

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, April 8, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.



- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Forum**
- 4. Minutes from Regular Council Meeting held February 25, 2019** Pgs 2-13
- 5. Bid Openings, Awards, and Appointments**
  - a. Resolution 04-01-2019 - Spirit of America Recognitions Pg 14-16
  - b. Caribou High School Choir Honors Pg 17
  - c. 2019 Limerick Contest Winners Pgs 18-20
  - d. Award of Bid for City High Street Repaving Project Pgs 21-21b
- 6. Public Hearings and Possible Action items**
- 7. New Business**
  - a. Discussion and Possible Action Regarding Renewal of Rubbish Hauler Permit for McNeals Trucking Inc. Pgs 22-23
  - b. Discussion and Possible Action Regarding Renewal of Liquor License for Northern Maine Brewing Company Pgs 24-30
  - c. Discussion and Possible Action Regarding Acceptance of Library Memorial Fund Donation Pg 31
  - d. Discussion Regarding Fire/EMS Department Budget Pg 32-33b
  - e. Discussion and Possible Action Regarding Nylander Museum Reserve Accounts Pgs 34
- 8. Old Business & Adoption of Ordinances and Resolutions**
  - a. Discussion and Possible Action Regarding DOT Construction Overlimit Permit Agreement Pgs 35-38
  - b. Discussion and Possible Action Regarding Seasonal Weight Limits on Local Roads Pgs 39-43
  - c. Discussion and Possible Action Regarding Ordinance #2, 2019 Series, Amending City Flood Hazard Area Regulations Pgs 44-63
  - d. 2019 Council Goals & Priorities Pg 64
- 9. City Manager's Report** Pg 65
- 10. Reports and Discussion by Mayor and Council Members**
- 11. Reports of Officers, Staff, Boards and Committees** Pgs 66-83
- 12. Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
  - a. §405.6.C to discuss real estate and economic development items
- 13. Next Meeting(s):** April 22, May 13
- 14. Adjournment**

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

### Certificate of Mailing/Posting

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

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

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, March 25, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, Nicole L. Cote, Hugh Kirkpatrick, and Thomas Ayer.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor); Hope Shafer (Library Director); Kenneth G. Murchison (Zoning Administrator); Carl Grant (Finance Director); and Gary Marquis (Supt. of Parks & Recreation).

Spectrum, and YouTube covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

There wasn't any public input.

Council Agenda Item #4: Minutes from Regular Council Meeting held March 11, 2019

Motion made by T. Ayer, seconded by J. Theriault, to approve the minutes from the March 11, 2019 Regular Council Meeting as presented. (7 yes) So voted.

Council Agenda Item #5: February 2019 Financials

Questions about Account 12 Chamber and Nylander. There was a request to change the names in Trio so there is clarity.

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

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

- a. Recognition of 2019 Caribou High School State Champions Basketball Team and Wrestling Athletes

The City Council recognized several Caribou High School athletes.

Caribou Skiers

Edie Shea placed 8<sup>th</sup> in the Giant Slalom  
Macy Wakem placed 20<sup>th</sup> in the Nordic Freestyle  
Head Coach: Neal Sleeper  
Assistant Coaches: Ginger Kieffer, Travis Prashaw

Caribou Wrestling Team Individuals:

Chloe Kirschman – Female state champion in weight class  
Rylee Saucier – Female state champion runner-up in weight class  
Head Coach: James “Chico” Hernandez  
Assistant Coach: Robert Jandreau

Caribou Varsity Basketball Team:

Austin Findlen, Tharen Hand, Iffy Sargent, Jacob Berkoski, Alex Bouchard, Cullin Caverhill, Parker Deprey, Isaac Marker, Sawyer Deprey, Ethan Holdsworth, Michael Brigman

Head Coach: Kyle Corrigan

Assistant Coach: Jeremiah Fitzherbert, Coty Herbert, Ben Rosser

Photos were taken with team members present. The Mayor congratulated the teams for their sportsmanship.

- b. Appointment of Caribou Representative to Loring Development Authority Planning Board

Motion made by D. Martin, seconded by J. Theriault, to appoint James Cerrato as Caribou Representative to the Loring Development Authority Planning Board. (7 yes) So voted.

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

- a. Ordinance No 2, 2019 Series, Affecting City Flood Hazard Area Regulations

6:12 p.m. Public Hearing opened.

No one from the public spoke.

Zoning Administrator Murchison briefly outlined the proposed ordinance and explained that most of the proposed changes are formatting change and permitting. Murchison offered that Planning Board doesn't have any concerns with the proposed ordinance.

Councilor Kirkpatrick wondered how many lots would be impacted by the proposed changes with Councilor Ayer questioning any additional costs to those located in a floodplain. Discussion. Councilor Ayer wants to see this tabled until the Council knows which lots will be affected.

Motion made by T. Ayer, seconded by N. Cote, to table action on Ordinance No. 2, 2019 Series, Affecting City Flood Hazard Area Regulations. (7 yes) So voted.

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

- a. Discussion and Possible Action Regarding Renewal of Rubbish Hauler Permit for Gil's Sanitation

Motion made by H. Kirkpatrick, seconded by J. Theriault, to approve the renewal of a rubbish hauler permit for Gil's Sanitation. (7 yes) So voted.

- b. Discussion and Possible Action Regarding 60 Access Highway Ownership

60 Access Highway was acquired in 2005 as part of a \$740,000 economic development project. The City's \$700,000 contribution came from two sources: Maine 2005 Community Development Block Grant (CDBG) program (\$350,000) and United States Department of Agriculture (USDA) – Rural Development funds (\$350,000). If the City sells the building, the USDA funds will need to be returned. Plus the method of disposal will be determined by USDA. Federal Code outlines three options.

1. The City can retain title to the property after compensating USDA their "percentage of participation in the cost of the original purchase" relative to the "fair market value of the property."

2. The property can be sold and USDA compensated a percentage similar to option 1.
3. The property is deeded wholly to the USDA and compensation is provided to the City/others based on our percentage of participation in the cost of the original purchase.

Discussion. The building would have to be sold at “fair market value”.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to authorize the City Manager to go forward and tell USDA that we have an interest in selling 60 Access Highway. (7 yes) So voted.

c. Discussion and Possible Action Regarding Lease Agreement with Caribou Ecumenical Food Pantry

Because of current building conditions, the Caribou Ecumenical Food Pantry is looking to relocate from its current location to 60 Access Highway. A one-year lease has been prepared with an annual rent of \$1,300 per year, which is \$1 per square foot for dedicated space. The lessee would be responsible for all utilities including telephone service, heat, water, sewer, and garbage removal and the building power will be a proportionate amount based on any increase over historic use.

Discussion points:

- Lease Agreement 9.0 Repairs and Maintenance
- Forgoing the rent because it is the food pantry
- The Pantry serves over 1100 families a year with many of them being seniors
- The Pantry’s long-term plan is to add on to the building the Bread of Life Soup Kitchen is located in.
- Need for a new water heater and renovated bathroom – estimated cost \$7,000
- The balance in the 60 Access Highway maintenance fund is over \$91,000
- The building needs a new roof (\$300,000) and boiler (\$80,000)
- The City should have a plan to maintain City owned buildings

Motion made by D. Martin, seconded J. Theriault, to lease at no cost the space to the Caribou Ecumenical Food Pantry. Discussion. (2 yes, J. Theriault, D Martin, 5 no, J. Smith, RM Goughan, N. Cote, H. Kirkpatrick, T. Ayer) Failed.

Motion made by H. Kirkpatrick, seconded by N. Cote, to lease the space to the Caribou Ecumenical Food Pantry for a \$1.00 per square foot and authorize the Manager to sign the lease as written. Discussion. (5 yes, J. Smith, RM Goughan, N. Cote, H. Kirkpatrick, T. Ayer, 2 no, J. Theriault, D. Martin) So voted.

The Mayor thanked the food pantry for all they do for the citizens of Caribou and the decision was a tough decision. The Mayor wants the Council to be kept informed as to whether the issue of a bathroom is a problem. The Council suggested that staff obtain three quotes to repair the bathroom; additionally, the Mayor questioned whether a porta potty would work. The final direction was to come back to Council with a plan regarding the bathroom. Councilor Ayer requested a tour of 60 Access Highway.

d. Discussion and Possible Action Regarding Nylander Museum Donations

Motion made by J. Smith, seconded by J. Theriault, to accept Staff recommendation to authorize all donations made to the Nylander Museum to be reserved for use by the Nylander Museum department of the City and that such funds be held in a separately

designated reserve account and furthermore, a separate checking account be established for donated funds with all transaction therefrom being done in accordance with City finance policies. (7 yes) So voted.

Discussion. The donations will be used for petty cash type items. The statements will be mailed to the Finance Department and two signatures will be a requirement.

It was suggested by the Mayor, that in the near future, the Nylander Board come into a Council Meeting and give a five report on the activities of the Board.

e. Discussion and Possible Action Regarding DOT Construction Over Limit Agreement

Staff recommends the Council approve the agreement as presented. Councilor Kirkpatrick suggested the City should obtain a list of City roads that will be effected by the over limit vehicles.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to table action regarding DOT Construction Over Limit Agreement. (4 yes, J. Smith, RM Goughan, H. Kirkpatrick, T. Ayer, 3 no, N. Cote, D. Martin, J. Theriault) Discussion. So voted.

f. Discussion and Possible Action Regarding Seasonal Weight Limits on Local Roads

The proposed weight limit is 34,000 for the following roads:

|               |                       |
|---------------|-----------------------|
| Albair Road   | Maysville Siding Road |
| Sawyer Road   | Plante Road           |
| Thompson Road | Railroad Street       |
| Westgate Road | Dow Siding            |

Discussion.

Motion made by J. Smith, seconded by J. Theriault, to approve a 34,000 seasonal weight limit on the following roads: Albair, Maysville Siding, Sawyer, Plante, Thompson, Railroad, Westgate, and Dow Siding. (6 yes, 1 no, H. Kirkpatrick) So voted.

g. Discussion and Possible Action Regarding Sale of Tax Acquired Property at 147 Limestone Street

Motion made by H. Kirkpatrick, seconded by J. Smith, to sell the property at 147 Limestone Street for \$1,800.00 and authorize the execution of a quit claim deed to the purchaser. (7 yes) So voted.

Council Agenda Item #9: City Manager’s Report

The Manager provided an update on a variety of topics including:

- LED Streetlight Conversion – If the Council wants to move forward with the project, the contract says that the Council needs to accept the Investment Grade Audit (IGA) report. Once approved, the Council will need to decide how to fund the project. Discussion about having a test install. There will be a cost to the City to have RealTerm set up a test install. The Manager will contact R.L. Todd to see if they can set up one test install with a 3000K, 4000K next to an existing streetlight.

Discussion about purchasing the current streetlights.

- River Road – Staff has met with DuBois & King to review preliminary drawings. The current plans will cause three of the four homes purchased by the City to be demolished. Before the project goes out to bid, the engineers will provide the City an estimate of what they believe the project will cost.
- High Street – the award hasn't been officially made, but apparent winner is Trombly Industries.
- Birdseye Cleanup – no additional work has occurred
- York Street Property Conveyance – All documents were signed, and this transaction was recorded.
- Flora Dale Park – Research is being done.
- Hilltop Senior Living Update – Demolition work is occurring.
- Dunkin Donuts – Waiting for Maine Department of Transportation (MDOT) approvals.
- Senior Homestead Tax Credit Program – Legislature is considering several bills this year.
- Airport – The committee is planning a couple of events. The City received an \$81,000 reimbursement of expenses from the FAA for costs associated with the hangar construction project in 2018. Another lease agreement has been signed for the main hangar for the next nine months.
- Public Safety Building Study – Manager is waiting for additional instruction.
- Pellet Boiler System – The Manager has met with Kevin Adams. Councilor Kirkpatrick suggested that the Manager seek additional opinions on the boilers.
- Parking Lots – The Manager has reached out and spoken with City Attorney Solman and Sitel's lawyer. There are conflicting opinions as to why the sale wasn't finalized. There wasn't anything indicated on the title reports that would have caused a reasonable person to avoid going through with the purchase. The Finance Director was able to go back through the finances and was able to find that Sitel has paid all the money that they were contractually they obligated to pay both for the properties and for the leases so in that sense they have fulfilled their end. The Manager is still looking into why the deeds were not executed.

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

- a. 2019 Council Goals & Priorities – The Manager gave a PowerPoint presentation titled “2019 – City of Caribou Goals and Priorities” (Exhibit A) Each Councilor was given a survey to rate different priorities in six categories – Public Safety, Leisure Service, Infrastructure, Community Development, Administration, Economic Development. Turn them into him next week so the results can be compiled and added to the next Council packet.
- b. Councilor Kirkpatrick appreciates the data he has received on Fire and Ambulance and asked when he should receive the data back to 1994. The Finance Director will have to research paper records. The Clerk will email the Councilors a copy of New Sweden's Fire and Ambulance contracts.

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

The Clerk reminded everyone that an open house will be held April 8<sup>th</sup> from 2-4.

The Clerk noted that 60% of Freedom of Information requests are for emails and texts.

Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

a. §405(6)(C) Real or personal property

8:35 p.m. Time in. Motion made by T. Ayer, seconded by J. Theriault, to enter into executive session under MRSA Title 1, §405(6)(C) discussion regarding leases at 60 Access Highway. (7 yes) So voted.

8:48 p.m. Time out.

No action taken.

b. §405(6)(C) Discussion regarding acquisition of property along the River Road

8:48 p.m. Time in. Motion made by H. Kirkpatrick, seconded by T. Ayer, to enter into executive session under MRSA Title 1, §405(6)(C) discussion regarding purchase of River Road properties. (7 yes) So voted.

8:58 p.m. Time out.

No action taken.

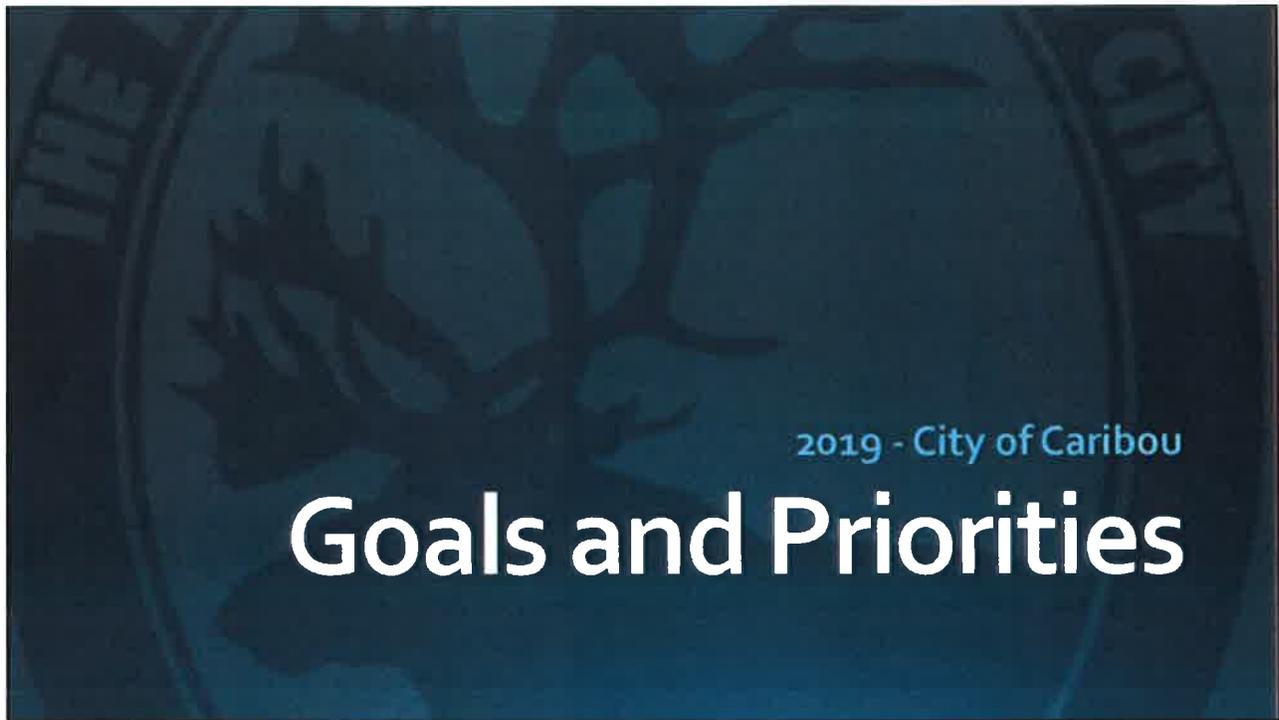
Council Agenda Item #13: Next Meetings(s): April 8 & April 22

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by T. Ayer, to adjourn the meeting at 8:58 p.m. (7yes) So voted.

Jayne R. Farrin, Secretary

Exhibit A



|  |  |  |   |
|--|--|--|---|
| <b>Law Enforcement</b><br>Coordination<br>Communication<br>Education<br>Investigation<br>Litigation<br>Training<br>Response<br>Preventative Action | <b>Fire Protection</b><br>Coordination<br>Communication<br>Education<br>Investigation<br>Training<br>Response<br>Preventative Action | <b>Medical</b><br>Ambulatory Service<br>Coordination<br>Response<br>Transfers<br>Hospital Services | <b>Emergency Operations</b><br>Coordination<br>Communication<br>Procurement<br>Response |
|--|--|--|---|



How do we make a better pie tin?

**Major Project or Issues Anticipated in 2019**

- Public Safety Building
- Expansion of Ambulatory Services
- Opioid and Drug Enforcement
- Marijuana Regulation
- Health Care Reimbursement Changes
- Hospital Services



How do we make a better pie tin?

**Laws & Regulations**

- Ordinances
- Contracts
- Policies
- Real Estate

**Human Resources**

- Wages & Benefits
- Training
- Supervision
- Disciplinary Actions

**Financial Responsibilities**

- Budget Preparation
- Tax Collection
- Reporting
- Procurement
- Fee Schedule
- Insurances

**Transparency**

- Meetings
- Notices
- Communication



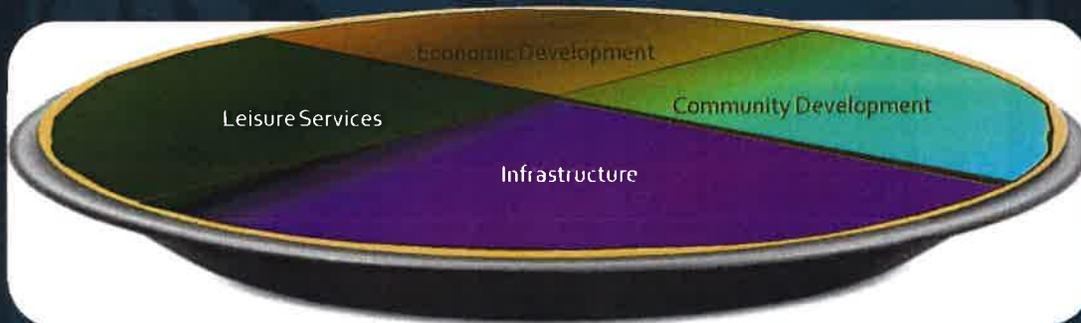
How do we make a better pie crust?

**Major Project or Issues Anticipated in 2019**

- Council Meeting Packets Available Earlier
- Union Contract Negotiations
- Non-Union Compensation Policy
- Procurement Policy
- Creation of a Fee Schedule
- Budget Preparation Process Changes
- Property Insurance Bids
- FBO Services at Airport



How do we make a better pie crust?

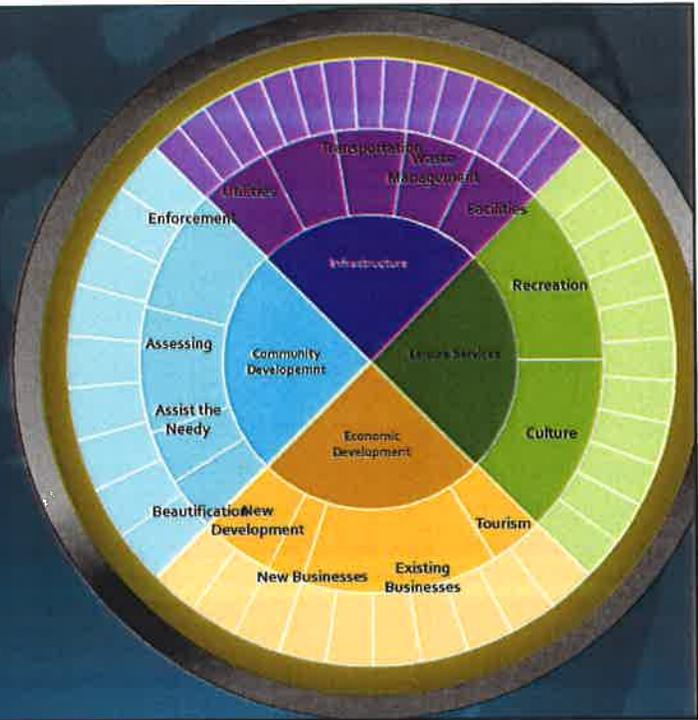


What are the goods and services wanted in the pie?





Which part of the pie will be the priority focus in 2019?



| PUBLIC SAFETY PRIORITIES<br>(pick 3) |   |
|--------------------------------------|---|
| Public Safety Building               | 1 |
| Expansion of Ambulatory Services     | 1 |
| Opioid and Drug Enforcement          | 1 |
| Marijuana Regulation                 | 1 |
| Health Care Reimbursement Changes    | 1 |
| Hospital Services                    | 1 |
| Other:                               | 1 |
| Other:                               | 1 |

| LEISURE SERVICE PRIORITIES<br>(pick 5) |   |
|--|---|
| Teague Park Construction               | 1 |
| Sincock Park Construction              | 1 |
| Gateway Enhancements                   | 1 |
| Collins Pond Dam & Trail System        | 1 |
| NBRC Trail Funding                     | 1 |
| Nylander Inventory & Operations        | 1 |
| Library Programs                       | 1 |
| Library Business Resource Center       | 1 |
| Story Telling Festival                 | 1 |
| Thursdays on Sweden                    | 1 |
| Marathon                               | 1 |
| Other:                                 | 1 |
| Other:                                 | 1 |

| INFRASTRUCTURE<br>(pick 5)            |   |
|---------------------------------------|---|
| Storm Drain System Inventory          | 1 |
| Street Lights to LEDs                 | 1 |
| Capital Equipment Plan                | 1 |
| High Street Reconstruction            | 1 |
| River Road Reconstruction             | 1 |
| Overlay of Hwys in Urban Compact Zone | 1 |
| Sidewalks and Pedestrian Safety       | 1 |
| Public Parking Lot Resurfacing        | 1 |
| City Hall Accessibility               | 1 |
| 60 Access Highway Reuse               | 1 |
| Fire/EMS Roof System                  | 1 |
| City Hall Hose Tower                  | 1 |
| Facility Maintenance Audits/Plans     | 1 |
| Airport Development                   | 1 |
| Other:                                | 1 |
| Other:                                | 1 |

| COMMUNITY DEVELOPMENT PRIORITIES<br>(pick 4) |   |
|--|---|
| Zoning Regulations Rewrite                   | 1 |
| General Plan Update                          | 1 |
| CDBG Applications                            | 1 |
| Age Friendly Community Plan                  | 1 |
| General Assistance                           | 1 |
| Family Self Sufficiency Program              | 1 |
| Housing Inspections                          | 1 |
| Blight Removal (Birds Eye, Vacant Homes)     | 1 |
| Beautification Committee                     | 1 |
| Other:                                       | 1 |
| Other:                                       | 1 |

| ADMINISTRATION PRIORITIES<br>(pick 4) |                                     |
|---------------------------------------|-------------------------------------|
| Meeting Packets Available Earlier     | <input checked="" type="checkbox"/> |
| Union Contract Negotiations           | 1                                   |
| Non-Union Compensation Policy         | 1                                   |
| Procurement Policy                    | 1                                   |
| Creation of a Fee Schedule            | 1                                   |
| Budget Preparation Process Changes    | 1                                   |
| Property Insurance Bids               | 1                                   |
| FBO Services at Airport               | 1                                   |
| SHAPE Audit                           | 1                                   |
| Other:                                | 1                                   |
| Other:                                | 1                                   |

| ECONOMIC DEVELOPMENT PRIORITIES<br>(pick 5) |   |
|---|---|
| New Branding & Marketing Campaign           | 1 |
| Business Directory                          | 1 |
| Business Newsletter                         | 1 |
| "How to" Trainings for Businesses           | 1 |
| Ribbon Cutting Ceremonies                   | 1 |
| Monthly Visits                              | 1 |
| Gap Financing Programs                      | 1 |
| Downtown Revitalization                     | 1 |
| Façade Improvement Grants                   | 1 |
| Waterfront Redevelopment                    | 1 |
| Sure Site Program                           | 1 |
| Other:                                      | 1 |
| Other:                                      | 1 |



**Resolution 04-01-2019**

**A Resolution Recognizing the 2019 Caribou Spirit of America Foundation Tributes**

**WHEREAS**, There are many individuals and groups who selflessly volunteer their time, talents and means to lift up the hands which hang down, succor the weak, strengthen the feeble knees, comfort the grieving, instill hope for a brighter tomorrow, and even lend extra muscle to the labors necessary to maintain civility, culture and community, and

**WHEREAS**, the Spirit of America Foundation was organized in Maine to commend community service and promote volunteerism, and

**WHEREAS**, the City Council desires to honor some of those citizens and groups who faithfully volunteer within the community.

**NOW THEREFORE BE IT RESOLVED**, in sincere gratitude and appreciation, that the following individuals and groups are hereby recognized for their exemplary citizenship and outstanding achievements and honors brought upon this community, with the 2019 Caribou Spirit of America Foundation Tribute.

**Barbara Aiken  
Bill Flagg  
Roger Felix  
Christina Kane-Gibson  
Connie Michaud  
Dr. Valerie Waldermarson  
Sean Pelletier  
Channel X Radio  
Rotary Club**

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 8th day of April, 2019.

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

\_\_\_\_\_  
Jody Smith, Deputy Mayor

\_\_\_\_\_  
Thomas Ayer, Councilor

\_\_\_\_\_  
Nicole Cote, Councilor

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

\_\_\_\_\_  
David Martin, Councilor

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

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

### **Barbara Aiken**

Mrs. Barbara Aiken is a true gem in the Caribou community. She is kind, caring, selfless and genuine. Mrs. Aiken is always first to volunteer and never denies an opportunity to help others. First, Mrs. Aiken is the reason that the Caribou Parks & Recreation Department can continue the holiday tradition of gingerbread house decorating. Mrs. Aiken and her band of volunteers assemble 250 houses for children to decorate! It takes nearly a week to build the houses and portion out the candy, and the tradition has been going on for 20+ years. Mrs. Aiken also donates her time to the Ecumenical Food Pantry. Mrs. Aiken contributes home-baked goods to fundraising efforts for Cary Medical Center's Ladies Auxiliary. She also sews pillows for the Ladies Auxiliary that are used to help surgical patients in recovery. She is active in her church, cooking for church suppers to raise funds for the local food pantries. Mrs. Aiken demonstrates that giving time and energy is no real sacrifice.

### **Bill Flagg**

Mr. Bill Flagg is the Director of Community Relations and Development for Cary Medical Center in Caribou, Maine. Mr. Flagg embodies the Spirit of America with his passion for the Caribou community. He is always the first to volunteer for groups and organizations that need help, and his creative ideas for improving quality of life contribute to what makes our community so unique. The nominator began working with Mr. Flagg as part of Recovery Aroostook, and his kindness and compassion was contagious. He was instrumental in Caribou being recognized as an Age Friendly Community in 2018, making a better place for everyone who lives here. He has also worked hard for Maine Vets, and C.A.R.L. and is currently trying to get the funding needed to open a women's sober house in Caribou. This is just the tip of the iceberg!

### **Caribou Rotary Club**

The Caribou Rotary Club has been a positive force in the Caribou community. Some of the community groups they've supported with volunteer hours and funds include the local soup kitchen, the Caribou Performing Arts Center, Caribou High School Ski program, SHARPS Program, Bike helmets for kids, local Boy Scouts of America, Youth Exchange Program, the Caribou Wellness Center and Recreation programs, Veteran's Memorial, playground equipment for multiple parks and many others. The generosity of the club members has truly made Caribou a better place in which to live.

### **Channel X Radio**

Thirty-three years ago, Dennis Curley founded Channel X radio. His vision was community driven - to focus on and promote local people and businesses and to deliver up-to-the live minute coverage of local, regional, and national news, sports, weather, and community events while employing local talent. Today, Dennis' vision remains. Channel X radio remains locally owned and operated and serves Aroostook County and Western New Brunswick.

### **Christina Kane-Gibson**

Christina Kane-Gibson is the Caribou Marketing and Events Coordinator & goes well above and beyond the call of duty. She spends countless hours helping Caribou present events that

are family oriented and business friendly. She works closely with volunteers who provide numerous hours to support events such as the Caribou Marathon, Caribou Days, Halloween Festival, Gingerbread Festival, Daddy-Daughter and Mother-Son dances. In 2018 she helped organize business owners and stakeholders to create the downtown alliance group, which is working to revitalize the downtown business area. Working to make Caribou a better place is not just her job, it is her passion. She truly exhibits the Spirit of America.

### **Constance J Michaud**

Constance “Connie” J. Michaud was hired by the City of Caribou and started work April 7, 1986 and on April 8, 2019, 33 years and one day later, she will be retiring. For 30 of those years, she was truly the “Face of Caribou” as her workstation was located just inside of the main entrance at City Office. Connie is calm, patient, and thorough. She treats everyone that she serves in the same polite manner. She is always looking out for the taxpayer and what works best for them. Connie is very active in her church. She is modest, humble, and private about her involvement in her faith. Truthfully, she is genuine, insightful, and one of the nicest and kindest individuals in Caribou.

### **Dr. Valerie Ann Waldemarson**

Dr. Waldemarson, and the Jobs for Maine Graduates and National Honor Society students always heed the call for help and donate countless volunteer hours to the City of Caribou Events and Marketing Department. They have been integral parts of the Caribou Marathon, Caribou Arts & Crafts Fair, Halloween at the Caribou Wellness & Recreation Center, Small Business Saturday, Santa’s Workshop and the Holiday Shoppe for Children, just to name a few. In addition to her work for the City, Dr. Waldemarson consistently collaborates on and initiates service projects designed to better our community, including food pantry donations, a Community Cupboard project, raising funds to send children to camp, hosting business forums and local job fairs, Giving Tuesday events, Small Business Saturday and fundraising for the Anah Shriners. Dr. Waldemarson continuously brings positive recognition to the City of Caribou, Caribou High School and RSU 39 and was named Bangor Metro's 2018 Person of the Year and Maine Jump\$tart Coalition’s 2018-19 Financial Educator of the Year. Dr. Waldemarson is a civic leader and a true mentor to the students in her care. She embodies the principles of the 2019 Caribou, Maine Spirit of America Foundation Tribute honor.

### **Roger Felix**

Roger Felix is the Business and Community Liaison at Loring Job Corps. He assists with student government, and Honor Guard. He is the commander of Caribou VFW, volunteers at Maine Veterans Cemetery, and has made Honor Flight journeys as a chaperone numerous times. He is retired from United States Army and has dedicated his retirement years to helping veterans get the services and recognition they deserve. He is the Spirit of America.

### **Shawn Pelletier**

As a business owner, founder of Brian's Ride, and member of our community, Shawn strives to make Caribou a better place to live. From Senior Living accommodations, to Northern Maine Brewing, his vision is inspiring, and actions are emboldening.

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



**MEMO**

**TO: Mayor and Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Caribou High School Choir Honors**  
**DATE: April 2, 2019**

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The All State Vocal Jazz and Show Choir festival was held at the Lawrence Junior/Senior High School Complex on Friday, March 29, 2019 and Saturday, March 30, 2019. Caribou High School qualified for the event and sent choirs in both competition categories. They competed against seven other schools from around the state. Caribou, Houlton, and Easton were the only ones from Aroostook County to participate.

The show choir, which included over 50 students, performed songs from the play Dear Evan Hansen. The choreography was directed by the students themselves. The choir came back with a silver award and 3rd place overall. Senior Austin LaPlante was given an Outstanding Musicianship award and several other students were awarded Level I and II certifications. The choir was directed by Ms. Vicki King.

The jazz choir and ensemble, which included many of the same students, came back with a bronze award in the jazz category. The Jazz choir was directed by Ms. King and Mr. Vaughan McLaughlin

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



## **MEMO**

**TO: Mayor and Council Members**  
**FROM: Hope Rumpca, Librarian**  
**RE: 2019 Limerick Contest**  
**DATE: April 2, 2019**

---

On March 19<sup>th</sup> the library celebrated our 2<sup>nd</sup> Annual Limerick Contest with limericks and Irish music. We had 16 participants ranging in age from 5 years to older adult. This year our winners were Roy Cyr (elementary), Connor Albers (6<sup>th</sup>-12<sup>th</sup> grade) and Larry Bubar (adult). Limericks were read, treats were tasted, and ribbons won – everyone had a wonderful time!

Attached are some of the limericks from the event.



## 2019 Second Annual Caribou Public Library Limerick Contest Contributors

### ELEMENTARY

There once was a boy named Fred,  
who liked to ride on his sled.  
But then Fred, one day,  
crashed into some hay,  
and he had to go to bed!  
*By Mark Cyr*

There once was a girl named Myrtle  
who liked to do the hurtles.  
But then Myrtle fell,  
and she broke her shell,  
because Myrtle, you see, was a turtle.  
*By Roy Cyr*

I use my knife to cut down trees.  
I even carve skeleton keys.  
It is so fun!  
I love to run  
To hug a lot of trees.  
*By Liam Hale*

### 6-12th GRADE

I once knew an anxious midget.  
He was aptly named Sir Fidget.  
He'd twist his thick beard  
Counting things that he feared,  
Reaching quite an absurdly high digit.  
*By Connor Albers*

And then she couldn't think.  
She felt her cheeks grow pink.  
She felt her heart pound  
And fell to the ground  
When at her, he did wink.  
*By Samantha Albers*

There once was an Irish guy  
Who was scared of snakes, oh my!  
He called on Saint Patrick  
Who changed up a tactic  
And made all the snakes go bye.  
*By Alex Hale*

This time of the year is quite hard;  
There's snow all over my yard.  
Don't put the shovels away,  
'cause it's still not May.  
And as for the snow, be on guard!  
*By Michael Kashian*

### ADULTS

The snow piles just keep getting higher.  
So heavy when shoveling, I tire.  
The wind makes the flakes  
Beat into my face.  
Sure feels like that groundhog's a liar!  
*By Erin Albers*

People should never throw stones,  
especially in plastic zones.  
If their aim's not so great  
it may be their fate  
to bounce back and break their own bones!  
*By Larry Bubar*

We are a society of dreamers,  
Striving hard to become achievers.  
With every goal we make,  
And every chance we take,  
We'll succeed by being believers.  
*By Michelle Lynn Carde*

She was a great lover of books.  
They were stacked in every cranny and nook.  
Then came the day  
She had to give them away.  
Now there's an emptiness wherever she looks.  
*By Heather Hale*

*(Four other adults, and one other 6-12<sup>th</sup> grader  
participated, but their limericks are not included  
above.)*

***Congratulations to the winners:***

***Elementary – Roy Cyr***

***6-12<sup>th</sup> Grade – Connor Albers***

***Adult – Larry Bubar***

CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736



**MEMO**

**TO:** Mayor and Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** High Street Project Bid Award  
**DATE:** April 3, 2019

---

In anticipation of DOT moving forward with work on High Street, the City has requested bids to reconstruct paving and sidewalks on the south side of High Street between Main Street and Bennett Drive. The bid closing date for this work is April 4, 2019. **Bid results will be presented to the Council during the April 8 meeting for discussion and possible award.**

Update on DOT portion of High Street work:

Trombley is working through the DOT process to get “qualified” for project. A process which should be completed by the end of this week. After the qualification process, Trombleys will have two weeks to submit all bonding and insurance documents for DOT approval. After DOT accepts the bonds an official notice of award will be issued. Project deadlines have not been adjusted for the delay due to pre-qualification requirements.

## Summary High St. Mill / Fill

|                     | Milling     | HMA 9.5     | HMA 12.5     | Curbing     | Side Walk   |
|---------------------|-------------|-------------|--------------|-------------|-------------|
| Trombley Industries | \$16,650.00 | \$23,055.00 | \$74,350.00  | \$7,312.50  | \$15,180.00 |
| <b>\$136,547.50</b> |             |             |              |             |             |
| Solderberg Company  | \$9,990.00  | \$25,500.00 | \$79,600.00  | \$7,800.00  | \$16,500.00 |
| <b>\$139,390.00</b> |             |             |              |             |             |
| Northeast Paving    | \$20,250.00 | \$50,400.00 | \$156,000.00 | \$14,300.00 | \$29,700.00 |
| <b>\$270,650.00</b> |             |             |              |             |             |

### Company Name Representative E-Mail

|                         |                                |  |
|-------------------------|--------------------------------|--|
| Trombley Ind.           | Craig Trombley                 | <a href="mailto:trombleys@hotmail">trombleys@hotmail</a>   |
| Solderberg Construction | Travis Prashaw<br>Tim Deschene | <a href="mailto:travis@sodcon.com">travis@sodcon.com</a><br><a href="mailto:tim@sodcon.com">tim@sodcon.com</a> |
| Northeast Paving        | Gail Thibault                  | <a href="mailto:gailthibault@eurovia.com">gailthibault@eurovia.com</a>   |

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Jayne Farrin, City Clerk**  
**RE: Renewal of McNeals Trucking Rubbish Hauler Permit**  
**DATE: April 2, 2019**

---

McNeal's Trucking Inc, located at 26 Otter Street in Caribou has submitted a completed application for renewal of their Rubbish Hauler's License.

Both the Police Chief and Code Enforcement Officer have reviewed the application and have no issues.

Required fees have been paid.

CITY OF CARIBOU

RUBBISH HAULER'S LICENSE APPLICATION

Date 3-21-19

Name of Applicant Jack Herbert DOB 4-7-65

Business Name McNeals Trucking Inc.

Business Address 26 offer st Caribou

Residence Address 73 Solman St. Caribou

Telephone Number:

493-4433 Home 493-4433 Business 551-6983 Cell

Email jets@noine.com

Number of Vehicles 4 Name (s) of Driver (s) Jack Herbert  
Dylan Cyr Greg Belanger Mark Levesque Low Cyr

Do you carry Liability Insurance? Yes If so, How Much? 2,000,000

Do you carry Property Insurance? Yes If so, How Much? 1,000,000

**Provide proof of insurance**

Name & Address of Insurance Company Keiffer Insurance agency

496-3661

I hereby agree to operate the above in accordance with the Laws of the State of Maine and the Ordinances of the City of Caribou.

Signed: Jack A Herbert  
Owner of McNeals Trucking Inc.

FOR OFFICE USE:

Approved \_\_\_\_\_

Rejected \_\_\_\_\_

Reason \_\_\_\_\_

By \_\_\_\_\_

CARIBOU CLERKS OFFICE  
25 HIGH STREET  
CARIBOU, ME. 04736



## MEMO

**TO:** Mayor and Council Members  
**FROM:** Jayne R. Farrin, City Clerk  
**RE:** Liquor License Renewal  
**DATE:** March 28, 2019

---

The City has received a liquor license renewal application from Northern Maine Brewing Company LLC. Staff has reviewed the application and **recommends Council approve the renewal.**

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

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

**PRESENT LICENSE EXPIRES:** 06-13-2019

NEW application:  Yes  No

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

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

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

**INDICATE TYPE OF LICENSE:**

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

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

|   |                   |  |                   |
|---|-------------------|--|-------------------|
| <b>Corporation Name:</b><br>Northern Maine Brewing Company, LLC |                   | <b>Business Name (D/B/A)</b><br>Northern Maine Brewing Company |                   |
| <b>APPLICANT(S) –(Sole Proprietor)</b>                          |                   | <b>DOB:</b>  |                   |
| <b>Physical Location:</b><br>22 Main Street                     |                   | <b>DOB:</b>  |                   |
| <b>City/Town</b>  |                   | <b>State</b>   | <b>Zip Code</b>   |
| Caribou, ME   |                   | 04736  |                   |
| <b>Address</b>  |                   | <b>Mailing Address</b>   |                   |
|   |                   | P.O. Box 275   |                   |
|   |                   | <b>Same As Above?</b> <input type="checkbox"/>                 |                   |
| <b>City/Town</b>  | <b>State</b>      | <b>Zip Code</b>  | <b>City/Town</b>  |
| Caribou, ME   |                   | 04736  |                   |
| <b>Telephone Number</b>   | <b>Fax Number</b> | <b>Business Telephone Number</b>                               | <b>Fax Number</b> |
|   |                   | (207) 492-2185   | (207) 492-2298    |
| <b>Federal I.D.</b>   |                   | <b>Seller Certificate #:</b>                                   |                   |
|   |                   | or Sales Tax #: 1176869  |                   |
| <b>Email Address:</b><br>rsolman@solmanhunter.com               |                   | <b>Website:</b><br>No website at this time.                    |                   |

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

2. State amount of gross income from \_\_\_\_\_  
 ROOMS \$ 0.00 FOOD \_\_\_\_\_

3. Is applicant a corporation, limited liability company or limited partnership? YES  NO   
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.

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

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

SMB-75 Northern Maine Brewing Company  
 License # Name of Business  
 22 Main Street Caribou  
 Physical Location City / Town

6. If manager is to be employed, give name: Joseph Gervais  
 7. Business records are located at: 22 Main Street, Caribou, ME & 137 Bennett Drive, Caribou, ME 04736

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

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

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

| Full Name (Please Print) | DOB | Place of Birth |
|--------------------------|-----|----------------|
| See attached             |     |                |
|                          |     |                |
|                          |     |                |

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

|                    |       |        |
|--------------------|-------|--------|
| Name: See attached | City: | State: |
| Name:              | City: | State: |
| Name:              | City: | State: |

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_  
 Offense: \_\_\_\_\_ Location: \_\_\_\_\_  
 Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?  
 Yes  No  If Yes, give name: \_\_\_\_\_

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

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

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) \_\_\_\_\_  
Single story brew pub - 5,000 sq. ft. See attached diagram

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
 YES  NO  Applied for: \_\_\_\_\_

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2.6 miles  
 Which of the above is nearest? Church of Jesus Christ of Later Day Saints (Map 26, Lot 67)

NORTHERN MAINE BREWING COMPANY, LLC

ATTACHMENT TO ON-PREMISE APPLICATION-2019

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.  
Give maiden name, if married:

| <u>NAME</u>                         | <u>DATE OF BIRTH</u> | <u>PLACE OF BIRTH</u> |
|-------------------------------------|----------------------|-----------------------|
| Richard D. Solman (Manager)         | [REDACTED]           | [REDACTED]            |
| Christopher Bell (Manager)          | [REDACTED]           | [REDACTED]            |
| Shawn M. Pelletier (Manager)        | [REDACTED]           | [REDACTED]            |
| Joseph Gervais (Restaurant Manager) | [REDACTED]           | [REDACTED]            |

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

Richard D. Solman- Caribou, Maine  
Christopher Bell- Caribou and Madawaska Lake, Maine  
Shawn Pelletier – New Sweden, Maine  
Joseph Gervais - Caribou, Maine & Stockholm, Maine

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: financed by members of the company

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Caribou, Maine on March 24, 20 19  
Town/City, State Date

**PLEASE SIGN IN BLUE INK**

\_\_\_\_\_  
 Signature of Applicant or Corporate Officer(s)

  
 Signature of Applicant or Corporate Officer(s)  
 RICHARD D. SOLMAN

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name

**FEE SCHEDULE**

|  |                   |
|--|-------------------|
| <b>FILING FEE: (must be included on all applications)</b> .....  | <b>\$ 10.00</b>   |
| <b>Class I</b> Spirituous, Vinous and Malt .....   | \$ 900.00         |
| <b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB                                     |                   |
| <b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only) .....  | \$1,100.00        |
| <b>CLASS I-A:</b> Hotels only that do not serve three meals a day.   |                   |
| <b>Class II</b> Spirituous Only .....  | \$ 550.00         |
| <b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.  |                   |
| <b>Class III</b> Vinous Only .....   | \$ 220.00         |
| <b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.          |                   |
| <b>Class IV</b> Malt Liquor Only .....   | \$ 220.00         |
| <b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.           |                   |
| <b>Class III &amp; IV</b> Malt & Vinous Only .....   | \$ 440.00         |
| <b>CLASS III &amp; IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. |                   |
| <b>Class V</b> Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....  | \$ 495.00         |
| <b>CLASS V:</b> Clubs without catering privileges.   |                   |
| <b>Class X</b> Spirituous, Vinous and Malt – Class A Lounge .....  | \$2,200.00        |
| <b>CLASS X:</b> Class A Lounge   |                   |
| <b>Class XI</b> Spirituous, Vinous and Malt – Restaurant Lounge .....  | <b>\$1,500.00</b> |
| <b>CLASS XI:</b> Restaurant/Lounge; and OTB.   |                   |
| <b>SELF-SPONSORED EVENTS: Qualified Caterers Only</b> .....  | \$ 700.00         |

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:  
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:  Municipal Officers  County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: \_\_\_\_\_, Maine

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

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name 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 where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

Form: Corporate Supplemental

Northern Maine Brewing Company, LLC  
P.O. Box 275  
Caribou, ME 04736

| Name                  | Address (5 years)   | Date of Birth | Ownership % |
|-----------------------|---|---------------|-------------|
| Richard D. Solman     | 789 East Presque Isle Road, Caribou, ME 04736   |               |             |
| Shawn M. Pelletier    | 155 Rista Road, New Sweden, ME  |               |             |
| Christopher Bell      | 61 Lynn Drive, Caribou, ME (former)<br>583 South Shore Drive, Stockholm, ME   |               |             |
| Paul Powers           | 650 Woodland Center Road, Woodland, ME  |               |             |
| John Swanberg         | 1045 Fort Fairfield Rd, Caribou, ME   |               |             |
| Joseph M. Sleeper, II | 83 Spruce Ridge Road, Caribou, ME 04736   |               |             |
| Daniel Jandreau       | 107 Lynn Drive, Caribou (former)<br>82 Solar Drive, Caribou, ME 04736   |               |             |
| Patrick Bennett       | 840 Sweden Street, Caribou, ME 04736  |               |             |
| Justin Powers         | 8 Reservoir Street, Caribou (former)<br>107 Lynn Drive, Caribou, ME 04736   |               |             |
| Brian Powers          | 27 Garden Circle, Caribou (former)<br>93 Solar Drive, Caribou, ME 04736   |               |             |
| Andrew Pelletier      | 338 Thibodeau Road, Woodland, ME 04736  |               |             |
| Spenser Ouellette     | 3580 Middle Road, Sidney, ME 04330  |               |             |
| Austin Bless          | 21 Washington Street, Caribou (former)<br>44 Harvest Road, Caribou, ME (former)<br>102 Watercress Cir, Jersey Village, TX (former)<br>16334 Lakeview Dr, Jersey Village, TX 77040 |               |             |



## **MEMO**

**TO: Mayor and Council Members**  
**FROM: Hope Rumpca, Librarian**  
**RE: Library Memorial Fund Donation**  
**DATE: March 28, 2019**

---

On March 22, 2019, a gift of \$9,771.62 was received from the estate of Phillip Turner to establish the Phillip Turner Library Memorial Fund. Per Deborah Sirois, executor of his estate, the funds are to be used at the discretion of the Library Director for “books, materials and programming”. Her only stipulation was that the funds not be used for furniture or items not related to the above. Mr. Turner was an avid reader and used the library to satisfy his voracious literary appetite.

We at the library are truly honored to receive such a generous gift. Our plans are to use this fund sparingly to prolong its life and to esteem the memory of its provider. We feel very blessed that we were a part of Mr. Turner’s life and memorial.

Maine Revised Statutes (M.R.S.) Title 30-A, §5654 Conditional Gifts, requires the Council to accept or reject a conditional gift for any specified public purpose.

### **Staff Recommendation**

It is recommended that the Council accept the donation under the conditions established by the donor and that a letter of appreciation be sent within 10 business days.



## **MEMO**

**TO: Mayor and Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Fire/EMS Department Budget Impacts**  
**DATE: April 3, 2019**

---

During the March 25, 2019 Council meeting, staff was directed to place this discussion item on the agenda.

Since that time, Councilors Kirkpatrick emailed to the Council some information illustrating historical changes with Fire/EMS department expenses and revenues between 2004 and included the projected 2019 budget numbers (See attached graph and data table). The information appropriately illustrates a downward trend in the department's net position and significant deviation from historic trends since 2015.

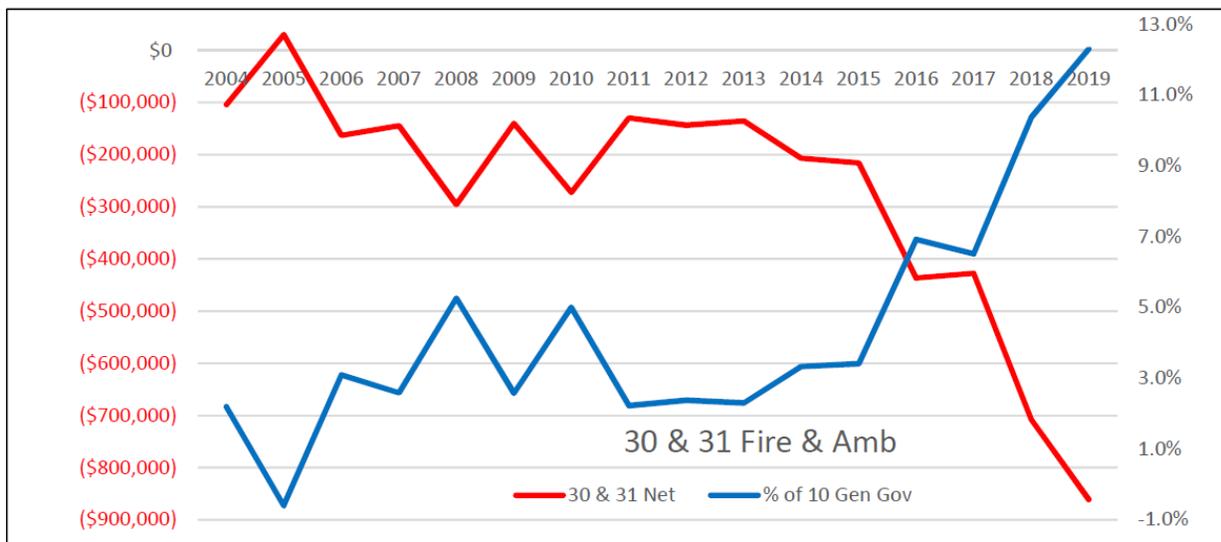
Councilor Goughan also provided calculations pertaining to service expenses relative to the City's population and the current fees we are charging to another neighboring community. (see following page 33b)

In order to prevent the misinterpretation of this data, it is recommended that a Council work session be held to review, in greater depth, the factors contributing to provision of fire and EMS services in today's rural Maine. For instance, mutual aid agreements, service contracts, health care billing laws and processes, insurance industry changes, the Affordable Care Act, personnel and training, private sector limitations and changes, etc. There are many of these elements that are imposed upon us directly or with which we must slog through with limited or reduced funding.

In preparation for a work session, it would be appreciated if Council members would provide specific questions or concerns in advance, so that the staff we can be better prepared to address any concerns.

### City of Caribou Historical Financial Results By Department

| Dept(s)            | Yr   | 30 & 31 Net | % of 10 Gen Gov | 10 Gen Gov Rev | 30 & 31 Rev  | 30 & 31 Exp  | 30 Fire net | Status    |
|--------------------|------|-------------|-----------------|----------------|--------------|--------------|-------------|-----------|
| (1)                | (2)  | (3)         | (4)             | (5)            | (6)          | (7)          | (8)         | (9)       |
| 30 & 31 Fire & Amb | 2004 | (\$103,522) | 2.2%            | \$4,720,429    | \$ 1,400,480 | \$ 1,504,002 | (\$284,928) | actual    |
|                    | 2005 | \$30,166    | -0.6%           | \$5,023,828    | \$ 1,983,193 | \$ 1,953,026 | (\$289,114) | actual    |
|                    | 2006 | (\$163,057) | 3.1%            | \$5,269,046    | \$ 1,951,941 | \$ 2,114,998 | (\$292,384) | actual    |
|                    | 2007 | (\$144,394) | 2.6%            | \$5,588,959    | \$ 1,950,543 | \$ 2,094,937 | (\$280,043) | actual    |
|                    | 2008 | (\$295,812) | 5.3%            | \$5,624,658    | \$ 1,743,634 | \$ 2,039,446 | (\$313,183) | actual    |
|                    | 2009 | (\$140,145) | 2.6%            | \$5,436,283    | \$ 1,759,367 | \$ 1,899,511 | (\$317,666) | actual    |
|                    | 2010 | (\$272,563) | 5.0%            | \$5,447,688    | \$ 1,835,130 | \$ 2,107,693 | (\$339,327) | actual    |
|                    | 2011 | (\$129,833) | 2.2%            | \$5,820,599    | \$ 2,114,067 | \$ 2,243,900 | (\$360,760) | actual    |
|                    | 2012 | (\$143,205) | 2.4%            | \$6,014,368    | \$ 2,135,148 | \$ 2,278,352 | (\$364,985) | actual    |
| 31 Fire & Amb      | 2013 | (\$135,202) | 2.3%            | \$5,865,237    | \$ 1,914,645 | \$ 2,049,847 |             | actual    |
|                    | 2014 | (\$206,852) | 3.3%            | \$6,211,275    | \$ 1,955,670 | \$ 2,162,522 |             | actual    |
|                    | 2015 | (\$216,092) | 3.4%            | \$6,339,916    | \$ 2,002,084 | \$ 2,218,176 |             | actual    |
|                    | 2016 | (\$436,734) | 6.9%            | \$6,310,195    | \$ 1,861,316 | \$ 2,298,050 |             | actual    |
|                    | 2017 | (\$427,225) | 6.5%            | \$6,556,664    | \$ 1,859,576 | \$ 2,286,801 |             | actual    |
|                    | 2018 | (\$708,417) | 10.4%           | \$6,830,540    | \$ 1,459,777 | \$ 2,168,194 |             | unaudited |
|                    | 2019 | (\$860,978) | 12.3%           | \$6,998,781    | \$ 1,409,503 | \$ 2,270,481 |             | projected |



- (1) City has twenty-two accounts for tracking expenses & revenue. There are also four enterprise accounts
  - (2) Waiting for additional data from the City going back to 1994
  - (3) This is the difference of 30 & 31 Rev from 30 & 31 Exp, i.e. (6) minus (7)  
Negative difference is a loss, positive difference is a profit (graph above, red line)
  - (4) This is the quotient of 30 & 31 Net by 10 Gen Gov Rev, i.e. (3) divided by (5)  
Higher positive value represents an increasing burden on the tax base (graph above, blue line)
  - (5) This is (typically) the audited total of mostly property & excise taxes paid by citizens of Caribou for that year
  - (6) Combined revenue for Fire & Ambulance (30 & 31 consolidated after 2012)
  - (7) Combined expenses for Fire & Ambulance (30 & 31 consolidated after 2012)
  - (8) This is the difference of 30 Rev from 30 Exp, separate 30 Rev & 30 Exp values provided by the Finance Director  
This represent the cost operating a Fire Dept only
  - (9) Status of actual = audited
- Data provided by the City Manager in emails on 3/8/19 (yrs '13 to '19) and 3/19/19 (yrs '04 to '12)

Email Recieved by City Manager

Date: March 28, 2019

From: R. Mark Goughan

RE: Fire and ambulance

Dear Council,

I have put the following numbers together and e-mailed them to you for your consideration.

New Sweden Fire and Ambulance contract for 2019.

New Sweden population: 602.

Fire contract: \$35,500

Ambulance: \$6,900

Caribou population: 7,800

Fire:  $\$35,500 / 602 \text{ pop.} = \$58.90 \text{ per cap.}$

Ambulance:  $\$6,900 / 602 \text{ pop.} = \$11.50 \text{ per cap.}$

Total  $\$70.40 \text{ per cap.}$

Caribou is projecting a loss of \$861,000 in the 2019 budget.

$\$861,000 / 7800 \text{ pop.} = \$110.40 \text{ per cap.}$

\$40.00 difference between Caribou cost verses New Sweden cost.

$\$40.00 @ 7,800 \text{ pop.} = \$312,000 \text{ savings if we could just pay the New Sweden rate.}$

First, am I doing anything wrong with my numbers?

Second, I wonder what it would cost Caribou citizens if we just gave the same quality service to only Caribou.

Third, shouldn't we at least charge what it cost Caribou taxpayers?

Look forward to your comments at the next city council meeting.



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Nylander Museum Reserve Accounts  
**DATE:** April 3, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

During the previous Council meeting, there was discussion about the purpose and limitations of two Nylander Museum reserve funds in the city’s general ledger. This is what was found.

| Account | Balance<br>(April 3, 2019) | Origination & Purpose  |
|---------|----------------------------|--|
| G-1-352 | \$12,185.99                | Unknown origin. It is believed that these were unexpended funds accumulated to reserve at the end of prior fiscal years for general museum purposes.           |
| G-1-448 | \$2,000                    | These funds were received as a donation from a law firm in 2011. There are no identified limitations on the use of these funds other than for museum purposes. |

**Staff Recommendation**

Based on the above information, staff recommends the Council authorize the consolidation of these two accounts and that the funds be reserved for general museum maintenance and capital projects but not for operations or programing.



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** DOT Overlimit Permit Agreement  
**DATE:** April 3, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

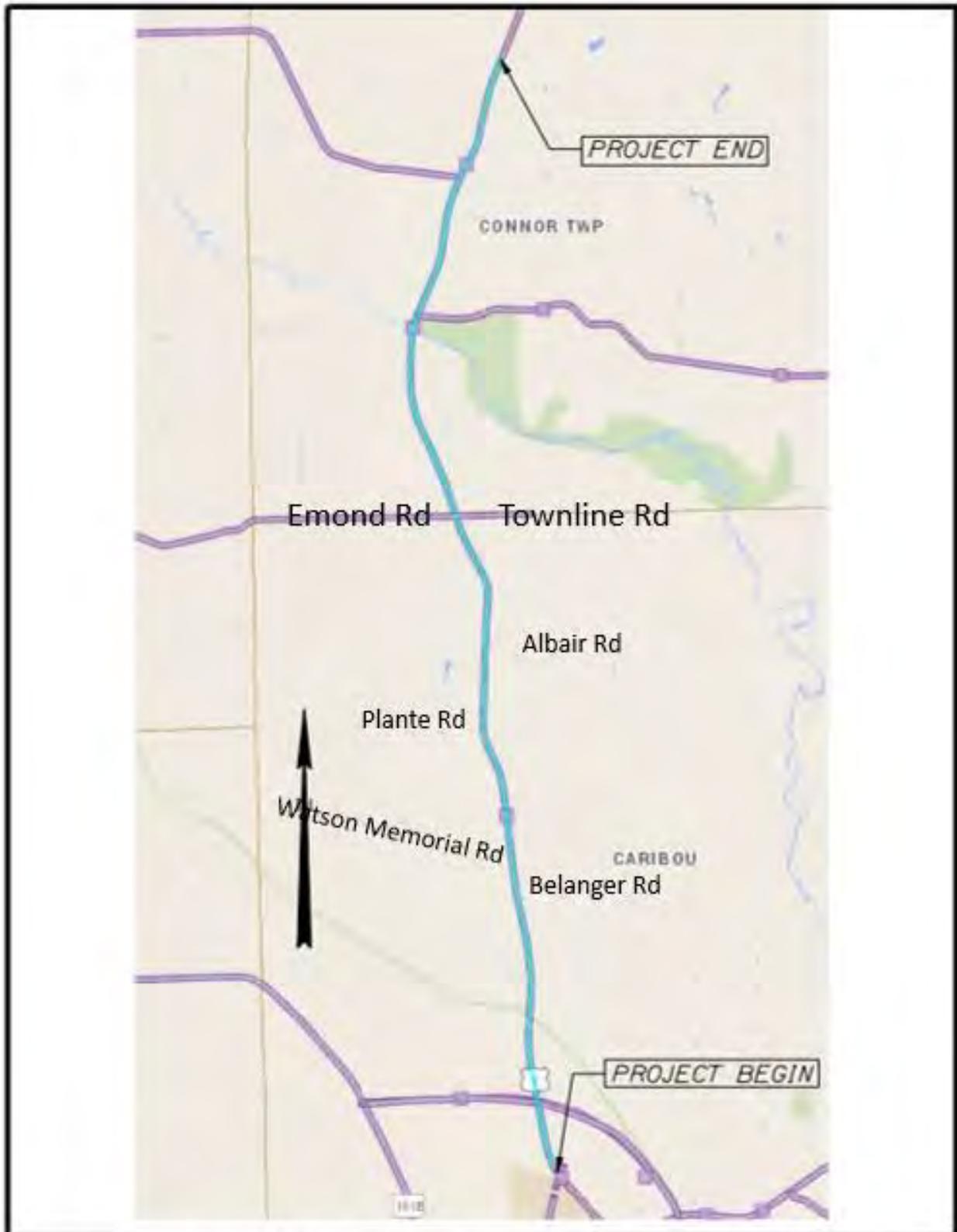
**Background**

Maine DOT is requesting the city approve an agreement with them that would enable their selected contractors to use city roads and exceed city weight limitations on those roads as part of a major asphalt replacement project on Route 1 this summer. The agreement stipulates that the City will issue overlimit permits but that the city may require the state's contractors to provide repair bonds and repair any damage caused to local roads during the Route 1 project.

The specific stretch of Route 1 under consideration is between the Caribou roundabout and extending northward into Connor Township. The local weight restricted roads that would be impacted include the Albair and Plante Roads. Other local roads that could be affected include the Barretts Rd, Emond/Townline Rd and Watson Memorial Dr. A map of the project area is attached to this memo.

**Staff Recommendation**

Approve the agreement with MDOT for the Route 1 project to take place this summer. The agreement is attached behind this memo.



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION

**US ROUTE 1 CARIBOU-CONNOR TWP  
AROOSTOOK COUNTY**

SHEET NUMBER

**1**



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

Janet T. Mills  
 GOVERNOR

Bruce A. Van Note  
 COMMISSIONER

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

3/6/2019

Subject: Highway Rehabilitation,  
 Pavement Milling & Hot Mix Asphalt  
 Overlay  
 Project No.: 22454.00  
 Cities of Presque Isle & Caribou

Dear Mr. Marker:

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

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

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

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

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

Sincerely,

George Macdougall,  
 Contracts & Specifications Engineer  
 Bureau of Project Development

Return this AGREEMENT, when completed, to:

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

Project No.: 22454.00  
Location: Cities of Presque & Caribou

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

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

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

**CITY OF CARIBOU**  
By the Municipal Officials

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

**CARIBOU PUBLIC WORKS  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dave Ouellette, Public Works Director  
**RE:** Seasonal road weight limits  
**DATE:** March 20, 2019

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**DISCUSSION AND POSSIBLE ACTION ITEM**

It is proposed that a weight limit of 34,000 lbs be established on the following roads:

|                |                 |
|----------------|-----------------|
| Albair Road    | Maysville Road  |
| Sawyer Rd.     | Plante Road     |
| Thompson Road  | Railroad Street |
| West Gate Road | Dow Siding      |

This new weight limit will follow the M.D.O.T. rules and regulations

**Chapter 308: RULES TO ESTABLISH SEASONAL LOAD RESTRICTIONS ON CERTAIN STATE AND STATE AID HIGHWAYS**

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**SUMMARY:** The following rules define the heavy load restrictions on posted State and State Aid Highways between November 15 to June 1, pursuant to the Department of Transportation’s authority under Title 29-A M.R.S.A., Section 2395

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**SECTION 1. DEFINITIONS**

1. The definitions contained in Title 29-A, Section 101 of the Maine Revised Statutes Annotated are hereby included.
2. **Limited Load Permit** - A written permit issued by the Maine Department of Transportation authorizing the transport of certain commodities under certain specified circumstances as defined in this chapter.
3. **Exemption Certificate** – A permit that was issued by the Maine Department of Transportation prior to the establishment of Limited Load Permits and allows for a partial load defined by axle configuration.
4. **Perishable Product** – Any commodity (typically food items) that require expeditious transportation in a controlled atmosphere for protection against heat or cold to prevent deterioration.
5. **Special mobile equipment.** "Special mobile equipment" means a motor vehicle with permanently mounted equipment not designed or used primarily for the transportation of persons or property. "Special mobile equipment" includes, but is not limited to, road construction or maintenance machinery, ditch-digging apparatus, stone crushers, air compressors, power shovels, cranes, graders, rollers, trucks used only to plow snow and for other duties pertaining to winter maintenance, including sanding and salting, well drillers and wood-sawing equipment or similar types of equipment.
6. **Special Commodity** – Includes any of the following:
  - a) Home delivered heating fuel (oil, gas, coal, stove size wood that is less than 36” in length, propane and wood pellets);
  - b) Petroleum products;
  - c) Groceries;
  - d) Bulk milk;

- e) Bulk feed;
- f) Solid waste;
- g) Animal bedding;
- h) Returnable beverage containers;
- i) Sewage from private septic tanks or porta-potties; or
- j) Medical gases.

## **SECTION 2. DESIGNATED CLOSED WAYS**

In order to prevent excessive damage to State and State-Aid Highways, the Maine Department of Transportation Commissioner (MaineDOT) may close all or part of a highway to heavy vehicles during any time from November 15 to June 1. No heavy vehicles shall travel over closed ways except those permitted by this rule.

## **SECTION 3. NOTICE**

Notice shall be given by erecting an orange poster at each end of a closed highway indicating the following: (1) the date of the posting, (2) a description of the highway that is closed, (3) a summary of the vehicles exempt from the closing, (4) the name of the Department's Representative, and (5) the applicable statutory and regulatory references.

## **SECTION 4. EXEMPTION – FROZEN HIGHWAYS**

This rule shall not apply to any closed highway which is frozen. The highway is considered "frozen" only when the air temperature is 32 degrees Fahrenheit or below and no water is showing in the cracks of the road. Both conditions must be met.

## **SECTION 5. EXEMPT VEHICLES**

The following vehicles are exempt from this rule and do not require any type of permit from MaineDOT:

1. Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
2. Any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and traveling without a load other than tools or equipment necessary for the proper operation of the vehicle. This exemption does not apply to special mobile equipment. It shall be a defense to a violation of this sub-section if the combined weight

of any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and its load is in fact less than 23,000 pounds.

3. MaineDOT vehicles or other vehicles authorized by MaineDOT to maintain the roads under their authority.
4. Authorized emergency vehicles as defined in 29-A MRSA §2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or less under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
5. Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities defined herein may operate without a permit.

## SECTION 6. ELIGIBILITY FOR LIMITED LOADS

A Limited Load Permit specifies a reduced weight for a truck based upon its axle configuration and tire width. Applications for a Limited Load Permit must include a copy of the vehicle registration and a certified weigh slip for the empty weight of the vehicle. Applications are located on MaineDOT's Posted Roads website found at [www.mainedot.gov](http://www.mainedot.gov). A Limited Load Permit is valid for as long as it is used to transport the same commodity and is owned by the same owner.

1. A Limited Load Permit is available for vehicles with a Gross Vehicle Weight Rating over 34,000 pounds and carrying a Special Commodity (Vehicles with a GVW from 23,000 pounds and up to 34,000 pounds are covered in Section 5). These vehicles must be carrying a partial load and the total vehicle with load weight equal to or less than that indicated on the Limited Load Permit issued by MaineDOT. This permit shall accompany the vehicle at all times as shall weigh slips, delivery slips, or bills of lading for the load being carried.
2. "Exemption Permits" issued prior to the implementation of this rule remain valid as long as the vehicle owner and registration number on the permit are still consistent with the vehicle's registration.

## SECTION 7. OBTAINING TRIP TICKETS TO HAUL BULK PERISHABLE PRODUCTS OVER SEASONALLY POSTED ROADS

Trip Tickets are used to move bulk perishable items one time. Entities interested in obtaining a Trip Ticket must use the following process:

1. Entities intending to haul bulk perishable products over seasonally closed ways must secure a Trip Ticket from MaineDOT through its applicable region office. Information regarding the MaineDOT regions, office locations and contact information may be found on the MaineDOT web site at [www.mainedot.gov](http://www.mainedot.gov).

2. Upon receipt of information regarding the requested route, vehicle axle configuration, and commodity being moved, MaineDOT will have up to 72 hours to review the request and may charge a reasonable fee for its administration of Trip Tickets.
3. Any Trip Ticket issued will be valid for a single move by a 5 axle or more combination vehicle and will be limited to a combined maximum weight of 80,000 pounds. The Trip Ticket may be further limited by time, route, and/or weather conditions.
4. The trip ticket must be kept with load at all times.
5. Additional trip tickets will not be issued to shippers that are in violation of any of the required conditions and rules.
6. At its sole discretion, MaineDOT may close any posted road to the hauling of bulk perishable products.

#### **SECTION 8. EXCEPTIONS**

MaineDOT, in its sole discretion, may allow heavy loads over posted roadways during times of emergency or in such instances where singular, nonrecurring moves are deemed to be unique, essential, and reasonably unforeseen. Permission for such moves will be made in writing specifying the limitations, and shall accompany the vehicle at all times.

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STATUTORY AUTHORITY: 29-A MRS §2395; 23 MRS §§ 52, 4206

EFFECTIVE DATE:

December 18, 2016 – filing 2016-225



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Ordinance 2, 2019 Series  
**DATE:** April 3, 2019

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### DISCUSSION AND POSSIBLE ACTION ITEM

The City Council tabled action on this ordinance during their last meeting. The Council asked that more information be provided about the properties that would be affected by these regulations.

Ken Murchison, City Zoning Administrator has provided the following maps to illustrate the affected parcels and the areas where close scrutiny would be considered for development. It was determined that 665 properties (15%) out of 4,289 would be affected in some way by these regulations. Many of those lots are large farm tracts with only a small percentage of the ground in a flood hazard area but would still be subject to special development review criteria. 27,708 acres (42.35%) of the city would be subject to these provisions to a greater or lesser degree.

Mr. Murchison also researched the need for such regulations and sent the following:

*Community participation in the NFIP is voluntary. Communities that join the NFIP agree to manage flood hazard areas by adopting the minimum regulatory standards of the NFIP. These standards are listed in Section 60.3 of the NFIP regulations, which may be accessed through the [Guidance Documents and Other Published Resources](#) page on the FEMA Website.*

*If a community chooses not to participate in the NFIP, property owners in that jurisdiction are unable to purchase federal flood insurance. In addition, federal grants, loans, disaster assistance and federal mortgage insurance are unavailable for the acquisition or construction of structures located in the floodplain as shown on the NFIP maps.*

*Similarly, if a community chooses not to participate in the NFIP, property owners are not subject to the federal flood insurance purchase requirements. However, a lender is still required to inspect any flood maps to determine flood hazard risk and provide notice of such risk. A lender may require a borrower to obtain flood insurance even in the absence of a federal purchase requirement.*

Mr. Murchison will be present to address additional questions the Council may have.

### Staff Recommendation

Staff recommends the City Council adopt Ordinance #2, 2019 Series which amends currently adopted flood hazard area regulations for compliance with NFIP guidelines.

Ordinance Introduced by Councilor Jody Smith  
on February 25, 2019

**Ordinance No. 02, 2019 Series**  
**City of Caribou**  
**County of Aroostook**  
**State of Maine**

**AN ORDINANCE AMENDING CHAPTER 13, SECTION 13-600, FLOOD HAZARD  
AREA REGULATIONS**

Short Title: An Ordinance amending Flood Hazard Area 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**, the City of Caribou has adopted Chapter 13, Land Use Ordinances as part of its ordinances and regulations, which outline land use laws and zoning regulations, including regulations pertinent to development within areas prone to flooding; and

**WHEREAS**, due to changes in state and federal regulation of development within flood hazard areas, it has become expedient that the city update its Flood Hazard Area Regulations for compliance with similar state and federal regulations; and

**WHEREAS**, the City Planning Board conducted a public hearing on October 11, 2018 to receive comment on the proposal, which hearing was preceded by the notification to the general public in accordance with city notification procedures, and

**WHEREAS**, the City Planning Board has forwarded a positive recommendation to the City Council for the proposed changes attached to this Ordinance as Exhibit A.

**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. Text Amendment**

Section 13-600 of the City of Caribou Land Use Ordinances is hereby amended to read as shown in the attached Exhibit A, which by this reference is made part hereof.

**Section II. Severability**

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

**Section III. Posting and Effective Date**

This ordinance, being introduced on February 25, 2019 and a public hearing being held on March 25, 2019 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_ day of \_\_\_\_\_ 2019. This ordinance shall become effective 30 days after adoption by the Council.

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

\_\_\_\_\_  
Jody Smith, Deputy Mayor

\_\_\_\_\_  
Thomas Ayer, Councilor

\_\_\_\_\_  
Nicole Cote, Councilor

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

\_\_\_\_\_  
David Martin, Councilor

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

Attest:

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

**Sec. 13-600 Flood Hazard Area Regulations.**

**Sec. 13-601 Establishment.**

Certain areas of the City of Caribou, Maine are subject to periodic flooding, causing serious damages to properties within these areas. Relief is available in the form of flood insurance as authorized by the National Flood Insurance Act of 1968.

Therefore, the City has chosen to become a participating community in the National Flood Insurance Program and agrees to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) as delineated in this Floodplain Management Ordinance.

It is the intent of the City to require the recognition and evaluation of flood hazards in all official actions relating to land use in the floodplain areas having special flood hazards. City of Caribou has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001-3007, 4352, 4401-4407, and Title 38 MRSA, Section 440.

The National Flood Insurance Program, established in the aforesaid Act, provides that areas of the City having a special flood hazard be identified by the Federal Emergency Management Agency and that floodplain management measures be applied in such flood hazard areas. This Ordinance establishes a Flood Hazard Development Permit system and review procedure for development activities in the designated flood hazard areas of the City of Caribou, Maine.

The areas of special flood hazard, Zones A and A1-30, for the City, identified by the Federal Emergency Management Agency in a report entitled "Flood Insurance Study – Caribou, Maine" dated February 1980 with accompanying "Flood Insurance Rate Map" dated August 1, 1980 and "Flood Boundary and Floodway Map" dated August 1, 1980, are hereby adopted by reference and declared to be a part of this Ordinance.

**Sec. 13-602 Permit Required.**

Before any construction or other development (as defined in Section 13-614), including the placement of manufactured homes, begins within any areas of special flood hazard established in Section 13-601, a Flood Hazard Development Permit shall be obtained from the Code Enforcement Officer. This permit shall be in addition to any other permits which may be required pursuant to the codes and ordinances of the City of Caribou, Maine.

**Sec. 13-603 Application for Permit**

The application for a Flood Hazard Development Permit shall be submitted to the Code Enforcement Officer and shall include:

- A. The name, address, and phone number of the applicant, owner, and contractor;
- B. An address and a map indicating the location of the construction site;
- C. A site plan showing location of existing and/or proposed development, including but not limited to structures, sewage disposal facilities, water supply facilities, areas to be cut and filled, and lot dimensions;
- D. A statement of the intended use of the structure and/or development;
- E. A statement of the cost of the development including all materials and labor;
- F. A statement as to the type of sewage system proposed;
- G. Specification of dimensions of the proposed structure and/or development;

[Items H-K.2 apply only to new construction and substantial improvements.]

- H. The elevation in relation to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or to a locally established datum in Zone A only, of the:
1. base flood at the proposed site of all new or substantially improved structures, which is determined:
    - a. in Zones A 1-30, from data contained in the "Flood Insurance Study-City of Caribou, Maine," as described in 13-602 or,
    - b. in Zone A:
      - (1) from any base flood elevation data from federal, state, or other technical sources (such as FEMA's Quick-2 model, FEMA 265), including information obtained pursuant to Section 13-606 K. and Section 13-608.D.; or,
      - (2) in the absence of all data described in Section 13-608.H.1.b.(1), information to demonstrate that the structure shall meet the elevation requirement in Section 13-606.F.2.b., Section 13-606.G.2.a. or b., or Section 13-606 H.2.b.
  2. highest and lowest grades at the site adjacent to the walls of the proposed building;
  3. lowest floor, including basement; and whether or not such structures contain a basement; and,
  4. level, in the case of non-residential structures only, to which the structure will be floodproofed.
- I. A description of an elevation reference point established on the site of all developments for which elevation standards apply as required in Section 13-606;
- J. A written certification by a Professional Land Surveyor, registered professional engineer or architect, that the base flood elevation and grade elevations shown on the application are accurate;
- K. The following certifications as required in Section 13-606 by a registered professional engineer or architect:
1. a Floodproofing Certificate (FEMA Form 81-65, as amended), to verify that the floodproofing methods for any non-residential structures will meet the floodproofing criteria of Section 13-606.G; and other applicable standards in Section 13-607
  2. a Hydraulic Openings Certificate to verify that engineered hydraulic openings in foundation walls will meet the standards of Section 13-606.L.2.a;
  3. a certified statement that bridges will meet the standards of Section 13-606.M;
  4. a certified statement that containment walls will meet the standards of Section 13-606.N.
- L. A description of the extent to which any water course will be altered or relocated as a result of the proposed development; and,
- M. A statement of construction plans describing in detail how each applicable development standard in Section 13-606 will be met.
-

**Sec. 13-604 Application Fee and Expert’s Fee.**

A non-refundable application fee of \$10.00 shall be paid to the City Clerk and a copy of a receipt for the same shall accompany the application.

Additional fees may be charged if the Code Enforcement Officer, Planning Board, and/or Board of Appeals needs the assistance of a professional engineer or other expert(s). The expert related fees shall be paid in full by the applicant within 10 days after the town submits a bill to the applicant. Failure to pay the bill shall constitute a violation of the ordinance and be grounds for the issuance of a stop work order. An expert shall not be hired by the municipality at the expense of an applicant until the applicant has either consented to such hiring in writing or been given an opportunity to be heard on the subject. An applicant who is dissatisfied with a decision to hire expert assistance may appeal that decision to the Board of Appeals.

**Sec. 13-605 Review of Flood Hazard Development Permit Applications.**

The Code Enforcement Officer shall:

- A. Review all applications for the Flood Hazard Development Permit to assure that proposed developments are reasonably safe from flooding and to determine that all pertinent requirements of Section 13-606 (Development Standards) have been, or will be met;
- B. Utilize, in the review of all Flood Hazard Development Permit applications:
  - 1. the base flood and floodway data contained in the “Flood Insurance Study-City of Caribou, Maine,” as described in Section 13-601; and
  - 2. in special flood hazard areas where base flood elevation and floodway data are not provided, the Code Enforcement Officer shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Section 13-603.H.1.b.(1); Section 13-606.K.; and Section 13-608.D, in order to administer Section 13-606 of this Ordinance; and
  - 3. when the community establishes a base flood elevation in a Zone A by methods outlined in Section 13-603.H.1.b.(1), the community shall submit that data to the Maine Floodplain Management Program.
- C. Make interpretations of the location of boundaries of special flood hazard areas shown on the maps described in 13-601 of this Ordinance;
- D. In the review of Flood Hazard Development Permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1344;
- E. Notify adjacent municipalities, the Department of Environmental Protection, and the Maine Floodplain Management Program prior to any alteration or relocation of a water course and submit copies of such notifications to the Federal Emergency Management Agency;
- F. If the application satisfies the requirements of this Ordinance, approve the issuance of one of the following Flood Hazard Development Permits based on the type of development:
  - 1. A two part Flood Hazard Development Permit for elevated structures. Part I shall authorize the applicant to build a structure to and including the first horizontal floor only above the base flood level. At that time the applicant shall provide the Code Enforcement Officer with an “under construction” Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer or architect based on the Part I permit construction, for verifying compliance with the applicable elevation requirements of Section 13-606, paragraphs F, G, and H. Following review of the Elevation Certificate

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data, which shall take place within 72 hours of receipt of the application, the Code Enforcement Officer shall issue Part II of the Flood Hazard Development Permit. Part II shall authorize the applicant to complete the construction project; or,

2. A Flood Hazard Development Permit for Floodproofing of Non-Residential Structures that are new construction or substantially improved non-residential structures that are not being elevated but that meet the floodproofing standards of Section 13-606.G.1.a, b, and c. The application for this permit shall include a Floodproofing Certificate signed by a registered professional engineer or architect; or,
  3. A Flood Hazard Development Permit for Minor Development for all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. Minor development also includes, but is not limited to: accessory structures as provided for in Section 13-606.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.
- G. Maintain, as a permanent record, copies of all Flood Hazard Development Permit Applications, corresponding Permits issued, and data relevant thereto, including reports of the Board of Appeals on variances granted under the provisions of 13-609 of this Ordinance, and copies of Elevation Certificates, Floodproofing Certificates, Certificates of Compliance, and certifications of design standards required under the provisions of Sections 13-603, 606, and 607 of this Ordinance.

**Sec. 13-606 Development Standards.**

**ARTICLE VI - DEVELOPMENT STANDARDS**

All developments in areas of special flood hazard shall meet the following applicable standards:

- A. **All Development** - All development shall:
1. be designed or modified and adequately anchored to prevent flotation (excluding piers and docks), collapse or lateral movement of the development resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
  2. use construction materials that are resistant to flood damage;
  3. use construction methods and practices that will minimize flood damage; and,
  4. use electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during flooding conditions.
- B. **Water Supply** - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.
- C. **Sanitary Sewage Systems** - All new and replacement sanitary sewage systems shall be designed and located to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
- D. **On Site Waste Disposal Systems** - On site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during floods.
- E. **Watercourse Carrying Capacity** - All development associated with altered or relocated portions of a watercourse shall be constructed and maintained in such a manner that no reduction occurs in the flood carrying capacity of the watercourse.

F. **Residential** - New construction or substantial improvement of any residential structure located within:

1. Zones A1-30 shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation.
2. Zone A shall have the lowest floor (including basement) elevated:
  - a. to at least one foot above the base flood elevation utilizing information obtained pursuant to Section 13-603.H.1.b(1), 13-605.B; or 13-608.D; or,
  - b. in the absence of all data described in Section 13-606.F.2.a, to at least two feet above the highest adjacent grade to the structure.

G. **Non Residential** - New construction or substantial improvement of any non-residential structure located within:

1. Zones A1-30 shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation, or together with attendant utility and sanitary facilities shall:
  - a. be floodproofed to at least one foot above the base flood elevation so that below that elevation the structure is watertight with walls substantially impermeable to the passage of water;
  - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
  - c. be certified by a registered professional engineer or architect that the floodproofing design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by 13-603. K. and shall include a record of the elevation above mean sea level to which the structure is floodproofed.
2. Zone A shall have the lowest floor (including basement) elevated:
  - a. to at least one foot above the base flood elevation utilizing information obtained pursuant to 13-603. H.1.b.; 13-605.B; or 13-608.D; or,
  - b. in the absence of all data described in Article VI.G.2.a., to at least two feet above the highest adjacent grade to the structure; or,
  - c. together with attendant utility and sanitary facilities meet the floodproofing standards of Section 13-606.G.1.a., b., and c.

H. **Manufactured Homes** - New or substantially improved manufactured homes located within:

1. Zones A1-30 shall:
  - a. be elevated such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation;
  - b. be on a permanent foundation, which may be poured masonry slab or foundation walls, with hydraulic openings, or may be reinforced piers or block supports, any of which support the manufactured home so that no weight is supported by its wheels and axles; and,
  - c. be securely anchored to an adequately anchored foundation system to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to:

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- (1) over-the-top ties anchored to the ground at the four corners of the manufactured home, plus two additional ties per side at intermediate points (manufactured homes less than 50 feet long require one additional tie per side); or by,
- (2) frame ties at each corner of the home, plus five additional ties along each side at intermediate points (manufactured homes less than 50 feet long require four additional ties per side).
- (3) all components of the anchoring system described in 13-606. H.1.c.(1) & (2) shall be capable of carrying a force of 4800 pounds.

2. Zone A shall:

- a. be elevated on a permanent foundation, as described in Section 13-606.H.1.b., such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation utilizing information obtained pursuant to 13-603.H.1.b; 13-605.B; or 13-608. D; or,
- b. in the absence of all data as described in Section 13-606.H.2.a., to at least two feet above the highest adjacent grade to the structure; and,
- c. meet the anchoring requirements of Section 13-606.H.1.c.

I. **Recreational Vehicles** - Recreational Vehicles located within:

1. Zones A and A1-30 shall either:

- a. be on the site for fewer than 180 consecutive days; and,
- b. be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or,
- c. be permitted in accordance with the elevation and anchoring requirements for "manufactured homes" in 13-606.H.1.

J. **Accessory Structures** - Accessory Structures, as defined in Section 13-613, located within Zones A and A1-30, shall be exempt from the elevation criteria required in Section 13-606.F. & G. above, if all other requirements of Section 13-606 and all the following requirements are met. Accessory Structures shall:

1. have unfinished interiors and not be used for human habitation;
2. have hydraulic openings, as specified in Section 13-606.L.2., in at least two different walls of the accessory structure;
3. be located outside the floodway;
4. when possible be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters and be placed further from the source of flooding than is the primary structure; and,
5. have only ground fault interrupt electrical outlets. The electric service disconnect shall be located above the base flood elevation and when possible outside the Special Flood Hazard Area.

**K. Floodways -**

1. In Zones A1-30 riverine areas, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted within a regulatory floodway which is designated on the community's "Flood Insurance Rate Map" or "Flood Boundary and Floodway Map", unless a technical evaluation certified by a registered professional engineer is provided demonstrating that such encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
2. In Zones A and A1-30, riverine areas for which no regulatory floodway is designated, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted in the floodway as determined in Section 13-606.K.3. unless a technical evaluation certified by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development:
  - a. will not increase the water surface elevation of the base flood more than one foot at any point within the community; and,
  - b. is consistent with the technical criteria contained in FEMA's guidelines and standards for flood risk analysis and mapping.
3. In Zones A and A1-30, riverine areas for which no regulatory floodway is designated, the regulatory floodway is determined to be the channel of the river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain as measured from the normal high water mark to the upland limit of the floodplain.

**L. Enclosed Areas Below the Lowest Floor -** New construction or substantial improvement of any structure in Zones A and A1-30, that meets the development standards of 13-606, including the elevation requirements of 13-606, paragraphs F, G, or H and is elevated on posts, columns, piers, piles, or crawlspaces may be enclosed below the base flood elevation requirements provided all the following criteria are met or exceeded:

1. Enclosed areas are not "basements" as defined in 13-613;
2. Enclosed areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood water. Designs for meeting this requirement must either:
  - a. be engineered and certified by a registered professional engineer or architect; or,
  - b. meet or exceed the following minimum criteria:
    - (1) a minimum of two openings having a total net area of not less than one square inch for every square foot of the enclosed area;
    - (2) the bottom of all openings shall be below the base flood elevation and no higher than one foot above the lowest grade; and,
    - (3) openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the entry and exit of flood waters automatically without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means;
3. The enclosed area shall not be used for human habitation; and,
4. The enclosed areas are usable solely for building access, parking of vehicles, or storage.

**M. Bridges -** New construction or substantial improvement of any bridge in Zones A and A1-30 shall be designed such that:

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1. when possible, the lowest horizontal member (excluding the pilings, or columns) is elevated to at least one foot above the base flood elevation; and,
  2. a registered professional engineer shall certify that:
    - a. the structural design and methods of construction shall meet the elevation requirements of this section and the floodway standards of Article VI.K.; and,
    - b. the foundation and superstructure attached thereto are designed to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all structural components. Water loading values used shall be those associated with the base flood.
- N. **Containment Walls** - New construction or substantial improvement of any containment wall located within:
1. Zones A and A1-30, shall:
    - a. have the containment wall elevated to at least one foot above the base flood elevation;
    - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
    - c. be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Section 603.K.
- O. **Wharves, Piers and Docks** - New construction or substantial improvement of wharves, piers, and docks are permitted in Zones A and A1-30, in and over water and seaward of mean high tide, if the following requirements are met:
1. wharves, piers, and docks shall comply with all applicable local, state, and federal regulations; and,
  2. for commercial wharves, piers, and docks, a registered professional engineer shall develop or review the structural design, specifications, and plans for the construction.

**Sec. 13-607 Certificate of Compliance.**

No land in a special flood hazard area shall be occupied or used and no structure which is constructed or substantially improved shall be occupied until a Certificate of Compliance is issued by the Code Enforcement Officer subject to the following provisions:

1. A. For New Construction or Substantial Improvement of any elevated structure the applicant shall submit to the Code Enforcement Officer, an Elevation Certificate completed by a registered Maine surveyor for compliance with 13-607, paragraphs F, G, H, or K; or a Professional Land Surveyor, registered professional engineer, or architect, for compliance with 13-606, paragraphs F., G., or H.
- B. The applicant shall submit written notification to the Code Enforcement Officer that the development is complete and complies with the provisions of this ordinance.
- C. Within 10 working days, the Code Enforcement Officer shall:
  1. review the Elevation Certificate and the applicant's written notification; and,
  2. upon determination that the development conforms with the provisions of this ordinance, shall issue a Certificate of Compliance.

**Sec. 13-608 Review of Subdivision and Development Proposals.**

The Planning Board shall, when reviewing subdivisions and other proposed developments that require review under other federal law, state law or local ordinances or regulations and all projects on 5 or more disturbed acres, or in the case of manufactured home parks divided into two or more lots, assure that:

- A. All such proposals are consistent with the need to minimize flood damage.
- B. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damages.
- C. Adequate drainage is provided so as to reduce exposure to flood hazards.
- D. All proposals include base flood elevations, flood boundaries, and, in a riverine floodplain, floodway data. These determinations shall be based on engineering practices recognized by the Federal Emergency Management Agency.
- E. Any proposed development plan must include a condition of plan approval requiring that structures on any lot in the development having any portion of its land within a Special Flood Hazard Area, are to be constructed in accordance with 13-606 of this ordinance. Such requirement will be included in any deed, lease, purchase and sale agreement, or document transferring or expressing an intent to transfer any interest in real estate or structure, including but not limited to a time-share interest. The condition shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on any map, plat, or plan to be signed by the Planning Board or local reviewing authority as part of the approval process.

**Sec. 13-609 Appeals and Variances.**

The Board of Appeals of the City of Caribou may, upon written application of an aggrieved party, hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Code Enforcement Officer or Planning Board in the administration or enforcement of the provisions of this Ordinance.

The Board of Appeals may grant a variance from the requirements of this Ordinance consistent with state law and the following criteria:

- A. Variances shall not be granted within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- B. Variances shall be granted only upon:
  - 1. a showing of good and sufficient cause; and
  - 2. a determination that should a flood comparable to the base flood occur, the granting of a variance will not result in increased flood heights, additional threats to public safety, public expense, or create nuisances, cause fraud or victimization of the public or conflict with existing local laws or ordinances; and
  - 3. a showing that the issuance of the variance will not conflict with other state, federal, or local laws or ordinances; and
  - 4. a determination that failure to grant the variance would result in "undue hardship," which in this subsection means:
    - a. that the land in question cannot yield a reasonable return unless a variance is granted; and

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- b. that the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; and
  - c. that the granting of a variance will not alter the essential character of the locality; and
  - d. that the hardship is not the result of action taken by the applicant or a prior owner.
- C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief, and the Board of Appeals may impose such conditions to a variance as it deems necessary.
- D. Variances may be issued for new construction, substantial improvements, or other development for the conduct of a functionally dependent use provided that:
1. other criteria of 13-609 and 13-606. K. are met; and
  2. the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
- E. Variances may be issued for the repair, reconstruction, rehabilitation, or restoration of Historic Structures upon the determination that:
1. the development meets the criteria of Section 13-609, paragraphs A through D above; and
  2. the proposed repair, reconstruction, rehabilitation, or restoration will not preclude the structure's continued designation as a Historic Structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- F. Any applicant who meets the criteria of Section 13-609, paragraphs A. through E. shall be notified by the Board of Appeals in writing over the signature of the Chairman of the Board of Appeals that:
1. the issuance of a variance to construct a structure below the base flood level will result in greatly increased premium rates for flood insurance up to amounts as high as \$25 per \$100 of insurance coverage; and
  2. such construction below the base flood level increases risks to life and property; and
  3. the applicant agrees in writing that the applicant is fully aware of all the risks inherent in the use of land subject to flooding, assumes those risks and agrees to indemnify and defend the municipality against any claims filed against it that are related to the applicant's decision to use land located in a floodplain and that the applicant individually releases the municipality from any claims the applicant may have against the municipality that are related to the use of land located in a floodplain.
- G. Appeal Procedure for Administrative and Variance Appeals
1. An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party in accordance with Section 13-810. The person filing the appeal shall have the burden of proof.

**Sec. 13-610 Enforcement and Penalties.**

- A. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance pursuant to Title 30-A MRSA § 4452.
- B. The penalties contained in Title 30-A MRSA § 4452 shall apply to any violation of this Ordinance.
- C. In addition to any other actions, the Code Enforcement Officer, upon determination that a violation exists, may submit a declaration to the Administrator of the Federal Insurance Administration requesting a denial of flood insurance. The valid declaration shall consist of:
  - 1. the name of the property owner and address or legal description of the property sufficient to confirm its identity or location;
  - 2. a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance;
  - 3. a clear statement that the public body making the declaration has authority to do so and a citation to that authority;
  - 4. evidence that the property owner has been provided notice of the violation and the prospective denial of insurance; and,
  - 5. a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

**Sec. 13-611 Validity and Severability.**

If any section or provision of this Ordinance is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

**Sec. 13-612 Conflict with other Ordinances.**

This Ordinance shall not in any way impair or remove the necessity of compliance with any other applicable rule, ordinance, regulation, bylaw, permit, or provision of law. Where this Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall control.

**Sec. 13-613 Definitions.**

Unless specifically defined below, words and phrases used in this Ordinance shall have the same meaning as they have at common law and to give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word "may" is permissive; "shall" is mandatory and not discretionary.

**Accessory Structure** - means a small detached structure that is incidental and subordinate to the principal structure.

**Adjacent Grade** - means the natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**Area of Special Flood Hazard** - means the land in the floodplain having a one percent or greater chance of flooding in any given year, as specifically identified in the Flood Insurance Study cited in Section 13-601 of this Ordinance.

**Base Flood** - means the flood having a one percent chance of being equaled or exceeded in any given year, commonly called the 100-year flood.

**Basement** - means any area of the building having its floor subgrade (below ground level) on all sides.

**Building** - see **Structure**.

**Certificate of Compliance** A document signed by the Code Enforcement Officer stating that a structure is in compliance with all of the provisions of this Ordinance.

**Code Enforcement Officer** - A person certified under Title 30-A MRSA, Section 4451 (including exceptions in subsection 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws and ordinances.

**Development** - means any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials.

**Elevated Building** - means a non-basement building

- a. built, in the case of a building in Zones A or A1-30, to have the top of the elevated floor elevated above the ground level by means of pilings, columns, posts, piers, or shear walls; and,
- b. adequately anchored so as not to impair the structural integrity of the building during a flood of up to one foot above the magnitude of the base flood.

In the case of Zones A or A1-30, Elevated Building also includes a building elevated by means of fill or solid foundation perimeter walls with hydraulic openings sufficient to facilitate the unimpeded movement of flood waters, as required in Section 13-606.L.

**Elevation Certificate** - An official form (FEMA Form 81-31, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

**Flood or Flooding** - means:

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from:
  1. The overflow of inland or tidal waters.
  2. The unusual and rapid accumulation or runoff of surface waters from any source.
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph a.1. of this definition.

**Flood Elevation Study** - means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

**Flood Insurance Rate Map (FIRM)** - means an official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

**Flood Insurance Study** - see Flood Elevation Study.

**Floodplain or Flood-prone Area** - means any land area susceptible to being inundated by water from any source (see flooding).

**Floodplain Management** - means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**Floodplain Management Regulations** - means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

**Floodproofing** - means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and contents.

**Floodway** - see **Regulatory Floodway**.

**Floodway Encroachment Lines** - mean the lines marking the limits of floodways on federal, state, and local floodplain maps.

**Freeboard** - means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed, that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions.

**Functionally Dependent Use** - means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

**Historic Structure** - means any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  1. By an approved state program as determined by the Secretary of the Interior, or,
  2. Directly by the Secretary of the Interior in states without approved programs.

**Locally Established Datum** - means, for purposes of this ordinance, an elevation established for a specific site to which all other elevations at the site are referenced. This elevation is generally not referenced to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or any other established datum and is used in areas where Mean Sea Level data is too far from a specific site to be practically used.

**Lowest Floor** - means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement

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area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements described in Article VI.L. of this ordinance.

**Manufactured Home** - means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

**Manufactured Home Park or Subdivision** - means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**Mean Sea Level** - means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD), or other datum, to which base flood elevations shown on a community's Map are referenced.

**Minor Development** - means all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. It also includes, but is not limited to: accessory structures as provided for in Article VI.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

**National Geodetic Vertical Datum (NGVD)** - means the national vertical datum, whose standard was established in 1929, which is used by the National Flood Insurance Program (NFIP). NGVD was based upon mean sea level in 1929 and also has been called "1929 Mean Sea Level (MSL)".

**New Construction** - means structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

**North American Vertical Datum (NAVD)** - means the national datum whose standard was established in 1988, which is the new vertical datum used by the National Flood Insurance Program (NFIP) for all new Flood Insurance Rate Maps. NAVD is based upon vertical datum used by other North American countries such as Canada and Mexico and was established to replace NGVD because of constant movement of the earth's crust, glacial rebound and subsidence, and the increasing use of satellite technology.

**100-year flood** - see **Base Flood**.

**Recreational Vehicle** - means a vehicle which is:

- a. built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projection, not including slideouts;
- c. designed to be self-propelled or permanently towable by a motor vehicle; and,
- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**Regulatory Floodway -**

- a. means the channel of a river or other water course and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot, and
- b. when not designated on the community’s Flood Insurance Rate Map, it is considered to be the channel of a river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain, as measured from the normal high water mark to the upland limit of the floodplain.

**Riverine** - means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

**Special Flood Hazard Area** - see **Area of Special Flood Hazard**.

**Start of Construction** - means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, or modification of any construction element, whether or not that alteration affects the external dimensions of the building.

**Structure** - means, for floodplain management purposes, a walled and roofed building. A gas or liquid storage tank that is principally above ground is also a structure.

**Substantial Damage** - means, damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial Improvement** - means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or,
- b. Any alteration of a Historic Structure, provided that the alteration will not preclude the structure’s continued designation as a historic structure, and a variance is obtained from the community’s Board of Appeals.

**Variance** - means a grant of relief by a community from the terms of a floodplain management regulation.

**Violation** – means a community's floodplain management regulations.

**Sec. 13-614 Abrogation**

This ordinance repeals and replaces any municipal ordinance previously enacted to comply with the National Flood Insurance Act of 1968 (P.L. 90-488, as amended).

## 2019 City Council Priorities and Goals

| PUBLIC SAFETY PRIORITIES<br>(pick 3) |   | JT | DM | JS | RG | NC | HK | TA |
|--------------------------------------|---|----|----|----|----|----|----|----|
| Opioid and Drug Enforcement          | 5 | 1  | 1  |    |    | 1  | 1  | 1  |
| Public Safety Building               | 5 | 1  | 1  | 1  |    | 1  |    | 1  |
| Health Care Reimbursement Changes    | 4 |    | 1  | 1  |    |    | 1  | 1  |
| Hospital Services                    | 2 | 1  |    | 1  |    |    |    |    |
| Marijuana Regulation                 | 1 |    |    |    |    | 1  |    |    |
| Other: Police Station Requirements   | 1 |    |    |    | 1  |    |    |    |
| Expansion of Ambulatory Services     | 0 |    |    |    |    |    |    |    |

| Infrastrucutre<br>(pick 5)            |   | JT | DM | JS | RG | NC | HK | TA |
|---------------------------------------|---|----|----|----|----|----|----|----|
| Sidewalks and Pedstrian Safety        | 6 | 1  | 1  |    | 1  | 1  | 1  | 1  |
| Street Lights to LEDs                 | 6 | 1  | 1  | 1  | 1  | 1  |    | 1  |
| High Street Reconstruction            | 5 | 1  | 1  | 1  | 1  | 1  |    |    |
| Facility Maintenance Audits/Plans     | 4 |    |    |    | 1  | 1  | 1  | 1  |
| River Road Reconstruction             | 4 | 1  | 1  | 1  |    | 1  |    |    |
| Capital Equipment Plan                | 3 |    |    | 1  | 1  |    | 1  |    |
| 60 Access Highway Reuse               | 2 |    | 1  | 1  |    |    |    |    |
| Airport Development                   | 1 |    |    |    |    |    | 1  |    |
| City Hall Hose Tower                  | 1 |    |    |    |    |    | 1  |    |
| Fire/EMS Roof System                  | 1 | 1  |    |    |    |    |    |    |
| Overlay of Hwys in Urban Compact Zone | 1 |    |    |    |    |    |    | 1  |
| Public Parking Lot Resurfacing        | 1 |    |    |    |    |    |    | 1  |
| City Hall Accessibility               | 0 |    |    |    |    |    |    |    |
| Storm Drain System Inventory          | 0 |    |    |    |    |    |    |    |

| LEISURE SERVICE PRIORITIES<br>(pick 5) |   | JT | DM | JS | RG | NC | HK | TA |
|--|---|----|----|----|----|----|----|----|
| Collins Pond Dam & Trail System        | 4 | 1  | 1  |    |    |    | 1  | 1  |
| Library Business Resource Center       | 4 | 1  |    |    |    | 1  | 1  | 1  |
| Library Programs                       | 4 | 1  |    | 1  | 1  |    |    | 1  |
| NBRC Trail Funding                     | 4 |    | 1  | 1  | 1  |    | 1  |    |
| Teague Park Construction               | 4 | 1  | 1  | 1  |    | 1  |    |    |
| Gateway Enhancements                   | 3 | 1  | 1  |    |    |    | 1  |    |
| Sincock Park Construction              | 3 |    | 1  | 1  |    |    |    | 1  |
| Nylander Inventory & Operations        | 2 |    |    | 1  |    |    |    | 1  |
| Other: TOS                             | 2 |    |    |    | 1  | 1  |    |    |
| Other: After School Programs           | 1 |    |    |    | 1  |    |    |    |
| Other: Marathon                        | 1 |    |    |    |    | 1  |    |    |
| Story Telling Festival                 | 1 |    |    |    |    |    | 1  |    |

| ADMINISTRATION PRIORITIES<br>(pick 4) |   | JT | DM | JS | RG | NC | HK | TA |
|---------------------------------------|---|----|----|----|----|----|----|----|
| Meeting Packets Available Earlier     |   |    |    |    |    |    |    |    |
| Union Contract Negotiations           | 6 | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Budget Preparation Process Changes    | 5 | 1  |    |    | 1  | 1  | 1  | 1  |
| Non-Union Compensation Policy         | 5 | 1  | 1  | 1  | 1  | 1  |    |    |
| FBO Services at Airport               | 3 |    | 1  |    |    |    | 1  | 1  |
| Procurement Policy                    | 3 |    |    |    | 1  | 1  | 1  |    |
| Creation of a Fee Schedule            | 2 |    | 1  | 1  |    |    |    |    |
| SHAPE Audit                           | 2 |    |    | 1  |    |    |    | 1  |
| Other: Employee Evaluations           | 1 |    |    |    |    |    | 1  |    |
| Property Insurance Bids               | 1 |    |    |    | 1  |    |    |    |

| ECONOMIC DEVELOPMENT PRIORITIES<br>(pick 5) |   | JT | DM | JS | RG | NC | HK | TA |
|---|---|----|----|----|----|----|----|----|
| Monthly Visits                              | 6 | 1  | 1  | 1  | 1  | 1  |    | 1  |
| New Branding & Marketing Campaign           | 5 | 1  | 1  |    | 1  | 1  | 1  |    |
| Downtown Revitalization                     | 4 | 1  | 1  |    |    | 1  | 1  |    |
| Sure Site Program                           | 4 | 1  |    |    | 1  |    | 1  | 1  |
| Façade Improvement Grants                   | 3 |    | 1  |    |    | 1  | 1  |    |
| Gap Financing Programs                      | 3 | 1  |    | 1  |    |    |    | 1  |
| "How to" Trainings for Businesses           | 2 |    | 1  |    |    | 1  |    |    |
| Business Newsletter                         | 2 |    |    | 1  |    |    |    | 1  |
| Waterfront Redevelopment                    | 2 |    |    |    | 1  |    | 1  |    |
| Business Directory                          | 1 |    |    |    | 1  |    |    |    |
| Other: CEGC                                 | 1 |    |    | 1  |    |    |    |    |
| Ribbon Cutting Ceremonies                   | 1 |    |    |    |    |    |    | 1  |

| COMMUNITY DEVELOPMENT PRIORITIES<br>(pick 4) |   | JT | DM | JS | RG | NC | HK | TA |
|--|---|----|----|----|----|----|----|----|
| Blight Removal (Birds Eye, Vacant Homes)     | 6 | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| General Plan Update                          | 5 | 1  |    | 1  | 1  | 1  |    | 1  |
| Age Friendly Community Plan                  | 4 |    | 1  |    | 1  | 1  | 1  |    |
| Zoning Regulations Rewrite                   | 4 | 1  | 1  |    | 1  |    |    | 1  |
| CDBG Applications                            | 3 | 1  | 1  | 1  |    |    |    |    |
| Beautification Committee                     | 2 |    |    | 1  |    |    | 1  |    |
| Family Self Sufficiency Program              | 2 |    |    |    |    | 1  |    | 1  |
| General Assistance                           | 1 |    |    |    |    |    |    | 1  |
| Housing Inspections                          | 1 |    |    |    |    |    | 1  |    |



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** City Manager Report  
**DATE:** February 19, 2019

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### **LED Streetlight Conversion.**

Real Term has installed test lights on Main Street next to the Library. We are still waiting for the revised IGA before bringing this back to the Council.

### **River Road**

DuBois & King is finalizing bid documents and drawings. These are anticipated to be out for bid the second week of April. The Council should discuss an offer to the 5<sup>th</sup> property owner affected by the design.

### **Birdseye Cleanup**

No additional work has occurred to date.

### **Flora Dale Park**

Penny Thompson will be conducting additional research at the County offices. This is anticipated to occur on Friday, April 5.

### **Hilltop Senior Living Update**

The Planning board is continuing to review information from the Caribou Senior Housing, LLC. Demolition work is occurring internally.

### **Dunkin Donuts**

No additional information has been provided from Dunkin Brands. We are waiting for them in order to proceed with Planning Board approvals.

### **Senior Homestead Tax Credit Program**

Program requirements were drafted the end of last year but Council opinion is needed on several key components (e.g. qualifying age, length of homestead, benefit factors, etc.). The legislature is considering several bills this year that would increase the homestead exemptions for seniors, which may negate the need for this local program. We will continue to closely monitor the capital proceedings on this issue.

### **Pellet Boiler Systems**

Waiting for a response from Mr. Kevin Adams on the circuit boards for the boilers.

If there are other projects or items that Councilors would like me to discuss, please let me know.

# Caribou Airport Public Advisory Committee

Meeting Minutes  
March 21, 2019  
6:00 PM  
Caribou Municipal Airport

Attendance: Shane McDougall, Mark Jones, Danny Deprey, Darrell Bouchard, David Barbosa, Thomas Ayer, Huge Kirkpatrick, Jason Lister, Christine Lister, Chandler Tracy, Philip Arbeau, and Steven Farina.

Meeting Started: 0600

1. "Fly by the Pound"
  - a. Event date scheduled" June 15, 2019, rain date June 16, 2019. Chair: Shane McDougall
  - b. Weather will be the deciding factor: <10kts and visibility >5miles.
  - c. The event will provide introduction to flight; anyone in the community is welcomed to attend.
  - d. Cost: Donation 10 cents/lb or \$20 (first come first serve). Revenue generated will provide offset for aircraft fuel cost. Remaining funds will be donated to an aviation related activity (TBD).
  - e. Pilots are volunteering their time and plane. Each plane will be fueled prior to and after event.
  - f. Shane: 4 seat Bonanza; Danny: 4 seat Cherokee; Steve Farina: 4 seat Cherokee; Darrell/Mark, 4 seat Warrior; Dave Barbosa, 2 seat Maule; Cody Anderson, 2 seat Cessna & 4 seater.
  - g. Advertisement: Paper, Facebook, WAGM. City: website/facebook. Christine made posters for advertisement.
  - h. Food: Vendors. County Kettle Corn.
2. "Wings and Wheels" event August 24<sup>th</sup>.
  - a. Loring celebrating 25<sup>th</sup> anniversary of closure; b-52 and KC130s flying over/RV planes on August 24<sup>th</sup>.
  - b. Plan to reach out to RV planes to stop in, follow up at next meeting.
  - c. Dennis (City Manager) to lower cost of fuel for the day.
  - d. Burger Boy has been contacted to cook at the event: agreed.
  - e. Antique car show at event.
3. Static Display and hot dog roast- around May 15<sup>th</sup>.
  - a. Suggested and managed by David Barbosa.
  - b. David to speak with Christina about advertisement for this event. Flyers to local schools.
  - c. This event also to be used as advertisement for future events.
4. CAP Program.
  - a. John Lister discussed utilizing Caribou location for CAP program.
  - b. Dennis (City of Caribou), considered compensation for leasing, CAP program-no funds available. John reported willingness to assist with grounds and maintenance. Dennis to

discuss at next City Council meeting.

Next Meeting Scheduled: April 18<sup>th</sup>.

The meeting adjourned at approximately 6:45 pm. The foregoing is considered to be a true and accurate record of all items discussed.

Sincerely,

Danny Deprey  
Secretary



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

| AGENDA TOPIC                                     | ISSUE DISCUSSED & CONCLUSION  | PLAN OF ACTION        | PERSON RESPONSIBLE |
|--|---|-----------------------|--------------------|
|  | compliance plan moving forward and provide further monitoring.  |                       |                    |
| <b>10. Quorum Health Resources Updates</b>       | <p>Chip Holmes provided the following updates:</p> <p><b>Consulting and Support Deployment Plan</b> – Of note, the items highlighted in yellow on the plan indicate focus for the month.</p> <ul style="list-style-type: none"> <li>• The Community Health needs assessment will be completed by the end of the year.</li> <li>• Upcoming call will take place with a focus on supply chain.</li> </ul> <p>Bob Vento is no longer with Quorum. Dwayne Gunter has been named as the new President of the organization. His bio will be loaded into the board book for the April meeting. Mr. Gunter is from Nashville and his professional background and experience is in technology. He has been with quorum for four weeks and his approach to how Quorum serves hospital has provided a new and innovative perspective. Mr. Gunter is very focused on the future of healthcare and the role technology plays in that future. Chip will be working to schedule a meet and greet with Mr. Gunter. If anyone has any questions for him or would like to set up a phone call with Mr. Gunter they may reach out to Chip and he will be able to arrange it.</p> | <p>Informational.</p> |                    |
| <b>11. Adjournment, Other &amp; Next Meeting</b> | <p><b>Other -</b></p> <ul style="list-style-type: none"> <li>• <u>District Board Meeting:</u> Orientation with Mr. Camping was held two weeks ago. His first District Board meeting was last week. The meeting included a lot of discussion on the confidentiality agreement that is currently being reviewed by the legal firm, Kozak &amp; Gayer.</li> </ul> <p><b>Adjournment</b> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:54 p.m.</p> <p><b>Next Meeting</b> –The next meeting of the Board of Directors is scheduled for Monday, April 1, 2019, 5:30 p.m.</p>   | <p>Informational.</p> |                    |

Prepared by: Jennifer Goodwin, Executive Assistant to the CEO at Pines Health Services

Respectfully submitted,

Kris Doody, RN, MSB  
 Chief Executive Officer



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

| AGENDA TOPIC | ISSUE DISCUSSED & CONCLUSION  | PLAN OF ACTION | PERSON RESPONSIBLE |
|--------------|---|----------------|--------------------|
|              | <p><u>Compliance Hotline:</u><br/> Cary has never had a call on the Compliance Hotline. While there are no major compliance issues, the Compliance Officer &amp; Analyst will be educating staff on reporting minor issues. Staff education is being conducted to ensure that the Compliance Hotline is more visible to employees.</p> <p><u>Healthicity Software:</u></p> <ul style="list-style-type: none"> <li>• Training and setup have been completed. The software provides the following features: <ul style="list-style-type: none"> <li>○ Exclusions checks</li> <li>○ Variance reporting</li> <li>○ Other uses still being evaluated</li> </ul> </li> </ul> <p><u>Simply Compliance:</u></p> <ul style="list-style-type: none"> <li>• December 2018 <ul style="list-style-type: none"> <li>○ HIPAA/Privacy – Joint Effort of both the Compliance Analyst and Privacy Officer</li> </ul> </li> <li>• March 2019 <ul style="list-style-type: none"> <li>○ Culture of Compliance</li> </ul> </li> </ul> <p><u>Contract as of February 22, 2019:</u></p> <ul style="list-style-type: none"> <li>• Three physicians contracts were renewed</li> <li>• One PA contract was renewed</li> <li>• Two CRNA's signed their initial contract</li> <li>• One initial contract was signed by a PA</li> </ul> <p><u>2019 MAP:</u></p> <ul style="list-style-type: none"> <li>• This will cover a broad range of compliance issues as set through the review of the OIG work plan.</li> <li>• Changes were made from the 2018 monitoring and auditing plan, as outlined below: <ul style="list-style-type: none"> <li>○ Monthly audits – This is a general category of policy review and billing audits. Moving forward Cary will be choosing their monthly audits based upon the OIG's monthly hot topics. In February, the OIG focused on Discharge Codes, specifically fraudulently billing patients as having been sent home as opposed to the nursing home. These codes will be will be audited in March.</li> </ul> </li> </ul> <p>If a discrepancy is found within a review, the issue will be documented that day and a follow up with a plan will be implemented in order to correct the</p> |                |                    |



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

| AGENDA TOPIC                                 | ISSUE DISCUSSED & CONCLUSION   | PLAN OF ACTION   | PERSON RESPONSIBLE |
|--|--|--|--------------------|
|  | <ul style="list-style-type: none"> <li>• No Pass Zone</li> <li>• Patient Safety Culture (Pt. Safety/Staffing)</li> <li>• DAISY Award</li> <li>• TJC - Instrument Cleaning Compliance</li> <li>• Training               <ul style="list-style-type: none"> <li>○ Clinical Opiate Withdrawal Scale</li> <li>○ Suicide Risk Assessment &amp; Management</li> <li>○ Pain Management Alternatives</li> </ul> </li> </ul> <p><u>Nursing Overview – 2018:</u></p> <ul style="list-style-type: none"> <li>• Cary employs 160 nurses - 153 RNs and 7 LPNs</li> <li>• Average age is 43 compared to the State of Maine’s average age of 50.6</li> <li>• Experience Level – over 20 years of experience went up, whereas, 0-4 years of experience went down four nurses.</li> <li>• Education Level – remained the same.</li> <li>• Nursing Turnover – The rate was slightly higher than last year, but the national benchmark went up so Cary is still below the national benchmark.</li> </ul>  |  |                    |
| <p><b>9. Compliance Quarterly Report</b></p> | <p>Dr. Regen Gallagher provided an overview of the Compliance Quarterly Report along with the following items.</p> <p><u>Compliance Report:</u></p> <ul style="list-style-type: none"> <li>• The Compliance Monitoring and Auditing plan has been implemented and regular audits have begun.</li> <li>• The compliance officer has been reassigned from the COO to the CMO, Dr. Regen Gallagher</li> <li>• The QHR compliance audit visit took place on December 3<sup>rd</sup> through 5<sup>th</sup>.</li> <li>• The QHR compliance recommendations were presented for implementation. These recommendations include approximately 118 items of which 35 are either in progress or completed.</li> <li>• The following new policies have been implemented:               <ul style="list-style-type: none"> <li>○ Policy on business associates agreement</li> <li>○ Security and breach notification</li> </ul> </li> <li>• Audits are being conducted on the following:               <ul style="list-style-type: none"> <li>○ Whistleblower/stark/false claims</li> <li>○ HIPAA security</li> </ul> </li> </ul> | <p>Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report and the 2018 Compliance Monitoring and Auditing Plan as presented.</p> |                    |



Board of Directors

March 4, 2019

5:30 p.m.

| AGENDA TOPIC                                       | ISSUE DISCUSSED & CONCLUSION   | PLAN OF ACTION  | PERSON RESPONSIBLE |
|--|--|---|--------------------|
| <p><b>8. Nursing Division Quarterly Report</b></p> | <p>Paula Parent provided an overview of the Nursing Division Quarterly Report.</p> <p>Last fall the nursing leadership came together to create a new mission and vision. The mission’s key focus was placed on the term “partnership”. The vision’s key focus was place on the term “belong”.</p> <p><u>Nursing Services Mission:</u> To provide quality, compassionate patient care with commitment to excellence in partnership with our patients, their families, and all members of the healthcare team.</p> <p><u>Nursing Services Vision:</u> We aspire to create an environment where our patients, families and staff feel like they belong.</p> <p><u>ACU Medication Verification:</u></p> <ul style="list-style-type: none"> <li>• Significant progress has been made over the last three years for bar coding.</li> </ul> <p><u>Maternal Child:</u></p> <ul style="list-style-type: none"> <li>• Maternal Child has exceeded the benchmark (96%) for bar coding over the last three years.</li> </ul> <p><u>ICU:</u></p> <ul style="list-style-type: none"> <li>• ICU is the one unit that has not met the benchmark (96%) on a consistent basis. Paula Parent has met with the primary charge and implemented a plan to address the issue. This plan includes monitoring each individual in the unit based upon the same benchmark.</li> </ul> <p><u>HCAHPS Scores:</u> Press Ganey is now presenting information in rolling years as opposed to quarters.</p> <ul style="list-style-type: none"> <li>• ACU – Quietness has gone down.</li> <li>• Maternal Child – Communication with nurses has improved. Cleanliness has gone down however Maternal Child has been prioritized in the project to provide minor cosmetic renovations.</li> <li>• ICU – communication with nurses improved however responsiveness with staff went down.</li> <li>• Inpatient Falls – This area has improved significantly. This is due to the investment in new seat alarms that notify staff when a patient tries to get up. Cary has also hired per diem Patient Safety Monitors specifically to focus on such things as falls. Injuries from inpatient falls are at 1.03 which is below the benchmark of 1.25.</li> </ul> <p><u>2019 Initiatives:</u></p> <ul style="list-style-type: none"> <li>• Hospira Pump Training – April 2019</li> <li>• Nursing Week – May 6<sup>th</sup> – 12<sup>th</sup></li> </ul> | <p>Upon motion duly made and seconded, it was so VOTED to approve the Nursing Division Quarterly Report as presented.</p> |                    |



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

| AGENDA TOPIC  | ISSUE DISCUSSED & CONCLUSION   | PLAN OF ACTION   | PERSON RESPONSIBLE |
|---|--|--|--------------------|
| <p>b. <b>95<sup>th</sup> Anniversary Events</b></p> <p>c. <b>The Joint Commission Survey</b></p> <p>d. <b>Pines Confidentiality Agreement</b></p> | <p>Orthopedic Surgeon. References are being gathered on both candidates and offers have not been extended at this time.</p> <p>Additionally, Kris Doody continues to pursue other leads in both Pediatrics and OB/GYN.</p> <p><b>95<sup>th</sup> Anniversary Events</b> – Bill Flagg is working hard putting together events celebrating Cary’s 95<sup>th</sup> Anniversary. The largest of said events will be held at the Caribou Inn and Convention Center on September 9<sup>th</sup>. Kris extended an invitation to all Cary Board members. Once further details are finalized they will be presented to the board.</p> <p><b>The Joint Commission Survey</b> – Dr. Regen Gallagher reported that Cary’s response to the Joint Commission survey was submitted on February 4<sup>th</sup>. The Joint Commission responded to Cary with additional requirements. The final report was submitted to the Joint Commission on February 27<sup>th</sup>.</p> <p><b>Pines Confidentiality Agreement</b> – Copies of Pines Confidentiality Agreement were emailed to the Cary Board of Directors. Some members have returned their agreement. Copies were distributed at the meeting to those still needing to complete the agreement.</p>  |  |                    |
| <p><b>7. Report of Finance &amp; Personnel Committee</b></p> <p>a. <b>January Financials</b></p>  | <p>Chelsea Desrosiers provided the following updates:</p> <p><b>CMC Financials</b> – An overview was provided of the January financials for Cary Medical Center, including a review of: gross patient revenue, expenses, net loss, and accounts receivable. Chelsea will be changing the financial packet. These small changes will include an easy to follow narrative that will present the financial highlights for the month. Chelsea welcomed any suggestions for improvement as she streamlines the financial packet.</p> <ul style="list-style-type: none"> <li>• Gross revenue was approximately \$10.8 million which is on budget.</li> <li>• Total expenses were under budget by 5.6%.</li> <li>• The month ended with a net loss of \$74k compared to a budget loss of \$221k which was a positive variance.</li> <li>• Accounts receivable showed \$1.5 million in growth. This was due to a slight delay in submitting claims during the month of January. The billing department is actively working on collecting these receivables. The board will be updated on these details at the next meeting once everything evens out.</li> </ul> <p><b>PHS Financials</b> –Kris Doody provided an update on the January financials for Pines Health Services, including review of: revenue, expenses and the positive bottom-line for December and year-end.</p> | <p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance &amp; Personnel Committee as reported.</p> |                    |



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

| AGENDA TOPIC   | ISSUE DISCUSSED & CONCLUSION   | PLAN OF ACTION  | PERSON RESPONSIBLE |
|--|--|---|--------------------|
| <p><b>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</b></p> <p><b>a. Report from Board Members – PHS BOD – Dennis Marker</b></p> <p><b>Departmental Leadership – Mike Quinlan</b></p> <p><b>b. QHR Agreement</b></p> | <p>Doug Plourde provided the following updates:</p> <p><b>PHS Board of Directors Meeting</b> – Dennis Marker reported</p> <ul style="list-style-type: none"> <li>Diane Gove is the newest member of the Pines Board of Directors.</li> </ul> <p><b>Departmental Leadership Meeting</b> – Mike Quinlan reported each department leader discussed how they track performance within their department. This discussion showcased their knowledge of how their department fits into the organization as a whole. During the discussion it was noticed that each department tracks performance differently and Mike Quinlan posed the question as to whether or not a more standardized tracking method would work within the organization. Also discussed were weather factors as they apply to patient rescheduling. Leslie Anderson provided an overview of rescheduling trends and procedures as they vary per department. The updated complaint and grievance process, as was presented to the board for approval in February, was discussed with the Departmental Leadership.</p> <p><b>QHR Agreement</b> – Negotiations with QHR have been ongoing for a few months. An agreement was made approximately a month ago and is currently being review by both parties’ legal teams. The agreement made represents “either party” as opposed to one sided representation. The last item to be agreed upon was an early termination clause, at this time Cary is the only hospital working with Quorum that has such a clause. The agreement is a five year agreement, with a window at three years. With the new agreement, Kris is no longer a Quorum employee and is officially an employee of Pine Health Services. At this time both Cary and QHR have accepted their agreement and it will be reviewed one more time by the Cary Executive Committee prior to being signed effective February 1<sup>st</sup>.</p> | <p>Informational.</p> <p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to allow the Executive Committee to review and finalize the QHR Agreement.</p> |                    |
| <p><b>6. Report of CEO – Kris Doody</b></p> <p><b>a. Physician Recruitment</b></p>   | <p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p><b>Physician Recruitment</b> –</p> <ul style="list-style-type: none"> <li><b>Dr. Carlos Chavez, General Surgeon</b>, will begin full time August 1, 2019.</li> <li><b>Dr. John Nadeau, General Surgeon</b>, will begin April 1, 2019.</li> <li><b>Site Visits:</b> Other site visits included Dr. Francisco Corp, Pediatrician and Dr. Jim Davis,</li> </ul>   | <p>Informational.</p>   |                    |



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

| AGENDA TOPIC   | ISSUE DISCUSSED & CONCLUSION  | PLAN OF ACTION | PERSON RESPONSIBLE |
|--|---|----------------|--------------------|
| <p><b>Dashboard</b></p> <p><b>Patient Safety Committee Minutes</b></p> | <p><b>Patient Safety Survey Results</b> – The Patient Safety Survey Results have prompted the following initiatives to be implemented. These initiatives were chosen as areas of focus based upon a staff survey regarding safety.</p> <ul style="list-style-type: none"> <li>• <u>Daily Huddles</u>: Each team is hosting a daily huddle with their staff to discuss patient safety numbers and ensure that the staffing levels are appropriate.</li> <li>• <u>Recruitment</u>: The team has placed a renewed focus on the recruitment plan.</li> </ul> <p><b>Joint Commission Follow-up</b> – Cary’s response to the Joint Commission survey was submitted on February 4<sup>th</sup>. A large majority of the items requiring attention were due to the fact that two individuals were listed as responsible for the items, however only one person could be listed on the electronic response. These items have been delegated to one individual per item so that Cary is in compliance with the Joint Commission requirements. Another item in need of attention was related to the pavement at the emergency exits. This item will be address when the weather permits.</p> <p>The Quorum Mock Survey results are also being compiled as they are another resource that will highlight areas for improvement and growth within the organization.</p> <p><b>Quality Management Compliance Indicators</b> – Indicators reviewed included: Lab, Environment of Care, PACU and Housekeeping.</p> <p><b>Dashboard</b> – Dr. Regen Gallagher and Leslie Anderson provided the following updates on the Dashboard:</p> <ul style="list-style-type: none"> <li>• <u>Core Measures</u>: At this point in time there is nothing new to report. Everything will be closed out within another month and will be presented to the board at that time. This also applies to the Medical Staff Measures. The typos on the dashboard are being fixed.</li> <li>• <u>Departmental Quality Indicators</u>: All indicators have been completed with the exception of a few small items.</li> <li>• <u>HCAHPS</u>: The February data has not been received yet. This information will be presented at the April Cary Board of Directors meeting.</li> </ul> <p><b>Patient Safety Committee Minutes</b> – The minutes of the February 20, 2019 meeting were included in the packet for review.</p> |                |                    |



## Board of Directors

March 4, 2019

5:30 p.m.

**Present:** Doug Plourde, Chairman, Carl Soderberg, Sue White, Chris Bell, Mike Quinlan, Kevin Barnes, Dr. Carl Flynn, Matt Hunter, Dennis Marker, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO, Dr. Irene Djuanda, COS; Leslie Anderson, COO, Paula Parent, RN, CNO; Chip Holmes, QHR

**Welcome:** Doug Plourde, Chairman, Board of Directors welcomed Chip Holmes, QHR and Stev Rogeski, PHS Board Member.

**EDUCATION:** Board Self-Appraisals 2018 - Kris Doody, CEO, provided a review of the Board Self-Appraisals to those in attendance.

| AGENDA TOPIC                             | ISSUE DISCUSSED & CONCLUSION   | PLAN OF ACTION   | PERSON RESPONSIBLE |
|--|--|--|--------------------|
| <b>REGULAR MEETING</b>                   |  |  |                    |
| <b>1. Call to Order</b>                  | <p>Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:49 p.m.</p> <p>Doug Plourde, Chairman, Board of Directors welcomed Chip Holmes, QHR and Stev Rogeski, PHS Board member to the March 4, 2019 Cary Board of Directors meeting.</p>   | Informational.   |                    |
| <b>2. Review and Approval of Minutes</b> | Upon motion duly made and seconded, it was so VOTED to approve the February 11, 2019 meeting minutes as presented.   | Informational.   |                    |
| <b>3. Report of Chief of Staff</b>       | <p>Dr. Djuanda reported that the Medical Staff Executive Committee Meeting was postponed until March 5<sup>th</sup> due to inclement weather. Due to this rescheduling the Report of Chief of Staff will be presented at the April Cary Board of Directors meeting.</p> <p><b>Peer Review Quarterly Summary – 4<sup>th</sup> Q 2018</b> – The Peer Review Quarterly Summary for the 4<sup>th</sup> Quarter 2018 was also postponed due to inclement weather. The 4<sup>th</sup> Quarter Peer Review Summary will be presented at the April Cary Board of Directors meeting after it has been discussed at the March 5<sup>th</sup> Medical Staff Executive Committee Meeting.</p>  |  |                    |
| <b>4. Quality Management Committee</b>   | <p>Dr. Regen Gallagher provided the following updates from the February 20<sup>th</sup> meeting:</p> <p><b>Old Business</b> – Items reviewed were:</p> <ul style="list-style-type: none"> <li>▪ <u>CHF Grant:</u> The CHF Grant was reviewed by the committee. This grant will target CHF readmission rates and will provide the hospital with new resources to assist with the improvement of these numbers at Cary. The grant application is due on April 22<sup>nd</sup>.</li> </ul> <p><b>Utilization and Case Management</b> – Items reviewed were:</p> <ul style="list-style-type: none"> <li>▪ <u>Patient Safety:</u> Patient safety priorities were presented and reviewed by the Quality Management Committee.</li> </ul> | Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented. |                    |

**Mailing Address:**

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Caribou, Maine 04736-0605

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303 Murphy Road  
Fort Fairfield, Maine 04742



[www.arostookwaste.com](http://www.arostookwaste.com)

Phone: 207-473-7840

FAX: 207-472-1619

AROOSTOOK WASTE SOLUTIONS

Board of Director's Meeting

February 22, 2019

**MINUTES**

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

**MEMBERS PRESENT:** Stev Rogeski, Walt Elliott, Ken Murchison, Dennis Marker, Andrea Powers, Dana Fowler, Mike Chasse, Martin Puckett, Mark Goughan

**MEMBERS ABSENT:** Elizabeth Dickerson

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

1. Review and approve the minutes of the January 25, 2019 meeting

**A motion was made by Stev Rogeski; and was seconded by Mike Chasse; to approve the minutes as presented. The motion carried unanimously.**

2. Review the draft audited financial statements for the year ending December 31, 2018.

Mark explained that the draft statements were not received in time for a thorough review by Sharon and himself, so this item will be placed on the March agenda. The financial statements for December, January, and February will be available for review and approval at the March meeting.

Mark did review the monthly cash analysis as of December 31, 2018 which shows the AWS's reserves and liabilities are funded at 95.5%. However, Mark noted that as of the date of the report, AWS was owed \$186,500 from the State for grant reimbursement, which if received, would increase funding to 97.7% of all liabilities and reserves.

3. Review and approve the warrant for checks numbered 22784 through 22877

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

4. Solid Waste Director's report

Mark reported on the following:

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

PRINTED ON RECYCLED PAPER

- a. DEP Commissioner: Mark met Jerry Reid, the new Commissioner of the Maine DEP, at a recent Board of Environmental Protection meeting. Mr. Reid outlined his top three priorities for the Department; which are: Department funding, climate change, and improved relations with Maine's native tribes.
- b. MRRRA Winter Workshop: Mark made two (2) presentations regarding safety at the workshop.
- c. Star Herald "In the City" column: Mark submitted an "In the City" column on the recent changes in Presque Isle in an effort to inform and educate residents of these changes.
- d. 2019 Septage season: The seasonal job will be advertised for 3 weeks in March. Caribou Utilities District has suggested that they might be able to help with labor, but that is not a sure-thing. Bill Sealander has offered to train whomever we hire.
- e. Tonnage report format: Mark reviewed the format of the landfill tonnage reports submitted monthly with the Board packet for each landfill.

#### 5. Update on Recycling Center renovations

The insulation project is complete, and the heating system upgrades are nearly finished. As soon as the electrical upgrades for the new baler are completed, the new baler will be delivered and installed. This is currently scheduled for the week of March 11<sup>th</sup>. If all goes as planned, operations at the Presque Isle recycling center will cease on March 29<sup>th</sup>.

Major work remaining includes the additions to both buildings, which are currently being designed, with construction anticipated to occur this summer.

To-date, Mark reported that the actual costs of the recycling capital improvements are slightly higher (approximately 0.5%) than originally budgeted for the grant. However, this is including the Board-approved purchase of the more efficient baler, which was about \$23,000 higher than the original model estimated. Opportunities are being considered for remaining work on the project to bring final costs to within the budgeted \$676,000 grant award. If not, Mark reminded the Board that AWS has reserves for previously-planned recycling center building improvements that can be used to fund any difference.

#### 6. 2018 landfill and recycling trend charts.

Mark reviewed key statistics for waste and recycling trends in 2018.

#### 7. Enter into Executive Session per Title 1 MRSA, Chapter 405(6)(A) to discuss renewal of the Solid Waste Director's contract

**Upon a motion by Ken Murchison; and seconded by Stev Rogeski; the Board entered into Executive Session at 8:30 am.**

Upon returning to regular session at 8:40 am, a motion was made by Dana Fowler; and was seconded by Stev Rogeski; to renew the Solid Waste Director's contract as presented. The motion carried unanimously.

8. Schedule next meeting

The next meeting was scheduled for March 29, 2019

With no further business to discuss, the meeting was adjourned at 8:43 am.

Respectfully submitted,

Andrea Powers, Secretary

# Monthly Permit Report

March 2019

|                  | CURRENT<br>MONTH | YEAR<br>TO DATE | PRIOR DATE<br>MONTH | PRIOR YEAR<br>TO DATE |
|------------------|------------------|-----------------|---------------------|-----------------------|
| BUILDING PERMITS | 1                | 3               | 2                   | 2                     |
| HOMES            | 0                | 0               | 0                   | 0                     |
| MOBILE HOMES     | 0                | 0               | 0                   | 0                     |
| MULTI-FAMILY     | 1                | 1               | 0                   | 0                     |
| COMMERCIAL       | 0                | 2               | 0                   | 0                     |
| EXEMPT           | 0                | 0               | 0                   | 0                     |
| PLUMBING PERMITS |                  |                 |                     |                       |
| INTERNAL         | 1                | 1               | 2                   | 3                     |
| EXTERNAL         | 0                | 0               | 0                   | 0                     |
| DEMO PERMITS     | 2                | 2               | 2                   | 3                     |
| SIGN PERMITS     | 0                | 3               | 0                   | 0                     |

Year-to-Date is     January 2019                     to                     March 2019



# Caribou Public Library

## DIRECTOR'S REPORT

To: Mayor and City Councilors  
Dennis Marker, City Manager  
From: Hope Rumpca, Library Director  
Date: April 1, 2019

Dear Honorable Mayor, City Councilors and Mr. Marker,

Happy, Happy SPRING!!! Aren't you excited to see some GREEN? We have some adorable little shoots coming up around the snow in our front garden here at the library. I admire them every time I walk by; they are so resilient. They remind me that, while I thoroughly enjoy the winter, I love spring as well.

March was an AWESOME month at the library! Can you say busy, busy, busy? We certainly could and did! Circulation was back up and program participation was STELLAR! Our Limerick Contest had 16 participants. Congratulations to Roy Cyr (Elementary), Connor Albers (6<sup>th</sup>-12<sup>th</sup>) and Larry Bubar (Adult) for winning our 2<sup>nd</sup> annual Limerick Contest! Copies of the participants' limericks are available at the circulation desk.

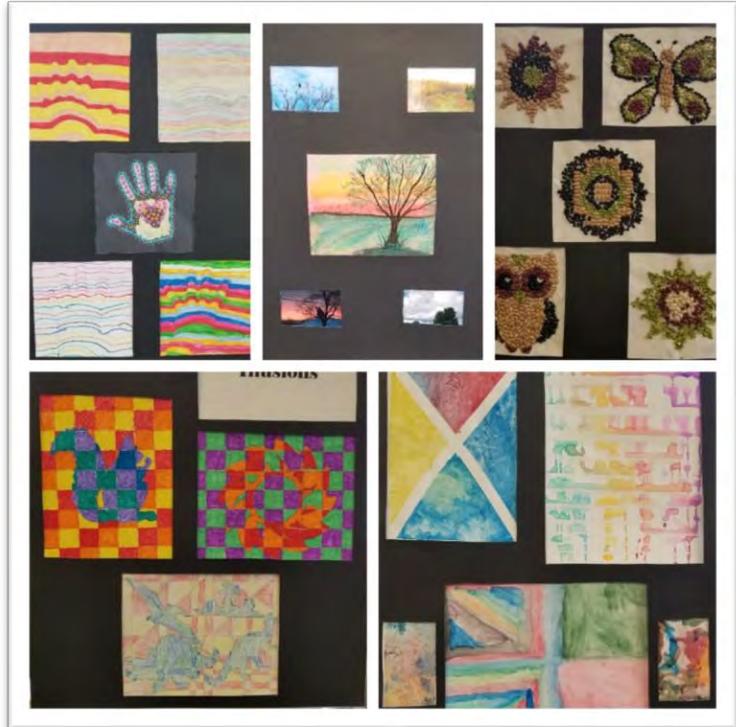
The library hosted 4 classes of Teague Park First Graders in March. All of them were well-behaved and super excited to learn about their library. Miss Erin gave them all the grand tour, upstairs, downstairs and all through the library, ending in the Children's Room for an exciting story! All left with smiles on their faces and excitement twinkling in their eyes! Their excitement was contagious - we loved having them! We have already seen a few of them back in with their parents requesting library cards!

The library was privileged to host some of the amazing art made by the clients of AMHC's Center for Integrated Neuro-Rehab. Their displays were simply GORGEOUS and helped spread the word about National Brain Injury Awareness Month. These collaborations are simply the BEST! I especially enjoyed meeting some of the artists and learning from them how touched they were that their artwork would be displayed for everyone to see. It certainly sparked many conversations within the library as patrons and visitors alike viewed the incredible art.

On March 20<sup>th</sup> we were notified that the library has been awarded a \$1,000 grant from the Rose and Samuel Rudman Library Trust at the recommendation of the Maine Community Foundation Advisory Committee. This grant is to be used to update our audiobook collection. We are super excited to be awarded this grant and have already begun preparing our "to buy" list! Most of our audiobooks were purchased in 2008 so this will be a big update! We have seen

a marked increase in the circulation of audiobooks over the past year. We are so pleased to be able to update our current collection and continue working with our patrons' requests.

April promises to be just as busy as March! April is National Poetry month and we are hosting our 2<sup>nd</sup> annual Poetry Slam! We have a Poetry Workshop taught by author and poet, Wendy Koenig. We are offering 3 computer classes – Internet Safety, Advanced Excel and Beginning Word. Our STEM programming is back with a Bugs & Butterflies class. All our monthly programs continue – 2 early literacy story times for 0-2's and 2-5's, a general story time, multiple book groups for all ages, hand crafting, gaming, our Rose Acres senior outreach, daycare deliveries, the BREATHE writer's group, POP Pilates on Saturdays and a new Civil Discourse Club has formed to stretch your intellect! Did I mention we are busy? We are, and we are THRILLED! As always, happy reading!  
~Hope



The AMAZING artwork of the clients of AMHC's Center for Integrated Neuro-Rehab!



Winners of the 2<sup>nd</sup> annual Limerick Contest  
Roy Cyr, Connor Albers & Larry Bubar



Our own Miss Erin helping little ones celebrate Dr Seuss' 115<sup>th</sup> birthday!

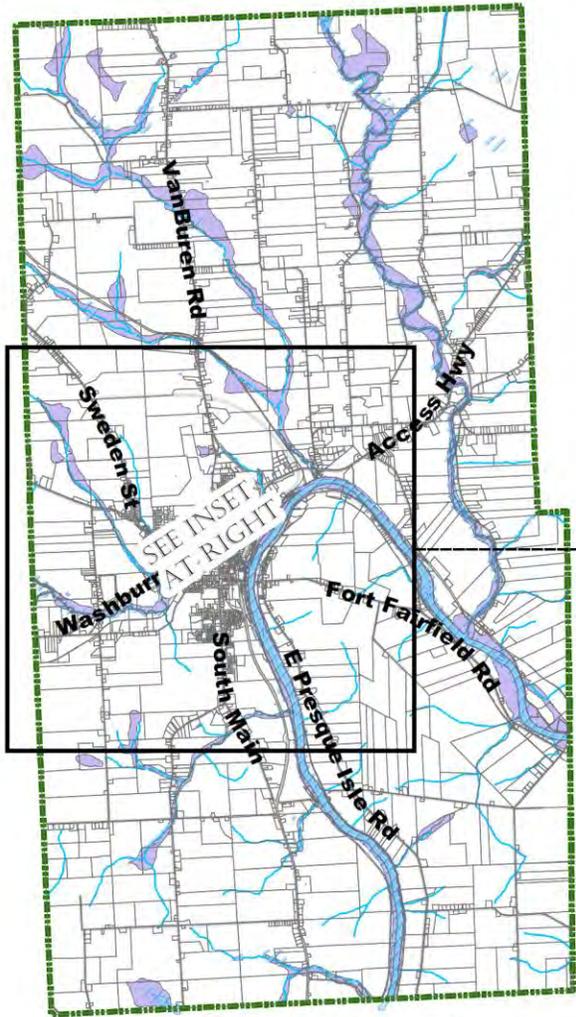
| <b>MONTHLY STATISTICAL COMPARISON FOR CIRCULATION</b> |                     |                     |                     |                     |                     |                      |                     |                     |                     |                     |                     |                     |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>MATERIAL TYPE</b>                                  | <b>APR<br/>2018</b> | <b>MAY<br/>2018</b> | <b>JUN<br/>2018</b> | <b>JUL<br/>2018</b> | <b>AUG<br/>2018</b> | <b>SEPT<br/>2018</b> | <b>OCT<br/>2018</b> | <b>NOV<br/>2018</b> | <b>DEC<br/>2018</b> | <b>JAN<br/>2019</b> | <b>FEB<br/>2019</b> | <b>MAR<br/>2019</b> |
| Adult books   | 827                 | 483                 | 703                 | 1,151               | 1,194               | 813                  | 721                 | 809                 | 663                 | 829                 | 630                 | 779                 |
| Juvenile books  | 1,213               | 856                 | 1,071               | 725                 | 1,146               | 1,209                | 1,335               | 946                 | 747                 | 1,299               | 690                 | 1,085               |
| Teen/YA books   | 130                 | 97                  | 106                 | 98                  | 89                  | 67                   | 72                  | 73                  | 61                  | 60                  | 69                  | 103                 |
| DVDs  | 390                 | 492                 | 372                 | 460                 | 430                 | 381                  | 487                 | 463                 | 328                 | 394                 | 360                 | 374                 |
| eBooks/Audiobooks                                     | 94                  | 161                 | 141                 | 88                  | 162                 | 143                  | 143                 | 177                 | 159                 | 171                 | 156                 | 206                 |
| Magazines   | 62                  | 55                  | 56                  | 57                  | 68                  | 49                   | 78                  | 78                  | 79                  | 94                  | 66                  | 91                  |
| Interlibrary loans                                    | 42                  | 48                  | 52                  | 50                  | 77                  | 65                   | 58                  | 41                  | 67                  | 77                  | 55                  | 90                  |
| <b>TOTAL NUMBERS</b>                                  | <b>2,758</b>        | <b>2,192</b>        | <b>2,501</b>        | <b>2,629</b>        | <b>3,166</b>        | <b>2,727</b>         | <b>2,894</b>        | <b>2,587</b>        | <b>2,104</b>        | <b>2,924</b>        | <b>2,026</b>        | <b>2,728</b>        |

| <b>OVERALL MONTHLY STATISTICAL COMPARISON</b> |                     |                     |                     |                     |                     |                      |                     |                     |                     |                     |                     |                     |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>MATERIAL TYPE</b>                          | <b>APR<br/>2018</b> | <b>MAY<br/>2018</b> | <b>JUN<br/>2018</b> | <b>JUL<br/>2018</b> | <b>AUG<br/>2018</b> | <b>SEPT<br/>2018</b> | <b>OCT<br/>2018</b> | <b>NOV<br/>2018</b> | <b>DEC<br/>2018</b> | <b>JAN<br/>2019</b> | <b>FEB<br/>2019</b> | <b>MAR<br/>2019</b> |
| <b>Circulation</b>                            | 2,758               | 2,192               | 2,501               | 2,629               | 3,166               | 2,727                | 2,894               | 2,587               | 2,104               | 2,924               | 2,026               | 2,728               |
| <b>Library Visitors</b>                       | 6,479               | 6,721               | 6,756               | 7,055               | 7,049               | 6,049                | 7,051               | 6,121               | 5,091               | 5,411               | 4,652               | 6,186               |
| <b>Wi-Fi access</b>                           | 5,837               | 7,257               | 5,566               | 6,539               | 8,699               | 6,661                | 7,787               | 6,350               | 5,024               | 4,862               | 4,049               | 4,696               |
| <b>Books added</b>                            | 162                 | 224                 | 226                 | 115                 | 193                 | 181                  | 186                 | 126                 | 249                 | 179                 | 196                 | 100                 |
| <b>Books withdrawn</b>                        | 114                 | 35                  | 1,654               | 616                 | 69                  | 357                  | 257                 | 57                  | 144                 | 229                 | 18                  | 355                 |
| <b>Program Participation</b>                  | 258                 | 228                 | 286                 | 254                 | 184                 | 237                  | 377                 | 243                 | 200                 | 209                 | 223                 | 403                 |
| <b>New registered patrons</b>                 | 30                  | 22                  | 42                  | 26                  | 33                  | 39                   | 21                  | 20                  | 12                  | 14                  | 10                  | 26                  |
| <b>Archives (# of users)</b>                  | 42                  | 34                  | 38                  | 39                  | 64                  | 45                   | 32                  | 34                  | 24                  | 41                  | 35                  | 45                  |

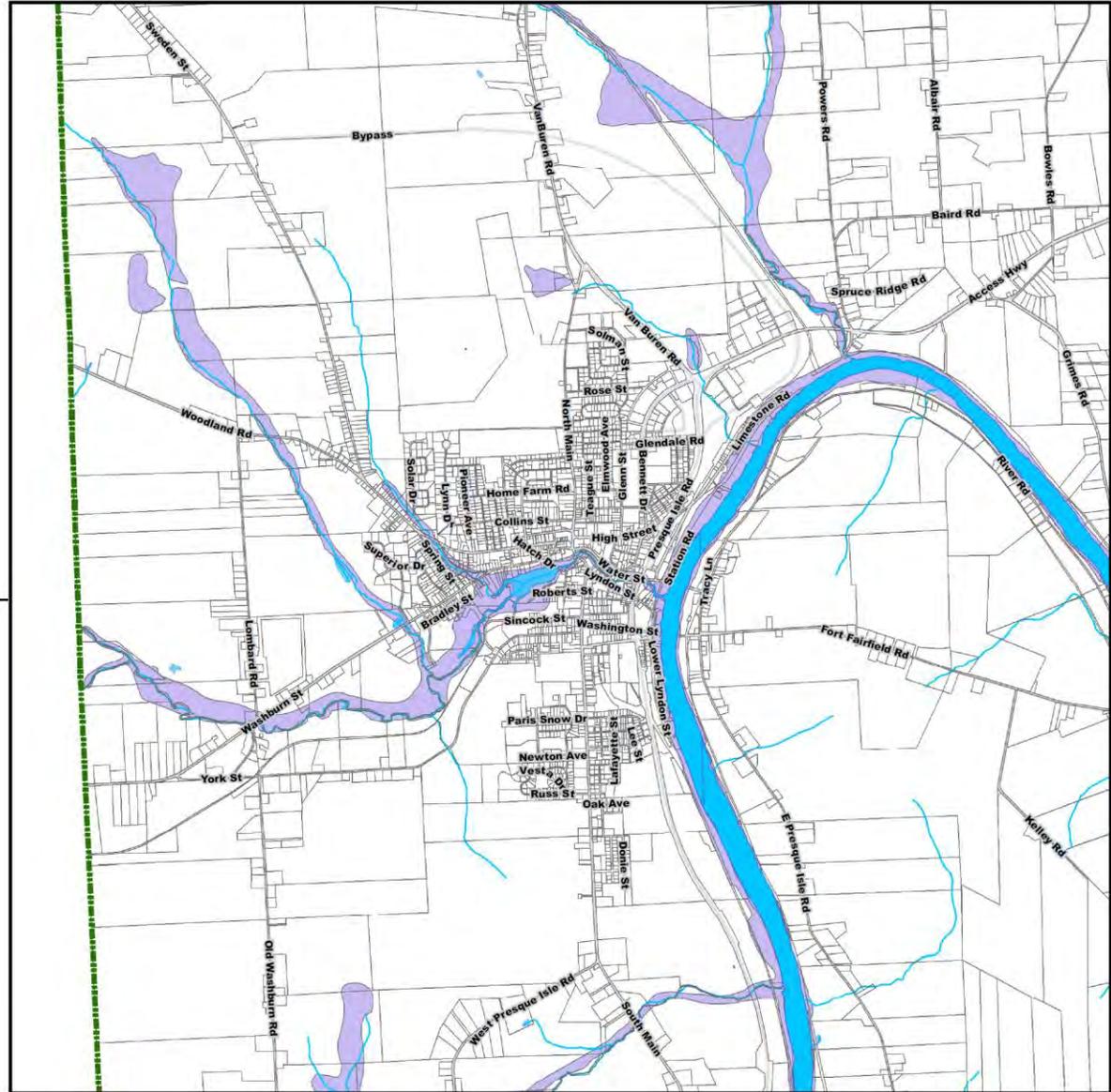
| <b>YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON</b> |            |            |            |            |            |            |            |            |             |            |            |            |              |
|--|------------|------------|------------|------------|------------|------------|------------|------------|-------------|------------|------------|------------|--------------|
| <b>Year</b>  | <b>JAN</b> | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>JUL</b> | <b>AUG</b> | <b>SEPT</b> | <b>OCT</b> | <b>NOV</b> | <b>DEC</b> | <b>TOTAL</b> |
| 2017   | 1,429      | 1,647      | 2,165      | 1,671      | 1,782      | 2,053      | 2,086      | 2,225      | 1,995       | 2,335      | 2,284      | 2,094      | 23,766       |
| 2018   | 1,789      | 1,755      | 2,396      | 2,758      | 2,192      | 2,501      | 2,629      | 3,166      | 2,727       | 2,894      | 2,587      | 2,104      | 29,498       |
| 2019   | 2,924      | 2,026      | 2,728      |            |            |            |            |            |             |            |            |            | 7,678        |



# Caribou City Flood Plain Map



SEE INSET  
AT RIGHT



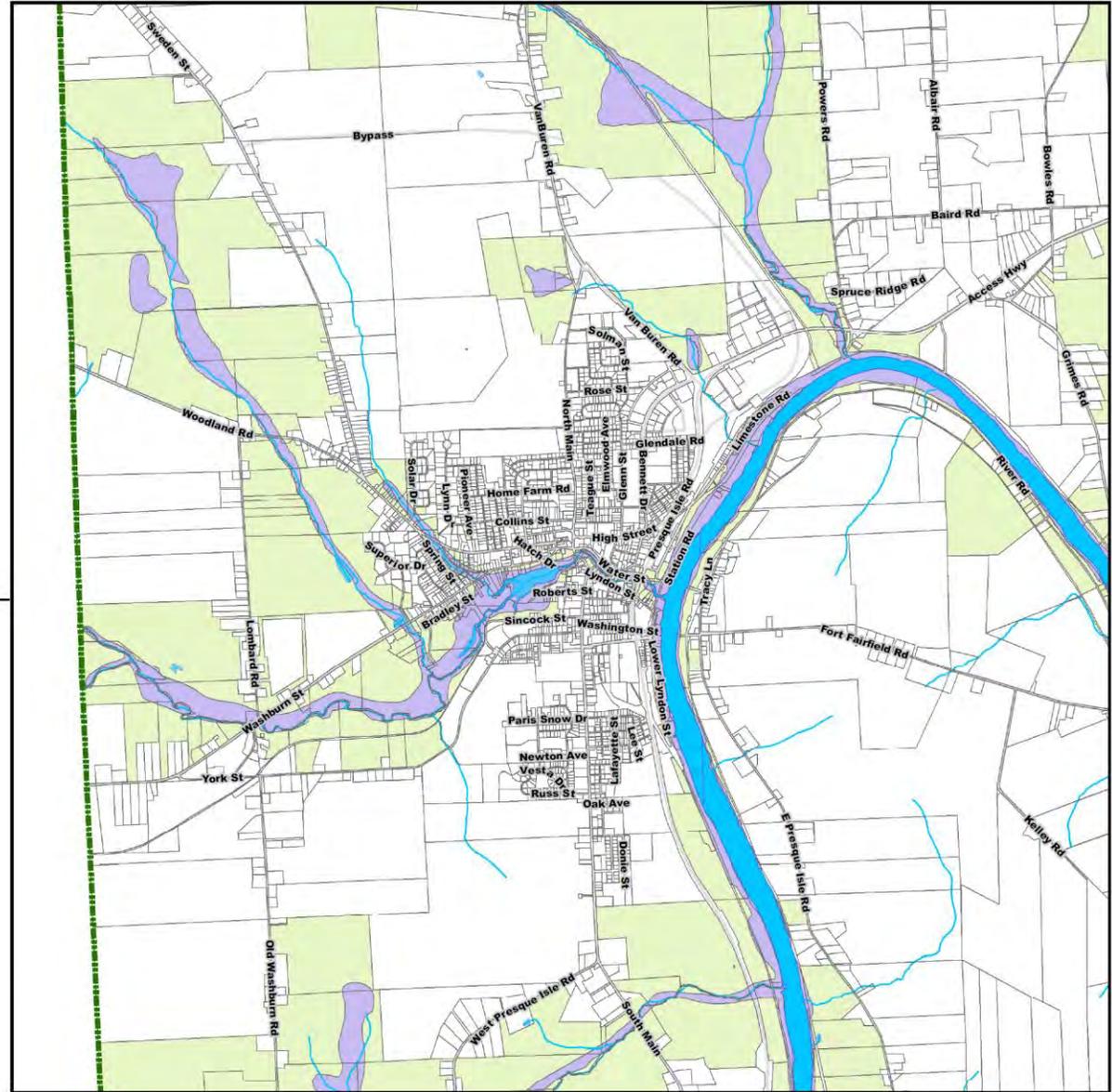
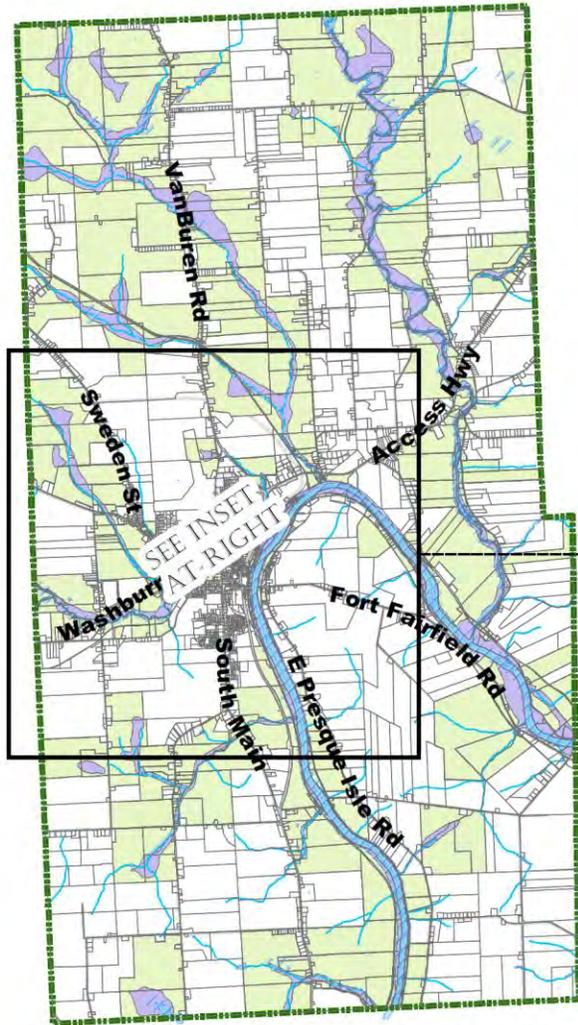
### Legend

- Township Boundaries
- Caribou Rivers
- ponds
- Parcel Boundaries
- CaribouHydro24N
- FloodPlains

Produced: March 14, 2019 by Caribou City Planning & Zoning  
 Data: All data derived from Caribou GIS digital tax maps.  
 Software: ESRI ArcMap 10.1  
 Hardware: HP ProBook, Intel(R) Core(TM) i5-7200 CPU @ 2.5GHz with 12GB RAM  
 This map is for general reference purposes only. No warranty of data or representations of such relative to real world conditions is given. Any questions or disputes about the information conveyed on this map should be addressed to the Caribou City Planning and Zoning offices located at 25 High Street, Caribou, ME 04730.

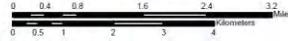


# Caribou City Flood Plain Map



### Legend

- Township Boundaries
- Caribou Rivers
- ponds
- Parcel Boundaries
- CaribouHydro24N
- FloodPlains
- FloodPlainParcels



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