

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on Monday, **October 19, 2020** in the Council Chambers located at 25 High Street, at **6:00 pm**.



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

1. **Roll Call**
2. **Invocation / Inspirational Thought**
3. **Pledge of Allegiance**
4. **Public Forum** - Comments can be submitted to the Clerk's Office (dbrissette@cariboumaine.org) prior to 5:30 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record.
5. **City Council Minutes**
6. **Reports of Officers, Boards and Standing Committees**
 - a. Financials – September Financial Report Pgs 58-81
 - b. Budget Forum for 2021 Budget Items Pgs 2- 29
 - i. Nylander Museum Operations and Capital Proposals Pgs 30 - 31
 - ii. Library Operations and Capital Proposals Pgs 32- 34
 - iii. Public Works Operations and Capital Proposals Pgs 35- 39
 - iv. Recreation Operations and Capital Proposals Pgs 40- 43
 - v. Parks Operations and Capital Proposals Pgs 44- 45
 - vi. Snow Trail Maintenance Operations Pgs 46
 - c. City Manager's Report Pgs 47- 49
7. **Bid Award, Recognitions & Appointments**
 - a. Fire Station Structural Repair Bid Pgs 50-51
 - b. Award of Bid for Tax Acquired Property located at 137 Washburn Rd Pg 52
 - c. Appointment of Façade Improvement Review Committee Members Pg 53
8. **Public Hearing & Adoption of Ordinances and Resolutions**
 - a. Ordinance No.5, 2020 Series, Amending General Assistance Rates for 2020-21. Pgs 82-85
9. **New Business**
 - a. Sale of Tax Acquired Property located on the Presque Isle Road (Map 2 Lot 36) Pg 54
 - b. 2021 Contract for Animal Services Pgs 55-57
 - c. Community Broadband Solutions
10. **Reports and Discussion by Mayor and Council Members**
11. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Executive Session to discuss Real Estate issues surrounding the Airport per §405.6.C.
12. **Next Meeting(s):** November 2, 16, 30, December 7
13. **Adjournment**

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-500.00	280,499.99	0.00	54,307,406.96	54,587,906.95	0.00
Assets	9,691,968.55	9,842,342.30	-712,996.53	25,944,026.21	23,188,362.35	12,598,006.16
101-00 CASH (BANK OF MAINE)	4,324,340.92	4,168,345.82	3,520,764.15	13,723,243.19	11,530,480.67	6,361,108.34
102-00 RECREATION ACCOUNTS	34,080.26	37,575.67	0.00	0.00	0.00	37,575.67
103-00 NYLANDER CHECKING	918.25	918.33	-0.96	0.50	3.00	915.83
110-00 SECTION 125 CHECKING FSA	11,520.34	11,592.16	-665.09	15,957.58	9,876.97	17,672.77
110-05 2019 SECTION 125 CHECKING HRA	40,997.95	33,709.93	0.00	0.00	33,709.93	0.00
110-06 2020 SECTION 125 CHECKING HRA	0.00	0.00	-4,770.30	128,409.98	43,808.18	84,601.80
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	236,050.71	236,316.64	528.66	2,364.59	0.00	238,681.23
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	23,423.16	8,095.48	5,715.83	108,069.50	109,145.42	7,019.56
124-00 GAS INVENTORY	12,096.46	18,924.37	-4,752.45	29,180.00	48,092.76	11.61
125-00 ACCOUNTS RECEIVABLE	11,542.86	312,687.74	-10,905.61	480,153.79	695,029.89	97,811.64
126-00 SWEETSOFT RECEIVABLES	572,816.11	572,816.11	15,292.28	1,070,303.26	1,144,992.37	498,127.00
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	60,115.83	60,115.83	0.00	0.00	0.00	60,115.83
180-00 DR. CARY CEMETERY INVESTMENT	1,133.48	1,134.37	0.72	2.29	0.00	1,136.66
181-00 HAMILTON LIBRARY TR. INVEST	1,782.30	1,793.95	11.87	35.15	0.00	1,829.10
182-00 KNOX LIBRARY INVESTMENT	9,981.69	10,037.11	36.23	128.54	0.00	10,165.65
183-00 CLARA PIPER MEM INV	670.69	671.20	0.42	1.34	0.00	672.54
184-00 JACK ROTH LIBRARY INVEST	23,378.83	23,531.85	134.16	397.34	0.00	23,929.19
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	11.37	61.83	0.00	7,527.27
187-00 DOROTHY COOPER MEM INV	56,071.50	56,386.81	134.21	727.24	0.00	57,114.05
189-00 MARGARET SHAW LIBRARY INV	12,966.75	12,991.28	24.67	73.35	0.00	13,064.63
190-00 GORDON ROBERTSON MEM INV	11,483.26	11,496.29	11.87	37.69	0.00	11,533.98
191-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	6.32	26.40	0.00	6,180.11
192-00 G. HARMON MEM INV	6,766.50	6,774.18	5.13	18.93	0.00	6,793.11
193-00 BARBARA BREWER FUND	5,508.63	5,519.14	9.34	30.02	0.00	5,549.16
194-00 RODERICK LIVING TRUST	16,426.59	16,445.49	14.41	47.05	0.00	16,492.54
196-00 PHILIP TURNER LIBRARY INV	8,937.76	8,981.97	46.97	139.18	0.00	9,121.15
198-00 TAX ACQUIRED PROPERTY	190,534.26	178,908.40	-1,761.66	0.00	51,466.46	127,441.94
198-15 TAX ACQUIRED PROPERTY 2015	0.00	0.00	0.00	371.78	371.78	0.00
198-16 TAX ACQUIRED PROPERTY 2016	-1,614.45	0.00	0.00	1,847.32	1,847.32	0.00
198-17 TAX ACQUIRED PROPERTY 2017	-3,197.11	0.00	0.00	17,883.39	17,883.39	0.00
198-18 TAX ACQUIRED PROPERTY 2018	-4,197.27	0.00	0.00	16,594.74	16,594.74	0.00
198-19 TAX ACQUIRED PROPERTY 2019	-2,617.03	0.00	0.00	28,303.74	28,303.74	0.00
198-20 TAX ACQUIRED PROPERTY 2020	0.00	0.00	0.00	852.51	852.51	0.00
200-18 2018 TAX RECEIVABLE	528.51	528.51	-528.51	0.00	528.51	0.00
200-19 2019 TAX RECEIVABLE	829,395.74	829,395.74	0.00	1,770.65	831,166.39	0.00
200-20 2020 TAX RECEIVABLE	-31,838.04	-31,838.04	-4,050,336.71	7,781,034.52	6,169,909.49	1,579,286.99
200-21 2021 TAX RECEIVABLE	0.00	0.00	-16,608.65	1,935.85	32,347.12	-30,411.27
200-22 2022 TAX RECEIVABLE	0.00	0.00	137.37	137.37	137.37	0.00
205-16 2016 LIENS RECEIVABLE	214.01	214.01	0.00	0.00	0.00	214.01
205-17 2017 LIENS RECEIVABLE	1,304.94	1,304.94	0.00	0.00	0.00	1,304.94
205-18 2018 LIENS RECEIVABLE	155,458.65	155,458.65	-6,859.17	3,009.48	104,742.23	53,725.90
205-19 2019 LIENS RECEIVABLE	0.00	0.00	-7,646.05	338,743.09	156,494.28	182,248.81
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	0.00	621.78
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	0.00	0.00	0.00	869.22
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61
210-13 2013 PP TAX RECEIVABLE	5,467.93	5,467.93	0.00	0.00	0.00	5,467.93
210-14 2014 PP TAX RECEIVABLE	13,691.27	13,691.27	0.00	0.00	0.00	13,691.27

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	10,836.28	10,836.28	-87.20	0.00	201.70	10,634.58
210-17 2017 PP TAX RECEIVABLE	11,852.12	11,852.12	0.00	0.00	478.89	11,373.23
210-18 2018 PP TAX RECEIVABLE	17,932.81	17,932.81	-99.37	0.00	5,220.88	12,711.93
210-19 2019 PP TAX RECEIVABLE	35,335.69	35,335.69	-4,585.01	0.00	18,597.81	16,737.88
210-20 2020 PP TAX RECEIVABLE	-5.50	-5.50	-144,634.53	313,402.01	238,256.83	75,139.68
302-00 COURT ORDER	0.00	0.00	0.00	422.88	422.88	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	281,365.06	281,365.06	0.00
304-00 FICA W/H	0.00	0.00	0.00	388,211.62	388,193.36	18.26
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	90,792.59	90,788.32	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	122,720.07	122,720.07	0.00
307-00 M.S.R.S. W/H	88.95	88.95	0.00	104,910.01	104,910.01	88.95
307-01 MSRS EMPLOYER	-152.35	-152.35	-0.04	88,814.34	88,814.41	-152.42
308-00 AFLAC INSURANCE	-1.92	0.00	-0.15	6,451.34	6,452.62	-1.28
309-00 DHS WITHHOLDING	0.00	0.00	0.00	3,078.00	3,078.00	0.00
312-00 HEALTH INS. W/H	-26,826.38	-26,388.41	305.40	205,710.50	204,611.02	-25,288.93
314-00 UNITED WAY W/H	0.00	0.00	0.00	117.00	117.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	7,938.00	7,938.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,476.60	2,476.60	0.00
317-00 PW UNION INS	0.00	0.00	0.00	189.94	189.94	0.00
318-00 MMA INCOME PROTECTION	-7,060.68	-7,008.66	365.53	28,971.43	28,918.21	-6,955.44
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	21,722.09	21,722.09	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	124,175.86	124,175.86	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	27,781.83	27,781.83	0.00
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	600.00	600.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	8,084.40	8,084.40	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,534.63	-1,500.55	17.06	7,204.91	7,693.42	-1,989.06
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,170.00	1,170.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	32,986.02	32,986.02	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	7,403.33	7,403.33	0.00
329-00 SALES TAX COLLECTED	-3.73	-3.73	-18.25	5.47	19.99	-18.25
330-00 VEHICLE REG FEE (ST. OF ME)	-4,009.00	-1,849.00	-2,878.50	197,783.00	213,311.00	-17,377.00
331-00 BOAT REG FEE INLAND FISHERIES	-49.00	0.00	553.25	14,806.85	14,901.10	-94.25
332-00 SNOWMOBILE REG (F&W)	-7,343.00	0.00	0.00	15,784.92	15,784.92	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	1,695.70	32,780.40	33,932.26	-1,151.86
335-00 PLUMBING PERMITS (ST. OF ME)	-2,461.25	-123.85	-372.50	37.50	1,127.50	-1,213.85
336-00 CONCEALED WEAPON PERMIT	-125.00	55.00	0.00	510.00	710.00	-145.00
338-00 CONNOR EXCISE TAX	0.00	0.00	-104.24	40,202.51	40,306.75	-104.24
339-00 CONNOR BOAT EXCISE	0.00	0.00	0.00	87.80	82.00	5.80
340-00 DOG LICENSES (ST. OF ME)	-1,381.00	0.00	6.00	2,084.00	2,084.00	0.00
341-00 FISHING LICENSES (ST. OF ME)	-589.00	0.00	121.00	3,111.00	3,159.00	-48.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,914.75	0.00	-1,316.50	3,199.75	4,735.75	-1,536.00
347-00 NEPBA UNION PD	0.00	0.00	-15.00	5,040.00	5,055.00	-15.00
Liabilities	7,311,519.07	7,537,228.64	-453,003.09	5,399,391.01	7,075,227.50	9,213,065.13
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,311,519.07	7,537,228.64	-453,003.09	5,399,391.01	7,075,227.50	9,213,065.13
352-00 NYLANDER MUSEUM RESERVE	14,185.99	14,185.99	0.00	0.00	0.00	14,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	236,050.71	236,316.64	528.66	0.00	2,364.59	238,681.23
365-01 COMMUNITY POOL IMPROVEMENT	126,655.52	126,655.52	0.00	23,800.00	0.00	102,855.52
365-02 REC CENTER IMPROVEMENTS	18,857.48	18,857.48	-971.00	18,878.44	6,375.00	6,354.04

General Ledger Summary Report

Fund(s): ALL

September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00
365-04 RAILS TO TRAILS PROGRAM	20,693.11	20,570.30	0.00	2,668.88	0.00	17,901.42
365-05 PARK IMPROVEMENT RESERVE	42,430.39	42,430.39	979.91	3,960.00	6,448.91	44,919.30
365-07 REC/PARKS COMPUTER RESERVE	0.00	0.00	-1,804.00	1,804.00	1,200.00	-604.00
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	22,595.44	22,595.44	0.00	0.00	0.00	22,595.44
365-11 TRAIL MAINTENANCE RESERVE	3,066.11	3,066.11	0.00	2,907.00	2,907.00	3,066.11
365-12 CRX/TOS RESERVE	1,156.62	156.62	-2.67	1,077.62	5,657.30	4,736.30
365-13 RECREATION - COLLINS POND	20,921.50	20,921.50	0.00	0.00	0.00	20,921.50
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	500.00	0.00	500.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	0.14	0.14	0.00	0.00	0.00	0.14
365-20 SKI TRAIL PROGRAM	1,320.29	1,320.29	0.00	0.00	84.00	1,404.29
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	9,649.50	9,649.50	0.00	1,219.65	925.00	9,354.85
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-00 ASSESSMENT RESERVE	-205.00	-205.00	0.00	0.00	0.00	-205.00
366-01 LIBRARY BUILDING RESERVE	32,995.14	32,995.14	0.00	0.00	0.00	32,995.14
366-02 LIBRARY MEMORIAL FUND	27,114.58	27,114.58	4,124.79	1,014.46	7,782.00	33,882.12
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-00 FIRE EQUIPMENT RESERVE	0.00	0.00	0.00	145.00	145.00	0.00
367-01 POLICE DONATED FUNDS	26,592.67	26,094.07	-570.36	9,930.99	8,050.00	24,213.08
367-02 POLICE DEPT EQUIPMENT	42,484.72	42,484.72	2,849.89	2,464.75	11,382.63	51,402.60
367-03 POLICE CAR RESERVE	19,153.56	23,578.56	0.00	9,958.49	46,760.05	60,380.12
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,112.63	16,112.63	980.39	1,674.29	2,339.79	16,778.13
367-06 PD COMPUTER RESERVE	17,039.56	17,039.56	0.00	1,817.34	0.00	15,222.22
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,372.49	43,372.49	0.00	0.00	1,000.00	44,372.49
367-09 NEW POLICE STATION	-653.80	-653.80	-8,180.00	26,457.52	0.00	-27,111.32
367-10 POLICE OFFICER RECRUITMENT RES	0.00	0.00	0.00	0.00	54,000.00	54,000.00
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	0.00	116,999.60	0.00	-115,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	0.00	0.00	5,006.25
368-03 FIRE DEPT FOAM RESERVE	2,922.50	2,922.50	0.00	1,479.00	0.00	1,443.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	4,164.90	4,164.90	0.00	0.00	0.00	4,164.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	6,499.00	6,499.00	0.00	3,342.95	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	73,015.00	73,015.00	0.00	26,734.00	165,999.99	212,280.99
369-01 AMBULANCE SMALL EQUIP RESERVE	14,150.32	14,150.32	0.00	0.00	0.00	14,150.32
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	73,594.44	73,594.44	0.00	7,712.77	30,000.00	95,881.67
370-03 PW EQUIPMENT RESERVE	97,063.37	84,263.37	189.57	118,952.07	169,141.64	134,452.94
370-04 STREETS/ROADS RECONSTRUCTION	85,143.61	200,143.61	0.00	343,447.26	0.00	-143,303.65
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-80,191.69	-77,173.67	662.07	1,992.48	9,539.69	-69,626.46
370-07 PW BUILDING RESERVE	73,566.72	73,566.72	0.00	0.00	1,600.00	75,166.72
370-09 RIVER ROAD RESERVE	-56,075.75	-56,075.75	-9,606.00	9,606.00	0.00	-65,681.75

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
370-10 AIRPORT FUEL TANK RESERVE	0.00	0.00	0.00	0.00	1,992.48	1,992.48
371-01 ASSESSMENT REVALUATION RESERV	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	755.00	0.00	445.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	-216.91	-216.91	0.00	0.00	0.00	-216.91
372-01 AIRPORT RESERVE	78,503.24	78,503.24	0.00	3,740.00	0.00	74,763.24
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	0.00	0.00	1,010.00
372-05 AIRPORT FAA LEASE PAYMENT HAN	10,885.00	0.00	0.00	350.00	350.00	0.00
373-01 GEN GOVT COMPUTER RESERVE	5,473.97	5,473.97	0.00	1,256.00	1,800.00	6,017.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	1,755.00	0.00	-1,727.60
373-03 MUNICIPAL BUILDING RESERVE	48,460.46	48,460.46	-10,042.00	23,042.00	5,000.00	30,418.46
373-04 VITAL RECORDS RESTORATION	776.50	776.50	0.00	0.00	0.00	776.50
373-05 BIO-MASS BOILERS	1,037.51	1,037.51	0.00	105,843.00	105,843.00	1,037.51
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	36,313.12	36,313.12	0.00	0.00	2,123.11	38,436.23
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-11 NASIFF CLEAN UP	2,767.55	-8,951.75	-9,953.40	11,393.40	12,272.60	-8,072.55
373-12 NBRC BIRDS EYE	20,451.12	-37,298.88	0.00	10,000.00	0.00	-47,298.88
373-17 LADDER ENGINE TRUCK 2016	-199.20	-199.20	0.00	0.00	116,900.00	116,700.80
373-18 2019 HRA RESERVE	40,997.95	33,709.93	0.00	33,709.93	0.00	0.00
373-19 2020 HRA RESERVE	0.00	0.00	-4,770.30	43,808.18	128,409.98	84,601.80
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	0.00	0.00	-27,211.16	27,211.16	75,000.00	47,788.84
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	12,801.32	13,257.71	0.00	3,936.41	1,235.88	10,557.18
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	26,000.00	36,415.42
380-01 CAPTS CDBG	0.00	0.00	0.00	4,211.00	0.00	-4,211.00
380-02 CDBG PORVAIR	0.00	0.00	0.00	170,435.32	170,436.00	0.68
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	8,385.33	8,385.33	0.00	4,709.92	8,897.19	12,572.60
388-00 HILLTOP TIF	10,327.60	10,327.60	0.00	9,958.71	21,383.40	21,752.29
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	34,080.26	37,575.67	0.00	0.00	0.00	37,575.67
399-00 PARKING LOT MAINTENANCE RES	109,466.90	109,466.90	0.00	22,195.00	0.00	87,271.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	354,916.21	360,961.54	0.00	0.00	0.00	360,961.54
406-00 TRAILER PARK RESERVE	51,064.87	49,354.77	0.00	0.00	0.00	49,354.77
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	527,974.50	527,976.63
415-00 LIONS COMMUNITY CENTER RESERV	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	132,560.19	132,560.19	0.00	58,542.16	44,296.22	118,314.25
419-00 DUE FROM CDC (1280)	60,115.83	60,115.83	0.00	0.00	0.00	60,115.83
421-00 DEFERRED TAX REVENUE	1,113,076.45	1,100,860.53	0.00	0.00	0.00	1,100,860.53
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	11.37	0.00	61.83	7,527.27
423-00 DR. CARY CEMETERY TRUST FUND	1,133.48	1,134.37	0.72	29.95	2.29	1,106.71
424-00 HAMILTON LIBRARY TRUST FUND	1,782.30	1,793.95	11.87	0.00	35.15	1,829.10
425-00 KNOX LIBRARY MEMORIAL FUND	9,981.69	10,037.11	36.23	0.00	128.54	10,165.65
426-00 CLARA PIPER MEM FUND	670.69	671.20	0.42	0.00	1.34	672.54
427-00 JACK ROTH LIBRARY MEM FUND	23,378.83	23,531.85	-373.16	2,494.36	416.53	21,454.02
429-00 BARBARA BREWER FUND	5,508.63	5,519.14	9.34	0.00	30.02	5,549.16
430-00 D. COOPER MEM FUND	56,071.50	56,386.81	134.21	4,000.00	727.24	53,114.05
432-00 MARGARET SHAW LIBRARY MEMORI	12,966.75	12,991.28	24.67	0.00	73.35	13,064.63
433-00 GORDON ROBERTSON MEM FUND	11,483.26	11,496.29	11.87	0.00	37.69	11,533.98

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
434-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	6.32	0.00	26.40	6,180.11
435-00 RODERICK LIVING TRUST	16,426.59	16,445.49	14.41	0.00	47.05	16,492.54
436-00 AMBULANCE REIMBURSEMENT	13,501.15	13,245.42	-590.00	6,947.26	8,296.29	14,594.45
437-00 DEFERRED AMBULANCE REVENUE	564,626.28	572,816.11	0.00	0.00	0.00	572,816.11
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,937.76	8,981.97	46.97	0.00	139.18	9,121.15
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	0.00	181,505.76	0.00	278,270.66	537,245.00	440,480.10
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-988.84	-988.84	0.00	0.00	0.00	-988.84
461-00 CRAFT FAIR	11,121.72	10,798.87	-262.00	1,526.92	126.00	9,397.95
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	0.00	0.00	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	-241.36	-241.36	0.00	0.00	0.00	-241.36
465-01 STORY OF CARIBOU	0.00	0.00	0.00	0.00	7,500.00	7,500.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-39,297.79	-39,437.73	0.00	250.00	1,000.00	-38,687.73
469-00 DENTAL INSURANCE	2,250.76	2,250.76	-217.65	13,794.12	13,912.86	2,369.50
470-00 EYE INSURANCE	627.23	627.23	-12.27	2,483.43	2,478.89	622.69
471-00 RC2 TIF	33,526.63	26,651.63	0.00	0.00	46,561.06	73,212.69
472-00 ANIMAL WELFARE	7,870.21	7,924.21	0.00	100.00	3,035.00	10,859.21
477-00 LED STREET LIGHTS	63,719.17	63,719.17	0.00	3,333.33	0.00	60,385.84
478-00 G. HARMON MEM FUND	6,766.50	6,774.18	5.13	0.00	18.93	6,793.11
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	482,928.15	482,928.15	0.00	0.00	86,826.45	569,754.60
483-03 DUE TO FUND 3	591,640.01	591,640.01	11,698.07	0.00	79,772.92	671,412.93
483-04 DUE TO FUND 4	291,398.10	291,398.10	4,787.17	0.00	33,510.19	324,908.29
483-05 DUE TO FUND 5	2,735,039.19	2,783,039.27	0.04	0.00	345,375.96	3,128,415.23
484-02 DUE FROM FUND 2	-446,202.22	-452,077.05	-22,532.93	94,371.94	0.00	-546,448.99
484-03 DUE FROM FUND 3	-490,523.64	-490,861.84	-5,866.80	76,697.85	0.00	-567,559.69
484-04 DUE FROM FUND 4	-279,172.26	-279,287.01	-3,694.15	33,709.85	0.00	-312,996.86
484-05 DUE FROM FUND 5	-2,184,236.60	-2,199,492.91	-58,766.15	220,841.58	0.00	-2,420,334.49
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	1,910.09	1,910.09	0.00	1,084.22	0.00	825.87
490-00 T/A PROPERTY REMEDIATION RES	10,645.33	10,645.33	786.20	12.99	6,301.69	16,934.03
493-00 RSU 39 COMMITMENT	-1,082,827.92	-1,082,827.92	-315,932.58	2,843,392.00	3,791,189.50	-135,030.42
494-00 TRI COMMUNITY/AWS	213,163.00	213,163.00	0.00	537,245.00	324,082.00	0.00
496-00 BIRTH RECORDS STATE FEE	64.80	0.00	-14.80	553.20	649.60	96.40
497-00 DEATH RECORDS STATE FEE	175.20	0.00	-42.00	1,073.20	1,171.20	98.00
498-00 MARRIAGE RECORDS STATE FEE	37.20	0.00	12.00	282.40	330.40	48.00
Fund Balance	2,380,949.48	2,024,613.67	-259,993.44	22,963,989.74	24,324,317.10	3,384,941.03
500-00 EXPENDITURE CONTROL	0.00	0.00	-626,244.02	7,427,078.82	10,187,158.79	2,760,079.97
510-00 REVENUE CONTROL	0.00	0.00	366,250.58	15,536,910.92	13,405,984.31	-2,130,926.61
600-00 FUND BALANCE	2,380,949.48	2,024,613.67	0.00	0.00	731,174.00	2,755,787.67
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	235,630.39	235,630.39	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	19,661.60	25,536.43	512.93	126,841.45	179,648.74	78,343.72
and Fund	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
Balances	19,661.60	25,536.43	512.93	126,841.45	179,648.74	78,343.72
365-11 TRAIL MAINTENANCE RESERVE	56,387.53	56,387.53	-22,020.00	40,015.00	85,276.80	101,649.33
483-01 DUE TO FUND 1	446,202.22	452,077.05	22,532.93	0.00	94,371.94	546,448.99
484-01 DUE FROM FUND 1	-482,928.15	-482,928.15	0.00	86,826.45	0.00	-569,754.60
Fund Balance	-19,661.60	-25,536.43	-512.93	108,788.94	55,981.65	-78,343.72
500-00 Expense Control	0.00	0.00	-512.93	56,356.94	52,432.00	-3,924.94
510-00 Revenue Control	0.00	0.00	0.00	44,100.00	3,549.65	-40,550.35
600-00 Fund Balance	-19,661.60	-25,536.43	0.00	8,332.00	0.00	-33,868.43
3 - Housing Department						
Assets	0.00	0.00	0.00	249,170.77	249,170.77	0.00
Liabilities	-51,222.84	-50,884.64	-5,831.27	79,772.92	81,200.50	-49,457.06
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-51,222.84	-50,884.64	-5,831.27	79,772.92	81,200.50	-49,457.06
409-00 HOUSING RESERVE	49,893.53	49,893.53	0.00	0.00	4,502.65	54,396.18
483-01 DUE TO FUND 1	490,523.64	490,861.84	5,866.80	0.00	76,697.85	567,559.69
484-01 DUE TO FUND 1	-591,640.01	-591,640.01	-11,698.07	79,772.92	0.00	-671,412.93
Fund Balance	51,222.84	50,884.64	5,831.27	169,397.85	167,970.27	49,457.06
500-00 Expense Control	0.00	0.00	-5,866.80	76,697.85	93,100.20	16,402.35
510-00 Revenue Control	0.00	0.00	11,698.07	90,000.00	74,870.07	-15,129.93
600-00 Fund Balance	51,222.84	50,884.64	0.00	2,700.00	0.00	48,184.64
4 - FSS						
Assets	0.00	0.00	0.00	124,666.04	124,666.04	0.00
Liabilities	-12,225.84	-12,111.09	-1,093.02	33,510.19	33,709.85	-11,911.43
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-12,225.84	-12,111.09	-1,093.02	33,510.19	33,709.85	-11,911.43
483-01 DUE TO FUND 1	279,172.26	279,287.01	3,694.15	0.00	33,709.85	312,996.86
484-01 DUE FROM FUND 1	-291,398.10	-291,398.10	-4,787.17	33,510.19	0.00	-324,908.29
Fund Balance	12,225.84	12,111.09	1,093.02	91,155.85	90,956.19	11,911.43
500-00 Expense Control	0.00	0.00	-3,694.15	33,709.85	46,730.00	13,020.15
510-00 Revenue Control	0.00	0.00	4,787.17	57,446.00	33,510.19	-23,935.81
600-00 Fund Balance	12,225.84	12,111.09	0.00	0.00	10,716.00	22,827.09
5 - ECONOMIC DEV						
Assets	0.00	0.00	0.00	966,965.54	966,965.54	0.00
Liabilities	-195,990.83	-228,734.60	34,446.02	373,566.96	273,064.72	-329,236.84
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-195,990.83	-228,734.60	34,446.02	373,566.96	273,064.72	-329,236.84
473-00 DOWNTOWN TIF	76,745.32	76,745.32	-24,320.09	28,191.00	42,223.14	90,777.46

General Ledger Summary Report

Fund(s): ALL

September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
474-00 TRAIL GROOMER RESERVE	27,914.48	27,914.48	0.00	0.00	10,000.00	37,914.48
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	2,184,236.60	2,199,492.91	58,766.15	0.00	220,841.58	2,420,334.49
484-01 DUE FROM FUND 1	-2,735,039.19	-2,783,039.27	-0.04	345,375.96	0.00	-3,128,415.23
Fund Balance	195,990.83	228,734.60	-34,446.02	593,398.58	693,900.82	329,236.84
500-00 Expense Control	0.00	0.00	-34,446.06	202,650.58	393,703.75	191,053.17
510-00 Revenue Control	0.00	0.00	0.04	374,153.00	300,197.07	-73,955.93
600-00 Fund Balance	195,990.83	228,734.60	0.00	16,595.00	0.00	212,139.60
Final Totals	-500.00	280,499.99	0.00	55,883,839.70	56,164,339.69	0.00

Expense Summary Report

Fund: 1
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	775,640.00	47,731.21	539,482.35	236,157.65	69.55
17 - HEALTH & SANITATION	251,938.00	20,850.00	187,752.75	64,185.25	74.52
18 - MUNICIPAL BUILDING	65,100.00	3,224.80	37,884.04	27,215.96	58.19
20 - GENERAL ASSISTANCE	56,903.00	2,474.05	37,457.83	19,445.17	65.83
22 - TAX ASSESSMENT	276,222.00	21,529.65	194,164.31	82,057.69	70.29
25 - LIBRARY	224,592.00	15,313.85	144,168.93	80,423.07	64.19
31 - FIRE/AMBULANCE DEPARTMENT	2,330,246.00	156,481.01	1,654,219.11	676,026.89	70.99
35 - POLICE DEPARTMENT	1,691,552.00	124,714.48	1,199,707.74	491,844.26	70.92
38 - PROTECTION	414,219.00	28,897.54	260,339.18	153,879.82	62.85
39 - CARIBOU EMERGENCY MANAGEMENT	14,452.00	2,085.87	7,867.81	6,584.19	54.44
40 - PUBLIC WORKS	2,291,515.00	162,397.62	1,658,545.03	632,969.97	72.38
50 - RECREATION DEPARTMENT	520,624.00	27,923.13	350,132.62	170,491.38	67.25
51 - PARKS	174,032.00	13,075.98	120,122.16	53,909.84	69.02
60 - AIRPORT	59,645.00	873.21	37,639.02	22,005.98	63.11
61 - CARIBOU TRAILER PARK	12,990.00	608.49	8,116.48	4,873.52	62.48
65 - CEMETERIES	6,850.00	750.00	5,500.00	1,350.00	80.29
70 - INS & RETIREMENT	98,200.00	-4,404.30	67,739.87	30,460.13	68.98
75 - CONTRIBUTIONS	4,600.00	0.00	0.00	4,600.00	0.00
80 - UNCLASSIFIED	33,250.00	1,717.43	31,650.80	1,599.20	95.19
85 - CAPITAL IMPROVEMENTS	551,117.99	0.00	551,117.99	0.00	100.00
Final Totals	9,853,687.99	626,244.02	7,093,608.02	2,760,079.97	71.99

Expense Summary Report

Fund: 2
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	52,432.00	512.93	56,356.94	-3,924.94	107.49
Final Totals	52,432.00	512.93	56,356.94	-3,924.94	107.49

Expense Summary Report

Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,700.00	5,866.80	76,297.65	16,402.35	82.31
Final Totals	92,700.00	5,866.80	76,297.65	16,402.35	82.31

Expense Summary Report

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,730.00	3,694.15	33,709.85	13,020.15	72.14
Final Totals	46,730.00	3,694.15	33,709.85	13,020.15	72.14

Expense Summary Report

Fund: 5
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	370,421.00	27,571.85	186,782.89	183,638.11	50.42
12 - NYLANDER MUSEUM	20,327.00	6,874.21	12,911.94	7,415.06	63.52
Final Totals	390,748.00	34,446.06	199,694.83	191,053.17	51.11

Revenue Summary Report

Fund: 1
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,849,345.00	250,950.04	5,723,554.58	1,125,790.42	83.56
18 - MUNICIPAL BUILDING	4,000.00	333.33	2,999.97	1,000.03	75.00
20 - GENERAL ASSISTANCE	20,300.00	3,373.38	17,226.41	3,073.59	84.86
22 - TAX ASSESSMENT	792,500.00	0.00	698,095.42	94,404.58	88.09
23 - CODE ENFORCEMENT	6,150.00	1,557.50	5,622.50	527.50	91.42
25 - LIBRARY	6,100.00	673.90	2,781.20	3,318.80	45.59
31 - FIRE/AMBULANCE DEPARTMENT	1,958,293.00	98,656.41	1,320,441.53	637,851.47	67.43
35 - POLICE DEPARTMENT	144,410.00	2,984.00	60,990.28	83,419.72	42.23
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	600.00	2,000.00	23.08
40 - PUBLIC WORKS	203,415.00	0.00	41,486.00	161,929.00	20.39
50 - RECREATION DEPARTMENT	22,000.00	195.00	5,242.00	16,758.00	23.83
51 - PARKS	1,000.00	12.00	28.50	971.50	2.85
60 - AIRPORT	41,000.00	5,905.02	34,430.00	6,570.00	83.98
61 - CARIBOU TRAILER PARK	14,500.00	1,610.00	10,758.00	3,742.00	74.19
70 - INS & RETIREMENT	0.00	0.00	10,430.00	-10,430.00	----
Final Totals	10,065,613.00	366,250.58	7,934,686.39	2,130,926.61	78.83

Revenue Summary Report

Fund: 2
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	44,100.00	0.00	3,549.65	40,550.35	8.05
Final Totals	44,100.00	0.00	3,549.65	40,550.35	8.05

Revenue Summary Report

Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	11,698.07	74,870.07	15,129.93	83.19
Final Totals	90,000.00	11,698.07	74,870.07	15,129.93	83.19

Revenue Summary Report

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	57,446.00	4,787.17	33,510.19	23,935.81	58.33
Final Totals	57,446.00	4,787.17	33,510.19	23,935.81	58.33

Revenue Summary Report

Fund: 5
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	372,653.00	0.00	300,196.57	72,456.43	80.56
12 - NYLANDER MUSEUM	1,500.00	0.04	0.50	1,499.50	0.03
Final Totals	374,153.00	0.04	300,197.07	73,955.93	80.23

City of Caribou
Investment Report
September 2020

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					0.33%		9,055.32	6,361,108.34
Machias Savings Bank	Section 125 Checking Acct					0.33%		446.26	84,601.80
Machias Savings Bank	Retirement-Saving Acct					0.33%		19,448.33	3,000,000.00
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDCG) (Originated from State of Maine Grant)					0.33%		785.06	237,884.17
Trust Funds									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.15%		0.72	1,136.66
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.15%		0.42	672.54
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	0.25%		14.41	16,492.54
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2018	9/25/2021	1095	1,744.65	2.55%	133.47	11.87	1,829.10
ACFS & Loans	Knox Library Trust (CD)	4/13/2018	4/13/2023	1825	3,195.30	2.20%	351.48	18.88	3,366.28
ACFS & Loans	Knox Library Trust (CD)	4/8/2020	4/8/2021	365	6,739.20	1.00%	67.39	17.35	6,799.37
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2018	4/13/2023	1825	30,926.67	2.20%	3,401.93	134.16	23,929.19
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2020	7/19/2021	365	57,038.85	0.65%	370.75	134.21	57,114.05
County Federal Credit Union	Philip Turner Library Mem(CD)	10/30/2019	10/30/2020	365	8,950.27	2.05%	183.48	46.97	9,121.15
Machias Savings Bank	Margaret Shaw Library Mem(CD)	12/24/2018	12/24/2020	730	12,892.07	0.75%	193.38	24.67	13,064.63
Machias Savings Bank	Gordon Robertson Mem(CD)	9/12/2020	9/12/2021	365	11,532.48	0.25%	28.83	11.87	11,533.98
ACFS & Loans	Memorial Investment(CD)	9/15/2020	12/14/2020	91	6,178.05	0.40%	6.16	6.32	6,180.11
Machias Savings Bank	G. Harmon Memorial(CD)	5/11/2020	5/11/2021	365	6,754.58	0.45%	30.40	5.13	6,793.11
County Federal Credit Union	Ken Matthews Scholarship(CD)	5/24/2020	11/24/2020	180	7,511.21	0.60%	22.22	11.37	7,527.27
Machias Savings Bank	Barbara Brewer Fund(CD)	8/12/2020	8/12/2023	1095	5,544.60	0.60%	99.80	9.34	5,549.16

*Market Value does not reflect interest received due to the fact that interest will be received quarterly and recorded as a revenue

Vendor	Amount	Account
10 GEN GOVT		
10-01 GEN GOVT / Gen Govt		
00099 - MMEHT	10.80	E 10-01-018-01 GEN GOVT / Gen Govt - HEALTH INS / HEALTH INS
00524 - OAK LEAF SYSTEMS, INC	2,110.00	E 10-01-008-01 GEN GOVT / Gen Govt - COMP MAINT / COMP MAINT
00099 - MMEHT	9,893.04	E 10-01-018-01 GEN GOVT / Gen Govt - HEALTH INS / HEALTH INS
00941 - RESERVE ACCOUNT	1,000.00	E 10-01-003-01 GEN GOVT / Gen Govt - OFFICE SUPP / POSTAGE
00551 - LAUSIER, DENISE	25.50	E 10-01-010-01 GEN GOVT / Gen Govt - TRAVEL EXP / MILEAGE
Division Total-	13,039.34	
Department Total-	13,039.34	
11 ECONO DEV		
11-01 ECONO DEV / ECONO DEV CONT'D		
01985 - ESRI, INC.	700.00	E 11-01-008-03 ECONO DEV / ECONO DEV - COMP MAINT / GIS
00099 - MMEHT	985.28	E 11-01-018-01 ECONO DEV / ECONO DEV - HEALTH INS / HEALTH I
00099 - MMEHT	17.70	E 11-01-018-01 ECONO DEV / ECONO DEV - HEALTH INS / HEALTH I
00953 - COUNTY ABATEMENT, INC.	1,215.00	E 11-01-405-01 ECONO DEV / ECONO DEV - SLUM/BLIGHT / SLUM/B
03974 - ENVIRONMENTAL SAFETY PROFESSI	450.00	E 11-01-405-01 ECONO DEV / ECONO DEV - SLUM/BLIGHT / SLUM/B
Division Total-	3,367.98	
Department Total-	3,367.98	
12 NYLANDER MUS		
12-01 NYLANDER MUS / NYLANDER MUS CONT'D		
02092 - S.W. COLLINS CO.	594.15	E 12-01-031-01 NYLANDER MUS / NYLANDER MUS - BLDG MAINT / E
02092 - S.W. COLLINS CO.	38.24	E 12-01-031-01 NYLANDER MUS / NYLANDER MUS - BLDG MAINT / E
Division Total-	632.39	
Department Total-	632.39	
18 MUN BUILDING		
18-01 MUN BUILDING / MUN BUILDING CONT'D		
03231 - B & P CLEANERS	845.00	E 18-01-271-01 MUN BUILDING / MUN BUILDING - CONTR SERVIC /
02142 - COUNTY PLUMBING & HEATING	84.07	E 18-01-031-01 MUN BUILDING / MUN BUILDING - BLDG MAINT / BL
00003 - UNIFIRST CORPORATION	24.40	E 18-01-031-01 MUN BUILDING / MUN BUILDING - BLDG MAINT / BL
Division Total-	953.47	
Department Total-	953.47	
20 G A		
20-01 G A / G A CONT'D		
00099 - MMEHT	571.64	E 20-01-018-01 G A / G A - HEALTH INS / HEALTH INS
Division Total-	571.64	
Department Total-	571.64	
22 TAX ASSESS		
22-01 TAX ASSESS / TAX ASSESS CONT'D		
00099 - MMEHT	2,849.02	E 22-01-018-01 TAX ASSESS / TAX ASSESS - HEALTH INS / HEALTH :
00524 - OAK LEAF SYSTEMS, INC	70.00	E 22-01-015-01 TAX ASSESS / TAX ASSESS - TELEPHONE / CELL PHC
00099 - MMEHT	17.10	E 22-01-018-01 TAX ASSESS / TAX ASSESS - HEALTH INS / HEALTH :
Division Total-	2,936.12	
Department Total-	2,936.12	
24 HOUSING		
24-01 HOUSING / HOUSING CONT'D		
00099 - MMEHT	16.20	E 24-01-018-01 HOUSING / HOUSING - HEALTH INS / HEALTH INS
00524 - OAK LEAF SYSTEMS, INC	70.00	E 24-01-003-12 HOUSING / HOUSING - OFFICE SUPP / SOFTWARE
Division Total-	86.20	
Department Total-	86.20	
25 LIBRARY		
25-01 LIBRARY / LIBRARY CONT'D		

Vendor	Amount	Account
25 LIBRARY CONT'D		
25-01 LIBRARY / LIBRARY CONT'D		
00524 - OAK LEAF SYSTEMS, INC	70.00	E 25-01-008-01 LIBRARY / LIBRARY - COMP MAINT / COMP MAINT
00466 - P & E DISTRIBUTORS, INC.	29.89	E 25-01-271-01 LIBRARY / LIBRARY - CONTR SERVIC / JAN & SUPP
00099 - MMEHT	878.47	E 25-01-018-01 LIBRARY / LIBRARY - HEALTH INS / HEALTH INS
03231 - B & P CLEANERS	825.00	E 25-01-271-01 LIBRARY / LIBRARY - CONTR SERVIC / JAN & SUPP
04116 - VERSANT POWER	263.14	E 25-01-027-11 LIBRARY / LIBRARY - ELECTRICITY / ELECTRICITY
Division Total-	2,066.50	
Department Total-	2,066.50	
31 FIRE/AMB		
31-01 FIRE/AMB / AMBULANCE CONT'D		
03220 - OPTUM	97.16	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING S
03182 - RADIO COMMUNICATIONS MGMT, IN	380.00	E 31-01-071-03 FIRE/AMB / AMBULANCE - RADIO MAINT / RADIO M
03182 - RADIO COMMUNICATIONS MGMT, IN	96.30	E 31-01-071-01 FIRE/AMB / AMBULANCE - RADIO MAINT / VEHICLE
03263 - ABILITY NETWORK INC.	99.60	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING S
03263 - ABILITY NETWORK INC.	99.60	E 31-01-003-14 FIRE/AMB / AMBULANCE - OFFICE SUPP / CALAIS
03263 - ABILITY NETWORK INC.	99.60	E 31-01-003-16 FIRE/AMB / AMBULANCE - OFFICE SUPP / ISLAND FA
03263 - ABILITY NETWORK INC.	99.60	E 31-01-003-17 FIRE/AMB / AMBULANCE - OFFICE SUPP / PATTEN
00099 - MMEHT	24,670.46	E 31-01-018-01 FIRE/AMB / AMBULANCE - HEALTH INS / HEALTH IN:
00099 - MMEHT	26.70	E 31-01-018-01 FIRE/AMB / AMBULANCE - HEALTH INS / HEALTH IN:
00099 - MMEHT	2,820.03	E 31-01-018-02 FIRE/AMB / AMBULANCE - HEALTH INS / AMB BILL
00524 - OAK LEAF SYSTEMS, INC	70.00	E 31-01-051-03 FIRE/AMB / AMBULANCE - EQUIP MAINT / MAINT CC
Division Total-	28,559.05	
Department Total-	28,559.05	
35 POLICE DEPT		
35-01 POLICE DEPT / POLICE DEPT CONT'D		
00524 - OAK LEAF SYSTEMS, INC	70.00	E 35-01-102-01 POLICE DEPT / POLICE DEPT - COMP TECH / COMP
03412 - OIT A/P	148.64	E 35-01-017-03 POLICE DEPT / POLICE DEPT - COMMUNICATE / INT
00099 - MMEHT	32.10	E 35-01-018-01 POLICE DEPT / POLICE DEPT - HEALTH INS / HEALTHI
00099 - MMEHT	21,035.25	E 35-01-018-01 POLICE DEPT / POLICE DEPT - HEALTH INS / HEALTHI
04040 - CANTAFIO, DEE	225.00	E 35-01-068-01 POLICE DEPT / POLICE DEPT - JANITOR SVCE / JANI
00002 - GALLS, LLC	22.30	E 35-01-070-01 POLICE DEPT / POLICE DEPT - CLOTHS ALLOW / UN
00002 - GALLS, LLC	193.08	E 35-01-070-01 POLICE DEPT / POLICE DEPT - CLOTHS ALLOW / UN:
00002 - GALLS, LLC	38.88	E 35-01-070-01 POLICE DEPT / POLICE DEPT - CLOTHS ALLOW / UN:
00495 - CINDY'S SUB SHOP	22.99	E 35-01-011-02 POLICE DEPT / POLICE DEPT - TRAIN & EDU / TRAI
03927 - DIRIGO SAFETY, LLC	945.00	E 35-01-011-02 POLICE DEPT / POLICE DEPT - TRAIN & EDU / TRAI
03182 - RADIO COMMUNICATIONS MGMT, IN	57.98	E 35-01-071-03 POLICE DEPT / POLICE DEPT - RADIO MAINT / RADI
02471 - WARDWELL'S SERVICE, INC.	203.95	E 35-01-073-01 POLICE DEPT / POLICE DEPT - VEHICLE REP / VEHIC
00002 - GALLS, LLC	144.97	E 35-01-070-01 POLICE DEPT / POLICE DEPT - CLOTHS ALLOW / UN
Division Total-	23,140.14	
Department Total-	23,140.14	
40 PUBLIC WORKS		
40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D		
01441 - WALMART COMMUNITY/RFCSLLC	250.83	E 40-01-070-03 PUBLIC WORKS / PUBLIC WORKS - CLOTHS ALLOW ,
03236 - ATCO INTERNATIONAL	115.00	E 40-01-030-01 PUBLIC WORKS / PUBLIC WORKS - BLDG SUPPLY / E
02009 - CUMMINS NORTHEAST LLC	2,708.83	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02009 - CUMMINS NORTHEAST LLC	162.19	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02009 - CUMMINS NORTHEAST LLC	535.50	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02009 - CUMMINS NORTHEAST LLC	3,745.53	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02009 - CUMMINS NORTHEAST LLC	406.22	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02009 - CUMMINS NORTHEAST LLC	744.94	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00099 - MMEHT	16,157.70	E 40-01-018-01 PUBLIC WORKS / PUBLIC WORKS - HEALTH INS / HE
00099 - MMEHT	20.10	E 40-01-018-01 PUBLIC WORKS / PUBLIC WORKS - HEALTH INS / HE

Vendor	Amount	Account
40 PUBLIC WORKS CONT'D		
40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D		
04064 - MAINE PAPER & JANITORIAL PRODU	72.06	E 40-01-030-01 PUBLIC WORKS / PUBLIC WORKS - BLDG SUPPLY / E
00524 - OAK LEAF SYSTEMS, INC	70.00	E 40-01-003-12 PUBLIC WORKS / PUBLIC WORKS - OFFICE SUPP / S
Division Total-	24,988.90	
Department Total-	24,988.90	
50 REC DEPT		
50-01 REC DEPT / REC DEPT CONT'D		
00524 - OAK LEAF SYSTEMS, INC	70.00	E 50-01-008-01 REC DEPT / REC DEPT - COMP MAINT / COMP MAINT
00466 - P & E DISTRIBUTORS, INC.	187.65	E 50-01-030-01 REC DEPT / REC DEPT - BLDG SUPPLY / BLDG SUPPL
00099 - MMEHT	5,160.86	E 50-01-018-01 REC DEPT / REC DEPT - HEALTH INS / HEALTH INS
01505 - DEAD RIVER COMPANY	5,809.15	E 50-01-026-01 REC DEPT / REC DEPT - HEATING FUEL / REC CENTE
00917 - CARQUEST AUTO PARTS STORES	5.97	E 50-01-031-01 REC DEPT / REC DEPT - BLDG MAINT / BLDG MAINT
03443 - J B SHEETMETAL INC.	24.26	E 50-01-030-01 REC DEPT / REC DEPT - BLDG SUPPLY / BLDG SUPPL
00438 - LEVESQUE BUSINESS SOLUTIONS	10.83	E 50-01-003-08 REC DEPT / REC DEPT - OFFICE SUPP / OFFICE SUPP
00438 - LEVESQUE BUSINESS SOLUTIONS	34.95	E 50-01-003-07 REC DEPT / REC DEPT - OFFICE SUPP / PAPER
00438 - LEVESQUE BUSINESS SOLUTIONS	8.73	E 50-01-003-08 REC DEPT / REC DEPT - OFFICE SUPP / OFFICE SUPP
01027 - TIME WARNER CABLE	89.99	E 50-01-017-03 REC DEPT / REC DEPT - COMMUNICATE / INTERNET
Division Total-	11,402.39	
Department Total-	11,402.39	
51 PARKS		
51-01 PARKS / PARKS CONT'D		
04116 - VERSANT POWER	93.43	E 51-01-027-09 PARKS / PARKS - ELECTRICITY / PARKS SHOP
02092 - S.W. COLLINS CO.	192.50	E 51-01-147-01 PARKS / PARKS - PARK MAINT / PARK MAINT
04116 - VERSANT POWER	14.76	E 51-01-027-10 PARKS / PARKS - ELECTRICITY / PARK SEC LTS
02092 - S.W. COLLINS CO.	41.98	E 51-01-073-01 PARKS / PARKS - VEHICLE REP / VEHICLE REP
02092 - S.W. COLLINS CO.	294.60	E 51-01-014-01 PARKS / PARKS - NEW EQUIP / NEW EQUIP
00186 - HANEY'S	100.49	E 51-01-147-01 PARKS / PARKS - PARK MAINT / PARK MAINT
00154 - HOGAN TIRE INC	33.76	E 51-01-074-01 PARKS / PARKS - TIRES / TIRES
03443 - J B SHEETMETAL INC.	11.59	E 51-01-030-01 PARKS / PARKS - BLDG SUPPLY / BLDG SUPPLY
03443 - J B SHEETMETAL INC.	25.20	E 51-01-014-01 PARKS / PARKS - NEW EQUIP / NEW EQUIP
03443 - J B SHEETMETAL INC.	19.50	E 51-01-030-01 PARKS / PARKS - BLDG SUPPLY / BLDG SUPPLY
00917 - CARQUEST AUTO PARTS STORES	34.16	E 51-01-051-04 PARKS / PARKS - EQUIP MAINT / REPAIRS
00118 - CARIBOU UTILITIES DISTRICT	62.50	E 51-01-029-01 PARKS / PARKS - SEWER / SEWER
00917 - CARQUEST AUTO PARTS STORES	33.75	E 51-01-073-01 PARKS / PARKS - VEHICLE REP / VEHICLE REP
00917 - CARQUEST AUTO PARTS STORES	16.53	E 51-01-030-01 PARKS / PARKS - BLDG SUPPLY / BLDG SUPPLY
00099 - MMEHT	878.47	E 51-01-018-01 PARKS / PARKS - HEALTH INS / HEALTH INS
03590 - NAPA AUTO PARTS	115.18	E 51-01-014-01 PARKS / PARKS - NEW EQUIP / NEW EQUIP
03590 - NAPA AUTO PARTS	12.30	E 51-01-014-01 PARKS / PARKS - NEW EQUIP / NEW EQUIP
03590 - NAPA AUTO PARTS	26.25	E 51-01-014-01 PARKS / PARKS - NEW EQUIP / NEW EQUIP
03590 - NAPA AUTO PARTS	82.32	E 51-01-014-01 PARKS / PARKS - NEW EQUIP / NEW EQUIP
03590 - NAPA AUTO PARTS	232.62	E 51-01-014-01 PARKS / PARKS - NEW EQUIP / NEW EQUIP
03590 - NAPA AUTO PARTS	17.32	E 51-01-111-01 PARKS / PARKS - TOOLS - SHOP / TOOLS - SHOP
Division Total-	2,339.21	
Department Total-	2,339.21	
61 TRAILER PARK		
61-01 TRAILER PARK / TRAILER PARK CONT'D		
02142 - COUNTY PLUMBING & HEATING	87.91	E 61-01-160-01 TRAILER PARK / TRAILER PARK - CTP MAINT / CTP M
Division Total-	87.91	
Department Total-	87.91	
65 CEMETERIES		
65-01 CEMETERIES / CEMETERIES CONT'D		

Vendor	Amount	Account
65 CEMETERIES		
65-01 CEMETERIES / CEMETERIES CONT'D		
01966 - R.L.W. MANAGEMENT	500.00	E 65-01-166-01 CEMETERIES / CEMETERIES - GRIMES CEM / GRIME!
Division Total-	500.00	
Department Total-	500.00	
70 INS & RETIRE		
70-01 INS & RETIRE / INS & RETIRE CONT'D		
00038 - MAINE MUNICIPAL ASSOC.	6,238.17	E 70-01-035-01 INS & RETIRE / INS & RETIRE - UNEMPLOYMENT / U
03584 - GROUP DYNAMIC, INC.	387.00	E 70-01-311-01 INS & RETIRE / INS & RETIRE - SECTION 125 / SECT
Division Total-	6,625.17	
Department Total-	6,625.17	
96 SECT 8 FSS		
96-01 SECT 8 FSS / SECT 8 FSS CONT'D		
00099 - MMEHT	11.10	E 96-01-018-01 SECT 8 FSS / SECT 8 FSS - HEALTH INS / HEALTH II
Division Total-	11.10	
G/L Account Total	11.10	
G/L Accounts		
G/L Accounts-01 / CONT'D		
00099 - MMEHT	21,475.06	G 1-312-00 Gen Fund / HEALTH INS
00099 - MMEHT	3,226.75	G 1-318-00 Gen Fund / INCOME PROT
00099 - MMEHT	790.90	G 1-323-00 Gen Fund / SUPP LIFE
00015 - TREASURER STATE OF MAINE	3,565.50	G 1-330-00 Gen Fund / VEHICLE REG
02092 - S.W. COLLINS CO.	10.99	G 1-365-04 Gen Fund / RAIL TRAIL P
01132 - SAUNDERS, CORRY	37.92	G 1-366-02 Gen Fund / LIB MEM FUND
04128 - BASTION'S TAVERN	180.00	G 1-367-01 Gen Fund / POLICE DON F
04019 - SEWALL	4,451.00	G 1-368-10 Gen Fund / BUILD RES
00411 - POWERS ROOFING	90,900.00	G 1-370-07 Gen Fund / PW BLDG RES
04126 - BERNIER, JANICE	53.00	G 1-461-00 Gen Fund / CRAFT FAIR
04127 - LEWIS, MICHAEL	136.00	G 1-461-00 Gen Fund / CRAFT FAIR
00099 - MMEHT	1,459.17	G 1-469-00 Gen Fund / DENTAL INS
00099 - MMEHT	277.01	G 1-470-00 Gen Fund / EYE INS
Division Total-	126,563.30	
G/L Account Total	126,563.30	
Final Total-	247,870.81	

Vendor	Amount	Account
10 GEN GOVT		
10-01 GEN GOVT / Gen Govt		
01400 - COUNTY QWIK PRINT, INC.	41.94	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
04056 - GWI	398.59	E 10-01-015-04 GEN GOVT / Gen Govt - TELEPHONE / TELEPHONE
02977 - BUSINESS CARD	14.99	E 10-01-008-01 GEN GOVT / Gen Govt - COMP MAINT / COMP MAINT
02977 - BUSINESS CARD	50.43	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
00941 - RESERVE ACCOUNT	1,000.00	E 10-01-003-01 GEN GOVT / Gen Govt - OFFICE SUPP / POSTAGE
02977 - BUSINESS CARD	75.00	E 10-01-011-02 GEN GOVT / Gen Govt - TRAIN & EDU / TRAIN & EDI
02977 - BUSINESS CARD	732.00	E 10-01-008-02 GEN GOVT / Gen Govt - COMP MAINT / HOSTED SER
02111 - OFFICE DEPOT	107.07	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
02111 - OFFICE DEPOT	61.34	E 10-01-003-07 GEN GOVT / Gen Govt - OFFICE SUPP / PAPER
02111 - OFFICE DEPOT	516.63	E 10-01-003-03 GEN GOVT / Gen Govt - OFFICE SUPP / COPIER REN
02111 - OFFICE DEPOT	159.47	E 10-01-003-05 GEN GOVT / Gen Govt - OFFICE SUPP / PRINTER INK
02111 - OFFICE DEPOT	30.67	E 10-01-003-07 GEN GOVT / Gen Govt - OFFICE SUPP / PAPER
02111 - OFFICE DEPOT	19.95	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
Division Total-	3,208.08	
Department Total-	3,208.08	
12 NYLANDER MUS		
12-01 NYLANDER MUS / NYLANDER MUS CONT'D		
04056 - GWI	84.08	E 12-01-015-04 NYLANDER MUS / NYLANDER MUS - TELEPHONE / TI
Division Total-	84.08	
Department Total-	84.08	
18 MUN BUILDING		
18-01 MUN BUILDING / MUN BUILDING CONT'D		
04116 - VERSANT POWER	1,117.67	E 18-01-027-11 MUN BUILDING / MUN BUILDING - ELECTRICITY / EI
04116 - VERSANT POWER	141.42	E 18-01-024-04 MUN BUILDING / MUN BUILDING - MAINT COMM / I
02111 - OFFICE DEPOT	16.01	E 18-01-030-01 MUN BUILDING / MUN BUILDING - BLDG SUPPLY / B
00003 - UNIFIRST CORPORATION	24.40	E 18-01-031-01 MUN BUILDING / MUN BUILDING - BLDG MAINT / BL
Division Total-	1,299.50	
Department Total-	1,299.50	
22 TAX ASSESS		
22-01 TAX ASSESS / TAX ASSESS CONT'D		
01624 - AROOSTOOK COUNTY EMA	8.00	E 22-01-070-03 TAX ASSESS / TAX ASSESS - CLOTHS ALLOW / CLOT
02977 - BUSINESS CARD	165.00	E 22-01-011-02 TAX ASSESS / TAX ASSESS - TRAIN & EDU / TRAIN & EDU
01192 - MARSHALL & SWIFT/BOECKH, LLC	656.20	E 22-01-009-01 TAX ASSESS / TAX ASSESS - PROF DUES / SUBSCRIP
04056 - GWI	37.51	E 22-01-015-04 TAX ASSESS / TAX ASSESS - TELEPHONE / TELEPHO
Division Total-	866.71	
Department Total-	866.71	
24 HOUSING		
24-01 HOUSING / HOUSING CONT'D		
04056 - GWI	32.83	E 24-01-015-04 HOUSING / HOUSING - TELEPHONE / TELEPHONE
03978 - MRI SOFTWARE, LLC	480.00	E 24-01-003-12 HOUSING / HOUSING - OFFICE SUPP / SOFTWARE
Division Total-	512.83	
Department Total-	512.83	
25 LIBRARY		
25-01 LIBRARY / LIBRARY CONT'D		
04056 - GWI	164.19	E 25-01-015-04 LIBRARY / LIBRARY - TELEPHONE / TELEPHONE
03941 - AMAZON CAPITAL SERVICES, INC	27.96	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER
03941 - AMAZON CAPITAL SERVICES, INC	16.99	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER
03941 - AMAZON CAPITAL SERVICES, INC	65.40	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER
03941 - AMAZON CAPITAL SERVICES, INC	62.52	E 25-01-003-08 LIBRARY / LIBRARY - OFFICE SUPP / OFFICE SUPP
01272 - BAKER & TAYLOR	139.74	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER

Vendor	Amount	Account
25 LIBRARY CONT'D		
25-01 LIBRARY / LIBRARY CONT'D		
00085 - ADAMS HEATING	255.22	E 25-01-031-01 LIBRARY / LIBRARY - BLDG MAINT / BLDG MAINT
02111 - OFFICE DEPOT	136.26	E 25-01-003-03 LIBRARY / LIBRARY - OFFICE SUPP / COPIER RENT
00466 - P & E DISTRIBUTORS, INC.	34.58	E 25-01-271-01 LIBRARY / LIBRARY - CONTR SERVIC / JAN & SUPP
Division Total-	902.86	
Department Total-	902.86	
31 FIRE/AMB		
31-01 FIRE/AMB / AMBULANCE CONT'D		
02977 - BUSINESS CARD	25.02	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING S
01400 - COUNTY QWIK PRINT, INC.	129.00	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING S
01400 - COUNTY QWIK PRINT, INC.	217.00	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING S
02977 - BUSINESS CARD	1,677.50	E 31-01-011-02 FIRE/AMB / AMBULANCE - TRAIN & EDU / TRAIN & E
02977 - BUSINESS CARD	75.58	E 31-01-085-01 FIRE/AMB / AMBULANCE - TRANS MEAL / TRANS ME
02977 - BUSINESS CARD	104.97	E 31-01-071-03 FIRE/AMB / AMBULANCE - RADIO MAINT / RADIO M
02977 - BUSINESS CARD	161.86	E 31-01-085-01 FIRE/AMB / AMBULANCE - TRANS MEAL / TRANS ME
02977 - BUSINESS CARD	228.02	E 31-01-085-01 FIRE/AMB / AMBULANCE - TRANS MEAL / TRANS ME
03919 - CARNEY FAMILY BEVERAGE, LLC	36.00	E 31-01-030-01 FIRE/AMB / AMBULANCE - BLDG SUPPLY / BLDG SUP
03919 - CARNEY FAMILY BEVERAGE, LLC	36.00	E 31-01-030-01 FIRE/AMB / AMBULANCE - BLDG SUPPLY / BLDG SUP
01400 - COUNTY QWIK PRINT, INC.	157.00	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING S
04056 - GWI	29.48	E 31-01-015-04 FIRE/AMB / AMBULANCE - TELEPHONE / TELEPHONE
04056 - GWI	332.60	E 31-01-015-04 FIRE/AMB / AMBULANCE - TELEPHONE / TELEPHONE
02852 - DOW, SCOTT	40.00	E 31-01-085-01 FIRE/AMB / AMBULANCE - TRANS MEAL / TRANS ME
03590 - NAPA AUTO PARTS	333.13	E 31-01-073-01 FIRE/AMB / AMBULANCE - VEHICLE REP / VEHICLE R
02111 - OFFICE DEPOT	16.28	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING S
02111 - OFFICE DEPOT	16.27	E 31-01-003-14 FIRE/AMB / AMBULANCE - OFFICE SUPP / CALAIS
02111 - OFFICE DEPOT	16.28	E 31-01-003-16 FIRE/AMB / AMBULANCE - OFFICE SUPP / ISLAND FA
02111 - OFFICE DEPOT	16.28	E 31-01-003-17 FIRE/AMB / AMBULANCE - OFFICE SUPP / PATTEN
01155 - PLOURDE FURNITURE CO.	499.00	E 31-01-014-01 FIRE/AMB / AMBULANCE - NEW EQUIP / NEW EQUIP
04116 - VERSANT POWER	523.64	E 31-01-027-11 FIRE/AMB / AMBULANCE - ELECTRICITY / ELECTRICI
00136 - HIGHWAY TIRE INC.	685.24	E 31-01-074-01 FIRE/AMB / AMBULANCE - TIRES / TIRES
Division Total-	5,356.15	
Department Total-	5,356.15	
35 POLICE DEPT		
35-01 POLICE DEPT / POLICE DEPT CONT'D		
04056 - GWI	273.92	E 35-01-015-04 POLICE DEPT / POLICE DEPT - TELEPHONE / TELEPH
00524 - OAK LEAF SYSTEMS, INC	75.00	E 35-01-014-01 POLICE DEPT / POLICE DEPT - NEW EQUIP / NEW EI
00466 - P & E DISTRIBUTORS, INC.	59.20	E 35-01-030-01 POLICE DEPT / POLICE DEPT - BLDG SUPPLY / BLDG
00766 - SWAN ISLAND PRESS	60.00	E 35-01-011-02 POLICE DEPT / POLICE DEPT - TRAIN & EDU / TRAIN
00216 - BELANGER, WILLIAM	300.00	E 35-01-102-01 POLICE DEPT / POLICE DEPT - COMP TECH / COMP
02102 - TREASURER, STATE OF MAINE	960.00	E 35-01-011-02 POLICE DEPT / POLICE DEPT - TRAIN & EDU / TRAIN
00154 - HOGAN TIRE INC	205.96	E 35-01-074-01 POLICE DEPT / POLICE DEPT - TIRES / TIRES
02977 - BUSINESS CARD	104.64	E 35-01-010-02 POLICE DEPT / POLICE DEPT - TRAVEL EXP / MEAL &
04040 - CANTAFIO, DEE	105.00	E 35-01-068-01 POLICE DEPT / POLICE DEPT - JANITOR SVCE / JANI
00002 - GALLS, LLC	16.72	E 35-01-070-01 POLICE DEPT / POLICE DEPT - CLOTHS ALLOW / UN
02999 - NORTHERN BUSINESS PRODUCTS	160.00	E 35-01-003-03 POLICE DEPT / POLICE DEPT - OFFICE SUPP / COPIE
02999 - NORTHERN BUSINESS PRODUCTS	155.09	E 35-01-003-08 POLICE DEPT / POLICE DEPT - OFFICE SUPP / OFFIC
02999 - NORTHERN BUSINESS PRODUCTS	114.90	E 35-01-003-08 POLICE DEPT / POLICE DEPT - OFFICE SUPP / OFFIC
Division Total-	2,590.43	
Department Total-	2,590.43	
38 PROTECTION		
38-01 PROTECTION / PROTECTION CONT'D		
04116 - VERSANT POWER	58.17	E 38-01-105-01 PROTECTION / PROTECTION - STREET LIGHT / STRI

Vendor	Amount	Account
38 PROTECTION CONT'D		
38-01 PROTECTION / PROTECTION CONT'D		
04116 - VERSANT POWER	85.53	E 38-01-105-01 PROTECTION / PROTECTION - STREET LIGHT / STRI
04116 - VERSANT POWER	18.07	E 38-01-105-01 PROTECTION / PROTECTION - STREET LIGHT / STRI
Division Total-	161.77	
Department Total-	161.77	

40 PUBLIC WORKS		
40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D		
04056 - GWI	88.88	E 40-01-015-04 PUBLIC WORKS / PUBLIC WORKS - TELEPHONE / TE
03921 - DIV. OF BWE, LLC	116.58	E 40-01-115-01 PUBLIC WORKS / PUBLIC WORKS - LUBRICANTS / LI
03921 - DIV. OF BWE, LLC	321.95	E 40-01-115-01 PUBLIC WORKS / PUBLIC WORKS - LUBRICANTS / LI
03555 - KIMBALL MIDWEST	209.64	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
03555 - KIMBALL MIDWEST	105.40	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
03555 - KIMBALL MIDWEST	395.03	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00257 - FASTENAL COMPANY	40.33	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
03049 - MATHESON TRI-GAS INC	90.65	E 40-01-114-01 PUBLIC WORKS / PUBLIC WORKS - IND GAS/SOLV /
02092 - S.W. COLLINS CO.	257.63	E 40-01-130-01 PUBLIC WORKS / PUBLIC WORKS - CONST MAT / CO
00257 - FASTENAL COMPANY	58.94	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
00257 - FASTENAL COMPANY	96.30	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
00257 - FASTENAL COMPANY	63.07	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
00257 - FASTENAL COMPANY	243.17	E 40-01-112-01 PUBLIC WORKS / PUBLIC WORKS - TOOLS / TOOLS
02977 - BUSINESS CARD	509.72	E 40-01-070-03 PUBLIC WORKS / PUBLIC WORKS - CLOTHS ALLOW ,
02977 - BUSINESS CARD	15.18	E 40-01-003-08 PUBLIC WORKS / PUBLIC WORKS - OFFICE SUPP / O
02977 - BUSINESS CARD	209.02	E 40-01-010-05 PUBLIC WORKS / PUBLIC WORKS - TRAVEL EXP / TR
02977 - BUSINESS CARD	364.01	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02977 - BUSINESS CARD	187.76	E 40-01-076-01 PUBLIC WORKS / PUBLIC WORKS - DIESEL / DIESEL
02977 - BUSINESS CARD	59.93	E 40-01-010-02 PUBLIC WORKS / PUBLIC WORKS - TRAVEL EXP / ME
02977 - BUSINESS CARD	22.47	E 40-01-019-01 PUBLIC WORKS / PUBLIC WORKS - MISC EXPENSE /
00646 - AROOSTOOK COUNTY ELECTRIC SUP	92.55	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00646 - AROOSTOOK COUNTY ELECTRIC SUP	32.60	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00646 - AROOSTOOK COUNTY ELECTRIC SUP	122.68	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00136 - HIGHWAY TIRE INC.	2,655.04	E 40-01-074-04 PUBLIC WORKS / PUBLIC WORKS - TIRES / TRUCKS
00136 - HIGHWAY TIRE INC.	280.79	E 40-01-074-03 PUBLIC WORKS / PUBLIC WORKS - TIRES / HEAVY E
03590 - NAPA AUTO PARTS	1,058.57	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02111 - OFFICE DEPOT	72.22	E 40-01-003-11 PUBLIC WORKS / PUBLIC WORKS - OFFICE SUPP / E
00466 - P & E DISTRIBUTORS, INC.	66.87	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
Division Total-	7,836.98	
Department Total-	7,836.98	

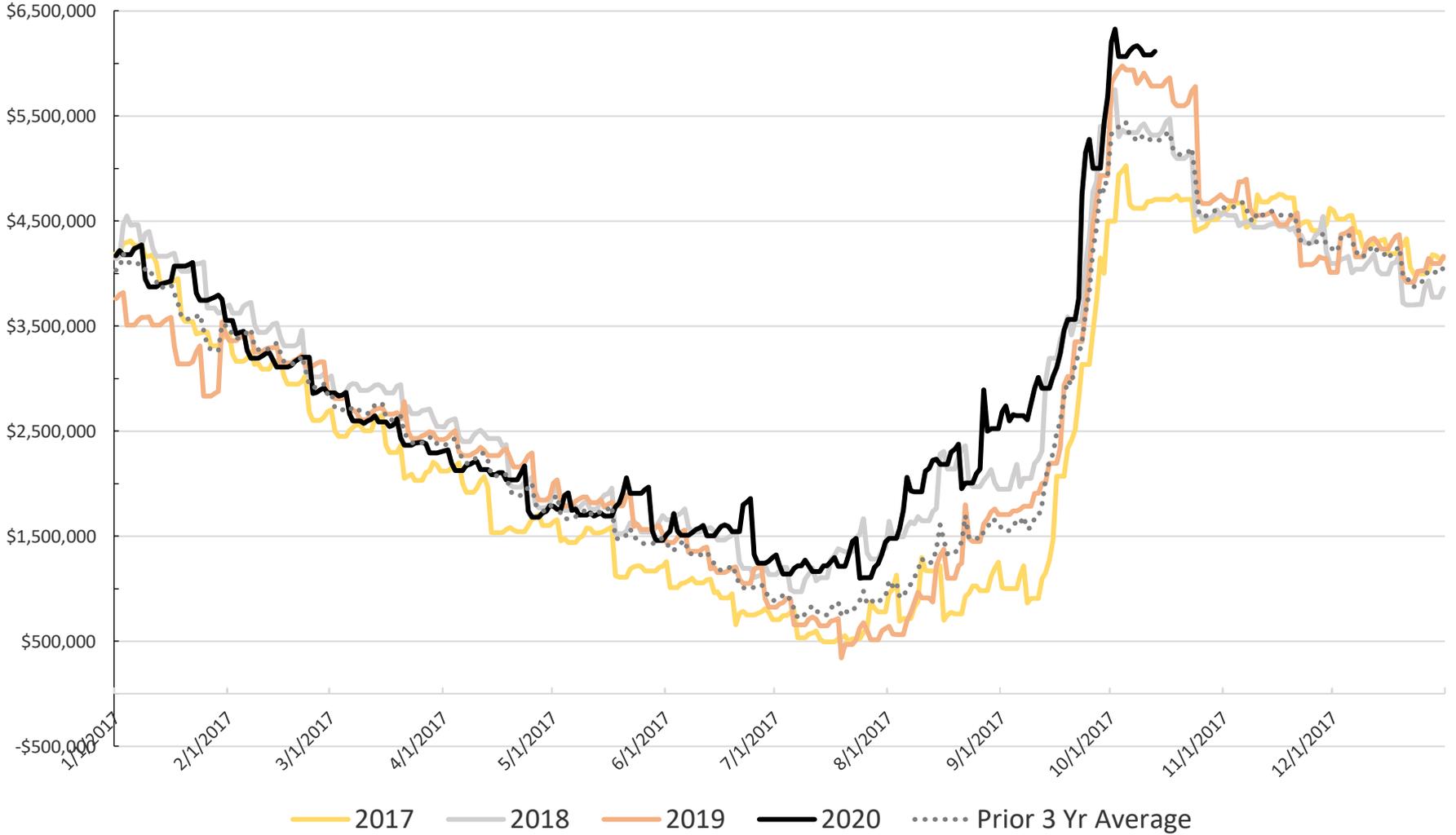
50 REC DEPT		
50-01 REC DEPT / REC DEPT CONT'D		
04056 - GWI	196.06	E 50-01-015-02 REC DEPT / REC DEPT - TELEPHONE / REC CENTER
04116 - VERSANT POWER	34.89	E 50-01-027-07 REC DEPT / REC DEPT - ELECTRICITY / SOUCIE SPO
Division Total-	230.95	
Department Total-	230.95	

51 PARKS		
51-01 PARKS / PARKS CONT'D		
04056 - GWI	52.12	E 51-01-015-04 PARKS / PARKS - TELEPHONE / TELEPHONE
04116 - VERSANT POWER	36.03	E 51-01-027-11 PARKS / PARKS - ELECTRICITY / ELECTRICITY
Division Total-	88.15	
Department Total-	88.15	

60 AIRPORT		
60-01 AIRPORT / AIRPORT CONT'D		

Vendor	Amount	Account
60 AIRPORT		
60-01 AIRPORT / AIRPORT CONT'D		
04056 - GWI	80.86	E 60-01-015-04 AIRPORT / AIRPORT - TELEPHONE / TELEPHONE
Division Total-	80.86	
Department Total-	80.86	
65 CEMETERIES		
65-01 CEMETERIES / CEMETERIES CONT'D		
03265 - VFW POST 9389	600.00	E 65-01-172-01 CEMETERIES / CEMETERIES - MEM FLAGS / MEM FLA
Division Total-	600.00	
G/L Account Total	600.00	
G/L Accounts		
G/L Accounts-01 / CONT'D		
01483 - TREASURER, STATE OF MAINE	94.25	G 1-331-00 Gen Fund / BOAT REG
01483 - TREASURER, STATE OF MAINE	1,151.86	G 1-333-00 Gen Fund / ATV REG
01483 - TREASURER, STATE OF MAINE	48.00	G 1-341-00 Gen Fund / FISH LIC
01483 - TREASURER, STATE OF MAINE	1,536.00	G 1-342-00 Gen Fund / HUNT LIC
03941 - AMAZON CAPITAL SERVICES, INC	9.45	G 1-366-02 Gen Fund / LIB MEM FUND
03941 - AMAZON CAPITAL SERVICES, INC	153.27	G 1-366-02 Gen Fund / LIB MEM FUND
00179 - GAYLORD BROS., INC	250.64	G 1-366-02 Gen Fund / LIB MEM FUND
03563 - ATLANTIC TACTICAL, INC.	3,321.15	G 1-367-02 Gen Fund / POLICE EQUIP
00615 - CES INC	8,089.67	G 1-373-12 Gen Fund / NBRC BIRDS
01926 - MCGILLAN INC.	3,815.00	G 1-373-12 Gen Fund / NBRC BIRDS
03846 - BESTSELLERS AUDIO, LLC	333.99	G 1-427-00 Gen Fund / J. ROTH LIB
04129 - WELLCARE HEALTH PLANS, INC.	272.55	G 1-436-00 Gen Fund / AMB REIMB
Division Total-	19,075.83	
G/L Account Total	19,075.83	
Final Total-	42,895.18	

City Cash Flow (Fund G-1-101-00)
2017 - September 20, 2020



Department	2019				2020								
	3 Year Average Actual Expenses (16-18)	Expense Budget	Year End Expenses	% Spent	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
					Expense Budget	Expenses Jan - Aug	% spent (66% of yr)	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Revenue Budget	Projected Revenue (as of Oct 14)	Projected % of Revenue Budget	Projected Net (A-D)+(G-F)
GENERAL OPERATION FUNDS													
10 General Government	\$ 755,287	\$ 771,977	\$ 911,593	118.1%	\$ 775,641	\$ 492,137	63.4%	\$ 754,096	97.2%	\$ 6,849,345	\$ 6,351,380	92.7%	\$ (476,421)
12 Chamber / Nylander Museum	\$ 10,356	\$ 10,013	\$ 11,077	110.6%	\$ 20,327	\$ 6,037	29.7%	\$ 19,145	94.2%	\$ 1,500	\$ 1	0.1%	\$ (317)
17 Health and Sanitation	\$ 215,614	\$ 250,196	\$ 250,160	100.0%	\$ 251,938	\$ 166,903	66.2%	\$ 251,900	100.0%	\$ -	\$ -		\$ 38
18 Municipal Building	\$ 62,916	\$ 57,504	\$ 58,304	101.4%	\$ 65,100	\$ 34,659	53.2%	\$ 62,097	95.4%	\$ 4,000	\$ 4,000	100.0%	\$ 3,003
20 General Assistance	\$ 55,932	\$ 62,997	\$ 47,885	76.0%	\$ 56,903	\$ 34,984	61.5%	\$ 53,482	94.0%	\$ 20,300	\$ 25,441	125.3%	\$ 8,561
22 Tax Assessing	\$ 181,492	\$ 272,260	\$ 255,750	93.9%	\$ 276,222	\$ 172,635	62.5%	\$ 271,421	98.3%	\$ 792,500	\$ 1,059,646	133.7%	\$ 271,947
22 Code Enforcement										\$ 6,150	\$ 6,410	104.2%	\$ 260
24 Library	\$ 203,104	\$ 214,484	\$ 217,377	101.3%	\$ 224,591	\$ 128,855	57.4%	\$ 207,731	92.5%	\$ 6,100	\$ 4,655	76.3%	\$ 15,415
31 Fire and Ambulance	\$ 2,251,015	\$ 2,264,482	\$ 2,261,217	99.9%	\$ 2,330,246	\$ 1,497,438	64.3%	\$ 2,330,788	100.0%	\$ 1,958,293	\$ 1,716,797	87.7%	\$ (242,037)
35 Police	\$ 1,437,294	\$ 1,697,460	\$ 1,668,034	98.3%	\$ 1,691,551	\$ 1,074,982	63.6%	\$ 1,656,929	98.0%	\$ 144,410	\$ 100,793	69.8%	\$ (8,995)
38 Protection	\$ 426,671	\$ 414,020	\$ 419,794	101.4%	\$ 414,219	\$ 231,442	55.9%	\$ 374,444	90.4%				\$ 39,775
39 Emergency Management	\$ 12,204	\$ 16,074	\$ 16,830	104.7%	\$ 14,452	\$ 5,782	40.0%	\$ 12,226	84.6%	\$ 2,600	\$ 2,600	100.0%	\$ 2,225
40 Public Works	\$ 2,012,972	\$ 2,298,862	\$ 2,210,450	96.2%	\$ 2,291,513	\$ 1,496,147	65.3%	\$ 2,255,390	98.4%	\$ 203,415	\$ 195,728	96.2%	\$ 28,437
50 Recreation	\$ 434,668	\$ 503,821	\$ 497,401	98.7%	\$ 520,624	\$ 322,209	61.9%	\$ 472,816	90.8%	\$ 22,000	\$ 7,917	36.0%	\$ 33,724
51 Parks	\$ 148,727	\$ 154,445	\$ 166,054	107.5%	\$ 174,033	\$ 107,409	61.7%	\$ 169,357	97.3%	\$ 1,000	\$ 35	3.5%	\$ 3,710
60 Airport	\$ 54,622	\$ 39,928	\$ 59,025	147.8%	\$ 59,645	\$ 36,766	61.6%	\$ 47,793	80.1%	\$ 41,000	\$ 51,772	126.3%	\$ 22,624
61 Caribou Trailer Park	\$ 15,973	\$ 14,733	\$ 14,733	100.0%	\$ 12,990	\$ 7,508	57.8%	\$ 13,638	105.0%	\$ 14,500	\$ 13,798	95.2%	\$ (1,350)
65 Cemeteries	\$ 7,491	\$ 6,850	\$ 5,950	86.9%	\$ 6,850	\$ 4,750	69.3%	\$ 6,850	100.0%	\$ -	\$ -		\$ -
70 Insurance and Retirements	\$ 104,051	\$ 95,050	\$ 76,600	80.6%	\$ 98,200	\$ 72,144	73.5%	\$ 98,150	99.9%	\$ -	\$ 10,430		\$ 10,480
75 Contributions	\$ -	\$ 4,600	\$ 5,600	121.7%	\$ 4,600	\$ -	0.0%	\$ 4,600	100.0%	\$ -	\$ -		\$ -
80 Unclassified	\$ 47,527	\$ 29,250	\$ 26,232	89.7%	\$ 33,250	\$ 29,933	90.0%	\$ 35,000	105.3%	\$ -	\$ -		\$ (1,750)
85 Capital Improvements	\$ 637,449	\$ 739,806	\$ 739,806	100.0%	\$ 551,118	\$ 551,118	100.0%	\$ 551,118	100.0%	\$ -	\$ -		\$ 0
Sub Totals	\$ 9,075,366	\$ 9,918,811	\$ 9,919,874	100.0%	\$ 9,874,013	\$ 6,473,838	65.6%	\$ 9,648,972	97.7%	\$ 10,067,113	\$ 9,551,402	94.9%	\$ (290,670)
ENTERPRISE EXPENSE FUNDS													
11 Economic Development	\$ 313,967	\$ 354,815	\$ 325,122	91.6%	\$ 370,421	\$ 159,211	43.0%	\$ 325,286	87.8%	\$ 372,653	\$ 357,954	96.1%	\$ 30,436
24 Housing	\$ 85,196	\$ 92,352	\$ 89,642	97.1%	\$ 92,700	\$ 70,431	76.0%	\$ 92,894	100.2%	\$ 90,000	\$ 122,889	136.5%	\$ 32,695
52 Snow Trail Maintenance	\$ 46,882	\$ 53,024	\$ 63,830	120.4%	\$ 52,432	\$ 55,844	106.5%	\$ 59,337	113.2%	\$ 44,100	\$ 42,600	96.6%	\$ (8,405)
96 Section 8 FSS	\$ 53,986	\$ 46,509	\$ 46,284	99.5%	\$ 46,730	\$ 30,016	64.2%	\$ 45,417	97.2%	\$ 57,446	\$ 57,446	100.0%	\$ 1,313
Sub Totals	\$ 500,032	\$ 546,700	\$ 524,879	96.0%	\$ 562,283	\$ 315,502	56.1%	\$ 522,934	93.0%	\$ 564,199	\$ 580,889	103.0%	\$ 56,039
TOTAL ALL EXPENSE FUNDS													
Total All Expense Funds	\$ 9,575,398	\$ 10,465,512	\$ 10,444,754	99.8%	\$ 10,436,295	\$ 6,789,340	65.1%	\$ 10,171,906	97.5%	\$ 10,631,312	\$ 10,132,291	95.3%	\$ (234,631)

** Projected Values based on Department head input, historic trends, and contracted costs for the year.

Updated Revenue Projections after 9.5 Months

See 2020 Historical Update Report for Explanation of Expense Projections

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021			
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request		% Change from Prior YR
12 Nylander Museum								
001 Salaries								Department Request submitted 09/28/2020 via email from Gail
01 Regular Pay			\$ 6,000	\$ 6,500	108.3%	\$ 8,000	33%	Funds provide match for intern
003 Office Supplies								
08 Office Supplies	\$ 527	\$ 341	\$ 2,500	\$ 1,000	40.0%	\$ 2,500	0%	
015 Telephone								
04 Telephone	\$ 585	\$ 571	\$ 600	\$ 836	139.3%	\$ 600	0%	
017 Communications								
01 Website								
03 Internet	\$ 935	\$ 1,005	\$ 1,000	\$ 1,020	102.0%	\$ 1,000	0%	
019 Miscellaneous Expenses								
01 Misc Expenses		\$ 434		\$ 150	#VALUE!			
026 Heating Fuel								
03 Heating Fuel	\$ 2,380	\$ 2,769	\$ 2,750	\$ 2,530	92.0%	\$ 2,750	0%	
027 Electricity								
11 Electricity	\$ 943	\$ 1,102	\$ 950	\$ 937	98.7%	\$ 950	0%	
028 Water								
05 Water	\$ 1,189	\$ 1,154	\$ 1,377	\$ 1,172	85.1%	\$ 1,377	0%	
029 Sewer								
01 Sewer	\$ 216	\$ 250	\$ 300	\$ 250	83.3%	\$ 300	0%	
030 Building Supplies								
01 Building Supplies			\$ 800	\$ 200	25.0%	\$ 800	0%	
031 Building Maintenance								
01 Building Maintenance	\$ 1,921	\$ 1,318	\$ 2,000	\$ 2,500	125.0%	\$ 2,000	0%	Will need to increase Capital to address maintenance of fire system
032 Property Insurance								
01 Property Insurance	\$ 1,855	\$ 2,131	\$ 2,050	\$ 2,050	100.0%	\$ 2,153	5%	Waiting for insurance quotes for 2021 in November. Assume 5%
068 Janitorial Services								
01 Property Maintenance	\$ 951							
Total	\$ 11,391	\$ 11,077	\$ 20,327	\$ 19,145	94.2%	\$ 22,430	10%	

Client: City of Caribou
 Property: Nylander Museum
 Location: Caribou, Maine
 No. Bldgs: 1
 Inflation Rate: 2.50%

Capital Needs Assessment



Exhibit A

15-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																	
	Category	Description	Repair-Replacement	Immediate	Short-Term	Near-Term					Long - Term									
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
				2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035		
1	Site: Land Forms & Improvements																			
2	Drives and parking areas	Spot repairs, crack-seal, shim low spots, overlay and re-striping											\$5,500							
3	Flatwork	Modify entry ramp adjacent to vehicle parking area so that the foundation wall and the exterior wall of the building is not utilized as retaining wall			\$12,000															
4	Architecture: Structure, Building Envelope, and Exterior Construction																			
6	Girder Beam	Replace with like		\$8,000																
7	Exterior	Allowance to repair exterior damage to siding, repaint exterior wood surfaces, repoint brick mortar chimney joints and install chimney rain cap		\$3,500																
8	Roof	Replace in kind							\$12,500											
9	Systems: Mechanical, Electrical & Plumbing																			
11	Domestic hot water heater	Replace with like			\$1,500															
12	Heating Fuel storage tank	Replace in kind				\$2,000														
13	Heat distribution	Overhaul/replace circulating pumps								\$750	\$750	\$750								
14	Electrical distribution	Allowance to continue to upgrade electrical distribution					\$5,000													
15	Fire Protection	Allowance to repair sprinkler system	\$15,000																	
16	Propane storage protection	Install protective ballards	\$1,500																	
17	Air conditioning	Yearly allowance for window mounted air conditioning unit replacement (over 4 years)									\$450	\$450	\$450	\$450						
Annual Total, Current Dollars =			\$16,500	\$11,500	\$13,500	\$2,000	\$5,000	\$0	\$12,500	\$750	\$1,200	\$1,200	\$5,950	\$450	\$0	\$0	\$0	\$0		
Annual Total, Inflated Dollars =			\$16,500	\$11,500	\$13,838	\$2,101	\$5,384	\$0	\$14,143	\$870	\$1,426	\$1,462	\$7,431	\$576	\$0	\$0	\$0	\$0		
Range Totals, Current Dollars =			\$16,500	\$11,500	\$20,500			\$22,050												
Range Totals, Inflated Dollars =			\$16,500	\$11,500	\$21,323			\$25,908												
Years 0-5 Total, Current Dollars =			\$48,500					Years 1-15 Total, Current Dollars =												
Years 0-5 Total, Inflated Dollars =			\$49,323					Years 1-15 Total, Inflated Dollars =												
								\$54,050												
								\$58,731												

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
25 Library							
001 Salaries							
01 Regular Pay	\$ 116,992	\$ 124,488	\$ 127,190	\$ 124,285	97.7%	\$ 128,157	1%
02 Overtime							
003 Office Supplies							
01 Postage	\$ 391	\$ 299	\$ 550	\$ 340	61.9%	\$ 550	0%
02 Advertising	\$ 247	\$ 17	\$ 250	\$ 125	50.0%	\$ 250	0%
03 Copier Rental	\$ 2,043	\$ 1,933	\$ 2,480	\$ 2,000	80.6%	\$ 2,300	-7%
05 Printer Ink							
07 Paper	\$ 214	\$ 190	\$ 200	\$ 144	72.1%	\$ 200	0%
08 Office Supplies	\$ 1,499	\$ 1,086	\$ 1,600	\$ 693	43.3%	\$ 1,600	0%
008 Computer Maintenance							
01 Computer Maintenance	\$ 12,064	\$ 10,981	\$ 7,800	\$ 7,800	100.0%	\$ 7,800	0%
009 Professional Dues							
01 Subscriptions	\$ 103	\$ 119	\$ 120	\$ 120	100.0%	\$ 120	0%
04 PROF DUES		\$ 200	\$ 200	\$ 200	100.0%	\$ 200	0%
010 Travel Expenses							
05 Travel Expenses	\$ 454	\$ 346	\$ 750	\$ 350	46.7%	\$ 750	0%
011 Training & Education							
02 Training & Education	\$ 388	\$ 390	\$ 500	\$ 400	80.0%	\$ 500	0%
014 New Equipment							
01 New Equipment	\$ 1,089	\$ 1,303	\$ 1,500	\$ 350	23.3%	\$ 1,500	0%
015 Telephone							
04 Telephone	\$ 1,731	\$ 1,786	\$ 1,750	\$ 1,750	100.0%	\$ 1,750	0%
018 Health Insurance							
01 Health Insurance	\$ 8,784	\$ 10,474	\$ 11,395	\$ 11,395	100.0%	\$ 11,395	0%
019 Miscellaneous Expenses							
01 Misc. Expenses	\$ 140	\$ -	\$ 200	\$ 200	100.0%	\$ 200	0%
026 Heating Fuel							
03 Heating Fuel	\$ 12,667	\$ 14,379	\$ 13,000	\$ 10,849	83.5%	\$ 13,000	0%
027 Electricity							
11 Electricity	\$ 3,929	\$ 4,101	\$ 4,300	\$ 3,667	85.3%	\$ 4,300	0%
028 Water							
05 Water	\$ 292	\$ 262	\$ 370	\$ 282	76.3%	\$ 350	-5%

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
25 Library Cont'd							
029 Sewer							
01 Sewer	\$ 241	\$ 258	\$ 270	\$ 278	103.0%	\$ 300	11%
031 Building Maintenance							
01 Building Maintenance	\$ 6,765	\$ 6,746	\$ 5,000	\$ 4,026	80.5%	\$ 5,000	0%
032 Property Insurance							
01 Property Insurance	\$ 1,647	\$ 1,578	\$ 1,846	\$ 1,846	100.0%	\$ 1,938	5%
							Waiting on insurance quotes. Assumes 5% increase
034 Worker's Compensation							
01 Worker's Compensation	\$ 421	\$ 314	\$ 377	\$ 377	100.1%	\$ 396	5%
							Waiting on insurance quotes. Assumes 5% increase
038 Social Security							
01 Social Security	\$ 8,715	\$ 9,186	\$ 9,730	\$ 9,508	97.7%	\$ 9,804	1%
							Tied to wages
040 City & State Retirement							
01 City & State Retirement	\$ -	\$ -	\$ 1,714	\$ -	0.0%	\$ 1,731	1%
							Tied to FT wages
055 Books & Periodicals							
01 Mars and Swift							
03 Books & Periodicals	\$ 16,996	\$ 15,179	\$ 17,500	\$ 16,026	91.6%	\$ 18,000	3%
271 Contracted Services							
01 Janitorial & Supplies	\$ 11,753	\$ 10,686	\$ 12,500	\$ 9,887	79.1%	\$ 12,300	-2%
406 Programming							
01 Library Programs	\$ 633	\$ 704	\$ 1,000	\$ 550	55.0%	\$ 1,000	0%
02 Archives		\$ 371	\$ 500	\$ 283	56.5%	\$ 500	0%
Totals	\$ 210,388	\$ 217,377	\$ 224,591	\$ 207,731	92.5%	\$ 225,891	0.6%

Client: City of Caribou
 Property: Public Library
 Location: Caribou, Maine
 No. Bldgs: 1
 Inflation Rate: 2.50%

Capital Needs Assessment

Exhibit A



15-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																	
	Category	Description	Repair-Replacement	Immediate	Short-Term	Near-Term					Long - Term									
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
				2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035		
1	Site: Land Forms & Improvements																			
2	Groundskeeping	Small plantings, grade sloping, lawn overseeding & tree pruning			\$5,500															
3	Drives and parking areas	Spot repairs, crack seal, shim low spots, overlay and re-striping						\$10,450												
4	Flatwork	Replace flatwork in front of building in kind and reshape to ADA compliance. Repair walkway at the back entrance of the childrens area.	\$3,000																	
5																				
6	Architecture: Structure, Building Envelope, and Exterior Construction																			
7	Brick masonry	Repointing (interior & exterior)				\$3,000											\$3,000			
8	Windows	Replace windows with more efficient double/thermal pane type								\$33,000										
9	Building lintels	Repair		\$5,000																
10	Main building roof surfacing	Replace synthetic membrane												\$31,500						
11	Carnegie building roof surfacing	Repair areas of missing shingles and fix ridge cap		\$3,000																
12	Carnegie building roof surfacing	Replace in kind																		
13	Exterior paint	Repaint areas of the exterior of the building		\$5,250											\$15,000					
14	Rot	Allowance for possible rot repair		\$2,000																
15	Flooring	Replace industrial grade carpeting and pad									\$9,450									
16																				
17	Systems: Mechanical, Electrical & Plumbing																			
18	Domestic hot water heater	Replace in kind						\$1,500												
19	Heating	Replace boiler in kind											\$8,000							
20	Heat distribution	Overhaul/replace circulating pumps						\$5,250												
21	Air conditioning	Replace Split system heat pump in Children's area											\$4,000							
	Annual Total, Current Dollars =		\$3,000	\$15,250	\$5,500	\$3,000	\$0	\$17,200	\$0	\$33,000	\$9,450	\$0	\$12,000	\$31,500	\$15,000	\$3,000	\$0	\$0		
	Annual Total, Inflated Dollars =		\$3,000	\$15,250	\$5,638	\$3,152	\$0	\$18,986	\$0	\$38,270	\$11,233	\$0	\$14,986	\$40,323	\$19,681	\$4,035	\$0	\$0		
	Range Totals, Current Dollars =		\$3,000	\$15,250		\$25,700							\$103,950							
	Range Totals, Inflated Dollars =		\$3,000	\$15,250		\$27,775							\$128,528							
	Years 0-5 Total, Current Dollars =				\$43,950															
	Years 0-5 Total, Inflated Dollars =				\$46,025															
	Years 1-15 Total, Current Dollars =													\$144,900						
	Years 1-15 Total, Inflated Dollars =													\$171,553						

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
40 Public Works							
001 Salaries							
01 Regular Pay	\$ 605,391	\$ 629,566	\$ 649,330	\$ 635,000	97.8%	\$ 668,820	3%
02 Overtime	\$ 109,611	\$ 120,139	\$ 97,750	\$ 97,771	100.0%	\$ 100,000	2%
07 Salaries							
003 Office Supplies							
01 Postage	\$ 3	\$ -	\$ 40	\$ 90	225.0%	\$ 40	0%
02 Advertising	\$ 378	\$ -	\$ 400	\$ 525	131.3%	\$ 400	0%
05 Printer Ink	\$ 24	\$ -	\$ -				
07 Paper	\$ 21	\$ 24	\$ 50	\$ 50	100.0%	\$ 50	0%
08 Office Supplies	\$ 302	\$ 383	\$ 250	\$ 200	80.0%	\$ 250	0%
11 Equipment Rental	\$ 970	\$ 1,026	\$ 900	\$ 900	100.0%	\$ 900	0%
12 Software	\$ 310	\$ 634	\$ 250	\$ 560	224.0%	\$ 400	60%
010 Travel Expenses							
02 Meal & Lodging	\$ 135	\$ -	\$ 200	\$ 200	100.0%	\$ 200	0%
05 Travel Expenses	\$ 74	\$ -	\$ 200	\$ 200	100.0%	\$ 200	0%
011 Training & Education							
02 Training & Education	\$ 272	\$ 375	\$ 300	\$ 250	83.3%	\$ 300	0%
014 New Equipment							
01 New Equipment	\$ 3,614	\$ 3,139	\$ 3,500	\$ 3,200	91.4%	\$ 3,500	0%
02 Office							
03 Shop							
015 Telephone							
01 Cell Phone	\$ 720	\$ 720	\$ 720	\$ 720	100.0%	\$ 720	0%
04 Telephone	\$ 1,155	\$ 1,202	\$ 1,250	\$ 1,343	107.4%	\$ 1,350	8%
017 Communications							
03 Internet	\$ 539	\$ 539	\$ 550	\$ 539	98.1%	\$ 550	0%
018 Health Insurance							
01 Health Insurance	\$ 253,994	\$ 252,234	\$ 298,965	\$ 275,600	92.2%	\$ 322,882	8%
							Waiting for Insurance quotes in November. Assumes 8% increase
019 Misc. Expense							
01 Misc. Expense	\$ 1,418	\$ 1,257	\$ 1,250	\$ 1,250	100.0%	\$ 1,250	0%
026 Heating Fuel							
03 Heating Fuel	\$ 13,037	\$ 14,336	\$ 15,000	\$ 14,700	98.0%	\$ 15,000	0%

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
40 Public Works Cont'd							
027 Electricity							
01 P.W. Main Garage	\$ 9,195	\$ 9,147	\$ 10,000	\$ 9,159	91.6%	\$ 9,300	-7%
02 P.W. Cold Storage	\$ 441	\$ 443	\$ 428	\$ 474	110.8%	\$ 475	11%
03 P.W. Sand Dome	\$ 263	\$ 212	\$ 238	\$ 236	99.3%	\$ 240	1%
04 P.W. Outside Lights	\$ 208	\$ 217	\$ 200	\$ 219	109.9%	\$ 220	10%
11 Electricity	\$ 415	\$ 430	\$ 380	\$ 387	101.9%	\$ 390	3%
12 P.W. Pump House	\$ 391	\$ 386	\$ 380	\$ 397	104.5%	\$ 400	5%
028 Water							
05 Water	\$ 1,488	\$ 1,488	\$ 1,550	\$ 1,550	100.0%	\$ 1,550	0%
							Waiting on CUD rate changes. Corrected for 2020 usage
029 Sewer							
01 Sewer	\$ 380	\$ 392	\$ 420	\$ 462	109.9%	\$ 470	12%
							Waiting on CUD rate changes. Corrected for 2020 usage
030 Building Supplies							
01 Building Supplies	\$ 1,008	\$ 835	\$ 900	\$ 900	100.0%	\$ 900	0%
031 Building Maintenance							
01 Building Maintenance	\$ 5,446	\$ 6,367	\$ 5,000	\$ 5,000	100.0%	\$ 5,000	0%
032 Property Insurance							
01 Property Insurance	\$ 2,811	\$ 2,732	\$ 3,185	\$ 3,185	100.0%	\$ 3,344	5%
							Waiting on insurance quotes. Assumes 5% increase
034 Worker's Compensation							
01 Worker's Compensation	\$ 35,322	\$ 39,869	\$ 52,391	\$ 52,391	100.0%	\$ 55,011	5%
							Waiting on insurance quotes. Assumes 5% increase
036 Vehicle Insurance							
01 Vehicle Insurance	\$ 26,144	\$ 26,017	\$ 29,358	\$ 29,358	100.0%	\$ 30,826	5%
							Waiting on insurance quotes. Assumes 5% increase
038 Social Security							
01 Social Security	\$ 51,660	\$ 53,929	\$ 57,330	\$ 56,250	98.1%	\$ 57,820	1%
							Tied to wages
040 City & State Retirement							
01 City & State Retirement	\$ 13,060	\$ 13,207	\$ 25,100	\$ 25,650	102.2%	\$ 26,454	5%
							Tied to wages
051 Equipment Maintenance							
01 Software							
05 Equipment Maintenance	\$ 139,540	\$ 147,941	\$ 134,000	\$ 156,443	116.7%	\$ 145,000	8%
06 Air Compressor							older equip. Parts price increase
08 Snow Plow repairs	\$ 9,407	\$ 11,197	\$ 12,500	\$ 12,000	96.0%	\$ 12,500	0%
070 Clothing Allowance							
03 Clothing	\$ 5,000	\$ 4,475	\$ 4,000	\$ 3,500	87.5%	\$ 4,000	0%
04 Boots	\$ 1,677	\$ 1,790	\$ 1,800	\$ 1,500	83.3%	\$ 1,800	0%
06 Clothing Allowance							

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
40 Public Works Cont'd								
071 Radio Maintenance								
01 Vehicle	\$ 593	\$ -	\$ 800	\$ 800	100.0%	\$ 700	-13%	1 new radio
03 Radio Maintenance		\$ 40	\$ 150	\$ 100	66.7%	\$ 150	0%	radio acc.
074 Tires								
01 Tires others	\$ 1,566	\$ 1,500	\$ 1,200	\$ 1,200	100.0%	\$ 1,200	0%	
03 Heavy Equipment	\$ 5,072	\$ 7,358	\$ 4,800	\$ 4,800	100.0%	\$ 4,800	0%	
04 Trucks	\$ 7,645	\$ 6,934	\$ 7,200	\$ 7,000	97.2%	\$ 7,200	0%	
075 Gas/Oil/Filters								
01 Gas/Oil/Filters	\$ 7,287	\$ 6,429	\$ 7,250	\$ 6,025	83.1%	\$ 7,000	-3%	
076 Diesel Fuel								
01 Diesel	\$ 97,368	\$ 102,215	\$ 100,000	\$ 97,073	97.1%	\$ 92,500	-8%	est.43000 gal x 2.15 per gal
109 Safety Material								
01 Safety Material	\$ 2,220	\$ 1,556	\$ 2,500	\$ 2,500	100.0%	\$ 2,500	0%	
110 Equipment Rental								
01 Equipment Rental								
111 Tools - Shop								
01 Tools - Shop	\$ 1,758	\$ 1,535	\$ 1,750	\$ 1,780	101.7%	\$ 1,750	0%	
112 Tools-Road/Ground								
01 Tools - Road/Ground	\$ 847	\$ 1,033	\$ 1,000	\$ 1,000	100.0%	\$ 1,000	0%	
113 Propane								
01 Propane	\$ 52							
114 Industrial Gas/Solvent								
01 Ind. Gas	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,780	104.7%	\$ 1,700	0%	
02 Solvents/Cleaners								
115 Lubricants								
01 Lubricants	\$ 10,306	\$ 11,463	\$ 13,000	\$ 11,500	88.5%	\$ 13,000	0%	
116 Salt & Calcium								
01 Rock Salt	\$ 143,893	\$ 148,662	\$ 145,000	\$ 138,000	95.2%	\$ 144,000	-1%	1800 tons x 80.00
02 Liquid Deicer	\$ 27,793	\$ 25,138	\$ 28,000	\$ 25,167	89.9%	\$ 28,000	0%	4500 gal x 1.56 p/g x 4 loads
117 Gravel								
01 Gravel	\$ 2,657	\$ 4,140	\$ 4,000	\$ 2,000	50.0%	\$ 3,000	-25%	We use more millings now
118 Crushed Stone								
01 Crushed Stone	\$ 21,572	\$ 2,413	\$ 26,000	\$ 26,000	100.0%	\$ -	-100%	no longer needed

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021			
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request		% Change from Prior YR
40 Public Works Cont'd								
119 Liquid Asphalt								
01 Liquid Asphalt	\$ 171,122	\$ 188,683	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	no longer needed
120 Shim and Patch								
01 Shim/Paver	\$ 52,403	\$ 56,117	\$ 40,000	\$ 40,000	100.0%	\$ 40,000	0%	shim P/W paver
02 Patch	\$ 15,869	\$ 14,504	\$ 16,000	\$ 16,000	100.0%	\$ 16,000	0%	pot holes / patch crew
121 Asphalt								
01 Asphalt	\$ 213,168	\$ 205,450	\$ 400,000	\$ 400,000	100.0%	\$ 450,000	13%	country 5.0 miles Intown 2.5 miles country 2900 tons intown 2500 tons
122 Culverts & Guard Rails								
01 Culverts & Guard Rails	\$ 7,616	\$ 9,200	\$ 9,000	\$ 9,000	100.0%	\$ 9,000	0%	
123 Signs								
01 Signs	\$ 1,787	\$ 1,543	\$ 2,000	\$ 1,200	60.0%	\$ 1,500	-25%	
124 Sidewalks								
01 Sidewalks	\$ 1,333	\$ -	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0%	
126 Traffic Paint								
01 Traffic Paint	\$ 9,323	\$ 9,059	\$ 10,000	\$ 10,621	106.2%	\$ 11,000	10%	increased / short in 2020
127 Vehicle Paint								
01 Vehicle Paint	\$ 3,107	\$ 3,214	\$ 3,500	\$ 3,000	85.7%	\$ 2,500	-29%	
130 Construction Material								
01 Construction Material	\$ 2,582	\$ 2,868	\$ 3,000	\$ 2,960	98.7%	\$ 3,000	0%	
131 Sand Account								
01 Sand Account	\$ 39,899	\$ 41,664	\$ 42,000	\$ 42,000	100.0%	\$ 44,000	5%	4000 yd x 11.00 2020 price 10.65
132 Municipal Maintenance								
01 Municipal Maintenance	\$ 8,246	\$ 8,440	\$ 8,000	\$ 7,975	99.7%	\$ 7,500	-6%	
133 Tools Insurance								
01 Tools Insurance	\$ -							
134 Drug/Alcohol Testing								
01 Drug/Alcohol Testing	\$ 595	\$ 943	\$ 600	\$ 750	125.0%	\$ 750	25%	above average new employees
271 Contracted Services								
01 Janitorial & Supplies	\$ 780							
Totals	\$ 2,155,752	\$ 2,210,450	\$ 2,291,513	\$ 2,255,390	98.4%	\$ 2,370,711	3%	

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021			
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request		% Change from Prior YR
50 Recreation								
001 Salaries								
01 Regular Pay	\$ 192,478	\$ 195,982	\$ 196,420	\$ 196,142	99.9%	\$ 202,313	3%	53 Weeks in 2021. Assumes 1% COLA
02 Overtime								
07 Salaries	\$ 89,453	\$ 90,854	\$ 113,188	\$ 76,660	67.7%	\$ 114,320	1%	Maintain minimum wage for seasonal employees
003 Office Supplies								
01 Postage	\$ 256	\$ 220		\$ 110	#VALUE!	\$ 250	#VALUE!	
02 Advertising	\$ 2,066	\$ 2,668	\$ 2,000	\$ 2,000	100.0%	\$ 1,500	-25%	
03 Copier Rental	\$ 1,597	\$ 1,560	\$ 1,560	\$ 1,560	100.0%	\$ 1,560	0%	
04 Equipment Repair	\$ 83	\$ -	\$ 200	\$ -	0.0%	\$ 150	-25%	
05 Printer Ink	\$ 78	\$ 84	\$ 100	\$ -	0.0%	\$ 100	0%	
07 Paper	\$ 297	\$ 190	\$ 300	\$ 150	50.0%	\$ 300	0%	
08 Office Supplies	\$ 749	\$ 899	\$ 900	\$ 800	88.9%	\$ 900	0%	
008 Computer Maintenance								
01 Computer Maintenance	\$ 186	\$ 214	\$ 600	\$ 1,125	187.5%	\$ 500	-17%	
009 Professional Dues								
04 Professional Dues	\$ 205	\$ 180	\$ 225	\$ 225	100.0%	\$ 225	0%	
010 Travel Expenses								
01 Mileage		\$ 88	\$ 500	\$ 100	20.0%	\$ 400	-20%	
02 Meals & Lodging		\$ 298	\$ 400	\$ 300	75.0%	\$ 300	-25%	
04 Conference Fee	\$ 150	\$ 250	\$ 250	\$ -	0.0%	\$ 200	-20%	
05 Travel Expenses	\$ 109	\$ 27	\$ 400	\$ -	0.0%	\$ 300	-25%	
011 Training & Education								
02 Training & Education	\$ 586	\$ 512	\$ 500	\$ 500	100.0%	\$ 400	-20%	
013 Car Allowance								
01 Car Allowance		\$ 3,200	\$ 3,200	\$ 3,200	100.0%	\$ 3,200	0%	
015 Telephone								
01 Cell Phone	\$ 67	\$ -	\$ -					
02 Rec Center	\$ 2,145	\$ 1,694	\$ 2,400	\$ 2,028	84.5%	\$ 2,200	-8%	
04 Telephone	\$ 774	\$ 613	\$ 500	\$ 300	60.0%	\$ 400	-20%	
017 Internet								
03 Internet	\$ 947	\$ 991	\$ 950	\$ 1,135	119.5%	\$ 1,200	26%	
018 Health Insurance								
01 Health Insurance	\$ 58,882	\$ 61,609	\$ 65,800	\$ 65,800	100.0%	\$ 71,064	8%	Waiting for Insurance quotes in November. Assumes 8% increase

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
50 Recreation Cont'd							
026 Heating Fuel							
01 Recreation Center	\$ 20,890	\$ 32,957	\$ 19,000	\$ 19,000	100.0%	\$ 19,000	0%
02 Teague Park	\$ 793						
03 Heating Fuel	\$ -						
027 Electricity							
05 Recreation Center	\$ 15,880	\$ 16,105	\$ 17,000	\$ 17,944	105.6%	\$ 1,800	-89%
06 Teague Park	\$ 900	\$ -	\$ 1,000	\$ 500	50.0%	\$ 1,000	0%
07 Soucy Sports Complex	\$ 676	\$ 635	\$ 800	\$ 437	54.7%	\$ 500	-38%
08 Pool							
028 Water							
01 Recreation Center	\$ 971	\$ 860	\$ 1,500	\$ 1,168	77.8%	\$ 10,400	593%
02 Teague Park	\$ 147	\$ -	\$ 300	\$ -	0.0%	\$ 300	0%
03 Pool							
04 Soucy Complex	\$ 115	\$ 121	\$ 200	\$ 120	60.0%	\$ 150	-25%
029 Sewer							
01 Sewer	\$ 569	\$ 540	\$ 750	\$ 550	73.3%	\$ 750	0%
No additional sewer for splash pad. Other buildings add sewer							
030 Building Supplies							
01 Building Supplies	\$ 2,961	\$ 3,622	\$ 3,700	\$ 3,700	100.0%	\$ 3,800	3%
031 Building Maintenance							
01 Building Maintenance	\$ 27,966	\$ 29,701	\$ 27,000	\$ 26,581	98.4%	\$ 34,000	26%
We have an estimate for a new fire supression system in the kitchenette. The estimate is \$1652.50, I also want to change out the lights in the old hallway with new LED lights. We will do the majority of the work. Also rubish removal is going up \$60 more for the year. This also includes replacing the old circulator pumps in the old boiler room, this estimate is \$6000							
032 Property Insurance							
01 Property Insurance	\$ 6,263	\$ 5,970	\$ 6,901	\$ 6,901	100.0%	\$ 7,246	5%
Waiting on insurance quotes. Assumes 5% increase							
034 Worker's Compensation							
01 Worker's Compensation	\$ 8,639	\$ 9,567	\$ 12,787	\$ 12,787	100.0%	\$ 13,426	5%
Waiting on insurance quotes. Assumes 5% increase							
038 Social Security							
01 Social Security	\$ 21,891	\$ 21,692	\$ 24,493	\$ 20,869	85.2%	\$ 23,835	-3%
Tied to wages							
040 City & State Retirement							
01 City & State Retirement	\$ 7,244	\$ 7,079	\$ 6,875	\$ 6,875	100.0%	\$ 6,944	1%
Tied to wages							

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	5 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
50 Recreation Cont'd								
051 Equipment Maintenance								
01 Equip Maint								
04 Repairs		\$ 30				\$ -	#DIV/0!	
05 Equipment Maintenance		\$ (189)				\$ -	#DIV/0!	
073 Vehicle Repair								
01 Vehicle Repair						\$ -	#VALUE!	
075 Gas/Oil/Filters								
01 Gas/Oil/Filters		\$ 98				\$ -	#VALUE!	
135 Water Tests								
01 Water Tests		\$ -	\$ 150	\$ -	0.0%	\$ -	-100%	
136 Youth Center Equipment								
01 Youth Center Equipment	\$ 589	\$ 379	\$ -			\$ -	#DIV/0!	
137 Rink Equipment								
01 Rink Equipment		\$ -	\$ 300	\$ -	0.0%	\$ 300	0%	
138 Program Equipment								
01 Baseball/Softball	\$ 1,310	\$ 486	\$ 700	\$ 500	71.4%	\$ 650	-7%	
02 Tennis	\$ 88	\$ 75	\$ 125	\$ 350	280.0%	\$ 250	100%	
03 Soccer	\$ 1,160	\$ 2,121	\$ 700	\$ 500	71.4%	\$ 600	-14%	
04 Basketball	\$ 411	\$ 411	\$ 400	\$ 400	100.0%	\$ 300	-25%	
05 Arts & Crafts								
06 Program Equipment	\$ 2,023	\$ 185	\$ 1,900	\$ 200	10.5%	\$ 1,800	-5%	
139 Rink Maintenance								
01 Rink Maintenance		\$ -	\$ -			\$ 300	#VALUE!	
140 Pool Supplies								
01 Pool Supplies		\$ -	\$ 300	\$ -	0.0%	\$ 500	67%	Obviously this is an unknown number as we have not run the splash pad yet. No chemicals will be needed as this is a flow through design.
141 Trophies & Awards								
01 Trophies & Awards	\$ 545	\$ 463	\$ 450	\$ 300	66.7%	\$ 450	0%	
142 Pool Maintenance								
01 Pool Maintenance		\$ -	\$ 400	\$ -	0.0%	\$ 400	0%	
145 Special Events								
01 Special Events	\$ 2,759	\$ 2,359	\$ 2,500	\$ 1,000	40.0%	\$ 2,500	0%	hopefully Covid will be over soon
243 Rec Center Improvement								
Totals	\$ 477,876	\$ 497,401	\$ 520,624	\$ 472,816	90.8%	\$ 533,370	2%	

Client: City of Caribou
 Property: Recreation Center
 Location: Caribou, Maine
 No. Bldgs: 1
 Inflation Rate: 2.50%

Capital Needs Assessment
 Exhibit A



15-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years															
	Category	Description	Repair-Replacement	Immediate	Short-Term	Near-Term					Long - Term							
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
				2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
1	Site: Land Forms & Improvements																	
2	Groundskeeping	Lawn overseeding		\$3,000														
3	Drives and parking areas	Spot repairs, crack seal, shim low spots and restriping of main vehicle parking area.			\$3,500													
4	Sidewalk on right side of building	Replace wearing surface of sidewalk			\$3,000													
5	Drives and parkign areas	Replace wearing surface of vehicle parking area and restriping															\$27,500	
6																		
7	Architecture: Structure, Building Envelope, and Exterior Construction																	
8	Brick masonry	Repointing along right side of building				\$4,800												
9	Lower Roof	Replace synthetic membrane											\$103,000					
10	Upper Roof	Replace synthetic membrane															\$87,000	
11	Exterior paint	Reinstall exterior caulking and repaint fibrous cement board siding			\$65,000													
12	Exterior paint	Repair fibrous cement board siding													\$50,000			
13	Fiberglass skylight windows	Replace in kind									\$16,000							
14	Systems: Mechanical, Electrical & Plumbing																	
15	Domestic hot water heater	Replace in kind							\$1,500									
16	Air conditioning	Roof-mounted, replace in kind				\$5,500												
16	Heat distribution	Overhaul/replace circulating pumps in original building					\$10,800											
Annual Total, Current Dollars =			\$0	\$3,000	\$71,500	\$10,300	\$10,800	\$0	\$1,500	\$0	\$16,000	\$0	\$0	\$103,000	\$50,000	\$114,500	\$0	\$0
Annual Total, Inflated Dollars =			\$0	\$3,000	\$73,288	\$10,821	\$11,630	\$0	\$1,697	\$0	\$19,019	\$0	\$0	\$131,849	\$65,604	\$153,990	\$0	\$0
Range Totals, Current Dollars =			\$0	\$3,000		\$92,600								\$285,000				
Range Totals, Inflated Dollars =			\$0	\$3,000		\$95,739								\$372,159				
Years 0-5 Total, Current Dollars =					\$95,600													
Years 0-5 Total, Inflated Dollars =					\$98,739													
Years 1-15 Total, Current Dollars =														\$380,600				
Years 1-15 Total, Inflated Dollars =														\$470,898				

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
51 Parks							
001 Salaries							
01 Regular Pay	\$ 45,333	\$ 52,423	\$ 44,042	\$ 45,009	102.2%	\$ 45,363	3%
02 Overtime	\$ 4,002	\$ 4,471	\$ 3,500	\$ 3,823	109.2%	\$ 3,800	9%
07 Salaries	\$ 36,661	\$ 36,986	\$ 38,660	\$ 36,989	95.7%	\$ 38,250	-1%
014 New Equipment							
01 New Equipment	\$ 1,228	\$ 1,450	\$ 1,200	\$ 1,000	83.3%	\$ 1,200	0%
015 Telephone							
01 Cell Phone							
04 Telephone	\$ 755	\$ 613	\$ 800	\$ 693	86.6%	\$ 700	-13%
018 Health Insurance							
01 Health Insurance	\$ 9,512	\$ 10,474	\$ 11,395	\$ 11,395	100.0%	\$ 12,307	8%
							Waiting on insurance quotes. Assumes 8% increase
019 Misc. Expense							
01 Misc. Expense							
026 Heating Fuel							
03 Heating Fuel	\$ 5,778	\$ 7,128	\$ 6,500	\$ 6,500	100.0%	\$ 6,500	0%
027 Electricity							
01 PW MAIN GAR							
09 Park Shop	\$ 1,428	\$ 1,504	\$ 1,600	\$ 1,573	98.3%	\$ 1,600	0%
10 Park Security Lighting	\$ 638	\$ 456	\$ 700	\$ 331	47.2%	\$ 700	0%
11 Electricity	\$ 239	\$ 231	\$ 240	\$ 211	88.0%	\$ 240	0%
029 Sewer							
01 Sewer	\$ 253	\$ 333	\$ 300	\$ 250	83.3%	\$ 300	0%
030 Building Supplies							
01 Building Supplies	\$ 1,758	\$ 2,266	\$ 2,000	\$ 1,521	76.1%	\$ 2,000	0%
031 Building Maintenance							
01 Building Maintenance	\$ 1,883	\$ 1,048	\$ 1,750	\$ 2,730	156.0%	\$ 2,000	14%
032 Property Insurance							
01 Property Insurance							
036 Vehicle Insurance							
01 Vehicle Insurance	\$ 5,147	\$ 4,668	\$ 5,974	\$ 5,974	100.0%	\$ 6,273	5%
							Waiting on insurance quotes. Assumes 5% increase
038 Social Security							
01 Social Security	\$ 7,210	\$ 8,668	\$ 6,594	\$ 6,594	100.0%	\$ 6,687	1%
							Tied to wages

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
51 Parks Cont'd								
040 City & State Retirement								
01 City & State Retirement	\$ 684	\$ 0	\$ 2,377	\$ 1,200	50.5%	\$ 2,401	1%	Tied to wages
051 Equipment Maintenance								
04 Repairs	\$ 1,404	\$ 1,597	\$ 1,400	\$ 1,200	85.7%	\$ 1,800	29%	with the contiuation of an older fleet of equipment and doing our own maint, this line needs to increase
05 Equipment Maintenance	\$ 5,732	\$ 5,630	\$ 14,500	\$ 13,300	91.7%	\$ 5,500	-62%	
070 Clothing Allowance								
03 Clothing	\$ 521	\$ 589	\$ 400	\$ 400	100.0%	\$ 500	25%	
073 Vehicle Repairs								
01 Vehicle Repairs	\$ 4,541	\$ 3,681	\$ 5,000	\$ 4,600	92.0%	\$ 5,000	0%	
074 Tires								
01 Tires	\$ 1,420	\$ 1,713	\$ 1,700	\$ 1,655	97.3%	\$ 1,300	-24%	
075 Gas/Oil/Filters								
01 Gas/Oil/Filters	\$ 6,752	\$ 5,980	\$ 7,000	\$ 6,500	92.9%	\$ 6,500	-7%	
076 Diesel								
01 Diesel	\$ 1,598	\$ 1,883	\$ 1,300	\$ 1,260	96.9%	\$ 1,300	0%	
111 Tools - Shop								
01 Tools - Shop	\$ 1,073	\$ 1,279	\$ 1,100	\$ 1,249	113.5%	\$ 1,100	0%	
147 Parks Maintenance								
01 Parks Maintenance	\$ 8,250	\$ 8,969	\$ 8,000	\$ 8,000	100.0%	\$ 10,000	25%	there are many things that need to start geeting repaired within the parks, boardwalk, hardison playground needs attention, the extension of the dog park area, we will need to do a lot of fertilization of the new field and including sincock and little league.
02 Civic Beautification								
237 Civic Beaut								
01 Civic Beaut	\$ 1,529	\$ 2,012	\$ 6,000	\$ 5,400	90.0%	\$ 2,000	-67%	
Totals	\$ 155,331	\$ 166,054	\$ 174,033	\$ 169,357	97.3%	\$ 165,321	-5%	

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020		2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	
52 Snow Trail Maintenance							
001 Salaries							
01 Regular Pay	\$ 13,961	\$ 15,394	\$ 16,000	\$ 15,275	95.5%	\$ 16,640	4%
02 Overtime	\$ 328						
07 Salaries							
015 Telephone							
01 Cell Phone	\$ 438	\$ 370	\$ -	\$ 410	#DIV/0!	\$ 400	#DIV/0!
04 Telephone							
019 Misc. Expense							
01 Misc. Expense	\$ 3,733	\$ 3,500	\$ 3,000	\$ 2,500	83.3%	\$ 3,000	0%
034 Work Comp							
01 Work Comp	\$ 332	\$ 466	\$ 620	\$ 620	100.0%	\$ 651	5%
							Waiting on insurance quotes. Assumes 5% increase
035 Unemployment							
01 Unemployment	\$ 255	\$ 343	\$ 350	\$ 350	100.0%	\$ 350	0%
036 Vehicle Insurance							
01 Vehicle Insurance							
038 Social Security							
01 Social Security	\$ 1,085	\$ 1,178	\$ 1,262	\$ 1,262	100.0%	\$ 1,273	1%
							Tied to wages
051 Equipment Maintenance							
01 Software		\$ 59					
04 Repairs							
05 Equipment Maintenance	\$ 12,530	\$ 17,579	\$ 8,000	\$ 14,000	175.0%	\$ 10,000	25%
075 Gas/Oil/Filters							
01 Gas/Oil/Filters	\$ 1,053	\$ 1,405	\$ 900	\$ 1,200	133.3%	\$ 1,000	11%
076 Diesel							
01 Diesel	\$ 17,865	\$ 18,557	\$ 18,000	\$ 18,544	103.0%	\$ 17,000	-6%
148 Trail Maint							
01 Trail Maint	\$ 2,117	\$ 2,979	\$ 2,300	\$ 3,176	138.1%	\$ 2,500	9%
286 Rent Exp							
01 Rent Exp	\$ 1,833	\$ 2,000	\$ 2,000	\$ 2,000	100.0%	\$ 2,000	0%
Totals	\$ 55,439	\$ 63,830	\$ 52,432	\$ 59,337	113.2%	\$ 54,814	5%



City Manager's Report

October 16, 2020

Economic Projects

Porvair CDBG program	Waiting on Porvair to close out this project. City is still holding a portion of reimbursement funds.
Events and Marketing	Getting positive feedback on Halloween activities and scavenger hunt.
Blight Cleanup	The home at 110 Washburn Rd has been demolished. Because the property already went out to bid, we can negotiate sale to adjacent property owners and others. Still waiting review on the land bank ordinance.
Hilltop Senior Living	No Certificate of Occupancy has been issued yet. Still plan to hold a ribbon cutting event.
Birdseye Cleanup	Reports have been submitted to State DEP for final approval.
Title 13 ReWrite	The Planning board meeting was postponed due to city hall COVID related closures. Their next meeting will be October 22.
Façade Improvement Program	Discussion regarding application review committee is on the October 19 agenda.
SiteI Building	No word from Mr. Cassidy about his development plans for the building.
River Front - Powerplants	No change since last meeting. This property as well as the DOT lands and salmon properties are being discussed by the Riverfront steering committee as part of a larger master planning effort for the area. The committee met October 14 and discussed some hurdles to future ATV and pedestrian trails, utilities and road connectivity, various land use options and property owner interests. A larger public input meeting will take place later this year.
River Front - DOT Lands	
River Front - Salmon	
VMS Building	SaviLinx has been in touch with the city and held an additional job fair to recruit employees. They've expressed how delighted they've been with the prospects. Christina is working on a ribbon cutting event.
Pronto Burrito	Waiting for opening date. Will schedule a ribbon cutting.
Broadband Efforts	The CUD and BIG have completed a study about constructing a buildout of broadband in the City. Councilor Kirkpatrick will be presenting some of their findings at the upcoming Council meeting. The City may be able to help with this.

Major Administrative Projects

Fire Structural Study	Bids were received and will be available for consideration at the upcoming meeting. See packet memo on the subject.
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2021 Budget Process	All Operation and Capital requests have been received. Now scheduling budget forums before Council.
Tax Acquired Property Policy	Finance Director has provided to all departments the list of potential tax lien foreclosure properties for 2020. Staff are reviewing the list in order to provide recommendation to the Council in November.
Parking Lot Paving	Paving of the North Mall lot should be completed before the Council Meeting. Crews were on site October 15.
Teague Park	The RSU and their contractor continue to work through punch list items. Gary Marquis is still working with the contractor who bid on the splash pad to reduce costs. Several memorial trees and new trees were planted around the park by the Parks Department. The City has yet to accept title to the property.
City Hall Boiler Systems	Met with Adams Heating to review options for city hall. Options being considered include: A) replace existing 2 heating fuel boilers in the basement and build new chimney liner, B) remove pellet boiler and place 2 new heating fuel boilers in that room so we can take advantage of existing chimney not being utilized, C) put 2 new propane boilers in the pellet boiler location, and D) install a new dual fuel system boiler in the pellet boiler location. Option A is estimated at \$49K. Option B is \$35K. Should have additional cost estimates to report before the Council meeting.
Capital Facility Maintenance Plans	All facility assessment reports are completed. Recommended repairs/maintenance will be incorporated into the 2021 capital budget requests.
COVID-19 Status	There is one official case in Caribou. Staff continue to social distance, clean and mask up to follow guidelines.
Trailer Park Closure	A follow up report will be made during Council meeting on about options and timeframes.
North Main Street	Project is completed. Working with DOT for reimbursements.
Airport	The state purchased new operation tracking system, which is being shipped to Caribou the first part of November. It should be installed by the end of November. Working with the new fuel purchase system supplier on software contract issues. Product and equipment costs will be \$15K. Anticipate applying portion of the \$20K FAA grant to this and the remainder can be used to offset airport costs.
Investment Policy	When would the investment committee like to meet and discuss this further?
60 Access Highway	Notice was sent to parties who were tenants under the city's ownership of 60 Access Highway. They were given until September 30 to provide full payment of past amounts due or to submit a repayment plan to the city's attorney. No payments have been received by the city since the letters went out. Legal will follow up.
General Plan Update	Still working the current land use survey, which will needed for future land use discussions.
Union Negotiations.	Have not received requests for negotiation from any unions at this time.
New LED Street lights	Looking to illuminate 5 new intersections this year (South Main/York, Dorces/Harvest, Marshall/Newton, West PI Road/Buck Road, and Outer York/Mitchell Road. Still waiting for bid numbers from contractor with licenses to perform the work.
Recall Petition	No petitions forms have been submitted yet.

Cable Franchise Renewal	On hold per Council direction
River Road	No progress since last meeting.
Wage Policy	On hold until higher priority Budget and Title 13 work is completed.
Procurement Policy	On hold through budget process.
Sitel Reimbursements	Will follow up with invoice January 2021.

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Fire Station Structural Upgrade Bids
DATE: October 15, 2020

The city received three bids for the structural work at the fire station. Sewell Engineers is conducting a full review of the bids along with reference checks. The apparent low bidder at the bid opening was Kevin W Smith & Sons with a base bid of \$218,400. Their estimated cost for additive alternates to paint the trusses and surrounding area in the bays when done was another \$18,000 for a combined cost of \$236,400. The other two bidders were Buildings Etc. and A&L Construction whose bids were respectively \$319,127 and \$352,000.

Sewell Engineering will provide a final recommendation letter for the Council before the meeting.

From a financial perspective the city reserved \$166,000 toward this capital project in the 2020 budget. There is currently \$207,830 in the Fire/AMB building reserve. There is another \$11,000 of building reserves anticipated for roof repairs at the old 60 Access Highway building, which was sold earlier this year. Some additional capital funding is recommended within the 2021 budget to complete the project as well as repair the large retaining wall that is leaning.

SEWALL

85720: Caribou Fire/EMS Building Roof Renovations
Bid Tab

2020.10.15

Description	Kevin W. Smith & Son, Inc Price	Buildings Etcetera Price	A & L Construction, Inc Price
TOTAL BASE BID (Lump Sum)	\$218,400.00	\$293,198.00	\$296,000.00
Additive Alternate #1	\$10,000.00	\$13,781.00	\$47,000.00
Additive Alternate #2	\$18,000.00	\$25,929.00	\$56,000.00
Unit Price for Metal Deck Replacment (estimated 100 SF)	\$20.00/SF \$2,000.00	\$50.00/SF \$5,000.00	\$6.00/SF \$600.00

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

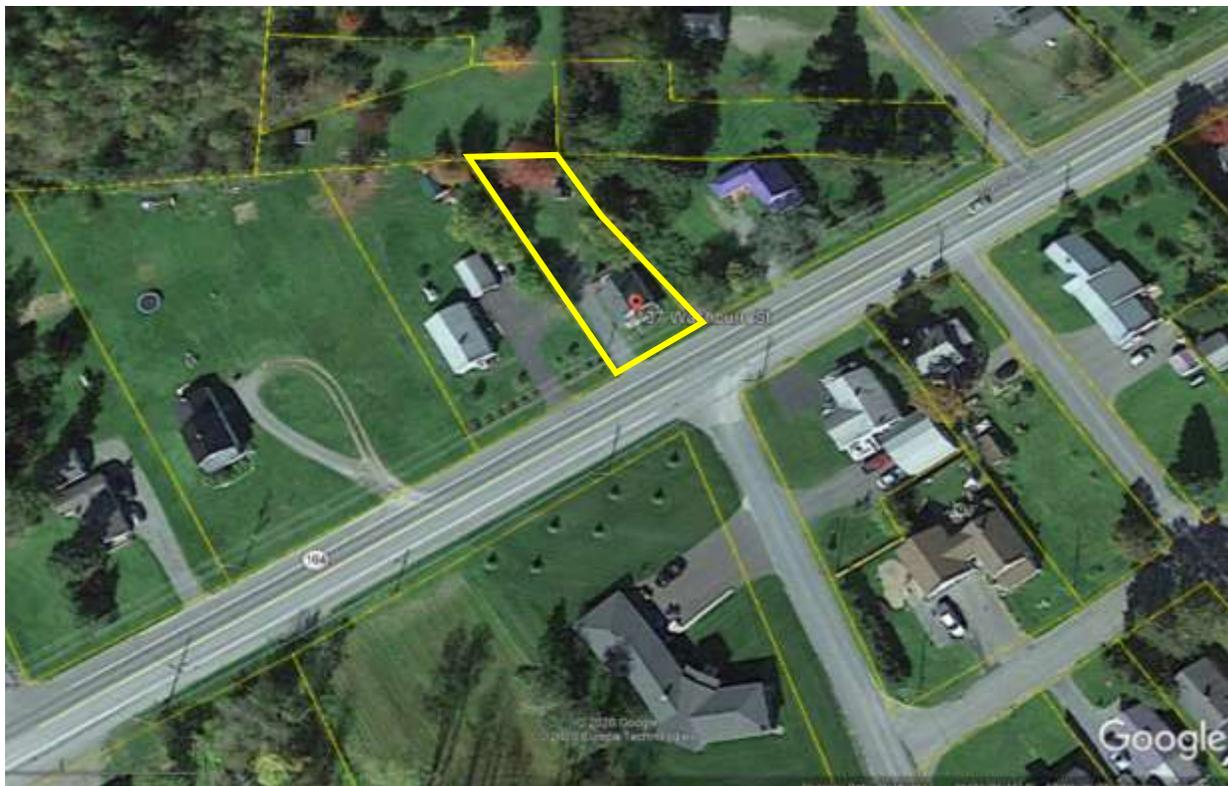


MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Bid Award for Tax Acquired Property at 137 Washburn Rd
DATE: October 15, 2020

The property at 137 Washburn Rd was recently put out to bid as a tax acquired property. The minimum bid amount was set at \$3,600. **Only one bid was received and that was from the adjacent property owner, Mr. John Pelletier, for the amount of \$3,625.** This is a land only purchase since the blighted structure on the property was demolished earlier this year by the city. Outstanding taxes and fees on the account total \$2,288.

It is recommended that Council accept the bid received and authorize the manager to record necessary documents to convey the property to Mr. Pelletier.



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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: TIF Façade Improvement Grant Selection Committee
DATE: October 15, 2020

According to the Façade Improvement Grant program adopted by the Council in August, there needs to be an application review committee formed. The make up of the committee is to include:

- A member of the City Council
- A member of the Caribou Downtown Team
- A member of the Caribou Economic Growth Council
- A member of the Caribou Planning Board, and
- The city Marketing Director

The City Manager, Building Official, and Code Enforcement officers are to advise the committee.

The next anticipated application process will start in 2021 with applications to be reviewed in March. There was \$15,000 budgeted for this program in the 2020 budget but less than \$5,000 has been committed for use.

One of the 2020 applicants, who was not eligible for funding under the previous guidelines, is asking that the Council reconsider their application under the newly adopted review process and committee. They would likely be eligible under the new guidelines.

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Sale of Tax Acquired Property (Map 2 Lot 36)
DATE: October 15, 2020

Mr. Frank Amador, who lives at 398 West Presque Isle Road, in Caribou, has offered to purchase the subject property for the minimum requested bid price of \$400. The subject property was included in the public bid process earlier this year, but no bids were received. According to the city’s tax acquired property policy, the property can thereafter be sold by negotiation to any interested party so long as the purchase price is not less than the minimum amount requested through the bid process. The property includes 0.5 acres adjacent to the Maysville siding stream. It is partially occupied by MDOT drainage infrastructure and fills related to the Route 1 stream crossing there.



It is recommended the Council approve sale of the property and authorize the Manager to record the necessary documents to convey the property to Mr. Amador.



**CENTRAL AROOSTOOK
HUMANE SOCIETY**

24 Cross Street
Presque Isle, Maine 04769
Telephone: 764-3441

This **AGREEMENT**, entered into this 25th of September 2020 by and between **THE CENTRAL AROOSTOOK HUMANE SOCIETY**, a non-profit corporation duly organized and existing under the laws of the State of Maine and having its principal place of business at Presque Isle, *County* of Aroostook and State of Maine, hereinafter referred to as the "Shelter", and the **INHABITANTS OF THE TOWN/CITY OF Town of Caribou**, a duly organized and existing Town/City situated in the County of Aroostook and State of Maine, hereinafter referred to as "Town/City", with a mailing address of 25 High Street, Maine 04736. **THIS AGREEMENT SHALL GO INTO EFFECT** on the 1ST day of JANUARY, 2021 and **TERMINATE** on the 31st day of December, 2021.

WHEREAS, the said Town/City is desirous of continuing the use of the animal shelter facilities, and

WHEREAS, the parties are desirous of entering into **AGREEMENT** for the services offered by the Central Aroostook Humane Society;

NOW THEREFORE, in consideration of the covenants that follows, it is **AGREED**, that:

1. THE TOWN/CITY shall have the right to use the animal shelter facilities from January 1, 2021 until December 31, 2021 to house and shelter stray, abandoned, or confiscated cats, dogs or other domesticated animals originating from said Town's/City's inhabitants, and also those animals whose origination is unknown, but which were found within the boundaries of said Town/City. Provisions for confiscated/seized animals shall be as follows:

1.1 The Central Aroostook Humane Society shall maintain a license as an Animal Shelter as defined under the MRSA, Title 7 Part 9 Chapter 723 Section 3932-A and shall abide by the Animal Welfare Laws set forth under Maine State Law as amended from time to time.

2. Provisions for confiscated / seized animals shall be as follows:

2.1 Animals shall be held at no charge to the municipality for a period of up to 30 days. After 30 days, room and board fees shall be assessed at the rate of \$10.00 per day for each dog and \$5.00 per day for each cat. Any other domesticated animal not listed above will be assessed a flat rate of \$5.00 per day. If after the 30 day period has passed, and the owner then comes to reclaim the animal, the owner shall pay to the Shelter the daily fees for the animal as set forth above.

2.2 If an animal is held pursuant to a Criminal or Civil Search Warrant issued by a Court of the State of Maine or by its designated official, or pursuant to an Ex Parte Order to Seize and hold said animal pursuant to the provisions of the Maine Animal Welfare Laws, the animal shall be held in accordance with the terms of the Court's order. If more than 20 days shall have passed since the initial seizure, the Town / Municipality shall cooperate with the Shelter and or the Prosecuting Attorney in whatever manner is necessary to ensure that a speedy hearing on the matter is held.

If, after hearing, the Owner is required by the court to makes payment to cover the costs associated with the care and treatment of the animal(s) while in the Shelter's possession, or if compensation is provided by the state for confiscated animals, those funds shall first be applied to room and board fees as well as any additional medical fees and costs incurred. The Town / Municipality shall pay any remaining fees not covered by the Court order, or by State reimbursement, for care after the first 30 days.

3. The Town/City shall have access to the animal shelter facilities at all times and will be provided with a key to enable the duly authorized Town/City employee(s) to enter the shelter facilities at any time for the purpose of depositing any stray, abandoned, or confiscated cat, dog or other domesticated animal therein. If the Shelter is closed, and/or if the Town/City is unable to contact the Shelter manager prior to bringing an animal(s) to the facility, the Town/City Employee, shall duly record the date, time, breed and description and Town of origin of each animal brought in on a form to be provided by the Shelter.

Although not always possible, the Shelter requests that the Manager of the Shelter be contacted prior to animals being brought into the shelter. Said authorized employees shall abide by and follow proper procedure for admitting each animal as instructed by the Central Aroostook Humane Society and according to the State of Maine Animal Welfare Laws and Regulations.

4. **THE TOWN/CITY** shall pay to the Central Aroostook Humane Society, the sum of **One Dollar and Eighty Cents (\$1.80)** per capita. **PER CAPITA** shall mean the number of inhabitants residing in the said Town/City as published by the **UNITED STATES CENSUS – 2010**.

Note: Our remaining contracted towns are paying \$1.90 PER CAPITA

5. The **TOWN/CITY** agrees to indemnify and hold harmless the Shelter and its respective officers, agents, board members, volunteers and employees from and against any and all claims of loss, damage, sickness, injury, disease, consequential damages or death sustained by any person resulting from the negligent or other tortuous conduct of any Town/City employees or agents while using or traveling to or from the Central Aroostook Humane Society facility, including loss, damages, sickness, injury, disease, or death to any animal housed therein. The Town/City and the Shelter do not, however, waive any immunities or protections that each may have under Maine State Law. The **TOWN/CITY** also agrees to defend the Central Aroostook Humane Society and its respective officers, agents, board members, volunteers and employees against any such claim at the expense of the Town/City and also shall pay all attorneys fees, court costs, and litigation expenses and judgment or settlement amounts.

Likewise, the **Shelter** agrees to indemnify and hold harmless the **TOWN/CITY** and its respective officers, and employees from and against any and all suits, claims of loss, damage, sickness, injury, disease, consequential damages or death sustained by any person resulting from the negligent or other tortuous conduct of any Shelter employees or agents while acting it in its capacity as an employee, volunteer or agent of the Humane Society or while using the Humane Society facility, including loss, damages, sickness, injury, disease, or death to any animal housed therein. The Town/City and the Shelter do not, however, waive any immunities or protections that each may have under Maine State Law. The **SHELTER** also agrees to defend the **TOWN/CITY** and its respective officers, and employees against any such claim as set out in this paragraph at the expense of the **SHELTER** and also shall pay all attorney's fees, court costs, and litigation expenses and judgment or settlement amounts.

- 6. The Town/City shall carry a Liability Insurance Policy and Worker's Compensation coverage in compliance with applicable laws for Town/City employees using the Central Aroostook Humane Society facility in their capacity as a Town/City employee.
- 7. In the event of breach of this **AGREEMENT** by either party, the breaching party shall be liable for consequential damages, incidental damages, and costs of suit, including reasonable attorney's fees, and the non-breaching party shall avail itself of all additional remedies provided by law.
- 8. In the event of a breach of the **AGREEMENT** by the Town/City, the Shelter shall have the right to terminate its obligation under **AGREEMENT**, after written notice is provided to the Town of the breach. This right includes the right to refuse to admit or accept any animals from said Town/City.

Either party may terminate this **AGREEMENT** by a **thirty (30) day** written notice. Said notice of termination shall be mailed to the other party, postage pre-paid, at the addresses set forth above. If the Town of Caribou pays the yearly fees in full on or before **April 30, 2021** and subsequently elects to terminate the contract in accordance with section **8.** above, the Society shall refund to the Town of Caribou the balance of any unexpended funds, prorated from the date the termination takes effect until the end of the contract year.

Gloria J. Swale
 Witness

Christine Robinson
 CAHS President

9-25-2020
 Date

 Witness

 Town/City Representative & Title

 Date

NOTE: Please sign in space provided and return original copy to the Central Aroostook Humane Society by December 1, 2020. Retain a copy for your records.

"HELP US.....HELP THEM"

Police Department Monthly Report

2019													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
COMPLAINTS	1852	1531	2448	2886	3416	3177	2507	2517	2501	2352	2088	2545	29,820
M/V ACCIDENTS	46	44	19	28	20	21	21	15	23	20	36	26	319
ESCORTS	1	1	0	3	1	4	2	6	4	8	6	1	37
THEFT COMPLAINTS	14	9	6	8	15	12	8	15	14	12	12	12	137
ANIMAL COMPLAINTS	4	2	9	5	11	9	14	11	8	7	9	11	100
DOMESTIC COMPLAINTS	12	5	12	10	7	10	13	14	0	4	2	13	102
BURGLARY COMPLAINTS	3	1	1	8	7	4	0	0	3	3	6	2	38
O.U.I.	1	0	7	1	4	4	1	1	0	3	3	3	28
M/V THEFTS	2	0	0	0	3	1	1	0	1	0	1	1	10
MISSING PERSONS	1	1	0	0	2	3	4	2	2	3	0	3	21
JUVENILE COMPLAINTS	1	6	0	2	2	2	2	3	1	3	5	3	30
CIVIL COMPLAINTS	3	2	3	6	4	0	0	0	0	3	2	0	23
PROWLER COMPLAINTS	0	0	0	0	0	0	0	0	0	0	0	0	-
ASSIST OTHER AGENCY	18	30	21	25	36	28	24	22	14	29	29	33	309
ASSAULT ARREST	2	1	0	1	0	0	0	1	1	4	2	4	16
THEFT ARRESTS	6	5	0	5	10	6	0	1	2	1	0	7	43
SPEEDING	15	14	23	43	28	46	45	45	16	15	2	2	294
STOPS/CHECKS M/V	1484	1197	2008	2424	2888	2670	1974	1974	2055	1915	1661	2145	24,395
PARKING TICKETS	0	0	0	0	0	0	0	0	0	0	0	0	-
HANDLING PRISONERS	39	26	44	33	51	44	36	36	33	43	40	34	459
WARRANT ARRESTS	7	6	5	16	23	12	14	18	15	9	14	12	151
UNLAWFUL SEX. CONTACT	0	0	1	0	2	0	1	4	1	1	1	0	11
GROSS SEX. ASSAULT	0	1	1	0	0	0	0	1	2	0	0	0	5
BUSINESS ALARMS	23	10	9	12	7	17	15	9	9	10	7	15	143
BURGLARY ARRESTS	1	2	0	0	7	0	1	0	0	0	1	0	12

2020														% Change from Prev. YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
COMPLAINTS	2388			1258	1894	2055	1703	1800	2108				13,206	-42.2%
M/V ACCIDENTS	34			7	18	20	8	18	16				121	-48.9%
ESCORTS	4			0	2	3	2	5	3				19	-13.6%
THEFT COMPLAINTS	14			15	18	20	12	20	9				108	6.9%
ANIMAL COMPLAINTS	4			6	21	14	9	10	7				71	-2.7%
DOMESTIC COMPLAINTS	10			11	11	8	11	13	0				64	-22.9%
BURGLARY COMPLAINTS	6			4	2	6	0	5	1				24	-11.1%
O.U.I.	5			4	3	2	4	4	1				23	21.1%
M/V THEFTS	2			0	0	3	3	3	1				12	50.0%
MISSING PERSONS	1			2	1	2	0	2	2				10	-33.3%
JUVENILE COMPLAINTS	0			2	1	1	0	2	6				12	-36.8%
CIVIL COMPLAINTS	6			3	7	0	0	0	0				16	-11.1%
PROWLER COMPLAINTS	0			0	0	0	0	0	0				-	#DIV/0!
ASSIST OTHER AGENCY	42			16	20	26	36	27	29				196	-10.1%
ASSAULT ARREST	3			1	0	6	2	1	1				14	133.3%
THEFT ARRESTS	7			6	7	9	3	15	4				51	45.7%
SPEEDING	21			0	6	16	11	8	12				74	-73.1%
STOPS/CHECKS M/V	1867			935	1481	1548	1157	1254	1673				9,915	-46.9%
PARKING TICKETS	0			0	0	0	0	0	0				-	#DIV/0!
HANDLING PRISONERS	59			13	13	19	14	25	26				169	-50.6%
WARRANT ARRESTS	33			0	10	4	5	8	15				75	-35.3%
UNLAWFUL SEX. CONTACT	2			0	0	1	1	0	1				5	-44.4%
GROSS SEX. ASSAULT	0			0	0	2	0	1	0				3	-40.0%
BUSINESS ALARMS	9			9	8	8	12	16	9				71	-36.0%
BURGLARY ARRESTS	1			3	0	3	0	8	0				15	36.4%

Caribou Housing Authority
*Housing Choice Voucher (Section 8),
 Family Self-Sufficiency & Homeownership Programs*

September 2020

Waiting List Statistics

	2019 YTD	Aug-20	Sep-20	YTD
Applications Received	N/A	11	10	86

	2019 YTD	Aug-20	Sep-20	YTD
Applicants in Jurisdiction	N/A		63	756
VAWA Preference		0	1	45
Veteran's Preference		0	0	14
Natural Disaster		1	0	2
Living in Caribou		42	19	509

	2019 YTD	Aug-20	Sep-20	YTD
Applicant's Pulled	120	30	30	120
Vouchers Issued	62	3	10	16
Leased Up	0	2	2	5
Voucher Expired	14	0	0	0
Vouchers Pending	0	0	0	0

Housing Choice Voucher Program

	2019 YTD	Aug-20	Sep-20	YTD
HUD Allocated Vouchers	1351	193	193	1737
Total Vouchers Leased	1258	174	173	1645
Port Outs	17	3	3	26
Homeownership	0	1	1	9
All Other Vouchers	1243	170	169	1610
YTD Openings	93	18	18	92
Vouchers on Street	62	1	2	8
Total HAP Expense	\$ 559,596	\$ 75,617	\$ 74,640	\$ 721,763
All Other Voucher	\$ 480,025	\$ 68,725	\$67,465.00	\$ 662,617
Utility Reimbursements, Participants	\$ 1,857	\$ 149	\$98.00	\$ 1,073
Port Out Payments	\$ 6,486	\$ 1,146	\$1,146.00	\$ 10,005
Homeownership HAP	\$ -	\$ 332	\$332.00	\$ 3,222
FSS Escrow, Participants Account	\$ 71,228	\$ 5,265	\$5,365.00	\$ 44,846
Ave. Per Unit Cost	\$ 445	\$ 435	\$ 431	\$ 439

Housing Choice Voucher Program (cont.)

	2019 YTD	Aug-20	Sep-20	YTD
Lease Up Rates				
HUD Allocated -vs- Leased	93%	90%	90%	95%
HUD Funded -vs- HAP Expense	100%	91%	89%	95%

Housing Quality Standards Inspections

	2019 YTD	Aug-20	Sep-20	YTD
Initial	N/A	2	4	14
Passed (I)		2	3	11
Failed (I)			1	2
Re-Inspected (I)				1
Annual Inspection		19	13	50
Passed (A)		4	16	31
Failed (A)		5	2	9
Re-Inspected (A)		0	1	7
No Show (A)		0		3
Tenant/Landlord Requested		1	0	4
Passed (R)		0	4	0
Failed (R)		1	2	2
Re-Inspected (R)		0	2	2
Other, Public Housing Authority Inspections			2	13
Initial/Annual/Special	0		2	13

Family Self-Sufficiency

	2019 YTD	Aug-20	Sep-20	YTD
Number of Participants	333	44	44	393
Number Earning Escrow	139	16	17	152
FSS Escrow, Participants Account	\$ 27,968	\$ 5,265	\$ 5,365	\$ 44,846
FSS Families, Disbursement	N/A	0	0	11
FSS Disbursement Amount	\$ -	\$ -	\$ -	\$ 17,486
FSS Graduate, Families	1	0	0	3
FSS Graduate, Escrow	\$2,267	\$ -	\$ -	\$ 13,261
FSS Forfeiture, Families	N/A	2	0	6
FSS Forfeiture, Escrow	\$ -	\$ 1,566.43	\$ -	\$5,109

Homeownership

	2019 YTD		Aug-20	Sep-20	YTD
Number of Participants	0		1	1	9
Homeownership HAP	\$ -		\$ 332	\$ 332	\$ 3,942



Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Dennis Marker, City Manager**
From: Hope Shafer, Library Director

August 2020 Report

Dear Honorable Mayor, City Councilors and Mr. Marker,

Sometimes I just want to jump up, throw my hands in the air and shout, “WE ARE STILL ALIVE!!!” I imagine this would cause quite a few heads to turn, but I also think it would be quite cathartic! We are still alive, we are still working to meet the needs of our patrons, both large and small. We are still here and will not “go gentle into that good night”, we will go kicking and screaming and obstinately saying, “We will persevere, we will overcome, WE ARE STILL HERE COVID!”

The landscape of the library looks a bit different. We have to wear masks, douse hands regularly with sanitizer, clean computers after each use, limit time in the library, give virtual hugs instead of real ones, and no one is sitting around in our comfy chairs for hours on end, it basically stinks, BUT we are as delighted as our patrons that they are back inside our building! Requests for copies, faxes, inter-library loans – these make us smile and laugh – we are just so happy to be able to help people again! Our patrons have expressed their pleasure with smiles and laughs, words of gratitude and encouragement, and even baked goods and drinks! We have the BEST PATRONS EVER!!!

While the world has been coming to grips with the current normal, we have been busy! We won a \$2,000 grant through Libraries Lead with Digital Skills and Grow with Google – this will be used to purchase 6 more laptops, mice and headphones bringing our total to 12 for use with our in-person computer classes and our coding for kids and teens. We also won a \$1,352 New Century Community Grant to catalog, preserve, digitalize and organize the George Whitneck papers and books. We are planning a community event for 2021 to introduce the public to

these incredible pieces of Caribou history and culture! We were also gifted \$2,500 to be used to purchase books for our Middle & High School Book Club! This generous donation will allow us to give a copy of each book to the 13 children who are members in the hopes that we are not only fostering their love of literature but helping them begin to build their personal libraries.

While COVID kept our library closed it did not keep us from developing programming for our patrons. We closed our doors on March 16th and within days we began our virtual programming. Miss Erin began her Picture Book Story Time, then added her Chapter Book Story Time. We had Facebook Live events where we were able to interact with families doing arts and crafts together. Miss Erin also had a weekly themed board event where families suggested items to go on the bulletin board. These were found, printed, and adhered to the board, then a picture of the finished board was posted to Facebook! We hosted a daily Maine Trivia Event and played Word of the Day. Every Wednesday we hosted “Whatcha’ Readin’ Wednesday” encouraging our patrons to share with us what they were reading and if they were enjoying it. These events were so much fun and helped us stay connected to our patrons.

When we opened in June for our Remote Holds Checkout Service, we finally got to at least glimpse our patrons through the windows and wave hello! We also renewed our elder outreach program at Rose Acres and were able to meet in person for the first time since March. August saw us add 3 Back To Basics For Job Seekers classes, focusing on resume building and cover letters.

June saw us begin a modified version of our Summer Reading Program for children, teens and adults. We had 14 children, 12 teens and 10 adults participate! WAHOO!!! Pictured below are our 2 teen winners! They were delighted with their Kindle Fires!



I could keep going with all the plans for the future but your eyes are probably glassing over so I will save that for our next report! 😊

As always, Happy Reading!
~Hope

CIRCULATION STATISTICAL COMPARISON													
MATERIAL TYPE	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020
Adult books	721	639	598	497	531	564	529	331	75	53	329	659	918
Juvenile books	888	736	761	542	548	648	709	502	73	56	470	632	818
Teen/YA books	74	74	103	57	52	45	44	43	5	10	72	154	132
DVDs	360	369	333	270	376	353	372	184	6	15	85	255	463
eBooks/Audiobooks	141	131	143	110	128	133	145	152	130	136	122	169	129
Magazines	41	52	81	62	74	62	60	51	0	8	12	147	149
Interlibrary loans	72	128	80	65	61	117	68	42	0	3	22	18	79
Renewals						482	488	405	0	0	1	6	639
TOTAL NUMBERS	2,297	2,129	2,099	1,603	1,770	2,404	2,415	1,710	289	281	1,113	2,040	3,327

**As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. **

OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020
Circulation	2,297	2,129	2,099	1,603	1,770	1,922	2,328	1,710	289	281	1,113	2,010	3,327
Library Visitors	6,381	5,500	6,328	4,394	5,833	5,710	4,991	2,495					
Wi-Fi access	8,371	8,032	7,193	5,751	8,236	8,802	10,628	14,140	2,729	7,247	12,902	14,600	58,117
Books added	123	137	137	106	181	221	90	99	37	91	95	104	139
Books withdrawn	100	15	63	9	143	48	54	360	28	21	24	3	62
Program Participation	381	292	473	206	346	401	378	1,080	2101	1,321	997	898	
New registered patrons	32	20	26	6	13	22	17	11	1	1	3	9	11
Archives (# of users)	52	39	36	27	24	38	36	17	0	0	11	26	37

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327					13,579



Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Dennis Marker, City Manager**
From: Hope Shafer, Library Director

September 2020 Report

Dear Honorable Mayor, City Councilors and Mr. Marker,

Another month under our belt and we are beginning to feel as though we have found our groove. Boy have we been busy! It took a bit of time for the word to spread that we are fully open, even though it has been advertised everywhere, but now that it is known we have people galore. We have been issuing new cards left and right, 17 during the month of September alone! So many other libraries are not yet open giving us new patrons from Fort Kent, all the way down and over to Fort Fairfield, even a family from Presque Isle! We are happy to be the place of joy for all of them! 😊

Due to new information from the Maine State Library, we have been able to move our quarantine times from 7 business days down to 4 business days. This is still an extra day over what MSL recommends – they recommend 3 days. It means books will be more readily available, something that will make our patrons ECSTATIC, and it means that we cut down the number of books stacking up in quarantine, which makes the staff happy! It's a lovely win for everyone! 😊

We continue to host online programming via our Facebook page and website. Our Chapter Book Story Time and Picture Book Story Time videos remain popular, with views from all over the US. We hosted another computer course on organizational projects for middle and high school students. The course covered creating a study schedule, taking notes in a table, and using Google Slides to make flashcards for spelling and/or vocabulary words. We are always looking for ways to help our community and remind everyone that the library is not just a house for

books, but a real place for community development. We will continue as best we are able during these COVID times! 😊

As always, Happy Reading!
~Hope

CIRCULATION STATISTICAL COMPARISON													
MATERIAL TYPE	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020
Adult books	639	598	497	531	564	529	331	75	53	329	659	918	916
Juvenile books	736	761	542	548	648	709	502	73	56	470	632	818	690
Teen/YA books	74	103	57	52	45	44	43	5	10	72	154	132	97
DVDs	369	333	270	376	353	372	184	6	15	85	255	463	310
eBooks/Audiobooks	131	143	110	128	133	145	152	130	136	122	169	129	138
Magazines	52	81	62	74	62	60	51	0	8	12	147	149	122
Interlibrary loans	128	80	65	61	117	68	42	0	3	22	18	79	83
Renewals					482	488	405	0	0	1	6	639	634
TOTAL NUMBERS	2,129	2,099	1,603	1,770	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990

**As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. **

OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020
Circulation	2,129	2,099	1,603	1,770	1,922	2,328	1,710	289	281	1,113	2,010	3,327	2,990
Library Visitors	5,500	6,328	4,394	5,833	5,710	4,991	2,495	267	220	395	3,197	3,234	3,675
Wi-Fi access	8,032	7,193	5,751	8,236	8,802	10,628	14,140	2,729	7,247	12,902	14,600	58,117	20,960
Books added	137	137	106	181	221	90	99	37	91	95	104	139	107
Books withdrawn	15	63	9	143	48	54	360	28	21	24	3	62	33
Program Participation	292	473	206	346	401	378	1,080	2101	1,321	997	898		
New registered patrons	20	26	6	13	22	17	11	1	1	3	9	11	17
Archives (# of users)	39	36	27	24	38	36	17	0	0	11	26	37	31

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990				16,569



Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)

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

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Chip Holmes & Sam Brown, QHR and Tanya Sleeper, PHS.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:31 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the August 3, 2020 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	<p>Dr. Flynn reported the following from the August 26th Medical Staff Executive Committee Meeting.</p> <p>Appointment Active Medical Staff – Beril Bayrak, MD (Pediatrics); The complete appointment application and provider profile of Beril Bayrak, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Beril Bayrak, MD to the Active Medical Staff with privileges as requested through December 31, 2021. Dr. Karunasiri was appointed as proctor for Dr. Beril Bayrak during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff – Donielle Sliwa, MD (Oncology); The complete appointment application and provider profile of Donielle Sliwa, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Donielle Sliwa, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2021. Dr. Espinosa was appointed as proctor for Dr. Donielle Sliwa during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Marwah Helmy, MD (Radiology); The complete appointment application and provider profile of Marwah Helmy, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of the Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Beril Bayrak to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Donielle Sliwa to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	



Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Marwah Helmy, MD to the Consulting Medical Staff with privileges as requested through December 31, 2021. Dr. Laferriere was appointed as proctor for Dr. Marwah Helmy during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff – Erik Johnson, DMD (Dentist); The complete appointment application and provider profile of Erik Johnson, DMD was reviewed. Dr. Johnson has two consent agreements with the Maine Board of Dental Practice. The report from the National Practitioner’s Data Bank reported two state licensure action reports. The consent agreements were reviewed by the Chief of Surgery and it was recommended to approve the appointment of Dr. Johnson. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Erik Johnson, DMD to the Courtesy Medical Staff with privileges as requested through June 30, 2022. Dr. Bawa was appointed as proctor for Dr. Erik Johnson during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Staff – Jennifer Meko, MD (Emergency Medicine); The complete appointment application and provider profile of Jennifer Meko, MD was reviewed with no discrepancies. Dr. Meko did report two malpractice claims with one case being dismissed and the other was a notice of claim filed. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Jennifer Meko, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2021. Dr. Collamore was appointed as proctor for Dr. Jennifer Meko during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Staff – Larry Meyers, MD (Anesthesiology); The complete appointment application and provider profile of Larry Meyers, MD was reviewed. Dr. Meyers reported one malpractice claim with a pre-trial settlement. The report from the National Practitioner’s Data Bank reported one medical malpractice payment report. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Larry Meyers, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2022. Dr. Smith was appointed as proctor for Dr. Larry Meyers during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>provisional appointment of Dr. Marwah Helmy to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Erik Johnson to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Jennifer Meko to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Larry Meyers to the Courtesy Medical Staff.</p>	



**Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Courtesy Medical Staff – Walter Novey, MD (Emergency Medicine); The complete appointment application and provider profile of Walter Novey, MD was reviewed with no discrepancies. Dr. Novey did report two malpractice claims with one case being closed without payment and the other had a pre-trial settlement. The report from the National Practitioner’s Data Bank contained one malpractice settlement payment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Walter Novey, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2021. Dr. Collamore was appointed as proctor for Dr. Walter Novey during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Staff – Allison Ainsworth, FNP; The complete appointment application and provider profile of Allison Ainsworth, FNP was reviewed with no discrepancies. Ms. Ainsworth did report one malpractice claim which is currently pending before a malpractice panel. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Allison Ainsworth, FNP to the Allied Health Professional Staff with privileges as requested through December 31, 2021 with Dr. Flynn as her supervising physician and proctor. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Staff – Robert Hunt, PA; The complete appointment application and provider profile of Robert Hunt, PA-C was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained one malpractice settlement payment. One reference and a work verification noted Mr. Hunt was terminated. This was discussed between Mr. Hunt and Ms. Doody, CEO and it was recommended to approve Mr. Hunt’s appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Robert Hunt, PA-C to the Allied Health Professional Staff with privileges as requested through December 31, 2021. Dr. Harrigan was appointed as proctor and supervising physician for Mr. Robert Hunt during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>New Privilege Request – Steven Farina, DPM – It was reported to the Medical Staff Executive Committee that Steven Farina, DPM has requested two additional privileges which are within his training/scope of practice:</p> <ol style="list-style-type: none"> 1) Biopsy debridement of bones and soft tissue in the ankle 2) Removal of hardware foot and ankle <p>There were no actions with the Maine Board of Licensure for Podiatric Medicine. The report from</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Walter Novey to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Allison Ainsworth, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Robert Hunt, PA to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the additional privileges as requested by Dr. Steven Farina.</p>	



**Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the additional privileges as requested for Steven Farina, DPM, privileges will be approved with the current appointment through December 31, 2021. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Tanja Lindsey, MD – Dr. Tanja Lindsey submitted her letter of resignation effective June 1, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Tanja Lindsey, MD. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Sandra Newberry, MD - The resignation of Sandra Newberry, MD effective May 20, 2020 was presented. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Sandra Newberry, MD as presented. This was forwarded to the Board of Directors for action.</p> <p>Resignation – Tyler Stoliker, FNP - Dr. Flynn reported Tyler Stoliker, FNP has submitted his resignation effective August 11, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Tyler Stoliker, FNP. This recommendation was forwarded to the Board of Directors for action.</p> <p>Peer Review – Q2 2020 – The Q2 2020 Peer Review was included in the packet for review.</p> <p>Ventilator Donation – Dr. Flynn reported that the MicMacs received a grant and will be donating money to purchase a ventilator for Cary Medical Center. The amount of donation is approximately \$18,000, base cost of a ventilator.</p> <p>Physician Capital Equipment – The Medical Staff Executive Committee have prioritized the Panda Infant Warmer.</p> <p>CME – An Opioid CME is being reviewed for the Medical Staff, either an in-person session or for providers to complete on-line.</p> <p>Tufts Students – Our latest Tufts students are here and all is going well. They are very interactive.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Dr. Tanja Lindsey.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Dr. Sandra Newberry.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Tyler Stoliker, FNP.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p>	



**Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>a. Report from Board Members – MSEC</p> <p>b. Strategic Plan – Q2 2020</p>	<p>MSEC – Chris Bell reported the following information in addition to Dr. Flynn’s Chief of Staff report: Chelsea provided a financial update and the Medical Staff Executive Committee voted to provide \$1,000 to the Medical Professionals Health Program. The hospital will be matching the \$1,000 donation.</p> <p>Strategic Plan – Q2 2020 – Kris Doody provided an overview of the Q2 2020 updates. Doug Plourde shared that he is very pleased with the ongoing activity of the Strategic Plan.</p>		
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p> <p>b. COVID-19</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports.</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> • Pathology – Dr. Bhunesh Maheshwari’s arrival has been delayed due to immigration issues. He will be arriving late 2020. • Emergency Medicine – Initial calls and a ZOOM interview were completed with Dr. Bailey Ditmer. Dr. Ditmer and her wife, Kayla, an experienced ER nurse, will be here September 19th-21st for a site visit. A ZOOM interview was completed with Dr. Peter Levasseur. Dr. Levasseur has over twenty years Emergency Medicine experience, working in Bangor. Plans are to have Dr. Levasseur provide coverage per diem. Dr. Rebecca Horst stopped by for a visit on Friday, September 11th while in Aroostook County for a site visit. She will be returning to Cary for a full site visit September 16th-18th. • Pediatrics – A ZOOM interview has been completed with Dr. Sannah Rashid. Dr. Rashid has accepted another offer. A virtual interview was completed with Dr. Sergey Shushunov. Additional coverage continues to be provided by locum pediatricians. • Anesthesia – Two site visits were completed in July and August. Dr. Wojciech Franzl has been extended and signed a Letter of Intent. Dr. Franzl’s contract is currently being finalized. He will begin employment in October. Dr. Alexandra Armstrong has been extended a Letter of Intent. The schedule is covered by long term locums through the end of the year prior to hiring a permanent physician. Several candidates are being reviewed. • Activity – Kris reported activity with pediatricians, oncologists and anesthesiologists. Plans are to potentially schedule site visits in the near future. <p>COVID-19 – Weekly updates continue to be emailed to members of the Board of Directors at Cary, Pines and Admin Staff. Cary now has two PCR machines up and running. Photos were taken with John Swanberg, President, Aroostook Savings and Loan for their generous donation of \$20,000 towards the second PCR machine. Cary still has limited testing materials. Our Travel and Sick Policies have been updated by Dr. Gallagher for guidelines for staff traveling outside of Maine. All</p>	<p>Informational.</p>	



Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>c. CARES & Relief Funds</p> <p>d. SCH Appeal/340b Update</p> <p>e. VA Clinic Expansion</p> <p>f. Annual Employee Recognition</p> <p>g. Theft Protection Benefit</p> <p>h. Flu Clinics – Pediatric Student Population</p>	<p>need to quarantine until negative test results can be reported.</p> <p>CARES & Relief Funds – Kris Doody reported the matrix is included in the packet. The SHIP grant has provided additional funds to Cary. Chelsea Desrosiers has included the information in the matrix. Katahdin Bank wants Cary Medical Center to be a beta site. The information is currently being reviewed. There is concern about forgiveness of funds guarantee.</p> <p>SCH Appeal/340b Update – No additional information is available at this time. The designation, SCH, qualifies a hospital for the 340b program.</p> <p>VA Clinic – Kris Doody reported that Cary Medical Center received notice from the VA that Cary did not receive the bid to expand the current VA Clinic. Chelsea Desrosiers, Bill Flagg and Kris met and sent questions to VA regarding the bid declination. A final response was received from VA on Sunday, September 13th at 9 p.m. Plans are to continue working through our Congressional Delegation regarding the award of the contract. More questions will be submitted to the Contracting Officer. The bid has been awarded to Ellis Commercial LLC, Contractor/Developer. He had the lower bid. Cary Medical Center will continue to advocate for this project and for Veterans.</p> <p>Annual Employee Recognition – This year’s employee recognition is October 2nd and will be held in the lower parking lots by Orthopedics and Outpatient Rehab. Board members were invited to attend. Information will be sent to you about the event in the near future.</p> <p>Theft Protection Benefit – Paula Parent reported that 20-25 employees were impacted this spring with fraud unemployment claims. Cary Medical Center will be providing theft protection as a benefit to employees effective October 1st. The cost to Cary is approximately \$20,000 per year for 3 years. Employees can choose additional coverage for their family members at a specified fee.</p> <p>Flu Clinics Pediatric Student Population – Kris Doody reported that Pines Health Services is working with the local schools and their nurses to establish a plan to vaccinate the student population. Dr. Dumont and the pediatricians are involved in the planning.</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. July Financials</p> <p>b. 2019 Retirement</p>	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the July financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, non-reimbursable expenses, salaries and net loss.</p> <p>Retirement Plan Contribution – Chelsea stated that Admin Staff will have a recommendation</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as</p>	



Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
Plan Contribution	regarding the 2019 Retirement Plan employer match at the October 5 th Finance & Personnel and Board of Directors Meetings. COVID-19 Funds Matrix – The matrix was included in the packet for review.	reported.	
8. Compliance Committee Quarterly Report	Dr. Regen Gallagher provided an overview of the Compliance Committee Quarterly Report. Items reviewed included: <ul style="list-style-type: none"> • Policies • Audits • Compliance Hotline • Healthicity • Contracts • Monitoring and Auditing Plan (MAP) 	Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report as presented.	
9. Nursing Quarterly Report	Jenn Plant provided an overview of the Nursing Quarterly Report. Items reviewed included: <ul style="list-style-type: none"> • Nursing overview (new nurses in training, travelers, ongoing interviews with nursing students) • Medication Verification Report • Documentation of Critical Lab Values Compliance. Staff have been re-educated to improve compliance. • Inpatient Falls Report • Nursing Leadership Subgroups established with overall focus on Recruitment & Retention <ul style="list-style-type: none"> • Preceptor Training Program • Charge Nurse Training • Orientation Structure and Content • Interviewing Process • Continuing Education • Code Lavender 	Upon motion duly made and seconded, it was so VOTED to approve the Nursing Quarterly Report as presented.	
10. Quorum Health Resources Updates	Chip Holmes and Sam Brown, QHR provided the following updates: Sam reported: <ul style="list-style-type: none"> • Financial Operations Review (FOR) – complete 2 in 2020. One is in progress. • 2021 Compliance – new requirements. • 340b Updates for requirements and compliance. • QHR acquiring “Resolution” – a company in Colorado that was a QHR SSP. Their specialty is revenue cycle services. 	Informational.	



Board of Directors
September 14, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Chip reported:</p> <ul style="list-style-type: none"> • Strategic Plan 2018-2021 – market update call to be scheduled with two new strategic planning staff. • Case Management Assessment – this will be completed virtually. Work is ongoing with Sherry Wright, Case Management Manager. • CHNA – QHR hired a staff member with 30 years’ experience in behavioral health needs, a priority focus of Cary’s community health needs assessment. • QHR President Dwayne Gunter – plans are to schedule a call to introduce Kris Doody and Dwayne. 		
<p>11. Other, Adjournment & Next Meeting</p>	<p>Other – Doug Plourde stated he hopes VA is getting the best care and facility possible for Veterans. Our Veterans are very important to Cary Medical Center.</p> <p>Reno’s – Kris reported that after 55 years of family owned business, Reno’s is closing September 30th. They donated and delivered several meals to Cary Medical Center during this COVID-19 Pandemic. Cary is planning a thank you for Reno’s staff.</p> <p>Wage Increases – Kris Doody reported receiving positive feedback from employees regarding the wage increases.</p> <p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:53 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, October 5, 2020, 5:30 p.m.</p>		

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

Respectfully submitted,

Kris Doody, RN, MSB
 Chief Executive Officer

The monthly meeting of the Caribou Utilities District was held Wednesday, September 16, 2020 in the Wastewater garage, 176 Limestone Street, Caribou, Maine

Trustees Present;

Janine Murchison, President
Nancy Solman, Treasurer
David Belyea, Trustee -Remotely
Jay Kamm, Trustee
Philip McDonough, Trustee

Others Present:

Hugh Kirkpatrick, General Manager
Sue Sands, Office Manager

President Janine Murchison opened the meeting at 7:32 A.M. After reviewing the minutes of the August 12, 2020 meeting Philip McDonough moved and Nancy Solman seconded the motion to approve the minutes as presented. UNANIMOUSLY VOTED.

Sue reviewed the Budget and Financial reports with the Trustees. Sue explained to the Trustees that the credits for the solar array are being handled differently than anticipated. There are nine (9) meters that are receiving the credits, with the majority being applied to the Water Electrical. This is something that Versant Power set up, and not the District. Although Grimes is the largest user of electrical, they are only receiving a portion of the credits. The District used a percentage from each division to cover the additional cost such as legal fees, etc. for the installation of the solar arrays. 70% of those charges were paid by the wastewater division and 30% by water. This percentage was arrived at years ago when reviewing all of the power used by each Division and the result showed that the Wastewater was using 70% of the electrical for the District and the Water Division was using 30%. Therefore, when the quarterly charges came in from Caribou Solar LLC, it was thought best to use the same percentages for each division to pay for the solar charge. However, when Sue was reviewing all of the electrical statements that have been paid to Versant and Omvera this year, it was discovered that the Water division has been receiving the majority of the solar credits. Manager Kirkpatrick felt that Versant used the smaller accounts with less usage for applying the credits which left Grimes, the largest user, receiving the least amount of credits. At the end of July, Sue reported to the Trustees that the wastewater division had paid \$7700.00 more for electrical and solar to date, and water had paid \$9200.00 less for electrical and solar. Therefore, after reviewing all of these charges, it was felt that an adjustment should be made for the Caribou Solar LLC charges to reflect these credits by using a 50% figure for each division. Jay Kamm moved and Nancy Solman seconded the motion to accept the reports as presented. UNANIMOUSLY VOTED.

General Manager Kirkpatrick discussed the Grimes Project with the Trustees. Everything seems to be going as scheduled. Last Friday, September 11th, Sargent instructed Merrill Bros.to refrain from hauling sludge because they thought the machines would be too hard on the liners and possibly puncture a hole. Bill Sheehan met at the office along with Jim Lord on Friday to discuss the situation. Bill advised Sargent that he would prepare a document for the District to follow and that they should remove as much sludge as possible at this time. To date Merrill Bros have hauled 60 load with each containing 10 dry tons of sludge into Canada. Merrill feels that there might be less than the 3200 dry ton as estimated at the beginning and that they would be done sooner. The contractors will continue with the project as long as the temperatures remain above the freezing mark throughout the day. Manager Kirkpatrick explained that the system has more capacity in the two completed lagoons than it has ever had.

Manager Kirkpatrick discussed training offered by RCAP Solutions which is required in order to receive Principal Forgiveness of funds on SRF loans which is available free of charge. Three different 4-hour sessions are available on Asset Management, GIS, or Work-Shop in a Box on Sustainable Management. The Trustees all are in favor of the Sustainable Management Practices and Manager Kirkpatrick will prepare a list of Capital Projects for the Trustees to review and will reach

out to RCAP to set up individual training for each person due to other commitments that each may have. The training will be later in the Fall and once a time has been established, all will be notified.

Manager Kirkpatrick discussed with the Trustees the issue on 44 Washburn Street. Mr. Bacon attended the September 8, 2020 City Council meeting and stated the fact that the District would not help him out in any way with repairing his sewer line. Mr. Bacon was in attendance at the July 8, 2020 meeting of the District. At this time, a letter was read from Attorney Rick Solman indicating that it is the customer's responsibility to access the Municipal system from the home to the District's sewer main. Since it is not the responsibility of the District to repair this line, the Trustees and Manager Kirkpatrick offered technical assistance to Mr. Bacon and suggested the possibility of getting additional quotes, to tie into a neighbor's line, or changing the location of the current pipe. Manager Kirkpatrick, Superintendent Rossignol and Retired Manager Alan Hitchcock met with Mr. Bacon several times in an attempt to offer additional suggestions but Mr. Bacon was not interested at this time other than the fact that he would go to the City at this point and get a permit for a private septic system of his own. Manager Kirkpatrick received an e-mail from Brandon Saucier concerning a conversation he had had with Mr. Bacon regarding his failed sewer line and that he wished to install a private septic system. Due to The Maine State Code and the Municipal Code enforcements, Mr. Kirkpatrick will respond to Mr. Bacon and Mr. Saucier that The Caribou Utilities District does not deem this project infeasible and the only alternative would be for Mr. Bacon to consider the above options and suggestions that were given to him by the District staff for connecting to the existing wastewater system. The State Code reads that the only way for a private septic system to be possible is either the customer is outside of 200 feet from the public utilities, and the Municipal code reads outside of 1000 feet from the utility.

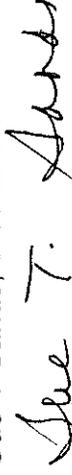
Manager Kirkpatrick discussed a sewer issue on 761 Main Street where a faulty sewer line has been running down the property owner's backyard onto property located on Teague Street. The owner of the property on Teague Street contacted the District reporting that raw sewage had been seeping through the ground and running down the ditch. Since this was a health issue that needed immediate attention, a local contractor was notified to correct the problem. Manager Kirkpatrick contacted ACAP concerning available funds that might be available for the homeowner. The District paid Larry's Construction \$3,006.00 on September 2, 2020 for the sewer replacement.

Manager Kirkpatrick informed the Trustees that the District would be featured on the front cover of the NEWWA December journal. Mr. Kirkpatrick sent the history of the District along with pictures of the Scada system, Solar Arrays, and the award for the Best Drinking Water in the State of Maine being awarded to Caribou Utilities District in 2016.

Manager Kirkpatrick reviewed with the Trustees a recent meeting in Bangor with Dan Pittman of Eaton Peabody along with his colleague, Bill Ferdinand regarding a charter change for the District to include Broadband along with the current water and wastewater divisions. Trustee Janine Murchison definitely is not in favor of this in any way. Other Trustees felt that more information regarding Broadband is needed such as a design plan, the amount of money needed for infrastructure, a plan to reach out to other Entity's such as Cary Medical Center and RSU 39 for their support and volunteer their services such as applying for grants, etc. in order to get this item off the ground and move forward. The Trustee's also felt that a separate charter for Broadband would be the correct way to move forward.

Philip McDonough moved and Jay Kamm seconded the motion to adjourn the meeting at 9:50 A.M. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, October 14, 2020.

Sue T Sands, District Clerk



Councilor Smith introduced the following ordinance:

Ordinance No. 05, 2020 Series
 City of Caribou
 County of Aroostook
 State of Maine

AN ORDINANCE AMENDING CHAPTER 17 General Assistance

Short Title: An Ordinance Amending General Assistance Guidelines.

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section 1. Amendments to Ordinance.

A. Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended to read as follows:

OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
Aroostook	1	2	3	4	5	6
	\$649.00	710.00	831.00	1,119.00	1,200.00	1,275.00

Add \$75 for each additional person

B. Appendix B of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

2019-2020 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$47.44	204
2	\$86.98	374
3	\$124.42	535
4	\$158.14	680
5	\$187.67	807
6	\$225.35	969
7	\$249.07	\$ 1,071
8	\$284.65	\$ 1,224

NOTE: For each additional person add \$146.00 per month.

C. Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

A listing of the maximum levels of assistance for housing (both heated and unheated).

Number of Bedrooms	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$117	\$504	\$141	\$606
1	\$123	\$528	\$154	\$663
2	\$139	\$599	\$180	\$776
3	\$195	\$840	\$246	\$1,057
4	\$200	\$859	\$262	\$1,126

D. Appendix D of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

NOTE: For an electrically heated dwelling also see Appendix E – Heating Fuel. But remember, an applicant is *not automatically* entitled to the “maximums” established – applicants must demonstrate need.

- 1) **Electricity Maximums for Household Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric used excluding electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00
NOTE: For each additional person add \$7.50 per month		

- 2) **Electricity Maximums for Household With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00
NOTE: For each additional person add \$10.00 per month		

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

E. Appendix H of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

This ordinance, being introduced on September 21, 2020 and a public hearing being held on October 19, 2020 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2020.

R. Mark Goughan, Mayor

Nicole L. Cote, Councilor

Jody R. Smith, Deputy Mayor

Hugh Kirkpatrick, Councilor

David Martin, Councilor

Thomas Ayer, Councilor

Joan Theriault, Councilor

Attest:

Danielle Brissette, City Clerk