

CITY COUNCIL MEETING NOTICE AND AGENDA

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



1. **Roll Call**
2. **Invocation / Inspirational Thought**
3. **Pledge of Allegiance**
4. **Public Forum**
5. **City Council Minutes**
 - a. February 17, 2020 Special Meeting Pg 2
6. **Financials – January 2020** Pgs 3-18
7. **Bid Openings, Awards, and Appointments**
 - a. AnaLee Marker, Library Board Pg 19
8. **New Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding Reclamation of Tax Acquired property located at 374 West Presque Isle Road Pgs 20-21
 - b. Discussion and Possible Action Regarding a Liquor License for the Caribou Country Club at 723 New Sweden Road Pg 22
 - c. Discussion and Possible Action Regarding a Liquor License for the Caribou Inn & Convention Center at 19 Main Street Pg 23
 - d. Discussion and Possible Action Regarding Municipal Partnership with DOT for North Maine Street Road Repair Estimated at \$400,000 Pgs 24-26
 - e. Discussion and Possible Action Regarding Over Weight Limit Permit for Route 1 DOT Work between Fort Fairfield Road and Cary Medical Center. Pgs 27-32
 - f. Discussion and Possible Action Regarding Fire and EMS Agreements with Other Towns Pgs 33-39
 - g. Discussion Regarding Houlton Ambulance Billing Reconsideration Pg 40
9. **Old Business**
 - a. Discussion Regarding City Council Priorities for 2020
 - b. Discussion and Possible Action Regarding Sale of 60 Access Highway Building
10. **Reports and Discussion by Mayor and Council Members**
11. **City Manager's Report** Pgs 41-42
12. **Reports by Staff and Appointed Officials** Pgs 43-55
13. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Collective Bargaining Negotiations with the Public Works Union
 - b. Personnel Matter
14. **Next Meeting(s):** March 9 & 23
15. **Adjournment**

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

Certificate of Mailing/Posting

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

BY: _____ Jayne R. Farrin, City Clerk

20-06

Council Agenda Item #1: Roll Call

The Caribou City Council held a special meeting Monday, February 17, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Nicole L. Cote, Hugh A. Kirkpatrick, and Douglas C. Morrell. Jody R. Smith was absent. Joan L. Theriault and Deputy Mayor Thomas Ayer were absent and excused. Deputy Mayor Thomas Ayer was listening remotely by telephone.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor).

YouTube, and Spectrum covered the meeting.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Goughan read a prayer written by Tony Levesque and used by the Fort Fairfield Town Council.

Council Agenda Item #3: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

No public input.

Council Agenda Item #5: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

- a. Discussion or consideration of the investigation or hearing of charges or complaints against a person or persons

6:03 p.m. Motion made by H. Kirkpatrick, seconded by D. Morrell, to move to executive session to discuss an issue under MRSA Title 1, §405(6)(A). (4 yes) So voted.

6:41 p.m. Council returned from executive session.

No action taken.

Council Agenda Item #6: Next Meeting(s): February 24

Council Agenda Item #7: Adjournment

Motion made by H. Kirkpatrick, seconded by D. Morrell, to adjourn the meeting at 6:41 p.m. (4 yes) So voted.

Jayne R. Farrin, Secretary

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	11,999.45	0.00	0.00	3,617,899.04	3,617,899.04	0.00
Assets	9,693,583.00	9,842,342.30	-670,066.45	1,565,658.40	2,235,724.85	9,172,275.85
101-00 CASH (BANK OF MAINE)	4,324,340.92	4,168,345.82	-615,531.82	1,037,348.48	1,652,880.30	3,552,814.00
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	0.08	0.08	0.00	918.41
110-00 SECTION 125 CHECKING FSA	11,520.34	11,592.16	13,096.70	14,559.23	1,462.53	24,688.86
110-05 2019 SECTION 125 CHECKING HRA	40,997.95	33,709.93	0.00	0.00	0.00	33,709.93
110-06 2020 SECTION 125 CHECKING HRA	0.00	0.00	94,375.00	94,375.00	0.00	94,375.00
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	0.00	0.00	0.00	236,316.64
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	-12,166.24	21,150.00	33,316.24	-4,070.76
124-00 GAS INVENTORY	12,096.46	18,924.37	-8,492.52	0.00	8,492.52	10,431.85
125-00 ACCOUNTS RECEIVABLE	11,542.86	312,687.74	-1,808.20	15,856.18	17,664.38	310,879.54
126-00 SWEETSOFT RECEIVABLES	572,816.11	572,816.11	52,490.77	157,189.49	104,698.72	625,306.88
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	0.00	0.00	0.00	1,134.37
181-00 HAMILTON LIBRARY TR. INVEST	1,782.30	1,793.95	0.00	0.00	0.00	1,793.95
182-00 KNOX LIBRARY INVESTMENT	9,981.69	10,037.11	0.00	0.00	0.00	10,037.11
183-00 CLARA PIPER MEM INV	670.69	671.20	0.00	0.00	0.00	671.20
184-00 JACK ROTH LIBRARY INVEST	23,378.83	23,531.85	0.00	0.00	0.00	23,531.85
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	0.00	0.00	0.00	7,465.44
187-00 DOROTHY COOPER MEM INV	56,071.50	56,386.81	0.00	0.00	0.00	56,386.81
189-00 MARGARET SHAW LIBRARY INV	12,966.75	12,991.28	0.00	0.00	0.00	12,991.28
190-00 GORDON ROBERTSON MEM INV	11,483.26	11,496.29	0.00	0.00	0.00	11,496.29
191-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	0.00	0.00	6,153.71
192-00 G. HARMON MEM INV	6,766.50	6,774.18	0.00	0.00	0.00	6,774.18
193-00 BARBARA BREWER FUND	5,508.63	5,519.14	0.00	0.00	0.00	5,519.14
194-00 RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	0.00	0.00	16,445.49
196-00 PHILIP TURNER LIBRARY INV	8,937.76	8,981.97	0.00	0.00	0.00	8,981.97
198-00 TAX ACQUIRED PROPERTY	190,534.26	178,908.40	0.00	0.00	0.00	178,908.40
198-17 TAX ACQUIRED PROPERTY 2017	-3,197.11	0.00	-4,983.15	0.00	4,983.15	-4,983.15
198-18 TAX ACQUIRED PROPERTY 2018	-4,197.27	0.00	-4,941.45	0.00	4,941.45	-4,941.45
198-19 TAX ACQUIRED PROPERTY 2019	-2,617.03	0.00	-1,175.95	0.00	1,175.95	-1,175.95
200-18 2018 TAX RECEIVABLE	528.51	528.51	0.00	0.00	0.00	528.51
200-19 2019 TAX RECEIVABLE	829,395.74	829,395.74	-87,312.56	0.00	87,312.56	742,083.18
200-20 2020 TAX RECEIVABLE	-31,838.04	-31,838.04	-65,015.83	0.00	65,015.83	-96,853.87
200-21 2021 TAX RECEIVABLE	0.00	0.00	0.00	1,300.00	1,300.00	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	-8,422.13	0.00	8,422.13	147,036.52
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
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	-114.50	0.00	114.50	10,721.78
210-17 2017 PP TAX RECEIVABLE	11,852.12	11,852.12	-212.72	0.00	212.72	11,639.40
210-18 2018 PP TAX RECEIVABLE	17,932.81	17,932.81	-349.24	0.00	349.24	17,583.57
210-19 2019 PP TAX RECEIVABLE	35,335.69	35,335.69	-1,834.83	0.00	1,834.83	33,500.86

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-20 2020 PP TAX RECEIVABLE	-5.50	-5.50	-302.00	0.00	302.00	-307.50
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	40,580.25	40,580.25	0.00
304-00 FICA W/H	0.00	0.00	0.00	53,977.12	53,977.12	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	12,623.80	12,623.80	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	17,109.83	17,109.83	0.00
307-00 M.S.R.S. W/H	88.95	88.95	0.00	14,003.49	14,003.49	88.95
307-01 MSRS EMPLOYER	-152.35	-152.35	0.00	11,068.65	11,068.65	-152.35
308-00 AFLAC INSURANCE	-1.92	0.00	-0.14	666.44	666.58	-0.14
312-00 HEALTH INS. W/H	-26,826.38	-26,388.41	-657.08	23,245.93	23,903.01	-27,045.49
314-00 UNITED WAY W/H	0.00	0.00	0.00	15.00	15.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	798.00	798.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	395.85	395.85	0.00
317-00 PW UNION INS	0.00	0.00	0.00	164.90	164.90	0.00
318-00 MMA INCOME PROTECTION	-7,060.68	-7,008.66	-603.20	3,166.57	3,769.77	-7,611.86
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	3,155.00	3,155.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	16,919.52	16,919.52	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	3,803.65	3,803.65	0.00
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	125.00	125.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	1,112.61	1,112.61	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,534.63	-1,500.55	-235.78	908.10	1,143.88	-1,736.33
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	150.00	150.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	3,693.23	3,693.23	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	1,076.53	1,076.53	0.00
329-00 SALES TAX COLLECTED	-3.73	-3.73	5.47	5.47	0.00	1.74
330-00 VEHICLE REG FEE (ST. OF ME)	-4,009.00	-1,849.00	-1,530.00	14,164.00	15,694.00	-3,379.00
331-00 BOAT REG FEE INLAND FISHERIES	-49.00	0.00	-159.00	0.00	159.00	-159.00
332-00 SNOWMOIBLE REG (F&W)	-7,343.00	0.00	-10,421.13	0.00	10,421.13	-10,421.13
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-309.25	0.00	309.25	-309.25
335-00 PLUMBING PERMITS (ST. OF ME)	-2,461.25	-123.85	-10.00	0.00	10.00	-133.85
336-00 CONCEALED WEAPON PERMIT	-125.00	55.00	-180.00	0.00	180.00	-125.00
340-00 DOG LICENSES (ST. OF ME)	-1,381.00	0.00	-1,461.00	126.00	1,587.00	-1,461.00
341-00 FISHING LICENSES (ST. OF ME)	-589.00	0.00	-675.00	0.00	675.00	-675.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,914.75	0.00	-1,129.75	0.00	1,129.75	-1,129.75
347-00 NEPBA UNION PD	0.00	0.00	0.00	825.00	825.00	0.00
Liabilities	7,300,634.07	7,537,228.64	-98,886.54	1,091,767.45	992,880.91	7,438,342.10
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,300,634.07	7,537,228.64	-98,886.54	1,091,767.45	992,880.91	7,438,342.10
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	0.00	0.00	0.00	236,316.64
365-01 COMMUNITY POOL IMPROVEMENT	126,655.52	126,655.52	0.00	0.00	0.00	126,655.52
365-02 REC CENTER IMPROVEMENTS	18,857.48	18,857.48	0.00	0.00	0.00	18,857.48
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	0.00	0.00	20,570.30
365-05 PARK IMPROVEMENT RESERVE	42,430.39	42,430.39	0.00	0.00	0.00	42,430.39
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	-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	0.00	0.00	3,066.11
365-12 CRX/TOS RESERVE	1,156.62	156.62	3,000.00	0.00	3,000.00	3,156.62
365-13 RECREATION - COLLINS POND	20,921.50	20,921.50	0.00	0.00	0.00	20,921.50

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	0.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	0.14	0.14	0.00	0.00	0.00	0.14
365-20 SKI TRAIL PROGRAM	1,320.29	1,320.29	10.00	0.00	10.00	1,330.29
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	660.00	0.00	660.00	10,309.50
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-00 ASSESSMENT RESERVE	-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	372.00	0.00	372.00	27,486.58
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
367-01 POLICE DONATED FUNDS	26,592.67	26,094.07	0.00	0.00	0.00	26,094.07
367-02 POLICE DEPT EQUIPMENT	42,484.72	42,484.72	120.00	0.00	120.00	42,604.72
367-03 POLICE CAR RESERVE	19,153.56	23,578.56	7,850.00	1,967.85	9,817.85	31,428.56
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	0.00	0.00	0.00	16,112.63
367-06 PD COMPUTER RESERVE	17,039.56	17,039.56	-1,000.00	1,000.00	0.00	16,039.56
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,372.49	43,372.49	0.00	0.00	0.00	43,372.49
367-09 NEW POLICE STATION	-653.80	-653.80	0.00	0.00	0.00	-653.80
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	-116,999.60	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	0.00	0.00	2,922.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	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	0.00	0.00	6,499.00
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	73,015.00	73,015.00	0.00	0.00	0.00	73,015.00
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	0.00	0.00	73,594.44
370-03 PW EQUIPMENT RESERVE	97,063.37	84,263.37	0.00	0.00	0.00	84,263.37
370-04 STREETS/ROADS RECONSTRUCTION	85,143.61	200,143.61	0.00	0.00	0.00	200,143.61
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	1,856.38	0.00	1,856.38	-75,317.29
370-07 PW BUILDING RESERVE	73,566.72	73,566.72	0.00	0.00	0.00	73,566.72
370-09 RIVER ROAD	-56,075.75	-56,075.75	0.00	0.00	0.00	-56,075.75
371-01 ASSESSMENT REVALUATION RESER	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	0.00	0.00	1,200.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
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	0.00	0.00	78,503.24
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	0.00	0.00	1,010.00
373-01 GEN GOVT COMPUTER RESERVE	5,473.97	5,473.97	0.00	0.00	0.00	5,473.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	48,460.46	48,460.46	0.00	0.00	0.00	48,460.46
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	-52,039.00	52,039.00	0.00	-51,001.49

General Ledger Summary Report

02/13/2020

Fund(s): ALL

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January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	0.00	36,313.12
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	12,230.30	0.00	12,230.30	3,278.55
373-12 NBRC BIRDS EYE	20,451.12	-37,298.88	0.00	0.00	0.00	-37,298.88
373-17 LADDER ENGINE TRUCK 2016	-199.20	-199.20	0.00	0.00	0.00	-199.20
373-18 2019 HRA RESERVE	40,997.95	33,709.93	0.00	0.00	0.00	33,709.93
373-19 2020 HRA RESERVE	0.00	0.00	94,375.00	0.00	94,375.00	94,375.00
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	-361.07	524.09	163.02	12,896.64
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	8,385.33	8,385.33	0.00	0.00	0.00	8,385.33
388-00 HILLTOP TIF	10,327.60	10,327.60	0.00	0.00	0.00	10,327.60
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	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	0.00	0.00	109,466.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	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	0.00	2.13
415-00 LIONS COMMUNITY CENTER RESER	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	-5,454.28	5,454.28	0.00	127,105.91
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	0.00	0.00	0.00	7,465.44
423-00 DR. CARY CEMETERY TRUST FUND	1,133.48	1,134.37	0.00	0.00	0.00	1,134.37
424-00 HAMILTON LIBRARY TRUST FUND	1,782.30	1,793.95	0.00	0.00	0.00	1,793.95
425-00 KNOX LIBRARY MEMORIAL FUND	9,981.69	10,037.11	0.00	0.00	0.00	10,037.11
426-00 CLARA PIPER MEM FUND	670.69	671.20	0.00	0.00	0.00	671.20
427-00 JACK ROTH LIBRARY MEM FUND	23,378.83	23,531.85	-169.86	189.05	19.19	23,361.99
429-00 BARBARA BREWER FUND	5,508.63	5,519.14	0.00	0.00	0.00	5,519.14
430-00 D. COOPER MEM FUND	56,071.50	56,386.81	-4,000.00	4,000.00	0.00	52,386.81
432-00 MARGARET SHAW LIBRARY MEMORI	12,966.75	12,991.28	0.00	0.00	0.00	12,991.28
433-00 GORDON ROBERTSON MEM FUND	11,483.26	11,496.29	0.00	0.00	0.00	11,496.29
434-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	0.00	0.00	6,153.71
435-00 RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	0.00	0.00	16,445.49
436-00 AMBULANCE REIMBURSEMENT	13,501.15	13,245.42	724.16	286.89	1,011.05	13,969.58
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	0.00	0.00	0.00	8,981.97
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	537,245.00	0.00	537,245.00	718,750.76
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	-111.00	111.00	0.00	10,687.87
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
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	1,000.00	0.00	1,000.00	-38,437.73
469-00 DENTAL INSURANCE	2,250.76	2,250.76	43.43	1,372.45	1,415.88	2,294.19

General Ledger Summary Report

Fund(s): ALL
January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
Debits				Credits		
1 - Gen Fund CONT'D						
470-00 EYE INUSRANCE	627.23	627.23	-5.96	282.60	276.64	621.27
471-00 RC2 TIF	33,526.63	26,651.63	0.00	0.00	0.00	26,651.63
472-00 ANIMAL WELFARE	7,870.21	7,924.21	712.00	100.00	812.00	8,636.21
477-00 LED STREET LIGHTS	63,719.17	63,719.17	-3,333.33	3,333.33	0.00	60,385.84
478-00 G. HARMON MEM FUND	6,766.50	6,774.18	0.00	0.00	0.00	6,774.18
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	4,153.22	0.00	4,153.22	487,081.37
483-03 DUE TO FUND 3	591,640.01	591,640.01	0.00	0.00	0.00	591,640.01
483-04 DUE TO FUND 4	291,398.10	291,398.10	0.00	0.00	0.00	291,398.10
483-05 DUE TO FUND 5	2,735,039.19	2,783,039.27	32.58	0.00	32.58	2,783,071.85
484-02 DUE FROM FUND 2	-446,202.22	-452,077.05	-11,473.24	11,473.24	0.00	-463,550.29
484-03 DUE FROM FUND 3	-490,523.64	-490,861.84	-6,541.26	6,541.26	0.00	-497,403.10
484-04 DUE FROM FUND 4	-279,172.26	-279,287.01	-4,245.91	4,245.91	0.00	-283,532.92
484-05 DUE FROM FUND 5	-2,184,236.60	-2,199,492.91	-28,669.53	28,669.53	0.00	-2,228,162.44
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	0.00	0.00	1,910.09
490-00 T/A PROPERTY REMEDIATION RES	10,645.33	10,645.33	0.00	0.00	0.00	10,645.33
493-00 RSU 39 COMMITMENT	-1,082,827.92	-1,082,827.92	-315,932.37	315,932.37	0.00	-1,398,760.29
494-00 TRI COMMUNITY/AWS	213,163.00	213,163.00	-213,163.00	537,245.00	324,082.00	0.00
496-00 BIRTH RECORDS STATE FEE	64.80	0.00	82.80	0.00	82.80	82.80
497-00 DEATH RECORDS STATE FEE	175.20	0.00	99.60	0.00	99.60	99.60
498-00 MARRIAGE RECORDS STATE FEE	37.20	0.00	46.40	0.00	46.40	46.40
Fund Balance	2,380,949.48	2,305,113.66	-571,179.91	960,473.19	389,293.28	1,733,933.75
500-00 EXPENDITURE CONTROL	0.00	0.00	-926,542.02	933,690.73	7,148.71	-926,542.02
510-00 REVENUE CONTROL	0.00	0.00	355,362.11	26,782.46	382,144.57	355,362.11
600-00 FUND BALANCE	2,380,949.48	2,305,113.66	0.00	0.00	0.00	2,305,113.66
2 - Snowmoible Trail Maintenance						
Assets	0.00	0.00	0.00	15,626.46	15,626.46	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	19,661.60	25,536.43	10,223.24	4,153.22	14,376.46	35,759.67
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	19,661.60	25,536.43	10,223.24	4,153.22	14,376.46	35,759.67
365-11 TRAIL MAINTENANCE RESERVE	56,387.53	56,387.53	2,903.22	0.00	2,903.22	59,290.75
483-01 DUE TO FUND 1	446,202.22	452,077.05	11,473.24	0.00	11,473.24	463,550.29
484-01 DUE FROM FUND 1	-482,928.15	-482,928.15	-4,153.22	4,153.22	0.00	-487,081.37
Fund Balance	-19,661.60	-25,536.43	-10,223.24	11,473.24	1,250.00	-35,759.67
500-00 Expense Control	0.00	0.00	-11,473.24	11,473.24	0.00	-11,473.24
510-00 Revenue Control	0.00	0.00	1,250.00	0.00	1,250.00	1,250.00
600-00 Fund Balance	-19,661.60	-25,536.43	0.00	0.00	0.00	-25,536.43
3 - Housing Department						
Assets	0.00	0.00	0.00	6,541.26	6,541.26	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-51,222.84	-50,884.64	6,541.26	0.00	6,541.26	-44,343.38
and Fund	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger Summary Report

Fund(s): ALL
January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
Debits					Credits	
3 - Housing Department CONT'D						
Balances	-51,222.84	-50,884.64	6,541.26	0.00	6,541.26	-44,343.38
409-00 HOUSING RESERVE	49,893.53	49,893.53	0.00	0.00	0.00	49,893.53
483-01 DUE TO FUND 1	490,523.64	490,861.84	6,541.26	0.00	6,541.26	497,403.10
484-01 DUE TO FUND 1	-591,640.01	-591,640.01	0.00	0.00	0.00	-591,640.01
Fund Balance	51,222.84	50,884.64	-6,541.26	6,541.26	0.00	44,343.38
500-00 Expense Control	0.00	0.00	-6,541.26	6,541.26	0.00	-6,541.26
600-00 Fund Balance	51,222.84	50,884.64	0.00	0.00	0.00	50,884.64
4 - FSS	0.00	0.00	0.00	4,245.91	4,245.91	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-12,225.84	-12,111.09	4,245.91	0.00	4,245.91	-7,865.18
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-12,225.84	-12,111.09	4,245.91	0.00	4,245.91	-7,865.18
483-01 DUE TO FUND 1	279,172.26	279,287.01	4,245.91	0.00	4,245.91	283,532.92
484-01 DUE FROM FUND 1	-291,398.10	-291,398.10	0.00	0.00	0.00	-291,398.10
Fund Balance	12,225.84	12,111.09	-4,245.91	4,245.91	0.00	7,865.18
500-00 Expense Control	0.00	0.00	-4,245.91	4,245.91	0.00	-4,245.91
600-00 Fund Balance	12,225.84	12,111.09	0.00	0.00	0.00	12,111.09
5 - ECONOMIC DEV	0.00	0.00	0.00	28,702.11	28,702.11	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-195,990.83	-228,734.60	28,636.95	32.58	28,669.53	-200,097.65
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-195,990.83	-228,734.60	28,636.95	32.58	28,669.53	-200,097.65
473-00 DOWNTOWN TIF	76,745.32	76,745.32	0.00	0.00	0.00	76,745.32
474-00 TRAIL GROOMER RESERVE	27,914.48	27,914.48	0.00	0.00	0.00	27,914.48
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	2,184,236.60	2,199,492.91	28,669.53	0.00	28,669.53	2,228,162.44
484-01 DUE FROM FUND 1	-2,735,039.19	-2,783,039.27	-32.58	32.58	0.00	-2,783,071.85
Fund Balance	195,990.83	228,734.60	-28,636.95	28,669.53	32.58	200,097.65
500-00 Expense Control	0.00	0.00	-28,637.03	28,669.53	32.50	-28,637.03
510-00 Revenue Control	0.00	0.00	0.08	0.00	0.08	0.08
600-00 Fund Balance	195,990.83	228,734.60	0.00	0.00	0.00	228,734.60
Final Totals	11,999.45	0.00	0.00	3,673,014.78	3,673,014.78	0.00

Expense Summary Report

Fund: 1
January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	0.00	76,852.17	76,852.17	-76,852.17	----
18 - MUNICIPAL BUILDING	0.00	3,330.55	3,330.55	-3,330.55	----
20 - GENERAL ASSISTANCE	0.00	5,661.86	5,661.86	-5,661.86	----
22 - TAX ASSESSMENT	0.00	25,839.75	25,839.75	-25,839.75	----
25 - LIBRARY	0.00	17,621.73	17,621.73	-17,621.73	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	256,957.83	256,957.83	-256,957.83	----
35 - POLICE DEPARTMENT	0.00	201,352.59	201,352.59	-201,352.59	----
38 - PROTECTION	0.00	28,572.11	28,572.11	-28,572.11	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	303.47	303.47	-303.47	----
40 - PUBLIC WORKS	0.00	230,457.41	230,457.41	-230,457.41	----
50 - RECREATION DEPARTMENT	0.00	52,290.75	52,290.75	-52,290.75	----
51 - PARKS	0.00	11,446.17	11,446.17	-11,446.17	----
60 - AIRPORT	0.00	4,035.15	4,035.15	-4,035.15	----
61 - CARIBOU TRAILER PARK	0.00	476.28	476.28	-476.28	----
70 - INS & RETIREMENT	0.00	4,068.38	4,068.38	-4,068.38	----
80 - UNCLASSIFIED	0.00	7,275.82	7,275.82	-7,275.82	----
Final Totals	0.00	926,542.02	926,542.02	-926,542.02	----

Expense Summary Report

Fund: 2
January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	0.00	11,473.24	11,473.24	-11,473.24	----
Final Totals	0.00	11,473.24	11,473.24	-11,473.24	----

Expense Summary Report

Fund: 3

January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	0.00	6,541.26	6,541.26	-6,541.26	----
Final Totals	0.00	6,541.26	6,541.26	-6,541.26	----

Expense Summary Report

Fund: 4
January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	0.00	4,245.91	4,245.91	-4,245.91	----
Final Totals	0.00	4,245.91	4,245.91	-4,245.91	----

Expense Summary Report

Fund: 5

January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	0.00	27,820.83	27,820.83	-27,820.83	----
12 - NYLANDER MUSEUM	0.00	816.20	816.20	-816.20	----
Final Totals	0.00	28,637.03	28,637.03	-28,637.03	----

Revenue Summary Report

Fund: 1
January

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	0.00	197,529.66	197,529.66	-197,529.66	----
18 - MUNICIPAL BUILDING	0.00	333.33	333.33	-333.33	----
23 - CODE ENFORCEMENT	0.00	30.00	30.00	-30.00	----
25 - LIBRARY	0.00	505.80	505.80	-505.80	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	136,016.64	136,016.64	-136,016.64	----
35 - POLICE DEPARTMENT	0.00	2,154.24	2,154.24	-2,154.24	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	600.00	600.00	-600.00	----
40 - PUBLIC WORKS	0.00	10,371.50	10,371.50	-10,371.50	----
50 - RECREATION DEPARTMENT	0.00	1,827.00	1,827.00	-1,827.00	----
60 - AIRPORT	0.00	4,843.94	4,843.94	-4,843.94	----
61 - CARIBOU TRAILER PARK	0.00	1,150.00	1,150.00	-1,150.00	----
Final Totals	0.00	355,362.11	355,362.11	-355,362.11	----

Revenue Summary Report

Fund: 2
January

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	0.00	1,250.00	1,250.00	-1,250.00	----
Final Totals	0.00	1,250.00	1,250.00	-1,250.00	----

Revenue Summary Report

Fund: 3
January

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
Final Totals	0.00	0.00	0.00	0.00	----

Revenue Summary Report

Fund: 4
January

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
Final Totals	0.00	0.00	0.00	0.00	----

Revenue Summary Report

Fund: 5
January

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
12 - NYLANDER MUSEUM	0.00	0.08	0.08	-0.08	----
Final Totals	0.00	0.08	0.08	-0.08	----

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Analee Marker

Physical Address: 77 Collins St.

Mailing Address: "

Phone Number: 207-325-1024 Home (207) 492-2355 Work

Cell anakeemarker@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Teacher/Mentor Youth Leader
homeschool parent -

Education: AS Degree - Snow College

U.V.U. working on Bachelors Art & Art History
current - BYU-Idaho Pathway

Present Employer Name & Address:

Job Title:

I am Interested in serving on the following committee:

Library Board

Are you willing to serve on ANY committee if needed?

☒ YES

☐ NO

Analee Marker

Signature of Applicant

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: 374 West Presque Isle Road Property Reclamation
DATE: February 19, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

The subject property was tax acquired in 2019. Taxes owed on the property from 2017-2019 are \$1,712.21. With interest and charges as of February 19th the total amount owed to reclaim the property was \$1,894.46.

The City notified the previous owner that they had until January 31, 2019 to reclaim their property or the city would put it out for public bid. A representative of the owner is requesting the city accept payment of the taxes, minus interest and other costs, as full payment toward the reclamation of the property.

Council Action Needed:

- 1) Decision to accept the payment of principle only as payment in full on the account, and thus waiving roughly \$185 of interest and other charges.



Paul Akerson
374 West Presque Isle Rd
Caribou, ME 04736

February 19, 2020

To the Caribou City Council,

I Paul R Akerson am requesting to discuss the Reclamation of the property of Shirley and Antone DeMoura on Lot # 004-020 at 374 West Presque Isle Rd, Caribou, ME 04736. Further, I would like to pay off the back taxes for 2017,2018, and 2019 for \$ 1711.76 this is minus the interest and mailing cost at the next Town Meeting on February 24th @ 6pm.

Respectively,

A handwritten signature in cursive script that reads "Paul R. Akerson". The signature is written in dark ink and is positioned above the printed name.

Paul R. Akerson



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Legal Business Entity Applicant Name (corporation, LLC): Caribou Country Club	Business Name (D/B/A): Caribou Country Club
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 723 New Sweden Rd
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: P.O. Box 633
Mailing address, if different from DBA address:	Email Address:
Telephone # Fax #:	Business Telephone # Fax #: 207-493-3933
Federal Tax Identification Number: 01-0287814	Maine Seller Certificate # or Sales Tax #: 1056525
Retail Beverage Alcohol Dealers Permit:	Website address: www.caribougolf.com

1. New license or renewal of existing license? ☐ New ☒ Renewal

If a renewal, please provide the following information:

Your current license expiration date: 04/30/2020

The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: Beer, Wine or Spirits: Guest Rooms: \$ 0.00

2. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☐ Spirits

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES 3/22/19

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input checked="" type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL NO FOOD (Class I-A) | |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: KBS Enterprises, Inc			Business Name (D/B/A) Caribou Inn & Convention Center		
APPLICANT(S) –(Sole Proprietor) _____ DOB: _____			Physical Location: 19 Main Street		
DOB: _____			City/Town Caribou	State ME	Zip Code 04736
Address 19 Main Street			Mailing Address Same		
City/Town Caribou	State ME	Zip Code 04736	City/Town	State	Zip Code
Telephone Number 207-498-3733	Fax Number 207-498-3149		Business Telephone Number 207-498-3733	Fax Number 207-498-3149	
Federal I.D. # 01-0461946			Seller Certificate #: or Sales Tax #: 1003663		
Email Address: Please Print ksimmon1@maine.rr.com			Website: www.caribouinn.com		

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

Requested inspection date: **anytime 9a-7p** Business hours: **24 hours**

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: **72**
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

- Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐
- If manager is to be employed, give name: **Betty L Hersey, Kevin B Simmons**
- Business records are located at: **19 Main Street**
- Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
- Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

<i>Internal Use Only</i>	
TEDOCS #: _____	
CTM#: _____	CSN#: _____

STATE OF MAINE DEPARTMENT OF TRANSPORTATION MUNICIPAL PARTNERSHIP AGREEMENT

WIN 21932.21

REGARDING

NORTH MAIN STREET PAVING, CITY OF CARIBOU

This Cooperative Agreement (AGREEMENT) is entered into by and between the MAINE DEPARTMENT OF TRANSPORTATION (“MaineDOT”), an agency of state government with its principal administrative offices located on Child Street, Augusta, Maine, and the **CITY OF CARIBOU** (“MUNICIPALITY”), a municipality in the State of Maine with offices located at **25 HIGH STREET, CARIBOU, ME.**

WHEREAS,

CARIBOU shall perform **NORTH MAIN STREET PAVING** (the “Project”) from 46.860896, -68.011794 to 46.878498, -68.010597. **CARIBOU** estimates this project at **\$400,000.**

CARIBOU SHALL:

- A. Procure all contracts for and oversee the Project on **NORTH MAIN STREET** for the Work outlined above.
- B. Cause such Work to be performed in accordance with a design by an engineer licensed in the State of Maine. The Licensed Engineer shall provide a certification to the Municipality and to MaineDOT that, in his/her professional opinion, the Project as designed will provide a smooth ride, not reduce the safety, mobility or structural quality of the state [state aid] road. All design documents must be stamped and signed in accordance with this provision by the Professional Engineer.
- C. Agree to secure all necessary Federal, State and Local permits necessary to complete the work. **CARIBOU** also agrees to secure any needed property rights in accordance with all applicable State and Federal Law.
- D. Agrees that any exceptions to State Design Standards shall be documented as part of this process. This documentation shall compare the new design to the existing conditions for each of the exceptions to current design standards. Any such exceptions shall be displayed on the cover sheet for the Project plans with the signature and PE stamp of the engineer responsible for the design of the Project.
- E. Be responsible, within the Project limits, for the following:

- a. Ensuring that the safety of the corridor and the life of the resulting structural and design elements are equal to or better than existing conditions and design;
 - b. Ensuring that the structures, roadways and/or design features affected by the Project work shall, at a minimum, be of improved quality in terms of materials and utility;
 - c. Ensuring that the Project does not introduce safety hazards;
 - d. Ensuring that the Project retains the same level of mobility or improves mobility of travel within the corridor, unless approved traffic calming measures are proposed;
 - e. Ensuring that the Project does not decrease the life expectancy of this component of Maine's transportation system; and,
 - f. Ensuring that the Project meets the current standards of Americans with Disabilities Act of 1990 (ADA) design requirements.
- F. Provide certification through their Engineer to MaineDOT that the Project is complete and was constructed as designed.
- G. Ensure that construction shall commence within EIGHTEEN (18) months and shall be certified complete within THIRTY-SIX (36) months of execution of this agreement. **CARIBOU** may forfeit the unpaid balance of this grant if these deadlines are not met or they can not demonstrate earnest and good faith efforts to meet them.
- H. Be responsible for or cause its contractors to be responsible for all damage to public or private property of any kind resulting from any act, omission, neglect or misconduct of **CARIBOU** or its contractors, including damage to vehicles passing through the Project limits.
- I. Bear all risk of loss relating to the Project and the Work regardless of cause.

MAINEDOT SHALL:

- A. **Provide a maximum \$200,000 in State funds supporting the Work stated above.** Reimbursement will be made by the Department at a minimum of 1/3 project completion upon receipt of supporting cost documentation from the Municipality. Payments will be made per Appendix A attached. The Department's Region Engineer shall review the costs and certify their eligibility prior to reimbursement of Municipal Partnership Initiative Funds. Payment by MaineDOT Municipal Partnership Initiative funds shall not exceed **\$200,000** or 50% of the actual costs incurred and paid by the Municipality.
- B. **This project has been approved for Calendar Year 2020.** If the **Municipality** commences construction of the project as outlined above prior to January 1, **2020**, the Municipality assumes the risk and responsibility for costs incurred, in the event that funding levels fall below MaineDOT projections. If this occurs, the Municipality will not receive reimbursement from MaineDOT.

The **CITY OF CARIBOU** and MaineDOT agree to function within all applicable laws, statutes, regulations, and AGREEMENT provisions; avoid hindering each other's performance; fulfill all obligations diligently; and cooperate in achievement of the intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties hereto have executed this AGREEMENT effective on the day and date last signed.

CITY OF CARIBOU

Dated: _____

By: _____
DENNIS MARKER
CITY MANAGER

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION

Dated: _____

By: _____
Bruce A. Van Note
Commissioner



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

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

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

2/6/2020

Subject: Ultra-Thin Bonded Wearing Course
Project No.: 2445900
Location: Caribou
Roadway: US Route 1

Dear Mr. Marker:

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

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

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

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

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 207 624-3410.

Sincerely,


George M.A. Macdougall
Contracts & Specifications Engineer
Bureau of Project Development

Return this AGREEMENT, when completed, to:

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

Project No.: 2445900

Location: City of Caribou

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the City of Caribou agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlimit loads on municipal ways.

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

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

CITY OF CARIBOU
By the Municipal Officials

SPECIAL PROVISION 105
CONSTRUCTION AREA

Construction Areas located in the City of Caribou and the Towns of Monticello, Bridgewater, and Blaine have been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

The sections of highway under construction in Aroostook County:

Project 2445500 is on US Route 1 beginning in Monticello 0.15 of a mile south of the Bridgewater town line and extending north 8.80 miles.

Project 2445900 is on US Route 1 in Caribou beginning 0.06 miles north of the intersection of route 16B and extending north 2.09 miles. Project also includes 1.03 miles on the southbound lane and two ramps off US Route 1.

Per 29-A § 2382 (7) MRSA, the MDOT may “issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.”

The Municipal Officers for the City of Caribou and the Towns of Monticello, Bridgewater, and Blaine agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area.”

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

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

GENERAL GUIDANCE

CONSTRUCTION OVERLIMIT PERMIT AND BONDING

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

However, in this case we're dealing with *Construction Permits* involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit *"for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation"*. According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.

Frequently Asked Questions:

A. Why sign the document in advance of the actual construction contract?

Response: There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

B. Different roads may require different levels of scrutiny. How is a posted road handled?

Response: Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

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



MEMO

TO: Caribou City Council Members and Department Heads
FROM: Dennis Marker, City Manager
RE: Service Contracts for Fire/Ambulance or Ambulance Services
DATE: February 21, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

At the direction of the Council, City administration has been working with outside communities to determine requests for the city's fire and ambulance services. Communities were given until March 31, 2020 to provide a response. In anticipation of those responses coming, the following contract templates have been drafted for Council consideration.

- Exhibit A is for communities who desire only EMS services at a cost of \$100/person.
- Exhibit B is for communities who desire EMS and fire protection services at a cost of \$125/person.

The population numbers to be used are the most recently published Census Bureau count or estimate. For many towns that will be the 2017 Census Estimate. The 2020 Census will affect contract renewals for 2021. Both contracts have a 90-day notice requirement for termination, provision for amendments by mutual consent, and automatic renewal for one-year terms.

The communities of Limestone and Caswell have responded and are agreeable to the \$100/population fee and they will retain their own fire services. Indications are that several towns to the north and west are agreeable to the \$125/person service.

It is proposed that the Council approve the attached templates and authorize the City Manager to execute the same upon final action by the towns.

AMBULANCE COVERAGE INTERLOCAL COOPERATION

This interlocal cooperation agreement (hereinafter referred to as “Agreement”), made and entered into by and between the City of Caribou (hereinafter referred to as “Caribou”), and the Town of _____ (hereinafter referred to as “Town”)

WITNESSETH

WHEREAS, Caribou maintains a Fire and Emergency Medical Services (EMS) department; and

WHEREAS, the Town has requested that Caribou provide similar protection and emergency services within the Town boundaries; and

WHEREAS, Caribou and the Town have mutually agreed to such cooperative services on the terms and conditions hereinafter set forth; and

WHEREAS, the governing body of each of the parties has agreed to adopt this Agreement for the provision of EMS services.

NOW, THEREFORE, the parties hereto agree as follows:

Section 1. AMBULANCE SERVICES

- 1.1 Caribou Obligations and Rights
 - 1.1.1 Caribou shall provide ambulance services as Town’s primary response to calls for emergency assistance 24 hours per day, seven days per week. This service will include ground ambulance services with both transportation and emergency medical services to individuals residing within the geographic boundaries of the Town. Caribou will use mutual aid as needed.
 - 1.1.2 Caribou services shall be rendered at an appropriate level of care up to and including paramedic level of care as defined by the State of Maine Emergency Medical Services (EMS).
 - 1.1.3 Caribou ensures that all ambulance personnel are qualified and duly licensed by the State of Maine and shall conduct its operations in accordance with the standards of Maine EMS.
 - 1.1.4 Caribou will conduct operations under the following procedures:
 - a. When a call for the Ambulance is classed as an Emergency Call (meaning not a routine transfer), the dispatcher shall immediately notify his/her Superior who shall dispatch, as soon as possible, such force needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances, if so warranted to include 1st Responders if available.
 - b. When a call for the Ambulance is classed as Routine Transfer (meaning moving a patient from Point A to Point B non-emergency for, as example, a Doctor's appointment or other non-emergency situation), the dispatcher shall immediately notify his/her Superior who shall dispatch the Ambulance as soon as possible in response to the call. **In no event will the City of Caribou leave the ambulance coverage areas unprotected to handle a Routine Transfer.**
 - c. When in the opinion of the Officer-in-Charge, the services of Caribou are no longer needed; he/she shall order the ambulance crew to return to the Caribou Fire Station.

1.2 Town Obligations and Rights

- 1.2.1 While ambulance crews are in the borders of the Town, the Town agrees to provide Police Protection and support for the ambulance crews, should the need arise.
- 1.2.2 Town shall pay to Caribou compensation as provided in Section 2.

Section 2. COMPENSATION FOR SERVICES

- 2.1 Billing Services. Caribou maintains responsibility for establishing, billing and collecting fees from individuals and third-party payers for any services provided under this Agreement; Caribou retains ownership of all fees billed and collected.
- 2.2 The Town shall compensate Caribou for standing by and responding to calls for the ambulance services.
 - 2.2.1 The Compensation amount shall be \$100 per person in the Town as indicated by the Census Bureau in their most recent count or estimate preceding the effective contract Term. The initial contract amount is _____ based on the 20__ Census/estimate of _____ for the Town.
 - 2.2.2 Caribou will invoice the Town on a quarterly basis. Failure by the Town to pay such invoices within Thirty (30) days from date of invoice shall be deemed sufficient cause for the cancellation of this agreement.

Section 3. AUTHORITY TO ACT

Call responders sent to aid and assist, shall, at all times, be directly under the order and control of the Caribou Fire Chief and/or the Officer-in-Charge of the call. However, while within the limits of the Town, the ambulance force is acting in behalf of, and as agent for the Town to call for special equipment or personnel to help with the situation, should the need arise.

Section 4. AGREEMENT TERM

This agreement shall be in effect from January 1, 20__ to December 31, 20__, and shall be automatically renewed for successive one (1) year terms upon the same terms and conditions provided herein, unless either party requests a change in the term and conditions. A request to change the terms and conditions of this agreement must be submitted, in writing, at least ninety (90) days prior to the expiration of the current agreement.

Section 5. TERMINATION OF AGREEMENT

- 5.1 Either Caribou or the Town, at any time, by vote of their respective officials, can terminate this contract upon Ninety (90) days written notice to the other party.
- 5.2 This agreement may be terminated by either party at any time for failure to fulfill the duties and obligations established hereunder: for conduct that is disruptive or detrimental to either party, or for a material breach of any term or condition of this Agreement. Before terminating the Agreement for any of the reasons set forth in this paragraph, a party shall give the other party written notice of its intent to terminate, which notify shall afford the other party at least thirty (30) days to remedy any perceived or real breach of the Agreement.

Section 6. SEVERABILITY

If any term or provision of this Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties

Exhibit A

hereby waive any provision which would render any of the terms of this Interlocal Cooperation Agreement unenforceable.

IN WITNESS WHEREOF, the parties have signed and executed this Interlocal Cooperation Agreement on the dates listed below:

City of Caribou

Approved and authorized by the City Council on the ____ day of _____, 20____.

Witness_____

City of Caribou Maine

Signature:_____

Name:_____

Title:_____

Town of _____

Approved and authorized by the Board of Selectmen on the ____ day of _____, 20____.

Witness_____

Signature:_____

Name:_____

Title:_____

FIRE/AMBULANCE COVERAGE INTERLOCAL COOPERATION

This interlocal cooperation agreement (hereinafter referred to as “Agreement”), made and entered into by and between Caribou City (hereinafter referred to as “Caribou”), and the Town of _____ (hereinafter referred to as “Town”)

WITNESSETH

WHEREAS, Caribou maintains a Fire and Emergency Medical Services (EMS) department; and

WHEREAS, the Town has requested that Caribou provide similar protection and emergency services within the Town boundaries; and

WHEREAS, Caribou and the Town have mutually agreed to such cooperative services on the terms and conditions hereinafter set forth; and

WHEREAS, the governing body of each of the parties has agreed to adopt this Agreement for the provision of Fire and EMS services.

NOW, THEREFORE, the parties hereto agree as follows:

Section 1. AMBULANCE SERVICES

1.1 Caribou Obligations and Rights

- 1.1.1** Caribou shall provide ambulance services as Town’s primary response to calls for emergency assistance 24 hours per day, seven days per week. This service will include ground ambulance services with both transportation and emergency medical services to individuals residing within the geographic boundaries of the Town. Caribou will use mutual aid as needed.
- 1.1.2** Caribou services shall be rendered at an appropriate level of care up to and including paramedic level of care as defined by the State of Maine Emergency Medical Services (EMS).
- 1.1.3** Caribou ensures that all ambulance personnel are qualified and duly licensed by the State of Maine and shall conduct its operations in accordance with the standards of Maine EMS.
- 1.1.4** Caribou will conduct operations under the following procedures:
 - a.** When a call for the Ambulance is classed as an Emergency Call (meaning not a routine transfer), the dispatcher shall immediately notify his/her Superior who shall dispatch, as soon as possible, such force needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances, if so warranted to include 1st Responders if available.
 - b.** When a call for the Ambulance is classed as Routine Transfer (meaning moving a patient from Point A to Point B non-emergency for, as example, a Doctor's appointment or other non-emergency situation), the dispatcher shall immediately notify his/her Superior who shall dispatch the Ambulance as soon as possible in response to the call. **In no event will the City of Caribou leave the ambulance coverage areas unprotected to handle a Routine Transfer.**
 - c.** When in the opinion of the Officer-in-Charge, the services of Caribou are no longer needed; he/she shall order the ambulance crew to return to the Caribou Fire Station.

1.2 Town Obligations and Rights

- 1.2.1 While ambulance crews are in the borders of the Town, the Town agrees to provide Police Protection and support for the ambulance crews, should the need arise.
- 1.2.2 Town shall pay to Caribou compensation as provided in Section 3.

Section 2. FIRE SERVICES

2.1 Caribou Obligations and Rights

- 2.1.1 Caribou agrees to provide auxiliary or supplemental fire protection to the Town.
- 2.1.2 When in the opinion of the Fire Chief or Officer-in-Charge, the services of the department are no longer needed; he/she shall order the force to return to the Caribou Fire Station. The Officer may, however, leave such equipment as he / she deems advisable for use by the crews on standby, if there is danger of a fire breaking out again.
- 2.1.3 The Fire Chief or Officer-in-Charge shall have the power to order the return of a force at any time when in his/her opinion the services of, or the presence of, such force is required within the City of Caribou.

2.2 Town Obligations and Rights

- 2.2.1 The Maine Forest Service, under Title 12, Chapter 801, Section 8002, Maine Law, has the responsibility to handle suppression of all grass, brush and forest fires, but will reimburse any municipality that fights a grass or brush fire that is a threat to the forest of the municipality. They will also respond to structural fires when, and only when, personnel and equipment are nearby and available, and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
- 2.2.2 The Town will support efforts by Caribou to obtain compensation from the state or other government entities for services rendered within the Town's boundaries.
- 2.2.3 Town shall pay to Caribou compensation as provided in Section 3.

Section 3. COMPENSATION FOR SERVICES

- 3.1 Billing Services. Caribou maintains responsibility for establishing, billing and collecting fees from individuals and third-party payers for any services provided under this Agreement; Caribou retains ownership of all fees billed and collected.
- 3.2 The Town shall compensate Caribou for standing by and responding to calls for the fire and ambulance services.
 - 3.2.1 The Compensation amount shall be \$125 per person in the Town as indicated by the Census Bureau in their most recent count or estimate preceding the effective contract Term. The initial contract amount is _____ based on the 20__ Census/estimate of _____ for the Town.
 - 3.2.2 Caribou will invoice the Town on a quarterly basis. Failure by the Town to pay such invoices within Thirty (30) days from date of invoice shall be deemed sufficient cause for the cancellation of this agreement.

Section 4. AUTHORITY TO ACT

Call responders sent to aid and assist, shall, at all times, be directly under the order and control of the Caribou Fire Chief and/or the Officer-in-Charge of the call. However, while within the limits of the Town, the fire or ambulance force is acting in behalf of, and as agent for the Town to call for special equipment or personnel to help with the situation, should the need arise.

Section 5. AGREEMENT TERM

This agreement shall be in effect from January 1, 20__ to December 31, 20__, and shall be automatically renewed for successive one (1) year terms upon the same terms and conditions

provided herein, unless either party requests a change in the term and conditions. A request to change the terms and conditions of this agreement must be submitted, in writing, at least ninety (90) days prior to the expiration of the current agreement.

Section 6. TERMINATION OF AGREEMENT

- 6.1 Either Caribou or the Town, at any time, by vote of their respective officials, can terminate this contract upon Ninety (90) days written notice to the other party.
- 6.2 This agreement may be terminated by either party at any time for failure to fulfill the duties and obligations established hereunder: for conduct that is disruptive or detrimental to either party, or for a material breach of any term or condition of this Agreement. Before terminating the Agreement for any of the reasons set forth in this paragraph, a party shall give the other party written notice of its intent to terminate, which notify shall afford the other party at least thirty (30) days to remedy any perceived or real breach of the Agreement.

Section 7. SEVERABILITY

If any term or provision of this Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision which would render any of the terms of this Interlocal Cooperation Agreement unenforceable.

IN WITNESS WHEREOF, the parties have signed and executed this Interlocal Cooperation Agreement on the dates listed below:

City of Caribou

Approved and authorized by the City Council on the ____ day of _____, 20____.

Witness_____

City of Caribou Maine

Signature:_____

Name:_____

Title:_____

Town of _____

Approved and authorized by the Board of Selectmen on the ____ day of _____, 20____.

Witness_____

Signature:_____

Name:_____

Title:_____

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



MEMO

TO: Caribou City Council Members and Department Heads
FROM: Dennis Marker, City Manager
RE: Houlton Ambulance Billing Services
DATE: February 21, 2020

DISCUSSION ITEM

Houlton was notified on January 17, 2020 that Caribou would no longer provide ambulance billing services for them. A 90-day window was provided in which they could seek other service providers before our service was terminated.

On February 11, 2020 I received an email from the Town Manager, Marian Anderson, which stated,

The Town of Houlton has begun the process of exploring other billing avenues. The RFP has been advertised, posted on the Town & MMA website.

We are also exploring training an in-house employee to take on this responsibility. Jolene has been very helpful. Our challenge has been in finding the necessary training in medical terminology and coding in the time frame available to us. We are actively working with Northern Maine Community College for opportunities. We reached out to the hospitals to see if they are offering any of this training.

Questions: Would Caribou consider an extension to allow us to train Houlton staff?

Is Caribou interested in continuing the service with a new contract?

Our Ambulance Billing department processes over 3,300 runs per year with 1.5 full-time employees. The part-time employee recently moved to the Fire/EMS department to take the place of Ginny Donovan who is retiring. Without the part-time help, there is currently no capacity to extend the Houlton contract.

As far as a new contract is concerned, administration is not ready to make a recommendation on term changes to handle the additional call volumes and work load created by Houlton.

**City Manager's Report
February 21, 2020**

Economic Development Projects

60 Access Highway	No movement has occurred on the sale of the building. This will be discussed in executive session during the February 24 meeting.
Caribou Shopping Center	Mr. Cassidy is awaiting a date and time from the Council for a ribbon cutting event at the new jumping gym.
Porvair CDBG program	Porvair is hiring additional employees at this time. Exterior building modifications are on hold until spring. Had a successful tour of the facility with state representatives two week ago.
Events and Marketing	A community photo contest will be started in March. Photos will be used for future marketing efforts with prizes for monthly and annual winners.
Blight Cleanup	On hold until snow is gone.
Hilltop Senior Living	Interior work is on-going
Birdseye Cleanup	On hold until snow is gone.
Title 13 ReWrite	The Planning board reviewed the land use table during their recent meeting

Capital Projects and Administrative Actions	
Fire/EMS Contracts	Revised EMS and Fire/EMS contracts have been drafted and are now ready for review by the Council. The Limestone and Caswell contracts are on the February 24 agenda for consideration. If the Council approves the template for these towns, we will send the agreements out for consideration by the other communities.
Blight Commission	The Commission is compiling additional information on tools not currently used by the City. They meet again Tuesday the 25th at 1pm in the Manager's conference room on the 2nd floor of City Hall.
Public Safety Building	Artifex provided a space estimate based on the current department operations. We're trying to schedule a meeting of the Council building committee and stakeholders to review the findings.
Union Negotiations.	The Public Works Union formally applied for mediation. We received from the state an invoice for mediation services (\$750) which must be paid to start the process.
Procurement Policy	A final draft of a procurement policy is prepared and will be presented to the City Council at the next meeting. This will also include a credit card use policy.
2020 Budget	Revenue projections will be ready for Council consideration during their first March meeting.
Capital Facility Maintenance Plans	2 bids have been submitted and a third bid is anticipated by end of February. This information will be shared with the Council building committee at their next meeting.
Fire/EMS Structural Study	Sewell is still working on design options for future presentation.
LED Conversion	Awaiting realterm confirmation on EMERA billing status. Can begin prioritizing intersections desired for new lighting.
Snow Plowing RFP	A copy of the Presque Isle RFP for snow services was obtained and will be used as a basis for drafting our own services advertisement for inside the urban compact areas of the city.
Wage and Classification Policy.	On hold
Phone System Change out	The new GWI system is in place and staff have been trained on the new phones. This project will be removed from the update list.
General Plan Update	comment before the end of the year. Planning Board wants to incorporate the Blight initiative into the revision.
Cable Franchise Renewal	Awaiting legislative and litigation outcomes before proceeding.
High Street	all work has stopped until spring 2020
River Road	Dr. Carla Chomka is interested in negotiating terms for her property. I told her we were waiting until the spring thaw to see what additional needs there are with the road.
Teague Park	Work on hold until spring 2020



Caribou Public Library

DIRECTOR'S REPORT

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

January 2020 Report

Dear Honorable Mayor, City Councilors and Mr. Marker,

January has come and gone with less of the “white stuff” than we normally receive. February seems bent on making up the difference. Henry Wadsworth Longfellow, Maine poet of note, gave us a lovely poem “Snow-Flakes”. I share the first stanza with you all:

Snow-Flakes
Out of the bosom of the Air,
Out of the cloud-folds of her garments shaken,
Over the woodlands brown and bare,
Over the harvest-fields forsaken,
Silent, and soft, and slow
Descends the snow.

With any luck we will not be as buried the rest of the month as we have been recently because February is the month of love, especially library love! February 14th is not only Valentine's Day; it is also Library Lover's Day! I know, to think, we get TWO things to celebrate on the 14th! YAY US!!!

The library is celebrating Library Lover's Day with bookmarks and stickers to help our patrons express their love of the library! We are also hosting a raffle this month – come buy tickets! There will be three winners and the prizes are:

1. a book purchased in the winners' honor – the winner will get to choose a book for the library to purchase (up to \$35 value). Inside we will include a plaque with their name, and they will have first chance to checkout the book.
2. 6 month no fines! This is a boon for those with time-management issues or those who just love so many books that they must check out them all!
3. a GORGEOUS chocolate basket that was donated to the library – it is FILLED with all things chocolate in milk, dark and white!

January was a wonderful month for the library! We saw an increase in patron participation in our programming – everything from our ever-popular Lego Day to our POP Pilates – your library is moving and shaking! Our book clubs are going strong. Our programming for children continues to be popular and in February we will kick off our Teen Advisory Board with the hope that it will help increase our Tween/Teen programming. The Code Club continues to draw new children & teens every week. We will be starting an Adult Coding Club in March by request. The Lobster STEM class was in such demand that we had to schedule a 2nd day! We had 48 children/parents attend and an entire busload came from Easton!

February will be just as busy – of course! We have our usual book clubs, our early literacy programs, our Lego Day, Writers’ Group, Preschool Playdate, Pilates on Wednesday & Saturdays, and of course our Code Club for elementary and teens. In addition to all our regular programming we have some special events:

- We are collaborating with the Cooperative Extension Service and Cary Medical Center to host 4 weeks of cooking classes, “Getting to Know Your Instant Pot”.
- We have three 3rd grade tours this month.
- Our IditaREAD begins the 18th and runs through March 31st – we are reading along the Northern Iditarod Trail – 975 miles (pages/minutes)
- Our Cookbook Club will be having their first potluck!
- We are collaborating with the Aroostook Genealogical Society to host an Advanced Genealogy Workshop.
- We also get the honor of hosting the Maine Arts Commission’s Arts Iditarod!

So many wonderful things happening! It is not everyday that someone can say that they are truly excited to come to work every day, but I really am excited, every, single, day! I hope it shows in all that we do.

As always,
Happy Reading!
~Hope

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020
Adult books	829	630	779	761	636	574	772	721	639	598	497	531	564
Juvenile books	1,299	690	1,085	1,079	887	841	986	888	736	761	542	548	648
Teen/YA books	60	69	103	83	67	65	115	74	74	103	57	52	45
DVDs	394	360	374	398	229	240	355	360	369	333	270	376	353
eBooks/Audiobooks	171	156	206	189	161	157	144	141	131	143	110	128	133
Magazines	94	66	91	56	40	35	38	41	52	81	62	74	62
Interlibrary loans	77	55	90	67	96	67	109	72	128	80	65	61	117
TOTAL NUMBERS	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	1,922

OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020
Circulation	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	1,922
Library Visitors	5,411	4,652	6,186	6,499	5,971	5,408	6,533	6,381	5,500	6,328	4,394	5,833	5,710
Wi-Fi access	4,862	4,049	4,696	6,638	6,805	6,470	7,722	8,371	8,032	7,193	5,751	8,236	8,802
Books added	179	196	100	140	162	159	213	123	137	137	106	181	221
Books withdrawn	229	18	355	198	129	235	184	100	15	63	9	143	48
Program Participation	209	223	403	516	350	437	453	381	292	473	206	346	401
New registered patrons	14	10	26	35	15	23	18	32	20	26	6	13	22
Archives (# of users)	41	35	45	49	30	41	66	52	39	36	27	24	38

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	1,922												1,922

Board of Directors

January 13, 2020

5:30 p.m.

Present: Doug Plourde, Chairman, Mike Quinlan, Carl Soderberg, Sue White, Chris Bell, Neal Griffith, Kevin Barnes, Dr. Shawn Laferriere, Dr. Irene Djuanda, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO, Dr. Carl Flynn, COS; Leslie Anderson, COO, Paula Parent, RN, CNO; Jen Plant, RN, ACNO; Sam Brown, QHR (via ZOOM), Jennifer Flynn, PHS Board Member and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed everyone to the Annual Meeting, including Sam Brown, QHR, via ZOOM and Jennifer Flynn, PHS Board member.

[illegible]



Board of Directors
January 13, 2020
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	e. Hospital-Wide Policy Approval – The 2020 list of Hospital Wide Policies and Procedures were included in the packet for review and approval.	Upon motion duly made and seconded, it was so VOTED to approve the 2020 Hospital Wide Policy and Procedure list as presented.	
4. Unfinished Business	Doug Plourde noted there was no unfinished business to address.		
5. New Business	Doug Plourde shared there was no new business to address.		
6. Adjournment	With no further business to discuss, the Annual Meeting of the Board of Directors was adjourned at approximately 5:48 p.m.	Informational.	
REGULAR MEETING			
1. Call to Order	<p>Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:48 p.m.</p> <p>Welcome New & Returning Board Members – Doug Plourde welcomed Dr. Irene Djuanda as a new member of the Board of Directors and Carl Soderberg as a returning Board member.</p> <p>Welcome New COS – Doug Plourde welcomed Dr. Carl Flynn as the new Chief of Staff.</p>	Informational.	
2. Report of Chief of Staff	<p>Dr. Flynn provided the following updates from the December 10th Medical Staff Executive Committee and General Medical Staff Meeting:</p> <p>2020-2021 MSEC Slate of Officers Nominations - Dr. Flynn reported the following are the nominations for the open positions in 2020-2021:</p> <p>Chief of Staff – Carl Flynn, MD Vice President – Samuela Manages, MD Treasurer – Dan Harrigan, MD Chief of EM – Beth Collamore, MD Chief of DOM – Sheri Dumont, DO Chief of Rad/Path – Shawn Laferriere, DO Medical Review Committee Chair – Robert Bassett, MD Mat/Child Chair – Manel Karunasiri, MD</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the 2019 Medical Staff Executive Committee nominations as presented.</p>	

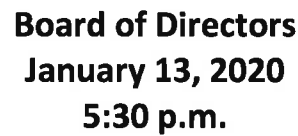


Board of Directors

January 13, 2020

5:30 p.m.

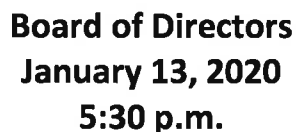
AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>The MSEC and GMS voted to approve the 2020 nominations as presented. These nominations were forwarded to the Board of Directors for review and approval.</p> <p>Proposed Medical Staff Bylaw Revisions – The proposed Medical Staff Bylaws Revisions, Article XIII: Medical Staff Meetings, Section 1. Regular Meetings – changing the annual meeting to occur in the fourth quarter, not December; were reviewed and approved by the MSEC and GMS. The revisions were forwarded to the Board of Directors for review and approval.</p> <p>Medical Staff Committee Membership 2019 – The draft committee assignment list was reviewed.</p> <p>Peer Review Summaries – The 3rd Quarter 2019 Peer Review Summaries were included in the packet for review.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Medical Staff Committee Membership 2020 as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Medical Staff Bylaw Revisions as presented.</p> <p>Informational.</p> <p>Informational.</p>	
3. Quality Management Committee	<p>Dr. Regen Gallagher provided the following updates from the December 18th meeting:</p> <p>Utilization and Case Management – Delays in stay and readmission rates were reviewed by the committee.</p> <p>Risk Management – Risk Management updates are no longer being provided at the QM Meeting. Risk Management updates are reported to the Board of Directors.</p> <p>Patient Safety – A FMEA was conducted to review suicide risk at Cary Medical Center. Bill Flagg is research grant options that would provide availability of a social worker to be shared between ER and Oncology.</p> <p>Quality Management Compliance Indicators – Indicators from Pharmacy and Laboratory were reviewed at the meeting.</p> <p>Quality Management Plans – The Committee approved following 24 QM Plans: Nutritional Services, L'Acadie, Health Information Management, Rehab Services, Patient Registration, Infection Control/NEDS; Human Resources, Education, Nursing, Case Management, Jefferson Cary Cancer</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	

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Board of Directors
January 13, 2020
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>4. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Committee Assignments</p> <p>b. Report from Board Members –</p> <p>PHS BOD – Doug Plourde</p> <p>MSEC & GMS – Carl Soderberg</p> <p>Departmental Leadership</p> <p>Maine Rural Health Collaborative Board of Managers Meeting – December 12, 2019</p> <p>Caribou Hospital District</p>	<p>Doug Plourde provided the following updates:</p> <p>Committee Assignments – The 2020 Committee Assignments were included in the packet for review and approval. Kris Doody reported that Darlene Higgins, Community Member, needs to be added to the Quality Management Committee list.</p> <p>PHS Board – Doug Plourde reported he did not attend the meeting.</p> <p>MSEC & GMS Meetings – Carl Soderberg reported both meetings were good and the staff are very engaged.</p> <p>Departmental Leadership Meeting – Doug Plourde reported it was a good meeting and a variety of updates were provided by managers.</p> <p>Maine Rural Health Collaborative Board of Managers Meeting – December 12, 2019 – Doug Plourde and Mike Quinlan were unable to attend the meeting.</p> <p>Caribou Hospital District – Doug Plourde reviewed there are three members of the District that serve three-year terms; Dave Wakem, Paul Camping and Doug Plourde. Dave and Doug have been on the District for several years and are very knowledgeable about the property that the District maintains. Paul just finished his first year as a new member of the District. Dave's term was up for re-appointment by the City Council for 2020. The Caribou City Council removed David Wakem from the Caribou Hospital District Board by voting in Bryan Cullins. Bryan Cullins filled out an application with the City of Caribou to serve on the District. The City Council voted Mr. Cullins for a three-year term. Discussion ensued.</p>	<p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the 2020 Committee Assignments with the addition of Darlene Higgins to the QM Committee.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p>	

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Board of Directors
January 13, 2020
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>c. SCH Appeal/340b Update</p> <p>d. Awards and Recognition</p>	<p>trainers back to Caribou for two weeks of ongoing EMR training.</p> <p>SCH Appeal/340b Update – A meeting has been scheduled for January 24th to pursue the SCH appeal. Senators Collins and King have both called to voice and pledge their support of the appeal.</p> <p>Awards and Recognition – Cary Medical Center received an ‘A’ from Leapfrog for Fall 2019. Cary also received the Women’s Choice Award for excellence in Obstetrics and Patient Safety.</p>		
<p>6. Report of Finance & Personnel Committee</p> <p>a. November Financials</p>	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the November financials for Cary Medical Center, including review of: gross patient revenue, expenses, travelers/locums and net income (loss for November). It was noted that December revenue is \$870,000 above budget. Budget is on target year-to-date.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p>	
<p>7. Safety Report</p>	<p>Leslie Anderson presented the EOC Management Plans for review and approval. These plans are reviewed and approved annually by the Board of Directors. There were no significant changes, mostly grammar.</p> <p>The following Environment of Care Management Plans were presented for review and approval:</p> <p>92-000-000 Environment of Care - Management Plans 92-000-001 Environment of Care - Safety Management Plan 92-000-002 Environment of Care - Security Management Plan 92-000-003 Environment of Care - Hazardous Material Management Plan 92-000-004 Environment of Care - Emergency Management Plan 92-000-004A Environmental Safety – Hospital Evacuation/Continuity of Operations Plan 92-000-005 Environment of Care - Life Safety Management Plan 92-000-005A Life Safety Policy – Bluegrass – Fire Response Plan/Fire Warden Checklist – this policy is newly required by the Joint Commission. 92-000-006 Environment of Care - Medical Equipment Management Plan 02-000-007 Environment of Care - Utilities Management Plan 2019 Emergency Management Hazard Vulnerability Analysis Worksheet – this worksheet should read 2020 on both pages.</p>	<p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Environment of Care Management Plans as presented.</p>	

Board of Directors
January 13, 2020
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
8. Quorum Health Resources Updates	<p>Sam Brown, QHR provided the following updates:</p> <p>Consulting Deployment and Support Plan:</p> <ul style="list-style-type: none"> • The Financial Operations Review (FOR) -This item is being discussed with Chelsea Desrosiers, CFO to plan the scope and timing of the review. • Case Management Assessment – Noting that it has been a couple years since the last case management assessment, thus an assessment will be added for 2020. • Trustee Education – A reminder that the Trustee Conference is schedule March 3-5 in Phoenix, AZ. • Webinar – A webinar on Pricing Transparency Rules is scheduled for January 14th. <p>Congratulations on receiving an 'A' from Leapfrog for Fall 2019 and the Women's Choice Awards for excellence in Patient Safety and Obstetrics.</p>		
9. Compliance Committee Report	<p>Dr. Regen Gallagher provided updates on the following, noting these have been reviewed by the hospital attorney and are presented for review and approval:</p> <p>Notice of Privacy Practices – This is a pamphlet of information that is provided to patients. The pamphlet was a complete re-write of information as required by the Department of Health & Human Services. There is a nondiscrimination statement on the last page.</p> <p>Cary Medical Center Compliance Program and Monitoring Plan (MAP) 2020 – The Compliance Monitoring Plan needs to be approved annually. Audits are conducted monthly throughout all areas of the hospital. Discharge codes are reviewed for billing appropriateness.</p> <p>02-004-006 Privacy of Protected Patient Health Information – There was a complete re-write of this policy. The policy was reviewed by Dr. Gallagher, Dave Silsbee, Nadine Stickney and the hospital attorney. New language was added as information is included in the Notice of Privacy Practices. The new policy number and category for Privacy of Protected Patient Health Information is 02-005-005 and will be updated to reflect this information.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Notice of Privacy Practices as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the CMC Compliance Program and Monitoring Plan (MAP) 2020 as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Privacy of Protected Patient Health Information</p>	



Board of Directors
January 13, 2020
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
		Policy with the recommended changes as noted, including the new number 02-005-005.	
10. Adjournment, Other & Next Meeting	<u>Adjournment</u> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:50 p.m. <u>Next Meeting</u> -The next meeting of the Board of Directors is scheduled for Monday, February 10, 2020, 5:30 p.m.	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer