

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday December 9, 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. November 25, 2019 Regular Meeting pgs 2-6
- 5. Bid Openings, Awards, and Appointments**
  - a. Recognition of Planning Board Members: Phil Cyr, Phil McDonough III, Todd Pelletier Pg 7
- 6. Public Hearings and Possible Action items**
- 7. New Business**
  - a. Liquor License Renewal for the American Legion Located at 67 Sweden Street Pgs 8-10
  - b. Accepting of Bid for Tax Acquired Property Located at 7 Washington Street, Map 28 Lot 48 Pg 11
- 8. Old Business & Adoption of Ordinances and Resolutions**
  - a. Discussion regarding Drafted 2020 Municipal Budget Pg 12
  - b. Discussion regarding Urban and Rural Blight Remediation Pg 13
  - c. Discussion and Possible Action Regarding Airport Lease to Civil Air Patrol Pg 14
  - d. Discussion and Possible Action Regarding Contracts for Providing Ambulance Billing Services to Calais, and Patten Pg 15
  - e. Award of Architectural Services Related to a New Police Station Pgs 16-19
  - f. Discussion and Possible Action Regarding City Manager's Employment Contract Pgs 20-26
- 9. Reports and Discussion by Mayor and Council Members**
- 10. City Manager's Report** Pgs 27-28
- 11. Reports of Officers, Staff, Boards and Committees** Pgs 29-44
- 12. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
  - a. Contractual Negotiations, Economic Development and Real Estate under §405.6.C
    - i. 30 Access Highway
    - ii. Utilization of Airport Lands for Solar Power Generation
    - iii. Discussion Regarding Contracts for Providing Fire and EMS Services to outside Communities
  - b. Collective Bargaining Agreement with the Police Department and Public Works Unions under §405.6.D
  - c. Consideration of City Manager's employment
- 13. Next Meeting(s):** December 23, January 2 (Organizational Meeting), January 13, 27
- 14. Adjournment**

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

BY: \_\_\_\_\_ Jayne R. Farrin, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, November 25, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, Hugh Kirkpatrick, and Thomas Ayer. Nicole 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), Scott Susi (Fire Chief), Hope Shafer (Library Director), and Gary Marquis (Supt. of Parks and Recreation).

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

- LaNiece Sirois – Executive Director for Central Aroostook Chamber of Commerce – provided an updated on the activities of the Chamber since she was hired as their Executive Director.

Council Agenda Item #4: City Council Minutes

a. October 15, 2019 Regular Council Meeting

Motion made by J. Smith, seconded by J. Theriault, to approve the October 15, 2019 City Council minutes as presented. (6 yes) So voted.

b. October 28, 2019 Regular Council Meeting

Motion made by J. Smith, seconded by J. Theriault, to approve the October 15, 2019 City Council minutes as presented. (6 yes) So voted.

c. November 12, 2019 Regular Council Meeting

Motion made by J. Smith, seconded by J. Theriault, to approve the November 12, 2019 City Council minutes as presented. (6 yes) So voted.

Council Agenda Item #5: October Financial Report

Motion made by D. Martin, seconded by J. Theriault, to accept the October 2019 Financials as presented. (5 yes, 1 no, J. Theriault) So voted.

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

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

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

a. 2020 EPA Brownfields Grant Application

The City wasn't awarded Brownfields funding last year. The goals of the City's 2020 EPA Brownfields Grant application were outlined and explained by the City Manager. If approved, this will provide funding to help clean up the former Birdseye site.

Neighboring residents and even high school students were involved in developing the proposed strategy for development.

The cost of cleanup is estimated to cost \$492,000. It is anticipated that the City will receive \$75,000 in CDBG funds. The City's share will be 20% and the CDBG funds could be used towards the City's share plus any in-kind match.

The Mayor asked if the map of proposed development sites could be overlaid over the areas of cleanup.

Councilor questions were answered.

6:42 p.m. Public Hearing Opened.

No one from the public spoke.

6:43 p.m. Public Hearing Closed.

Council Agenda Item #8: New Business

a. Discussion Regarding Gloria Cowell Sea Shell Collection Donation

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept, for the Nylander Museum, the unconditional donation of the Gloria Cowell Sea Shell Collection. (6 yes) So voted.

b. Discussion Regarding Ogren Road Landfill Solar Array Study

SynerGen Solar, LLC has approached the City about entering into an agreement to study the possibility of placing a solar array on the former landfill located off Ogren Road. By signing the proposed Caribou Landfill Solar Letter of Intent, the City will receive \$2,500 and SynerGen Solar, LLC and the City will negotiate a 12-month lease option agreement.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to authorize the City Manager to sign the Caribou Landfill Solar Letter of Intent with SynerGen Solar, LLC with a more formal lease agreement to come back to the Council in the future. (6 yes) So voted.

c. Discussion Regarding Airport Lease to Civil Air Patrol

The Mayor commented that the proposed lease is coming before Council after the Civil Air Patrol has already moved in.

The proposed lease is for five years with the Civil Air Patrol paying their share of utilities (phone, electric and heat). Councilor Theriault wants assurances that the facility will remain clean. Discussion about limiting the lease to one year.

Councilor Ayer stated that he wants to call an Airport Committee meeting to discuss this. Councilor Kirkpatrick suggested that this item should be considered a First Read.

d. Discussion and Possible Action Regarding November 2019 Election Results

Motion made by J. Smith, seconded by H. Kirkpatrick, to accept the November 2019 Election Results as presented. (6 yes) So voted.

e. Discussion Regarding Contracts for Providing Fire Services to the communities of Woodland, Connor, New Sweden

This is a First Read.

The proposed fees:

Connor	\$29,078	No fee change
Woodland	\$64,301	No fee change
New Sweden	\$38,459	Fee increased by \$3,000

Chief Susi stated that it doesn't cost the City any money to provide fire services to these communities. Discussion.

f. Discussion Regarding Contracts for Providing EMS services to the Communities of Wade, Washburn, Westmanland, Woodland, Stockholm, Connor, New Sweden, Perham, and T16R4

Connor	\$ 5,349	2% increase plus new non-transport fees for all nine communities
New Sweden	\$ 7,061	
Woodland	\$14,229	
Perham	\$ 4,528	It is estimated that \$10,000 in new revenue will be earned with the new non-transport fees.
Stockholm	\$ 2,090	
T16 R4	\$ 1,290	
Wade	\$ 1,541	
Washburn	\$ 9,894	
Westmanland	\$ 727	

Because this is a contract issue, the City Manager recommends that the Council enter into an executive session so they might review some of these numbers in a little more detail to help them understand the City's position relative to these communities. He suggested that any action could take place following the executive session, or if Council wishes, action doesn't even need to take place this evening.

g. Discussion Regarding Contracts for Providing Ambulance Billing Services to Calais, and Patten.

It is being proposed that the City stop providing Ambulance Billing Services to Houlton and Island Falls.

The new contracts include a change from charging \$22.45 per claim processed to \$22.45 per claim submitted for processing.

The Mayor noted that it appears that the City will lose \$33,000 in income but will save \$54,000 in expense.

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

a. Discussion and Possible Action Regarding Network Support Services with Oak Leaf

Robert Sowers of Oak Leaf Systems outlined the services he provides to the City and will continue to provide if the proposed Contract for Computer Network Support Services is approved. Oak Leaf Systems and the City first worked together in 2005. Even though cost of operating their business have increased, since 2013 Oak Leaf Systems has kept their fee the same. For 2020, Oak Leaf Systems proposes to absorb the cost of the

antivirus and remote monitoring software, thus reducing the overall expense to the City by 10%. The contract is for \$31,200.

Motion made by H. Kirkpatrick, seconded by T. Ayer, authorize the City Manager to sign the proposed Contract for Computer Network Support Services with Oak Leaf Systems as presented. (5 yes, 1 no, J. Smith) So voted.

b. Discussion regarding Drafted 2020 Municipal Budget

The City Manager reviewed the directions given to him from the Council:

- No use of one-time funds
- Capital expenses should be the same or less than in 2019
- The Operational budget should be at or near the 2019 amended budget.

The City Manager response to their directions:

- No one-time funds are utilized.
- Capital expenses are \$70,319 less than 2019 budget by 10.64%. Many items were moved into future years.
- The drafted operation budget is \$78,686 more (0.79%) than the 2019 amended budget, but \$55,927 less than the original 2019 budget.

The proposed 2020 Budget adjustments were reviewed. Councilor Martin spoke out against the removal of a contribution to the Aroostook Area Agency on Aging. He noted that the City is an age friendly community and receives a great deal of benefit from this agency.

Discussion. No one will lose their job with the proposed 2020 Budget. Councilor Ayer questioned whether monies could be moved to fund the paving of additional parking at the new park and Wellness Center. The budget process was discussed. The Mayor wants to see monies in the budget for Aroostook Area Agency on Aging and is still considering whether there should be funds for the Chamber. The Mayor expressed his displeasure with a stipend that is included in the airport budget.

The budget will be further discussed and voted on at the next Council meeting.

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

A question about snowmobile grooming was discussed.

Council Consensus: Allow Recreation to start snowmobile grooming.

Council Agenda Item #11: City Manager's Report

The City Manager reviewed his written City Manager's Report dated November 22, 2019.

Duncans has opened and has donated \$500 to three local organizations.

Recreation has received a \$2,100 grant towards a lift for the Wellness Center.

\$7,500 has been received for a Maine's 200 Storytelling event.

This coming Saturday is "Small Business Saturday"

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

The City Clerk reminded everyone that dog licenses are due.

Elected Officials Workshop will be held live video in Caribou on the 19<sup>th</sup> of December. The City Clerk offered to sign up any of the Councilors that wish to attend.

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

8:15 p.m. Motion made by D. Martin, seconded by J. Smith, to enter into executive session with Fire Chief Scott Susi and Councilor-Elect Douglas C. Morrell 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. Downtown Mall Parking Spaces
  - iii. Ogren Road Landfill
  - iv. Sitel
  - v. Beaugard Equipment

10:15 p.m. Council returned from executive session.

No action was taken.

- b. Collective Bargaining Agreement with the Police Department under §405(6)(D)

10:15 p.m. Motion made by D. Martin, seconded by J. Theriault, to enter into executive session to discuss labor agreements under §405(6)(D). (6 yes) So voted.

10:21 p.m. Returned from executive session.

No action taken.

Council Agenda Item #14: Next Meeting(s): December 9<sup>th</sup> and 23<sup>rd</sup>

Council Agenda Item #15: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adjourn the meeting at 10:21 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

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



**MEMO**

**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** Planning Board Recognitions  
**DATE:** December 5, 2019

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**DISCUSSION ITEM**

Three Planning Board members will be stepping down this year and we would like to recognize them for their years of volunteer service.

Mr. Phillip Cyr	2013 - 2019
Mr. Phillip McDonough III	2014 - 2019
Mr. Todd Pelletier	2013 - 2019

The following are some major projects these individuals were involved with during their time on the Planning Board:

- Maine Veterans Home – 2013
- Revised Sign Ordinance – 2013
- Moyiee Corporation – 2013
- Light Pollution Ordinance – 2013
- Livestock & Poultry Ordinance – 2013
- Boarding Houses Regulations – 2013
- Nuisance Property Ordinance - 2013
- General Plan Rewrite – 2014
- Home Occupations Regulations – 2014
- Porvair Building Expansion – 2014
- Brick House Realty @ 46 Sweden Street – 2015
- Rewrite of Chapter 13 Zoning and Development Codes – 2015 to 2019
- St. Peter Gravel Pit – 2016
- Daigle Oil – 2016
- Theriault sheet Metal – 2016
- Griffin Auto Sales – 2016
- Goughan Berry Farm – RV Park – 2016
- Recreational and Medical Marijuana – 2017
- New RSU 39 Caribou Community School – 2017
- Neal Griffeth NAPA Auto parts – 2017
- Haney Condominiums – 2017
- Farm of Hope - 2017
- Hilltop Senior Living – 2018
- General Plan Update – 2018
- Multiple Rezonings and Land Use Table Alterations

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**  
**8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)**  
**10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)**  
**TEL: (207) 624-7220 FAX: (207) 287-3434**  
**EMAIL INQUIRIES:**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

**PRESENT LICENSE EXPIRES:** 12-31-2019

NEW application: ☐ Yes ☒ No

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection (New Licensees/ Ownership Changes Only) Date: \_\_\_\_\_ Business hours: \_\_\_\_\_

**INDICATE TYPE OF PRIVILEGE:** ☐ MALT ☐ VINOUS ☐ SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

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

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>Corporation Name:</b> <u>AMERICAN LEGION</u>			<b>Business Name (D/B/A)</b> <u>AMERICAN LEGION Post 15</u>		
<b>APPLICANT(S) (Sole Proprietor)</b> <u>HENRY B. PRATT JR. Post 15</u>			<b>Physical Location:</b> <u>167 SWEDEN ST.</u>		
<b>DOB:</b>			<b>DOB:</b>		
<b>Address</b> <u>167 SWEDEN ST.</u>			<b>Mailing Address</b> <u>P.O. BOX 5</u>		
<b>City/Town</b> <u>CARIBOU</u>			<b>City/Town</b> <u>CARIBOU</u>		
<b>State</b> <u>ME</u>			<b>State</b> <u>ME</u>		
<b>Zip Code</b> <u>04736</u>			<b>Zip Code</b> <u>04736</u>		
<b>Telephone Number</b> <u>207-492-6931</u>			<b>Business Telephone Number</b> <u>207-492-6931</u>		
<b>Fax Number</b>			<b>Fax Number</b>		
<b>Federal I.D. #</b> <u>01-0210495</u>			<b>Seller Certificate #:</b> <u>8017734</u>		
<b>Email Address:</b>			<b>or Sales Tax #:</b>		
			<b>Website:</b>		

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A
- State amount of gross income from period of last license:  
 ROOMS \$ 0 FOOD \$ 0 LIQUOR \$ 0
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐  
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐



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

License #

Name of Business

Physical Location

City / Town

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

N/A

7. Business records are located at:

67 Sweden St. CARIBAY, ME 04736

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

YES ☒ NO ☐

9. Is/are applicant(s) residents of the State of Maine?

YES ☒ NO ☐

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

Full Name (Please Print)	DOB	Place of Birth
WAYNE LITTLE		

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

Name:	City:	State:
WAYNE LITTLE	WOODLAND, ME.	ME

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

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

Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_

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

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

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

BRIAN BLD. WITH BASEMENT - LOUNGE & BAR

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

YES ☒ NO ☐ Applied for: \_\_\_\_\_

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 150 YARDS

Which of the above is nearest? Church



Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

**Corporate Information Required for  
Business Entities Who Are Licensees**

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: AMERICAN LEGION HENRY B. PRATT JR. Post 15
2. Doing Business As, if any: AMERICAN LEGION HENRY B. PRATT JR. Post 15
3. Date of filing with Secretary of State: MAY 7 1925 State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: \_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
WAYNE LITTLE	WOODLAND, ME			⊖
MORGAN JOHNCHAD	CARIBOU, ME		1ST VICE COMMANDER	⊖
THOMAS TOMLINSON	CARIBOU, ME			⊖
JOHN JEREM DIXON	Presque Isle ME			⊖

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)

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



**MEMO**

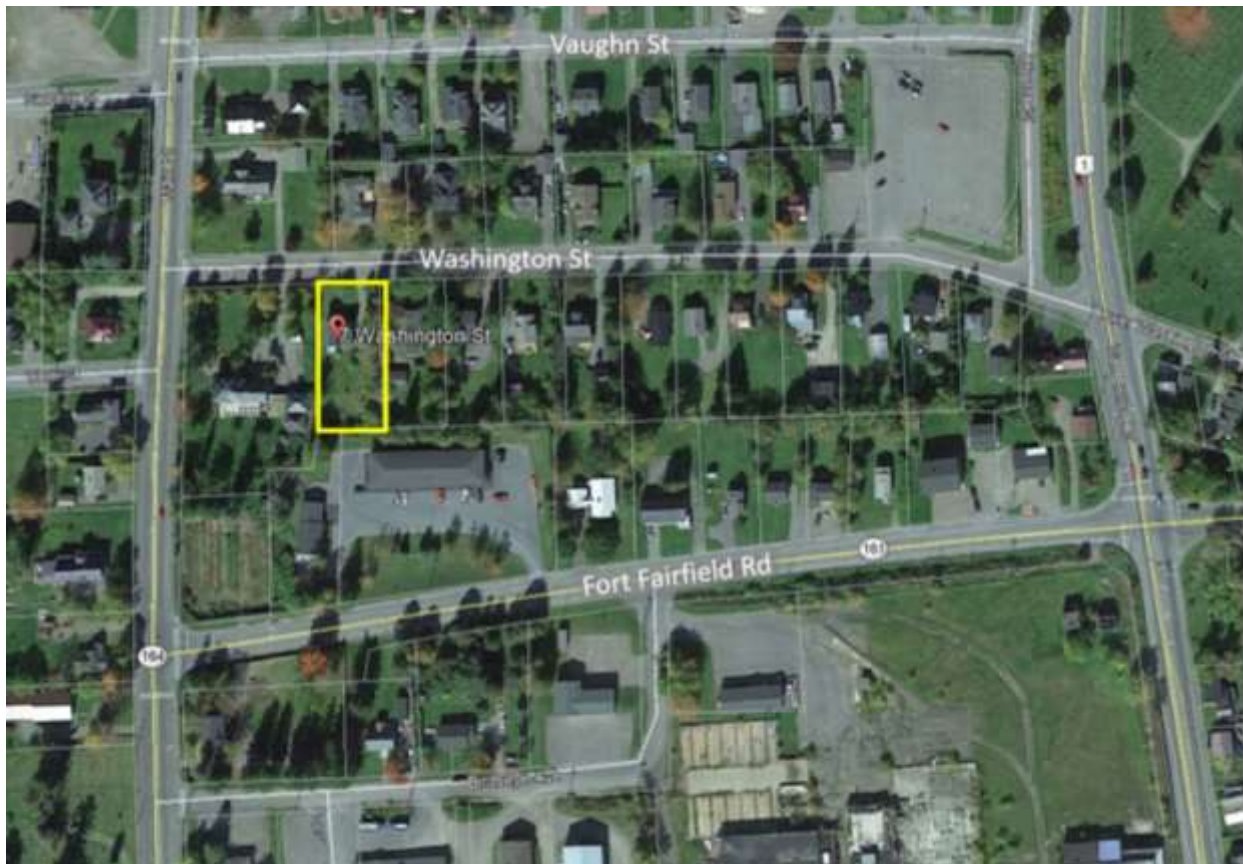
**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** Award of Bid for Tax Acquired Property at 7 Washington Street  
**DATE:** December 5, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

The city received a bid from Edward Mierzwa for the property shown below, 7 Washington Street, which was part of the tax acquired properties advertisement in 2018 and 2019. The bid included a certified check for the minimum bid amount requested of \$17,700. Total taxes owed on the property were \$5,958.47 plus interest and fees.

Staff recommends the Council accept the bid amount and authorize staff to execute the necessary deeds to complete the sale of the property.



**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 Discussion  
**DATE:** December 5, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

During the previous Council meeting, Mayor Goughan asked Councilors to provide suggested changes to the drafted 2020 budget as previously presented. I received the following suggestions from Councilors.

Councilor	Request	Current Budget Amount
Councilors Martin and Goughan	Addition of \$4,600 in Contributions to support the Aroostook Area Agency on Aging.	\$0
Councilor Martin	Addition of \$50,000 for the establishing of a Senior Tax Credit Program.	\$0
Councilor Goughan	Reduction of \$8,000 to the stipend paid to the Public Works Director, Dave Ouellete, for additional services rendered at the airport.	\$9,000
Councilor Theriault	Increase of \$60,000 in Capital Roads projects for repairs to the River Road.  Note: River Road Capital Reserve account currently has a negative \$56,000 balance. There are \$486,000 in 2020 operational funds for general road maintenance.	\$0
Councilor Theriault	Addition of \$6,000 for new part-time staffing at the Nylander Museum.	\$0
Councilor Smith	Addition of \$400 in Economic funds for Aroostook Area Chamber of Commerce affiliation.	\$0

The total of the suggested changes is \$113,000

The previously proposed budget did not require the city's portion of the total mil rate to be increased. If these are the only changes made, the mil rate would need to increase by 1.22% from 0.02455 to .02485. In other words, a homeowner would pay \$30 more in 2020 taxes if their home was valued at \$100,000.



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



**MEMO**

**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** Urban and Rural Blight Committee Report  
**DATE:** December 5, 2019

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**DISCUSSION ITEM**

The Urban and Rural Blight committee will be presenting their recommendations to the City.

No copy of their report was available when preparing this meeting packet.

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



**MEMO**

**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** Civil Airport Lease at the Caribou Airport  
**DATE:** December 5, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

Mr. Jason Lister, who represents The County Composite Squadron, which is affiliated with the Civil Air Patrol, is requesting a lease of office space and use of the main hangar facilities at the Caribou Municipal Airport. It is proposed that they will help with utility costs and “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 in in proper condition and shall repair any damage to the facility which they may cause.” The proposed lease is for a 5-year term.

Members of the Council’s Airport Sub-Committee met on Wednesday, November 27 to discuss the proposal. The consensus of the two members present was to charge \$300 per year based on the anticipated utilities due to usage of the building.

The Civil Air Patrol (CAP) is a congressionally chartered, federally supported non-profit corporation that serves as the official civilian auxiliary of the United States Air Force (USAF). They help with emergency services, which includes search and rescue (by air and ground) and disaster relief operations. They provide aerospace education for youth and the general public. They also provide cadet programs for teenage youth.

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



**MEMO**

**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** Fire/EMS Services to Surrounding Communities  
**DATE:** December 5, 2019

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**DISCUSSION ITEM**

It is intended that additional discussion will take place about the costs and potential fees to be associated with providing ambulance and fire services to outside communities. Information will be made available to the Council on the night of the meeting.

It is believed that discussion on this matter may result in premature disclosure of information that could prejudice the bargaining position of the City and should therefore take place in **executive session under State statute §405.6.C.**

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



**MEMO**

**TO:** Caribou City Council Members and Department Heads  
**FROM:** Dennis Marker, City Manager  
**RE:** Police Station RFQ for Architectural Services  
**DATE:** December 5, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

As directed by the City Council, staff published an RFQ for architectural services for a new police station. The advertisement was published September 25 with the deadline for responses being October 22. The City received six responses to the advertisement. These were from A4 Architects, Artifex, BRSA, Design Group Collaborative with CES Inc, Port City Architects, and Sealander Architects with Armstrong Engineering.

Members of the Council building committee, staff, and a citizen representative (who also served on the citizen advisory committee) were invited to review the submittals and determine which firms/individuals should be invited to make additional presentations for consideration.

Three firms (Artifex, Sealander, and DGC) were ultimately asked to share with the selection committee a presentation with focus on how they would accomplish the project and engage citizens. They were also asked to share some of the lessons learned from previous projects and demonstrate their knowledge of regulations that would pertain to a police station project. After a blind scoring of the interviews (see results below), the selection committee members that participated in the process have recommended that Artifex be engaged for consultant services on the new police station.

Interview Scoring				
	Company			
	Max Pts	Artifex	DGC/CES	Sealander
Vision	10	9.0	7.1	7.0
Regulatory Framework	10	9.1	6.8	5.8
Lessons Learned	10	7.6	7.0	7.0
Public Engagement	10	7.6	6.1	6.3
Total Points	40	33.375	27	26

I met with Ellen Angel, Principal at Artifex Architect & Engineers, on Tuesday November 5 to discuss possible modifications to the advertised scope of work. Artifex has provided a revised scope and maximum "not to exceed" cost estimate of \$41,520 for preliminary studies requested. There will be additional costs ONLY if the project passes a bond election and moves to final design and construction.

It is recommended that the Council authorize the manager to sign the contract for architectural services with Artifex.



November 8, 2019

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

RE: Architectural Services for Caribou Public Safety Facility Study

Dear Dennis:

I have enclosed a revised proposal based on our discussion last Tuesday for Architectural services for the Public Safety Facility Study. This is based on reducing the scope of the study to evaluate the existing City Hall as an appropriate facility for a Police Department; we will not be evaluating the downtown building nor will we be assessing the City Hall for specific structural, mechanical, or electrical issues. We will still be performing the other services as initially requested in your RFP including programming data, initial design, building design, estimate of probable cost, and public engagement and presentations.

Manns Woodward Studios will work closely with Artifex, reviewing Police staffing and space utilization, and organization, making recommendations for renovation, addition, or new construction of the Caribou Public Safety Facility. Robb Manns of Manns Woodward is a proficient Public Safety Architect with over 17 years of experience in providing design services for Public Safety projects throughout the US and training at various conferences on aspects of Public Safety building design. He has the depth of knowledge of IACP and CALEA guidelines and recommendations desired for this project.

We believe the Artifex team has the demonstrated qualifications and experience essential to assist you, the Caribou Police Department, and the City of Caribou to realize the maximum benefits from the study and we are extremely excited to have been selected as your architect. We look forward to beginning this process.

With highest regards,



Ellen Angel, NCARB, LEED AP, Principal Architect

**Contact Person:**

Ellen Angel, Architect  
Principal in Charge  
[eangel@artifexae.com](mailto:eangel@artifexae.com)  
207-974-3028  
207-745-0237 (cell)  
128 Broadway  
Bangor, ME 04401

PHA TASK		FEE
<b>A</b>	<b>INFORMATION GATHERING</b>	<b>\$ 20,250.00</b>
1	KICK-OFF MEETING	Intro and
		Measures of Success -
		Scope, Budget, Schedule
		Tour of potential sites
		\$ 1,200.00
		\$ -
		\$ 1,600.00
		<b>\$ 2,800.00</b>
2	PROGRAMMING and UTILIZATION	
	Staff interviews	\$ 800.00
		\$ 600.00
	Programming forms	\$ 3,200.00
	Preliminary Program	\$ 460.00
	Blocking Diagrams	Alternate Adjacencies
		\$ -
		\$ 800.00
	Presentation Meeting	\$ 460.00
		\$ 800.00
		Graphic presentation
		\$ 2,400.00
		<b>\$ 9,520.00</b>
3	OBJECTIVE EVALUATION of EXISTING BUILDING FOR POLICE USE	
	Determination of Criteria	Site visit -
		document existing conditions
		\$ 1,610.00
		\$ -
		\$ 400.00
		Review existing plans and Data
		\$ 460.00
		\$ -
		Review existing v. L E Criteria
		\$ 800.00
	Conceptual Site Plans	Report
		\$ 1,840.00
		\$ 300.00
	Meeting to Discuss and Present	Review Meeting
		\$ 920.00
		\$ 1,600.00
		<b>\$ 7,930.00</b>
<b>B</b>	<b>CONCEPTUAL DESIGN OF FUTURE FACILITIES</b>	<b>\$ 12,520.00</b>
4	CONCEPTUAL DESIGN - 3 Options	
	Conceptual Floor Plan (s)	Within current City Hall
		Within existing downtown building
		Stand alone
		2 - one per alternate
	Cost Estimate	\$ 2,760.00
	Presentation Meeting	\$ -
	Modifications as discussed	\$ 920.00
	Design Concept Package	\$ 3,900.00
		\$ 400.00
		\$ 440.00
		Agreed on floor plans; Elevations;
		Meeting
		\$ 400.00
		\$ 920.00
		<b>\$ 9,740.00</b>
5	FUNDING OPTIONS	
	Research into available options	\$ 400.00
		<b>\$ 400.00</b>
6	PUBLIC MEETINGS	
		Powerpoint presentation
		3 -24" x 36" color boards
		Survey document
		\$ 600.00
		\$ 1,380.00
		\$ 400.00
		<b>\$ 2,380.00</b>
<b>C</b>	<b>PRELIMINARY PREFERRED DESIGN</b>	<b>\$ 5,500.00</b>
7	PREFERRED DESIGN	
	Conceptual Plans	Floor plans, Elevations, Sections
		Renderings
	Cost Estimate	Update selected estimate
	Presentation Meeting	\$ 2,760.00
	Additional info	\$ 1,900.00
		\$ 400.00
		\$ 440.00
		<b>\$ 5,500.00</b>
<b>D</b>	<b>REIMBURSABLE EXPENSES</b>	<b>\$ 3,250.00</b>
**	Travel And Lodging	3 trips at \$800/trip
*	Auto Expense	5 trips at \$170/trip
		\$ 2,400.00
		\$ 850.00
	<b>MAXIMUM NOT TO EXCEED</b>	<b>Tasks 1 through 7</b>
		<b>\$ 41,520.00</b>

E	PROJECT COMPLETION		\$	254,540.00
8	FINAL PROJECT DESIGN			
	Design Development Documents	Floor plans, Elevations, Sections	\$	75,000.00
	Design Development Costs		\$	2,760.00
	Presentation Meetings		\$	880.00
			\$	78,640.00
9	CONSTRUCTION DOCUMENTS			
	Construction Documents	Floor plans, Elevations, Sections	\$	95,000.00
	Specifications	Renderings	\$	3,000.00
	CD Cost Estimate		\$	2,900.00
	Bid Process Assistance		\$	15,000.00
			\$	115,900.00
10	CONSTRUCTION ADMINISTRATION			
	Shop Drawings , submittal review	Floor plans, Elevations, Sections		
	Site visits,		\$	440.00
			\$	60,000.00

CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members and Department Heads  
FROM: Dennis Marker, City Manager  
RE: City Manager's Contract  
DATE: December 5, 2019

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DISCUSSION AND POSSIBLE ACTION ITEM

The City Manager's employment contract outlines that an annual performance review will be conducted and "shall include at a minimum a goal setting session with the City Council". Earlier this year, the Council asked that an evaluation take place at the end of the calendar year. Anonymous evaluations from councilors have been submitted and will be available for discussion with the Council. Due to the nature of this matter as a personnel issue, it is recommended that discussion about the evaluations take place under **executive session as permitted under State statute §405.6.A**.

Additionally, for the Council's information, the contract with the City Manager is set to expire on July 4, 2020. The contract stipulates that it will "automatically be renewed for an additional two (2) year term unless notice that the Agreement shall terminate is given at least six (6) months before the expiration date." The six-month deadline for notice of termination is January 4, 2020.

It is recommended that the Council, after appropriate deliberation and consideration, take formal action by declaring its intent regarding renewal of the manager's contract.

A copy of the current contract is attached along with an outline of projects and activities accomplished in the last year by the city staff under the Manager.

## City Council Priorities and City Accomplishments under City Manager Marker's Tenure (October 2019 – November 25, 2019)

- I. In April 2019, the following projects and policies were considered by the Council as top priorities for 2019. The numeric designation to the right is an indication of how many councilors voted for the item.

PUBLIC SAFETY PRIORITIES (pick 3)		ECONOMIC DEVELOPMENT PRIORITIES (pick 5)		ADMINISTRATION PRIORITIES (pick 4)	
Opioid and Drug Enforcement	5	Monthly Visits	6	Meeting Packets Available Earlier	6
Public Safety Building	5	New Branding & Marketing Campaign	5	Union Contract Negotiations	6
Health Care Reimbursement Changes	4	Downtown Revitalization	4	Budget Preparation Process Changes	5
Hospital Services	2	Sure Site Program	4	Non-Union Compensation Policy	5
Marijuana Regulation	1	Façade Improvement Grants	3	FBO Services at Airport	3
Other: Police Station Requirements	1	Gap Financing Programs	3	Procurement Policy	3
Expansion of Ambulatory Services	0	"How to" Trainings for Businesses	2	Creation of a Fee Schedule	2
		Business Newsletter	2	SHAPE Audit	2
		Waterfront Redevelopment	2	Other: Employee Evaluations	1
		Business Directory	1	Property Insurance Bids	1
		Other: CEGC	1		
		Ribbon Cutting Ceremonies	1		
Infrastructure (pick 5)		COMMUNITY DEVELOPMENT PRIORITIES (pick 4)		LEISURE SERVICE PRIORITIES (pick 5)	
Sidewalks and Pedestrian Safety	6	Blight Removal (Birds Eye, Vacant Homes)	6	Collins Pond Dam & Trail System	4
Street Lights to LEDs	6	General Plan Update	5	Library Business Resource Center	4
High Street Reconstruction	5	Age Friendly Community Plan	4	Library Programs	4
Facility Maintenance Audits/Plans	4	Zoning Regulations Rewrite	4	NBRC Trail Funding	4
River Road Reconstruction	4	CDBG Applications	3	Teague Park Construction	4
Capital Equipment Plan	3	Beautification Committee	2	Gateway Enhancements	3
60 Access Highway Reuse	2	Family Self Sufficiency Program	2	Sincock Park Construction	3
Airport Development	1	General Assistance	1	Nylander Inventory & Operations	2
City Hall Hose Tower	1	Housing Inspections	1	Other: TOS	2
Fire/EMS Roof System	1			Other: After School Programs	1
Overlay of Hwys in Urban Compact Zone	1			Other: Marathon	1
Public Parking Lot Resurfacing	1			Story Telling Festival	1
City Hall Accessibility	0				
Storm Drain System Inventory	0				

The following is not a complete list of all activities, projects or efforts accomplished by the Manager and city staff. These items are provided as highlights for the above identified term.

### II. Completed Official Actions By City Council in 2019

Ord. 6, 2018	Modified General Assistance Rates for 2019
Ord. 7, 2018	Rezoning Hilltop Elementary Property to accommodate Senior Living Development
Nov. 2018	Agreement with Porvair Filtration group for the reimbursement of expenses related to installation of a backup power generator at their facility.
Nov. 2018	Began providing partial ambulance services with Washburn and Wade
Jan. 2019	Approval of Engineering Services contract with DuBois & King for River Road redesign
Res. 01-01-2019	Resolution Supporting Construction of a new Public Safety Facility
Res. 01-02-2019	Approving Labor Agreement with Caribou Police Officers

Res. 01-03-2019	Approving Labor Agreement with International Fire Fighter Association
Res. 01-04-2019	Recognizing Cary Medical Center for 95 years of service
Res. 02-01-2019	Approving 2019 Revenue Budget
Res. 02-02-2019	Authorizing Re-appropriation of Funds to cover state reimbursement of law enforcement training expenses related to city hire.
Res. 03-01-2019	Amending Sale of Tax Acquired Property to comply with State mandated procedures
Res. 04-01-2019	Spirit of America recognitions for Bill Flagg, Valerie Waldermarson, Christina Kane-Gibson, Barbara Aiken, Roger Felix, Connie Michaud, Sean Pelletier, Channel X Radio, Rotary Club
Res. 07-01-2019	Setting the 2019 Mil Rate and finding over \$300,000 in budget adjustments
	Thursdays on Sweden Street Vendor Policy Update regarding family friendly wares
Res. 08-01-2019	CDBG Housing Displacement Plan Approval
Res. 08-02-2019	Fair Housing Resolution
Res. 08-03-2019	CDBG Standards of Conduct related to conflicts of interest
Res. 08-04-2019	Accepting CDBG Funds for Economic Development Purposes – Porvair Filtration
Res. 08-05-2019	Authorization to Obtain a Tax Anticipation Note to offset limited Cash Flow
Res. 09-01-2019	Accepting CDBG Funds for General Services Transportation Purposes
Res. 10-01-2019	Establishing a City Fee Schedule
Res. 10-02-2019	Authorizing move of chip seal funds to reserve for 2020 paving season
Res. 10-03-2019	Accepting of Sitel Building – (still under consideration)
Ord. 2, 2019	Flood Plan Management Regulation Revisions
Ord. 3, 2019	Ordinance modifying General Assistance Rates
Ord. 4, 2019	Ordinance amending the city's personnel policy regarding whistleblowers
Lease	Renewed Lease with National Weather Service for 20-year term – Executed
Lease	Ecumenical Food Pantry Negotiations for Space in 60 Access Highway – Not Executed
Lease	Flora Dale Park lease to adjacent business owner – Not Executed
Boards	Creation of Residential Rural/Urban Renewal Board
Agreement	Agreement with MDOT for shared cost of High Street reconstruction.
Agreement	Agreement with MDOT for over weight limit permits related to reconstruction of Route 1 and VanBuren Roads
Agreement	Agreement between Caribou and NMDC for loan servicing administration.
Agreement	Agreement for Automatic Mutual Aid for Fire Services with Limestone
Agreement	Agreement for Automatic Mutual Aid for Fire Services with Fort Fairfield
Agreement	Agreement for Automatic Mutual Aid for Fire Services with Washburn
Agreement	Agreement for Automatic Mutual Aid for Fire Services with Presque Isle
Action	Authorization to Sell 60 Access Highway Building
Action	Advertisement for FBO Services at the Airport
Action	August - Reconsideration of Public Safety Facility Options
Action	September – Support for Aroostook Recovery Home
Action	September – Recognition of Revised Public Safety Advisory Committee Recommendation
Action	September – Authorization to seek Architectural Services related to a new police station.
Action	Approval of Street Light Maintenance Agreement with Real Term Energy
Action	Approval of changing phone services to GWI for 5 years

### III. City Manager Boards and Collaborative Organization Affiliations

Board	Meeting Schedule	Note
Caribou Economic Growth Council	Monthly / As Needed	Since July 2017. Providing economic opportunity updates and mapping data for council consideration. Currently working to divest itself of VMS building and working toward housing initiatives.
Northern Maine Development Corporation	Quarterly	Since January 2018. Board member. Review policies and practices related to federal and state funding for economic activities in the region.
Cary Hospital Board of Directors	Monthly	Ex-Officio Board Member by Charter. Attend regularly for review of hospital finances, personnel, policies, and capital projects.
Caribou Utilities District	Monthly	Attend on occasion depending on direct impacts to city general operations.
Aroostook Municipal Association	Monthly / As Needed	Since August 2017. Municipal organization helping to coordinate opportunities for regionalization or cost sharing between communities.
MMA Legislative Policy Committee	Bi-Weekly during Legislative Session	Since July 2018. Committee of 70 district representatives from around the state to set municipal priorities for the upcoming legislative session and review new laws for potential impacts. Costs to attend are reimbursed by MMA.
Aroostook Waste Solutions (Formerly Tri-Community Landfill)	Monthly	Board Alternate by position. i.e. voting only in the event appointed members are not able to attend. Current acting chair for the board.
RSU 39 School Advisory Committee	Monthly	Since July 2017. Review of new school plans, funding, project status.
Caribou HS CAT	Monthly	Since 2018. Advisory board reviewing programs and funding to help students transition to post-secondary education opportunities.
Airport Advisory Committee	Monthly	Since July 2018
State Aeronautical Advisory Board	Quarterly	Limited attendance. Most communication handled via internet and email.
Caribou Planning Board	Monthly	Attend as available.
Aroostook Growth Initiative	Monthly	Organization comprised of municipalities, post-secondary institutions, non-profit, and business entities working to increase the regional workforce.

### IV. Administrative Actions

#### a. Major Personnel Changes

- i. New Deputy Tax Collector due to resignation
- ii. Police Union Contract Negotiations
- iii. Sergeant Union Contract Negotiations

- iv. Fire Department Union Negotiations
- v. Public Works Union Negotiations
- vi. Kenneth Lloyd vs City of Caribou resolution with MHRC
- vii. Lon Cyr vs City of Caribou with MHRC – Additional MHRC investigations begin Jan 2020.
- viii. Amended Personnel Policy regarding whistleblower act and provided additional training to staff.

**b. Special Studies**

- i. Public Safety Facilities – On-going
- ii. River Road Redevelopment – On-going
- iii. Cable Franchise Renewal – On-going
- iv. Regionalization of Assessing Efforts – On-going
- v. Regionalization of Ambulance Services – On-going

**c. Budget**

- i. Finalize FY 2019 Budget Report – January 2019
- ii. Amended 2019 Budget through mil rate process in July 2019
- iii. FY 2019 Budget Update Report – September 2019
- iv. Preparation of FY 20120 Expense and Capital Projects Budgets
- v. Preparation of FY 2020 Revenue Budget

**V. Capital Projects and Repairs**

**a. City Hall and Other Facilities –**

- i. Repair of old hose tower siding.
- ii. Replacement of multiple heating system valves on main floor.
- iii. Installation of new sound system in council chambers for audience purposes.
- iv. Additional safety features around clerks' offices
- v. Successfully completed the state SHAPE audit process for City Hall, Library, Police Station, Recreation Center, Public Works, and the Nylander Museum.

**b. Slum & Blight Removal –**

- i. Birdseye Site Cleanup and Asbestos removal – In the works
- ii. EPA Grant Application for Brownfields funds submitted and being revised for resubmittal in 2020 competition
- iii. Recapture of 32 Fenderson Street
- iv. Eviction of squatter at 25 Liberty Street
- v. Asbestos removal complete at 25 Liberty Street
- vi. Asbestos removal complete at 66 York Street

**c. Transportation –**

- i. River Road coordination of closures, funding efforts, public communication, property negotiations, selection and coordination of engineering firm consultant.
- ii. Demolition of four homes along River Road



- iii. Clearing and grubbing of properties along River Road
- iv. Completion of the automotive travel ways along High Street between main and route 1
- v. Repaving of Bennett Drive between High Street and DOC

**d. Airport.**

- i. Conducted four special events in the year
  - 1. Two Pay by the pound fly-in events
  - 2. Fall Foliage tours
  - 3. One fly-in event with classic cars
- ii. Civil Air Patrol lease renewal request

**e. Parks & Recreation**

- i. Collins Dam Repair Design now being coordinated through state DEP
- ii. Installation of first Dog Park.
- iii. Continued coordination with RSU on Teague Park finishes and additional work to get splash pad installed during 2020 season.
- iv. Grant awarded for ADA lift from main floor to upper track.

**f. Library**

- i. Bookstore opening
- ii. Ingress/egress Safety measures installed
- iii. New Programs
  - 1. Basic and Advanced computers classes (e.g. Coding for Kids, Microsoft Office suite, etc.)
  - 2. Cookies and Coloring
  - 3. Preschool Playdate
  - 4. Monthly Lego Days
  - 5. Introduction to Genealogy
  - 6. STEM trunk
  - 7. Night Sky Viewing
- iv. Continuing Programs
  - 1. Middle School and High School Book Clubs
  - 2. Kittens and Kids
- v. Group Accommodations
  - 1. Civil Discourse Group
  - 2. Classic Book Club

**g. Planning & Zoning**

- i. On-going review of zoning codes rewrite by Planning Board
- ii. Finalizing General Plan update

**VI. Economic Development Activities**

**a. Networking**

- i. CEGC

- ii. Business Investment Group
- iii. Aroostook Growth Initiative
- iv. Mic Mac Nation

**b. Tax Increment Financing Districts**

- i. Economic Agreement with Porvair (under review)
- ii. Skyway Plaza

**c. Business Expansion and Retention**

- i. New Dunkin Donuts expansion (2019)
- ii. Downtown Business Alliance group (Christina Kane-Gibson)
- iii. Manager Business Site Visit Monica's Scandinavian
- iv. Manager Business Site Visit Brambleberry
- v. Manager Business Site Visit Sign Tech
- vi. Manager Business Site Visit Beaulieu's Garage
- vii. Manager Business Site Visit Mike's Moonlighting
- viii. Manager Business Site Visit Affordable Finds
- ix. Manager Business Site Visit The Cubby
- x. Manager Business Site Visit Ms. Jordyn's Preschool
- xi. Manager Business Site Visit 2<sup>nd</sup> Hand Rose
- xii. Manager Business Site Visit Soderberg Construction
- xiii. CDBG award for Porvair to increase equipment, facility remodel and new jobs.

**d. Events & Marketing**

- i. NASA Communication Event with Dr. Meir
- ii. 2019 Thursdays on Sweden Series
- iii. 2019 Caribou Marathon
- iv. Shop Local events (December 2018 and 2019 – Christina Kane-Gibson)
- v. \$7,500 grant award for Story Telling festival in 2020

**City Manager's Report**  
**December 5, 2019**

**Economic Development Projects**

<b>Caribou Shopping Center</b>	Mr. Dana Cassidy is making final renovations on a trampoline park that should open the first of the year. He has a lead on another tenant who generates \$10M+ in sales. He would like the city to help with space renovation costs to accommodate the new tenant.
<b>Skyway Plaza CEA</b>	Reached out to Tina Mullins in the state economic & community development office to discuss extension of the downtown TIF district. We are already at the statutory limit on time. May have to create a new TIF district.
<b>Porvair CDBG program</b>	Porvair has purchased some of the anticipated equipment they need for expansion. Working with state on reimbursement process.
<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. Now dealing with snow delays.
<b>Birdseye Cleanup</b>	Application for EPA funding was not completed. Strength of application is predicated upon committed funding and development partners with full site reuse in 3 years. More leg work and collaboration is needed to comply with all the funding stipulations. Work in 2020 will be to create a firm development plan and seek partner commitments for 2021 funding cycle.
<b>Regional Transportation Collaborative CDBG Program</b>	Final documents have been received from the state for funding of this work. The stakeholder group has already had a couple meetings.
<b>Hilltop Senior Living</b>	Interior work is on-going
<b>Events and Marketing</b>	Holiday events in full swing.
<b>Title 13 ReWrite</b>	On hold through budget season
<b>Dunkin Donuts</b>	Store is open for business - Project closed.

## Capital Projects and Administrative Actions

<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>Fire/EMS Structural Study</b>	On hold pending budget 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 buidlings. Continuing negotiations without consultant.
<b>Wage and Classification Policy.</b>	On hold pending budget discussions
<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>High Street</b>	all work has stopped until spring 2020
<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. November billings have been processed and indicate reduction of annual billings from \$112K to \$50K due to city ownership of lights. Still waiting for EMERA to apply LED rates.
<b>River Road</b>	Work on hold until spring 2020. Road is traversable through winter in similar fashion to last year.
<b>Teague Park</b>	Work on hold until spring 2020

# Caribou Housing Authority

## Housing Choice Vouchers (Section 8) & Family Self-Sufficiency

November 2019

### Waiting List Statistics

	Prior Month	Current Month	YTD
<b>Applicants in Jurisdiction</b>	<b>N/A</b>	<b>77</b>	<b>N/A</b>
VAWA Preference	N/A	3	N/A
Veteran's Preference	N/A	2	N/A

### Housing Choice Voucher Program

	Prior Month	Current Month	YTD
<b>Vouchers Allocated to CHA</b>	<b>193</b>	<b>193</b>	<b>2,123</b>
<b>Vouchers Leased</b>	<b>184</b>	<b>194</b>	<b>2,000</b>
Portability Out	2	2	25
Homeownerships	0	0	0
Vouchers Available	9	-1	123
Vouchers on Street	13	11	106
<b>Total Monthly Payments</b>	<b>\$ 77,430</b>	<b>\$ 83,456</b>	<b>\$ 828,313</b>
Housing Assistance Payments, Landlords	\$ 73,904	\$ 80,082	\$ 779,683
Port Out Payments	\$ 761	\$ 761	\$ 8,983
Utility Reimbursements, Participants	\$ 305	\$ 188	\$ 3,003
Family Self-Sufficiency Escrow	\$ 2,460	\$ 2,425	\$ 36,085

### Housing Quality Standards Inspections

	Prior Month	Current Month	YTD
<b>Initial</b>	<b>3</b>	<b>4</b>	<b>11</b>
Passed	2	2	7
Failed	1	1	4
Re-Inspected	1	1	4
<b>Annual Inspection</b>	<b>0</b>	<b>0</b>	<b>95</b>
Passed			19
Failed			38
Re-Inspected			38
<b>Tenant/Landlord Requested</b>	<b>0</b>	<b>0</b>	<b>1</b>
Passed			0
Failed			1
Re-Inspected			1

**Note:**

Effective January 2019, the Caribou Housing Authority adopted HUD's Bi-Annual Inspection regulation.

- \* Passed Units Inspected in 2018: were placed on "Bi-Annual Inspection Status" (they skipped 2019 and will be inspected in FY 2020).
- \* Failed Unit Inspections in 2018, were inspected in 2019, if they:
  - failed, they were re-inspected again in 2019; and will be inspected again in 2020;
  - passed, they were put on "Bi-Annual Inspection Status" to be inspected in 2021.

(All units that fail an inspection, are re-inspected within the required time frames per regulations/policy.)

Bi-Annual Inspections helps cut down the time that staff is out of the office, and also cuts down on HQS mileages.

**Family Self-Sufficiency**

	Prior Month	Current Month	YTD
<b>Number of Participants</b>	<b>42</b>	<b>42</b>	<b>407</b>
Number Earning Escrow	18	18	156
Monthly Escrow Deposit	\$ 2,460	\$ 2,425	\$ 36,085
<b>FSS Graduates</b>	<b>0</b>	<b>0</b>	<b>3</b>
Escrow Earned	\$ -	\$ -	\$ 5,208
<b>FSS Forfeitures</b>	<b>0</b>	<b>1</b>	<b>7</b>
Escrow Lost	\$ -	\$ 777	\$ 5,567

**CHA Updates:**

In November, the Caribou Housing Authority submitted their 5-Year Plan to HUD. A copy of the Plan is available to view at the Caribou Housing Authority Office and on the Housing's Website at: <http://www.cariboumaine.org/index.php/departments/caribou-housing-agency-2/about-caribou-housing-agency/general-agency-plans/>.

CITY CLERK'S OFFICE REPORT	19-Aug		Sep-19		Oct-19		Nov-19		YTD	
	# of	amount	# of	amount	# of	amount	# of	amount	Total #	Total Amount
	transactions	collected	transactions	collected	transactions	collected	transactions	collected	of Transactions	Collected
ATV REGISTRATION	59	\$ 3,394.07	14	\$ 888.50	6	\$ 580.50	1	\$ 46.00	627	\$ 38,344.70
BIRTH RECORDS	74	\$ 1,132.00	46	\$ 775.00	45	\$ 728.00	37	\$ 569.00	553	\$ 8,962.00
BOAT REG	11	\$ 651.90	1	\$ 43.00	1	\$ 34.38	0	\$ -	270	\$ 19,959.77
BUILDING PERMITS	9	\$ 550.00	8	\$ 450.00	1	\$ 50.00	1	\$ 50.00	57	\$ 3,290.00
CITY OWN PROPERTY	2	\$ 6,006.48	1	\$ 500.00	1	\$ 1,370.41	1	\$ 1,000.00	18	\$ 37,991.09
CONNOR BOAT	1	\$ 43.00	0	\$ -	0	\$ -	0	\$ -	21	\$ 769.00
DEATH RECORDS	26	\$ 796.00	25	\$ 650.00	25	\$ 991.00	26	\$ 1,146.00	291	\$ 8,335.00
DOG LICENSES	2	\$ 37.00	2	\$ 12.00	88	\$ 723.00	84	\$ 639.00	671	\$ 6,512.00
FAX FEE & PHOTO COPY	8	\$ 22.00	12	\$ 18.50	9	\$ 164.00	6	\$ 7.50	66	\$ 319.75
FISHING LICENSE	5	\$ 135.00	3	\$ 63.00	0	\$ -	0	\$ -	193	\$ 5,152.00
HUNTING LICENSE	22	\$ 530.00	58	\$ 1,563.50	47	\$ 1,033.00	16	\$ 469.00	283	\$ 8,535.50
IN TOWN REG	2	\$ 276.15	5	\$ 298.58	2	\$ 2,688.96	1	\$ 124.24	14	\$ 4,364.65
MARRIAGE RECORDS	21	\$ 410.00	13	\$ 282.00	9	\$ 266.00	11	\$ 264.00	136	\$ 3,087.00
MISC. INCOME	0	\$ -	1	\$ 22.00	2	\$ 70.00	0	\$ -	9	\$ 229.36
MISC. LICENSES	5	\$ 50.00	4	\$ 550.00	6	\$ 155.50	2	\$ 40.00	77	\$ 2,245.50
MISC. RECEIPTS	5	\$ 1,951.62	5	\$ 3,358.40	5	\$ 2,850.37	4	\$ 925.00	72	\$ 28,393.06
MOTOR VEHICLE	721	\$ 161,944.36	664	\$ 170,473.58	599	\$ 154,556.78	449	\$ 104,704.18	7422	\$ 1,665,183.81
NOTARY FEES	11	\$ 155.00	10	\$ 75.00	14	\$ 80.00	8	\$ 55.00	106	\$ 930.00
PERSONAL PROPERTY PAYMENT	95	\$ 53,807.75	149	\$ 227,854.74	25	\$ 12,208.85	12	\$ 2,128.14	343	\$ 324,680.29
PLUMBING PERMITS	3	\$ 555.00	3	\$ 505.00	9	\$ 1,160.00	2	\$ 130.00	29	\$ 9,305.00
PYMTS. IN LIEU OF TAX	1	\$ 6,680.44	0	\$ -	1	\$ 3,611.62	1	\$ 3,355.22	10	\$ 37,449.93
REAL ESTATE PAYMENT	1013	\$ 1,509,673.07	2323	\$ 4,318,243.82	469	\$ 453,599.90	267	\$ 141,663.25	6282	\$ 7,241,701.18
SIGN PERMITS	2	\$ 150.00	1	\$ 50.00	0	\$ -	1	\$ 100.00	7	\$ 450.00
SITE DESIGN REVIEW	0	\$ -	0	\$ -	1	\$ 90.00	1	\$ 90.00	5	\$ 450.00
SNOWMOBILE REGISTRATION	0	\$ -	0	\$ -	3	\$ 551.50	148	\$ 9,721.82	366	\$ 25,430.07
TAX ACQUIRED REAL ESTATE PAYMENT	0	\$ -	0	\$ -	0	\$ -	0	\$ -	13	\$ 10,113.56
TAX ACQUIRED LIEN PAYMENT	3	\$ 1,616.90	0	\$ -	25	\$ 14,217.70	0	\$ -	83	\$ 50,460.75
TAX LIEN PAYMENT	42	\$ 12,052.71	42	\$ 14,106.42	38	\$ 15,014.29	74	\$ 59,425.78	453	\$ 292,809.45
TRAILER PARK LOT RENT	13	\$ 1,280.00	9	\$ 1,000.00	11	\$ 1,260.00	9	\$ 1,030.00	115	\$ 13,315.00
TOTAL:	2156	\$ 1,763,900.45	3399	\$ 4,741,783.04	1442	\$ 668,055.76	1162	\$ 327,683.13	18592	\$ 9,848,769.42

# Monthly Permit Report

November 2019

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	1	58	2	44
HOMES	0	3	1	6
MOBILE HOMES	0	2	0	0
MULTI-FAMILY	0	2	0	0
COMMERCIAL	1	14	1	9
EXEMPT	0	1	0	5
PLUMBING PERMITS				
INTERNAL	2	13	0	5
EXTERNAL	0	12	1	10
DEMO PERMITS	1	13	1	12
SIGN PERMITS	1	8	2	16

Year-to-Date is      January 2019                      to                      November 2019





# Caribou Public Library

## DIRECTOR'S REPORT

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

Dear Honorable Mayor, City Councilors and Mr. Marker,

Goodness what a month was November! Snow days and holidays make sense to me but the library being without heat for 5 days was something totally new to worry about! I was so happy that our sweet library maintained a 52-degree temperature no matter how cold it was, but 52 is so much cooler than I thought! If I was moving it was fine but when I stopped, I froze! LOL! Let us hope we never have to repeat this again.

No matter the closures or the holidays your library was still hopping in November. Here are some highlights:

- Our book sale raised \$226! Yaaaaay!
- We continued our Teen Coding classes – the kids keep asking for more classes and our instructor willingly complies!
- We **WON A CODING GRANT** through Prenda!!! This year long grant is worth \$4,500 and is to facilitate a weekly or biweekly Coding Club to offer coding instruction for ages 8-18 in the new year (with ROBOTS!!!). We are also planning to offer an adult coding club due to interest expressed by some of our adult patrons.
- We had 16 children participate in our new monthly LEGO Day (the 1<sup>st</sup> Monday of the month)
- Our STEM trunk from Cornerstones of Science was all about Creativity this month. We had 20 children making paper, exploring art, and sound! So much fun!
- We offered our first Beginner Genealogy class – it was a hit! We will be offering an advanced class in the new year.
- Pop Pilates is back at the library on Saturday mornings! We had a good turn out last month.
- Our book clubs continue strong every month!

December is always an amazing month, we get to celebrate Christmas! It does not get better than that in my book! Our activities for December help everyone get into and stay in the Christmas spirit. Here are some of them:

- Movies in the Library – It's A Wonderful Life on the 7<sup>th</sup> and White Christmas on the 14<sup>th</sup>.
- Storytime with a local author on the 9<sup>th</sup>.
- Storytime with Santa on the 11<sup>th</sup> (Dennis has agreed to be our 6'5" Santa! LOL!)
- George & Friends Concert on the 19<sup>th</sup> – this is an event you will not want to miss! This concert is always wonderful and this year they are adding vocalists!
- We are hosting the Elf Pal Academy again this year. The children really enjoy decorating cookies, playing games and writing letters to Santa.
- Christmas Slime Storytime – combining two things I LOVE makes this such a fun event! We are listening to Christmas stories and making SLIME! I do not know who will have more fun, the children or Erin and I!

We are, of course, continuing our regular programming of Teen Coding, Book Clubs, Preschool Playdates, our early literacy programs for children, Cookies & Coloring and our computer classes.

It is going to be an AWESOME month! Please stop in if you get a chance!

As always,  
Happy Reading!  
~Hope

MONTHLY STATISTICAL COMPARISON FOR CIRCULATION													
MATERIAL TYPE	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019
Adult books	809	663	829	630	779	761	636	574	772	721	639	598	497
Juvenile books	946	747	1,299	690	1,085	1,079	887	841	986	888	736	761	542
Teen/YA books	73	61	60	69	103	83	67	65	115	74	74	103	57
DVDs	463	328	394	360	374	398	229	240	355	360	369	333	270
eBooks/Audiobooks	177	159	171	156	206	189	161	157	144	141	131	143	110
Magazines	78	79	94	66	91	56	40	35	38	41	52	81	62
Interlibrary loans	41	67	77	55	90	67	96	67	109	72	128	80	65
TOTAL NUMBERS	2,587	2,104	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129	2,099	1,603

OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019
Circulation	2,587	2,104	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129	2,099	1,603
Library Visitors	6,121	5,091	5,411	4,652	6,186	6,499	5,971	5,408	6,533	6,381	5,500	6,328	4,394
Wi-Fi access	6,350	5,024	4,862	4,049	4,696	6,638	6,805	6,470	7,722	8,371	8,032	7,193	5,751
Books added	126	249	179	196	100	140	162	159	213	123	137	137	106
Books withdrawn	57	144	229	18	355	198	129	235	184	100	15	63	9
Program Participation	243	200	209	223	403	516	350	437	453	381	292	473	206
New registered patrons	20	12	14	10	26	35	15	23	18	32	20	26	6
Archives (# of users)	34	24	41	35	45	49	30	41	66	52	39	36	27

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603		25,083

## CFAD MONTHLY REPORT

November 2019

Fire Calls \_17\_ Ambulance Calls \_178\_ Cancelled Calls \_3\_ = Total Calls \_198\_

See attached Breakdown

-Alarms for Fires (33)	1	- ALS Calls	105
-Alarms for Rescues (66)		- BLS Calls	73
-Silent Alarms	16	- Amb Calls cancelled:	3
Total Hours Pumped	2.5	- No Transport	37
Gallons of Water Used	12,500	- Long Distance Transfers	23
Amt. of Hose used:	650'	- Calls Turned Over:	7 = \$17,136
Ladders Used (in Feet):			
(75' Ariel)_____1_____		Total Out of Town Calls	30
Thermal Imaging Camera Used:	3	Est. Fire Loss, Caribou	\$5,000
Gas Meter Used:	1	Est. Fire Loss, out of City	\$
Rescue Sled & Snowmobile:		Total Est. Fire Loss	\$5,000
Rescue Boat:			
Jaws Used:	1	Total Maint. Hours	16 mhrs.
Fire Permits Issued	8	Total Training Hours	83 mhrs.
Miles Traveled by all Units	10,260	*Color Guard Trng./Ceremonies	

### MUTUAL AID TO:

P.I.F.D.	
F.F.F.D.	
L.F.D.	
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	1
Van Buren Amb.	1
Life Flight	5

### MUTUAL AID FROM:

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

### Out of City Fire/Rescue and/or Ambulance Responses

LOCATION	# Of Fires/Rescue	Man Hrs.	#of Amb. Calls
Woodland	3	4 mhrs.	8
New Sweden	1	1 mhr	3
Connor	1	1 mhr	1
Perham			1
Stockholm			6
Westmanland			0
Washburn			6
Wade			0

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Scott Susi, Chief  
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES  
For November 2019**

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

**Other Incidents**

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	4
20. Aid to Police (551)	
21. Investigation (Smoke, CO <sub>2</sub> or Alarm) (730)	4 – 1 Propane; 3 Smoke
22. Service Calls (500)	3
23. Ambulance Calls (300)	178

Cancelled 3

Fire/Rescue 17

**Total Calls for the Month:** 198



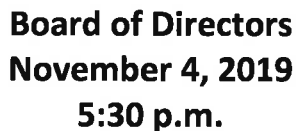
**Board of Directors**  
**November 4, 2019**  
**5:30 p.m.**

**Present:** Doug Plourde, Chairman, Dennis Marker, Neal Griffeth, Mike Quinlan, Carl Soderberg, Chris Bell, Kevin Barnes, Dr. Shawn Laferriere, Dr. Carl Flynn, Sue White, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Paula Parent, RN, CNO; Leslie Anderson, COO; Dr. Regen Gallagher, CMO; Dr. Irene Djuanda, COS; Sam Brown, QHR; Norm Collins, PHS and Peg McAfee

**Welcome:** Doug Plourde, Chairman, Board of Directors welcomed Sam Brown, QHR and Norm Collins, PHS Board Member.

**EDUCATION:** Cary Retirement Plan – Mike Pratico, CapTrust, provided an overview of Cary's Retirement Plan.

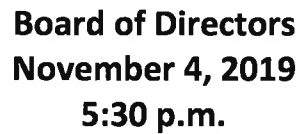
AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>REGULAR MEETING</b>			
<b>1. Call to Order</b>	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:49 p.m.	Informational.	
<b>2. Review and Approval of Minutes</b>	Upon motion duly made and seconded, it was so VOTED to approve the October 7, 2019 meeting minutes as presented.	Informational.	
<b>3. Report of Chief of Staff</b>	<p>Dr. Djuanda provided the following updates from the October 22<sup>nd</sup> Medical Staff Executive Committee meeting:</p> <p>Medical Staff Quality Indicators – The quality indicators were reviewed at the MSEC Meeting.</p> <p><b>Appointment Active Medical Staff – Carlos Chavez, MD (General Surgery);</b> The complete appointment application and provider profile of Carlos Chavez, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Carlos Chavez, MD to the Active Medical Staff with privileges as requested through June 30, 2021. Dr. Bawa was appointed as proctor for Dr. Carlos Chavez during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Appointment Active Medical Staff – Hacer Kural, MD (OB/GYN);</b> The complete appointment application and provider profile of Hacer Kural, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Hacer Kural, MD to the Active Medical Staff with privileges as requested through June 30, 2021. Dr. Wall was appointed as proctor for Dr. Hacer Kural during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Resignation – Sourbha Dani, MD (Cardiology)</b> – Dr. Djuanda reported that Sourbha Dani, M.D. has</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Chief of Staff report as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Carlos Chavez, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Hacer Kural, MD to the Active Medical Staff.</p> <p>Upon motion duly</p>	

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**Board of Directors  
November 4, 2019  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
c. <b>Dashboard 2019</b>	<p><b>Dashboard</b> – The following information was reviewed:</p> <ul style="list-style-type: none"> <li>• Inpatient and Outpatient Core Measures – there was nothing new to report.</li> <li>• Medical Staff Quality Indicators – Most are complete and doing well.</li> <li>• Departmental Quality Indicators – The indicators are generated from the QM Plans. Most data has been received for the 3<sup>rd</sup> quarter. Sherry Wright will send reminders to managers of due dates.</li> <li>• Customer Satisfaction – Leslie Anderson provided an overview of the patient satisfaction information. A group has been established to review patient satisfaction scores. The first meeting is scheduled next week. Discussion ensued regarding the comparison data for the four County hospitals that is no longer on the Dashboard. Leslie noted that information is dated but will provide the report as part of the dashboard in the future.</li> </ul>		
<p><b>5. Report of Chairman, Board of Directors – Doug Plourde</b></p> <p><b>a. Report from Board Members – PHS BOD – Matt Hunter</b></p> <p><b>MSEC – Neal Griffeth</b></p> <p><b>b. Nominating Committee</b></p>	<p>Doug Plourde and members of the Board of Directors provided the following updates:</p> <p><b>PHS Board of Directors Meeting</b> – No update was provided</p> <p><b>MSEC Meetings</b> – Neal Griffeth reported it was a good meeting and congratulated Dr. Djuanda on a well-run meeting.</p> <p><b>Nominating Committee</b> – Doug Plourde reported the Nominating Committee recently met. The committee asked both nominees and they accepted the nominations. The Nominating Committee would like to recommend Dr. Irene Djuanda be appointed to a three-year term on the Board of Directors and Carl Soderberg be reappointed to a three-year term on the Board of Directors. These recommendations will be sent to the City Council for review and approval at their January 2020 meeting.</p>	<p>Informational.</p> <p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve Dr. Irene Djuanda be appointed to a three-year term and Carl Soderberg be reappointed to a three-year term on the Board of Directors. These recommendations will be sent to the City Council for review and</p>	

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**Board of Directors**  
**November 4, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>7. Report of Finance &amp; Personnel Committee</b> <b>a. September Financials</b>	<p>Chelsea provided the following updates:</p> <p><b>CMC Financials</b> – An overview was provided of the September financials for Cary Medical Center, including a review of: gross patient revenue, expenses, net income and AR and a positive bottom line.</p> <p><b>Maine Junior Achievement Award</b> – Chelsea Desrosiers announced that Kris Doody is being recognized by the Maine Junior Achievement on November 7<sup>th</sup> in Bangor. Several people will be in attendance to support Kris during receipt of her award at the event at the Hilton Garden.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance &amp; Personnel Committee as reported.</p>	
<b>8. Safety Committee Quarterly Report</b>	<p>Leslie Anderson provided updates on the following:</p> <p>Items reviewed were: Safety Management: Safety Committee goals and dashboard, MEMIC Executive Summary and Simply Safety Sessions. Life Safety Management: Fire drills were completed at Cary Medical Center and L'Acadie. Emergency Management: Meetings have been held with the VA Clinic and Caribou Nursing Home to plan for drills.</p> <p><b>Security</b> – Meetings are ongoing with Caribou Police Chief Mike Gahagan to review plans for the police department to provide coverage when needed for situations in the ER. Discussions with Securitas, the company that provides overnight and weekend security are also occurring while considering other options for security.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Safety Committee Quarterly Report as presented.</p>	
<b>9. Pines Health Services Quarterly Report</b>	<p>Kris Doody provided the following updates:</p> <p><b>Budget</b> – The 2020 Budget is in process. Plans are to present the budget to the Board of Directors at the November 18<sup>th</sup> Board Meeting.</p> <p><b>HRSA</b> – Pines triennial site visit is scheduled for April 2020. Preparation is ongoing.</p> <p><b>340b Program</b> – Pines is looking at additional pharmacies to join the program. This program has provided over \$150K year-to-date to the bottom line.</p>	<p>Informational.</p>	
<b>10. MRHC Quarterly Report</b>	<p>Kris Doody provided the following updates:</p> <p><b>Leadership Training Day</b> – Nine staff members from Cary attended the MRHC Leadership Training Day in October.</p> <p><b>Health Insurance</b> – The five MRHC hospitals went out to bid for health insurance pricing options. Plans</p>	<p>Informational.</p>	



**Board of Directors**  
**November 4, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	are for Cary to remain with EBPA as the TPA. Plans are to transition to Ultrabenefits with the Collaborative in 2021.  <b>Stop Loss</b> – Cary Medical Center will only see a 1% increase in cost for Stop Loss coverage this year. Without the Collaborative there would have been a 20% increase or \$450,000 in premiums plus 2 lasers.		
<b>11. Quorum Health Resources Updates</b>	<b>Sam Brown provided the following updates:</b>  <b>Consulting and Support Deployment Plan</b> – Items highlighted in yellow are of current importance, including: the Community Health Needs Assessment that has just been completed, the National Trustee Conference is scheduled for early March in Phoenix, AZ.  <b>Quorum Board Minutes</b> – The topic is Aging Rural America and is a very good article.		
<b>12. Adjournment, Other &amp; Next Meeting</b>	<b>Adjournment</b> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:52 p.m.  <b>Next Meeting</b> –The next meeting of the Board of Directors is scheduled for Monday, December 2, 2019, 5:30 p.m.	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB  
Chief Executive Officer