

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, August 24, 2020** in the Council Chambers located at 25 High Street, at **6:00 pm**.



**THIS MEETING WILL BE OPEN TO THE PUBLIC DURING PUBLIC FORUM. COMMENTORS WILL NEED TO LEAVE AFTER SPEAKING TO MAINTAIN SOCIAL DISTANCING PROTOCOLS IN THE CHAMBER. THE MEETING WILL BE BROADCAST ON CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL.**

- 1. Roll Call**
- 2. Invocation / Inspirational Thought**
- 3. Pledge of Allegiance**
- 4. Public Forum** - Comments can be submitted to the Clerk's Office ([dbrissette@cariboumaine.org](mailto:dbrissette@cariboumaine.org)) prior to 5:30 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record.
- 5. City Council Minutes**
  - a. July 15 Special Meeting Pgs 2-5
  - b. July 27 Regular Meeting Pgs 6-8
- 6. Bid Award, Recognitions & Appointments**
  - a. Award of Snow Plowing Services Contract Pgs 9-10
- 7. New Business**
  - a. Versant Pole Permit Request 2CARIBO204700 Pgs 11-15
- 8. Old Business & Adoption of Ordinances and Resolutions**
  - a. Resolution 07-01-2020, Amending the 2020 Expense Budget Pgs 16-17
  - b. Resolution 08-01-2020, Amending the City's Façade Improvement Grant Program Pgs 18-23
  - c. Introduction of Ordinance #04, 2020 Series, Amending Liquor Licensing Regulations Pgs 24-28
- 9. Reports and Discussion by Mayor and Council Members**
  - a. Review of City Investment Policy Pgs 29-33
  - b. Review of City Policy on Disposition of Tax Acquired Property Pgs 34-40
- 10. City Manager's Report**
  - a. MDOT Proposal to Restripe Bennett Drive Pgs 41-42
- 11. Reports by Staff and Appointed Officials**
- 12. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
  - a. Collective Bargaining Status Update §405.6.D
    - i. Police Officer's Grievance
    - ii. Public Works Mediation
  - b. Real Estate and Economic Development Activities under §405.6.C
- 13. Next Meeting(s):** September 8, 15 & 21
- 14. Adjournment**

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

### Certificate of Mailing/Posting

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

BY: \_\_\_\_\_ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a Special Council meeting Wednesday, July 15, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Thomas Ayer, Joan L. Theriault, Hugh A. Kirkpatrick, Douglas C. Morrell, Nicole L. Cote, Jody R. Smith.

Dennis L. Marker, City Manager was present in council Chambers.

Due to the COVID-19 Pandemic, this meeting was closed to the public and was broadcasted via Spectrum, and Caribou's YouTube Channel.

Council Agenda Item #2: Invocation/Inspirational Thought

Mayor Goughan read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Goughan led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Gary Nadeau, Caribou Resident

Mr. Nadeau came to discuss the issues that have been happening with his neighbors vehicle repair business and why the planning board agreement has not been upheld with the requirements for his neighbor and their business. He expressed his concerns and thoughts on what may help the situation in his neighborhood.

Diana, Caribou Resident

She presented information regarding a property that is adjacent to hers that is currently city owned (tax acquired) and stated that she is concerned that the structure should be condemned and that her fear is of rodents, fire and many other things.

Gloria Kidney, Caribou Resident

Diana read a letter from Ms. Kidney and her concerns about the property at 110 Washburn Street has been condemned and that it is unfit for human habitation. She is concerned with the property and says that it has a potential for drugs, theft and child endangerment.

Galen West, Caribou Resident

Mr. West spoke regarding his concerns about the property at 110 Washburn street, he stated that the property is unfit, and something needs to be done.

Priscilla Glass, Caribou Resident

Ms. Glass would like to purchase back the property that she formerly owned to pass it down to her grandson. She stated that they have been working on the residence and making improvements so that it would be ready for her grandson.

Michelle Grant, Caribou Resident

Ms. Grant spoke about why they want to keep the house and the property and how it has been in their family and that they would like to purchase it back.

Council Agenda Item #5: Financials - June 2020

Manager Marker discussed the current budget and where it falls at the end of the first six months.

Motion made by H. Kirkpatrick, seconded by T. Ayer to accept the current budget report from June 2020. (7 yes) So voted.

Council Agenda Item #6: New Business

a. Sale of Tax Acquired Property at 110 Washburn St (Map 32, Lot 42)

Discussion regarding the property and possible steps that need to be taken before considering the sale of the property.

Motion made by T. Ayer, Seconded by H. Kirkpatrick to table the sale until July 27<sup>th</sup> with amendment that nobody can enter the property. (6 yes, 1 no J. Theriault) So Voted.

b. Sale of Tax Acquired Property at 44 Hardison Ave (Map 25, Lot 18)

Motion made by J. Smith, seconded by T. Ayer to sell the property to Edward G Soucie for the bid amount. (6 yes, 1 absent from room H. Kirkpatrick) So Voted.

c. Sale of Tax Acquired Property at 227 Limestone Street (Map 34, Lot 183)

Motion made by J. Smith, seconded by D. Morrell to sell the property located at 227 Limestone street to Kevin O'Bar for the bid amount. (7 yes) So voted.

d. Notice of Subsurface Wastewater Disposal Violation to 569 Van Buren Road

Discussion regarding the violation occurring on the Van Buren Road.

Motion made by J. Smith, seconded by H. Kirkpatrick to sign the legal notice of violation. (7 yes) So voted.

e. Review of Façade Improvement Grant Applications

Discussion regarding applications received for Façade Improvements. Manager D. Marker gave a description of what the program entails and how someone would be eligible to receive the grant.

Motion made by J. Smith, seconded by D. Morrell to award the Façade Grant for 63 Sweden Street, in the amount of \$3,874.45 to Dana Cassidy for the new Cassidy Compound sign. (6 Yes, 1 No T. Ayer) So voted.

Discussion regarding changing the rules about the Façade program and how the grants work.

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

a. Discussion and Possible Action Regarding the 2020 Mil Rate and Tax Commitment

1. Establish a tax rate for the commitment of 2020 property taxes.

Motion made by D. Morrell, seconded by J. Smith for a 1 mil reduction for 2020.

Discussion regarding the possibly reducing the mil rate.

Motion amended by D. Morrell, seconded by J. Smith to reduce the mil rate by one (to 23.55) and to only use the rainy-day fund as a last resort. (5 Yes, 2 No J. Theriault, N. Cote) So voted.

2. Establish a date of commitment for the 2020 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1). Staff recommendation: Monday July 20, 2020.

Motion made by J. Smith, seconded by H. Kirkpatrick to set the commitment date as July 20,2020. (7 Yes) So voted.

3. Establish a date that the 2020 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2). Staff recommendation: Monday August 3, 2020.

Motion made by J. Smith, seconded by H. Kirkpatrick to set the due date for taxes as August 3, 2020. (7 Yes) So voted.

4. Establish a date for interest to begin accruing on any delinquent 2020 property taxes, pursuant to MRSA Title 36, §505 (4). Staff recommendation: Thursday October 1, 2020 (NOTE: last day to pay before interest begins would be Wednesday September 30, 2020).

Motion Made by J. Smith, seconded by J. Theriault to set the last day to pay before interest begins to September 30, 2020. (7 Yes) So Voted.

5. Establish a rate of interest to be charged on delinquent 2020 property taxes, pursuant to MRSA Title 36, §505(4). (NOTE: the 2020 state maximum is 8.00%). Staff recommendation: 8.00%

Motion made by J. Smith, seconded by J. Theriault to set the interest rate to be charged on delinquent 2020 taxes to 8.00%. (7 Yes) So voted

6. Establish a rate of interest for the overpayment and or abatement of property taxes for 2020, pursuant to MRSA Title 36 § 506-A. (NOTE: typically, this is set at 0%). Staff recommendation: 0.00%

Motion made by J. Smith, seconded by N. Cote to set the rate of interest for the overpayment and or abatement of property taxes for 2020 at 0.00%. (7 Yes) So Voted.

7. Changes to the revenue lines would need to be made based on the annual tax rate:

Line Number	Description	Original Budget	Amended Budget
R10-01-32	Property Taxes	\$ 4,051,590	\$ 8,089,097.66
R10-01-34	Overlay	\$ 0	\$0
R11-01-01	Economic Development (TIF)	\$ 372,653	\$414,261.34
R22-01-04	Homestead Exemption	\$ 651,500	\$858,400.33
R22-01-05	BETE Reimbursement	\$ 125,000	\$167,759.21

Motion made by J. Smith, seconded by Mayor Goughan that the budget be amended by the mil rate that has been set and to use rainy-day monies (\$238,749) as a plug in to set the budget.(5 Yes, 2 No H. Kirkpatrick, T. Ayer) So voted.

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

J. Smith: Investment Committee Meeting set for Monday July 20,2020 4:00 p.m.

T. Ayer: Benefit Supper for Emily Dyer that has suffered from heart trouble held at the Woodland Consolidated School.

Mayor Goughan discussed Business Investment Group, and the letter that council received from Mr. Swanberg regarding creation of a Caribou land bank.

Council Agenda Item #9: City Manager's Report

a. Perham EMS Services

Manager Marker discussed services being suspended/not provided until bill is paid. A notice was published that Caribou would terminate services on August 14, 2020. Council affirmed the managers direction.

b. 565 Washburn Road – Duplessie Automotive Repair Business

Not discussed. Topic was already discussed earlier.

Manager Marker reviewed the Managers report dated July 10, 2020

Council Agenda Item #10: Reports by Staff and Appointed Officials

Deputy Clerk D. McLaughlin provided a copy of the results from the July 14, 2020 election to the members of the council.

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

Motion made by J. Smith, seconded by T. Ayer to enter executive session at 10:22 p.m. to discuss Collective bargaining Status Update §405(6)D Council exited executive session at 10:52 p.m.

No Action was taken

Motion made by T. Ayer, seconded by H. Kirkpatrick to enter executive session to discuss a personnel issue at 10:52 p.m.

Council exited executive session at 10:55 p.m.

No Action was taken.

Council Agenda Item #12: Next Meeting(s)

July 27, 2020

Council Agenda Item #13: Adjournment

Motion made by T. Ayer, seconded by J. Smith to adjourn the meeting at 10:55 p.m.

Danielle M McLaughlin, Secretary Pro-tem

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting, Monday, July 27, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Tomas Ayer, Joan L. Theriault, Hugh A. Kirkpatrick, Douglas C. Morrell. Nicole L. Cote and Jody R. Smith were absent and excused.

Dennis L Marker, City Manager was present in Council Chambers along with Department Heads: Kenneth Murchison, Jayne Farrin, Gary Marquis, Chief Michael Gahagan, Chief Scott Susi, Penny Thompson

Due to the COVID-19 Pandemic, this meeting was closed to the public and was broadcasted via Spectrum, and Caribou's YouTube Channel.

Council Agenda Item #2: Invocation 14

Mayor Goughan read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Goughan led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

There were no comments.

Council Agenda Item #5: City Council Minutes

a. June 15, 2020 Regular Meeting

Motion made by T. Ayer, seconded by D. Morrell to accept the minutes from the June 15, 2020 Council meeting. (5 yes) So voted.

b. June 24, 2020 Special Council Meeting

Motion made by H. Kirkpatrick, seconded by T. Ayer to accept the minutes from the June 24, 2020 Special Council Meeting. (5 Yes) So voted.

Council Agenda Item #6: Bid Award, Recognitions & Appointments

a. Recognition of Retiring Public Employees

Clerk J. Farrin: Thank you to our retiring election workers/ballot clerks

Claudia Hitchings- 10 Years

R. Claire Randolph- 12 Years

Carolyn Kelley- 24 Years

Roberta Walton- 32 Years

Manager Marker: Thank you Jayne for your 13 years of service 10 as a clerk. Jayne's last day of work will be August 3, 2020. She is a mentor for many clerks in the state. There will be an open house on August 3, 2020 from 2:00 p.m. to 4:00 p.m.

Chief Gahagan: Thanking Dwight Wilcox for being a valued member of the force. Mr. Wilcox served our community for 16 years at the Caribou Police Department, and 41 years in law enforcement.

b. Appointment of a City Clerk

c. Appointment of the Caribou General Assistance Administrator

d. Appointment of Registrar of Voters

Manager Marker proposed that with Jayne's retirement we have to appoint a new City Clerk, General Assistance Administrator and Registrar of Voters. He presented Ms. Danielle Brissette who has been working in the Clerk's office as the Deputy Clerk for council approval.

Motion made by H. Kirkpatrick, seconded by T. Ayer to appoint Danielle Brissette as the new City Clerk, General Assistance Administrator and Registrar of Voters effective on August 2, 2020. (5 Yes) So voted.

Council Agenda Item #7: New Business

a. Liquor License Renewal for Caribou Bowladrome @ 97 Bennett Drive

Motion made by D. Morrell, seconded by J. Theriault to approve the renewal of the local liquor license for Caribou Bowladrome located at 97 Bennett Drive. (5 Yes) So voted.

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

a. Discussion and Possible Action Regarding Fire Station Roof Repair Project

Janine Murchison from Sewall came to explain the report from the inspection at the Fire Department. Ms. Murchison explained that Sewell's work was to investigate structural needs at the station. This was not just a roof study. Their report indicates the trusses need shoring regardless of roof work. Council had a discussion regarding the roof repair that is needed at the Fire Department.

b. Resolution 07-01-2020, Amending the 2020 Expense Budget

Manager Marker explained the proposed Resolution 07-01-2020, Amending the 2020 Expense Budget Motion made by D. Morrell, seconded by H. Kirkpatrick to table the discussion about the proposed resolution until the next meeting. (5 Yes) So voted.

c. Discussion and Possible Action Regarding 2020 Budget Plan

Manager Marker provided information about Department head efforts to find savings, possible cuts, and new revenues to meet the Council's goals as indicated at the mil rate meeting. He explained that the Federal Government gave the state money to be given to Municipalities if they enforce the state's executive orders. Discussion regarding the grant process.

Council Agenda Item #9: Reports and Discussion by Mayor and Council Members

Mayor Goughan gave thanks for having received copies of the warrants with the council packet and suggested that they be put with the financial information in the future.

Deputy Mayor Ayer would like to see Teague park completed by Labor Day.

Gary Marquis explained that the City has little control of the park project since it is under RSU control at this time. He also explained the grants and process for work on the splash pad.

Mayor Goughan thanked Penny Thompson for the Community Connection letter and commended her on how great and easy to understand it was.

Mayor Goughan thanked the planning board and Ken for doing a great job.

Motion made by T. Ayer, seconded by H. Kirkpatrick for Gary Marquis, Director of the Wellness Center to purchase splash pad equipment effective July 27, 2020. (4 Yes, 1 No Mayor Goughan) So Voted.

Council Agenda Item #10: City Manager's Report

Manager Marker reviewed the City Manager's Report dated July 10, 2020

Council Agenda Item #11: Reports by Staff and Appointed Officials

Deputy Clerk Danielle Brissette explained that Nomination papers are available for the November 3, 2020 Municipal Election. The deadline to return nomination papers is 5:00 p.m. on September 4, 2020.

The following seats are available:

- Three 3-year term seats- City Council
- Two 3-year term seats- Eastern Aroostook RSU #39 Board
- One 3-year term seat- Jefferson Cary Memorial Hospital Fund

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

a. Collective Bargaining Status Update §405(6)D

Motion made by T. Ayer, seconded by J. Theriault to enter executive session at 8:25 p.m. under §405(6)C for Real Estate and Economic Development activities (5 Yes) So voted.

Council exited executive session at 8:59 p.m. No action taken.

Motion made by T. Ayer, seconded by J. Theriault to enter executive session at 8:59 p.m. to discuss a Collective Bargaining Status Update under §405(6)D (5 Yes) So voted.

Council exited executive session at 9:20 p.m.

Council directed the manager to send an appropriate letter to the Police Union based on previous discussions.

Motion made by H. Kirkpatrick, seconded by T. Ayer to enter an executive session at 9:20 p.m. to discuss economic development and real estate actions. (5 Yes) So voted.

Council exited executive session at 9:54 p.m.

No action taken.

Council Agenda Item # 13: Next Meeting(s)

August 10 & 24

Council Agenda Item #14: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick to adjourn the meeting at 9:54 p.m.

Danielle M Brissette, Secretary Pro-tem

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



**MEMO**

**TO:** City Council  
**FROM:** Dennis Marker, City Manager  
**RE:** Award of Snow Plowing Contract  
**DATE:** August 19, 2020

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The RFP for snow plowing services indicated that the city would make a decision on the snow plowing contract about the August 10<sup>th</sup> Council meeting. During that meeting, the City Council motion to table the matter and the final motion made, i.e. NOT to award a bid, both failed due to lack of quorum. No other questions (i.e. motions) were raised that established finality to awarding the bid.

Section 2.10 of the City Charter requires the Council to follow Robert's Rules of parliamentary procedures. Based on Robert's Rules and the previous actions of the Council, the matter of awarding the snow plowing contract has not been resolved unless not picked up again by the Council.

Staff recommends a final quorum action take place so that proper notice of decision can be issued to bidders. The previous staff memo is attached for reference.

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



**MEMO**

**TO:** City Council  
**FROM:** Dennis Marker, City Manager  
**RE:** Snow Plowing Services Bid Award  
**DATE:** August 5, 2020

At the direction of the City Council, bids were requested for snow plowing services. The scope of the bid included snow clearing and removal from public parking lots, in-town highways, city streets, sidewalks and country roads. Bidders were informed that they could bid on all or portions of the detailed work.

Two bids were received with only one bid, (Silver Star), for the entire scope of work. The second bid, (Soderberg Construction) provided a bid for only parking lot plowing and snow removal.

A comparison of the bid amounts and the current city budgeted amounts for the same service are as follows:

Bid Item	Silver Star	Soderberg	Public Works
In-Town Highway Plowing	\$237,000		
In-Town Highway Sidewalks Plowing	\$74,000		
In-Town Local Streets Plowing	\$285,000		
In-Town Local Streets Sidewalk Plowing	\$70,000		
Country Roads Plowing	\$308,000		\$255,554
In-Town Highways Snow Removal	\$87,000		
In-town Local Streets Snow Removal	\$101,000		\$43,339
Parking Lot Plowing	\$102,000	\$62,500	
Parking Lot Snow Removal	\$39,000	\$26,850	\$23,178
<b>Bidder Cost per Year*</b>	<b>\$1,303,000</b>	<b>\$89,350</b>	<b>\$631,680</b>
Sand & Salt By City (budgeted)	\$215,000	**\$8,000	\$215,000
City Staff W&B	†\$196,049	NA	\$511,811
City Capital‡	\$54,000	NA	\$54,000
<b>Total Cost per Year</b>	<b>\$1,768,049</b>	<b>\$97,350</b>	<b>\$1,102,882</b>

\*Cost does not include payment for sand and salt nor city staffing costs.

\*\*City applied 100 tons of salt to parking lots in 2019-20 year at \$80/ton.

‡ Staff to remain with contract scope includes Department Head, Mechanic, 2 Heavy Equipment Operators, 1 Truck Driver/Laborer, and PT janitor. Work includes clearing hydrants, storm drain maintenance, pothole repairs, bidder backup, snow blowing for bidder, snow dump prep and maintenance, facility and equipment maintenance, etc. Assumes 10% overtime.

‡ Department snow plowing equipment is used for annual operations. This figure represents half of the 3-year average for capital budgeted amounts for equipment also used with snow plowing activities. Cost does not include seasonal operation materials to be used by remaining staff.

APPLICATION FOR UTILITY LOCATION PERMIT

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TO: CARIBOU City Manager – Town of CARIBOU

VERSANT POWER, a Maine corporation being duly authorized pursuant to the laws of the State of Maine to generate, sell, distribute and supply electricity in the City of CARIBOU, County of Aroostook, State aforesaid, hereby applies for a permit to authorize it to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in the said City of CARIBOU.

**No public notice** of this application will be made in accordance with the terms and conditions of Title 35-A, Section 2503, MRSA as amended.

LOCATION:

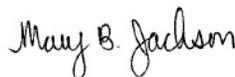
YORK ST, beginning approximately 4102' easterly of YORK ST/OLD WASHBURN RD, two poles over a total distance of 250'.

DESCRIPTION:

The facilities will consist of a line composed of wood poles and supports therefore, crossarms, wires and/or cables together with associated appurtenances. The minimum clearance of the wires and/or cables, other than guywires, will be at least 18 feet over the public way. The poles will be set within the limits of the public way, but outside the part thereof customarily used for travel by vehicles. The initial operation of the facilities will be at 7200 volts, Single Phase; the voltage will be increased as occasion therefore requires for the operation not in excess of 20KV to ground.

Dated at Bangor, Maine

VERSANT POWER



on August 20, 2020

By: \_\_\_\_\_

Mary B. Jackson  
Joint Line Coordinator



8/20/2020

Mr Dennis Marker  
City of Caribou  
25 High St  
Caribou, ME 04736-2710

Subject: 1PH EXT - County Electric LLC YORK ST

Dear Mr Marker,

Enclosed are our application and utility location permit forms for locations in CARIBOU.

When approved by a majority of the municipal officers or by an authorized representative, please return those forms marked "COPY", to the return address noted below, signed and dated with the recording data, and attested by the Clerk.

Very truly yours,

A handwritten signature in cursive script that reads "Mary B. Jackson".

Mary Jackson  
Joint Line Coordinator  
Versant Power  
T: 207-973-2520 | F: 207-973-2970  
E: [mary.jackson@versantpower.com](mailto:mary.jackson@versantpower.com)  
[www.versantpower.com](http://www.versantpower.com)

Encl.

UTILITY LOCATION PERMIT

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Upon the application of VERSANT POWER dated August 20, 2020, requesting permission to locate certain of its facilities hereinafter described upon, along, over and across certain public ways in the City of CARIBOU, County of Aroostook, State of Maine, all as set forth in its application, no newspaper publication having been made by applicant in connection with said application, permission is hereby given to said Versant Power to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in said municipality as hereinafter set forth. This permit is granted subject to the provisions that any person, firm or corporation owning property within the subject municipality which abuts the applicable way may file written objection with this licensing authority within ninety (90) days after the installation of the facilities described in said application, said written objection and to be served by delivery in hand or by registered or certified mail.

LOCATION:

YORK ST, beginning approximately 4102' easterly of YORK ST/OLD WASHBURN RD, two poles over a total distance of 250'.

DESCRIPTION:

The facilities will consist of a line composed of wood poles and supports therefore, crossarms, wires and/or cables together with associated appurtenances. The minimum clearance of the wires and/or cables, other than guywires, will be at least 18 feet over the public way. The poles will be set within the limits of the public way, but outside the part thereof customarily used for travel by vehicles. The initial operation of the facilities will be at 7200 volts, Single Phase; the voltage will be increased as occasion therefore requires for the operation not in excess of 20KV to ground.

Authorizing signature (s):

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

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

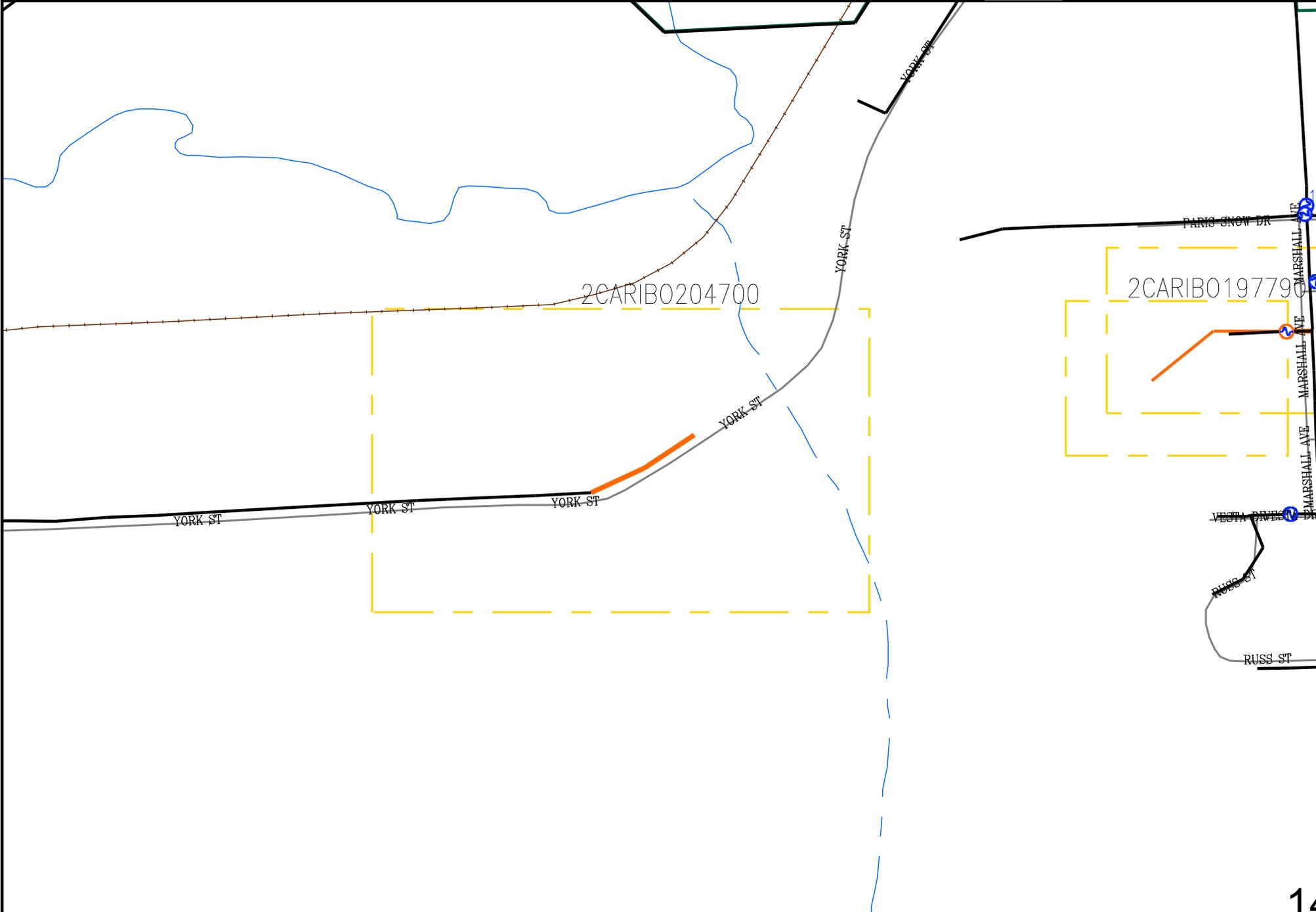
Received and Recorded in  
Book \_\_\_\_\_, Page \_\_\_\_\_,  
on \_\_\_\_\_, 20\_\_.

Dated at \_\_\_\_\_, ME,  
This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

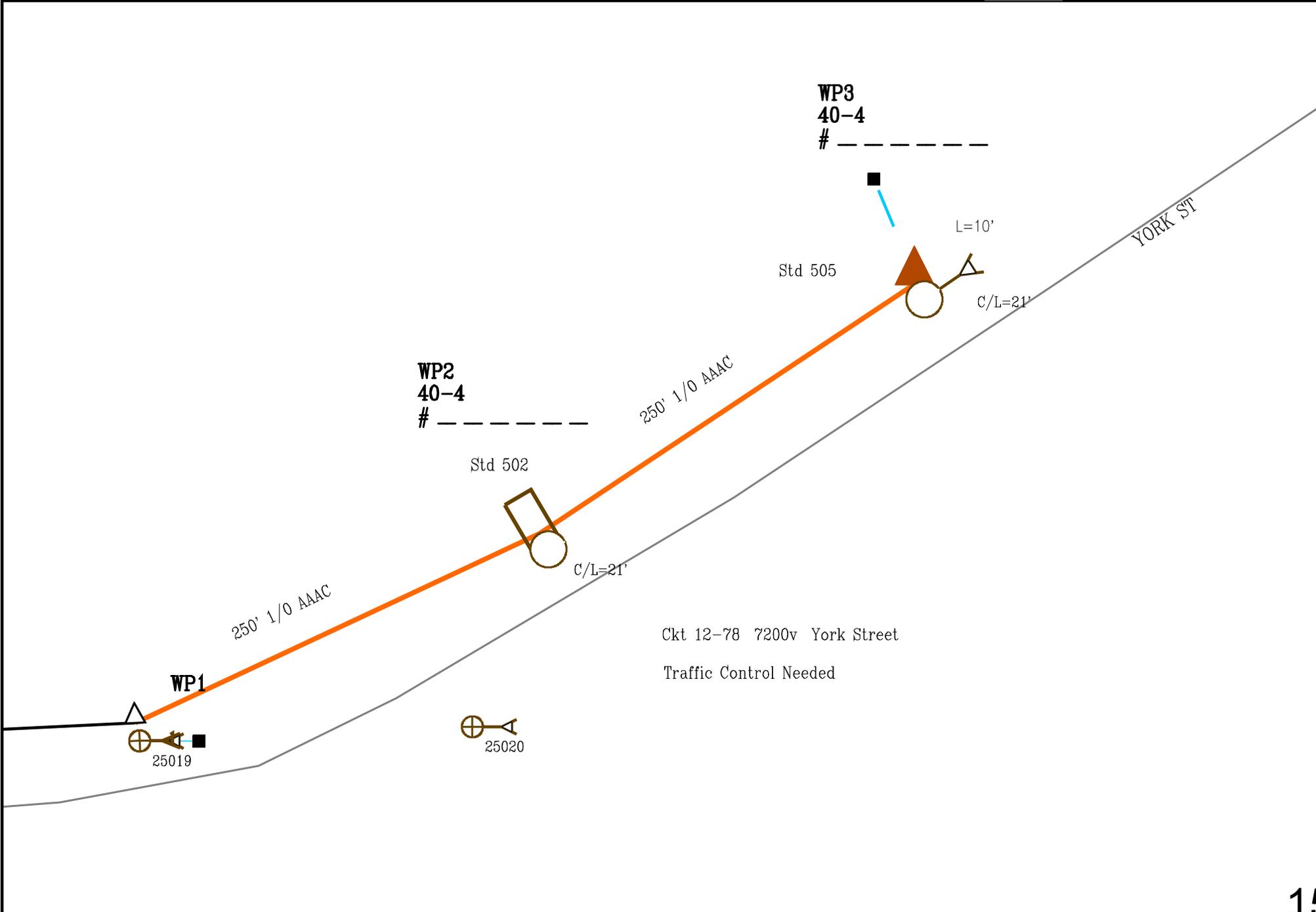
Attest:

\_\_\_\_\_  
Clerk of \_\_\_\_\_

PLAN DATE: 04/29/20	PLANNER: Asweetser	EMERA MAINE		WO NO: 2CARIBO204700
YORK ST	Caribou	1PH EXT – County Electric LLC	COVER	SO NO: 2030841
				PROJECT: 676D



PLAN DATE: 04/29/20	PLANNER: Asweetser	EMERA MAINE		WO NO: 2CARIBO204700
YORK ST	Caribou	1PH EXT - County Electric LLC	2 OF 2	SO NO: 2030841
				PROJECT: 676D



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



**MEMO**

**TO:** City Council  
**FROM:** Dennis Marker, City Manager  
**RE:** Resolution 07-01-2020 Amending the City Budget  
**DATE:** August 14, 2020

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According to previous actions of the Council when setting the mil rate, \$170,000 must be identified to come out of the 2020 budget. According to the City Charter, Section 5.09(c),

If at any time during the fiscal year, it appears probable to the Manager that the revenues available will be insufficient to meet the amount appropriated, the Manager shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken by the Manager with recommendations as to any other steps to be taken; **the Council shall** then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may **by resolution reduce one or more appropriations.**

In order for the city budget to reflect the appropriate tax commitment parameters previously approved by the Council, the Council needs to determine where the reduction of \$170,000 is to be made. Staff recommendation is that the \$170,000 be found within the capital funds as previously presented, however, that proposal failed to be adopted by a 3-2 vote during the August 10 meeting. Those Councilors who prevailed in the last vote (Councilor Theriault or Cote) may call for a reconsideration of the vote or changes to the resolution can be proposed and a new question (i.e. motion) presented for a new vote.



## Resolution 07-01-2020

### A Resolution of the Caribou City Council Reducing 2020 Appropriations

**WHEREAS**, The City Charter outlines procedures for adopting and amending the budget; and

**WHEREAS**, the City Manager has indicated that the revenues will be insufficient to meet the amounts appropriated in the 2020 Expense and Capital budgets; and

**WHEREAS**, The City Council has determined it necessary to reduce appropriations to prevent or minimize any deficit and such changes are to be adopted by resolution of the Council.

**NOW, THEREFORE**, THE CARIBOU CITY COUNCIL, does hereby reduce 2020 appropriations as follows:

Line Item	Original Budget	Change	Description
01-385-01	\$45,000	\$(19,000)	Additional study of new police station stopped. Only \$18,000 spent to date. Some funds remain in case of unsent invoices.
31-409-01	\$75,000	\$(9,000)	Bid for membrane replacement came in \$9K less than budget
31-409-01	\$150,000	\$(50,000)	Truss work postponed til 2021. This provides some funding to be applied next year or used on other building capital needs in 2020.
35-295-03	\$8,000	\$(7,000)	New CAD system equipment not needed except one computer. Everything else funded by County
40-422-01	\$60,000	\$(60,000)	River Road Account deficit to remain on books
40-407-03	\$25,000	\$(25,000)	Facility inspection report indicates salt dome repair work needed in 2021.
51-415-01	\$10,000	\$(10,000)	Collins pond design on hold. Waiting for state which is shut down due to COVID-19
31-409-01	\$(10,000)	\$10,000	Retained \$10,000 of current reserves for fire station roof repair
Total	\$363,000	\$(170,000)	

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Attest: Jayne Farrin, City Clerk

[City Seal]



**Resolution 08-01-2020**

**A Resolution of the Caribou City Council  
Establishing a Façade Improvement Grant Program**

**WHEREAS**, The State of Maine has authorized local governments to establish tax increment finance areas for the intent of promoting economic development activities through state approved increment programs; and

**WHEREAS**, In 2008, the City of Caribou received approval from the state to create the Downtown TIF District with an associated District Development Program; and

**WHEREAS**, The Downtown TIF District Development Plan provides that a façade improvement grant program may be established in conjunction with building demolition/remodeling efforts; and

**WHEREAS**, The City Council has determined that the previously utilized façade improvement grant guidelines should be amended. .

**NOW, THEREFORE, THE CARIBOU CITY COUNCIL**, does hereby approve of the City of Caribou Façade Improvement Grant Program as attached to this resolution as Exhibit A.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this  
\_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Attest: Danielle Brissette, City Clerk

[City Seal]

# CITY OF CARIBOU FAÇADE IMPROVEMENT GRANT PROGRAM



The City of Caribou Facade Improvement Grant Program is a proposed partnership between the City of Caribou and private sector building owners to improve the facades of commercial and mixed use properties within our designated Downtown TIF District. The program offers matching grant funds for the purpose of restoring/renovating commercial storefronts and poor quality commercial signs and awnings in an effort to combat blight and boost economic development in our community.

## Program Summary

- The program is structured as a 50/50 matching grant for improvements to the exterior of businesses located within the Downtown TIF District that are visible from the street.
- The intent of this program is to:
  - Encourage property owners to make visible improvements to their businesses;
  - Enhance the unique character and aesthetic appearance of the City of Caribou; and
  - Maintain community structures to minimize the economic impact of blight.
- Grant recipients will be reimbursed up to fifty percent (50%) - not to exceed \$7,500 - of the cost of eligible expenses upon satisfactory completion of the work.
- The City will provide these funds through an annual competitive application process with an application deadline of March 15. Notice of fund availability will be advertised by February 1 in a newspaper of general circulation, on the city's website and social media platforms.

- The Façade Improvement Committee will review, and award applications based on the criteria for eligible projects outlined below. Applicants will be notified of their awards by April 15 of the funding year. If funding is still available, a fall application process may take place with notice and timeframes similar to the spring process.

## Eligible Projects

Facade Improvement Grant funds are available for improvements of any commercial property within the Downtown TIF District that meets the following **criteria**:

- In order to be eligible for reimbursement, all improvements must be visible from a public right-of-way.
- Examples of eligible improvements include, but are not limited to:
  - Repairs or improvements to the exterior siding
  - Cleaning, repointing, or removing paint from exterior brick
  - Restoring or replacing windows
  - Restoring or replacing doors
  - A fresh coat of paint
  - Signage enhancements (e.g. masonry skirting, ornamental lighting, etc.)
  - Decorative or privacy fencing
- The maximum City contribution for each grant application is as follows:
  - Major façade restoration: up to \$7,500
  - New coat of paint: up to \$2,000
  - Signage Enhancements: up to \$1,500
  - Sign face changes: up to \$750
  - *Fencing: up to \$2,000*

*All awards are subject to funding availability. The City reserves the right to award funding in a manner it deems appropriate to meet the intent of these funds and assist as many properties as possible. Requests may not be fully awarded.*

- Each applicant may only be awarded one grant per calendar year per parcel.

## Program Requirements

- Work must comply with all City of Caribou code's including local ordinances and the Maine Uniform Building and Energy Code (MUBEC).
- Projects must have all appropriate permits *and* be designed by a qualified design professional.

- Requests related to signs must have designs produced by a professional sign maker/printer. The design of all proposed signage must be submitted with the Façade Grant application. The proposed signage must comply with all applicable codes and ordinances. A sign permit must be obtained, and all work must be done in compliance with *Caribou Land Use Ordinance Sign Regulations*. If signage is on a Maine Department of Transportation maintained road, signage must meet MDOT standards.
- If the property has been declared dangerous by the Caribou City Council in accordance with *MRSA Title 17 §285*, the applicant shall not be eligible.
- The applicant must provide written estimates for all work for which they wish to be reimbursed. Only eligible expenses will be reimbursed. Upon completion, the applicant must provide receipts for completed work and/or supplies. Funds will be disbursed only after satisfactory completion of the approved work and documentation is received by the city.
- Upon request, a ribbon cutting ceremony will be planned by City Staff/Council to celebrate the improvements and raise awareness in the community.
- Applicants must be property owners or tenants with the property owner's written consent.
- The site for which funds are requested shall not have outstanding code violations or tax liens.

### **Application Review Process**

- Grant candidates will be selected and recommended by a five (5) member committee, which includes: one member of the Caribou City Council, Caribou Downtown Team, the Caribou Economic Growth Council, the Caribou Planning Board and the City Marketing Director. The City Manager, Code Enforcement Officer and City Building Official will advise the committee. Final approval and selection of recipients will be awarded and announced by the Caribou City Council.
- When determining which applications will receive funding, priority will be given to:
  - Projects that demonstrate the greatest overall need / urgency
  - Permanent structures
  - Buildings with high visibility and/or large street frontages
  - Material quality
  - Contribution to placemaking in the downtown
  - Consistency with the comprehensive plan
  - Business retention and expansion capabilities from award
  - Wayfinding assistance

- Use of local labor for the work
- Applicants who did not receive funding during the previous grant cycle
- Blight remediation

### **Application Procedure**

- The application is available on the City’s website ([www.cariboumaine.org](http://www.cariboumaine.org)). Applications may also be obtained in person at City Hall, 25 High Street.
- The deadline to submit an application is March 15 at 5:00 p.m. or next business day if March 15 falls on a weekend.
- Applications must include all relevant information, including a written summary of the request and urgency for the funds, a cost estimate for the proposed work, photographs of the project location, and design drawings or photo mockups.
- This grant is taxable and will need to be reported to the IRS. W-9 forms will be required to issue the reimbursement and are attached to the application.
- You may submit the application by mail, in person, or by email to [citymanager@cariboumaine.org](mailto:citymanager@cariboumaine.org). If applying by mail or in person, please submit the application to:

City Manager  
City of Caribou  
25 High St.  
Caribou, ME 04736

Questions? Contact Us:

Dennis Marker  
City Manager  
[citymanager@cariboumaine.org](mailto:citymanager@cariboumaine.org)

Ken Murchison  
Code Enforcement Officer/Zoning  
Administrator  
[kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org)

Penny Thompson  
Tax Assessor and Building Official  
[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)

Christina Kane-Gibson  
Events/Marketing/Community  
[christina.kane-gibson@cariboumaine.org](mailto:christina.kane-gibson@cariboumaine.org)

The City of Caribou is committed to cleaning up blighted properties and restoring community vitality. The Facade Grant program has been identified as one of the tools that can be used to counteract, prevent, and reduce the effects of blight on community enhancement and economic development endeavors. The City is authorized by the state to have a Façade Improvement Grant Program using funds from Tax Increment Funds collected each year. For more information, and to join the Blight Fight, please see our Blight Toolkit at [www.cariboumaine.org](http://www.cariboumaine.org).

**Caribou Facade Improvement Grant Program Application**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address of structure:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Describe project in detail (*please attach photos*):**



**Proposed Project Costs (*please attach estimates*):**

<b>Contractor</b>	<b>Labor</b>	<b>Materials</b>	<b>Total Bid</b>

The maximum City contribution for each grant application:

- Major façade restoration: up to \$7,500
- New coat of paint: up to \$2,000
- Sign face changes: up to \$750
- Signage Enhancements: up to \$1,500
- Fencing: up to 2,000

**Estimated Project Cost:** \_\_\_\_\_ **Grant amount applying for:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

Ordinance Introduced by Councilor \_\_\_\_\_  
on \_\_\_\_\_, 2020

**Ordinance No. 04, 2020 Series  
City of Caribou  
County of Aroostook  
State of Maine**

**AN ORDINANCE AMENDING CARIBOU LIQUOR LICENSING REGULATIONS**

Short Title: An Ordinance Amending Liquor Licensing Regulations

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

**WHEREAS**, Maine Revised Statutes, Title 28-A provides that communities may permit the sale of liquor within their jurisdictions; and

**WHEREAS**, the City of Caribou has adopted Chapter 7, Article XII, Licenses for the Sale of Liquor as part of its Licenses and Permit regulations; and

**WHEREAS**, the City Council has determined that based on the usual and customary practices of issuing liquor licenses, the city's processes should be modified to be more business friendly.

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

**Section I. Title 7, Article XII Revisions**

Title 7, Article XII is amended as indicated in the attached Exhibit A.

**Section II. Severability**

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

**Section II. Posting and Effective Date**

This ordinance, being introduced on August 24, 2020 and a public hearing being held on \_\_\_\_\_, 2020 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_ day of \_\_\_\_\_ 2020. This ordinance shall become effective 14 days after adoption by the Council.

(Signature Page follows)

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Thomas Ayer, Deputy Mayor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

\_\_\_\_\_  
Jody Smith, Councilor

\_\_\_\_\_  
Nicole L. Cote, Councilor

\_\_\_\_\_  
Doug Morrell, Councilor

Attest: \_\_\_\_\_  
Danielle Brissette, City Clerk

Title 7, Article XII is amended as follows: (underlined text is added, stricken text is deleted, double underlined or stricken text indicates existing text was moved).

### Section 1201 Purpose

The purpose of this Article is to set forth the ~~application~~ process for any person, organization or commercial Licensed Establishments establishment, hereafter collectively referred to as Establishment(s), meaning premises to which to obtain or maintain a license for the sale of spirits, wine or malt liquor to be consumed on or off the licensed premises ~~applies, and any person or organization which is licensed to sell spirits, wine or malt liquor~~ in the times, places and manners as may be specified in the license, pursuant to Title 28-A MRSA Chapter 27 ~~as may be and~~ as permitted by the State of Maine.

### Section 1202 Permit Required

1. *Operation of a Licensed Establishment:* No establishment may offer for sale spirits, wine or malt liquor within city limits without first having a license or renewal of a license may be subsequently issued by the State with prior approval by unless the municipal officers ~~have first approved the application for State license~~ as set forth below.
2. *Applications for permit:* Applications for a liquor license shall be made in writing on forms provided by the Department of Public Safety Bureau, submitted to the ~~municipal officers through the~~ City Clerk's Office and shall be complete as will be submitted to the Bureau.
3. *Compliance with all laws:* No license shall be issued unless the ~~Applicant Establishment~~ can demonstrate full compliance with all applicable State and Local Ordinances pertaining to the type, operation, and location ~~of the Licensed Establishment~~ to be permitted.
4. *Fee:* Establishments shall pay A-a fee of \$10 for the initial issuance or annual renewal of a liquor license plus applicable publication costs ~~or notice costs to abutters~~ if a public hearing is required ~~for the initial issuance or renewal of the liquor license~~.
5. *Public Hearing and Approving Authority:*
  - a. The City Council shall be the approving authority and conduct a public hearing for new annual license applications, requests to increase annual license classifications, and if there is cause to question the past operation of an Establishment seeking license renewal.
  - b. The City Manager, after review by the public safety and code enforcement departments, may without conducting a public hearing approve applications for annual license renewals, seasonal/temporary licenses, off-premises catering, taste testing events and extensions of existing licenses.
  - c. The City Clerk shall provide ~~public~~ notice of a public hearing at the applicant's prepaid expense, stating the name date, time and place of hearing, to appear ~~on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality or on the~~ week before the ~~date of the~~ hearing in a weekly newspaper having general circulation in the municipality and by a minimum 7-day posting. ~~The municipal officers may provide for a public hearing at the applicant's prepaid expense, as above, if~~

Exhibit A: Title 7, Article XII changes

~~there is cause to question the past operation under the license being applied for renewal, or if the application is a change in category. The applicant may request a waiver of the public hearing if the applicant has held a license for the prior 5 years and a complaint or violation has not been filed against the applicant within that time period.~~

6. *Factors in issuing permit:* In granting or denying an application, the ~~municipal officers~~approving authority shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
- a. Conviction of the Applicant of any Class A, Class B, or Class C crime;
  - b. Noncompliance of the licensed premise or its use with any local zoning ordinance or land use ordinance not directly related to liquor control;
  - c. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with, or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;
  - d. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;
  - e. Any violation of State Law or Caribou Code directly related to the operation under the provisions of law of the licensed premise.
  - f. A determination by the municipal officers that the purpose of the application is to circumvent the provisions of Title 28-A MRSA Section 601;
  - g. Additional factors which may be considered: (1) character of any applicant; (2) location of the ~~business establishment~~; (3) manner in which the ~~business establishment~~ has been operated and (4) whether the operation has endangered the safety of persons in or on areas surrounding the ~~establishment's~~ place of ~~business operation~~.

7. *Term of License:* A permit shall be valid for only one (1) year from the date of first issuance and shall be subject to meeting all requirements as set forth in this Chapter for subsequent renewal.

~~8. *Annually, the Chief of Police, Code Enforcement, and Fire Chief shall report to the municipal officers any findings that may impact the decision to renew pursuant to Section 6 the continued operations of the licensed premise.*~~

### Section 1203 Suspension ~~of or~~ Revocation of a Permit

~~Annually, the Chief of Police, Code Enforcement, and Fire Chief~~The City Manager shall report to the municipal officers any findings that may impact the decision to renew a license pursuant to Section 1202.6 ~~the continued operations of the licensed premise~~. The ~~municipal officers~~City Council may, after public hearing preceded by notice to the Applicant and interested parties, suspend, or revoke any permit issued for the operations of the licensed premise, which has been issued under this Article, on the

Exhibit A: Title 7, Article XII changes

grounds that the continued operations of the facility would constitute a detriment to the public health, safety, or welfare, or violates any municipal ordinances, articles, bylaws, or rules and regulations.

### **Section 1204 Permit and Appeal Procedures**

1. *Notice of decision.* Any ~~Licensee-applicant~~ requesting ~~either~~ a liquor license from the ~~municipal officers~~city shall be notified in writing of the ~~approving authority's~~ ~~it~~ decision no later than fifteen (15) days from the date the request was received by the City Clerk. In the event that a ~~Licensee~~ applicant is denied a liquor license, the ~~Licensee-applicant~~ shall be provided with the reasons for the denial in writing. The ~~Licensee-applicant~~ may not reapply for a permit within 30 days after an application for a permit which has been denied.
2. *Appeal.* Any ~~Licensee-applicant~~ who has requested a liquor license and has been denied, or whose liquor license has been revoked or suspended, may, within 15 days of the receipt of the written decision of ~~the approving authority~~municipal officers, appeal the decision to the Bureau of Liquor Enforcement.

### **Section 1205 Penalty**

Whoever violates any of the provisions of this Article shall be punished by a fine of not more than One Hundred (\$100) for the first offense, and up to Twenty-five Hundred Dollars (\$2,500) for subsequent offenses, to be recovered, on complaint, to the use of the City of Caribou. Penalties are set pursuant to Title 30-A MRSA §4452, 3 Civil Penalties, paragraph B, the minimum penalty for a specific violation is \$100.00, and the maximum penalty is \$2,500.00.

### **Section 1206 Separability**

The invalidity of any provision of this Article shall not invalidate any other part.

City of Caribou, Maine  
Investment Policy  
February 2015

**POLICY:**

It is the policy of the City of Caribou to invest its public funds in a manner which will provide safety of principal with a market rate of return, while meeting the daily cash flow demands of the entity, and conforming to all state and local statutes governing the investment of public funds.

**SCOPE:**

This investment policy applies to all financial investments of the City of Caribou accounted for on the City Balance Sheet.

**PRUDENCE:**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard, and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**OBJECTIVE:**

The primary objectives, in priority order, of the City of Caribou's investment activities shall be:

**Safety -** Safety of principal is the foremost objective of the investment program. Investments of the City of Caribou shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective. Diversification is required in order that potential losses on individual securities or other investments do not exceed the income generated from the remainder of the portfolio.

**Liquidity —** The City of Caribou's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

**Return on Investment -** The City's investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

## DELEGATION OF AUTHORITY:

Authority to manage the City of Caribou's investment program is derived from 30-A, M.R.S.A. Section 5706, and is delegated to the City Treasurer as appointed under Section 2.19(a)(1) of the Caribou City Charter, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include references to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and depository agreements. Procedures shall also include any alternates to process security transactions in the absence of the Treasurer. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## ETHICS AND CONFLICT OF INTEREST

Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business with this City; and they shall further disclose any large personal financial interests that could be related to the performance of City accounts, particularly with regard to the time of purchase and/or sales.

## AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

The City Treasurer will utilize only those commercial banks, credit unions or financial institutions which provide Federal Government deposit insurance. Deposit balances should not be permitted to exceed FDIC insurance levels at any given bank or credit union unless the excess funds are a part of a repurchase agreement and fully collateralized.

The City Treasurer may invest in those mutual funds authorized under Maine State Statutes. These mutual funds are to be established in the name of the City of Caribou, utilizing the City's tax identification number. All checks are to be written for deposit in the name of the specific fund and statements are to be rendered in the name of the City, and mailed by the fund directly to the City or electronically deposited in the city account at least quarterly.

A current audited financial statement is required to be on file for each mutual fund in which the City of Caribou invests, as well as a current prospectus.

## AUTHORIZED AND SUITABLE INVESTMENTS:

The financial assets of the City of Caribou are to be invested in accordance with Maine State Statutes.

## COLLATERALIZATION:

Collateralization will be required on all repurchase agreements. In order to anticipate market changes and provide a level of security for all these funds, the collateralization level must be at least 102% of market value of principal. Collateral must also be held by an independent third party with whom the City has a current custodial agreement. A clearly marked safekeeping receipt

must be provided to the City of Caribou and retained in the file by the City until payment for the repurchase agreement has been received. . The right of collateral substitution is granted.

#### SAFEKEEPING AND CUSTODY:

All security transactions, including collateral for repurchase agreements, entered into by the City of Caribou shall be conducted on a delivery vs. payment basis. Securities will be held by a third party custodian agreeable to the City Treasurer and evidenced by safekeeping receipts. Certificates of Deposit or other deposit evidence is to be retained until maturity by the City in the possession of the Treasurer.

#### DIVERSIFICATION:

The City of Caribou will diversify its investments by security type and institution in accordance with Maine State Statutes.

#### INTERNAL CONTROLS:

The City Treasurer shall establish an annual process of independent review by an external auditor. This review will enhance internal control by assessing compliance with policies and procedures.

The Treasurer will file a quarterly report of investments outstanding with the City Manager and the City Council. The report must tie to the balance sheet at the end of each calendar quarter and include the following detail:

- Purchase Date - - Maturity Date - - Rate of Interest - - Type of Investment —
- Purchase Price - - Amount of Interest Received During Period - Market Value

#### ACCOUNTING METHOD:

Investments are to be carried on the City's books in conformance with "Governmental Generally Accepted Accounting Principles".

#### EXTERNAL MANAGEMENT:

The City Manager, with the approval of the City Council, may contract with a qualified external money management company in order to benefit from portfolio diversification, credit research, full-time portfolio management and economics of scale that are unavailable from the City's internal staff. Any such contract will define and control the risks of the portfolio and establish performance criteria for monitoring and evaluating results. The external money management company is to be provided with a copy of this policy and provide written acknowledgement for its receipt.

#### INVESTMENT POLICY ADOPTION:

The City of Caribou's investment policy shall be adopted by majority vote of the Caribou

City Council. The policy shall be reviewed annually by the Investment Committee of the City Council and any modifications made thereto must be approved by the Caribou City Council. This policy is not meant to apply to instruments purchased prior to the date of adoption.



**CITY OF CARIBOU**  
**Policy for**  
**TAX ACQUIRED PROPERTY**

**Section 1.0 General Purpose Statement**

1.1 The purpose of this policy is to establish procedures and guidelines for the management and disposition of real property acquired for non-payment of taxes, service charges or fees as provided for in State law under MRSA Title 36 as amended from time to time. However, nothing in these guidelines shall limit or restrict the authority of the City Council to waive these guidelines to manage or dispose of tax acquired property, as granted under City Charter and State law, within the best interest of the City of Caribou.

**Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property**

2.1 At the same time that Notice of Foreclosures are sent, pursuant to MRSA Title 36 §943, the Tax Collector shall make available for review the list of pending properties. Said properties shall be reviewed by City Administration to include, but not limited to, the Tax Collector, City Manager, Code Enforcement Officer, Assessor and Fire Chief for the purposes of conducting the Review of Property under Section 2.2.

2.2 Review of the Property as defined under Section 2.1 shall be initially conducted by City Administration. City Administration shall examine such Properties for such factors as situations involving known deposits or exposures of hazardous waste, conditions of Properties that might be considered a public safety or health hazard, terms and or conditions that might preclude or prevent reasonable foreclosure by tax lien, landlord related claims, market value at time of foreclosure and any other factors deemed within the best interest of the City. The Review of Property shall be conducted as an assessment to the City's ability to perfect such liens and reasonable collection, as a minimum, the net sum of back taxes owed at time of foreclosure.

2.3 If necessary, after completion of the Review of Property by City Administration, a list of Properties shall be compiled with description of said property, location by Map and Lot and a recommendation as to why the Property should not be subject to automatic tax lien foreclosure pursuant to MRSA Title 36.

2.4 City Administration shall complete a check-list documenting the steps of the process described in this policy for each tax acquired property.

**Section 3.0 Consideration of Property**

3.1 The City Council hereby designates the City Administration (as defined in Section 2.1) to complete the review and act upon the list of Properties as developed under Section 2.0. Review and Action under this subsection shall determine a final list of Properties that will not expire under automatic tax lien foreclosure processes, pursuant to MRSA Title 36. Properties identified

under Section 2.3 that are acted upon by the Council and or Designee by majority vote shall be subject to a Waiver of Foreclosure Action.

#### Section 4.0 Waiver of Foreclosure

4.1 Any Properties as identified and acted upon under Section 3.0 shall be subject to a Waiver of Foreclosure, pursuant to MRSA Title 36 §944. The Tax Collector shall prepare prior to redemption of tax lien the Waiver of Foreclosure form and shall submit the same to the appropriate Registry of Deeds for recording. The City shall retain all rights as granted under MRSA Title 36 for continued actions of equitable relief as amended from time to time.

#### Section 5.0 Tax Acquired Properties

5.1 All Properties as may be subject to Tax Lien from time to time shall be treated as in MRSA Title 36 of State Law. Special considerations of all Properties as granted under this Policy Sections 1.0 - 4.0, as amended, shall be made. All other Properties as NOT acted upon under Sections 1.0-4.0 of this Policy shall be subject to and acted upon by the tax laws of the State of Maine. In the event that a tax-acquired property remains or becomes vacant for 60 consecutive days following the date of foreclosure of the tax liens under which the City becomes the owner of a property, the City Manager shall obtain liability coverage for the property.

5.2 Following the foreclosure of tax lien Property and within 15 days, the Tax Collector shall notify the owner of record at the last known address by certified mail, return-receipt that his/her right to redeem said Property has expired, pursuant to MRSA Title 36. Such notification shall advise the owner of record that the Property will be disposed of in accordance with this policy.

5.3 The Tax Collector shall prepare a listing of all remaining tax acquired Properties and submit the same to the City Council for consideration not more than 60 days after expiration of said tax lien under Section. 5.0.

5.4 Tax Acquired Properties, at the discretion of the City Council, shall be placed for Public Bid, pursuant to City Charter Section 2.11 *(7) Convey or lease any lands owned by the City of Caribou except for tax acquired property which shall be retained, sold or otherwise disposed of in accordance with any ordinance enacted by the City for retention or disposition of tax-acquired property.* Nothing in this subsection shall be construed to limit or preclude the Council's authority and decision processes to retain tax acquired property when so deemed by majority vote to be within the best interest of the City.

5.5 If the City Council deems it to be within the City's best interest, the Council may retain tax acquired property without offering the property for sale, as determined on a case by case basis. Properties not so directed for retention shall be subject to further consideration for sale by Public Bid, pursuant to Section 6.0. Considerations for such determinations shall include, but not be limited to, property that may have recreational or open space values, economic importance, potential for necessary present or future public easements, location or additions for public facilities or other criteria as determined by the Council.

Section 6.0 **Public Bid, Sale and Disposition of Tax Acquired Property**

6.1 Upon the positive vote of the City Council under Section 5.4, Properties shall be placed for competitive Public Bid. The City Manager may establish a sale date and date of published notice in a local paper. The City Manager shall reserve the right to set minimum bids for any or all Properties and shall advertise such bids in the local paper giving a minimum of 10 days notice for public consideration for competitive Bid. Considerations for the minimum Bid shall include at least the amount of outstanding taxes in total, any lines for water or sewer held by the Caribou Utilities District, fees for legal work or advertising or any other associated costs.

Advertisement of a property or properties shall be broken into two categories; Occupied and Unoccupied. The advertisement of Occupied properties shall contain a notification to potential Bidders that the property is occupied and that it shall be the responsibility of any successful Bidder to establish any tenant owner relationships or to evict the current occupants. Unoccupied properties shall not include such statements.

All advertisements shall list the property by Map and Lot and 911 address, shall give minimal description, contain any minimum bid information, a statement advising bidders and additional information request contacts. Such advertisements shall substantially contain at least the following context:

**FOR SALE BY BID**  
**City of Caribou**

The **City of Caribou** is soliciting competitive sealed bids for the sale of Tax Acquired Property.

**Property #1:** Tax Map \_\_ Lot \_\_ – (Description example *a 1972 Westbrook 12 x 60 mobile home unit, no land, located in the Caribou Trailer Park, N. Main Street. Unit must be removed from the Park within 30 days of acquisition.*) Minimum Bid - \_\_\_\_\_

Interested parties must submit their bids in writing in a sealed envelope with the words “Property Bid # 1 Map \_\_ Lot \_\_ addressed and delivered to Caribou City Office, 25 High Street, Caribou, Maine 04736, no later than 2:00PM on Day of Week, Month, Date, Year and will be opened publicly in the Council Chambers at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Any bids not containing proper deposit will be rejected. Deposits will be return to unsuccessful bidders. Bids will be acted upon by the City Council at 7:00PM (*Date of Regular or Special Meeting*) during the regular Council meeting. The City Council reserves the right to accept or reject any or all bids deemed to be within the best interest of the City of Caribou. Purchasers of City-owned property will be issued Quitclaim deeds for the City’s interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Property is currently occupied and it shall be the sole responsibility of the Buyer to establish any tenant-occupant contract or to effect legal eviction actions and the Buyer shall bear all expenses in effecting such actions, pursuant to Maine law.

Bids not paid within 30 days shall be deemed void and deposit will be forfeited to the municipality as damages. Redemption period will end at bid opening for prior owners.

6.2 Should an accepted Bid be deemed void pursuant to non-payment within 30 days of Bid acceptance, administration shall move to the next highest Bid deemed by the City Manager to be within the City's best interest. The City Council shall view all bids at time of consideration and provide within their motion any pre-authorization to administration for actions subsequent to a void of an accepted Bid. The City Manager shall take actions under Section 6.3 if pre-authorization at time of Bid acceptance is not made.

6.3 Should the City Council reject or choose not to accept any Bids, or an accepted Bid becomes void or no bids were received, the City Manager may take any of the following actions:

- a) Re-Advertise for competitive Bid
- b) Retain the Property
- c) Negotiate with other Bidders on the property or other interested Parties, provided the selling price is not lower than the advertised minimum bid.
- d) Offer by negotiated sale by Quitclaim deed to last owner of record or any abutting land owner.
- e) Or other actions as deemed by the City Manager to be within the best interest of the City

6.4 Administration shall provide a Notice and Acknowledgement form to the Council accepted Bidder/Buyer of tax acquired property to inform such Buyers of inherent risks associated with the purchase/acquisition of property by municipal quitclaim deed per an expired tax lien.

6.5 Unless waived or amended by the City Council, a portion of net receipts from the sale of properties shall be deposited into G-1-490-00 Tax Acquired Property Remediation Reserve to be used to secure, plan, remediate, and re-employee tax acquired properties for future sale to private ownership and to return said properties to the taxable base. A portion of not less than 20% of the net receipts from the sale of the property, after satisfying the past due taxes, lien costs, and interest shall be deposited to the Reserve. The remaining balance of sale receipts shall be credited to the non-property tax revenue account of R-10-01-05 City Owned Property. The Council may waive or amend the amount of the deposit to Reserve at anytime dependent upon the Reserve balance versus the need as determined within the best interest of the City at such time.

### **NOTICE AND ACKNOWLEDGEMENT**

(Sale/Purchase of municipal interests derived from Real Estate Tax Lien Foreclosure)

The City Council of the Municipality of Caribou (hereinafter referred to as the City), c/o City of

Caribou, 25 High Street, Caribou, Maine 04736, notifies the Buyer of the following:

1. The City provides this Notice as a courtesy and to make certain that the Buyer is generally aware of the risks associated with real estate tax title acquisition.
2. The City strongly recommends the Buyer consult with an attorney to advise any actions that may be deemed necessary to complete the purchase transaction. The City does not provide such legal counsel nor may any verbal or written communications pertaining to this transaction be construed as the City giving legal advice on this matter.
3. The City is conveying all rights, titles and interests it may have, if any, acquired through the exercise of State of Maine Statutes in regards to the imposition, enforcement and collection of real estate taxation, subject to all matters, which could be raised to challenge the procedures followed, the rights obtained and the sale of these rights. As the law provides, the City is conveying whatever relevant interests, if any, it may be deemed to have acquired by law in the subject property and is transferring these interests by Municipal Quitclaim Deed, which transfers solely whatever rights State of Maine law indicates the City may have in this matter, and therefore these proceedings, and the fact of conveyance of any rights by Municipal Quitclaim deed providing no warranties or guarantees of any kind.
4. There are no representations made to the Buyer of any kind by the City or by any of its agents or employees, and the Buyer is hereby given notice that this is the case as regards the nature, extent, validity, value or utility of any rights the Buyer may be receiving as a result of the transaction with the City and the payment of money to the City in this matter.
5. There are risks to all purchasers including the Buyer in this matter inherent in acquisition of the rights of the City derived from State of Maine law on tax lien procedure and being a "tax title." These risks include but are not limited to loss of these rights without recourse to the City and therefore loss of ownership rights to the property in question to a legally determined superior competing claimant, loss of part or all of the Buyer's investment in the property or rights thereto, marketability limitations, which affect your ability to sell, otherwise convey or mortgage these rights and the property interests, and the continuing latent potential for incurring legal costs in determining or enforcing the nature and extent of any rights the Buyer may have received, including proceeding with or defending litigation towards a court decree or judgment as may be required to determine, define, value and/or exercise any rights the Buyer may have acquired.

Date \_\_\_\_\_, 20\_\_

City of Caribou

By: \_\_\_\_\_

On Behalf of the Caribou City Council

I/We, the Buyer/s, acknowledge the receipt of this Notice

Date \_\_\_\_\_, 20\_\_

**Section 7.0 Savings Clause**

7.1 In the event that this Policy or any part of it shall at any time be held to be contrary to law, void, or invalid by any court of competent and final jurisdiction or any administrative agency

having final jurisdiction, or the City Council, such determination shall not prevent the appropriate collection of real property taxes as set forth under MRSA Title 36 as amended from time to time.

Approved 3-25-13

Approved 9-8-14

Resolution 03-01-2019

**A Resolution of the Caribou City Council Amending the City's Tax Acquired Properties Policy**

**WHEREAS**, the City of Caribou is a Local Unit of Government under the State of Maine and is authorized to levy and collect taxes consistent with M.R.S.A. Title 36, §501 to §1140-B; and

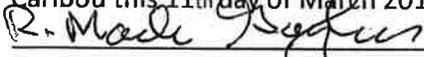
**WHEREAS**, the City adopted a policy for handling the disposal of properties acquired through authorized tax foreclosure processes; and

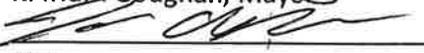
**WHEREAS**, the City Council finds that recent changes in state law, appertaining to disposal of tax acquired properties, now necessitate modification of the city's polices regarding tax acquired properties.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Caribou approves the following change to the City's Policy for Tax Acquired Property, Section 5.4 (underlined text is added)

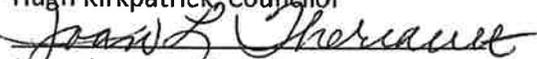
5.4 Tax Acquired Properties, at the discretion of the City Council, shall be placed for Public Bid, pursuant to City Charter Section 2.11 (7) *Convey or lease any lands owned by the City of Caribou except for tax acquired property which shall be retained, sold or otherwise disposed of in accordance with any ordinance enacted by the City for retention or disposition of tax acquired property.* Nothing in this subsection shall be construed to limit or preclude the Council's authority and decision processes to retain tax acquired property when so deemed by majority vote to be within the best interest of the City. Except that the Municipal Officers shall use the special sale process required by 36 MRSA 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

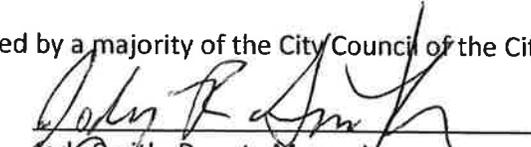
This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 11<sup>th</sup> day of March 2019.

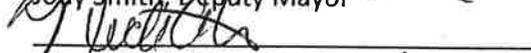
  
R. Mark Goughan, Mayor

  
Thomas Ayer, Councilor

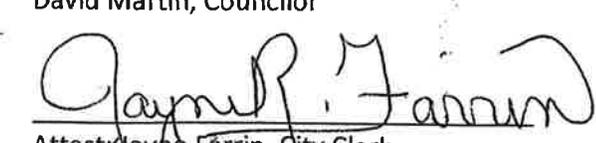
  
Hugh Kirkpatrick, Councilor

  
Joan Theriault, Councilor

  
Jody Smith, Deputy Mayor

  
Nicole Cote, Councilor

  
David Martin, Councilor

  
Attest: Jayne Farrin, City Clerk



# City Manager's Report

August 20, 2020

## Economic Projects

<b>Porvair CDBG program</b>	Still waiting for a date to hold an open house to show off the work being completed. We are shooting for the 3rd week of August.
<b>Events and Marketing</b>	Continue to conduct business interviews and promote local businesses through social media. Responded to inquiry about another commercial day care facility in town. Working with a potential aquarium developer and music retailers.
<b>Blight Cleanup</b>	Planning Board was given blight toolkit to review. The home at 32 Fenderson Street has been torn down.
<b>Hilltop Senior Living</b>	Waiting for word from developers for an opening date.
<b>Birdseye Cleanup</b>	Test results are coming back on the investigation piles and pits on the property. Most of the discolored soils came back clean (likely decomposed organic matter from plant operations). A couple soil samples will be retested. Some asbestos was identified and confirmed on the eastern edge of AOC7 and AOC8. The materials will require special training and cleanup procedures. The Maine DEC has been contacted for use of their \$75,000 toward cleanup efforts. We are working through those requirements and the status of this as an on-going project.
<b>Title 13 ReWrite</b>	Completing definitions of the code. Have begun review of shoreland zoning requirements, home based business regulations and short term rentals.
<b>Façade Improvement Program</b>	New façade improvement grant guidelines have been prepared and ready for Council approval.
<b>Sitel Building</b>	No word yet from Mr. Cassidy about intended users in the building.
<b>River Front - Powerplants</b>	Versant is completing their work and should be moving out of the steam plant shortly. Algonquin power is also making preparations to move all operations out of the steam plant. EPA brownfield funding may be available to investigate cleanup work needed on site and possibly conduct some of the clean up.
<b>River Front - DOT Lands</b>	Grading work for a buildable pad is complete on site, but we are still waiting for a site plan submittal and building permit application to know what is being developed on the site.
<b>River Front - Salmon</b>	Have not heard from Salmon operators since UMPI student provided their concept plans for the site.

**Other Administrative & Department Projects**

<b>COVID-19 Status</b>	No significant changes to operations. Appreciate the patience of the public entering public spaces.
<b>Blight Commission</b>	No additional comments have been made on the blight tool kit. Will bring this back to the Council for final adoption during the first September meeting. Ken is working to pull information needed to form a Caribou land bank.
<b>Airport</b>	We were notified that the state will directly fund the new GARD system at the airport. City will have obligations to maintain records and storage space for equipment. State fish and game are conducting bear trapping exercises on the property.
<b>Union Negotiations.</b>	Need worksession to discuss wages options with Council so we can start the 2021 contract negotiation cycle with all four unions.
<b>Snow Plowing RFP</b>	Results of the bid process are on the August 24 agenda for Council consideration.
<b>110 Washburn Rd Sale</b>	Prior owner was served with notice to remove any personal belongings from the home by September 14, 2020. Reimbursement of bid funds was delivered at the same time.
<b>Teague Park</b>	Court painting work is complete. It turned out great. Still waiting for building to be completed.
<b>Fire Structural Study</b>	Met with Sewall on Wednesday, August 19. Current time line to put the work out to bid includes advertising September 16 with bid closing date of October 15 and potential award at the Council's October 19 meeting.
<b>Capital Facility Maintenance Plans</b>	Final draft of Public Works facilities needs has been submitted. Indicates \$185K needed over next 5 yrs and \$331K through 2035. First draft of Library, City Hall and Recreation Center facilities has been submitted for review. Indicates needing \$312K over next 5 years and \$892K through 2035 for these three facilities. Inspection of the Fire station, Parks Maintenance building and the Nylander took place Aug 14-15. Maine Municipal inspected the Parks Maintenance Building on July 15. Awaiting that report.
<b>SiteI Reimbursements</b>	SiteI's first reimbursement payment is not due until April, 2021. They are considering paying back all tax credits at once (\$15,000) rather than wait 'til the end of the contract term cycle. Email communication with staff taking place.
<b>North Main Street</b>	Need to install indicator strips before project can close out.
<b>Wage Policy</b>	On hold until higher priority Title 13 work is completed.
<b>General Plan Update</b>	Ken will pick this up again now that blight survey and toolkit are nearly completed.
<b>River Road</b>	No changes since last report. Continue to monitor latest failures. Dr. Chomka continues to investigate options.
<b>Parking Lot Paving</b>	Work on the north mall parking lot should start soon. Contractor is working to fulfill a DOT obligation at this time.
<b>Cable Franchise Renewal</b>	On hold per Council direction
<b>Procurement Policy</b>	Waiting for final review memo from auditors.

# Caribou

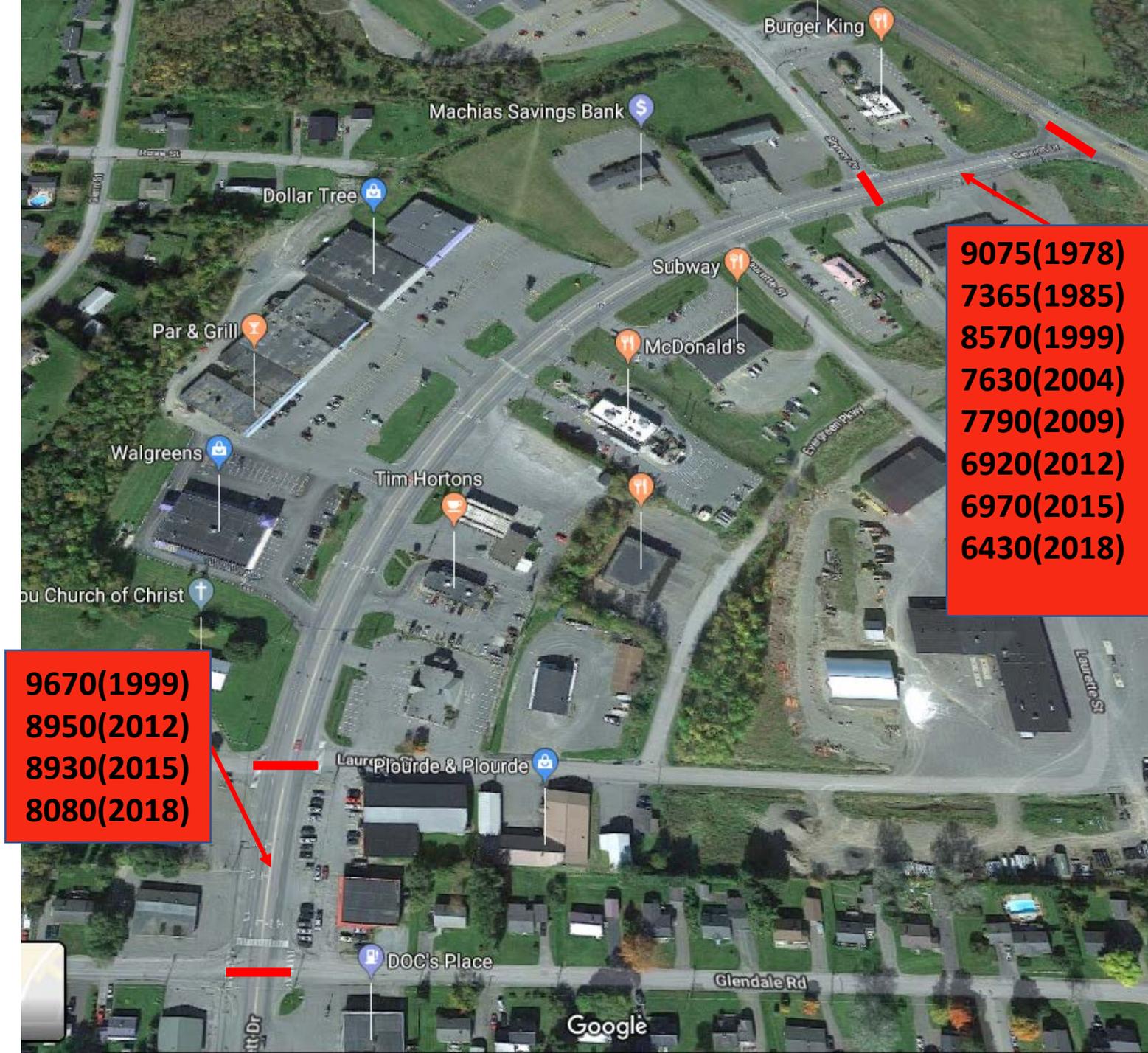
Bennett Drive

*MaineDOT - Safety Office  
August 11, 2019*

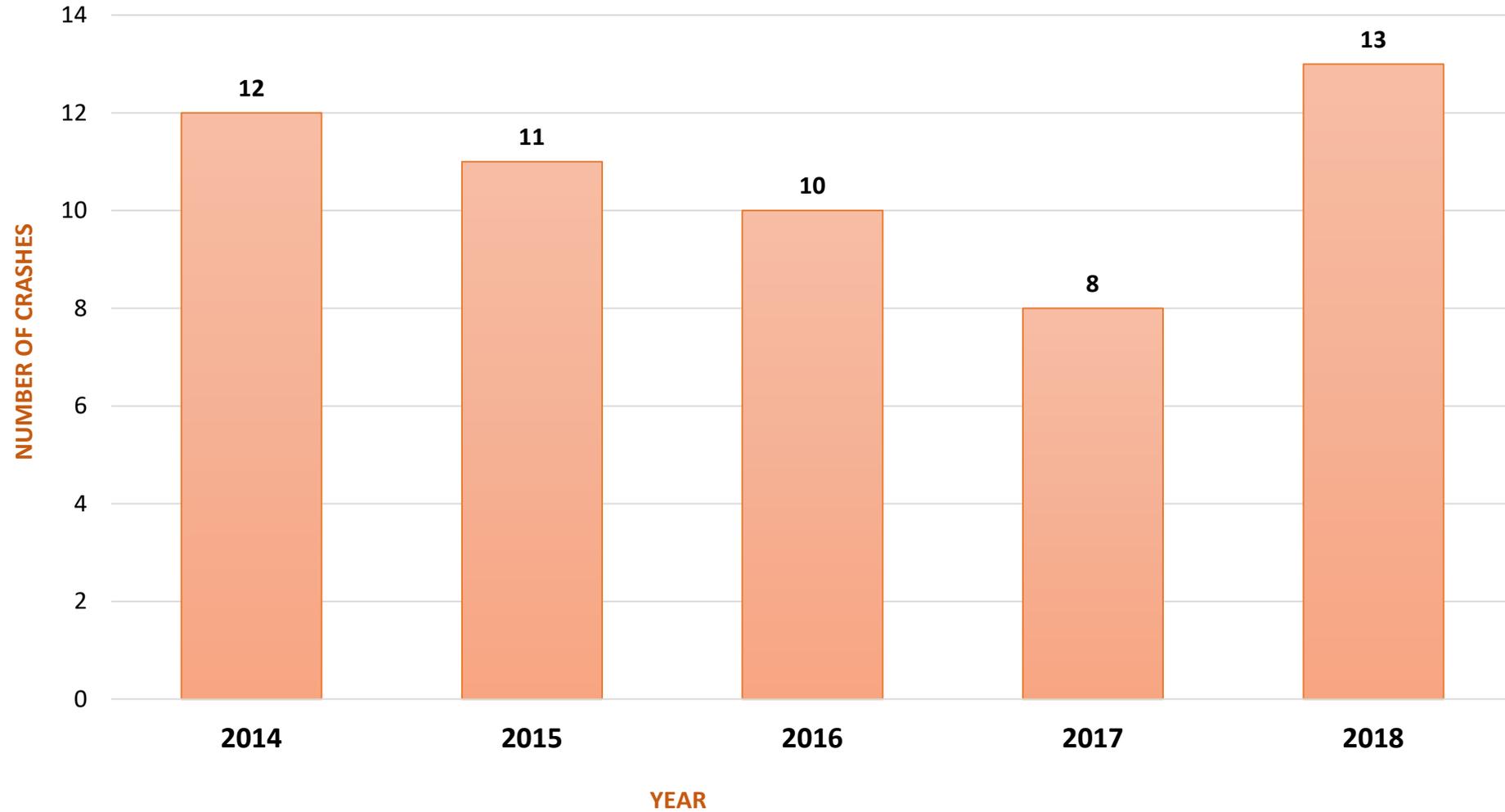
**Study Area:  
Road segment  
on Bennett Drive**



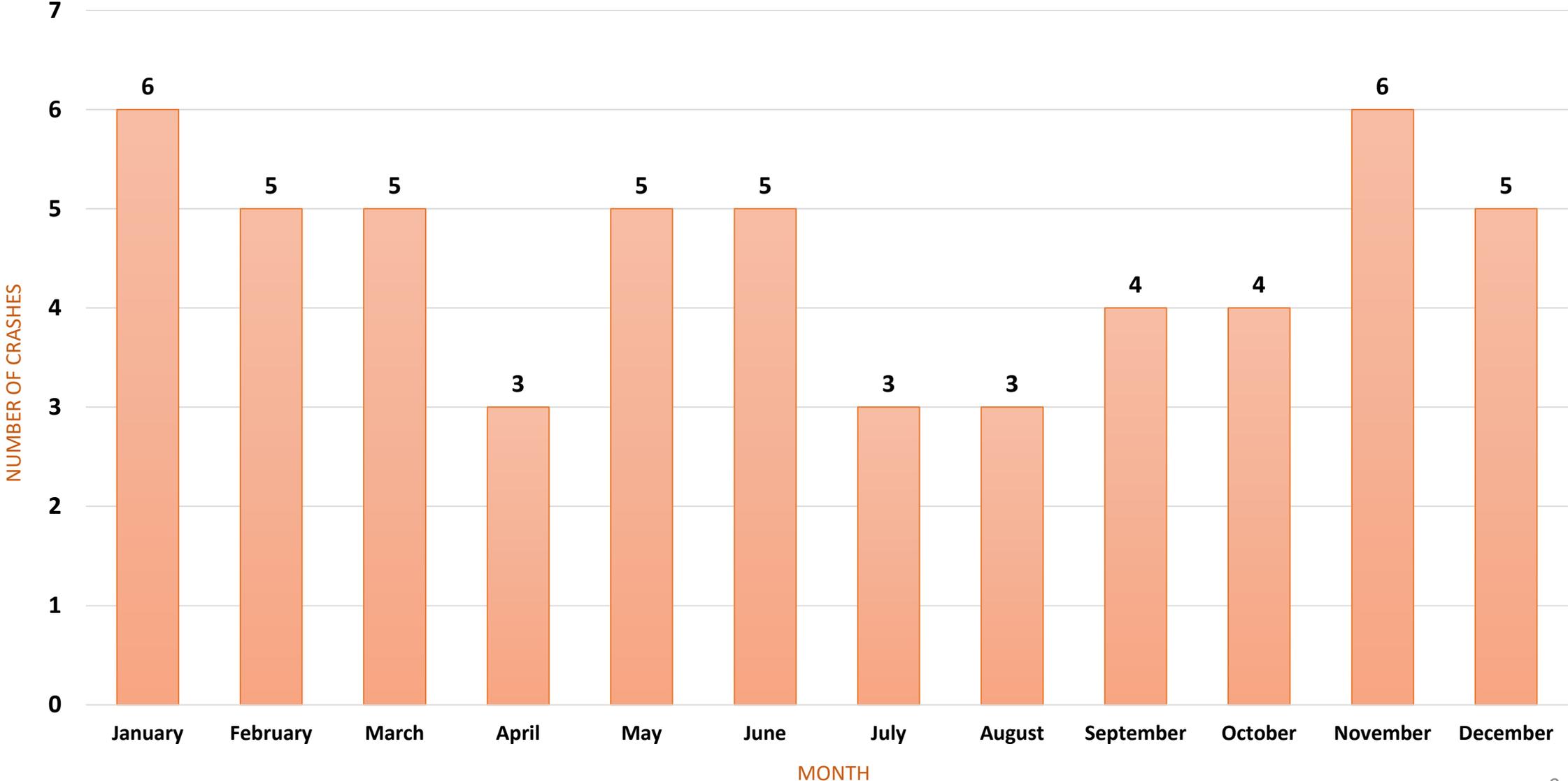
# AADT Information (in Vehicles Per Day)



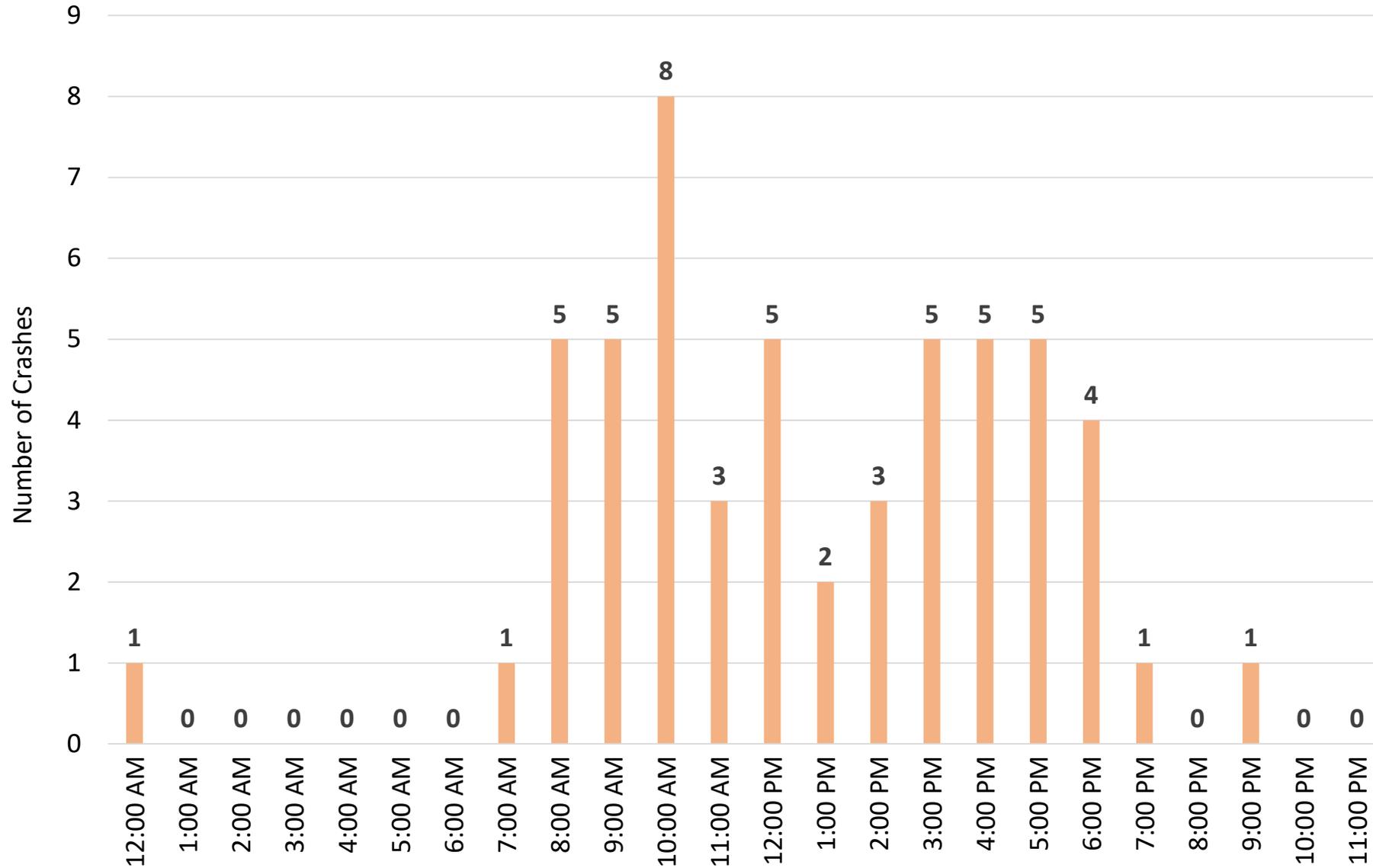
## Total Crashes 5-Year (2014-2018) : 54 Crashes



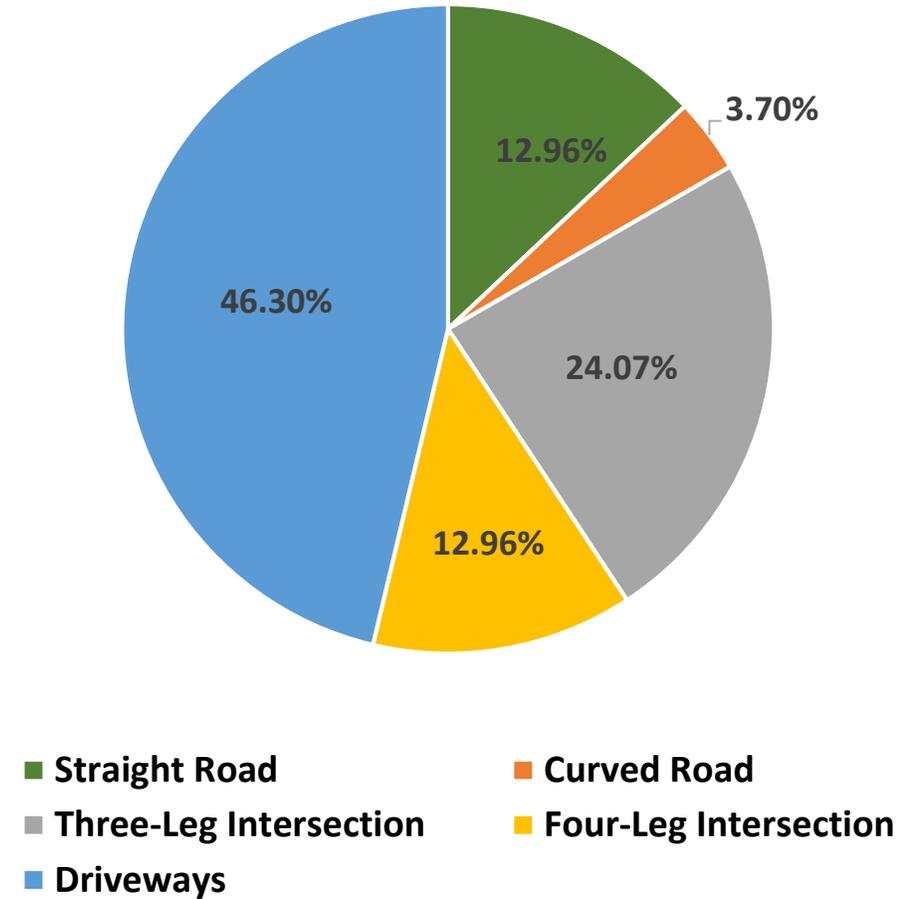
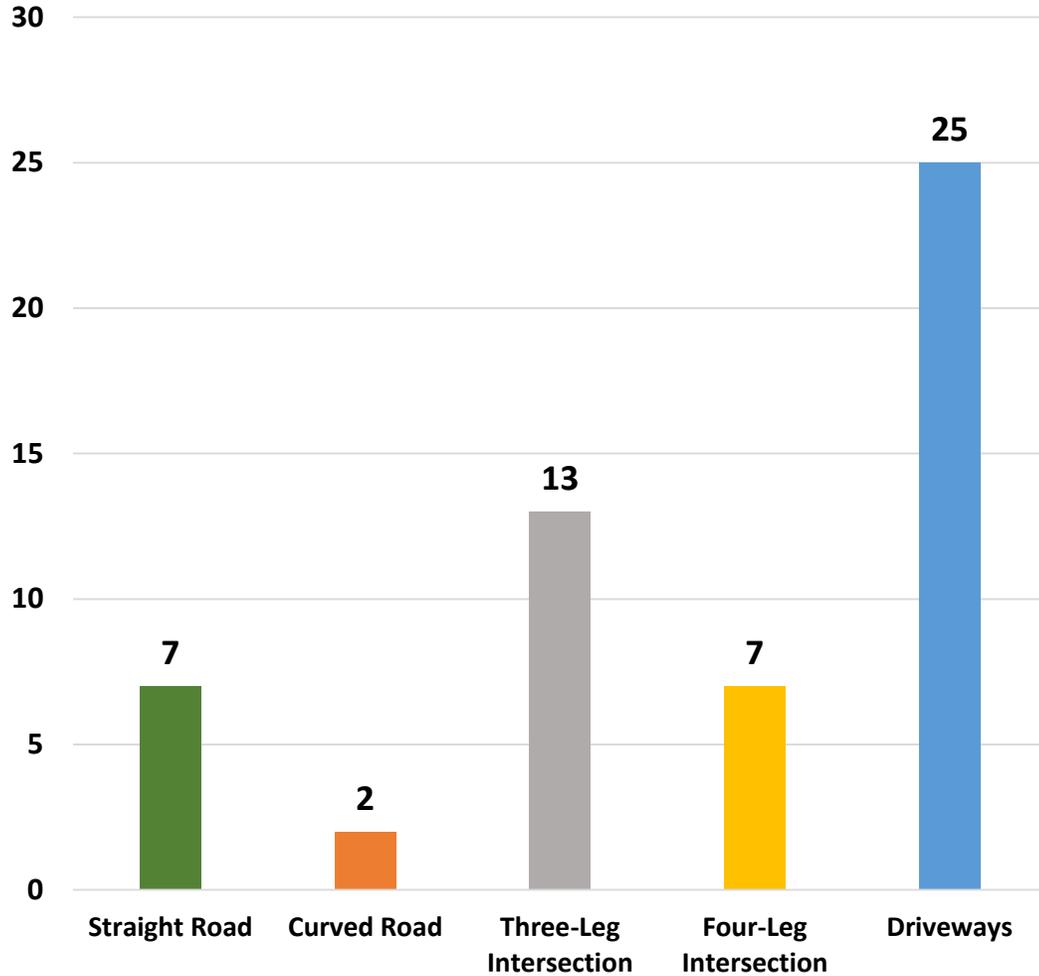
# Total Monthly Crashes 5-Year (2014-2018)



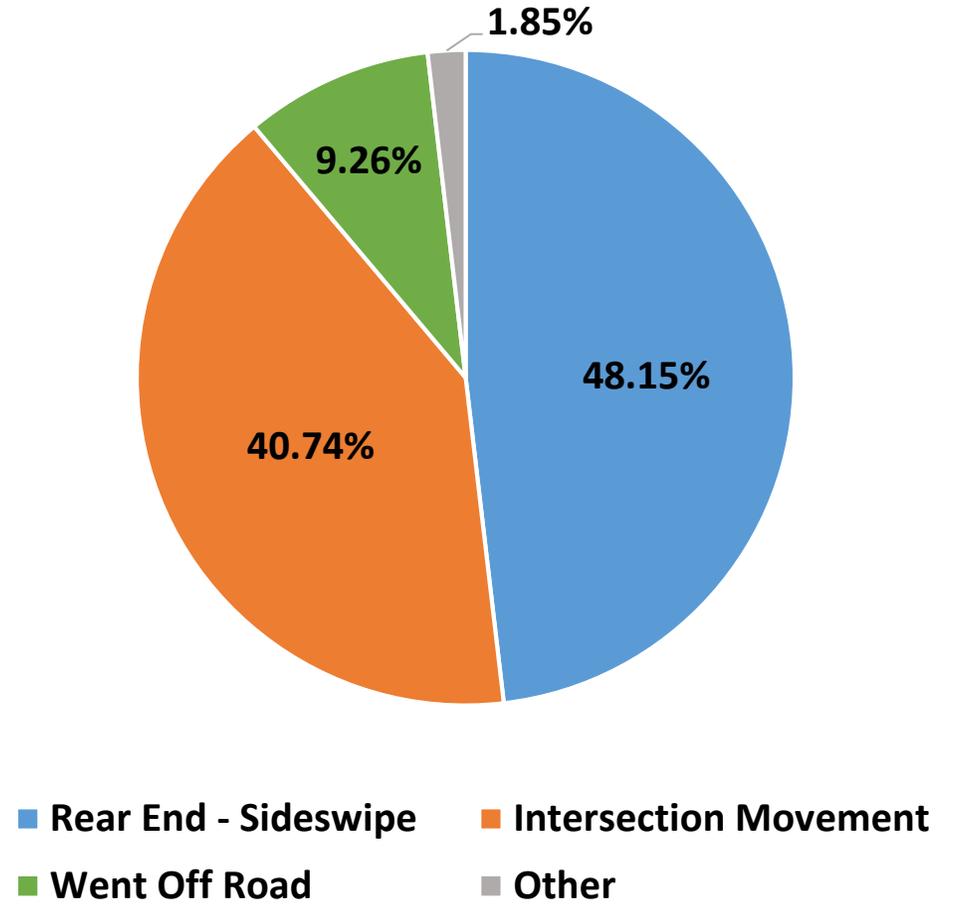
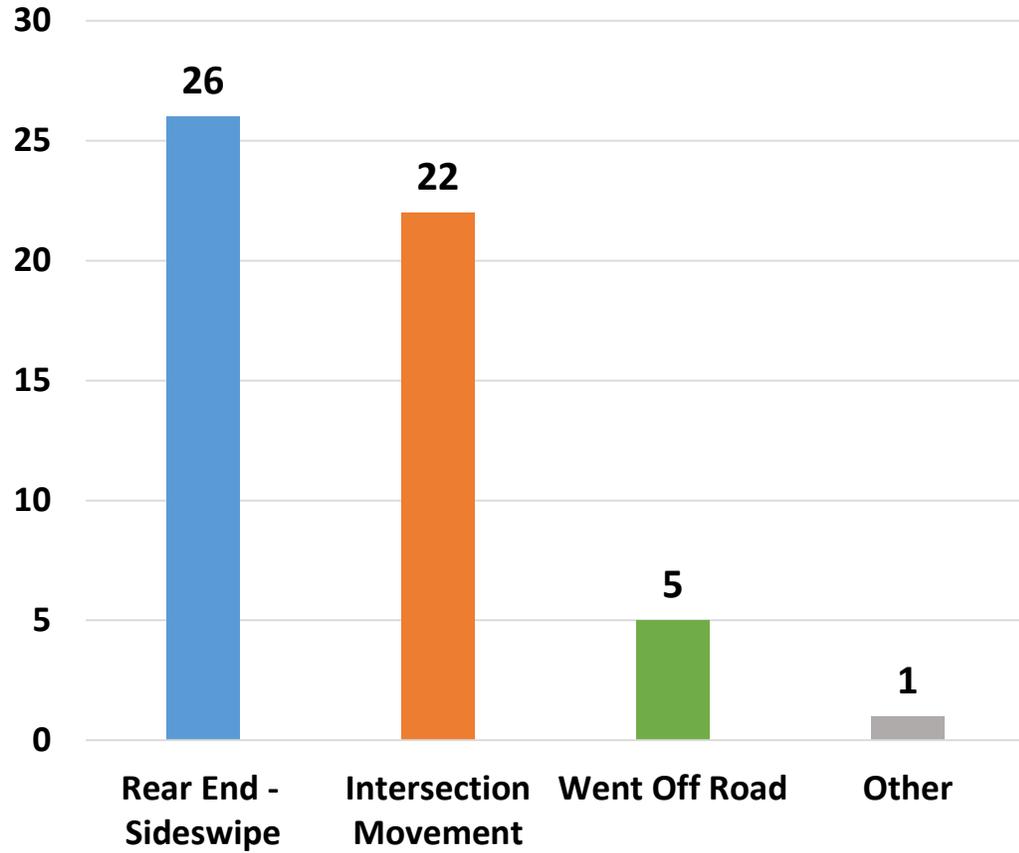
# 2014-2018 Hourly Crashes



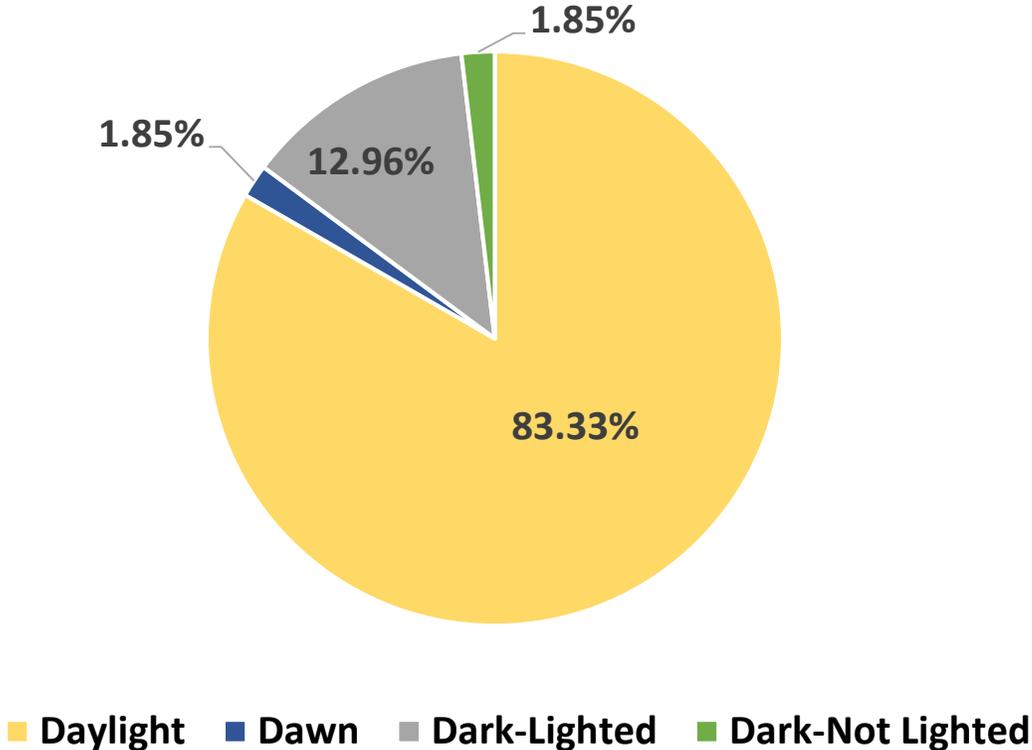
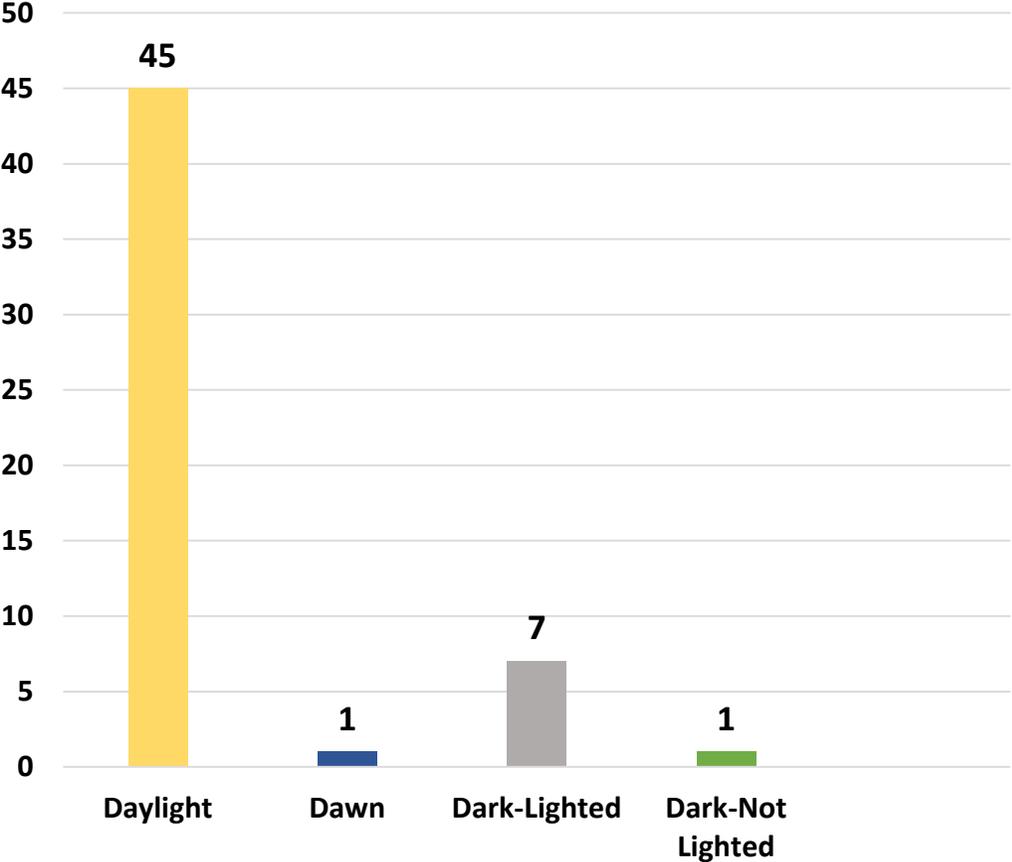
# 2014-2018 Crash Locations



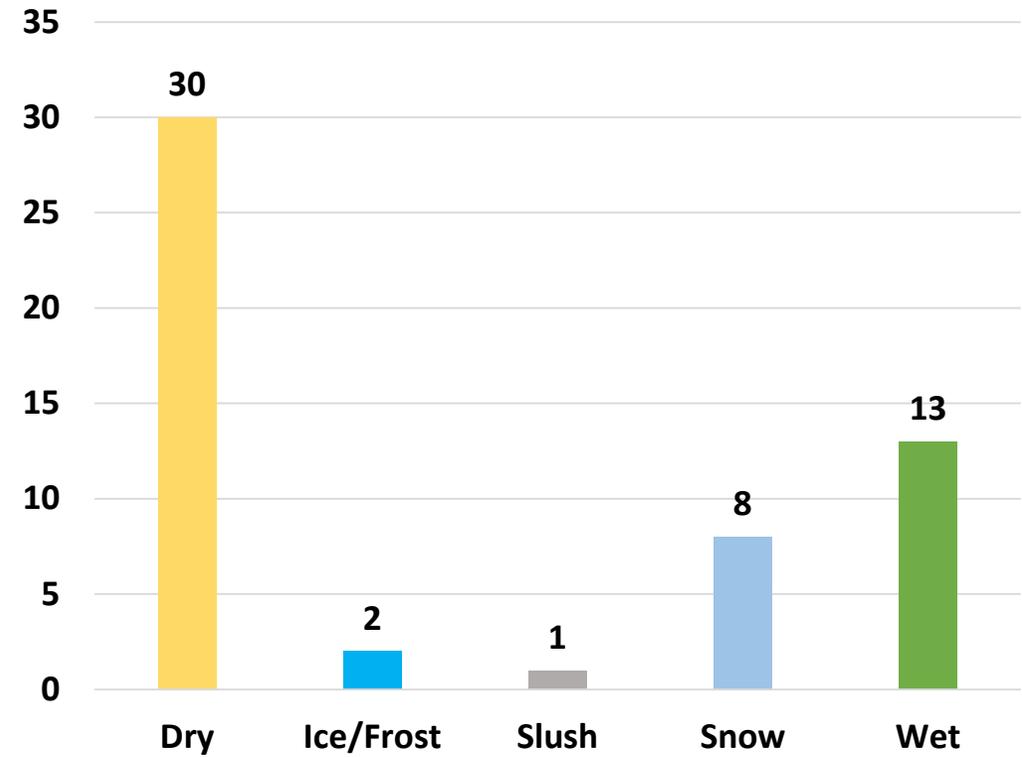
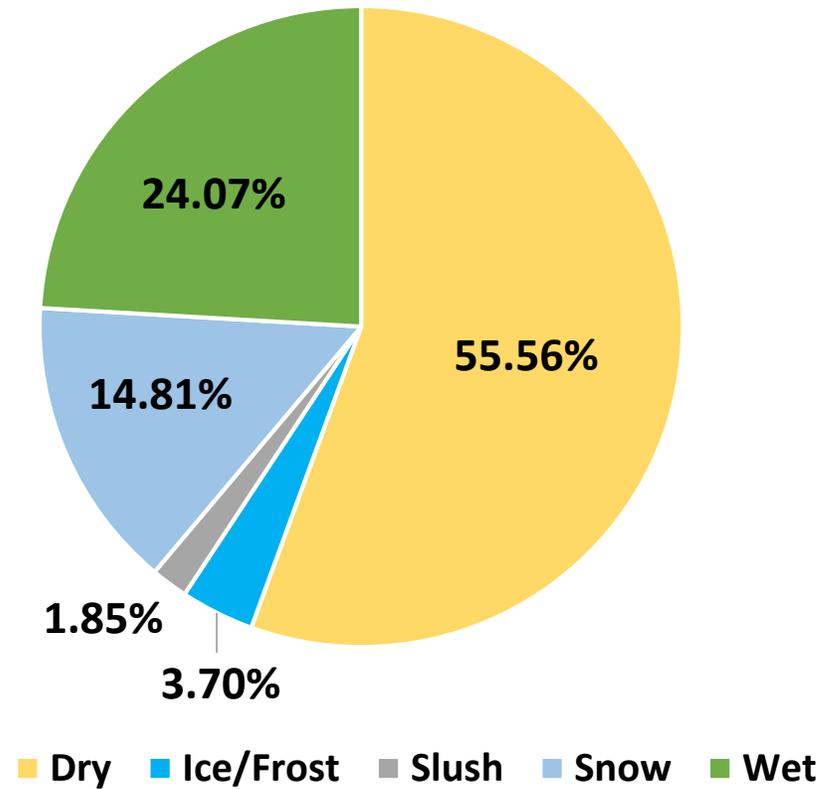
# 2014-2018 Type of Crashes



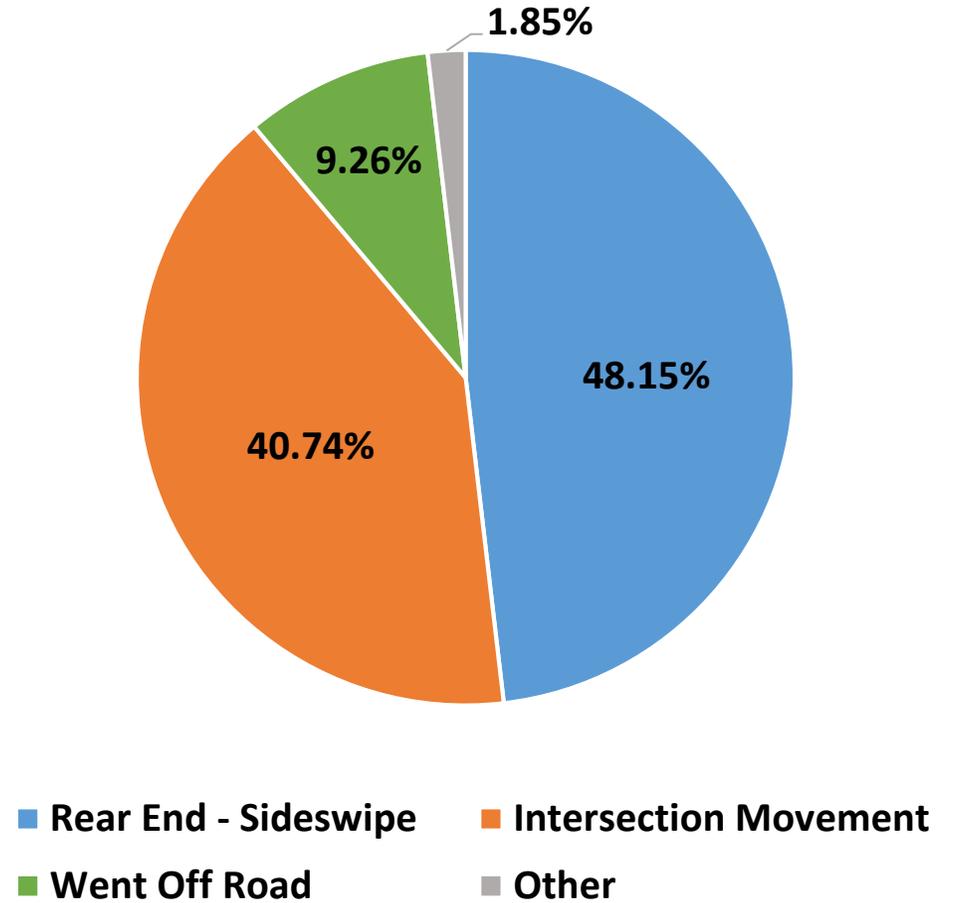
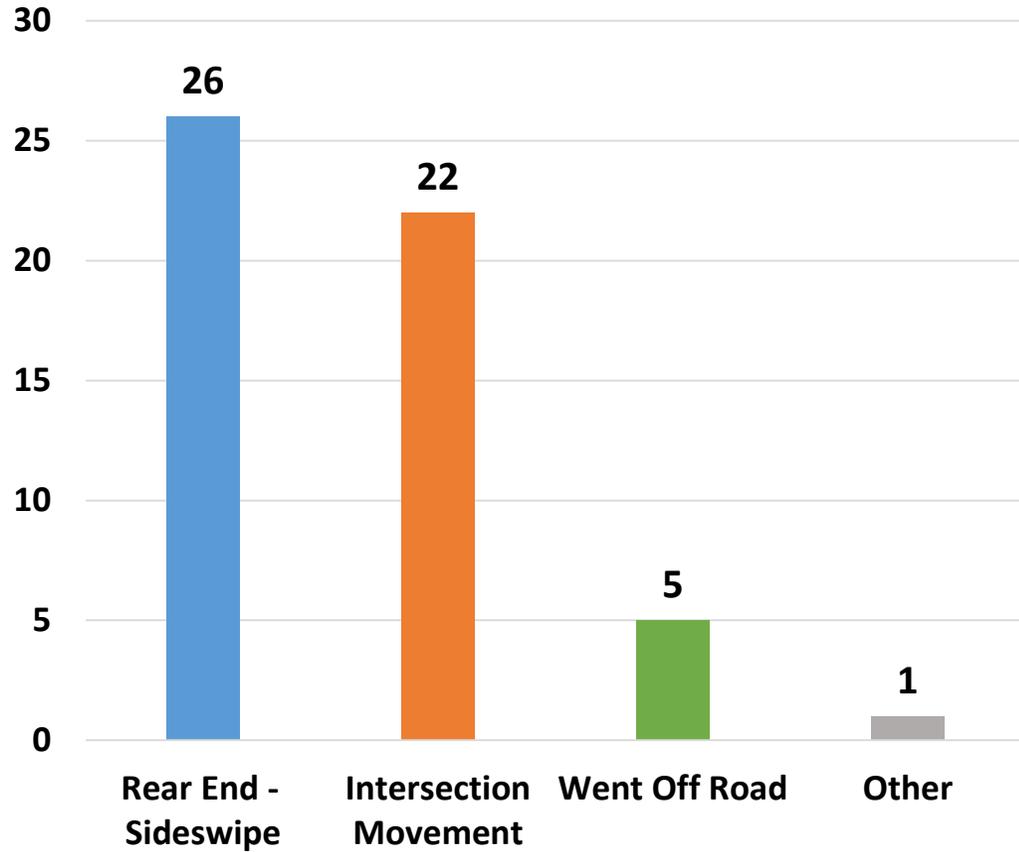
# Light Condition at the Time of Crashes



## Road Condition at the Time of Crashes

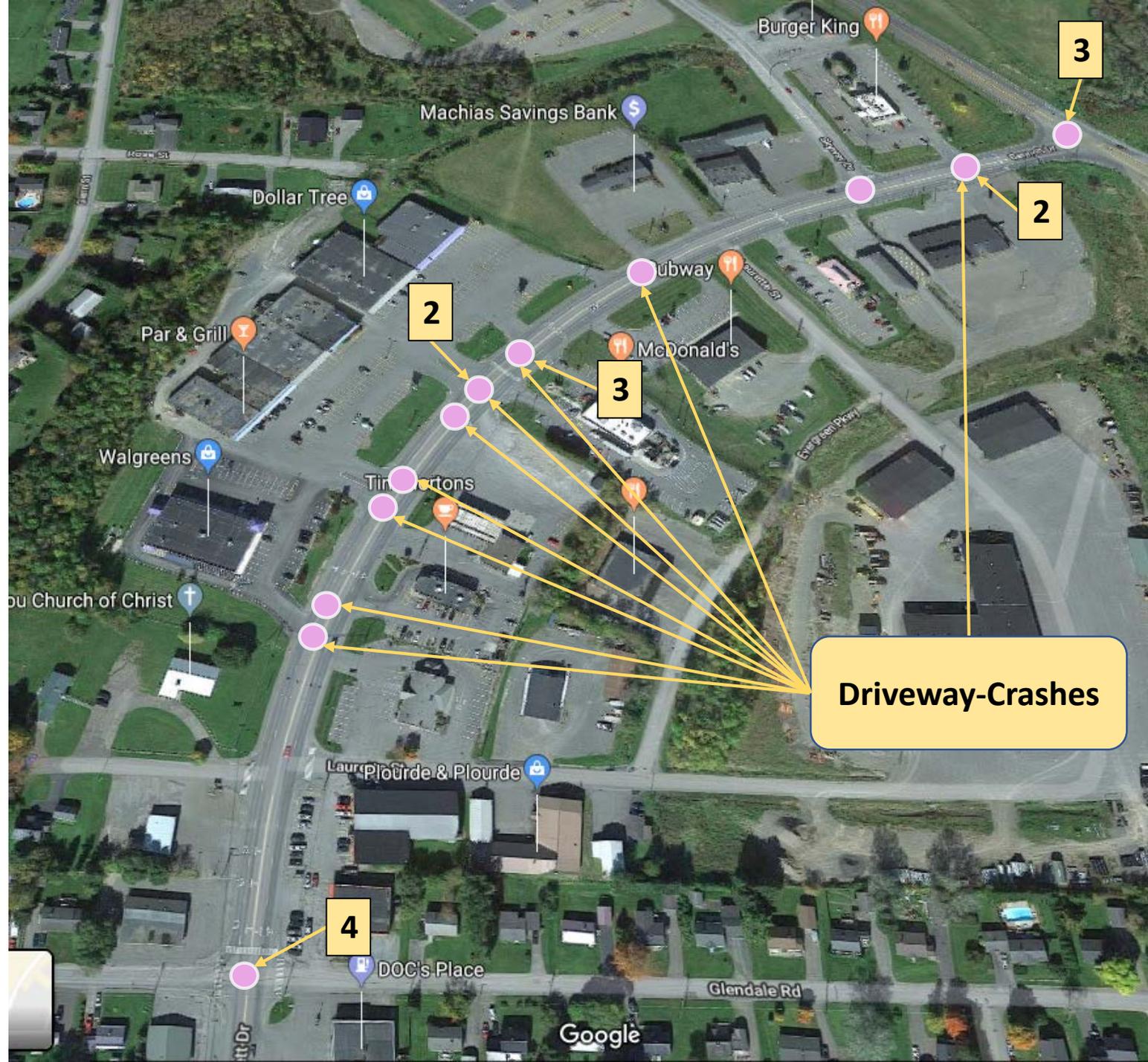


# 2014-2018 Type of Crashes



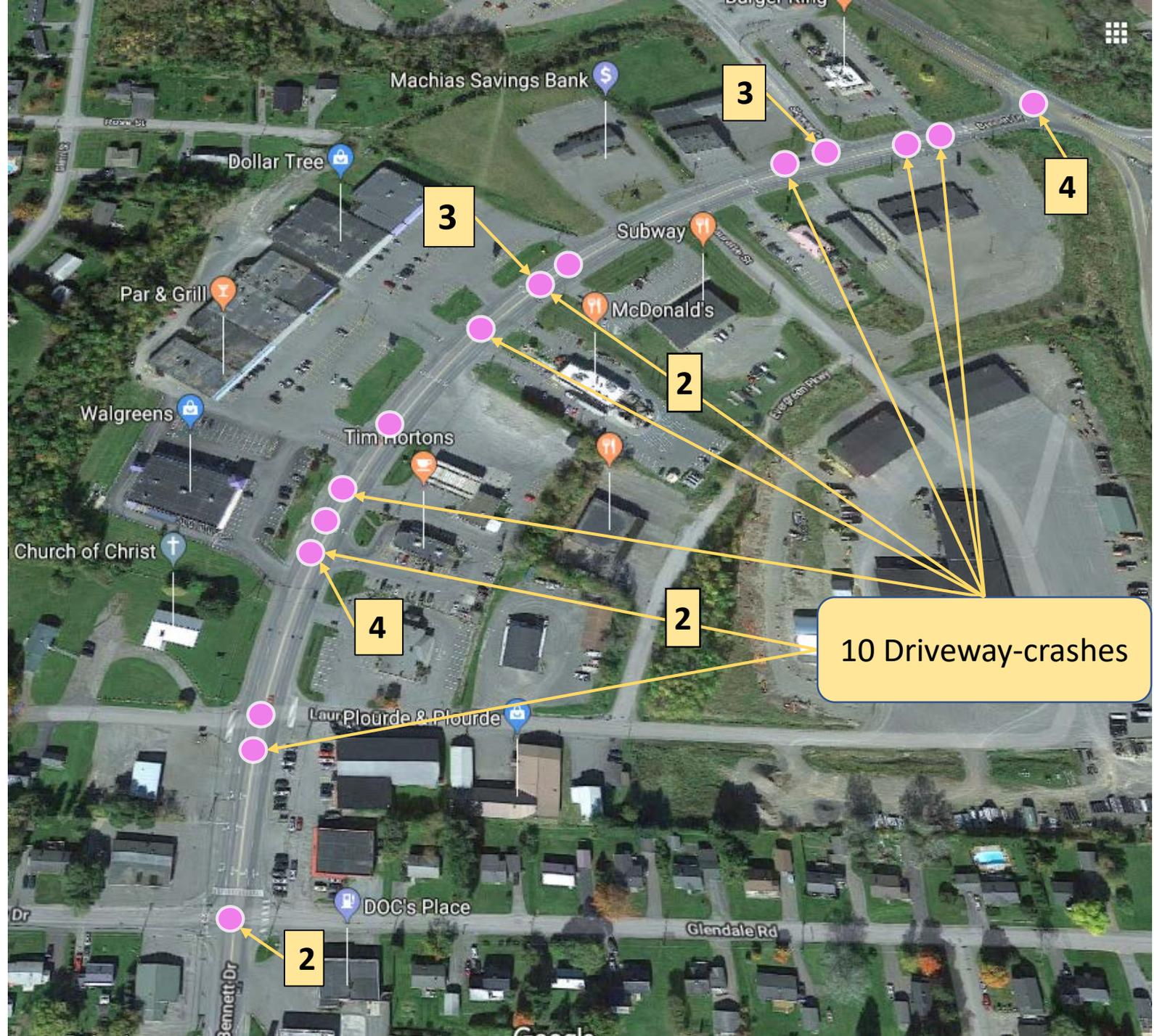
# Crash Types: Intersection Movement Crashes: 22 Crashes

- 14 driveway-crashes
- 8 crashes at intersections



# Crash Types: Rear End / Sideswipe Crashes: 26 Crashes

- 10 Driveway-crashes
- 10 crashes at intersections
- 5 crashes on straight road
- 1 crash on curved road



# Crash Types: Went Off Road Crashes: 5

## Road Crashes: 5

### Crashes

1 driveway crash

2 crashes at intersection

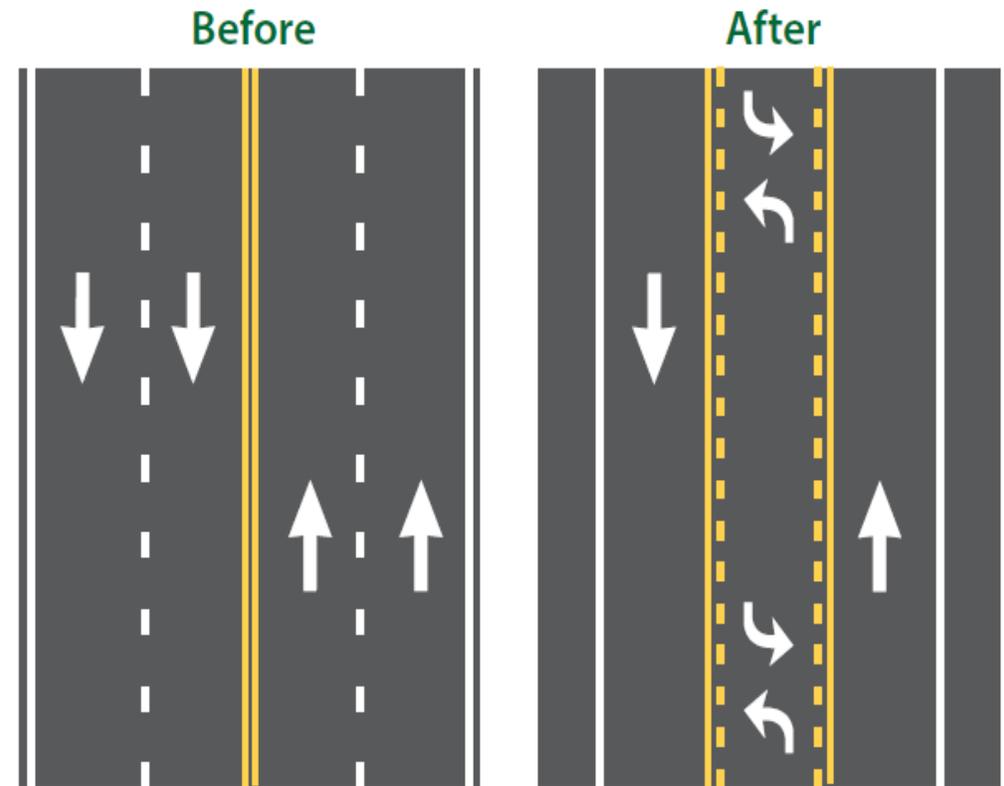
2 crashes on straight road



# Reasons for Investigation

Looking into converting 4-lane undivided Bennett Drive to a 3-lane road diet with two travel lanes and one two-way left turn lane (TWLTL)

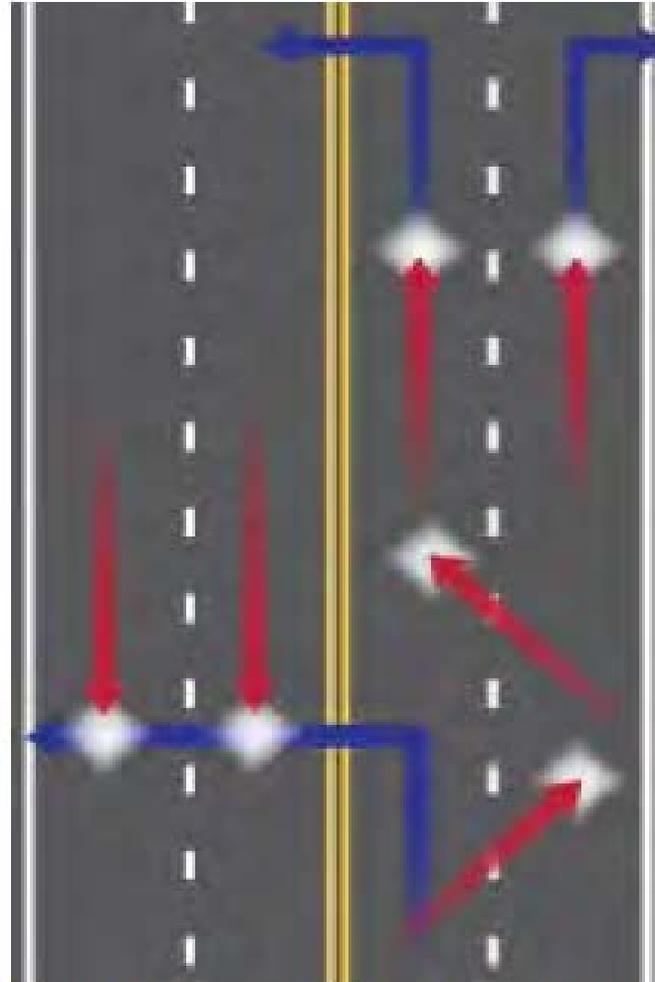
- HCL Since 2005



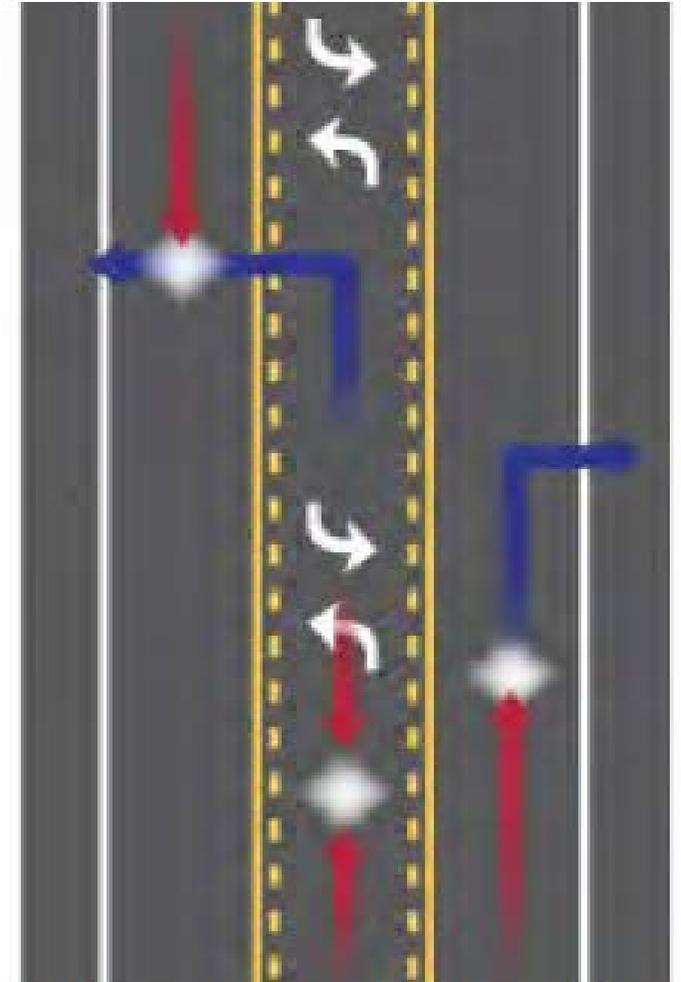
# Road Diet Safety Improvement Theory

- Reduced conflicts

Four-Lane Undivided



Three-Lane



4. Mid-Block Conflict Points for Four-Lane Undivided Roadway and Three-Lane Cross Section (Adapted from We

# Road Diet Safety Improvement Theory

- Reduced conflicts
- Shorter crossing / fewer lanes to cross for peds
- Bike lanes / wider shoulders
- Buffer between travelway and sidewalk

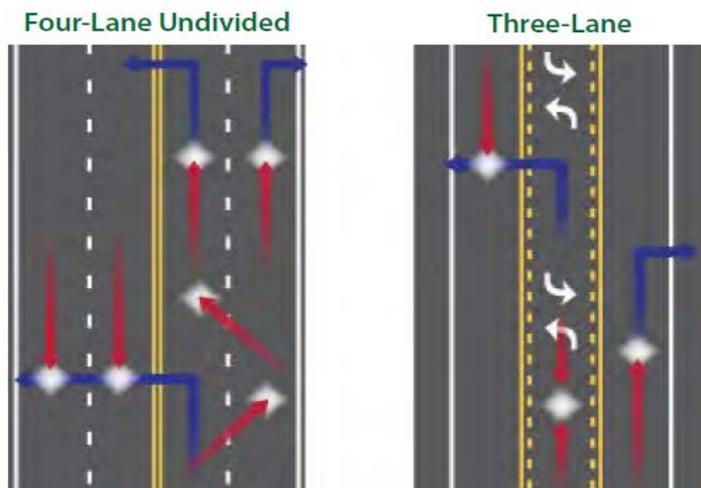


Figure 4. Mid-Block Conflict Points for Four-Lane Undivided Roadway and Three-Lane Cross Section (Adapted from Welch, 1999)

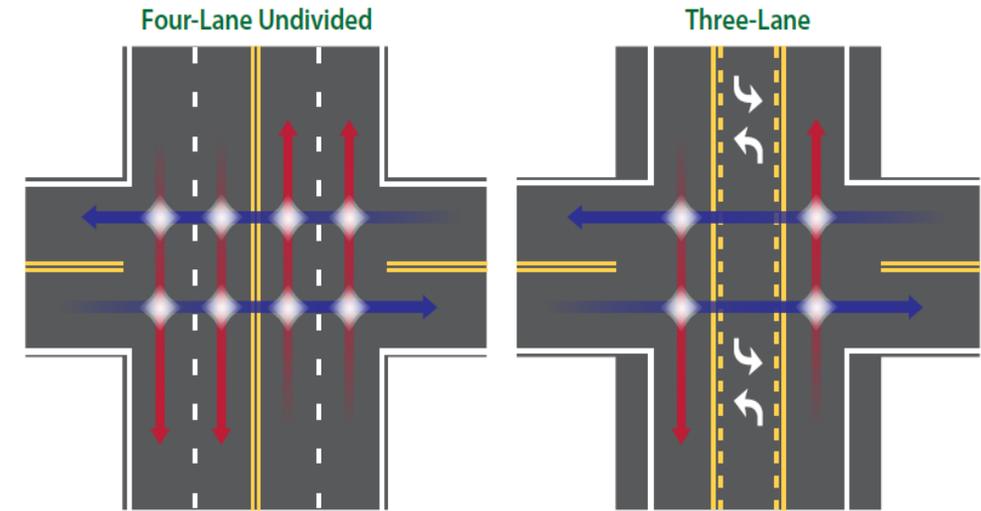


Figure 5. Crossing and Through Traffic Conflict Points at Intersections for a Four-Lane Undivided Roadway and a Three-Lane Cross Section (Adapted from Welch, 1999)

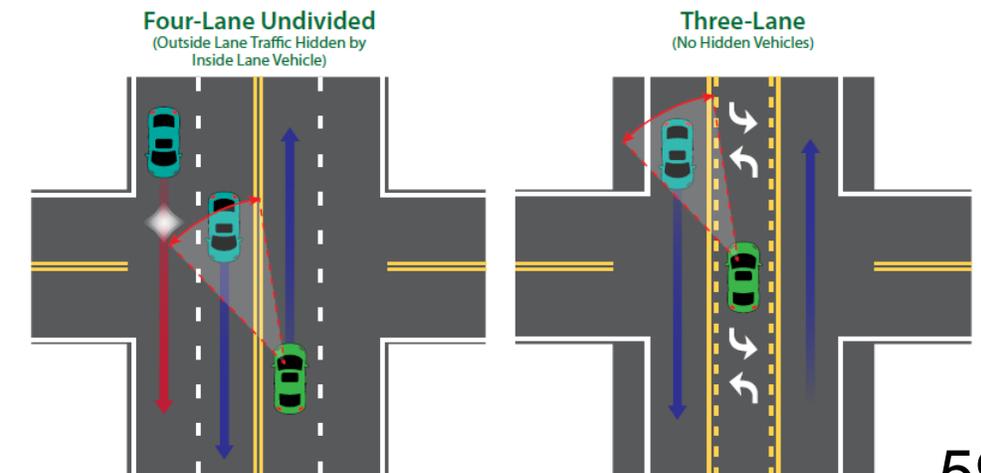


Figure 6. Major-Street Left-Turn Sight Distance for Four-Lane Undivided Roadway and Three-Lane Cross Section (Adapted from Welch, 1999)

# National Studies

Crash Reduction Factors that relate to this potential project

- Urban Arterials: **29% crash reduction**
- High Driveway Density Roads: **19% crash reduction**
- Converting to a road diet by crash type:
  - **31%** rear end crash reduction
  - **24%** angle crash reduction

# Maine Before/After Road Diet Study

- Approximate AADT when converted: 13,610-22,010
- Speed Limit: 35-45 mph
- Before/After Results:
  - **28% Total Crash Reduction**
    - 39% Fatal/Injury Crash Reduction
    - 22% Property Damage Crash Reduction
  - 79% Crash Cost Reduction



# Maine Before/After Road Diet Study

- 25% Reduction in Rear End Crashes (147 to 110)
- 33% Reduction in Intersection Movement (Angle) Crashes (70 to 47)
- 50% Reduction in Ran Off Road Crashes (32 to 16)
- 67% Reduction in Ped Crashes (3 to 1)

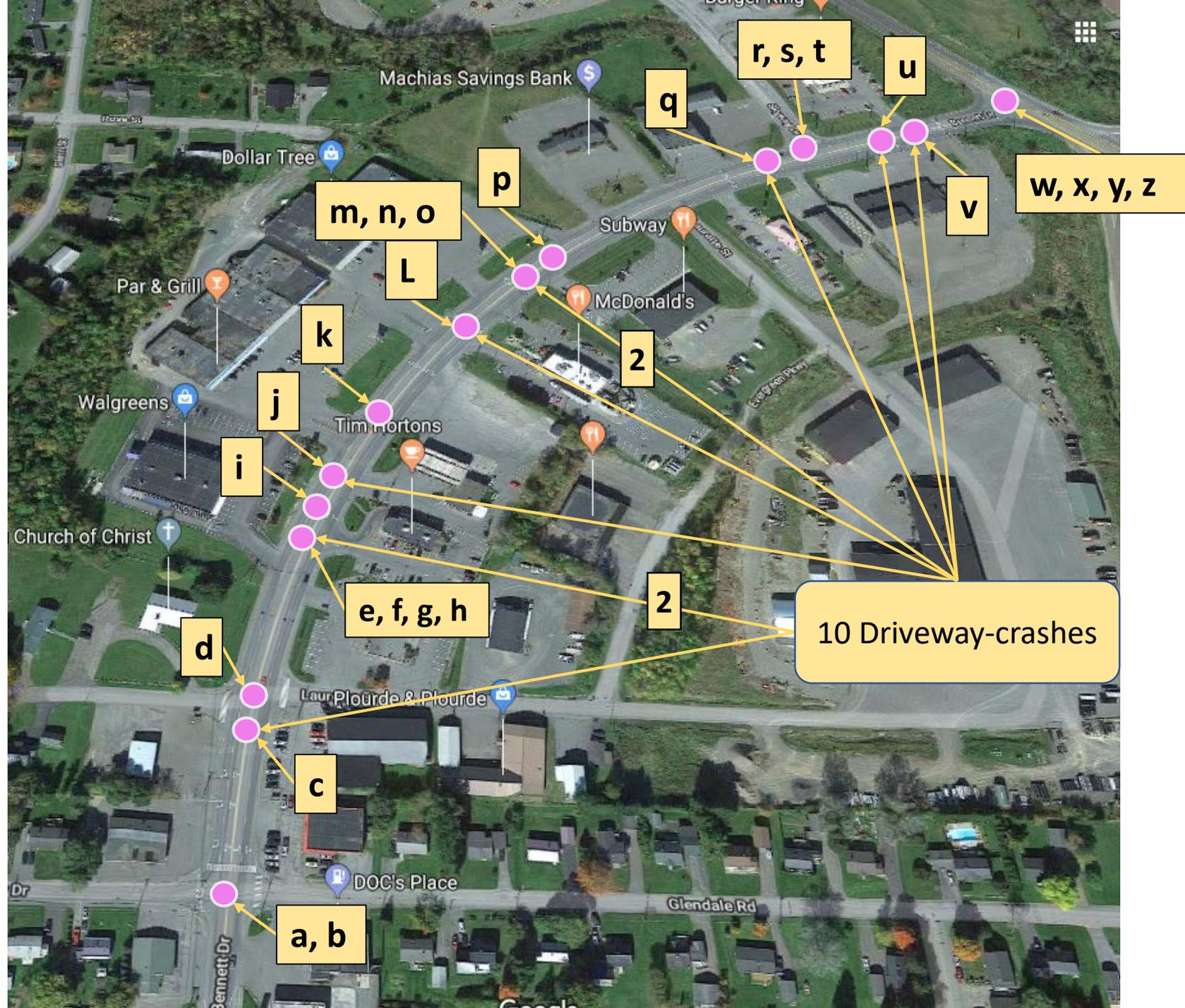


# Rear End / Sideswipe Crashes: 26 Crashes

- 10 Driveway-crashes
- 10 crashes at intersections
- 5 crashes on straight road
- 1 crash on curved road

18 out of 26 Could be Eliminated with 2 Lanes w/ TWLTL or

**69% Reduction in Rear End / Sideswipe Crashes**



**2014-2018  
Driveway-Crashes  
25 crashes  
(46.3%)**

9 out of 25 Could be  
Eliminated with 2 Lanes W/  
TWLTL or  
**36% Reduction at  
Driveways**

