

No action taken.

Council Agenda Item #15: Next Meeting(s): November 12 & 25

Council Agenda Item #16: Adjournment

Motion made by D. Martin, seconded by H. Kirkpatrick, to adjourn the meeting at 10:00 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Tuesday, November 12, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, David Martin, Joan Theriault, Hugh Kirkpatrick, and Thomas Ayer. Deputy Mayor Jody R. Smith was absent, and Nicole Cote was absent and excused.

Dennis L. Marker, City Manager was present.

Douglas C. Morrell, Councilor-elect was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Dave Ouellette (Public Works Director), and Gary Marquis (Supt. of Parks and Recreation).

YouTube covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

a. Tammy Landeen, Olympic Para-Bobsled Athlete

Tammy Landeen – Caribou resident – has been selected to be a member of the USA Olympic Para-Bobsled team. Ms. Landeen was inquiring as to whether the City had any resources available to assist her as the team doesn't have a corporate sponsor. To be on the team she is required to raise the funds necessary to complete the training and racing schedule. Her expenses from now to the Olympic race is approximately \$18,000.

The Manager has suggested that Ms. Landeen reach out to Cary Medical Center. So far a GoFundMe page has raised approximately \$1,000 and she has received some donations from local businesses.

Mayor Goughan added this subject to the agenda under 6.d.

b. John DeVeau, Caribou Representative

He expressed his concerns that Beaugard Equipment, Inc. and DHHS are leaving Caribou.

Council Agenda Item #4: Bid Openings, Awards, and Appointments

a. Appointment to Nylander Board

Motion made by H. Kirkpatrick, seconded by T. Ayer, to appoint Dana Jones to the Nylander Board. (5 yes) So voted.

Council Agenda Item #5: Public Hearings and Possible Action Items

a. Ordinance Amending Personnel Policies Pertaining to Catastrophic Leave and Whistleblower Protections

The Manager explained the meaning and purposes of the proposed changes to the City's Personnel Policy. The Maine Human Rights Commission has indicated that the City's employees must receive mandatory training on Whistleblower Protections so employees will know their rights under Maine Law and the City's policy.

6:15 p.m. Public Hearing opened.

Jayne Farrin – City employee – spoke in support of having a family-friendly, easy to understand, and to donate to Catastrophic Leave Program and asked the Council to reconsider adopting the proposed amendment to the current Catastrophic Leave Program.

6:19 p.m. Public Hearing closed.

Discussion.

Council Agenda Item #6: New Business

a. Discussion Regarding 2019 Tax Lien Waivers

Councilor Theriault commented that the correct term is Foreclosure Waivers.

It is recommended that the City not foreclose on November 15<sup>th</sup> on eight mobile homes.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to grant Foreclosure Waivers for eight mobile homes identified as:

Account Number	Map/Lot	Location
#2073	018/031-066	200 Westgate Road
#533	007/020-ON	312 Washburn Street
#4794	018/031-036	194 Westgate Road
#4716	018/031-052	200 Westgate Road
#2068	018/031-053	200 Westgate Road
#4566	018/031-069	200 Westgate Road
#1418	014/025-003-ON	215 Powers Road
#4981	015/036-026	590 Access Highway

(5 yes) So voted.

b. Discussion Regarding Network Support Services with Oak Leaf

The Manager reviewed the proposed Contract for Computer Network Support Services with Caribou business Oak Leaf Systems, Inc. These services haven't gone out to bid for a couple of years. Generally the City does this every three years, so next year will be the year to do that. The Mayor stated his preference to have this agenda item be a "first read".

c. Police Station RFQ Recommendation from Selection Committee

The City advertised a RFQ for architectural services for a new police station. The City received six responses and three firms were invited to make a presentation to the Council building committee, staff, and a citizen representative. This selection committee recommends the Bangor firm Artifex be engaged for consultant services on the new police station. The Mayor stated his preference to have this agenda item be a "first read".

d. Tammy Landeen, Olympic Para-Bobsled Athlete

Ms. Landeen answered several questions from the Council.

Motion made by Mayor Goughan, seconded by D. Martin, to donate \$1,000 towards Tammy Landeen's goal of participating on the USA Olympic Para-Bobsled team. (4 yes, 1no, J. Theriault) So voted.

Council Agenda Item #7: Old Business & Adoption of Ordinances and Resolutions

- a. Ordinance 4, 2019 Series, Amending Personnel Policies Pertaining to Catastrophic Leave and Whistleblower Protections

Motion made by H. Kirkpatrick, seconded by J. Theriault, to adopt the Whistleblower Protection portion of Ordinance No. 04, 2019 Series, An Ordinance Amending the Personnel Policies Pertaining to Catastrophic Leave and Whistleblower Protection.

Councilor Kirkpatrick asked if this motion will remove the Catastrophic Leave portion from the proposed Ordinance. The Manager answered that the motion has Section 1, Title 2, Part 1 being removed.

(5 yes) So voted.

- b. Resolution 10-03-2019 Authorization of Manager to Accept Property Conveyance from Sitel

The Manager recommends any action on this agenda item to take place following the executive session.

Motion made by T. Ayer, seconded by J. Theriault, to table until after the executive sessions are held. (5 yes) So voted.

- c. Discussion regarding Drafted 2020 municipal budget

Per Charter, the City Manager is to present a draft budget for the next year.

Noted highlights:

- No cost of living increases for non-union employees. Minimum wage increases from \$11 to \$12. Public Works and Police Officers union contracts are still being negotiated. Health insurance rates rose by 6.76%.
- Overall budget includes expense of \$11,020,842, which is a 7.35% increase (\$754,596) from the modified 2019 budget. This number includes department operation funds and the funds related to enterprise activities.
- The City will receive an allocation of \$307,000 from Aroostook Waste Solutions, with this budget using \$170,000 of those funds towards capital projects. The balance will be used to begin building an emergency reserve.
- Councilor Martin wants to add \$50,000 to the Budget for the Senior Tax Relief Program.
- Councilor Theriault suggested holding a Budget Workshop.
- The 2020 Budget, as presented, would require a mil rate increase of 1.2.

- d. Discussion Regarding Snow Removal Around Fire Hydrants

Councilor Kirkpatrick excused himself and exited Council Chambers.

Discussion points: Smaller Public Works crew, time management, question of liability if hydrants aren't cleaned out in a timely fashion, and CUD has concerns about their having staff to complete additional tasks.

The Manager referred to the cleaning out of hydrants as part of a "gentlemen's agreement" between the City and the CUD that took place many years ago.

Discussion.

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Motion made by D. Martin, seconded by J. Theriault, to have the CUD be responsible for the hydrants and their being available for the Fire Department to use. (2 yes, J. Theriault, D. Martin, 2, no, T. Ayer, Mayor Goughan. Motion Failed.

Councilor Kirkpatrick returned to Council Chambers.

Council Agenda Item #8: Reports and Discussion by Mayor and Council Members

Councilor Theriault suggested inviting LaNiece Sirois, Executive Director for Central Aroostook Chamber of Commerce to a Council meeting.

Councilor Kirkpatrick read a statement expressing appreciation to Councilor David Martin. The Councilor has served four 3-year terms on Council, plus he had a long career as a teacher at Caribou High School.

Mayor Goughan read a letter that was published in the Aroostook Republican. The writer was Steve Freeman and the topic was regionalism of fire and ambulance services.

Council Agenda Item #9: City Manager's Report

The Manager updated the Council on a variety of topics; including, amount spent for repairs to the Fire Station roof and the BioMass repayment amounts.

Teague Park update: work on the building continues and the new parking lot is now available.

Council Agenda Item #10: Reports of Officers, Staff, Boards and Committees

There weren't any reports from Officers, Staff, Boards, or Committees.

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6)

7:33 p.m. Motion made by H. Kirkpatrick, seconded by T. Ayer, to enter into executive session with Rep. John DeVeau and Councilor-Elect Douglas C. Morrell to discuss economic development and real estate under §405(6)(C). (5 yes) So voted.

- a. Economic Development and Real Estate under §405(6)(C)
  - i. 60 Access Highway
  - ii. Sitel Business Location
  - iii. Skyway Plaza

9:00 p.m. Council returned from executive session.

No action was taken.

- b. Collective Bargaining Agreement with the Caribou Public Works and Police Departments under §405(6)(D)

Motion made by H. Kirkpatrick, seconded by T. Ayer, to enter into executive session to discuss labor agreements under §405(6)(D). (5 yes) So voted.

9:47 p.m. Returned from executive session.

No action taken.

November 12, 2019

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Manager Marker noted that his contract is set to expire in 2020 and the Council will need to make a decision before January if they'd like to make any changes. Mayor Goughan asked that the Manager provide a performance review form at the next council meeting. The Council will then return the information to the Manager by December 9<sup>th</sup>.

Council Agenda Item #12: Next Meeting(s): November 18<sup>th</sup> Budget Workshop, November 25<sup>th</sup>, and December 9<sup>th</sup>.

Council Agenda Item #13: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adjourn the meeting at 9:50 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary

**General Ledger Summary Report**

Fund(s): ALL  
October

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund</b>	-1,694.68	500,303.07	0.00	58,010,124.64	58,510,427.71	0.00
<b>Assets</b>	<b>9,131,539.53</b>	<b>9,222,236.09</b>	<b>-1,582,021.73</b>	<b>27,705,087.11</b>	<b>25,925,152.06</b>	<b>11,002,171.14</b>
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	-1,098,489.40	14,248,540.00	13,197,539.11	4,812,392.14
102-00 RECREATION ACCOUNTS	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
103-00 NYLANDER CHECKING	0.00	0.00	0.24	918.17	0.00	918.17
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,373.88	21,057.36	16,267.33	14,442.33
110-04 2018 SECTION 125 CHECKING HRA	50,795.28	41,168.58	0.00	280.63	41,449.21	0.00
110-05 2019 SECTION 125 CHECKING HRA	0.00	0.00	-4,795.77	111,255.76	59,674.66	51,581.10
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	232,933.54	233,196.31	0.00	2,330.19	0.00	235,526.50
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	24,453.11	3,019.77	6,081.77	187,232.31	186,202.11	4,049.97
124-00 GAS INVENTORY	13,365.78	6,548.32	-6,812.70	66,895.17	67,347.90	6,095.59
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	5,770.27	333,198.39	488,299.73	31,587.91
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	2,677.54	1,435,197.22	1,415,311.22	584,512.28
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	66,161.16	66,161.16	0.00	0.00	0.00	66,161.16
180-00 DR. CARY CEMETERY INVESTMENT	1,159.90	1,160.79	0.00	2.64	0.00	1,163.43
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	0.00	34.13	0.00	1,782.30
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	0.00	152.78	0.00	9,981.69
183-00 CLARA PIPER MEM INV	668.63	669.17	0.00	1.52	0.00	670.69
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	0.00	459.26	0.00	27,758.94
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	50.24	0.00	7,435.80
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	0.00	822.63	0.00	60,071.50
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	0.00	72.56	0.00	12,966.75
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	0.00	38.58	0.00	11,483.26
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	39.45	0.00	6,140.63
192-00 G. HARMON MEM INV	6,735.66	6,743.77	0.00	22.73	0.00	6,766.50
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	430.14	200.00	5,562.39
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	55.95	0.00	16,426.59
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	-900.00	9,837.76	900.00	8,937.76
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	-2,679.90	0.00	29,071.18	67,311.90
198-15 TAX ACQUIRED PROPERTY 2015	-22,000.00	0.00	0.00	1,212.77	1,212.77	0.00
198-16 TAX ACQUIRED PROPERTY 2016	0.00	0.00	0.00	8,154.43	8,154.43	0.00
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	0.00	10,738.27	10,738.27	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	17,037.93	17,037.93	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	2,503.30	2,503.30	0.00
200-14 2014 TAX RECEIVABLE	0.00	0.00	0.00	15.00	15.00	0.00
200-18 2018 TAX RECEIVABLE	822,221.88	822,221.88	0.00	5,746.12	827,439.49	528.51
200-19 2019 TAX RECEIVABLE	-18,203.03	-18,203.03	-457,712.40	8,326,255.70	6,795,696.19	1,512,356.48
200-20 2020 TAX RECEIVABLE	0.00	0.00	-3,104.94	1,200.50	23,504.53	-22,304.03
205-16 2016 LIENS RECEIVABLE	214.01	214.01	0.00	0.00	0.00	214.01
205-17 2017 LIENS RECEIVABLE	182,378.24	182,378.24	-15,613.69	87.72	89,839.51	92,626.45
205-18 2018 LIENS RECEIVABLE	0.00	0.00	-6,404.21	369,922.47	148,397.74	221,524.73
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	0.00	621.78
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	0.00	0.00	0.00	869.22
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61
210-13 2013 PP TAX RECEIVABLE	9,712.02	9,712.02	0.00	0.00	4,244.09	5,467.93
210-14 2014 PP TAX RECEIVABLE	15,362.47	15,362.47	0.00	0.00	1,671.20	13,691.27
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	11,609.81	11,609.81	2.75	2.75	776.28	10,836.28
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	-95.99	0.00	1,857.39	12,318.58

# General Ledger Summary Report

Fund(s): ALL

October

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-190.21	0.00	17,891.50	20,139.46
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-12,077.57	379,060.23	297,692.50	70,606.56
210-20 2020 PP TAX RECEIVABLE	0.00	0.00	-5.50	0.00	5.50	-5.50
302-00 COURT ORDER	0.00	0.00	0.00	982.17	982.17	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	344,634.51	344,634.51	0.00
304-00 FICA W/H	0.00	0.00	0.00	442,498.42	442,498.42	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	103,489.46	103,489.46	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	137,037.23	137,037.23	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	130,427.74	130,338.79	88.95
307-01 MSRS EMPLOYER	0.00	0.00	0.00	95,714.44	95,866.79	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	7,104.20	7,105.80	-1.60
309-00 DHS WITHHOLDING	0.00	0.00	0.00	167.55	167.55	0.00
312-00 HEALTH INS. W/H	-23,946.38	-23,946.38	78.58	225,532.30	226,196.27	-24,610.35
314-00 UNITED WAY W/H	0.00	0.00	0.00	129.00	129.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	171.00	171.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	6,780.00	6,780.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	3,484.80	3,484.80	0.00
317-00 PW UNION INS	0.00	0.00	0.00	1,418.14	1,418.14	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	192.52	31,929.33	32,337.29	-6,631.39
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	25,983.60	25,983.60	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	162,796.36	162,796.36	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	34,251.88	34,251.88	0.00
321-00 EDWARD JONES ANNUITY	0.00	0.00	0.00	102.86	102.86	0.00
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	1,025.00	1,025.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	7,668.12	7,668.12	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	-21.20	9,603.88	9,854.98	-1,292.75
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,248.00	1,248.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	33,420.87	33,420.87	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	9,459.63	9,459.63	0.00
329-00 SALES TAX COLLECTED	-123.00	-123.00	0.00	129.95	10.68	-3.73
330-00 VEHICLE REG FEE (ST. OF ME)	-4,503.00	0.00	13,848.75	213,676.25	217,306.25	-3,630.00
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	3.62	16,560.99	16,587.37	-26.38
332-00 SNOWMOBILE REG (F&W)	-7,615.00	0.00	-547.50	14,914.75	15,434.25	-519.50
333-00 ATV REGISTRATION (F&W)	0.00	0.00	295.00	36,921.20	37,521.70	-600.50
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	-312.50	0.00	2,372.50	-2,428.75
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	0.00	735.00	940.00	-125.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	43,372.47	43,372.47	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	0.00	72.00	72.00	0.00
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	-417.00	2,189.00	2,612.00	-423.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	57.00	4,770.00	4,770.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	524.75	6,652.25	7,594.25	-942.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	7,170.00	7,170.00	0.00
<b>Liabilities</b>	<b>6,972,572.34</b>	<b>6,852,151.09</b>	<b>-953,132.31</b>	<b>6,149,047.41</b>	<b>7,472,380.80</b>	<b>8,175,484.48</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,972,572.34	6,852,151.09	-953,132.31	6,149,047.41	7,472,380.80	8,175,484.48
352-00 NYLANDER MUSEUM RESERVE	12,185.99	12,185.99	0.00	0.00	2,000.00	14,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	232,933.54	233,196.31	0.00	0.00	2,330.19	235,526.50
365-01 COMMUNITY POOL IMPROVEMENT	126,655.52	126,655.52	0.00	0.00	0.00	126,655.52
365-02 REC CENTER IMPROVEMENTS	10,703.62	10,703.62	0.00	6,520.62	14,674.48	18,857.48
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00

**General Ledger Summary Report**

Fund(s): ALL

October

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
365-04 RAILS TO TRAILS PROGRAM	17,351.58	17,351.58	-289.20	6,263.97	0.00	11,087.61
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	-795.00	5,392.34	576.70	42,805.39
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	-4,827.10	-4,827.10	49.50	11,079.09	6,435.11	-9,471.08
365-10 REC LAWN MOWER RESERVE	22,595.44	22,595.44	0.00	0.00	0.00	22,595.44
365-11 TRAIL MAINTENANCE RESERVE	0.00	0.00	0.00	80.90	3,232.00	3,151.10
365-12 CRX/TOS RESERVE	3,474.46	3,306.53	-689.24	4,998.09	3,077.32	1,385.76
365-13 RECREATION - COLLINS POND	22,190.40	22,190.40	0.00	0.00	0.00	22,190.40
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	0.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	0.14	0.14	0.00	0.00	0.00	0.14
365-20 SKI TRAIL PROGRAM	1,236.29	1,236.29	0.00	0.00	84.00	1,320.29
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	4,679.11	4,679.11	0.00	587.61	998.00	5,089.50
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-00 ASSESSMENT RESERVE	0.00	0.00	0.00	205.00	0.00	-205.00
366-01 LIBRARY BUILDING RESERVE	36,277.14	36,277.14	0.00	3,282.00	0.00	32,995.14
366-02 LIBRARY MEMORIAL FUND	24,791.97	24,715.26	112.46	1,071.58	3,107.03	26,750.71
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
366-13 RUDMAN LIBRARY FUND	11.22	11.22	0.00	671.23	1,000.00	339.99
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	-1,500.00	1,967.00	0.00	26,733.67
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	-13,737.15	26,182.22	37,066.10	44,611.14
367-03 POLICE CAR RESERVE	-5,481.56	-5,481.56	0.00	0.00	33,000.00	27,518.44
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,421.50	16,233.50	-1,431.94	11,145.12	6,057.23	11,145.61
367-06 PD COMPUTER RESERVE	11,444.20	11,444.20	0.00	404.64	6,000.00	17,039.56
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,372.49	43,372.49	0.00	0.00	0.00	43,372.49
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	0.00	0.00	0.00	1,969.31
368-02 FIRE HOSE RESERVE	1,706.25	1,706.25	0.00	0.00	3,300.00	5,006.25
368-03 FIRE DEPT FOAM RESERVE	2,922.50	2,922.50	0.00	0.00	0.00	2,922.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	6,414.90	6,414.90	0.00	800.00	0.00	5,614.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	10,400.00	10,400.00	0.00	3,901.00	0.00	6,499.00
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	17,900.00	17,900.00	-4,885.00	4,885.00	0.00	13,015.00
369-01 AMBULANCE SMALL EQUIP RESERVE	19,001.30	19,001.30	0.00	4,850.98	0.00	14,150.32
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	-1,405.56	-1,405.56	0.00	0.00	75,000.00	73,594.44
370-01 GRIMES MILL RD ENGINEERING	-14,999.70	0.00	0.00	171,330.00	171,330.00	0.00
370-03 PW EQUIPMENT RESERVE	209,279.72	209,279.72	-1,600.00	209,980.00	92,975.12	92,274.84
370-04 STREETS/ROADS RECONSTRUCTION	79,536.30	64,536.60	-9,247.67	159,442.67	205,000.00	110,093.93
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-93,389.66	-92,153.77	858.15	520.00	11,294.31	-81,379.46
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	0.00	0.00	47,788.00	76,500.00
370-09 RIVER ROAD	-60,338.59	-60,521.08	0.00	129,330.17	150,128.25	-39,723.00
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	0.00	0.00	1,200.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00

**General Ledger Summary Report**

Fund(s): ALL

October

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	1,617.11	0.00	-173.85	1,250.00	1,250.00	0.00
372-01 AIRPORT RESERVE	-26,572.33	-26,572.33	10,713.94	11,972.28	117,047.85	78,503.24
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	160.00	160.00	1,010.00
372-05 AIRPORT FAA LEASE PAYMENT HAN	10,885.00	10,885.00	-7,825.00	8,785.00	8,785.00	10,885.00
373-01 GEN GOVT COMPUTER RESERVE	6,098.97	6,098.97	0.00	625.00	0.00	5,473.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	62,761.67	67,761.67	0.00	3,471.21	340.00	64,630.46
373-04 VITAL RECORDS RESTORATION	457.50	457.50	0.00	2,181.00	2,500.00	776.50
373-05 BIO-MASS BOILERS	-49,301.49	-49,301.49	0.00	52,039.00	102,378.00	1,037.51
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	36,593.75	36,593.75	0.00	280.63	0.00	36,313.12
373-10 FLEET VEHICLES	-4,778.80	-4,778.80	0.00	0.00	6,000.00	1,221.20
373-11 NASIFF CLEAN UP	4,684.95	4,684.95	-20,500.00	20,975.00	30,918.60	14,628.55
373-12 NBRC BIRDS EYE	-43,764.22	-43,764.22	0.00	120,771.56	88,986.90	-75,548.88
373-16 2018 HRA RESERVE	50,795.28	41,168.58	0.00	41,449.21	280.63	0.00
373-17 LADDER ENGINE TRUCK 2016	-99.60	-99.60	0.00	116,999.60	116,900.00	-199.20
373-18 2019 HRA RESERVE	0.00	0.00	-4,795.77	59,674.66	111,255.76	51,581.10
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	92,120.37	93,045.24	-203.51	84,513.84	6,945.86	15,477.26
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	5,209.84	5,209.84	0.00	3,780.75	9,274.99	10,704.08
388-00 HILLTOP TIF	-155.25	-155.25	0.00	0.00	10,482.85	10,327.60
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
399-00 PARKING LOT MAINTENANCE RES	94,466.90	94,466.90	0.00	0.00	15,000.00	109,466.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	350,339.47	356,259.58	-85.50	1,343.37	0.00	354,916.21
405-00 ASSESSING COMPUTER RESERVE	0.00	0.00	0.00	375.00	375.00	0.00
406-00 TRAILER PARK RESERVE	45,277.93	51,064.87	0.00	0.00	0.00	51,064.87
407-00 COUNTY TAX	2.13	2.13	-504,288.00	504,288.00	504,288.00	2.13
415-00 LIONS COMMUNITY CENTER RESERVA	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	173,757.17	173,757.17	-17,878.36	63,022.49	23,000.00	133,734.68
419-00 DUE FROM CDC (1280)	66,161.16	66,161.16	0.00	0.00	0.00	66,161.16
421-00 DEFERRED TAX REVENUE	1,166,440.20	1,113,076.45	0.00	0.00	0.00	1,113,076.45
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	14,787.14	14,841.38	7,439.80
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.00	29.95	2.64	1,133.48
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	0.00	0.00	34.13	1,782.30
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	0.00	0.00	152.78	9,981.69
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.00	0.00	1.52	670.69
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-214.39	3,927.94	459.26	23,831.00
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	-10.55	253.76	430.14	5,508.63
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	0.00	4,000.00	822.63	56,071.50
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	0.00	0.00	72.56	12,966.75
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	0.00	0.00	38.58	11,483.26
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	0.00	39.45	6,140.63
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	0.00	55.95	16,426.59
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	-999.02	8,377.28	10,383.18	13,245.42
437-00 DEFERRED AMBULANCE REVENUE	621,584.90	564,626.28	0.00	0.00	0.00	564,626.28
438-00 PHILIP TURNER LIBRARY MEMORIAL	0.00	0.00	0.00	10,671.62	19,609.38	8,937.76
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62

**General Ledger Summary Report**

Fund(s): ALL

October

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-905.52	-905.52	0.00	1,188.32	1,105.00	-988.84
461-00 CRAFT FAIR	15,167.73	14,096.45	-1,530.53	2,864.02	272.00	11,504.43
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	0.00	0.00	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	2,133.91	2,133.91	-300.00	10,150.27	8,150.00	133.64
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-26,187.94	-26,194.94	-10,129.54	40,106.28	32,770.45	-33,530.77
469-00 DENTAL INSURANCE	1,339.99	1,339.99	-43.31	12,234.03	12,871.74	1,977.70
470-00 EYE INUSRANCE	540.18	540.18	-17.84	2,597.35	2,663.81	606.64
471-00 RC2 TIF	27,498.34	17,545.04	0.00	18,709.50	34,691.09	33,526.63
472-00 ANIMAL WELFARE	4,357.00	4,407.00	190.00	74.79	2,684.00	7,016.21
477-00 LED STREET LIGHTS	35,558.00	35,558.00	0.00	192,518.70	320,000.00	163,039.30
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	0.00	0.00	22.73	6,766.50
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	385,470.39	385,470.39	100.00	0.00	93,607.76	479,078.15
483-03 DUE TO FUND 3	491,541.76	491,541.76	12,957.69	0.00	78,202.30	569,744.06
483-04 DUE TO FUND 4	240,462.42	240,462.42	4,232.25	0.00	38,239.07	278,701.49
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	0.24	-2,500.00	375,975.23	2,732,720.36
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-10,317.53	89,211.71	0.00	-442,109.80
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-5,855.00	75,061.62	0.00	-476,281.17
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-3,707.38	37,773.44	0.00	-270,627.42
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-43,720.49	223,291.68	0.00	-1,969,324.54
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	3,037.31	3,037.31	0.00	1,127.22	0.00	1,910.09
490-00 T/A PROPERTY REMEDIATION RES	0.00	0.00	342.60	0.00	8,527.56	8,527.56
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-315,932.37	3,065,427.96	3,697,293.00	-450,963.18
494-00 TRI COMMUNITY/AWS	0.00	0.00	0.00	470,000.00	683,163.00	213,163.00
496-00 BIRTH RECORDS STATE FEE	70.80	0.00	-4.80	964.40	1,054.80	90.40
497-00 DEATH RECORDS STATE FEE	160.00	0.00	27.20	1,054.40	1,200.80	146.40
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	-8.40	295.20	319.60	24.40
<b>Fund Balance</b>	<b>2,160,661.87</b>	<b>1,869,781.93</b>	<b>-628,889.42</b>	<b>24,155,990.12</b>	<b>25,112,894.85</b>	<b>2,826,686.66</b>
500-00 EXPENDITURE CONTROL	0.00	0.00	-1,059,170.44	8,732,872.91	10,382,055.48	1,649,182.57
510-00 REVENUE CONTROL	0.00	0.00	430,281.02	15,594,619.21	14,702,203.37	-892,415.84
600-00 FUND BALANCE	2,160,661.87	1,869,781.93	0.00	-171,502.00	28,636.00	2,069,919.93
<b>2 - Snowmoible Trail Maintenance</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>237,843.47</b>	<b>237,843.47</b>	<b>0.00</b>
<b>Liabilities</b>	<b>2,456.10</b>	<b>5,456.02</b>	<b>5,564.53</b>	<b>121,995.26</b>	<b>173,391.41</b>	<b>56,852.17</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	-4,653.00	28,387.50	84,179.70	93,820.52
483-01 DUE TO FUND 1	349,286.23	352,898.09	10,317.53	0.00	89,211.71	442,109.80
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	-100.00	93,607.76	0.00	-479,078.15
<b>Fund Balance</b>	<b>-2,456.10</b>	<b>-5,456.02</b>	<b>-5,564.53</b>	<b>115,848.21</b>	<b>64,452.06</b>	<b>-56,852.17</b>

# General Ledger Summary Report

Fund(s): ALL  
October

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>2 - Snowmoible Trail Maintenance CONT'D</b>						
500-00 Expense Control	0.00	0.00	-5,564.53	62,824.21	61,417.13	-1,407.08
510-00 Revenue Control	0.00	0.00	0.00	43,750.00	3,034.93	-40,715.07
600-00 Fund Balance	-2,456.10	-5,456.02	0.00	9,274.00	0.00	-14,730.02
<b>3 - Housing Department</b>	0.00	0.00	0.00	245,615.92	245,615.92	0.00
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-44,546.85</b>	<b>-44,367.39</b>	<b>-7,102.69</b>	<b>78,202.30</b>	<b>79,000.33</b>	<b>-43,569.36</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-44,546.85	-44,367.39	-7,102.69	78,202.30	79,000.33	-43,569.36
409-00 HOUSING RESERVE	45,954.82	45,954.82	0.00	0.00	3,938.71	49,893.53
483-01 DUE TO FUND 1	401,040.09	401,219.55	5,855.00	0.00	75,061.62	476,281.17
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	-12,957.69	78,202.30	0.00	-569,744.06
<b>Fund Balance</b>	<b>44,546.85</b>	<b>44,367.39</b>	<b>7,102.69</b>	<b>167,413.62</b>	<b>166,615.59</b>	<b>43,569.36</b>
500-00 Expense Control	0.00	0.00	-5,855.00	75,061.62	92,352.00	17,290.38
510-00 Revenue Control	0.00	0.00	12,957.69	90,000.00	74,263.59	-15,736.41
600-00 Fund Balance	44,546.85	44,367.39	0.00	2,352.00	0.00	42,015.39
<b>4 - FSS</b>	0.00	0.00	0.00	126,799.51	126,799.51	0.00
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-7,891.96</b>	<b>-7,608.44</b>	<b>-524.87</b>	<b>38,239.07</b>	<b>37,773.44</b>	<b>-8,074.07</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-7,891.96	-7,608.44	-524.87	38,239.07	37,773.44	-8,074.07
483-01 DUE TO FUND 1	232,570.46	232,853.98	3,707.38	0.00	37,773.44	270,627.42
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	-4,232.25	38,239.07	0.00	-278,701.49
<b>Fund Balance</b>	<b>7,891.96</b>	<b>7,608.44</b>	<b>524.87</b>	<b>88,560.44</b>	<b>89,026.07</b>	<b>8,074.07</b>
500-00 Expense Control	0.00	0.00	-3,707.38	37,773.44	46,657.68	8,884.24
510-00 Revenue Control	0.00	0.00	4,232.25	50,787.00	38,090.39	-12,696.61
600-00 Fund Balance	7,891.96	7,608.44	0.00	0.00	4,278.00	11,886.44
<b>5 - ECONOMIC DEV</b>	0.00	0.00	0.00	1,004,439.91	1,004,439.91	0.00
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-174,645.36</b>	<b>-173,842.43</b>	<b>12,987.08</b>	<b>406,708.40</b>	<b>269,595.42</b>	<b>-310,955.41</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-174,645.36	-173,842.43	12,987.08	406,708.40	269,595.42	-310,955.41
473-00 DOWNTOWN TIF	166,303.40	166,303.40	-30,733.17	30,733.17	38,803.74	174,373.97
474-00 TRAIL GROOMER RESERVE	17,914.48	17,914.48	0.00	0.00	10,000.00	27,914.48
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	1,745,229.93	1,746,032.86	43,720.49	0.00	223,291.68	1,969,324.54
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	-0.24	375,975.23	-2,500.00	-2,732,720.36

### General Ledger Summary Report

Fund(s): ALL

October

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
<b>Fund Balance</b>	<b>174,645.36</b>	<b>173,842.43</b>	<b>-12,987.08</b>	<b>597,731.51</b>	<b>734,844.49</b>	<b>310,955.41</b>
500-00 Expense Control	0.00	0.00	-12,987.32	180,043.24	376,146.70	196,103.46
510-00 Revenue Control	0.00	0.00	0.24	417,688.27	333,353.79	-84,334.48
600-00 Fund Balance	174,645.36	173,842.43	0.00	0.00	25,344.00	199,186.43
<b>Final Totals</b>	<b>-1,694.68</b>	<b>500,303.07</b>	<b>0.00</b>	<b>59,624,823.45</b>	<b>60,125,126.52</b>	<b>0.00</b>

**Expense Summary Report**

Fund: 1  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	771,977.00	73,484.43	608,123.48	163,853.52	78.77
17 - HEALTH & SANITATION	250,196.00	20,805.00	208,050.00	42,146.00	83.15
18 - MUNICIPAL BUILDING	57,504.00	3,726.12	44,299.95	13,204.05	77.04
20 - GENERAL ASSISTANCE	62,997.00	2,866.70	38,413.16	24,583.84	60.98
22 - TAX ASSESSMENT	272,260.00	22,272.53	207,455.05	64,804.95	76.20
25 - LIBRARY	214,484.00	16,105.36	174,039.60	40,444.40	81.14
31 - FIRE/AMBULANCE DEPARTMENT	2,264,481.00	178,579.24	1,858,639.79	405,841.21	82.08
35 - POLICE DEPARTMENT	1,697,460.00	132,319.88	1,389,514.23	307,945.77	81.86
38 - PROTECTION	414,020.00	27,337.97	362,772.57	51,247.43	87.62
39 - CARIBOU EMERGENCY MANAGEMENT	16,074.00	528.18	14,143.80	1,930.20	87.99
40 - PUBLIC WORKS	2,298,861.00	517,065.58	1,895,276.59	403,584.41	82.44
50 - RECREATION DEPARTMENT	503,821.00	39,164.30	410,684.37	93,136.63	81.51
51 - PARKS	154,445.00	10,827.06	141,903.29	12,541.71	91.88
60 - AIRPORT	39,928.00	1,870.59	50,491.90	-10,563.90	126.46
61 - CARIBOU TRAILER PARK	14,733.00	725.85	10,480.14	4,252.86	71.13
65 - CEMETERIES	6,850.00	600.00	5,950.00	900.00	86.86
70 - INS & RETIREMENT	95,050.00	10,359.65	71,647.47	23,402.53	75.38
75 - CONTRIBUTIONS	4,600.00	0.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	29,250.00	532.00	23,323.04	5,926.96	79.74
85 - CAPITAL IMPROVEMENTS	739,806.00	0.00	739,806.00	0.00	100.00
Final Totals	9,908,797.00	1,059,170.44	8,259,614.43	1,649,182.57	83.36

### Expense Summary Report

Fund: 2  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	53,024.00	5,564.53	54,431.08	-1,407.08	102.65
Final Totals	53,024.00	5,564.53	54,431.08	-1,407.08	102.65

### Expense Summary Report

Fund: 3  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,352.00	5,855.00	75,061.62	17,290.38	81.28
Final Totals	92,352.00	5,855.00	75,061.62	17,290.38	81.28

### Expense Summary Report

Fund: 4  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,509.00	3,707.38	37,624.76	8,884.24	80.90
Final Totals	46,509.00	3,707.38	37,624.76	8,884.24	80.90

### Expense Summary Report

Fund: 5  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	354,816.00	12,062.95	159,294.33	195,521.67	44.89
12 - NYLANDER MUSEUM	10,013.00	924.37	9,431.21	581.79	94.19
Final Totals	364,829.00	12,987.32	168,725.54	196,103.46	46.25

### Revenue Summary Report

Fund: 1  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,749,673.04	277,730.52	6,513,540.49	236,132.55	96.50
17 - HEALTH & SANITATION	170,000.00	0.00	170,000.00	0.00	100.00
18 - MUNICIPAL BUILDING	4,900.00	666.66	4,233.30	666.70	86.39
20 - GENERAL ASSISTANCE	25,300.00	881.19	15,443.84	9,856.16	61.04
22 - TAX ASSESSMENT	777,855.62	0.00	481,558.00	296,297.62	61.91
23 - CODE ENFORCEMENT	6,000.00	987.50	10,612.50	-4,612.50	176.88
25 - LIBRARY	6,650.00	604.55	5,656.86	993.14	85.07
31 - FIRE/AMBULANCE DEPARTMENT	1,459,503.00	122,277.66	1,281,882.87	177,620.13	87.83
35 - POLICE DEPARTMENT	111,970.00	8,326.38	92,953.51	19,016.49	83.02
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	1,800.00	2,600.00	0.00	100.00
40 - PUBLIC WORKS	203,415.00	0.00	40,474.00	162,941.00	19.90
50 - RECREATION DEPARTMENT	24,000.00	3,583.00	16,737.25	7,262.75	69.74
51 - PARKS	2,250.00	0.00	103.00	2,147.00	4.58
60 - AIRPORT	19,000.00	12,163.56	40,620.20	-21,620.20	213.79
61 - CARIBOU TRAILER PARK	18,000.00	1,260.00	12,285.00	5,715.00	68.25
Final Totals	9,581,116.66	430,281.02	8,688,700.82	892,415.84	90.69

### Revenue Summary Report

Fund: 2  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	43,750.00	0.00	3,034.93	40,715.07	6.94
Final Totals	43,750.00	0.00	3,034.93	40,715.07	6.94

# Revenue Summary Report

Fund: 3  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	12,957.69	74,263.59	15,736.41	82.52
Final Totals	90,000.00	12,957.69	74,263.59	15,736.41	82.52

# Revenue Summary Report

Fund: 4  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,232.25	38,090.39	12,696.61	75.00
Final Totals	50,787.00	4,232.25	38,090.39	12,696.61	75.00

### Revenue Summary Report

Fund: 5  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	417,688.27	0.00	332,435.62	85,252.65	79.59
12 - NYLANDER MUSEUM	0.00	0.24	918.17	-918.17	----
Final Totals	417,688.27	0.24	333,353.79	84,334.48	79.81

October 30, 2019

Mr. Dennis Marker  
City of Caribou, City Manager  
25 High Street  
Caribou, Maine 04736

**RE: Draft Analysis of Brownfields Cleanup Alternatives | Former Birdseye Plant |  
27 Birdseye Avenue, Caribou, Maine**

Mr. Marker:

CES, Inc. (CES) has updated an Analysis of Brownfields Cleanup Alternatives (ABCA) for the former Maine Frozen Foods Property located on Birdseye Avenue in Caribou, Maine (the Site). The original ABCA was submitted on January 22, 2015. The ABCA was revised on May 21, 2018 to address asbestos abatement activities that had taken place since the original ABCA was developed. Since the May 21, 2018 submission, additional activities have taken place onsite which have resulted in changed site conditions and characteristics. This ABCA update addresses those changes and provides current options for remedial alternatives.

The purpose of this ABCA is to develop, evaluate, and recommend remedial alternatives to reduce the risk of human exposure to contaminants identified in surficial soils at concentrations exceeding respective Maine Department of Environmental Protection (MDEP) Remedial Action Guidelines (RAGs) and/or background concentrations, or U.S. Environmental Protection Agency (USEPA) requirements. This ABCA also addresses the abatement of asbestos containing materials (ACM) that has been completed in the site facilities, since the 2018 ABCA. Contaminated surficial soils (designated within Areas of Concern [AOC] 5, 7 and 8) were characterized during Phase II Environmental Site Assessment (ESA) activities outlined in County Environmental Engineering's (CEE) report entitled *Phase II Environmental Site Assessment, Former Maine Frozen Foods Property, 27 Birdseye Avenue, Caribou Maine*, dated February 25, 2014. Additional characterization and delineation of surface soils in AOC 5 is outlined in a Limited PCB Soil Testing Report, submitted by CES in January 2015. An Asbestos Demolition Impact Survey Report was submitted by CES in January 2015 and a Limited Asbestos Demolition Impact Survey, focusing on the (now demolished) Sand Shed was completed in February 2015. This ABCA develops, evaluates, and recommends remedial alternatives to address impacts associated with the three AOCs. No further action remains for ACM as discussed below.

The ABCA was updated at the request of the City of Caribou (The City) in order to apply for a Brownfields Cleanup Grant from the USEPA.

## SECTION 1.0 | INTRODUCTION

### 1.1 Site Location

The Site consists of an approximately 21.62-acre parcel which is located at the southwest corner of the Route 1 and Fort Street intersection in Caribou, Maine. Refer to **Figure 1** for a Site Location Map. Since the January 2015 ABCA, all on site structures have been demolished. Identified ACM and hazardous materials were removed from these structures before their demolition. The locations of these former structures are illustrated on the Site plan included as **Figure 2**. The Site is identified by the City of Caribou Tax Assessor's Office as Lots 74, 74A, 74B, 74C, and 74E on Tax Map 27, Lot 57 on Map 28, and Lots 2B and 146 on Map 25. A legal description of the property is recorded at the Aroostook County Registry of Deeds in Book 3799 on Pages 193 and 198. According to the deed, the Site property is subject to several easements and rights-of-way. The property, which is currently vacant, is located within the Industrial 2 Zone. Miscellaneous debris is reportedly piled north of the "Boneyard" (AOC 7) and unnatural mounding and depressions with partially buried debris has been reported in the wooded area at the southern site boundary (AOC 8). Additionally, records reviewed indicate that public water lines, sanitary sewer lines, and stormwater lines, as well as process waste piping, are located at the Site. Other subsurface structures present at the Site include a concrete trench west of the former Frozen Foods Building footprint and pits below the floor of the Blast and Freon tunnels and the Plant's pump room.

The area surrounding the Site consists of commercial and residential properties served by municipal water and sewer. Two inactive bedrock wells are located on-site, north and south of the Plant; however, the Site is serviced by municipal water and sewer.

General topography at the Site is flat, with regional topography gradually sloping eastward towards the Aroostook River. The United States Geological Survey (USGS) Caribou, Maine 7.5 Minute Topographic Quadrangle Map includes the Site and surrounding properties and shows the Site is at an approximate elevation of 460 feet above mean sea level. According to the 1985 *Bedrock Geologic Map of Maine*, bedrock at the Site is identified as interbedded pelite and limestone and/or dolostone of the Spragueville Formation (Sspr). According to the 1985 *Surficial Geologic Map of Maine*, the primary geologic unit in the area of the site is till (t), which is described as a heterogeneous mixture of sand, silt, clay, and stones. According to boring logs included in CEE's Phase II ESA, surficial soils at the Site primarily consist of gravel fill overlying native till.

### 1.2 Site History

Review of available information indicates that the Site was operated as a vegetable freezing and potato product plant between the years of 1943 and 1991. Prior to development in 1943, the site was reportedly undeveloped farmland.

### 1.3 Previous Environmental Site Assessments

A Phase I Site investigation performed by CEE in July of 2013 reported the following Recognized Environmental Conditions (RECs):

1. Documented contamination in the Boneyard
2. Documented soil contamination in the Upper Cooler Yard
3. Documented soil contamination at the Quonset Buildings

4. Registered #6 Fuel Oil USTs at the Boiler Room
5. Registered #6 Fuel Oil USTs at the High-Pressure Boiler Room
6. Registered Gasoline UST at the Security Office
7. Debris pile north of the Boneyard
8. Partially Buried Debris South of the Boneyard
9. Potential petroleum contamination from offsite-sources to the west
10. Transformers at the northwest corner of the Storage Freezer Building

Based on the findings of the Phase I ESA and identified RECs, CEE concluded that additional assessment and investigation was warranted. Specifically, CEE recommended performing a Phase II subsurface investigation. On November 25 and 26, 2013, CEE performed the following work as part of a Phase II ESA for the Site:

- ◆ Collected 15 soil samples;
- ◆ Collected six groundwater samples;
- ◆ Collected two water samples from off-site downgradient private water supply wells; and,
- ◆ Collected three transformer oil samples.

Samples collected from the on-site water supply wells, downgradient monitoring wells, and nearest active private water supply wells indicate that groundwater at the site does not exceed the Maine Center for Disease Control (CDC) Maximum Exposure Guidelines (MEGs).

Laboratory analysis of soil samples reported petroleum contamination in site surficial soils above the MDEP Tier 1 leaching to groundwater and direct contact guidelines.

Based on the data collected during this Phase II ESA, CEE recommended the following:

1. Develop a Soil Management Plan for the Site that addresses the identified contamination in accessible soils and potential contamination at depth in the Boneyard and UST areas. See **Figure 2** for a Site Plan depicting the Areas of Concern.
2. Properly secure the on-site water supply wells by capping and locking.
3. On-site debris, partially buried debris, and any remaining universal waste should be managed for disposal or recycling in accordance with Maine Solid and Universal Waste Regulations.
4. Conduct a complete asbestos survey of the entire site prior to reuse, renovation, or demolition.
5. Submit a Voluntary Response Action Program (VRAP) application to the MDEP to obtain liability protections.

Phase II investigations, findings and recommendations summarized above were reported in the *Phase II Environmental Site Assessment – Former Frozen Foods Property, 27 Birdseye Avenue Caribou, Maine* dated February 25, 2014.

Additionally, a CES review of the Phase II ESA observed that the Polychlorinated Biphenyls (PCB) concentrations identified in the soil samples require notification to the USEPA Toxic Substance Control Act (TSCA) unit and remediation to less than 1 part per million (ppm). Based on the findings of the Phase II ESA, additional soil samples were collected by CES to further delineate the extent of PCB concentrations within AOC 5. On December 3, 2014, CES collected surficial soil samples (0-6 inches below ground surface) from 10 discrete locations surrounding surface soil sample location SS08 in AOC 5 from the Phase II ESA. According to the laboratory report, each of the soil samples contained the PCB compound Aroclor-1260 at concentrations ranging from 0.084 mg/kg at SS106 to 6.51 mg/kg at SS101. A description of the soil sampling program and results were included in a report titled *Limited PCB Soil Testing Investigation*, dated January 29, 2015.

An Asbestos Demolition Impact Survey Report was submitted by CES in January 2015. Completion of the survey included: review of previously completed asbestos-containing materials (ACM) surveys, visual identification of suspect ACM on the interior and exterior of each structure, collection of 75 bulk samples of suspect ACM in accordance with MDEP regulations, and quantification of ACM identified by laboratory analysis. The following ACM were identified by CES:

#### **Main Production Building**

- ◆ 616 square feet of 9x9 floor tile and associated adhesive;
- ◆ 805 linear feet of pipe insulation;
- ◆ 60 square feet of water tank end cap insulation;
- ◆ 2 cubic yards of ACM debris.

#### **Frozen Foods Building**

- ◆ 320 square feet of 12x12 floor tile and associated adhesive;
- ◆ 42 linear feet of pipe insulation; and
- ◆ 3 mud insulated pipe fittings.

#### **Oil Silos**

- ◆ 1,500 square feet of tank insulation;
- ◆ 20 linear feet of pipe insulation; and
- ◆ 4 mud insulated pipe fittings.

#### **Boiler House**

- ◆ 640 linear feet of pipe insulation;
- ◆ 2 cubic yards of cementitious wall board debris;
- ◆ 1 cubic yard of gasket material; and
- ◆ 2 cubic yards of ACM debris.

#### **Scale House**

The Scale House roof was not accessible at the time of the assessment due to the presence of built up ice. Suspect ACM was not identified on the interior of the building however, suspect ACM asphalt shingle roofing was present on the exterior of the building and require future sampling.

### **Sand Shed**

Suspect ACM was not identified on the interior of the building however, suspect ACM asphalt shingle roofing was present on the exterior of the building and required additional sampling.

At the request of the City, CES conducted a subsequent Limited Asbestos Demolition Impact Survey, focusing specifically on the Sand Shed building. This survey was conducted on February 10, 2015 by a Maine-State certified asbestos inspector. According to the Limited Asbestos Demolition Impact Survey Report, submitted by CES on February 26, 2015, laboratory analysis did not identify any of the sampled materials collected from the Sand Shed as ACM.

Some of the identified ACM were removed by Statewide Asbestos Removal between September 24, 2015 and December 14, 2015. Removed ACM consisted of 2,800 square feet of transite/paneling and 60 linear feet of pipe from the Boiler House, and 500 square feet of boiler covering from the Main Production Building.

CES also identified suspect ACM roofing (all site structures) and within debris piles on exterior portions of the Site. Due to the limitations of the survey outlined in CES' report, these materials were unable to be sampled; therefore, a supplemental investigation was required to characterize these items. In August 2018, while buildings were being demolished, CES was able to access roofing materials for characterization and submitted a report titled *Supplemental Limited Suspect ACM Sampling and Analysis – Roof Systems | Main Production Plant | Former Birdseye Plant | 27 Birdseye Avenue, Caribou, Maine*.

Additionally, as part of the facility assessment, CES attempted to quantify potentially hazardous materials that, upon demolition, may be considered to be hazardous or universal waste. The following items were identified: fluorescent light ballasts, fluorescent light tubes, mercury thermostats, emergency light batteries, sodium vapor lamps, computer monitors, miscellaneous electrical components, a large AST (size and former usage unknown), a 275-gallon fuel oil AST, a 1,000-gallon Glycol AST, and a 2,000-gallon ammonia AST.

According to City personnel, all ACM and hazardous materials/wastes and/or universal wastes were removed from all buildings prior to demolition.

## **1.4 Remedial Objectives**

The purpose of this ABCA is to develop, evaluate, and recommend remedial alternatives for mitigating the risk of human exposure to PCB and petroleum compounds identified in surficial soils at concentrations exceeding their respective MDEP RAGs and/or background concentration or USEPA requirements. The remedial objectives for the AOCs are to minimize the possibility of human and ecological receptor exposure to contaminated soils, and to facilitate development/redevelopment of the property.

Remedial alternatives that do not result in complete removal of contaminated soils will require a deed restriction. Such a restriction will prohibit excavation activity in areas of known contamination without first notifying MDEP to receive permission.

## 1.5 REGIONAL AND SITE VUNERABILITIES

According to the US Global Change Research Program (USGCRP), many of the recent global climate trends observed by research institutions and organizations have also been observed in the northeastern US. These trends include average temperature and extreme precipitation. The northeast has experienced a greater recent increase in extreme precipitation than any other region in the US. As such, flooding has become a more common occurrence, especially in coastal communities and communities near rivers.

According to the Federal Emergency Management Agency (FEMA), the Site is located within a Zone C of the Aroostook River, the nearest major water body to the Site. Zone C areas are described as areas of minimal flooding. Although greater flood waters may be observed in the Aroostook River based on the frequency of extreme precipitation events, no recent historical flooding of the Aroostook River has been recorded as impacting the Site.

Since the majority of the site is covered by vegetated and permeable surfaces, stormwater runoff and the potential for erosion is expected to be minimal.

Based on the current nature of the property and its potential future use, changes in climate, including temperature and extreme precipitation are not expected to significantly impact the Site.

## SECTION 2.0 | EVALUATION OF REMEDIAL ALTERNATIVES

The remedial objectives for this ABCA are to prevent human dermal contact with reported PCB, Polycyclic Aromatic Hydrocarbons (PAHs), and Volatile Organic Compounds (VOC) contaminated soil. ACM identified at the Site has reportedly been mitigated; therefore, there is no further discussion regarding this hazard in this ABCA.

### 2.1 Considered Alternatives: Contaminated Soil Remediation

Extractable Petroleum Hydrocarbons (EPH) and VOCs were identified in site surficial soils at concentrations exceeding MDEP RAGs for direct contact and site background levels in AOC 7 and AOC 8. Naphthalene as a VOC was detected at AOC 8 above the Tier 1 leaching to groundwater guidelines, but below the Tier 1 direct contact guidelines. PCBs were identified in surficial soils in AOC 5 surrounding the former transformer pad in exceedance of TSCA clean-up guidance concentrations. One presumptive remedial option has been identified for AOC 5, while three remedial options have been identified to meet the remedial objectives for AOCs 7 and 8.

#### **AOC 5 – Transformer Pad at the High-Pressure Boiler Room**

Sampling of surficial soils surrounding the former transformer pad identified PCB impacts at concentrations above 1 ppm. Impacts to soil resulted from a source with an unknown PCB concentration; therefore, TSCA rules mandate that the concentration of the unknown source be assumed to be greater than 50 ppm. In this scenario, the only option under TSCA rules is to conduct a focused soil excavation for complete removal of impacted soils and subsequent confirmatory sampling of remaining soil in the removal area.

Option 1 – Focused Soil Excavation and Off-Site Disposal: Surficial contaminated soil within the AOC will be removed to a depth of two (2) feet and disposed off-site at a licensed

solid waste facility (Juniper Ridge Landfill in Old Town, Maine). After verification soil sampling confirms PCB concentrations in the soils remaining in the excavation are below 1 ppm, the excavation will be backfilled with clean fill and topsoil, then seeded and mulched.

#### **AOC 7 – Debris Pile North of Boneyard**

Option 1 – Focused Soil Excavation and Off-Site Disposal: Surficial contaminated soil within the AOC will be removed to a depth of two (2) feet and disposed off-site at a licensed solid waste facility. The excavation will be backfilled with clean fill and topsoil, then seeded and mulched.

Option 2 – Excavation and On-Site Consolidation with AOC 8 Soils: Surficial contaminated soil within AOC 7 will be removed to a depth of two (2) feet and placed on top of a prepared AOC 8 area. A marker layer will be placed over the excavation at AOC 7 and the excavation backfilled with non-impacted fill and topsoil, then seeded and mulched. Any buried debris that is encountered will be excavated and segregated for off-site disposal. A deed restriction would be required as a portion of this option to acknowledge impacted soil as remaining on-site.

Option 3 – “No Action”: The Site will remain as currently developed. A deed restriction would be required as a portion of this option to acknowledge impacted soil as remaining on-site.

#### **AOC 8 – Partially Buried Debris South of Boneyard**

Option 1- Focused Soil Excavation and Off-Site Disposal: Surficial contaminated soil within the AOC will be removed to a depth of two (2) feet and disposed of off-site at a licensed solid waste facility. Encountered debris will be segregated and stockpiled for disposal. The excavation will be backfilled with clean fill and topsoil, then seeded and mulched.

Option 2 –Covering with Contaminated Soil from AOC 7 as well as Clean Soil: The AOC 8 area will be cleared of trees and grubbed and graded level, in preparation of soils from AOC 7. Once the soils from AOC 7 are placed, graded, and compacted, a marker layer will be placed over the consolidated materials. The consolidated materials will be covered with 20 inches of non-contaminated backfill and 4 inches of loam, seeded, and mulched. Any buried debris that is encountered will be excavated and segregated for off-site disposal. A deed restriction would be required as a portion of this option to acknowledge impacted soil as remaining on-site.

Option 3 – “No Action”: The Site will remain as currently developed. A deed restriction would be required as a portion of this option to acknowledge impacted soil as remaining on-site.

These alternatives were selected based upon their: 1) implementability, 2) cost associated with completion of the alternative, and 3) effectiveness of the alternative. The estimated costs provided for these options are based on information obtained from a limited number of sources; actual costs may vary based upon bid results.

### 2.1.1 AOC 5 Option 1: Soil Remediation via Focused Excavation and Off-Site Disposal

A focused soil excavation will be conducted to remove contaminated surficial soils within the AOC as indicated on **Figure 2**. Removal will be to a maximum depth of 2 feet below ground surface. A 2-foot excavation will result in an estimated 75 cubic yards (in-place volume) of contaminated soil requiring disposal.

The excavation will then be backfilled with up to 20 inches of clean common borrow covered with a minimum 4-inch-thick topsoil (loam) layer. Disturbed surfaces on the Site will be seeded and mulched.

#### Effectiveness

This option will meet remedial objectives. Protection of human health and the surficial environment will be achieved by off-site disposal of excavated contaminated soils, with remaining subsurface soils covered by 24 inches of clean soil. The potential for future direct exposure and migration will be removed from the Site. This option will provide long-term effectiveness and permanence.

Implementation of this alternative could have potential short-term adverse effects on site workers. Risks to site workers during relocation of contaminated soil activities will be minimized by an “awareness training program” and the development and adherence of a site-specific Health and Safety Plan (HASP). The HASP will also address the reduction of potential risks to Site workers during excavation and backfilling activities, as well as during the loading of materials for off-site disposal. Excavation and handling of contaminated soils could result in particulate emissions and must be managed by implementing dust control measures.

#### Implementability

This alternative uses well-demonstrated and readily available technologies. It is anticipated that excavation, relocation and/or off-site disposal of contaminated soils can be completed safely. An excavation contractor using trained personnel will conduct soil removal, backfill and Site restoration activities.

Removal of contaminated soils will require using both an excavator and hand labor, resulting in a longer than normal construction period. This method will also require establishment of a temporary stockpile location if direct loading of contaminated soils is not utilized.

Site restoration activities will be consistent with existing conditions of both lawn and developed areas. Placement of clean fill, grass cover and mulch will provide erosion and sediment control for excavated areas.

#### Resilience to Potential Adverse Impacts

Due to the removal of contaminated soils, as well as proper seeding and mulching of the disturbed surfaces, extreme weather events are not expected to significantly impact the Site by using this remedial option.

#### Cost

Costs for this alternative consist of direct and indirect costs. In determining the cost of this option, the estimated quantity of soil to be removed and disposed off-site was based on

the AOC delineated on **Figure 2**. The provided estimate does not consider the cost of future development.

The cost of this work is estimated at \$33,000 for AOC 5. **Table 1** summarizes the cost estimate for this alternative.

**Table 1 | Option #1 Estimate of Probable Costs for AOC 5**

Work Items	Unit Price	Unit	Quantity	Estimated Cost
Mobilize/Demobilize	\$2,000.00	Unit	1	\$2,000.00
Erosion & Sediment Controls	\$1,000.00	LS	1	\$1,000.00
Common Excavation (Equipment and Labor)	\$12.00	CY	75	\$900.00
20" Common Borrow (In-place measure)	\$20.00	CY	56	\$1,120.00
4" Topsoil (In-Place Measure)	\$24.00	CY	19	\$456.00
Seed & Mulch	\$50.00	UNIT	1	\$50.00
Haul and Dispose of Impacted Materials	\$150.00	TN	115	\$17,250.00
<b>Subtotal</b>				<b>\$22,776.00</b>
Contingency	15%	% Total		\$3,416.40
Health & Safety	1%	% Total		\$227.76
Construction Observation	\$125.00	Hours	20	\$2,500.00
Analytical (PCBs)	\$90.00	Each	41	\$3,690.00
Estimated Total				\$32,610.16
		<b>Estimated Total</b>		<b>\$33,000.00</b>

**2.1.1 AOC 7 Option 1: Soil Remediation via Focused Excavation and Off-Site Disposal**

A focused soil excavation will be conducted to remove contaminated surficial soils within the AOC as indicated on **Figure 2**. Removal will be to a maximum depth of 2 feet below ground surface. A 2-foot excavation will result in an estimated 3,200 cubic yards from AOC 7 (in-place measure)

The excavation(s) will then be backfilled with up to 20 inches of clean common borrow covered with a minimum 4-inch-thick topsoil (loam) layer. Disturbed surfaces on the Site will be seeded and mulched.

### Effectiveness

This option will meet remedial objectives. Protection of human health and the surficial environment will be achieved by off-site disposal of excavated contaminated soils, with remaining subsurface soils covered by 24 inches of clean soil. The potential for future direct exposure and migration will be removed from the Site. This option will provide long-term effectiveness and permanence.

Implementation of this alternative could have potential short-term adverse effects on site workers. Risks to site workers during relocation of contaminated soil activities will be minimized by an “awareness training program” and the development and adherence of a site-specific HASP. The HASP will also address the reduction of potential risks to Site workers during excavation and backfill activities, as well as during loading material for off-site disposal. Excavation and handling of contaminated soils could result in particulate emissions and must be managed by implementing dust control measures.

### Implementability

This alternative uses well-demonstrated and readily available technologies. It is anticipated that excavation, relocation and/or off-site disposal of contaminated soils can be completed safely. An excavation contractor using trained personnel will conduct soil removal, backfill and Site restoration activities.

Removal of contaminated soils will require using both an excavator and hand labor, resulting in a longer than normal construction period. This method will also require establishment of a temporary stockpile location if direct loading of contaminated soils is not utilized.

Site restoration activities will be consistent with existing conditions of both lawn and paved areas. Placement of clean fill, grass cover and mulch will provide erosion and sediment control for excavated areas.

### Resilience to Potential Adverse Impacts

Due to the removal of contaminated soils, as well as proper seeding and mulching of the disturbed surfaces, extreme weather events are not expected to significantly impact the Site by using this remedial option.

### Cost

Costs for this alternative consist of direct and indirect costs. In determining the cost of this option, the estimated quantity of soil to be removed and disposed off-site was based on the AOC delineated on **Figure 2**. The provided estimate does not consider the cost of future development.

The cost of this work is estimated at \$405,000 for AOC 7. **Table 2** summarizes the cost estimates for this alternative.

**Table 2 | Option #1 Estimate of Probable Costs for AOC 7**

Work Items	Unit Price	Unit	Quantity	Estimated Cost
Mobilize/Demobilize	\$2,000.00	Unit	1	\$2,000.00
Erosion & Sediment Controls	\$1,000.00	LS	1	\$1,000.00
Common Excavation (Equipment and Labor)	\$12.00	CY	3,200	\$38,400.00
20" Common Borrow (In-place measure)	\$20.00	CY	2,670	\$53,400.00
4" Topsoil (In-Place Measure)	\$24.00	CY	530	\$12,720.00
Seed & Mulch	\$50.00	UNIT	44	\$2,200.00
Haul and Dispose of Impacted Materials	\$45.00	TN	4,800	\$216,000.00
<b>Subtotal</b>				<b>\$325,720.00</b>
Contingency	15%	% Total		\$48,858.00
Health & Safety	1%	% Total		\$3,257.20
Waste Characterization Samples	\$1,000.00	Each	20	20,000.00
Construction Observation	\$125.00	Hours	50	\$6,250.00
Analytical (EPH & VPH)	\$300.00	Each	4	\$1,200.00
Estimated Total				\$405,285.20
		<b>Estimated Total</b>		<b>\$405,000.00</b>

**2.1.2 AOC 7 Option 2 - Soil Remediation via Excavation and Relocation On-Site**

Surficial contaminated soil within AOC 7 will be removed to a depth of two (2) feet and placed on top of a prepared AOC 8 area. A marker layer will be placed over the excavation at AOC 7 and the excavation backfilled with non-impacted fill and topsoil, then seeded and mulched. Any buried debris that is encountered will be excavated and segregated for off-site disposal. A deed restriction would be required as a portion of this option to acknowledge impacted soil as remaining on-site.

Effectiveness

This option will meet remedial objectives. Protection of human health and the environment will be achieved by relocating impacted soils beneath a soil cover system. The potential for future direct exposure and migration will be minimized at the Site. This option will provide long-term effectiveness and permanence unless unauthorized

excavation/disturbance of the covered soil occurs. Institutional controls requiring MDEP approval will be required before conducting activities that may disturb the capped soil.

Implementation of this alternative could have potential short-term adverse effects on site workers. Risks to site workers during relocation of impacted soil activities will be minimized by an “awareness training program” and the development and adherence of a site-specific HASP. The HASP will also address the reduction of potential risks to Site workers during excavation and consolidation activities. Removal and handling of contaminated soils could result in particulate emissions and must be managed by implementing dust control measures.

#### Implementability

This alternative uses well-demonstrated and readily available technologies. It is anticipated that removal and relocation of impacted soils can be completed safely. An excavation contractor using trained personnel will conduct soil removal and soil cover system construction activities.

The location and final grade of AOC 8 may limit site drainage and development options; although the non-impacted cover soil could be removed and covered with pavement (e.g., driveway/parking area). Future Site redevelopment activities will need to consider that contaminated soils and other environmental concerns (as reported in the Phase II ESA) remain at the Site.

The excavation, handling, and placement of impacted soils will be performed using conventional construction equipment and technologies. Groundwater is estimated at approximately 8 to 10 feet below ground surface and should not be encountered if excavation depth does not exceed 6 feet.

Placement of clean fill, grass cover and mulch will be consistent with existing site landscaping and provide long-term erosion and sediment control for excavated areas and the soil cover system.

#### Resilience to Potential Adverse Impacts

Due to the burial of contaminated soils at least 2 feet below ground surface, as well as placement of clean fill, grass cover and mulch on disturbed surfaces, extreme weather events are not expected to significantly impact the Site by using this remedial option.

#### Cost

Costs for this alternative consist of direct and indirect costs. The cost of this work is estimated at \$368,000 for AOC 7. **Table 3** summarizes the cost estimate for this alternative.

**Table 3 | Option #2 Estimate of Probable Costs for AOC 7**

Work Items	Unit Price	Unit	Quantity	Estimated Cost
Mobilize/Demobilize	\$4,000.00	Unit	1	\$4,000.00
Erosion & Sediment Controls	\$2,000.00	LS	1	\$2,000.00
Common Excavation (Equipment and Labor)	\$12.00	CY	3,200	\$38,400.00
20" Common Borrow (In-place measure)	\$20.00	CY	2,670	\$53,400.00
4" Topsoil (In-Place Measure)	\$24.00	CY	530	\$12,720.00
Seed & Mulch	\$50.00	UNIT	44	\$2,200.00
Haul, Place, and Compact Impacted Materials to AOC 8	\$20.00	CY	3,200	\$64,000.00
20" Common Borrow (In-place measure at AOC 8)	\$20.00	CY	3,854	\$77,080.00
4" Topsoil (In-place measure at AOC 8)	\$24.00	CY	771	\$18,504.00
<b>Subtotal</b>				<b>\$272,304.00</b>
Contingency	15%	% Total		\$40,845.60
Health & Safety	1%	% Total		\$27,230.00
Waste Characterization Samples	\$1,000.00	Each	20	20,000.00
Construction Observation	\$125.00	Hours	50	\$6,250.00
Analytical (EPH & VPH)	\$300.00	Each	4	\$1,200.00
Estimated Total				\$367,830.00
		<b>Estimated Total</b>		<b>\$368,000.00</b>

### 2.1.3 Option 3: No Action

No action would be taken, and the Site would remain unchanged.

#### Effectiveness

Contaminated soil is present at the ground surface within AOC 7; therefore, the potential for direct exposure exists. A No Action alternative will not provide long-term effectiveness and permanence.

#### Implementability

This alternative does not mitigate exposure to existing contaminated surficial soils known to be present on the Site.

#### Resilience to Potential Adverse Impacts

Potential adverse impacts would not change from current site conditions under an option of No Action.

#### Cost

There are no costs associated with Option 3.

The No Action Alternative is not consistent with remedial goals or the reuse goals of the City.

### 2.1.4 AOC 8 Option 1: Soil Remediation via Focused Excavation and Off-Site Disposal

A focused soil excavation will be conducted to remove contaminated surficial soils within AOC 8 as indicated on **Figure 2**. Removal will be to a maximum depth of 2 feet below ground surface. A 2-foot excavation within the footprint of the AOC would result in 4,625 cubic yards from AOC 8 (in-place measure).

The excavation(s) will then be backfilled with up to 20 inches of clean common borrow covered with a minimum 4-inch-thick topsoil (loam) layer. Disturbed surfaces on the Site will be seeded and mulched.

#### Effectiveness

This option will meet remedial objectives. Protection of human health and the surficial environment will be achieved by off-site disposal of excavated contaminated soils, with remaining subsurface soils covered by 24 inches of clean soil. The potential for future direct exposure and migration will be removed from the Site. This option will provide long-term effectiveness and permanence.

Implementation of this alternative could have potential short-term adverse effects on site workers. Risks to site workers during relocation of contaminated soil activities will be minimized by an “awareness training program” and the development and adherence of a site-specific HASP. The HASP will also address the reduction of potential risks to Site workers during excavation and backfill activities, as well as during loading material for off-site disposal. Excavation and handling of contaminated soils could result in particulate emissions and must be managed by implementing dust control measures.

### Implementability

This alternative uses well-demonstrated and readily available technologies. It is anticipated that excavation, relocation and/or off-site disposal of contaminated soils can be completed safely. An excavation contractor using trained personnel will conduct soil removal, backfill and Site restoration activities.

Removal of contaminated soils will require using both an excavator and hand labor, resulting in a longer than normal construction period. This method will also require establishment of a temporary stockpile location if direct loading of contaminated soils is not utilized.

Site restoration activities will be consistent with existing conditions of both lawn and paved areas. Placement of clean fill, grass cover and mulch will provide erosion and sediment control for excavated areas.

### Resilience to Potential Adverse Impacts

Due to the removal of contaminated soils, as well as proper seeding and mulching of the disturbed surfaces, extreme weather events are not expected to significantly impact the Site by using this remedial option.

### Cost

Costs for this alternative consist of direct and indirect costs. In determining the cost of this option, the estimated quantity of soil to be removed and disposed off-site was based on the AOC delineated on **Figure 2**. The provided estimate does not consider the cost of future development.

The cost of this work is estimated at \$583,000 for AOC 8. **Table 4** summarizes the cost estimates for this alternative.

**Table 4 | Option #1 Estimate of Probable Costs for AOC 8**

Work Items	Unit Price	Unit	Quantity	Estimated Cost
Mobilize/Demobilize	\$2,000.00	Unit	1	\$2,000.00
Erosion & Sediment Controls	\$1,000.00	LS	1	\$1,000.00
Common Excavation (Equipment and Labor)	\$12.00	CY	4625	\$55,500.00
20" Common Borrow (In-place measure)	\$20.00	CY	3855	\$77,100.00
4" Topsoil (In-Place Measure)	\$24.00	CY	770	\$18,480.00
Seed & Mulch	\$50.00	UNIT	63	\$3,150.00
Haul and Dispose of Impacted Materials	\$45.00	TN	6938	\$312,210.00
<b>Subtotal</b>				<b>\$469,440.00</b>
Contingency	15%	% Total		\$70,416.00
Health & Safety	1%	% Total		\$4,694.40
Waste Characterization Samples	\$1,000.00	Each	28	\$28,000.00
Construction Observation	\$125.00	Hours	70	\$8,750.00
Analytical (EPH & VPH)	\$300.00	Each	6	\$1,800.00
Estimated Total				\$583,100.40
		<b>Estimated Total</b>		<b>\$583,000.00</b>

**2.1.5 AOC 8 - Option 2: Covering with Contaminated Soil from AOC 7 as well as Clean Soil:**

The AOC 8 area will be cleared of trees and grubbed and graded level, in preparation of soils from AOC 7. Any buried debris that is encountered will be excavated and segregated for off-site disposal. Once the soils from AOC 7 are placed, graded, and compacted, a marker layer will be placed over the consolidated materials. The consolidated materials will be covered with 20 inches of non-contaminated backfill and 4 inches of loam, seeded, and mulched.. A deed restriction would be required as a portion of this option to acknowledge impacted soil as remaining on-site.

**Effectiveness**

This option will meet remedial objectives. Protection of human health and the environment will be achieved by relocating impacted soils beneath a soil cover system. The potential for future direct exposure and migration will be minimized at the Site. This option will provide long-term effectiveness and permanence unless unauthorized excavation/disturbance of the covered soil occurs. Institutional controls requiring MDEP approval will be required before conducting activities that may disturb the capped soil.

Implementation of this alternative could have potential short-term adverse effects on site workers. Risks to site workers during relocation of impacted soil activities will be minimized by an “awareness training program” and the development and adherence of a site-specific HASP. The HASP will also address the reduction of potential risks to Site workers during excavation and consolidation activities. Removal and handling of contaminated soils could result in particulate emissions and must be managed by implementing dust control measures.

#### Implementability

This alternative uses well-demonstrated and readily available technologies. It is anticipated that removal and relocation of impacted soils can be completed safely. An excavation contractor using trained personnel will conduct soil removal and soil cover system construction activities.

The location and final grade of the consolidation area may limit site drainage and development options; although the non-impacted cover soil could be removed and covered with pavement (e.g., driveway/parking area). Future Site redevelopment activities will need to consider that contaminated soils and other environmental concerns (as reported in the Phase II ESA) remain at the Site.

The excavation, handling, and placement of impacted soils will be performed using conventional construction equipment and technologies. Groundwater is estimated at approximately 8 to 10 feet below ground surface and should not be encountered if excavation depth does not exceed 6 feet.

Removal of non-impacted soils will require using an excavator and a haul trucks and establishment of temporary onsite stockpile location.

Placement of clean fill, grass cover and mulch will be consistent with existing site landscaping and provide long-term erosion and sediment control for excavated areas and the soil cover system.

#### Resilience to Potential Adverse Impacts

Due to the burial of contaminated soils at least 2 feet below ground surface, as well as placement of clean fill, grass cover and mulch on disturbed surfaces, extreme weather events are not expected to significantly impact the Site by using this remedial option

#### Cost

Costs for this alternative consist of direct and indirect costs. Costs assume that AOC 7 soils are addressed at the same time and Option 2 for AOC 7 is chosen. The cost of this work is estimated at \$71,000 for AOC 8. **Table 5** summarizes the cost estimate for this alternative.

**Table 5 | Option #2 Estimate of Probable Costs for AOC 8**

Work Items	Unit Price	Unit	Quantity	Estimated Cost
Mobilize/Demobilize				
Erosion & Sediment Controls	Cost covered in AOC 7 Option 2			
Clear trees and grub site	\$15,000	acre	1.5	\$22,500.00
Level AOC 8 Area	\$12,000	acre	1.5	\$18,000.00
Relocate AOC 7 Soils to AOC 8	Cost included in AOC 7, Option 2			
Seed & Mulch	\$70	1000 SF	65	\$4,550.00
Site Restoration	\$1,000	LS	1	\$1,000.00
<b>Subtotal</b>				<b>\$46,050.00</b>
Contingency	15%			\$6,908.00
Health & Safety	1%	% Total		\$4,605.00
Construction Observation	\$125.00	Hours	96	\$12,000.00
Analytical (EPH & VPH)	\$300.00	Each	6	\$1,800.00
Estimated Total				\$71,363.00
		<b>Estimated Total</b>		<b>\$71,000.00</b>

**2.1.6 Option 3: No Action**

No action would be taken, and the Site would remain unchanged.

Effectiveness

Contaminated soil is present at the ground surface within AOC 8; therefore, the potential for direct exposure exists. A No Action alternative will not provide long-term effectiveness and permanence.

Implementability

This alternative does not mitigate exposure to existing contaminated surficial soils known to be present on the Site.

Resilience to Potential Adverse Impacts

Potential adverse impacts would not change from current site conditions under an option of No Action.

Cost

There are no costs associated with Option 3.

The No Action Alternative is not consistent with remedial goals or the reuse goals of the City.

### SECTION 3.0 | SELECTION OF PREFERRED REMEDIAL ALTERNATIVES

A summary of the proposed remedial alternatives is presented in **Appendix A**. Based upon the review of the options discussed in Section 2, CES has created the following matrix for the evaluated alternatives provided below in **Table 6**.

**Table 6 | Comparison of Alternatives**

Option	Contamination Removed	Contamination Covered On-Site	Contamination Migration Mitigated	Deed Restriction Required for Future Excavation	Ranking of Costs (1 to 4) 1 = low 4=high
<b>AOC 5</b>					
#1: Focused Soil Excavation & Off-Site Disposal	√	√	√		<b>2</b>
<b>AOC 7</b>					
#1: Focused Soil Excavation & Off-Site Disposal	√		√		<b>3</b>
#2: Excavation and Relocation On-Site		√	√	√	<b>2</b>
#3: No Action				√	<b>1</b>
<b>AOC 8</b>					
#1: Focused Soil Excavation & Off-Site Disposal	√		√		<b>3</b>
#2: Covered On-Site		√	√	√	<b>2</b>
#3: No Action				√	<b>1</b>

Utilizing Option #1 for AOC 5 and Option #2 for AOCs 7 and 8 provides the most cost-effective approach to remediate contaminated soil at this time while future use and/or rehabilitation/redevelopment timelines are unclear. Under this option a portion of contaminated soils will be removed from the property for disposal while the majority will be relocated and buried onsite.

**VRAP Application**

Following alternative selection, the property Owner should apply to the MDEP’s Voluntary Response Action Program (VRAP) to request a Release of Liability letter for the Site.

The VRAP program attempts to provide liability protection for owners, buyers and/or sellers of property that may contain environmental impacts. In conjunction with implementation of the selected remedial alternative, the VRAP will complete the necessary objectives as detailed throughout this ABCA process.

## SECTION 4.0 | SUMMARY OF REMEDIAL ALTERNATIVES

**Table 7** summarizes the recommended remedial alternatives and associated costs for the AOCs discussed above. These costs do not include engineering and contract administration costs.

**Table 7: Summary of Recommended Remedial Alternatives and Estimated Costs**

Area	Proposed Remedial Alternative	Estimated Cost
AOC 5	Focused Soil Excavation and Off-Site Disposal	\$33,000.00
AOC 7	Focused Soil Excavation & On-Site Relocation	\$368,000.00
AOC 8	On-Site Covering	\$71,000.00
VRAP	VRAP Application, Deed Restrictions, Legal	\$20,000.00
<b>Total Estimated Cost</b>		<b>\$492,000.00</b>

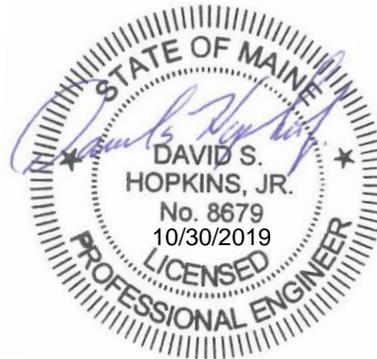
Please feel free to contact either of the undersigned with questions concerning the remedial alternatives presented in this focused ABCA.

Sincerely,  
CES, Inc.

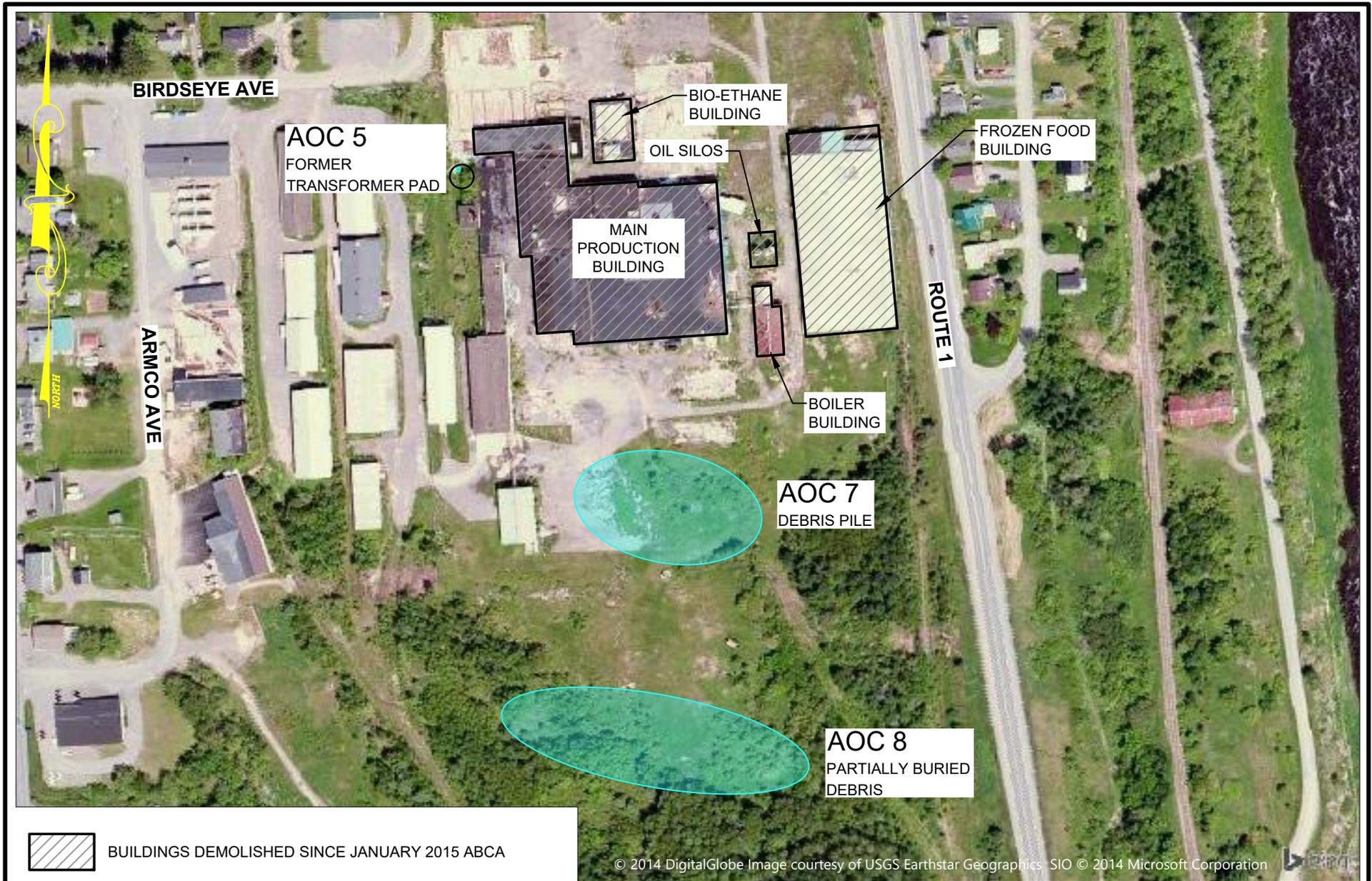


David S. Hopkins, Jr., P.E., P.F.  
Senior Project Manager  
Environmental Engineering Services

DSH/jnc  
Attachments



FIGURES



BUILDINGS DEMOLISHED SINCE JANUARY 2015 ABCA

© 2014 DigitalGlobe Image courtesy of USGS Earthstar Geographics SIO © 2014 Microsoft Corporation

PROJECT TITLE: **FORMER BIRDSEYE FACILITY  
CARIBOU, MAINE**

DWG: **C101**

BY: **BTH**  
DATE: **2019-10-14**

SHEET TITLE: **ANALYSIS OF BROWNFIELDS  
CLEANUP ALTERNATIVES SITE PLAN**

JN: **10963.005**  
SCALE: **1"=200'**

REV:   
REV DATE:



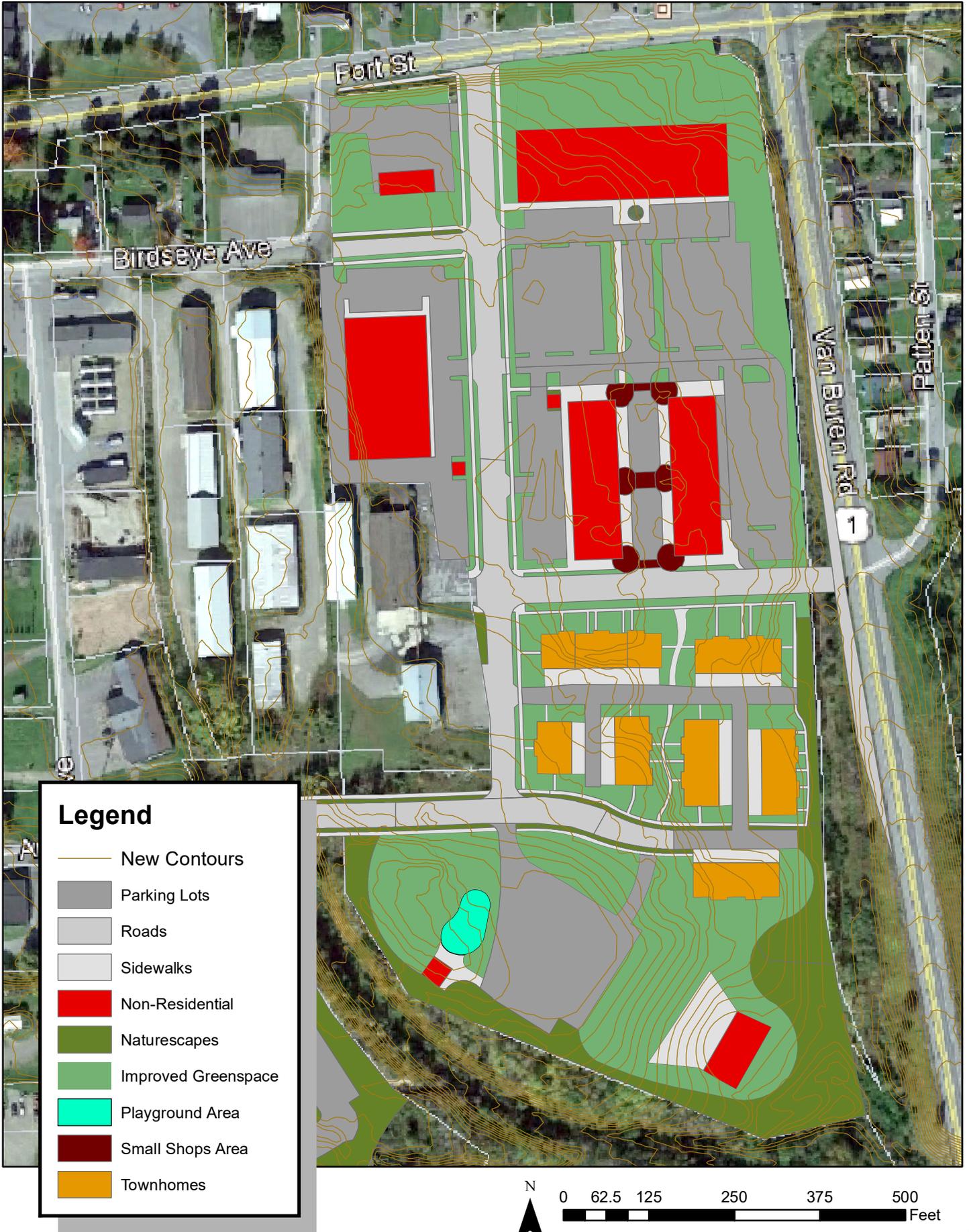
**APPENDIX A**  
**SUMMARY OF REMEDIAL ALTERNATIVES**

**SUMMARY OF REMEDIAL ALTERNATIVES  
Contaminated Surficial Soil  
Former Birdseye Plant, Caribou, Maine**

Remedial Alternative	Overall Protection of Human Health and the Environment	Technical Practicality	Implementability	Reduction of Toxicity, Mobility and Volume	Short Term Effectiveness	Practicability and Estimated Cost	Comments
1) Impacted Soil Removal Via Focused Excavation and Off-Site Disposal	<ul style="list-style-type: none"> <li>Risks to human health by direct contact, inhalation (dust), and ingestion of contaminated media are significantly reduced by removing contaminated media.</li> <li>Risks to the environment by stormwater runoff or groundwater leaching are reduced by removal of the impacted soil.</li> </ul>	<ul style="list-style-type: none"> <li>Soil removal and off-site disposal of impacted material utilizes standard excavation and construction techniques and are therefore technically practical for the property.</li> </ul>	<ul style="list-style-type: none"> <li>Removal and off-site disposal of impacted soil is an accepted form of remediation and has been proven to be effective in minimizing exposure to contamination.</li> </ul>	<ul style="list-style-type: none"> <li>Impacted soil will be removed from the Site.</li> </ul>	<ul style="list-style-type: none"> <li>Excavation and off-site disposal of contaminated media are effective and proven methods of remediation.</li> </ul>	<ul style="list-style-type: none"> <li>Method would cost approximately \$1,021,000.</li> </ul>	<ul style="list-style-type: none"> <li>Approval of City will be required for access.</li> </ul>
2) Excavation, On-Site Consolidation, and Covering with Barrier Layer and soil in AOC 5	<ul style="list-style-type: none"> <li>Risks to human health by direct contact, inhalation (dust), and ingestion of contaminated media are significantly reduced by removing contaminated media and relocating beneath a soil barrier layer on a portion of the Site.</li> <li>Risks to the environment by stormwater runoff or groundwater leaching are reduced by placing the contaminated media beneath a soil barrier layer.</li> </ul>	<ul style="list-style-type: none"> <li>Soil removal and an on-site cover system utilize standard excavation and construction techniques and are therefore technically practical for the property.</li> </ul>	<ul style="list-style-type: none"> <li>Removal and a cover system for contaminated soil is an accepted form of remediation and has been proven to be effective in reducing contamination.</li> </ul>	<ul style="list-style-type: none"> <li>The contaminated soil will be placed beneath a soil barrier layer; therefore, mobility of the contaminants is reduced.</li> </ul>	<ul style="list-style-type: none"> <li>Removal and construction of a cover system over contaminated media is an effective and proven method of remediation.</li> </ul>	<ul style="list-style-type: none"> <li>Impacted soil removal, on-site consolidation and placement beneath a soil barrier layer (cap) and offsite disposal of material from AOC 5 will cost approximately \$492,000</li> </ul>	<ul style="list-style-type: none"> <li>Non-Impacted soils excavated from the consolidation area will be temporarily stockpiled off-site. Eventually, these soils will be used as backfill in areas where surface soils were excavated and in the consolidation area cap.</li> <li>Construction on the property will be limited to the areas outside of the cover system to prevent access to the impacted soils.</li> <li>A marker layer will be placed in the consolidation area prior to backfill.</li> <li>Approval of Town and abutting residences will be required for access.</li> </ul>
3) No Action	<ul style="list-style-type: none"> <li>No reduction in risks.</li> <li>Potential risks to human health by direct contact, inhalation (dust), and ingestion will remain.</li> <li>Stormwater runoff may introduce contaminated sediments to the unnamed stream and wetland, and increase risks to the environment.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>No reduction in toxicity, mobility or volume of the contaminated media.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of this alternative will have no cost.</li> </ul>	<ul style="list-style-type: none"> <li>This alternative does not reduce identified health or environmental risks and does not support proposed site development plans. This alternative was not selected due to these reasons</li> </ul>

Notes:  Shaded area indicates selected remedial alternative.

# Birdseye Site Redevelopment



To the City Council of Caribou, Maine,

Gloria Cowell (Gagnon), who was born and raised in Caribou met my father Frank Cowell while he was stationed at Loring AFB. Together, over a period of 30 yrs they amassed a considerable sea shell collection. Both of my parents have since passed, and I Michael Cowell inherited the collection. It is my honest opinion that the Nylander Museum would be the best way for the collection to be displayed and it is requested that the collection be donated in honor of my mother, this will be an unconditional donation to the Nylander Museum to display in any manner that the Nylander Museum Board decides to display the collection. My only request is that it is being donated in the name of my mother Gloria Cowell (Gagnon). This collection is an absolutely wonderful way for the patrons of the museum to see natural history, and seeing that my mother was born and raised in Caribou, Maine can you think of any better place for this collection to reside?

I am formally requesting that the sea shell collection owned by myself Michael Cowell be turned over to the Nylander Museum to forever hold and display that collection in any way they believe to be proper.

V/r

Michael Cowell



## **Caribou Landfill Solar Letter of Intent (“LOI”)**

Hillel Halberstam  
Managing Member  
SynerGen Solar, LLC  
600 Reisterstown Road  
Suite 310  
Pikesville, MD 21208

November 13, 2019

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

Re: Solar Lease on a portion of Tax Map 16 Lot 30 (the “Property”) in Caribou, ME

Dear Dennis,

SynerGen Solar, LLC (“SynerGen”) is a solar development company focused on developing shared distributed generation (“Shared DG”) projects (also known as community solar projects) and utility-scale solar projects. SynerGen is a member of the Net Metering Working Group of the Maryland Public Service Commission and has actively participated in Working Group proceedings to help structure the State of Maryland’s Community Solar Pilot Program. SynerGen developed the largest community solar project in the Pilot Program and, to date, in the nation – a 6.6 MW solar facility located on a 110-acre Class III fill site in Prince George’s County, MD.

SynerGen is seeking to lease approximately 25-30 acres of the Property for a Shared DG project. Shared DG-leased acreage will have an initial term of twenty (20) years with four (4) additional five-year renewal options for a total lease term up to forty (40) years and an initial annual lease rate of \$500/acre. The exact amount of acreage will be determined during the Study Period, as defined below.

By signatures affixed to this letter, SynerGen and City of Caribou agree that:

1. For a period of 4 months commencing on the date first indicated in this letter, City of Caribou will negotiate exclusively with SynerGen to lease any portion of the Property for a solar project.

## **Caribou Landfill Solar Letter of Intent (“LOI”)**

2. SynerGen and City of Caribou will pursue in good faith and expend the necessary resources and time to negotiate a definitive 12-month lease option agreement which, subject to mutual agreement through negotiation, will be generally based on the terms in this LOI and will include additional provisions customarily addressed in lease option agreements. Such lease option agreement shall grant SynerGen the option to lease a portion of the Property in accordance with the terms outlined above. During the term of the lease option agreement (“Study Period”), SynerGen will perform due diligence procedures to determine the feasibility of the project, including determining the exact amount of acreage to be leased, determining the lease area, and admitting the project into the solar program. Within 5 business days of a fully executed lease option agreement, SynerGen will pay a one-time, non-refundable option fee of \$2,500 (the “Option Fee”).

For the avoidance of doubt, the parties hereto intend this to be a binding letter of intent that will enable the preliminary design work required for a final agreement related to the lease of a portion of the Property.

Please return a signed copy of this letter to confirm your agreement with the above terms.

If you have any questions about this LOI please feel free to contact me directly. I can be reached at (410) 440-3597 or [Hillel.Halberstam@synergensolar.com](mailto:Hillel.Halberstam@synergensolar.com).

Thank you again for the opportunity to partner with you on this development opportunity, we are looking forward to working with you.

*[The remainder of this page has been intentionally left blank.  
Signatures appear on next page]*

**Caribou Landfill Solar Letter of Intent (“LOI”)**

AGREED TO AND ACCEPTED:

\_\_\_\_\_  
**SYNERGEN SOLAR, LLC**

By: Hillel Halberstam  
Title: Managing Member  
Date: 11/13/2019

\_\_\_\_\_  
**CITY OF CARIBOU**

By: Dennis L. Marker  
Title: City Manager  
Date: \_\_\_\_\_



## Real Estate

### ACQUIRING AND ACCOUNTING FOR REAL ESTATE AND FACILITIES FOR CIVIL AIR PATROL

This regulation prescribes procedures for acquiring, using and disposing of real estate facilities from: (a) Department of Defense, (b) other federal agencies, (c) state and local government agencies, (d) private owners and (e) CAP owned. The terms "real estate," "real property," and "facilities" are used interchangeably throughout this regulation and have the same basic meaning. Although the terms "lease" and "license" is used herein, this regulation applies to all writings that convey real property to or authorize use of real property by Civil Air Patrol. **Note: This regulation is revised in its entirety.**

#### 1. DoD Facilities:

a. The Air Force and other DoD departments may provide facilities for use and occupancy by Civil Air Patrol. The Army Corps of Engineers issues a license to assign the facilities. It contains the terms and conditions of occupancy to be observed by the CAP unit. The CAP-USAF liaison region (LR) or CAP-USAF liaison office (LO) (as appropriate) is the initial point of contact for CAP to occupy DoD facilities.

b. Civil Air Patrol region and wing commanders, who establish a requirement for DoD facilities, first contact their respective LO. If the LO identifies available facilities, wing commanders submit a written request to their respective region commander. Requests include the following:

- 1) A written statement from the installation commander indicating facilities are available for CAP use.
- 2) A drawing with an adequate description of the facilities.
- 3) A written statement setting forth:
  - a) Proposed use of the facility.
  - b) How long the facility is to be used.
  - c) Conditions of use, i.e., responsibility for utilities, repairs, maintenance, modifications and alterations.

c. Region commanders submit approved requests to General Counsel (NHQ CAP/GC) for review and forwarding to the Army Corps of Engineers. The license is forwarded to the CAP region or wing commander for signature and returned to NHQ CAP/GC within 21 days of receipt. General Counsel forwards a completed copy to the region/wing commander and the occupying CAP unit.

d. Forward renewals to NHQ CAP/GC at least 90 days prior to expiration. The request contains the same information required in the initial application and is signed by the region or wing commander.

e. CAP units occupying DoD facilities without a license or with an expired license apply for one following the procedures above or paragraph g. below.

f. To terminate a lease, submit a written request through the chain of command to NHQ CAP/GC containing a description of the property and the proposed date of termination. The occupying CAP unit remains responsible for the facility until it is inspected and accepted by the appropriate DoD authority.

g. In lieu of a license, CAP regions/wings/units may, at their discretion and with the approval of the facility commander, negotiate a letter of agreement (LOA) with the facility commander or his/her authorized representative. The LOA will set forth terms of the occupancy including those in 1b.3) above.

2. **Other Federal Agency Facilities.** Under 10 U.S.C. 9444(c) and the Federal Property and Administrative Service Act of 1949, CAP is authorized to use facilities of other federal agencies with their consent. CAP units wishing to use this authorization must notify the appropriate LO for assistance in dealing with the various agencies. Agency requirements vary. CAP units shall work out those arrangements with the assistance of the LO. A copy of any license or lease agreement is sent to NHQ CAP/GC.

Supersedes CAPR 87-1, 1 January 1989.

OPR: LGS

Distribution: In accordance with CAPR 5-4.

### 3. State, Local Government Agencies and Private Owners:

a. Many CAP units occupy facilities of private owners and government bodies such as counties, cities and airport authorities for both meeting purposes and flying activities. For simplicity the term "lessor" is used hereafter to refer to the owner of the facility. Almost uniformly, these lessors permit CAP units to occupy their facilities for a nominal fee or without charge. CAP does not require a written lease although in many cases it is to CAP's advantage to do so. Written leases negotiated by CAP units are in the name "Civil Air Patrol" and signed by the wing commander as a corporate officer who is responsible to review it for practicality and legality. Commanders are encouraged to utilize a legal officer or NHQ CAP/GC to conduct a legal review prior to signing. If possible, use the services of a legal officer to negotiate the lease.

b. Some lessors propose a written lease for CAP to execute. Do not sign leases containing "hold harmless" or "indemnification" clauses unless NHQ CAP/GC approves them. Many times lessors will agree to remove or modify these clauses and substitute a clause requiring CAP to name the lessor as an "additional insured" on CAP's liability insurance.

c. CAP's National Insurance Program maintains a comprehensive liability insurance policy that covers CAP and its members from liability claims during the use and occupancy of property (see CAPR 900-5). A certificate of that coverage or the "additional insured" coverage above, can be obtained by calling CAP's insurance agent.

d. CAP's National Insurance Program does not carry fire or extended coverage insurance (property insurance) that covers the lessor's buildings. This property insurance is the responsibility of the CAP unit occupying the building.

e. Attachment 1 is a suggested lease form to assist CAP units in the event the lessor requires a lease and does not provide one. The form may be modified as deemed appropriate.

f. A copy of any license or lease agreement is sent to NHQ CAP/GC.

**4. Real Property Owned by Civil Air Patrol.** All real property owned by CAP is titled in the name of Civil Air Patrol and not in the name of any wing, group, or squadron. Real property acquired by CAP from whatever source (purchase or donation) becomes corporate property and may not be sold, transferred or disposed of without the written permission of the National Board (NB). Obtain NB approval through NHQ CAP/GC prior to taking any action. Unless other arrangements are made, proceeds from the sale of real property go to Financial Management (NHQ CAP/FM).

**5. Acquisition of Real Property to Civil Air Patrol.** All real property offered for donation or sale to the Civil Air Patrol must be accompanied by a report issued by an environmental consultant stating that the property is free from any hazardous substances. "Hazardous Substance" means (i) any chemical, compound, material or substance that is defined in or otherwise classified pursuant to any Environmental Law as a "hazardous substance," "extremely hazardous substance," "hazardous material," "extremely hazardous material," "hazardous waste," "toxic pollutant," or "toxic substance"; (ii) any substance classified by reason of deleterious properties such as ignitability, corrosivity, reactivity, carcinogenicity or toxicity; (iii) oil, gas and any other petroleum hydrocarbon; (iv) polychlorinated biphenyls; (v) inflammable substances or explosives; (vi) radon or other radioactive materials; (vii) asbestos or asbestos-containing materials; or (x) those substances listed in the United States Department of Transportation Table (49 CFR Section 172.101 and amendments thereto) or by the Environmental Protection Agency (or any successor agency) (40 CFR Section 302 and amendments thereto). As used herein, "Environmental Laws" means, collectively, all present and future laws (whether common law, statute, rule, regulation, ordinance or otherwise), the requirements of governmental authorities and any permits and guidance issued pursuant thereto relating to human health or the environment, as heretofore or hereafter amended, including, without limitation, the Comprehensive Environmental Response Compensation Conservation and Recovery Act of 1980, as amended, 42 U.S.C. section 9601 *et seq.*, the Resource Conservation and Recovery Act of 1976, as amended 42 U.S.C. section 6901 *et seq.*, the Hazardous Material Transportation Act, as amended, 49 U.S.C. section 1801 *et seq.*, the Toxic Substance Control Act, as amended, 15 U.S.C. section 2601 *et seq.*, the Clean Air Act, 42 U.S.C. section 7401 *et seq.*, the Clean Water Act of 1977, 33 U.S.C. section 1251 *et seq.*, the Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. section 136 *et seq.*, the Occupational Safety and Health Act of 1970, 29 U.S.C. section 651 *et seq.*, and in any regulations promulgated pursuant thereto.

**6. Use of Real Estate Facilities.** Compliance with the lease (or other use agreement) and maintenance of CAP owned facilities are the responsibility of the occupying unit.

**7. CAP Real Property Survey.** All CAP units that own, lease, rent or occupy real property, including buildings, immobile vehicles and trailers, whether on federal, state, local government, or private land are required to complete and keep current a CAP Real Property Survey Form (Attachment 2). A copy of the Real Property Survey Form is sent to Chief, Logistics Plans/Analysis (NHQ CAP/LGS) when first executed and whenever changed. Wings and regions maintain a current copy of each Survey Form with the S-6 Report.

**8. Annual Real Property Inventory (RCS: CAP S-6).** Proper management and control of any corporation requires periodic inventories of its real estate and facilities. These are assets CAP units own, lease, rent or use for meetings or storage, whether, CAP, DoD, state, local government or privately owned. To provide a consolidated record and quick reference of these assets, each CAP region/wing/unit will perform an inventory of all real estate and facilities as of 31 December of each year. Accuracy is critical as it affects CAP insurance premiums and coverage.

- a. Procedures. Annually, the report is electronically processed as follows:
- 1) On or about December 1, NHQ CAP/LGS sends each region commander an e-mail reminder to begin the process of updating the S-6 Report.
  - 2) Squadrons/Units. In December/January each squadron/unit inventories their real property against the current S-6 Report. Squadrons/Units make corrections, update their copy of the S-6 Report and forward it to their Wing HQ. Changes are highlighted as follows:
    - a) Corrected information in **BOLD** typeface.
    - b) Additions in **BOLD UNDERLINED** typeface in the address line.
    - c) Use the standard abbreviations shown on sample S-6 Report (Attachment 3). Plain language may be used in the Remarks column.
  - 3) Wing. In February, wing commanders update their report in the same manner and submit the consolidated wing report to their region commander.
  - 4) In March, region commanders update their report in the same manner and submit it, together with the wing reports to NHQ CAP/LGS.
  - 5) Completed Report. NHQ CAP/LGS updates the entire S-6 Report and distributes it to region commanders by June 30. Region commanders distribute wing S-6 Reports to the respective wing commanders by July 30.
- b. Do not submit interim updates to the S-6 Report. CAP NHQ/LGS will not update the S-6 during the year. Update local copies of the S-6 Report whenever a Survey Form is submitted to CAP NHQ/LGS.

3 Attachments

1. CAP Lease
2. CAP Real Property Survey
3. Sample S-6 Report

**SUMMARY OF CHANGES.**

Makes NHQ CAP/LGS the office of primary responsibility for S-6 Report. Makes distribution of report electronic. Makes universal the requirement that copies of all leases be sent to NHQ CAP/GC. Expressly requires wing commanders to review leases for practicality and legality. Encourages use of legal officers or NHQ CAP/GC for legal review. Assigns to occupying unit the responsibilities of complying with the lease (or other use agreement) and maintaining CAP owned facilities.

**Attachment 1. Civil Air Patrol Lease**

THIS LEASE AND AGREEMENT, made and entered into this day of Nov 6 20 19 by and between Caribou City Management & The County Composite Squadron (CAP) hereinafter referred to as Lessor and CIVIL AIR PATROL, INC., a federally chartered non-profit corporation hereinafter referred to as Lessee;

NOW THEREFORE, the parties do hereby agree as follows:

1. That the NER ME 033 is an active unit of the Civil Air Patrol and is in need of the occupancy and use of an appropriate facility for its programs.
2. That the Lessor has a facility that can be used to meet the needs of the Lessee and its unit mentioned in paragraph 1. That facility is described as follows:
3. That the Lessor recognizes the valuable contribution the Lessee makes to the community and the nation in making this lease.
4. The Lessee shall pay to Lessor as rent the sum of \$ 0.00 for the use of the facility.
5. The term of the lease shall be for 5 years. The lease may be renewed for another term of 5 years providing the Lessee gives Lessor notice prior to the end of the first term.
6. Lessee agrees that it will pay all charges and expenses for utilities used on the facility during the term of the lease, and further agrees that it will not permit liens to be incurred or placed upon the facility because of the non-payment of any such utility charges or improvements or repairs made to the facility.
7. Lessee at its own expense shall keep and maintain the facility neat and orderly at all times and shall perform such minor or incidental repairs to the facility as may be necessary to keep it in proper condition and shall repair any damage to the facility which may be caused by the Lessee.
8. With the prior permission of the Lessor, the Lessee may make such alterations and improvements to the facilities that are reasonably necessary for the purpose of the Lessee.
9. Lessor shall bear the risk of loss for damage or destruction to the premises that may be caused by fire, rain, hail, windstorm or other casualty. Lessee, at its option, may maintain fire and hazard insurance on the facility.
10. Lessee agrees to maintain Comprehensive Liability Insurance during the period of the lease and any extension thereof, in an amount not less than \$1 million for any one accident and shall furnish Lessor a certificate of such coverage adding Lessor as an additional insured and provide Lessor with a 30 day notice of any cancellation of coverage.
11. This lease or any extension thereof may not be terminated by either party except by mutual agreement.
12. Lessee agrees to observe and obey all pertinent laws, ordinances and regulations pertinent to the occupancy of the facility during the term of the lease or any extension thereof.
13. Upon the termination of the lease, Lessee shall return the facility to Lessor in the same condition as received, ordinary wear and tear and any approved alterations excepted.

IN WITNESS WHEREOF, the parties have affixed their signatures on the day and year above.

LESSOR:

\_\_\_\_\_  
LESSEE: CIVIL AIR PATROL INC.  
Spencer / Lister, Jason A 804-519-0049

By: \_\_\_\_\_  
CAP Wing Commander

Attachment 2. CAP Real Property Survey

REAL PROPERTY SURVEY (INSTRUCTIONS ON REVERSE)	
<b>SECTION I</b>	
UNIT NAME: <u>NER ME 033</u>	CHARTER #: <u>033</u>
ADDRESS: _____	
<b>SECTION II</b> MY UNIT DOES NOT OWN, OCCUPY OR USE REAL PROPERTY.	
UNIT COMMANDER'S SIGNATURE AND DATE: _____	
<b>SECTION III</b> <input type="checkbox"/> ADD <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	
MY UNIT DOES OWN, OCCUPY AND/OR USE REAL PROPERTY.	
LOCATION OF PROPERTY <u>12 Airport Dr Caribou ME</u> <u>04736</u>	
<b>DESCRIPTION OF PROPERTY ( INCLUDE SIZE, SQUARE FEET OR ACREAGE)</b>	
<input type="checkbox"/> Land:	
<input checked="" type="checkbox"/> BUILDINGS: <u>Municipal Airport Terminal +/- 1500 sqft.</u>	
<input type="checkbox"/> VEHICLES/TRAILERS: (IMMOBILE ONLY):	
<b>OWNERSHIP</b> <u>N/A</u>	
<input type="checkbox"/> CAP CORPORATION	ACQUIRED _____ (DATE)
<input type="checkbox"/> FAIR MARKET VALUE	LAND \$ _____
	<input type="checkbox"/> GIFT <input type="checkbox"/> PURCHASED
	STRUCTURES \$ _____
<hr style="border-top: 1px dashed black;"/>	
<input type="checkbox"/> OTHER	PAYMENTS \$ <u>0.00</u> <input type="checkbox"/> MO <input checked="" type="checkbox"/> YR
NAME AND ADDRESS OF OWNER	INSTRUMENT
<u>City of Caribou</u>	<input type="checkbox"/> LICENSE
FAIR RENTAL VALUE \$ _____	<input checked="" type="checkbox"/> LEASE
	<input type="checkbox"/> RENTAL AGREEMENT
	<input type="checkbox"/> LETTER OF AGREEMENT
	<input type="checkbox"/> VERBAL AGREEMENT
<b>INSURANCE COVERAGE</b>	
<input checked="" type="checkbox"/> Yes      Describe: <u>Civil Air Patrol Coverage -</u>	
<input type="checkbox"/> No	
<b>USAGE</b>	
<input checked="" type="checkbox"/> MEETING (TRAINING) <input type="checkbox"/> STORAGE <input type="checkbox"/> UNUSED	
<input type="checkbox"/> OTHER (EXPLAIN):	
I CERTIFY THE INFORMATION IN SECTION III IS COMPLETE AND ACCURATE AS OF THIS DATE.	
<u><i>Jason [Signature]</i></u> UNIT COMMANDER'S SIGNATURE	<u>Nov. 6, 19</u> DATE

**CITY OF CARIBOU**  
**MUNICIPAL ELECTION – NOVEMBER 5, 2019**

I, Jayne R. Farrin, City Clerk of Caribou certify that **1292** ballots were cast, either in person or by absentee ballot, at the Municipal Election of November 5, 2019 and were counted and tabulated as follows:

For City Council, a term of three years:

460 Votes: Roger Felix

491 Votes: Milo Haney

472 Votes: David Martin

501 Votes: Douglas C. Morrell\* duly elected

504 Votes: Joan Theriault\* duly elected

For RSU #39 Board Member, a term of three years:

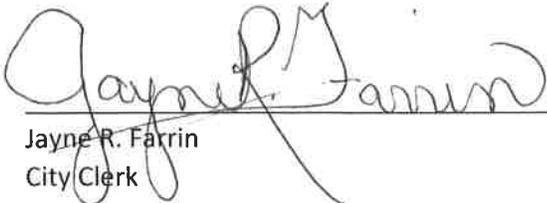
553 Votes: Pamela Murchison

646 Votes: Tanya Sleeper\* duly elected

For Jefferson Cary Memorial Hospital Board, a term of three years:

1138 Votes: Athill Hebert\* duly elected

Dated: November 18, 2019.

  
\_\_\_\_\_  
Jayne R. Farrin  
City Clerk

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



**MEMO**

**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** Service Contracts for Fire/Ambulance/Ambulance Billing  
**DATE:** November 12, 2019

**DISCUSSION ITEM**

The City is providing fire protection, ambulatory, and ambulance billing services to other communities in 2019. These services are based on contracts, which need approval by the City Council in order to be extended. Sample contracts for fire, ambulance service and ambulance billings services are attached to this memo. The following is a summary of the towns to be serviced, the rate we are charging, and the relationship to the current contract amounts:

Community	Service	2017 Pop. Estimate	3 Yr Avg Runs (16-18)	2019 Rate	Change from 2018
Connor	Fire	415	6.3	\$29,078	No Change
Woodland	Fire	1031	14	\$64,301	
New Sweden	Fire	593	9	\$38,459	Increased \$3K*

\*A \$6,000 rate increase would be necessary to match the rate charged to others based on a 3-year average run volume.

Community	Service	2017 Pop. Estimate	2 Yr Avg Runs (17-18)	2019 Rate	Change from 2018
Connor	Ambulance	415	17.5	\$ 5,349	2% increase + new non-transport fees**
New Sweden	Ambulance	593	57.5	\$ 7,061	
Woodland	Ambulance	1031	62	\$14,229	
Perham	Ambulance	415	14	\$ 4,528	
Stockholm	Ambulance	246	23	\$ 2,909	
T16 R4	Ambulance	NA	NA	\$ 1,290	
Wade	Ambulance	109	NA	\$ 1,541	
Washburn	Ambulance	1667	7	\$ 9,894	
Westmandland	Ambulance	79	4	\$ 727	

\*\*The Council adopted non-transport fees with the most recent fee schedule. Based on historic numbers, the new fees will generate approximately \$10,000 in new revenue. An ambulance report with noted non-transport statistics is attached for more information.

Community	Service	2019 Rate	Change from 2018
Calais	Amb Billing	22.45 per claim processed	2% increase
Patten	Amb Billing	22.45 per claim processed	2% increase

2017

Count of Incidents by Scene Incident City Name (eScene.17)

Scene Incident City Name (eScene.17)	Disposition Incident Patient Disposition (eDisposition.12)	Count of Incidents	Count of Incidents Grand Total	Percent of Count of Incidents Grand Total
Bangor	Treated - Transported by this EMS Unit	1	1	0.04%
Caribou	Assist - Agency	10	10	0.40%
	Assist - Public	20	20	0.80%
	Dead at Scene-No Resuscitation Attempted (Without Transport)	4	4	0.16%
	Dead at Scene-Resuscitation Attempted (Without Transport)	6	6	0.24%
	Intercept	2	2	0.08%
	Interfacility - CCT	13	13	0.52%
	No Patient Contact	2	2	0.08%
	No Patient Found/Contact	1	1	0.04%
	Patient Evaluated, No Treatment/Transport Required	69	69	2.76%
	Patient Refused Evaluation/Care (With Transport)	2	2	0.08%
	Patient Refused Evaluation/Care (Without Transport)	55	55	2.20%
	Patient Treated - Refused Transport	5	5	0.20%
	Patient Treated, Released (per protocol)	5	5	0.20%
	Patient Treated, Transported by this EMS Unit (PIFT Care)	4	4	0.16%
	Standby - No Patient Contact	1	1	0.04%
	Standby - Public Safety Support	2	2	0.08%
	Treat / Transport ALS by this unit	3	3	0.12%
	Treat / Transport BLS by this unit	5	5	0.20%
	Treated - Transported by this EMS Unit	1,218	1,218	48.70%
	Treated, Transported by Private Vehicle	1	1	0.04%
Caswell	Intercept	1	1	0.04%
	Patient Refused Evaluation/Care (With Transport)	1	1	0.04%
Connor Twp	Patient Evaluated, No Treatment/Transport Required	2	2	0.08%
	Patient Refused Evaluation/Care (Without Transport)	1	1	0.04%
	Patient Treated - Refused Transport	1	1	0.04%
	Treated - Transported by this EMS Unit	14	14	0.56%
Fort Fairfield	Treated - Transported by this EMS Unit	9	9	0.36%
Houlton	Treated - Transported by this EMS Unit	3	3	0.12%
Limestone	Assist - Agency	1	1	0.04%

182  
NO Transport

1 N/T

4 N/T

4 N/T

	Dead at Scene-No Resuscitation Attempted (Without Transport)	1	1	0.04%
	Intercept	3	3	0.12%
	Patient Evaluated, No Treatment/Transport Required	1	1	0.04%
	Patient Treated - Refused Transport	1	1	0.04%
	Treated - Transported by this EMS Unit	8	8	0.32%
Mapleton	Treated - Transported by this EMS Unit	5	5	0.20%
Mars Hill	Treated - Transported by this EMS Unit	1	1	0.04%
New Sweden	Assist - Public	1	1	0.04%
	Dead at Scene-Resuscitation Attempted (Without Transport)	1	1	0.04%
	Patient Evaluated, No Treatment/Transport Required	4	4	0.16%
	Patient Refused Evaluation/Care (Without Transport)	5	5	0.20%
	Patient Treated - Refused Transport	2	2	0.08%
	Patient Treated, Released (per protocol)	1	1	0.04%
	Standby - Public Safety Support	1	1	0.04%
	Treated - Transported by this EMS Unit	45	45	1.80%
Perham	Dead at Scene-No Resuscitation Attempted (Without Transport)	1	1	0.04%
	No Patient Contact	1	1	0.04%
	Patient Evaluated, No Treatment/Transport Required	2	2	0.08%
	Patient Refused Evaluation/Care (Without Transport)	1	1	0.04%
	Treated - Transported by this EMS Unit	10	10	0.40%
Portland	Canceled (Prior to Arrival At Scene)	2	2	0.08%
	Treated - Transported by this EMS Unit	1	1	0.04%
Presque Isle	Assist - Agency	5	5	0.20%
	Assist - Public	2	2	0.08%
	Canceled (Prior to Arrival At Scene)	1	1	0.04%
	Dead at Scene-No Resuscitation Attempted (Without Transport)	4	4	0.16%
	Dead at Scene-Resuscitation Attempted (With Transport)	1	1	0.04%
	Dead at Scene-Resuscitation Attempted (Without Transport)	3	3	0.12%
	Interfacility - CCT	1	1	0.04%
	No Patient Contact	3	3	0.12%
	No Patient Found/Contact	2	2	0.08%
	Patient Evaluated, No Treatment/Transport Required	25	25	1.00%

15 NIT

5 NIT

Presque Isle  
147  
NIT

	Patient Refused Evaluation/Care (With Transport)	2	2	0.08%
	Patient Refused Evaluation/Care (Without Transport)	41	41	1.64%
	Patient Treated - Refused Transport	57	57	2.28%
	Patient Treated, Released (per protocol)	2	2	0.08%
	Patient Treated, Transferred Care to Another EMS Unit (BLS Care)	1	1	0.04%
	Standby - No Patient Contact	1	1	0.04%
	Treat / Transport ALS by this unit	4	4	0.16%
	Treat / Transport BLS by this unit	2	2	0.08%
	Treated - Transported by this EMS Unit	655	655	26.19%
	Treated, Transported by Law Enforcement	1	1	0.04%
	Treated, Transported by Private Vehicle	3	3	0.12%
Stockholm	Patient Evaluated, No Treatment/Transport Required	1	1	0.04%
	Treated - Transported by this EMS Unit	11	11	0.44%
Van Buren	Treated - Transported by this EMS Unit	6	6	0.24%
Washburn	Canceled (Prior to Arrival At Scene)	1	1	0.04%
	No Patient Contact	1	1	0.04%
	Patient Refused Evaluation/Care (Without Transport)	1	1	0.04%
	Treated - Transported by this EMS Unit	9	9	0.36%
Westmanland	Treated - Transported by this EMS Unit	3	3	0.12%
Woodland	No Patient Contact	1	1	0.04%
	Patient Evaluated, No Treatment/Transport Required	4	4	0.16%
	Patient Refused Evaluation/Care (Without Transport)	6	6	0.24%
	Patient Treated - Refused Transport	1	1	0.04%
	Standby - Public Safety Support	1	1	0.04%
	Treat / Transport ALS by this unit	1	1	0.04%
	Treated - Transported by this EMS Unit	55	55	2.20%
Not Reported	Canceled (Prior to Arrival At Scene)	1	1	0.04%
	Patient Evaluated, No Treatment/Transport Required	2	2	0.08%
	Patient Refused Evaluation/Care (Without Transport)	4	4	0.16%
	Patient Treated - Refused Transport	1	1	0.04%
	Treated - Transported by this EMS Unit	15	15	0.60%
<b>Grand Total</b>		<b>2,501</b>	<b>2,501</b>	<b>100.00%</b>

1 N/T

3 N/T

13 N/T

8 N/T

**Additional Filters**

Incident Year equal to 2017

"2018"

Count of Incidents by Scene Incident City Name (eScene.17)

Scene Incident City Name (eScene.17)	Disposition Incident Patient Disposition (eDisposition.12)	Count of Incidents	Count of Incidents Grand Total	Percent of Count of Incidents Grand Total	
Bridgewater	Treated - Transported by this EMS Unit	1	1	0.03%	
Caribou <i>269 NIT for Caribou</i>	Assist - Agency	14	14	0.41%	
	Assist - Public	17	17	0.50%	
	Canceled (Prior to Arrival At Scene)	5	5	0.15%	
	Canceled (Prior to En Route)	2	2	0.06%	
	Dead at Scene-No Resuscitation Attempted (Without Transport)	5	5	0.15%	
	Dead at Scene-Resuscitation Attempted (Without Transport)	3	3	0.09%	
	Intercept	2	2	0.06%	
	No Patient Found/Contact	6	6	0.18%	
	Patient Evaluated, No Treatment/Transport Required	65	65	1.91%	
	Patient Refused Evaluation/Care (With Transport)	4	4	0.12%	
	Patient Refused Evaluation/Care (Without Transport)	83	83	2.44%	
	Patient Treated - Refused Transport	64	64	1.88%	
	Standby - No Patient Contact	1	1	0.03%	
	Treated - Transported by this EMS Unit	1,630	1,630	47.88%	
	Treated/Transported by EMS custody of Law Enforcement	1	1	0.03%	
Caswell <i>1 NIT</i>	Patient Evaluated, No Treatment/Transport Required	1	1	0.03%	
	Treated - Transported by this EMS Unit	1	1	0.03%	
Chapman	Assist - Agency	1	1	0.03%	
	Connor Twp <i>9 NIT</i>	Assist - Public	1	1	0.03%
		Patient Evaluated, No Treatment/Transport Required	2	2	0.16%
		Patient Refused Evaluation/Care (Without Transport)	3	3	0.09%
		Patient Treated - Refused Transport	3	3	0.09%
Treated - Transported by this EMS Unit	21	21	0.62%		
Cyr Plt <i>1 NIT</i>	Canceled (Prior to Arrival At Scene)	1	1	0.03%	
Easton	Treated - Transported by this EMS Unit	1	1	0.03%	
Fort Fairfield	Treated - Transported by this EMS Unit	1	1	0.03%	
Houlton	Treated - Transported by this EMS Unit	11	11	0.32%	
Limestone <i>3 NIT</i>	Assist - Agency	1	1	0.03%	
	Patient Evaluated, No Treatment/Transport Required	1	1	0.03%	

	Patient Refused Evaluation/Care (Without Transport)	1	1	0.03%
	Treated - Transported by this EMS Unit	13	13	0.38%
Mapleton 1 N/T	Canceled (Prior to Arrival At Scene)	1	1	0.03%
	Treated - Transported by this EMS Unit	1	1	0.03%
New Limerick	Treated, Transferred Care to Another EMS Unit	1	1	0.03%
New Sweden	Assist - Public	1	1	0.03%
	Canceled (Prior to Arrival At Scene)	1	1	0.03%
	Dead at Scene-No Resuscitation Attempted (Without Transport)	1	1	0.03%
	Patient Evaluated, No Treatment/Transport Required	3	3	0.09%
	Patient Refused Evaluation/Care (Without Transport)	2	2	0.06%
	Patient Treated - Refused Transport	11	11	0.32%
	Patient Treated, Released (per protocol)	1	1	0.03%
	Treated - Transported by this EMS Unit	70	70	2.06%
Perham 3 N/T	Patient Evaluated, No Treatment/Transport Required	1	1	0.03%
	Patient Refused Evaluation/Care (Without Transport)	1	1	0.03%
	Patient Treated - Refused Transport	1	1	0.03%
	Treated - Transported by this EMS Unit	18	18	0.53%
Presque Isle	Assist - Agency	6	6	0.18%
	Assist - Public	4	4	0.12%
	Assist - Unit	2	2	0.06%
	Canceled (Prior to Arrival At Scene)	1	1	0.03%
	Dead at Scene-No Resuscitation Attempted (Without Transport)	9	9	0.26%
	Dead at Scene-Resuscitation Attempted (Without Transport)	2	2	0.06%
	No Patient Found/Contact	8	8	0.24%
	Patient Evaluated, No Treatment/Transport Required	33	33	0.97%
	Patient Refused Evaluation/Care (With Transport)	1	1	0.03%
	Patient Refused Evaluation/Care (Without Transport)	62	62	1.82%
	Patient Treated - Refused Transport	104	104	3.06%
	Standby - No Patient Contact	7	7	0.21%
	Standby - Public Safety Support	1	1	0.03%
	Treated - Transported by this EMS Unit	928	928	27.26%
Stockholm 3 N/T	Assist - Public	1	1	0.03%

20 N/T

240 N/T  
for Presque Isle

	Patient Evaluated, No Treatment/Transport Required	1	1	0.03%
	Patient Refused Evaluation/Care (Without Transport)	1	1	0.03%
	Treated - Transported by this EMS Unit	35	35	1.03%
Van Buren	Treated - Transported by this EMS Unit	6	6	0.18%
Washburn	Canceled (Prior to Arrival At Scene)	1	1	0.03%
	Treated - Transported by this EMS Unit	5	5	0.15%
Waterville	Treated - Transported by this EMS Unit	1	1	0.03%
Westfield	No Patient Found/Contact	1	1	0.03%
Westmanland	Dead at Scene-No Resuscitation Attempted (Without Transport)	1	1	0.03%
	Patient Evaluated, No Treatment/Transport Required	2	2	0.06%
	Patient Refused Evaluation/Care (Without Transport)	2	2	0.06%
	Patient Treated - Refused Transport	4	4	0.12%
	Treated - Transported by this EMS Unit	5	5	0.15%
Woodland	Assist - Public	1	1	0.03%
	Canceled (Prior to Arrival At Scene)	1	1	0.03%
	Dead at Scene-No Resuscitation Attempted (Without Transport)	1	1	0.03%
	Dead at Scene-Resuscitation Attempted (Without Transport)	1	1	0.03%
	Patient Evaluated, No Treatment/Transport Required	2	2	0.06%
	Patient Refused Evaluation/Care (Without Transport)	5	5	0.15%
	Patient Treated - Refused Transport	3	3	0.09%
	Treated - Transported by this EMS Unit	67	67	1.97%
	Treated, Transported by Private Vehicle	1	1	0.03%
Not Reported	Patient Evaluated, No Treatment/Transport Required	1	1	0.03%
	Patient Treated - Refused Transport	2	2	0.06%
	Treated - Transported by this EMS Unit	5	5	0.15%
<b>Grand Total</b>		<b>3,404</b>	<b>3,404</b>	<b>100.00%</b>

1 N/T

1 N/T

9 No Transport

14 No transport

**Additional Filters**

Incident Year equal to 2018

## FIRE PROTECTION INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said Councilors at a regular meeting held on \_\_\_\_\_ 2019, enter into contract with the Municipality of **Connor TWP, Maine** in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on \_\_\_\_\_ 2019, for fire protection to the Township(s) structures, hereinafter described and designated under the following terms and pursuant to Title 30, Section 1953, M.R.S.A..

1. The City agrees to provide auxiliary or supplemental fire protection to the above named Municipality.
2. When a call for aid or assistance from any person in the Municipality is received by the City Fire Station, the following procedure shall be followed:
  - a. When a call for aid or assistance is received, the dispatcher shall immediately notify his / her Superior who shall dispatch such force as needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances if so warranted. In no event shall the City of Caribou be left without adequate fire protection.
  - b. The decision to respond shall rest in the discretion of the Fire Chief or Officer-in-Charge at the Caribou Fire Station when any call for assistance is received.
3. A force sent to aid and assist shall at all times be directly under the order and control of the City Fire Department Officers in charge of the forces; however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality.
4. When in the opinion of the Fire Chief or Office-in-Charge, the services of the department are no longer needed; he / she shall order the force to return to the City Fire Station. The Officer may, however, leave such equipment as he / she deems advisable for use by the men on standby, if there is a danger of fire breaking out again.
5. The Fire Chief or Officer-in-Charge shall have the power to order the return of a force at any time when in his / her opinion the services of, or the presence of, such forces is required within the City of Caribou.

6. The Maine Forest Service, under Title 12, Chapter 801, Section 8002, Maine Law, has the responsibility to handle suppression of all grass, brush and forest fires, but will reimburse any municipality that fights a grass or brush fire that is a threat to the forest of the municipality. They will also respond to structural fires when, and only when, personnel and equipment are nearby and available, and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
7. The City shall be compensated for standing by and responding to calls for aid or assistance by the Municipality in the amount of **\$29,078.00** annually. This compensation will be due, even if there is no responses during the year.
8. Invoices will be submitted by the City to the Municipality on a yearly basis. Failure to pay such invoices within Sixty (60) days from date of invoice shall be deemed sufficient cause for cancellation of this agreement at the discretion of the City of Caribou.
9. This agreement shall be in effect from Jan. 1st, 2020 to Dec. 31st, 2020. The City and Municipality shall review this agreement at the end of each period and either the City or the Municipality, by vote of their respective officials, can terminate this contract at any time upon Ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties to those present have executed this Contract, each of which shall be deemed on original on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_ Officials of Aroostook County – Connor TWP

Witness to all

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

\_\_\_\_\_ Caribou City Councilors

Witness to all

Filed with Fiscal Administrator \_\_\_\_\_ 2019.

## AMBULANCE COVERAGE INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said councilors at a regular meeting held on \_\_\_\_\_ 2019 enter into contract with the Municipality of **Connor TWP, Maine** in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on \_\_\_\_\_ 2019, for Ambulance Coverage.

1. The City agrees to provide 24-hour Ambulance Coverage to the above named Municipality to the Intermediate level permitted to Paramedic level of patient care according to the Rules of Maine Emergency Medical Services. All personnel will be trained to the standards of Maine EMS and be so licensed.
2. When a call for the Ambulance is received at the Caribou Fire and Ambulance Department from any person in the Municipality, the following procedure shall be followed:
  - a. When a call for the Ambulance is classed as an Emergency Call (meaning not a routine transfer), the dispatcher shall immediately notify his / her Superior who shall dispatch, as soon as possible, such force needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances, if so warranted to include 1st Responders if available.
  - b. When a call for the Ambulance is classed as Routine Transfer (meaning moving a patient from Point A to Point B non-emergency for, as example, a Doctor's appointment or other non-emergency situation), the dispatcher shall immediately notify his / her Superior who shall dispatch the Ambulance as soon as possible in response to the call. **In no event will the City of Caribou leave the Ambulance Coverage areas unprotected to handle a Routine Transfer.** All such transfers should be scheduled in advance.
3. The ambulance crew or 1st Responders sent to aid and assist, shall at all times be directly under the order and control of the City Fire Chief and / or the Officer-in-Charge of the call however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality to call for special equipment or personnel to help with the situation, should the need arise.
4. When in the opinion of the Officer-in-Charge, the services of the City are no longer needed; he / she shall order the ambulance crew to return to the City Fire Station.

5. While in the area of the Municipality, the Municipality agrees to provide Police Protection and support for the ambulance crews, should the need arise.
6. The City shall be compensated for standing by and responding to calls for the ambulance by the Municipality in the amount of **\$5,349.00** annually. This compensation will be due, even if there are no responses during the year.
7. Invoices will be submitted by the City to the Municipality on a yearly basis. Failure to pay such invoices within Sixty (60) days from date of invoice shall be deemed sufficient cause for the cancellation of this agreement at the discretion of the City.
8. Invoices will be submitted to the municipality for calls with no transport in the sum of a Basic call, \$313.00 in order to cover the cost of the call.
9. This agreement shall be in effect from January 1st, 2020 to December 31st, 2020. The City and Municipality shall review this agreement at the end of each year and either the City or the Municipality, at any time, by vote of their respective officials, can terminate this contract upon Ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties to those present have executed this Contract, each of which shall be deemed on original on the \_\_\_\_\_ 2019.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_  
Witness to all

\_\_\_\_\_  
Officials of Aroostook County

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

\_\_\_\_\_  
Witness to all

\_\_\_\_\_  
Caribou City Councilors

Filed with Fiscal Administrator \_\_\_\_\_ 2019.



**City of Caribou  
Ambulance Billing Contract**

Contract made this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Caribou (hereinafter “Caribou” or “City”) and the Town of \_\_\_\_\_ Fire and Ambulance Service (hereinafter “Town”).

Whereas the City agrees to sell billing services to the Town and Town agrees to purchase these services agreed upon by the parties as further outlined below.

1. Contract Length. This contract shall be for a period of one year beginning January 1, 2020 and shall not be automatically renewed without prior written consent between the parties hereto.
2. Claim Processing Procedures. All service claims will be processed using the same procedures, personnel and a separate suite of the Sweet Soft Ambulance Billing program as used by the City. Town is responsible to submit all claims requests to Caribou in a thoroughly complete, correct and timely manner necessary to expedite processing of the claim. Caribou will not process incomplete claims and will notify the Town within 48 hours of submittal if a claim cannot be processed.

The Caribou Ambulance Billing Department will not be responsible for processing any transaction beyond transfer to Collections and or Bad Debt. Such policies are subject to those established by the Town and Caribou would process according to those policies.

3. Contract Termination. Termination of part or all the services outlined below may be accomplished by either party giving a 90-day written notice to the other party or prior to October 1 of the contracted year. Written notice shall be sent to the Town or City administration offices of record. Grounds for termination may include but is not limited to the Town submitting 25% or more incomplete claims in a 6-month period.
4. Services to be rendered by Caribou.
  - a. Complete Billing Processing as Outlined in the Flow Chart attached as Exhibit A
  - b. Maintenance of Town Accounts in separate Tri-Tech Accounting software
  - c. Aggressive maintenance of Accounts to avoid transfer to Bad Debt
  - d. Adjusted Charge Master based upon Super Rural rating, our past experiences with maximizing cash per transaction, minimizing Bad Debt and minimizing Contractual Allowances
  - e. Maintenance of Accounts by electronic Deposits reconciled to monthly reporting
  - f. Provide opinion on proper Coding of Sheets to optimize cash per transaction
  - g. Monthly Reporting –
    - i. Monthly Charge and Credit Reports by Payer Mix
    - ii. Transfers of Bad Debt to Collections per Policy
    - iii. Contractual Allowances
    - iv. Aging Reports on Accounts
  - h. End of the Year Reporting
    - i. Break out of User Mix
    - ii. Charge Master Assistance based upon prior Year’s statistics

iii. Ratio Analysis of Bad Debts and Contractuals to assist in Budgeting Process

i. Assistance with Filing for Certification Seed Money with MaineCare as applicable

**5. Cost.** Caribou’s services will be billed to the Town at a rate of **\$22.44\* per Claim Submitted for Processing**. The Town will be responsible for postage of any correspondence to patient and insurance companies that is not submitted with the call in order to make the claim. Caribou reserves the right to increase but not exceed a 3% increase in subsequent years of contract renewal.

Please direct any questions pertaining to this contract to the office of the City Manager, Dennis Marker or the Caribou Fire Chief Scott Susi. A phone conference can be scheduled with the Billing Department and the Fire Chief if so desired. Phone (207) 493 4215 or email at [firechief@cariboumaine.org](mailto:firechief@cariboumaine.org).

**IN WITNESS WHEREOF** The City of Caribou has caused this instrument to be executed in its corporate name and sealed with its corporate seal by Dennis Marker, its Manager, duly authorized, this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
BY: Dennis Marker  
CITY MANAGER, CARIBOU

**IN WITNESS WHEREOF** The Town of \_\_\_\_\_ has caused this instrument to be executed in its corporate name and sealed with its corporate seal, this \_\_\_\_ day of \_\_\_\_\_, 2019 by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TOWN MANAGER  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Contract for Computer Network Support Services**

This agreement for Professional Services, is by and between Oak Leaf Systems, Inc., a corporation, with its principal office at 128 Sweden Street, Caribou, Maine (hereinafter "Oak Leaf Systems"), and the City of Caribou, a municipality, with its principal office at 25 High Street, Caribou, Maine (hereinafter "City").

WHEREAS, the City finds that Oak Leaf Systems is qualified and willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS Oak Leaf Systems and the City wish to enter into agreement to describe the framework under which services will be provided.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

### **1.0 Services**

#### **1.1 Computer and Network Services**

##### **Computer Support and Maintenance**

The annual maintenance contract includes troubleshooting and support services for the City's existing network devices, seven firewall devices, and three (3) servers located at the City Office, Caribou Public Library, Public Works office, Parks and Recreation department, Fire Department, Police Department and Ambulance Billing Department. Furthermore, support services shall be provided for City owned computers in their offices throughout Caribou. Support services will include setup and configuration, file and printer access, Internet access, e-mail, general network support and general computer support.

##### **IT Management Services**

Oak Leaf will provide IT and Project Management services as needed as part of this contract to plan for necessary systems and infrastructure to support business objectives. In addition, our management services will include maintenance and monitoring of existing systems, including developing a thorough understanding of the City's business processes so appropriate technology can be selected and recommended. Part of this will include proactive recommendations of technology that could help improve various processes, and/or provide more robust reliable systems required to support day to day operations.

##### **Hardware**

Oak Leaf will also provide services to diagnose and repair defective hardware on all computers and network devices. When applicable, Oak Leaf will work with the City to obtain all parts under any manufacturer's warranty still in effect. If no warranty is in effect on the failed equipment, the City will be responsible for the cost of replacing the equipment as needed.

##### **Software**

Oak Leaf will provide support services for the following software: Windows 10, 8, 7, 2012 Server and Office 365 services and applications. In addition, we will work with City staff and software vendors for proprietary or non-standard software to obtain support for those products, including TRIO, Amazon/Ortivus and HaPPy.

##### **Antivirus**

Antivirus service will be included free of charge for City-owned PC and Mac computers as part of this agreement going forward.

##### **Infrastructure Maintenance**

Oak Leaf will also provide preventative network maintenance, which includes general preventative maintenance for the servers, hubs and switches, firewalls, and cabling in the aforementioned offices. Oak Leaf will provide network mapping of the entire network and track IP addressing throughout the wide area network to ease identification of location for addition and removal of networked devices. Preventative maintenance includes regular inspection of physical devices and environment, and review of pertinent systems logs.

### **New Installations**

In addition to supporting existing computer hardware and software, we will also provide installation services for new computer equipment as part of this agreement. Installation of new equipment/software shall be limited to no more than ten (10) new desktop computers during the duration of this agreement. New equipment shall be defined as equipment not owned by the City at the starting date of this agreement.

### **Network Security Checks**

Oak Leaf will provide a security risk assessment of the City's network on a quarterly basis. As part of this, we will provide detailed quarterly examination of the server for application of necessary security fixes, and other known threats. In addition, we will update firewall software with vendor supplied updates on a quarterly basis to address any security holes in it. Finally, we will assess the latest available fixes and patches for the various desktop computers in the office and make recommendations about which one(s) to apply for security reasons.

### **General IT Consulting**

Oak Leaf will provide general consulting services to City management to help design, develop, and implement various technologies and plans to support the business plans and objectives of the City. Furthermore, we will work with City staff to provide additional expertise about information technology when required for procurement of outside funding or when required for documentation of systems by various entities.

### **Exceptions**

In general, Oak Leaf will provide information technology related support services to the City to support its business needs and objectives. Under the terms of this agreement, installation or running of cable for network or other use is not included and shall be governed by a separate agreement. In addition, web development, web hosting, and application development services are also not included in this agreement and shall be governed by a separate contract.

## **1.2 Service Level Agreement (SLA)**

Oak Leaf Systems will provide timely response to support issues, system failures and maintenance tasks to maintain functional computer and telephone systems.

### **Response Times**

Oak Leaf will provide support through a combination of telephone, on-site and remote administration services for City offices. Oak Leaf guarantees the following response times:

- **System Down Emergency** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Urgent Support Call** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Non-Critical Issues** - Non-critical issues will be scheduled according to Oak Leaf staff availability. In most cases, that will be provided as a next business day service.

The City will be entitled to one (1) network support professional responding to problem(s) at a time under the terms of this agreement. In the event multiple simultaneous critical issues arise, the City will be responsible for prioritizing issues and Oak Leaf staff will fix the issues as quickly as possible according to the prioritization given. Oak Leaf shall not be responsible for delays in correcting issues resulting from shipping or other delays with replacement of hardware by a third party, whether Oak Leaf staff arrange for replacement and/or shipping of failed equipment or not.

## Coverage

This service level agreement is for the following coverage.

Option	Coverage
12 x 5	This SLA will be available Monday through Friday between 7:00 a.m. and 7:00 p.m., excluding holidays.

## Definitions

The following definitions shall apply to all support calls.

### System Down Emergency

A system down emergency is defined as a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact more than one (1) computer.

An example of system down emergency is the inability of more than one computer to send/receive e-mails.

### Urgent Support Call

An urgent support call is defined as:

- 1) a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact one (1) computer.
- 2) A problem or problems that is/are impacting normal use of more than one (1) computer

Examples of urgent support calls include the inability of one computer to send/receive e-mail while all other computers are working properly, inability of one computer to access the file server while all others are working properly.

### Non-critical Issues

All other support issues are defined as non-critical.

Examples of non-critical issues include installation of new software, equipment, or implementation of new features on any computer to enable features not previously used, user needs assistance learning new functions, or computer needs to have latest service pack installed for maintenance of up to date systems.

## SLA Terms and Conditions

SLA terms and conditions require that the City notify Oak Leaf about critical system emergencies that require emergency response as defined above using Oak Leaf's SLA Response Method. That response method currently is to call in to Oak Leaf's voice mail system and leave a message in the designated mailbox. Oak Leaf on call staff will automatically be notified of the waiting message and will respond according to the terms outlined above. Oak Leaf reserves the right to change the notification method at any time, but will provide thirty (30) days advance written notice before any change is made.

## Penalty

Oak Leaf guarantees response times according to the aforementioned conditions and methods of response. If Oak Leaf staff do not respond in the time specified, the City will be entitled to a credit of one percent (1%) of the monthly contract fee for the month in which the service call was initiated for every thirty (30) minutes late the initial response is provided, up to a maximum of fifteen (15) percent of the total monthly contract amount aggregated on all calls in any one month.

Client is responsible for providing written notification of late service call within thirty (30) days of incident and providing documentation to support claim.

### **Limitation of Liability**

In no event will Oak Leaf Systems, its licensors, officers, employees or suppliers have any liability to CUSTOMER for any damages, including but not limited to lost profits, loss of business, loss of use or of data, any unauthorized access to, alteration, theft, or destruction of CUSTOMER'S computers, computer systems, data files, programs or information, or costs of procurement of substitute goods or services, or for any indirect, special, or consequential damages however caused. The parties agree that the terms in this LIMITATION OF LIABILITY section represent a reasonable allocation of risk. The foregoing LIMITATION OF LIABILITY and exclusion of certain damages shall apply, regardless of the success or effectiveness of other remedies.

CUSTOMER'S sole remedy arising out of or related to this agreement shall be limited to a refund of fees paid by CUSTOMER for the services giving rise to the liability during the one year period immediately preceding the date the alleged liability arose.

### **1.3 Force Majeure**

Acts of God, or of the public enemy, acts of government, fires, flood, epidemics, labor disputes, unavoidable material delays, or freight embargo which may cause Vendor not to perform under this agreement shall constitute an excusable delay.

### **2.0 Cost and Schedule**

See attached Schedule A.

### **3.0 COMPLETE AGREEMENT**

This agreement, including any attachments, constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications, representations, understandings, and agreements, either oral or written between the parties of any official or representative thereof. This agreement shall be modified only by an instrument in writing and signed by duly authorized representatives of the parties.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year indicated below.

The City of Caribou, Maine

OAK LEAF SYSTEMS, INC.

\_\_\_\_\_

\_\_\_\_\_

Dennis Marker

Robert S. Sowers

City Manager

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Schedule A**                    **Contract Costs, Term, and Payments**

**1.0**            **Computer and Network Support**

| Oak Leaf Systems will provide computer and network support services as described herein for a fee of \$31,200.

**7.0**            **TERM**

| This contract shall be effective for a period of twelve (12) months from the date indicated below.

| Effective Date:    January 1, 2020

**8.0**            **Payment Schedule**

| All fees contained herein shall be billed in twelve (12) equal monthly invoices.

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



**MEMO**

**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** 2020 Budget Update  
**DATE:** November 22, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

The Council provided direction on the budget during their last meeting, which was:

Council Direction	2020 Budget Standing
No use of one-time funds.	No one-time funds are utilized.
Capital expenses should be the same or less than in 2019.	Capital expenses are \$70,319 less than 2019 budget by 10.64%. Many items were moved into future years.
The Operational budget should be at or near the 2019 amended budget.	The drafted operation budgets are \$78,686 more (0.79%) than the 2019 amended budget, but \$55,927 less than the original 2019 budget.

A breakdown of changes to each department's budget is attached.

	Expense changes from previous draft budget		Total of Changes from Draft Budget	% of all Changes	New Drafted Dept Budgets	Difference from Final 2019 Budget	% of Oper. Change from final 2019 Budget
	Operations	Capital					
10 General Government	\$ (3,485)	\$ (130,800)	\$ (134,285)	24.5%	\$ 775,641	\$ 3,664	0.47%
12 Nylander Museum	\$ (50)	\$ -	\$ (50)	0.0%	\$ 14,327	\$ 4,314	30.11%
17 Health and Sanitation			\$ -	0.0%	\$ 251,938	\$ 1,742	0.69%
18 Municipal Building	\$ (750)	\$ (35,000)	\$ (35,750)	6.5%	\$ 65,100	\$ 7,596	11.67%
20 General Assistance	\$ (4,640)	\$ -	\$ (4,640)	0.8%	\$ 56,823	\$ (6,174)	-10.87%
22 Tax Assessing	\$ 500	\$ -	\$ 500	-0.1%	\$ 276,222	\$ 3,962	1.43%
22 Code Enforcement			\$ -	0.0%		\$ -	0.00%
24 Library	\$ (200)	\$ -	\$ (200)	0.0%	\$ 224,591	\$ 10,108	4.50%
31 Fire and Ambulance	\$ (67,882)	\$ (80,000)	\$ (147,882)	26.9%	\$ 2,330,246	\$ 65,764	2.82%
35 Police	\$ (21,295)	\$ (13,500)	\$ (34,795)	6.3%	\$ 1,697,101	\$ (359)	-0.02%
38 Protection	\$ (2,050)	\$ (10,000)	\$ (12,050)	2.2%	\$ 424,219	\$ 10,199	2.40%
39 Emergency Management	\$ (25)	\$ -	\$ (25)	0.0%	\$ 14,452	\$ (1,622)	-11.22%
40 Public Works	\$ 3,526	\$ (80,000)	\$ (76,474)	13.9%	\$ 2,291,514	\$ (7,348)	-0.32%
50 Recreation		\$ (8,000)	\$ (8,000)	1.5%	\$ 520,623	\$ 16,803	3.23%
51 Parks		\$ (70,000)	\$ (70,000)	12.8%	\$ 174,033	\$ 19,588	11.26%
60 Airport	\$ (550)	\$ -	\$ (550)	0.1%	\$ 67,645	\$ 27,717	40.97%
61 Caribou Trailer Park	\$ (1,000)	\$ -	\$ (1,000)	0.2%	\$ 12,990	\$ (1,743)	-13.42%
65 Cemeteries			\$ -	0.0%	\$ 6,850	\$ -	0.00%
70 Insurance and Retirements	\$ (15,000)	\$ -	\$ (15,000)	2.7%	\$ 98,200	\$ 3,150	3.21%
75 Contributions	\$ (4,600)	\$ -	\$ (4,600)	0.8%	\$ -	\$ (4,600)	-100.00%
80 Unclassified	\$ (2,000)	\$ -	\$ (2,000)	0.4%	\$ 33,250	\$ 400	1.20%
85 Capital Improvements					\$ 661,118	\$ (70,319)	-10.64%
<b>Sub Totals</b>	<b>\$ (119,501)</b>	<b>\$ (427,300)</b>	<b>\$ (546,801)</b>	<b>100%</b>	<b>\$ 9,996,883</b>	<b>\$ 78,686</b>	<b>0.79%</b>

Note: The department totals in Column D include column A and B to illustrate total department impacts from previously drafted budget. Column F does not include capital projects in the individual departments.

2020 Budget - Adjustments from November 9 Draft

Department	\$ 560,301	\$ 78,539	Comments
	Expense Reductions	Revenue Increases	
Gen Gov	\$ 3,485		Final enrollment of health benefits completed. Changes in staff election
Gen Gov	\$ 119,000		Scope change on new police station study. \$45K remains
Gen Gov	\$ 7,500		Postpone building reserves for new fleet vehicle until 2021
Gen Gov	\$ 2,500		Omit vital records restoration funds
Gen Gov	\$ 1,800		Postpone purchase of 2 new computers until 2021
Gen Gov		\$ 50,000	Increase projected excise tax
Gen Gov		\$ (200)	Boat Excise Tax
Gen Gov		\$ (1,000)	Payments in Lieu of Taxes
Gen Gov		\$ (250)	Vehicle Registration
Gen Gov		\$ (250)	Birth Records
Gen Gov		\$ 250	Death Records
Economic Development	\$ 11,000		Reduced Revolving Loan Fund Allocation to \$29K
Economic Development	\$ 500		Reduced Allocation toward future fire station by \$555
Nylander	\$ 50	\$ -	Notice received of EMERA rate reduction in 2020
Municipal Facilities	\$ 750	\$ -	Notice received of EMERA rate reduction in 2020
Municipal Facilities	\$ 35,000		Reduce funds toward parking lot maintenance
GA Assistance	\$ 2,140	\$ -	Final enrollment of health benefits completed. Changes in staff election
GA Assistance	\$ 2,500	\$ -	Reduction of GA Assistance Available
Tax Assessing	\$ 1,500		Reduction in training budget
Library	\$ 200		Notice received of EMERA rate reduction in 2020
Ambulance Billing	\$ 26,525		Convert vacant FT to 29 hr PT wages
Ambulance Billing	\$ 1,500	\$ (31,381)	Terminate contract with Houlton
Ambulance Billing	\$ 500	\$ (1,430)	Terminate contract with Island Falls
Ambulance Billing	\$ 25,687		Convert vacant FT to 29 hr PT - No Benefits for PT
Fire/Ambulance	\$ 6,655		Final enrollment of health benefits completed. Changes in staff election
Fire/Ambulance	\$ 50		Notice received of EMERA rate reduction in 2020
Ambulance Billing	\$ 4,055		Convert vacant FT to 29 hr PT Social Sec
Fire/Ambulance	\$ 2,910		Retirement Allocations based on hirings
Fire/Ambulance	\$ 80,000		Postpone remount of engine #24 until 2021. Reserve \$50K for 2021
Fire/Ambulance			Maintain reserves for future remount
Fire/Ambulance		\$ 10,000	Non-transport fees in service contracts
Fire/Ambulance		\$ 55,000	Increased reimbursement from MaineCare.
Fire/Ambulance		\$ (12,000)	Trend of MaineCare patients with new reimbursement rate
Police	\$ 7,000		Reduction in new cruiser expense due to sale of previous cruiser recently
Police	\$ 14,295		Final enrollment of health benefits completed. Changes in staff election
Police	\$ 7,000		New County CAD System integration cost reduction
Police	\$ 4,500		Maintain negative \$4,500 balance in police vehicle fund
Police	\$ 2,000		Reduction in training budget
Police		\$ 300	
Police		\$ 2,000	Institute \$25 fee for false alarm responses
Police		\$ 1,000	Salary Reimbursement nearer trend
Street Lights	\$ 16,550		Waiting on new EMERA Rates
Street Lights	\$ (14,500)		Maintenance Placeholder for first year of work
Street Lights	\$ 10,000		Postpone reserves toward future maintenance and changeouts
Electricity	\$ 25		Notice received of EMERA rate reduction in 2020
Public works	\$ 2,250		Reduced Overtime budget to 97500
Public Works	\$ (27,650)		Final enrollment of health benefits completed. Changes in staff election
Public Works	\$ 500		Notice received of EMERA rate reduction in 2020

Public Works	\$ 40		Notice received of EMERA rate reduction in 2020
Public Works	\$ 22		Notice received of EMERA rate reduction in 2020
Public Works	\$ 20		Notice received of EMERA rate reduction in 2020
Public Works	\$ 20		Notice received of EMERA rate reduction in 2020
Public Works	\$ 12		Notice received of EMERA rate reduction in 2020
Public works	\$ 1,500		Reduction in clothing allowance budget to match union contract
Public works	\$ 16,760		Reduction of asphalt budget for road maintenance. \$400K remaining
Public works	\$ 3,000		Reduction in funds toward sidewalk improvements
Public works	\$ 60,000		Reduce amount to be applied toward River Road Balance
Public works	\$ 10,000		Reduce reserves toward replacement truck in 2021
Public works	\$ 5,000		Defer installation of security system
Public Works	\$ 5,000		No additional funds into truck replacement reserve
Recreation	\$ 8,000		Postpone door hardware upgrades at the rec center
Recreation		\$ 5,000	Increase all program fees by \$5
Parks	\$ 45,000		Postpone reserves toward overflow parking lot paving at Rec center
Parks	\$ 15,000		Reduce allocation for Collins Pond Reconstruct. 2021 Project with grant funding
Parks	\$ 10,000		Reduce funds toward new Teague Park improvements
Airport	\$ 500		Reduce runway maintenance to \$3K
Electricity	\$ 50		Notice received of EMERA rate reduction in 2020
Airport		\$ 500	Increase 100LL fuel fee to \$5.10
Trailer Park	\$ 1,000		Work within gen gov legal fees for any park related work.
Trailer Park		\$ 1,000	Recalculated lot rent
Benefits	\$ 15,000		Reduce amount to be applied toward benefit payouts at retirement
Contributions	\$ 4,600		Removed charitable contributions
Unclassified	\$ 2,000		Reduced allocation for abatements

**City Manager's Report  
November 22, 2019**

<b>High Street</b>	all work has stopped until spring 2020
<b>2020 Budget</b>	On-going
<b>Union Negotiations.</b>	Police Officer negotiations will be discussed in executive session during the Council meeting. Public Works negotiators will be available December 11 to continue discussions.
<b>60 Access Highway</b>	In negotiations with one potential buyer at this time. More information will be provided in executive session. Any final purchase agreement will be brought to the Council for approval.
<b>Cable Franchise Renewal</b>	Spectrum indicates that in 2020 the maximum the city will be able to charge them for services is 5%. This includes costs for PEG channels, franchise fees, and services to buildings. Continuing with negotiations.
<b>Public Safety Building</b>	On hold pending budget discussions
<b>LED Conversion</b>	Application has been made to efficiency Maine for reimbursement of some project expenses. Still waiting for application of LED rates with EMERA.
<b>Fire/EMS Structural Study</b>	On hold pending budget discussions
<b>Wage and Classification Policy.</b>	On hold pending budget discussions
<b>Teague Park</b>	Work on hold until spring 2020
<b>General Plan Update</b>	Ken is working through revisions and still working toward final draft for public comment before the end of the year.
<b>River Road</b>	Work on hold until spring 2020. Road is traversable through winter in similar fashion to last year.
<b>Economic Development Projects</b>	
<b>Title 13 ReWrite</b>	On hold through budget season
<b>Hilltop Senior Living</b>	Interior work is on-going
<b>Dunkin Donuts</b>	Open house to be held on November 23.
<b>Events and Marketing</b>	Holiday events kick off November 30 with the small business Saturday.
<b>Blight Cleanup</b>	Asbestos has been removed from the two homes on Liberty and York Street. Excavators are on scene ready to demolish the homes.
<b>Birdseye Cleanup</b>	McGillan's is on site again. Application for EPA funding is due December 5 at midnight EST.



**Troy D. Jackson**  
President of the Senate

**THE MAINE SENATE**  
129th Legislature

3 State House Station  
Augusta, Maine 04333

November 14, 2019

Dennis Marker, City Manager  
Caribou Municipal Building  
25 High Street  
Caribou, ME 04736

Dear Dennis,

It was good to make a visit to Caribou a while back and take questions from you and the council. I just wanted to write to congratulate on your work to secure a \$7,500 grant for the "Stories that bring us together" festival. It is great to see that this money will be used to promote and facilitate the telling of Caribou's story as part of the bicentennial celebration.

If you ever need anything at all, I can be reached by phone at the State Capital at (207) 287-1500. When I am back in the district my home phone number is (207) 398-4081 and my cell is (207) 436-0763. You may also email me at [Troy.Jackson@legislature.maine.gov](mailto:Troy.Jackson@legislature.maine.gov) or visit [troyjackson.org](http://troyjackson.org) to sign up for weekly newsletters and to find out more about what I am working on in Augusta.

Congratulations again on bringing in these funds — please pass this message on to others who were involved in making this happen. I wish you the best of luck in the future.

Sincerely,

Troy Jackson  
Senate District 1

*Nice work!*

## Police Department Monthly Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>2018</b>													
Complaints	874	591	2820	2555	2589	2390	2390	3113	2392	2068	2133	2151	26066
M/V ACCIDENTS	57		24	24	12	22	22	28	15	28	31	37	294
ESCORTS	12		3	2	3	7	7	2	5	2	1	1	44
THEFT COMPLAINTS	12		4	4	6	14	14	7	8	9	9	9	91
ANIMAL COMPLAINTS	13		6	8	15	22	22	3	2	5	9	8	99
DOMESTIC COMPLAINTS	5	3	15	11	8	5	5	11	0	20	8	5	96
BURGLARY COMPLAINTS	0	3	2	3	1	1	1	2	2	3	1	1	20
O.U.I	3		4	4	1	4	4	3	4	6	2	2	35
M/V THEFTS	1	2	2	1	2	0	0	2	3	1	0	0	14
MISSING PERSONS	1	2	2	1	1	1	1	1	2	1	1	1	15
JUVENILE COMPLAINTS	1	1	1	1	5	2	2	8	6	2	5	2	36
CIVIL COMPLAINTS	6	0	5	5	8	0	0	0	0	138	123	0	285
PROWLER COMPLAINTS	6	0	0	0	0	0	0	0	0	0	0	0	6
ASSIST OTHER AGENCY	25	1	17	18	22	16	16	19	16	19	20	19	208
ASSULT ARREST	2	1	1	1	0	0	0	0	0	2	0	2	9
THEFT ARRESTS	3		1	2	4	3	3	2	4	8	2	1	31
SPEEDING	12	33	25	26	24	25	25	26	25	31	15	10	277
STOPS/CHECKS M/V	2319	589	2365	2110	2051	1918	1918	2625	1948	1573	1736	1743	22895
PARKING TICKETS	0	0	0	0	0	0	0	0	0	0	0	0	0
HANDLING PERISONERS	30		48	38	46	45	45	27	45	41	36	46	437
WARRANT ARRESTS	15	0	18	10	21	9	9	14	8	17	7	20	148
UNLAWFUL SEX. CONTACT	3	0	0	0	0	1	1	1	2	2	0	2	12
GROSS SEX. ASSAULT	3	0	0	0	0	0	0	0	0	0	1	0	4
BUSINESS ALARMS	19	0	14	30	26	20	20	18	17	17	21	17	219
BURGLARY ARRESTS	0	0	0	0	1	0	0	0	1	0	0	0	2

<b>2019</b>												YTD Total	% Change from Previous YTD	
COMPLAINTS	1852	1531	2448	2886	3416	3177	2507	2517	2501	2352			25187	15.6%
M/V ACCIDENTS	46	44	19	28	20	21	21	15	23	20			257	10.8%
ESCORTS	1	1	0	3	1	4	2	6	4	8			30	-30.2%
THEFT COMPLAINTS	14	9	6	8	15	12	8	15	14	12			113	44.9%
ANIMAL COMPLAINTS	4	2	9	5	11	9	14	11	8	7			80	-16.7%
DOMESTIC COMPLAINTS	12	5	12	10	7	10	13	14	0	4			87	4.8%
BURGLARY COMPLAINTS	3	1	1	8	7	4	0	0	3	3			30	66.7%
O.U.I.	1	0	7	1	4	4	1	1	0	3			22	-33.3%
M/V THEFTS	2	0	0	0	3	1	1	0	1	0			8	-42.9%
MISSING PERSONS	1	1	0	0	2	3	4	2	2	3			18	38.5%
JUVENILE COMPLAINTS	1	6	0	2	2	2	2	3	1	3			22	-24.1%
CIVIL COMPLAINTS	3	2	3	6	4	0	0	0	0	3			21	-87.0%
PROWLER COMPLAINTS	0	0	0	0	0	0	0	0	0	0			0	-100.0%
ASSIST OTHER AGENCY	18	30	21	25	36	28	24	22	14	29			247	46.2%
ASSAULT ARREST	2	1	0	1	0	0	0	1	1	4			10	42.9%
THEFT ARRESTS	6	5	0	5	10	6	0	1	2	1			36	20.0%
SPEEDING	15	14	23	43	28	46	45	45	16	15			290	15.1%
STOPS/CHECKS M/V	1484	1197	2008	2424	2888	2670	1974	1974	2055	1915			20589	6.0%
PARKING TICKETS	0	0	0	0	0	0	0	0	0	0			0	0.0%
HANDLING PRISONERS	39	26	44	33	51	44	36	36	33	43			385	5.5%
WARRANT ARRESTS	7	6	5	16	23	12	14	18	15	9			125	3.3%
UNLAWFUL SEX. CONTACT	0	0	1	0	2	0	1	4	1	1			10	0.0%
GROSS SEX. ASSAULT	0	1	1	0	0	0	0	1	2	0			5	66.7%
BUSINESS ALARMS	23	10	9	12	7	17	15	9	9	10			121	-33.1%
BURGLARY ARRESTS	1	2	0	0	7	0	1	0	0	0			11	450.0%

**Mailing Address:**

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Caribou, Maine 04736-0605

**Physical Address:**

303 Murphy Road  
Fort Fairfield, Maine 04742

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AROOSTOOK WASTE SOLUTIONS  
Board of Directors Meeting  
October 25, 2019

**MINUTES**

**CALL TO ORDER:** The meeting was called to order by the Chairman at 7:35 am.

**MEMBERS PRESENT:** Stev Rogeski, Dana Fowler, Ken Murchison, Mike Chasse, Andrea Powers, Dennis Marker

**MEMBERS ABSENT:** Walt Elliott, Mark Goughan, Martin Puckett

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

Vicki Page attended on behalf of the Town of Limestone, but has not been appointed as an Alternate Board member by the Limestone Board of Selectmen, so she did not vote.

Dennis Marker voted in the absence of Mark Goughan.

1. Review and approve the minutes of the September 27, 2019 meeting

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

2. Review and approve the financial statements for the period ending September 30, 2019.

Mark briefly reviewed the financial notes in the Board packet. **A motion was made by Stev Rogeski; and was seconded by Ken Murchison; to approve the financial statements as presented. The motion carried unanimously.**

3. Review and approve the warrant for checks numbered 23582 through 23679

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

4. Solid Waste Director's report

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

Mark reported on the following:

- a. Installation of scale deck at TCL: the new scale deck was installed on October 8, 9, and 10. Pineland Farms provided their scales to use during the downtime, and traffic was periodically diverted to TCL's back gate as necessary. The new deck and load cells should improve reliability and reduce downtime.
- b. Recycling center renovations: the project is essentially complete, with the exception of a ventilation system, which was overlooked in the initial design. The final bills will be paid in October and submitted for final reimbursement from the State grant.
- c. Summer projects: in addition to the routine, seasonal work, a few major projects were completed at the landfills. Those include: application of intermediate cover on the east slopes of Cells 2 and 4 at TCL; the transition to Cell IIC at PILF; and application of bark mulch cover on essentially all of Cell II B at PILF. Mark is hoping the weather will allow the removal of sludge in the conical lagoon at PILF this fall.
- d. Cancellation of lease with Presque Isle Utilities District ("PIUD"): since PIUD is no longer allowed to land-apply sludge, they requested that their land-use lease with AWS be cancelled. Mark asked Rick Solman to draft a lease cancellation agreement that dissolved all terms and conditions of the lease, with the exception of the indemnity provisions that would require PIUD to perform any remediation of the property if necessary in the future. **A motion was made by Stev Rogeski; and was seconded by Ken Murchison; to approve the lease cancellation agreement and to authorize the Solid Waste Director's signature on same. The motion carried unanimously.**

#### 5. Discussion of solar projects

Mark provided a draft of a lease agreement provided by Standard Solar for discussion. He also reported that another entity exploring lease options in the area has determined that there is not suitable power transmission infrastructure in the vicinity of TCL or the PILF, so they have decided not to pursue an option with AWS. Following an extended discussion, **a motion was made by Mike Chasse; and was seconded by Stev Rogeski; to table any further action on this item. The motion carried unanimously.**

#### 6. Review a proposal from CES, Inc. to complete a route analysis for a potential leachate pipeline to FFUD

Action on this item had been tabled at the previous meeting to allow for all interested parties to participate in the discussion. Mark reviewed the intent, the scope of work, and the cost of the proposal. Following discussion of the potential benefits, **a motion was made by Stev Rogeski; and was seconded by Ken Murchison; to authorize CES to complete the route analysis as proposed. The motion carried unanimously.**

#### 7. Consider adding direct primary care to the AWS benefits options

Mark described the direct primary care alternative to traditional health insurance-based care. He also referenced additional information provided in the Board packet. He clarified that this option would be an alternative to traditional health insurance, but not necessarily a supplement or replacement of insurance. Also, it would be offered as a voluntary option, but not be mandated instead of insurance. After an extended discussion regarding the benefits, limitations, and costs of direct primary care, **a motion was made by Ken Murchison; and was seconded by Dana Fowler; to add direct primary care as an additional benefit option for AWS employees. The motion carried unanimously.**

8. Review the first draft of the 2020 budget

Mark and Sharon provided the Board with the first draft of the 2020 budget, and Mark reviewed changes and assumptions for a number of revenue and expense line items, as highlighted in his memo in the Board packet.

More specifically, Mark reviewed the proposed adjustments to the wage scale for AWS employees, which is based on the wage survey completed earlier in the year. He referenced a memo in the Board packet which outlined the additional cost in wages, along with certain benefits that are based on wages. He noted that these revised costs are included in the current draft of the 2020 budget. Following discussion, **a motion was made by Stev Rogeski; and was seconded by Mike Chasse; to approve the revised wage scale as proposed by the Solid Waste Director. The motion carried unanimously.**

A second draft of the budget will be presented at the November meeting, hopefully for Board approval.

9. Schedule the next meeting

The next meeting was scheduled for **November 22, 2019.**

With no further business to discuss, the meeting was adjourned at 10:13 am.

Respectfully submitted,

Andrea Powers, Secretary