

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, May 18, 2020** in the Council Chambers located at 25 High Street, **6:00 pm**.



DUE TO THE COVID-19 PANDEMIC, THIS MEETING IS CLOSED TO THE PUBLIC BUT WILL BE BROADCAST VIA CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL

1. Roll Call
2. Invocation / Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (Comments can be submitted to the City Clerk (jfarrin@cariboumaine.org) prior to 5:30 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record)
5. Minutes - City Council Regular Meeting – May 4, 2020 Pgs 2-5
6. Finances - April 2020 Report Pgs 6-23
7. Bid Awards, Appointments & Recognitions
8. New Business
 - a. Discussion and Possible Action Regarding Renewal of Rubbish Hauler Permit for City Sanitation Pg 24
 - b. Discussion and Possible Action Regarding Par & Grill Liquor License Relocation Pg 25
 - c. Discussion and Possible Action Regarding Acceptance of \$20,000 FAA Grant for Airport Pgs 26-44
 - d. Discussion Regarding City Use of Tax Acquired Property Located at 227 Limestone St Pg 45
 - e. Discussion Regarding Amendment to SynerGen Solar Agreement for Solar Project on the Ogren Rd Land Fill Property Pgs 46-49
 - f. Introduction of Ordinance 03, 2020 Series to Amend the City Charter, Removing the Requirement that City Council Candidates be Current On Taxes. Pgs 50-53
9. Old Business & Adoption of Ordinances and Resolutions
 - a. Resolution 04-03-2020 Regarding Local Preference on Bids Pg 54
 - b. Introduction of Ordinance 01, 2020 Series to Amend the City Charter, Adjusting Budget Process Timeframe Pgs 55-59
 - c. Introduction of Ordinance 02, 2020 Series to Amend the City Charter, Allowing the Council to Increase Annual Expense Budget Pgs 60-61
10. Reports and Discussion by Mayor and Council Members
 - a. Homestead Tax Credit Training Pgs 62-64
 - b. 2020 Expense Budget Review
11. City Manager's Report Pgs 65-67
12. Reports by Staff and Appointed Officials Pgs 68-76
 - a. Road Maintenance Program
13. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
14. Next Meeting(s): June 1, 15, 29, July 27
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

May 4, 2020

20-13

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, May 4, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Thomas Ayer, Joan L. Theriault, Nicole L. Cote, Hugh A Kirkpatrick and Douglas C. Morrell and Jody R. Smith.

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

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

Council Agenda Item #2: Invocation/Inspirational Thought

Mayor Goughan read an invocation.

Council Agenda Item#3: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Comments were submitted to the City Clerk prior to 6:00 p.m. on the day of the meeting to be read at the meeting. Comments must include the individuals name and address.

- Gail Hagelstien: Caribou Resident-Gail wrote in regarding the economic stimulus, raises for city employees, economic development and thanking the city employees for their work. She is in opposition of the \$40,000 stimulus and stated that the money could be used for other things. Philip J. McDonough II: Caribou Resident - Email read by the City Clerk.
- Philip wrote regarding the economic stimulus and his opposition.

Council Agenda Item #5: Minutes

City Council Regular Meeting – April 21, 2020

Motion made by T. Ayer, seconded by J. Theriault to accept the April 21,2020 Council minutes as presented. (7 yes) So voted.

Council Agenda Item #6: Finances

Moved to 9 b. at the end of the meeting

Council Agenda Item #7: Bid Awards, Appointments & Recognitions

Country Asphalt Work:

Soderberg Construction: \$79.50 per ton

Trombley's Construction: \$83.75 per ton

In Town Asphalt Work:

Soderberg Construction: \$81.50 per ton

Trombley's Construction: \$84.25 per ton

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Moved by J. Theriault, Seconded by J. Smith to accept the two bids for Soderberg Construction. (7 yes)
So voted.

Mayor Goughan suggested we have Public Works Director attend a meeting so that they can discuss the five-year paving plan. Discussion.

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

- a. Resolution 04-03-2020 Regarding Local Bids Preference
No decisions have been made; this is being considered a first read. Discussion.
- b. Introduction of Ordinance 01, 2020 Series to Amend the City Charter, Adjusting Budget Process Timeframes
First Read. An introduction was not made, Discussion.
- c. Introduction of Ordinance 02, 2020 Series to Amend the City Charter, Allowing the Council to increase the Annual Expense Budget Depending on Revenues
Discussion about current Charter
First Read. An introduction was not made, Discussion.
- d. Discussion and Possible Action Regarding Tax Acquired Properties Bid List
Discussion about lowering the minimum bids to get the properties moving faster.
A motion made by J. Smith, Seconded by J. Theriault was made to change the minimum bids to cover the cost of taxes, interest, fees, incurred cost to the city and monies owed to the CUD.
(7 yes) So voted.
Council would like to know about different programs or grants that may be available to help with the blight clean up. Council has asked to have dates added to the list of TA (Tax Acquired) properties. Current Date, current mil rate and a column showing how much it will cost the city to have the properties on the list.
- e. Discussion Regarding City Investments
Council is requesting an Investment Committee meeting Monday, May 11, 2020 at 4:00 p.m. in the Council Chambers. Discussion

Council Agenda Item #9: Old Business

- a. Discussion and Possible Action Regarding 2020 Local Stimulus package
Council commended the employees for being able to cut back on the budget as they were asked.
A motion was made by N. Cote, Seconded by J. Smith to give current full-time employees \$500 and part-time employees \$250 in gift cards that can be spent at Caribou Businesses of their choice.
Amendment was made by Mayor Goughan, Ms. Kalen Hill would have an honorary status from the mayor as being considered a Full-Time employee for 2019 and receive the \$500 benefit. Motion to accept the amendment made by N. Cote and Seconded by J. Smith to give current full-time employees \$500 and part-time employees in gift cards that can be spent at Caribou Businesses of their choice and to give Kalen Hill a full-time benefit as she was a full-time employee until her doctor made her leave work due to an illness. (7 Yes) So voted.
Mayor Goughan read a press release regarding the stimulus package for the employees.
- b. Discussion Regarding Mil. Rate Reduction in 2020

May 4, 2020

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Council is discussing things that needs attention and how they would like to spend the monies and possibility of dropping the mil rate by 1. Discussion.

They discussed, roads, fire department roof, extra pay for fire/EMT personnel during the pandemic and many other ideas of how to use the monies.

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

Councilor Morrell: Would like to know where the Plowing RFQ process is at and more information about policies for purchase orders.

Deputy Mayor Ayer: Would like to know about the “Spit Screens” and when a possible opening date for City Office would be.

Manager Marker stated that we have a goal of opening May 18th, provided we have all precautions in place.

Would like to know an update on the Splash Pad.

Manager Marker stated that he has spoken with Gary at the Rec about the status and plans for the splash pad they are waiting on a design and hope to have it constructed this year.

Council Agenda Item #11: City Manager’s Report

Manager Marker reviewed his report dated May 1, 2020

Councilor Kirkpatrick has requested that the manager report be changed. He would like to see a column added to the Administrative side with the topic of CD Status, and PO Process. He suggested moving the Events & Marketing from the Economic side to the Administrative side, and lastly to split the Riverfront Development into three topics: 142 Lower Lyndon, MDOT Limestone Street Storage Facility, and Salmon for Maine/Hatchery.

Council Agenda Item #12: Reports by Staff and Appointed Officials

The city clerk, Jayne Farrin explained absentee balloting for the July 14th Primary and Special Referendum election. She also spoke about staffing preparations for the upcoming election.

She also spoke regarding motor vehicle registration and how it can be done online or even by mail and that we are still assisting people with the process even though we are not open to the public, and how preparations are going for opening day.

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

8:55 p.m. Motion made by T. Ayer, seconded by H. Kirkpatrick to move to executive session to discuss Real Estate & Economic Development under MRSA §405(6)(C). (7 yes) So Voted.

10:20 p.m. Council returned from executive session.

No action was taken.

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Council Agenda Item #14: Next Meeting(s)

May 18th and June 1st

Council Agenda Item #15: Adjournment

Motion made by T. Ayer and seconded by J. Theriault to adjourn the meeting
at 10:20 p.m. (7 yes) So voted.

General Ledger Summary Report

Fund(s): ALL

April

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-500.00	450,500.00	0.00	20,676,129.14	21,126,629.14	0.00
Assets	9,691,968.55	9,842,342.30	-747,716.31	4,612,124.03	7,412,444.94	7,042,021.39
101-00 CASH (BANK OF MAINE)	4,324,340.92	4,168,345.82	-528,308.37	2,820,111.07	5,047,375.20	1,941,081.69
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	0.07	0.30	0.00	918.63
110-00 SECTION 125 CHECKING FSA	11,520.34	11,592.16	-954.64	15,013.36	4,626.45	21,979.07
110-05 2019 SECTION 125 CHECKING HRA	40,997.95	33,709.93	0.00	0.00	2,634.21	31,075.72
110-06 2020 SECTION 125 CHECKING HRA	0.00	0.00	-2,952.99	97,558.33	13,336.36	84,221.97
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	782.47	0.00	237,099.11
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	23,423.16	8,095.48	5,690.89	83,499.50	84,138.24	7,456.74
124-00 GAS INVENTORY	12,096.46	18,924.37	-4,100.83	11,927.50	26,155.79	4,696.08
125-00 ACCOUNTS RECEIVABLE	11,542.86	312,687.74	54,783.69	235,334.82	151,707.17	396,315.39
126-00 SWEETSOFT RECEIVABLES	572,816.11	572,816.11	-85,579.04	519,017.44	627,366.20	464,467.35
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	0.85	0.00	1,135.22
181-00 HAMILTON LIBRARY TR. INVEST	1,782.30	1,793.95	0.00	11.60	0.00	1,805.55
182-00 KNOX LIBRARY INVESTMENT	9,981.69	10,037.11	0.00	55.12	0.00	10,092.23
183-00 CLARA PIPER MEM INV	670.69	671.20	0.00	0.50	0.00	671.70
184-00 JACK ROTH LIBRARY INVEST	23,378.83	23,531.85	0.00	131.23	0.00	23,663.08
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	0.00	28.89	0.00	7,494.33
186-00 DOROTHY COOPER MEM INV	56,071.50	56,386.81	0.00	295.74	0.00	56,682.55
189-00 MARGARET SHAW LIBRARY INV	12,966.75	12,991.28	0.00	24.32	0.00	13,015.60
190-00 GORDON ROBERTSON MEM INV	11,483.26	11,496.29	0.00	12.90	0.00	11,509.19
191-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	11.27	0.00	6,164.98
192-00 G. HARMON MEM INV	6,766.50	6,774.18	0.00	7.60	0.00	6,781.78
193-00 BARBARA BREWER FUND	5,508.63	5,519.14	0.00	10.33	0.00	5,529.47
194-00 RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	18.07	0.00	16,463.56
196-00 PHILIP TURNER LIBRARY INV	8,937.76	8,981.97	0.00	45.99	0.00	9,027.96
198-00 TAX ACQUIRED PROPERTY	190,534.26	178,908.40	-4,718.61	0.00	20,843.42	158,064.98
198-15 TAX ACQUIRED PROPERTY 2015	0.00	0.00	0.00	53.90	53.90	0.00
198-16 TAX ACQUIRED PROPERTY 2016	-1,614.45	0.00	0.00	54.96	54.96	0.00
198-17 TAX ACQUIRED PROPERTY 2017	-3,197.11	0.00	0.00	9,116.66	9,116.66	0.00
198-18 TAX ACQUIRED PROPERTY 2018	-4,197.27	0.00	0.00	7,643.25	7,643.25	0.00
198-19 TAX ACQUIRED PROPERTY 2019	-2,617.03	0.00	0.00	3,974.65	3,974.65	0.00
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	-121,134.33	0.00	369,792.78	459,602.96
200-20 2020 TAX RECEIVABLE	-31,838.04	-31,838.04	-51,862.17	2,784.75	202,871.73	-231,925.02
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	-8,899.95	1,295.97	28,101.35	128,653.27
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	0.00	0.00	114.50	10,721.78
210-17 2017 PP TAX RECEIVABLE	11,852.12	11,852.12	-59.22	0.00	469.33	11,382.79

General Ledger Summary Report

Fund(s): ALL
April

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-18 2018 PP TAX RECEIVABLE	17,932.81	17,932.81	-0.97	0.00	622.76	17,310.05
210-19 2019 PP TAX RECEIVABLE	35,335.69	35,335.69	-193.98	0.00	7,155.97	28,179.72
210-20 2020 PP TAX RECEIVABLE	-5.50	-5.50	-301.01	0.00	1,235.01	-1,240.51
302-00 COURT ORDER	0.00	0.00	0.00	422.88	422.88	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	130,706.07	130,706.07	0.00
304-00 FICA W/H	0.00	0.00	0.00	175,923.86	175,905.60	18.26
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	41,144.43	41,140.16	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	55,610.53	55,610.53	0.00
307-00 M.S.R.S. W/H	88.95	88.95	0.00	55,041.48	55,041.48	88.95
307-01 MSRS EMPLOYER	-152.35	-152.35	0.00	43,937.10	43,937.11	-152.36
308-00 AFLAC INSURANCE	-1.92	0.00	-0.14	2,665.76	2,666.32	-0.56
309-00 DHS WITHHOLDING	0.00	0.00	0.00	570.00	570.00	0.00
312-00 HEALTH INS. W/H	-26,826.38	-26,388.41	-944.68	93,167.84	93,046.02	-26,266.59
314-00 UNITED WAY W/H	0.00	0.00	0.00	51.00	51.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	3,438.00	3,438.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	1,248.45	1,248.45	0.00
317-00 PW UNION INS	0.00	0.00	0.00	189.94	189.94	0.00
318-00 MMA INCOME PROTECTION	-7,060.68	-7,008.66	75.26	12,744.71	12,611.71	-6,875.66
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	10,377.00	10,377.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	56,640.77	56,640.77	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	12,811.09	12,811.09	0.00
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	425.00	425.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	3,563.76	3,563.76	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,534.63	-1,500.55	-36.71	3,399.35	3,517.96	-1,619.16
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	510.00	510.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	17,279.05	17,279.05	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	3,414.33	3,414.33	0.00
329-00 SALES TAX COLLECTED	-3.73	-3.73	0.00	5.47	0.00	1.74
330-00 VEHICLE REG FEE (ST. OF ME)	-4,009.00	-1,849.00	-658.00	45,477.50	44,965.00	-1,336.50
331-00 BOAT REG FEE INLAND FISHERIES	-49.00	0.00	-31.25	371.25	565.75	-194.50
332-00 SNOWMOBILE REG (F&W)	-7,343.00	0.00	1,973.17	15,784.92	15,784.92	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	0.00	310.25	310.25	0.00
335-00 PLUMBING PERMITS (ST. OF ME)	-2,461.25	-123.85	-27.50	37.50	62.50	-148.85
336-00 CONCEALED WEAPON PERMIT	-125.00	55.00	0.00	245.00	445.00	-145.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	7,132.65	7,132.65	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	0.00	5.00	10.00	-5.00
340-00 DOG LICENSES (ST. OF ME)	-1,381.00	0.00	109.00	1,982.00	1,988.00	-6.00
341-00 FISHING LICENSES (ST. OF ME)	-589.00	0.00	25.00	914.00	914.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,914.75	0.00	391.00	1,902.75	1,902.75	0.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	2,550.00	2,550.00	0.00
Liabilities	7,311,519.07	7,537,228.64	-423,148.72	2,350,119.00	1,132,825.76	6,319,935.40
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,311,519.07	7,537,228.64	-423,148.72	2,350,119.00	1,132,825.76	6,319,935.40
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	782.47	237,099.11
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	-12,503.44	16,291.44	0.00	2,566.04
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

General Ledger Summary Report

Fund(s): ALL

April

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	22,595.44	22,595.44	0.00	0.00	0.00	22,595.44
365-11 TRAIL MAINTENANCE RESERVE	3,066.11	3,066.11	0.00	2,907.00	2,907.00	3,066.11
365-12 CRX/TOS RESERVE	1,156.62	156.62	0.00	0.00	4,373.30	4,529.92
365-13 RECREATION - COLLINS POND	20,921.50	20,921.50	0.00	0.00	0.00	20,921.50
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	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	0.00	0.00	74.00	1,394.29
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	-150.00	1,219.65	865.00	9,294.85
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-00 ASSESSMENT RESERVE	-205.00	-205.00	0.00	0.00	0.00	-205.00
366-01 LIBRARY BUILDING RESERVE	32,995.14	32,995.14	0.00	0.00	0.00	32,995.14
366-02 LIBRARY MEMORIAL FUND	27,114.58	27,114.58	-42.30	308.05	505.00	27,311.53
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	-328.34	481.01	50.00	25,663.06
367-02 POLICE DEPT EQUIPMENT	42,484.72	42,484.72	187.18	2,464.75	3,761.02	43,780.99
367-03 POLICE CAR RESERVE	19,153.56	23,578.56	0.00	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	360.00	799.40	16,552.03
367-06 PD COMPUTER RESERVE	17,039.56	17,039.56	0.00	1,232.34	0.00	15,807.22
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,372.49	43,372.49	0.00	0.00	0.00	43,372.49
367-09 NEW POLICE STATION	-653.80	-653.80	0.00	12,054.26	0.00	-12,708.06
367-10 POLICE OFFICER RECRUITMENT RES	0.00	0.00	0.00	0.00	54,000.00	54,000.00
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	0.00	116,999.60	0.00	-115,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	0.00	0.00	5,006.25
368-03 FIRE DEPT FOAM RESERVE	2,922.50	2,922.50	0.00	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	-3,342.95	3,342.95	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	73,015.00	73,015.00	-8,687.00	23,774.00	0.00	49,241.00
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	550.32	1,992.48	5,397.46	-73,768.69
370-07 PW BUILDING RESERVE	73,566.72	73,566.72	0.00	0.00	1,600.00	75,166.72
370-09 RIVER ROAD RESERVE	-56,075.75	-56,075.75	0.00	0.00	0.00	-56,075.75
370-10 AIRPORT FUEL TANK RESERVE	0.00	0.00	0.00	0.00	1,992.48	1,992.48
371-01 ASSESSMENT REVALUATION RESERVA	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

General Ledger Summary Report

Fund(s): ALL

April

Account		Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
					Debits	Credits	
1 - Gen Fund CONT'D							
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
372-05	AIRPORT FAA LEASE PAYMENT HAN	10,885.00	0.00	-350.00	350.00	350.00	0.00
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	0.00	52,039.00	0.00	-51,001.49
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	0.00	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	2,634.21	0.00	31,075.72
373-19	2020 HRA RESERVE	0.00	0.00	-2,952.99	13,336.36	97,558.33	84,221.97
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	-629.93	2,439.37	773.90	11,592.24
374-03	DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
380-01	CAPTS CDBG	0.00	0.00	0.00	4,211.00	0.00	-4,211.00
380-02	CDBG PORVAIR	0.00	0.00	-16,392.32	16,392.32	0.00	-16,392.32
387-00	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	9,958.71	0.00	368.89
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	-4,800.00	32,894.54	8,414.93	108,080.58
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	28.89	7,494.33
423-00	DR. CARY CEMETERY TRUST FUND	1,133.48	1,134.37	0.00	0.00	0.85	1,135.22
424-00	HAMILTON LIBRARY TRUST FUND	1,782.30	1,793.95	0.00	0.00	11.60	1,805.55
425-00	KNOX LIBRARY MEMORIAL FUND	9,981.69	10,037.11	0.00	0.00	55.12	10,092.23
426-00	CLARA PIPER MEM FUND	670.69	671.20	0.00	0.00	0.50	671.70
427-00	JACK ROTH LIBRARY MEM FUND	23,378.83	23,531.85	-74.07	658.12	150.42	23,024.15
429-00	BARBARA BREWER FUND	5,508.63	5,519.14	0.00	0.00	10.33	5,529.47
430-00	D. COOPER MEM FUND	56,071.50	56,386.81	0.00	4,000.00	295.74	52,682.55
432-00	MARGARET SHAW LIBRARY MEMORI	12,966.75	12,991.28	0.00	0.00	24.32	13,015.60
433-00	GORDON ROBERTSON MEM FUND	11,483.26	11,496.29	0.00	0.00	12.90	11,509.19
434-00	MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	0.00	11.27	6,164.98
435-00	RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	0.00	18.07	16,463.56
436-00	AMBULANCE REIMBURSEMENT	13,501.15	13,245.42	0.08	2,978.40	2,978.87	13,245.89
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	45.99	9,027.96
441-00	AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62

General Ledger Summary Report

Fund(s): ALL

April

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	-35,500.00	35,500.00	537,245.00	683,250.76
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	0.00	1,002.92	0.00	9,795.95
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	0.00	0.00	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	-241.36	-241.36	0.00	0.00	0.00	-241.36
465-01 STORY OF CARIBOU	0.00	0.00	0.00	0.00	7,500.00	7,500.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-39,297.79	-39,437.73	0.00	0.00	1,000.00	-38,437.73
469-00 DENTAL INSURANCE	2,250.76	2,250.76	206.02	5,563.62	5,985.62	2,672.76
470-00 EYE INSURANCE	627.23	627.23	20.53	1,095.94	1,092.13	623.42
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	29.00	100.00	2,891.00	10,715.21
477-00 LED STREET LIGHTS	63,719.17	63,719.17	0.00	3,333.33	0.00	60,385.84
478-00 G. HARMON MEM FUND	6,766.50	6,774.18	0.00	0.00	7.60	6,781.78
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	2,907.00	0.00	7,359.87	490,288.02
483-03 DUE TO FUND 3	591,640.01	591,640.01	6,862.33	0.00	27,181.00	618,821.01
483-04 DUE TO FUND 4	291,398.10	291,398.10	4,787.17	0.00	4,787.17	296,185.27
483-05 DUE TO FUND 5	2,735,039.19	2,783,039.27	2,815.53	0.00	2,848.26	2,785,887.53
484-02 DUE FROM FUND 2	-446,202.22	-452,077.05	-13,816.50	61,623.00	0.00	-513,700.05
484-03 DUE FROM FUND 3	-490,523.64	-490,861.84	-6,021.22	26,576.06	0.00	-517,437.90
484-04 DUE FROM FUND 4	-279,172.26	-279,287.01	-3,398.95	14,547.77	0.00	-293,834.78
484-05 DUE FROM FUND 5	-2,184,236.60	-2,199,492.91	-16,520.70	70,679.45	0.00	-2,270,172.36
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	1,910.09	1,910.09	0.00	1,084.22	0.00	825.87
490-00 T/A PROPERTY REMEDIATION RES	10,645.33	10,645.33	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	1,263,729.48	0.00	-2,346,557.40
494-00 TRI COMMUNITY/AWS	213,163.00	213,163.00	0.00	537,245.00	324,082.00	0.00
496-00 BIRTH RECORDS STATE FEE	64.80	0.00	-28.80	232.80	258.80	26.00
497-00 DEATH RECORDS STATE FEE	175.20	0.00	-2.00	398.80	562.00	163.20
498-00 MARRIAGE RECORDS STATE FEE	37.20	0.00	-40.00	119.20	128.00	8.80
Fund Balance	2,380,949.48	1,854,613.66	-324,567.59	13,713,886.11	12,581,358.44	722,085.99
500-00 EXPENDITURE CONTROL	0.00	0.00	-657,824.02	3,050,576.24	10,102,377.11	7,051,800.87
510-00 REVENUE CONTROL	0.00	0.00	333,256.43	10,663,309.87	1,986,556.33	-8,676,753.54
600-00 FUND BALANCE	2,380,949.48	1,854,613.66	0.00	0.00	492,425.00	2,347,038.66
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	121,414.87	121,414.87	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	19,661.60	25,536.43	4,816.50	16,359.87	67,433.22	76,609.78
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	19,661.60	25,536.43	4,816.50	16,359.87	67,433.22	76,609.78
483-11 TRAIL MAINTENANCE RESERVE	56,387.53	56,387.53	-6,093.00	9,000.00	5,810.22	53,197.75
483-01 DUE TO FUND 1	446,202.22	452,077.05	13,816.50	0.00	61,623.00	513,700.05
484-01 DUE FROM FUND 1	-482,928.15	-482,928.15	-2,907.00	7,359.87	0.00	-490,288.02

General Ledger Summary Report

Fund(s): ALL

April

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
Fund Balance	-19,661.60	-25,536.43	-4,816.50	105,055.00	53,981.65	-76,609.78
500-00 Expense Control	0.00	0.00	-4,816.50	52,623.00	52,432.00	-191.00
510-00 Revenue Control	0.00	0.00	0.00	44,100.00	1,549.65	-42,550.35
600-00 Fund Balance	-19,661.60	-25,536.43	0.00	8,332.00	0.00	-33,868.43
3 - Housing Department	0.00	0.00	0.00	146,457.06	146,457.06	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-51,222.84	-50,884.64	-841.11	27,181.00	31,078.71	-46,986.93
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-51,222.84	-50,884.64	-841.11	27,181.00	31,078.71	-46,986.93
409-00 HOUSING RESERVE	49,893.53	49,893.53	0.00	0.00	4,502.65	54,396.18
483-01 DUE TO FUND 1	490,523.64	490,861.84	6,021.22	0.00	26,576.06	517,437.90
484-01 DUE TO FUND 1	-591,640.01	-591,640.01	-6,862.33	27,181.00	0.00	-618,821.01
Fund Balance	51,222.84	50,884.64	841.11	119,276.06	115,378.35	46,986.93
500-00 Expense Control	0.00	0.00	-5,769.18	26,576.06	92,952.04	66,375.98
510-00 Revenue Control	0.00	0.00	6,610.29	90,000.00	22,426.31	-67,573.69
600-00 Fund Balance	51,222.84	50,884.64	0.00	2,700.00	0.00	48,184.64
4 S	0.00	0.00	0.00	76,780.94	76,780.94	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-12,225.84	-12,111.09	-1,388.22	4,787.17	14,547.77	-2,350.49
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-12,225.84	-12,111.09	-1,388.22	4,787.17	14,547.77	-2,350.49
483-01 DUE TO FUND 1	279,172.26	279,287.01	3,398.95	0.00	14,547.77	293,834.78
484-01 DUE FROM FUND 1	-291,398.10	-291,398.10	-4,787.17	4,787.17	0.00	-296,185.27
Fund Balance	12,225.84	12,111.09	1,388.22	71,993.77	62,233.17	2,350.49
500-00 Expense Control	0.00	0.00	-3,398.95	14,547.77	46,730.00	32,182.23
510-00 Revenue Control	0.00	0.00	4,787.17	57,446.00	4,787.17	-52,658.83
600-00 Fund Balance	12,225.84	12,111.09	0.00	0.00	10,716.00	22,827.09
5 - ECONOMIC DEV	0.00	0.00	0.00	464,275.71	464,275.71	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-195,990.83	-228,734.60	13,705.17	2,848.26	70,679.45	-160,903.41
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-195,990.83	-228,734.60	13,705.17	2,848.26	70,679.45	-160,903.41
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	16,520.70	0.00	70,679.45	2,270,172.36

General Ledger Summary Report

Fund(s): ALL

April

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
484-01 DUE FROM FUND 1	-2,735,039.19	-2,783,039.27	-2,815.53	2,848.26	0.00	-2,785,887.53
Fund Balance	195,990.83	228,734.60	-13,705.17	461,427.45	393,596.26	160,903.41
500-00 Expense Control	0.00	0.00	-13,705.24	70,679.45	393,595.96	322,916.51
510-00 Revenue Control	0.00	0.00	0.07	374,153.00	0.30	-374,152.70
600-00 Fund Balance	195,990.83	228,734.60	0.00	16,595.00	0.00	212,139.60
Final Totals	-500.00	450,500.00	0.00	21,485,057.72	21,935,557.72	0.00

Expense Summary Report

Fund: 1
April

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	775,640.00	52,669.84	237,879.40	537,760.60	30.67
17 - HEALTH & SANITATION	251,938.00	20,850.00	83,400.00	168,538.00	33.10
18 - MUNICIPAL BUILDING	65,100.00	4,192.16	20,450.68	44,649.32	31.41
20 - GENERAL ASSISTANCE	56,903.00	3,502.43	17,751.61	39,151.39	31.20
22 - TAX ASSESSMENT	276,222.00	20,279.65	84,001.83	192,220.17	30.41
25 - LIBRARY	224,592.00	15,890.15	70,065.12	154,526.88	31.20
31 - FIRE/AMBULANCE DEPARTMENT	2,330,246.00	190,386.16	835,976.64	1,494,269.36	35.88
35 - POLICE DEPARTMENT	1,691,552.00	119,186.37	563,687.47	1,127,864.53	33.32
38 - PROTECTION	414,219.00	28,812.74	116,233.70	297,985.30	28.06
39 - CARIBOU EMERGENCY MANAGEMENT	14,452.00	241.10	2,983.88	11,468.12	20.65
40 - PUBLIC WORKS	2,291,515.00	133,573.33	666,855.85	1,624,659.15	29.10
50 - RECREATION DEPARTMENT	520,624.00	40,964.11	168,991.17	351,632.83	32.46
51 - PARKS	174,032.00	9,788.89	40,838.70	133,193.30	23.47
60 - AIRPORT	59,645.00	13,158.56	25,935.95	33,709.05	43.48
61 - CARIBOU TRAILER PARK	12,990.00	1,129.15	3,755.69	9,234.31	28.91
65 - CEMETERIES	6,850.00	0.00	0.00	6,850.00	0.00
70 - INS & RETIREMENT	98,200.00	2,687.38	23,603.88	74,596.12	24.04
75 - CONTRIBUTIONS	4,600.00	0.00	0.00	4,600.00	0.00
80 - UNCLASSIFIED	33,250.00	512.00	9,475.56	23,774.44	28.50
85 - CAPITAL IMPROVEMENTS	721,118.00	0.00	0.00	721,118.00	0.00
Final Totals	10,023,688.00	657,824.02	2,971,887.13	7,051,800.87	29.65

Expense Summary Report

Fund: 2
April

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	52,432.00	4,816.50	52,623.00	-191.00	100.36
Final Totals	52,432.00	4,816.50	52,623.00	-191.00	100.36

Expense Summary Report

Fund: 3
April

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,700.00	5,769.18	26,324.02	66,375.98	28.40
Final Totals	92,700.00	5,769.18	26,324.02	66,375.98	28.40

Expense Summary Report

Fund: 4
April

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,730.00	3,398.95	14,547.77	32,182.23	31.13
Final Totals	46,730.00	3,398.95	14,547.77	32,182.23	31.13

Expense Summary Report

Fund: 5
April

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	370,421.00	13,197.90	64,899.24	305,521.76	17.52
12 - NYLANDER MUSEUM	20,327.00	507.34	2,932.25	17,394.75	14.43
Final Totals	390,748.00	13,705.24	67,831.49	322,916.51	17.36

Revenue Summary Report

Fund: 1
April

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,849,345.00	98,079.62	640,217.23	6,209,127.77	9.35
18 - MUNICIPAL BUILDING	4,000.00	333.33	1,333.32	2,666.68	33.33
20 - GENERAL ASSISTANCE	20,300.00	2,385.30	7,494.40	12,805.60	36.92
22 - TAX ASSESSMENT	792,500.00	178.00	178.00	792,322.00	0.02
23 - CODE ENFORCEMENT	6,150.00	522.50	1,017.50	5,132.50	16.54
25 - LIBRARY	6,100.00	248.80	1,510.60	4,589.40	24.76
31 - FIRE/AMBULANCE DEPARTMENT	1,958,293.00	196,894.72	642,465.33	1,315,827.67	32.81
35 - POLICE DEPARTMENT	144,410.00	19,973.39	32,253.60	112,156.40	22.33
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	600.00	2,000.00	23.08
40 - PUBLIC WORKS	203,415.00	10,371.50	41,486.00	161,929.00	20.39
50 - RECREATION DEPARTMENT	22,000.00	-325.00	2,627.00	19,373.00	11.94
51 - PARKS	1,000.00	0.00	0.00	1,000.00	0.00
60 - AIRPORT	41,000.00	3,904.27	13,428.48	27,571.52	32.75
61 - CARIBOU TRAILER PARK	14,500.00	690.00	4,248.00	10,252.00	29.30
Final Totals	10,065,613.00	333,256.43	1,388,859.46	8,676,753.54	13.80

Revenue Summary Report

Fund: 2
April

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	44,100.00	0.00	1,549.65	42,550.35	3.51
Final Totals	44,100.00	0.00	1,549.65	42,550.35	3.51

Revenue Summary Report

Fund: 3
April

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	6,610.29	22,426.31	67,573.69	24.92
Final Totals	90,000.00	6,610.29	22,426.31	67,573.69	24.92

Revenue Summary Report

Fund: 4
April

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	57,446.00	4,787.17	4,787.17	52,658.83	8.33
Final Totals	57,446.00	4,787.17	4,787.17	52,658.83	8.33

Revenue Summary Report

Fund: 5
April

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	372,653.00	0.00	0.00	372,653.00	0.00
12 - NYLANDER MUSEUM	1,500.00	0.07	0.30	1,499.70	0.02
Final Totals	374,153.00	0.07	0.30	374,152.70	0.00

Caribou City 3 Year Cash Flow Status Report - as of May 8, 2020





City of Caribou, Maine

City Clerk's Office
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

RUBBISH HAULER'S LICENSE APPLICATION

Name of Applicant: <u>Rick Chapman</u>			DOB: <u>11-11-63</u>
Business Name: <u>City Sanitation</u>			
Business Address: <u>78 River Rd Caribou, Me 04736</u>			
Residence Address: <u>Same</u>			
Phone: <u>498-3973</u>	Home: <u>Same</u>	Business: <u>Same</u>	Cell: <u>551-0526</u>
Email: <u>N/A</u>	Fax: <u>N/A</u>		
Number of Vehicles: <u>2</u>	Name(s) of Driver(s): <u>Rick Chapman</u> <u>Ryan Cousins</u>		
Do you carry Liability Insurance? <u>Yes</u>			
If so, How Much? <u>500,000</u> <u>1,000,000</u>			
Do you carry Property Insurance? <u>Yes</u>			
If so, How Much? <u>500,000</u> <u>1,000,000</u>			
Name & Address of Insurance Company: <u>Provide Proof of Insurance</u> <u>Krefters Ins 101 High St</u>			

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

Signed: [Signature] Date: 5-1-20

Owner of: City Sanitation

Application Received By: [Signature]
(Signature of Clerk)

5/8/2020

FOR OFFICE USE:

Approved: _____
Rejected: _____
Reason: _____
By: _____





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

ON PREMISE RELOCATION APPLICATION

Permanent License #: 5819 Expiration Date: August 9, 2020
Legal Name: The Par + Grill Restaurant LLC Doing Business as: The Par + Grill Restaurant, LLC
From: 118 Bennett Dr. Caribou, ME 04736
Current Physical Address
To: 6 Carroll St. Caribou, ME 04736
New Physical Address

Has the premises for which the transfer is requested been licensed by the Department of Human Services? Yes ☐ No ☒
application has been submitted
Requested Transfer Date: July 1, 2020

Contact Person: Chris Richards Telephone Number: 207-492-2122
Email address: Chris @ theparandgrill.com (Please Print)

Dated at: Caribou, Maine On May 5th, 2020
City/Town, State Date
[Signature] Chris Richards
Signature of Owner or Corporate Officer Printed name(s)

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

Dated at: _____, Maine _____
City/Town (County)
On: _____
Date

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

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

Signature of Official(s) Printed name of Official(s)

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: \$20,000 Grant from FAA for Airport Operations
DATE: May 14, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

For Caribou to receive a \$20,000 grant from the FAA, the Council must authorize receiving the funds.

Under the Federal CARES Act, the FAA was given \$10 Billion dollars to help airports during the COVID-19 pandemic. These funds are to be disbursed as 100% grant in 2020, meaning no matching funds are required from airport sponsors. According to the FAA,

“This funding will support continuing operations and replace lost revenue resulting from the sharp decline in passenger traffic and other airport business due to the COVID-19 public health emergency. The funds are available for airport capital expenditures, airport operating expenses including payroll and utilities, and airport debt payments.”

Staff have identified the following projects to which the funds may be applied:

- The airport self-serving fuel terminal system is 20 years old and will not be supported by the manufacturer later this year. A price quoted for the upgraded system is \$14,000 plus installation costs. This is an unanticipated capital maintenance cost. Having the fuel at the airport, the city generated over \$27,000 in fuel sales last year compared to \$14,450 of fuel purchased. Net revenues were captured into the general fund.
- Maine DOT released an asphalt condition report in April. It indicates a portion of Caribou’s airport pavement needs to be rehabilitated in 2020. Their estimated cost for this work is \$71,188. This maintenance project was anticipated, but not at the amount indicated. An RFP has been prepared for this work with bids due May 29, 2020. There is \$78,500 set aside in airport reserves as matching funds for another major project, but these funds can be used for the pavement rehab work.

The FAA has confirmed that either project would be eligible for use of the grant funds.

Council Action Needed

Authorize the City Manager to accept the \$20,000 grant from the FAA, which will be used to offset airport operating expenses in 2020.

A copy of the full grant literature is attached behind this memo.



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
New England Region
Connecticut, Massachusetts, Maine, New
Hampshire, Rhode Island, & Vermont

3-23-0012-020-2020

FAA ANE-600
1200 District Ave
Burlington, MA 01803

CARES Act Grant Transmittal Letter

May 11, 2020

Mr. Dennis Marker
City Manager
Re: Caribou Municipal Airport
25 High Street
Caribou, Maine 04736

Dear Mr. Marker:

Please find the following electronic CARES Act Grant Offer, Grant No. 3-23-0012-020-2020 for Caribou Municipal Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, **no later than July 1, 2020** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be electronically signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has electronically attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR § 200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act states the funds may not be used for any purpose not related to the airport.

With each payment request you are required to upload directly to Delphi:

- An invoice summary, even if you only paid a single invoice, and
- The documentation in support of each invoice covered in the payment request.

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and

- An SF-425, and
- A narrative report.

The narrative report will summarize the expenses covered by the CARES Act funds and state that all expenses were in accordance with the FAA's Policy and Procedures Concerning the Use of Airport Revenues and incurred after January 20, 2020.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once you have drawn down all funds and uploaded the required documents to Delphi, notify Julie Seltsam-Wilps by email that the grant is administratively and financially closed. Julie Seltsam-Wilps is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,



[Gail Lattrell \(May 11, 2020\)](#)

Gail Lattrell

Director, Airports Division

[ADO has discretion to delegate signature authority to Program Manager]



U.S. Department
of Transportation
Federal Aviation
Administration

CARES ACT AIRPORT GRANTS AGREEMENT

Part I - Offer

Federal Award Offer Date May 11, 2020

Airport/Planning Area Caribou Municipal Airport

CARES Grant Number 3-23-0012-020-2020

Unique Entity Identifier 060991452

TO: City of Caribou, ME
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Coronavirus Aid, Relief, and Economic Security Act (CARES Act or "the Act") Airports Grants Application (herein called the "Grant") dated April 29, 2020, for a grant of Federal funds at or associated with the Caribou Municipal Airport, which is included as part of this Grant Agreement; and

WHEREAS, the Sponsor has accepted the terms of FAA's Grant offer;

WHEREAS, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the Grant Application for the Caribou Municipal Airport, (herein called the "Grant") consisting of the following:

This Grant is provided in accordance with the CARES Act, as described below, to provide eligible Sponsors with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. CARES Act Airport Grants amounts to specific airports are derived by legislative formula.

The purpose of this Grant is to maintain safe and efficient airport operations. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments. CARES Act Airport Grants may be used to reimburse airport operational and maintenance expenses directly related to Caribou Municipal Airport incurred no earlier than January 20, 2020. CARES Act Airport Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after April 14, 2020. Funds provided under the Grant will be governed by the same principles that govern "airport revenue." New airport development projects may not be funded

with this Grant unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of funds for the airport development project.

NOW THEREFORE, in accordance with the applicable provisions of the CARES Act, Public Law 116-136, the representations contained in the Grant Application, and in consideration of, (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$20,000.
2. **Period of Performance.** The period of performance shall commence on the date the Sponsor formally accepts this agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.

3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CARES Act.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.
5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs will be 100%.
6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this Grant Agreement, the CARES Act, and the regulations, policies, standards and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs unless this offer has been accepted by the Sponsor **on or before July 1, 2020**, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner, including uses that violate this Grant Agreement, the CARES Act or other provision of applicable law. For the purposes of this Grant Agreement, the term “Federal funds” means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement(s). The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or relate to this Grant Agreement, including, but not limited to, any action taken by a Sponsor related to or arising from, directly or indirectly, this Grant Agreement.
11. **System for Award Management (SAM) Registration And Universal Identifier.** Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
14. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any expense for which funds are provided under this Grant. The Sponsor will include a provision implementing applicable Buy American statutory and regulatory requirements in all contracts related to this Grant Agreement.
15. **Audits for Private Sponsors.** When the period of performance has ended, the Sponsor must provide a copy of an audit of this Grant prepared in accordance with accepted standard audit practices, such audit to be submitted to the applicable Airports District Office.
16. **Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse’s Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.

17. **Suspension or Debarment.** When entering into a “covered transaction” as defined by 2 CFR § 180.200, the Sponsor must:

- A. Verify the non-federal entity is eligible to participate in this Federal program by:
 - 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
 - 2. Collecting a certification statement from the non-federal entity attesting the entity is not excluded or disqualified from participating; or
 - 3. Adding a clause or condition to covered transactions attesting the individual or firm is not excluded or disqualified from participating.
- B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. sub-contracts).
- C. Immediately disclose to the FAA whenever the Sponsor (1) learns the Sponsor has entered into a covered transaction with an ineligible entity, or (2) suspends or debar a contractor, person, or entity.

18. **Ban on Texting While Driving.**

- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 - 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to this Grant or subgrant.
 - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

19. **Trafficking in Persons.**

- A. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not –
 - 1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - 2. Procure a commercial sex act during the period of time that the award is in effect; or
 - 3. Use forced labor in the performance of the award or subawards under the award.
- B. The FAA as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 - 1. Is determined to have violated a prohibition in paragraph A of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either –
 - a. Associated with performance under this award; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by the FAA at 2 CFR Part 1200.
3. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A during this award term.
4. Our right to terminate unilaterally that is described in paragraph A of this section:
 - a. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - b. Is in addition to all other remedies for noncompliance that are available to the FAA under this award.

20. Employee Protection from Reprisal.

A. Prohibition of Reprisals —

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
 - a. Gross mismanagement of a Federal grant;
 - b. Gross waste of Federal funds;
 - c. An abuse of authority relating to implementation or use of Federal funds;
 - d. A substantial and specific danger to public health or safety; or
 - e. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
 - a. A member of Congress or a representative of a committee of Congress;
 - b. An Inspector General;
 - c. The Government Accountability Office;
 - d. A Federal office or employee responsible for oversight of a grant program;
 - e. A court or grand jury;
 - f. A management office of the grantee or subgrantee; or
 - g. A Federal or State regulatory enforcement agency.
3. Submission of Complaint — A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
4. Time Limitation for Submittal of a Complaint — A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
5. Required Actions of the Inspector General — Actions, limitations, and exceptions of the Inspector General’s office are established under 41 U.S.C. § 4712(b).

6. Assumption of Rights to Civil Remedy — Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).
21. **Limitations.** Nothing provided herein shall be construed to limit, cancel, annul, or modify the terms of any Federal grant agreement(s), including all terms and assurances related thereto, that have been entered into by the Sponsor and the FAA prior to the date of this Grant Agreement.

SPECIAL CONDITIONS

1. **ARFF and SRE Equipment and Vehicles.** The Sponsor agrees that it will:
 - A. House and maintain the equipment in a state of operational readiness on and for the airport;
 - B. Provide the necessary staffing and training to maintain and operate the vehicle and equipment;
 - C. Restrict the vehicle to on-airport use only;
 - D. Restrict the vehicle to the use for which it was intended; and
 - E. Amend the Airport Emergency Plan and/or Snow and Ice Control Plan to reflect the acquisition of a vehicle and equipment.
2. **Equipment or Vehicle Replacement.** The Sponsor agrees that it will treat the proceeds from the trade-in or sale of equipment being replaced with these funds as airport revenue.
3. **Off-Airport Storage of ARFF Vehicle.** The Sponsor agrees that it will:
 - A. House and maintain the vehicle in a state of operational readiness for the airport;
 - B. Provide the necessary staffing and training to maintain and operate the vehicle;
 - C. Restrict the vehicle to airport use only;
 - D. Amend the Airport Emergency Plan to reflect the acquisition of the vehicle;
 - E. Within 60 days, execute an agreement with local government including the above provisions and a provision that violation of said agreement could require repayment of Grant funding; and
 - F. Submit a copy of the executed agreement to the FAA.
4. **Equipment Acquisition.** The Sponsor agrees that it will maintain Sponsor-owned and -operated equipment and use for purposes directly related to the airport.
5. **Utilities Proration.** For purposes of computing the United States' share of the allowable airport operations and maintenance costs, the allowable cost of utilities incurred by the Sponsor to operate and maintain airport(s) included in the Grant must not exceed the percent attributable to the capital or operating costs of the airport.
6. **Utility Relocation in Grant.** The Sponsor understands and agrees that:
 - A. The United States will not participate in the cost of any utility relocation unless and until the Sponsor has submitted evidence satisfactory to the FAA that the Sponsor is legally responsible for payment of such costs;
 - B. FAA participation is limited to those utilities located on-airport or off-airport only where the Sponsor has an easement for the utility; and
 - C. The utilities must serve a purpose directly related to the Airport.

The Sponsor's acceptance of this Offer and ratification and adoption of the Grant Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the CARES Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Grant and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

Gail Lattrell

Gail Lattrell (May 11, 2020)

(Signature)

Gail Lattrell

(Typed Name)

Director

(Title of FAA Official)

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Grant Application and incorporated materials referred to in the foregoing Offer under Part II of this Agreement, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Grant Application.

I declare under penalty of perjury that the foregoing is true and correct.

Dated

City of Caribou, ME

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By:

(Typed Name of Sponsor's Authorized Official)

Title:

(Title of Sponsor's Authorized Official)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Maine. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the CARES Act. The Sponsor understands funding made available under this Grant Agreement may only be used to reimburse for airport operational and maintenance expenses, and debt service payments. The Sponsor further understands it may submit a separate request to use funds for new airport/project development purposes, subject to additional terms, conditions, and assurances. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____

By:

(Signature of Sponsor's Attorney)

CARES ACT ASSURANCES**AIRPORT SPONSORS**

A. General.

1. These assurances are required to be submitted as part of the application by sponsors requesting funds under the provisions of the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act or "the Act"), Public Law 116-136. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
2. Upon acceptance of this Grant offer by the sponsor, these assurances are incorporated into and become part of this Grant Agreement.

B. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this Grant that:

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant including but not limited to the following:

FEDERAL LEGISLATION

- a. Federal Fair Labor Standards Act — 29 U.S.C. 201, et seq.
- b. Hatch Act — 5 U.S.C. 1501, et seq.
- c. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.
- d. National Historic Preservation Act of 1966 — Section 106 - 16 U.S.C. 470(f).
- e. Archeological and Historic Preservation Act of 1974 — 16 U.S.C. 469 through 469c.
- f. Native Americans Grave Repatriation Act — 25 U.S.C. Section 3001, et seq.
- g. Clean Air Act, P.L. 90-148, as amended.
- h. Coastal Zone Management Act, P.L. 93-205, as amended.
- i. Flood Disaster Protection Act of 1973 — Section 102(a) - 42 U.S.C. 4012a.
- j. Title 49, U.S.C., Section 303, (formerly known as Section 4(f)).
- k. Rehabilitation Act of 1973 — 29 U.S.C. 794.
- l. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).
- m. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- n. Age Discrimination Act of 1975 — 42 U.S.C. 6101, et seq.
- o. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- p. Architectural Barriers Act of 1968 — 42 U.S.C. 4151, et seq.
- q. Power plant and Industrial Fuel Use Act of 1978 — Section 403- 2 U.S.C. 8373.

- r. Contract Work Hours and Safety Standards Act — 40 U.S.C. 327, et seq.
- s. Copeland Anti-kickback Act — 18 U.S.C. 874.1.
- t. National Environmental Policy Act of 1969 — 42 U.S.C. 4321, et seq.
- u. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- v. Single Audit Act of 1984 — 31 U.S.C. 7501, et seq.
- w. Drug-Free Workplace Act of 1988 — 41 U.S.C. 702 through 706.
- x. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 – Equal Employment Opportunity
- b. Executive Order 11990 – Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 – Intergovernmental Review of Federal Programs
- e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction
- f. Executive Order 12898 – Environmental Justice
- g. Executive Order 13788 – Buy American and Hire American
- h. Executive Order 13858 – Strengthening Buy-American Preferences for Infrastructure Projects

FEDERAL REGULATIONS

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 28 CFR Part 35 – Discrimination on the Basis of Disability in State and Local Government Services.
- e. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- f. 29 CFR Part 1 – Procedures for predetermination of wage rates.
- g. 29 CFR Part 3 – Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.
- h. 29 CFR Part 5 – Labor standards provisions applicable to contracts covering Federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).
- i. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally assisted contracting requirements).
- j. 49 CFR Part 20 – New restrictions on lobbying.

- k. 49 CFR Part 21 – Nondiscrimination in Federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- l. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Program .49 CFR Part 27 — Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- m. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- n. 49 CFR Part 30 – Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- o. 49 CFR Part 32 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- p. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- q. 49 CFR Part 41 – Seismic safety of Federal and Federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations, or circulars are incorporated by reference in this Grant Agreement.

1. Purpose Directly Related to the Airport

It certifies that the reimbursement sought is for a purpose directly related to the airport.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed grant; that an official decision has been made by the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed Grant and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Good Title.

It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

4. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant

Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish, or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

- b. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with this Grant Agreement.
- c. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations, and the terms and conditions of this Grant Agreement.

5. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all Grant accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the Grant in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the Grant supplied by other sources, and such other financial records pertinent to the Grant. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a Grant or relating to the Grant in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

6. Exclusive Rights.

The sponsor shall not grant an exclusive right to use an air navigation facility on which this Grant has been expended. However, providing services at an airport by only one fixed-based operator is not an exclusive right if—

- a. it is unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide the services; and
- b. allowing more than one fixed-based operator to provide the services requires a reduction in space leased under an agreement existing on September 3, 1982, between the operator and the airport.

7. Airport Revenues.

This Grant shall be available for any purpose for which airport revenues may lawfully be used. CARES Act Grant funds provided under this Grant Agreement will only be expended for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport(s) subject to this agreement and all applicable addendums.

8. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

9. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this Grant.

- a. Using the definitions of activity, facility, and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR Part 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.
- b. Applicability
 1. Programs and Activities. If the sponsor has received a grant (or other Federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 2. Facilities. Where it receives a grant or other Federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
2. So long as the sponsor retains ownership or possession of the property.

Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests for Proposals for work, or material under this Grant and in all proposals for agreements, including airport concessions, regardless of funding source:

“The **City of Caribou, ME**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

d. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - A. For the subsequent transfer of real property acquired or improved under the applicable activity, grant, or program; and
 - B. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, grant, or program.
- e. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- f. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

10. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any activity that uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

11. Acquisition Thresholds.

The FAA deems equipment to mean tangible personal property having a useful life greater than one year and a per-unit acquisition cost equal to or greater than \$5,000. Procurements by micro-purchase means the acquisition of goods or services for which the aggregate dollar amount does not exceed \$10,000. Procurement by small purchase procedures means those relatively simple and informal procurement methods for securing goods or services that do not exceed the \$250,000 threshold for simplified acquisitions.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Use of Tax Acquired Property at 227 Limestone Street
DATE: May 14, 2020

DISCUSSION ONLY ITEM

During the previous Council meeting, the City Council approved a list of tax acquired properties to be posted for public bid. One of those is a 1,900 square foot building that was tax acquired in 2018. The building sits on lands owned by MDOT with authorization from the state via lease agreement.

Chief Michael Gahagan is requesting that the Council consider maintaining ownership of the subject building. The purpose for this is to consolidate multiple storage locations for public safety equipment.

If the Council is willing to consider this a new agreement will need to be worked out with MDOT and taxes owed on the property will need to be abated. Current tax on books is \$982.44.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: \$20,000 Grant from FAA for Airport Operations
DATE: May 14, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

SynerGen Solar, who was authorized by the Council to investigate the possibility of installing a solar power array on the City's Ogren landfill site, is requesting an amendment to their lease agreement with the City. The current agreement indicates that they will pay the City a lump sum of \$15,000 each year. The contract anticipates using a 30-acre site, which equates to \$500/acre per year. **SynerGen is asking that the lease amount be changed to \$500/acre per year** instead of the \$15,000 per year sum. SynerGen recently completed a wetland delineation study and found that not more than 10 acres of the property is suitable for their project. They have already engaged the adjacent property owner about using a portion of their property to develop the critical mass of solar arrays they desire.

The lease is not currently in effect. The developer is within their 12-month investigation period but must submit the final lease terms to the state to qualify for benefits needed to make the project viable.

Council Action Requested

Authorize the City Manager to execute an amendment to the SynerGen Solar contract, which sets the rental rate at \$500/acre with the acreage to be determined through the city's site design review process.

A copy of the amendment request is attached behind this memo.

**FIRST AMENDMENT
TO
OPTION AGREEMENT**

This **First Amendment to Option Agreement** (this “**Amendment**”) is entered into by and between SYNERGEN SOLAR, LLC, a Maryland limited liability company, having its principal address at 600 Reisterstown Road, Suite 310, Pikesville, MD 21208 (the “**Grantee**”), and the CITY OF CARIBOU, a city in Aroostook County, Maine with an address of 25 High Street, Caribou, ME 04736 (the “**Owner**”), as of May 12, 2020 (the “**Effective Date**”), with reference to the Recitals below.

RECITALS

A. WHEREAS, Grantee and Owner entered into an Option for the Lease of Land (the “Option Agreement”) dated as of January 27, 2020 (the “**Agreement**”); and

B. WHEREAS, Grantee and Owner desire to revise certain terms of the Agreement, all as further provided in this Amendment.

AGREEMENT

NOW, THEREFORE, in consideration of the above Recitals, the mutual promises and covenants hereinafter set forth, and other valuable consideration, receipt of which is hereby confirmed, Grantee and Owner agree as follows:

1. Interpretation. Except as amended by this Amendment, the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the Agreement, this Amendment shall control. Terms with initial capital letters are defined terms which shall have the respective meanings given them in the Agreement, unless the context of this Amendment requires otherwise.

2. Amendment to Recitals.

Recitals 3 – 4 (of which two Recitals were both erroneously numbered as Recital 3) of the Agreement are hereby amended and restated in its entirety to read as follows:

3. *Grantee wishes to lease approximately 8 acres of the Property as depicted on Exhibit B, together with all appurtenant rights and easements (the “Premises”).*

4. *Grantee may elect to lease the Premises and to construct and operate a solar (PV) energy generation facility (the “Project”) on the Premises if Grantee’s assessment of the feasibility of interconnecting, constructing and operating such a project is favorable, in Grantee’s sole discretion.*

5. *Grantee wishes to acquire an option to preserve its opportunity to lease the Premises, and Owner wishes to grant Grantee such an option.*

3. Amendment to Section 2 – Lease Rate.

Section 2 of the Agreement is hereby amended and restated in its entirety to read as follows:

2. Lease Rate. *Owner and Grantee agree to an annual lease rate of Five Hundred Dollars (\$500) per acre for the Premises, with a term of Twenty (20) years. Grantee may extend the term of the lease for four (4) additional periods of Five (5) years each by providing Ninety (90) days' advance notice to Owner.*

4. Governing Law. This Amendment shall be governed by and interpreted in accordance with the laws of the State of Maine.

5. Counterpart Originals. This Amendment is confidential and, except as may be required by applicable Law, neither the fact that the Parties entered into this Amendment, nor the information arising out of or in connection with this Amendment, may be disclosed to a third party (except for financing purposes), without the other Party's prior written consent.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this Amendment by their authorized representatives as of the Effective Date.

GRANTEE:

SYNERGEN SOLAR, LLC

By: _____

Name: Hillel Halberstam

Title: Managing Member

OWNER:

CITY OF CARIBOU

By: _____

Name: Dennis L. Marker

Title: City Manager

Introduced by Councilor _____
on _____, ____ 2020

ORDINANCE No. 03, 2020 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance to Amend the City Charter Allowing City Councilors to have Unpaid Tax Balances

Short Title: An Ordinance Allowing City Councilors to have Unpaid Tax Balances

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

WHEREAS, the City Charter, which was instituted on February 23, 1967 and has been amended from time to time by a vote of the city's residents as allowed under Maine Revised Statutes, Title 30-A, provides eligibility criteria for City Council members; and

WHEREAS, the City Council has determined that citizens should reconsider the criteria that City Council eligibility to serve be partially based on payment of taxes, and

WHEREAS, any ordinance seeking to amend the charter must be approved by a vote of the citizens at the next general election.

NOW THEREFORE, the City Council of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 and Maine Revised Statutes, Title 30-A, §2104, presents for consideration of the voters, the following change to the Charter.

Section I: Charter Revisions

- A. Section 2.01(b) regarding eligibility for City Council is amended as follows: (underlined text is added, stricken text is deleted)

(b) Eligibility. Only qualified voters of the City, ~~who are current for all annual personal and real property taxes due to the city on or before December 31st of the previous year,~~ shall be eligible to hold the office of Councilor.

- B. Section 2.06(b) regarding City Councilor forfeiture of office is amended as follows: (underlined text is added, stricken text is deleted)

(b) Forfeiture of office. A Councilor shall forfeit office if he/she:

- (1) lacks at any time during term of office any qualification for the office prescribed by this Charter or by law,

- (2) violates any provisions of the Charter,
- (3) is convicted of a crime involving moral turpitude,
- (4) fails to attend three consecutive regular meetings of the Council without being excused by the Council,
- (5) or willfully discloses information discussed, observed or perused during any executive session, properly called and voted upon by a majority vote of the Council,
- ~~(6) fails to pay all annual personal and real property taxes on or before December 31st of the previous year,~~
- (7) fails to attend, in a calendar year, at least 80% of budget workshop meetings and meeting of committees to which they have been assigned, unless excused by the council.

Section II. Severability

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

Section IV. Posting and Effective Date

This ordinance, being introduced on _____, 2020 and a public hearing being held on _____, 2020 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2020. This ordinance shall become effective November 15th if passed by vote of the citizens during the November 2020 election.

R. Mark Goughan, Mayor

Thomas Ayer, Deputy Mayor

Jody Smith, Councilor

Nicole L. Cote, Councilor

Hugh Kirkpatrick, Councilor

Doug Morrell, Councilor

Joan Theriault, Councilor

Attest: _____
Jayne R. Farrin, City Clerk

I would like to thank each councilor for their time and effort that they put forward in helping make Caribou a better place. Every city councilor when they were a candidate expressed (to paraphrase) that one major issue facing Caribou was that of more growth was needed to make Caribou more sustainable. This resolve of more growth is not unique to just Caribou but I would state, to all of Northern Maine.

We may have different solutions to achieve this formidable task (a major reason for having elections) but this needed uptick in growth can only be accomplished with civil discussion among people of diverse opinions, from different backgrounds with their own notable life experiences. At the end of such discussion the majority opinion is the path the community or region should travel. As time goes forward results should judge whether that path was correct. Another reason for having elections is to change that course, modify that path in hopes to have better results in achieving the goals of the community.

This body, the Caribou City Council, should be a representative of the diverse community we proudly hope to grow and prosper with together. People that are college educated along with those that are educated through the school of hard knocks. Both men and women, young and old, black, white and purple, citizens that live in rural Caribou and those that live in urban Caribou should all have the ability to place their name on the ballot from which this diverse body can be formed. The fact that any one candidate brings troubling issues for one electorate, could bring a positive point of experience in solving the growth issue within the community, to another electorate. The decision on that individual candidate can be considered at the election booth.

This country once had a blanket stipulation that an individual had to own land in order to vote and another stipulation was that only men could vote. Luckily our country realized how discriminatory these requirements were, not only to the individuals but to the country, and eliminated them. This allowed the people to express their opinion at the ballot box based on the individual candidate and rebuffed the blanketing of a whole group of people.

The Caribou city charter has such a blanketing clause. Citizens that do not have their taxes paid on time are not qualified to hold the position on the city council.

This clause takes a group of citizens and blankets them into one mold and prejudices their abilities. The reason a pre-election campaign is so important, such as the Caribou candidate's forum, is to allow the voters to judge the individual, on merits both pro and con, and thus create a council that is diverse and representative of the community. A diverse council that brings to the table different points of opinion in solving the issues the community would like to see resolved.

There are some non-land owners that I would not voter for, not because they don't own land but because I do not believe in their philosophy. There are women I would not vote for, not because they are women but because I do not believe in their philosophy of governance. You can choose not to vote for a candidate because they do not have their taxes paid on time, but a blanket clause in the charter takes away from other individuals who would like to vote for that candidate whose philosophy they do support. This clause in the charter is in my opinion the result of small town politics. This clause in the charter in my opinion has a feel of discrimination.

I am going to introduce a motion to the council to remove this clause from the city charter in hopes to garner unanimous support. The city charter is our community's foundation. This clause is a flaw in this foundation. Ask any home builder, the most important part of home construction is a well-built foundation. Gloria and I are lucky enough to have daughters and their families move back and make not only the farm but Caribou their home. As we try to build the farm in hopes of sustaining four families we have made some mistakes and as I tell them, the worse thing we can do is not the mistake but not admitting a mistake was made. Sometimes you have to back-up, correct the issue and move forward to achieve a positive goal. Ask any home builder who wants a straight roof line and didn't resolve the mistake on the foundation. From a simple farmer's point of view.



Resolution 04-03-2020

A Resolution of the Caribou City Council Adopting a Local Preference Standard for Bid Submittals

WHEREAS, the City Council of Caribou recognizes the importance of being good stewards of public dollars; and

WHEREAS, procurement of goods and services should maximize value by balancing price, quality and performance through processes that are transparent and impartial; and

WHEREAS, the City of Caribou has many businesses that can provide goods and services equal to non-local businesses, but may be at a competitive disadvantage due to location from major economic centers, supply of materials or other economically beneficial facets of commerce; and

WHEREAS, the City of Caribou desires to give preferential consideration to local businesses that can provide equivalent goods and services compared to non-local vendors on city bid requests.

NOW, THEREFORE BE IT RESOLVED BY THE CARIBOU CITY COUNCIL, that the City Manager, acting as the purchasing agent of the city per City Charter §3.04(11), utilize the following preferential procurement policy when considering responses to requests for bids, proposals or qualifications.

Any preferential element will be second to a determination that offered goods and/or services are equal to specific, advertised criteria in a city bid request. The city may disqualify bidders based on documented concerns with past performance, quality control, responsiveness or other factors determined to be important in achieving best value. Once all criteria have been thoroughly reviewed the city may use preferred procurement with local vendors using the preference chart below.

Project Cost	Local Preference Allowance
Less than \$10,000	2%
From \$10,000 to \$1,000,000	1% + \$100
Greater than \$1,000,000	0.5% + \$5,100

The City reserves the right to modify preferences depending on the project, but no preferential amount shall exceed \$50,000.

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

R. Mark Goughan, Mayor

Attest: Jayne Farrin, City Clerk

[City Seal]

Introduced by Councilor _____
on _____, ____ 2020

ORDINANCE No. 01, 2020 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance to Amend the City Charter by Changing Budget Preparation Timeframes

Short Title: An Ordinance to Change City Budget Preparation Timeframes

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

WHEREAS, City governance and budget procedures are outlined by the City Charter, which was instituted on February 23, 1967 and has been amended from time to time by a vote of the city's residents as allowed under Maine Revised Statutes, Title 30-A; and

WHEREAS, the City Council has determined that the city's budget preparation process should be modified to

- enable future city councils to enact a budget within the fiscal years for which they are elected,
- enable more time for the public to review capital and operational expense proposals, and
- consider expense and capital budgets at the same time as income projections; and

WHEREAS, any ordinance seeking to amend the charter must be approved by a vote of the citizens at the next general election.

NOW THEREFORE, the City Council of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 and Maine Revised Statutes, Title 30-A, §2104, presents for consideration of the voters, the following changes to the Charter.

Section I: Charter Revisions

A. Section 5.04 Submission of Budget and Budget Message is amended as follows (underlined text is added, stricken text is deleted)

~~On or before the 15th of November of each year the~~The City Manager shall submit to the City Council a draft and final draft of the detailed expense budget and capital expense budget for the ensuing fiscal year and an accompanying message explaining the expense budget and the capital expense budget. In addition, on or before the 30th of April of each year the City Manager shall submit to the City Council a final draft of the income budget for the ensuing year and an accompanying message explaining the income budget. budget reports for adoption as outlined in Section 5.06. ~~On~~
The City Manager shall provide a final budget report to the citizens on or before the 31st of May ~~of~~

~~each year the City Manager shall submit to the City Council a final complete budget for income, expense, capital expense budget and an accompanying message explaining the complete budget.~~

B. Section 5.06 Budget, Paragraph (a)(3) referring to the expense budget timeline is amended as follows (underlined text is added, stricken text is deleted)

(3) Timeline. The City Manager will provide an Expense Budget Report on or before the following dates:

- (i) On or before ~~October~~November 1st ~~of the preceding budget year.~~ ~~The~~the City Manager will have each City Department Head provide ~~an initial~~a written detailed Expense Budget ~~Report request~~ for the ensuing year.
- ~~(ii)~~ On or before ~~November 1st~~January 15: ~~The City Manager shall submit to the City Council a draft budget report detailing operation expenses for the fiscal year.~~
- ~~(iii)~~(iii) On or before ~~February 15~~: The City Manager will have each City Department Head present a ~~written~~ detailed Expense Budget Report ~~to both the City Council and the City's citizens~~ in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- ~~(iv)~~(iv) On or before ~~November 15th~~March 1: The City Manager will provide the City's final written detailed Expense Budget Report for the ensuing year to the City Council ~~and Caribou's citizens in a public hearing.~~
- ~~(v)~~(v) On or before ~~December 15th~~the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed expense budget for the ensuing year.
- ~~(vi)~~(vi) On or before ~~January 31st~~: ~~The City Manager will provide the City's written detailed Expense Budget Report for the new year to Caribou's citizens for their review updating the report with final year end expenditures.~~

C. Section 5.06 Budget, Paragraph (b)(3) referring to the capital budget timeline is amended as follows (underlined text is added, stricken text is deleted)

(3) Timeline. The City Manager will provide a Capital Expense Budget Report on or before the following dates:

- (i) On or before ~~October 15th~~November 1st of the preceding budget year. ~~The, the~~ City Manager will have each City Department Head provide a written detailed capital expense budget report for the next five years ~~to the Capital Improvements Committee~~that outlines needs for buildings, grounds, infrastructure, equipment and vehicles. Such report shall also include anticipated expenditures of more than \$50,000 for the next 10 years.
- ~~(ii)~~ On or before ~~January 15~~: ~~The City Manager shall submit to the City Council a capital budget report detailing capital needs for the fiscal year.~~
- ~~(iii)~~(iii) On or before ~~November~~February 15~~1st~~: The City Manager will have each City Department Head present their written detailed Capital Expense ~~Budget~~ Report ~~to both the City Council and Caribou citizens~~ in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- ~~(iv)~~(iv) On or before ~~November~~March 15th: The City Manager will provide the City's final~~written~~ detailed Capital Expense Budget Report for the ensuing year to the City Council ~~and Caribou's citizens in a public hearing.~~
- ~~(v)~~(v) On or before ~~December 15th~~the third Monday in March: The City Council will conduct a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.

D. Section 5.06 Budget, Paragraph (c)(3)(i) referring to the income budget timeline is amended as follows (underlined text is added, stricken text is deleted)

- (i) On or before ~~April 30th~~January 15: The City Manager will provide ~~an estimated written a~~ detailed Income ~~Estimate Budget~~ Report to the City Council for current year.

E. Section 5.07, Paragraph (c)(i) referring to the Council action on Expense and Capital Expense Budgets is amended as follows (underlined text is added, stricken text is deleted)

- (i) City Council must adopt the expense and capital expense budgets on or before the ~~15th of December before the ensuing~~third Monday of March each year. Until the Council adopts a budget for the fiscal year, the amounts appropriated for operation in the current fiscal year shall be deemed adopted as of the preceding fiscal year on a month to month basis with all items in it prorated accordingly.

Section II. Severability

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

Section IV. Posting and Effective Date

This ordinance, being introduced on _____, 2020 and a public hearing being held on _____, 2020 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2020. This ordinance shall become effective November 15th if passed by vote of the citizens during the November 2020 election.

R. Mark Goughan, Mayor

Thomas Ayer, Deputy Mayor

Jody Smith, Councilor

Nicole L. Cote, Councilor

Hugh Kirkpatrick, Councilor

Doug Morrell, Councilor

Joan Theriault, Councilor

Attest: _____
Jayne R. Farrin, City Clerk

The following is a side by side comparison of the changes indicated in Ordinance 01-2020.

Current Charter	Proposed Language
<p>Sec. 5.04 Submission of Budget and Budget Message.</p> <p>On or before the 15th of November of each year the City Manager shall submit to the City Council a final draft of the detailed expense budget and capital expense budget for the ensuing fiscal year and an accompanying message explaining the expense budget and the capital expense budget. In addition, on or before the 30th of April of each year the City Manager shall submit to the City Council a final draft of the income budget for the ensuing year and an accompanying message explaining the income budget. On or before the 31st of May of each year the City Manager shall submit to the City Council a final complete budget for income, expense, capital expense budget and an accompanying message explaining the complete budget.</p>	<p>Sec. 5.04 Submission of Budget and Budget Message.</p> <p>The City Manager shall submit to the City Council draft and final budget reports for adoption as outlined in Section 5.06. The Manager shall provide a final budget report to the citizens on or before the 31st of May.</p>
<p>Sec. 5.06 Budget. Paragraph (a)(3) Budget Timeline</p> <p>(i) On or before October 1st: The City Manager will have each City Department Head provide an initial written detailed Expense Budget Report for the ensuing year.</p> <p>(ii) On or before November 1st: The City Manager will have each City Department Head present a written detailed Expense Budget Report to both the City Council and the City's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.</p> <p>(iii) On or before November 15th: The City Manager will provide the City's written detailed Expense Budget Report for the ensuing year to the City Council and Caribou's citizens in a public hearing.</p> <p>(iv) On or before December 15th: The City Council will vote on the City's final detailed expense budget for the ensuing year.</p> <p>(v) On or before January 31st: The City Manager will provide the City's written detailed Expense Budget Report for the new year to Caribou's citizens for their review updating the report with final year end expenditures.</p>	<p>Sec. 5.06 Budget. Paragraph (a)(3) Budget Timeline</p> <p>(i) On or before November 1st of the preceding budget year, the City Manager will have each City Department Head provide a written detailed Expense Budget request for the ensuing year.</p> <p>(ii) On or before January 15: The City Manager shall submit to the City Council a draft budget report detailing operation expenses for the fiscal year.</p> <p>(iii) On or before February 15: The City Manager will have each City Department Head present a detailed Expense Budget Report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.</p> <p>(iv) On or before March 1: The City Manager will provide the City's final written detailed Expense Budget Report for the ensuing year to the City Council.</p> <p>(v) On or before the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed Expense Budget for the ensuing year.</p>

<p>Sec. 5.06 Budget. Paragraph (b)(3) Capital Expense Budget Timeline</p> <ul style="list-style-type: none"> (i) On or before October 15th: The City Manager will have each City Department Head provide a written detailed capital expense budget report for the next five years to the Capital Improvements Committee. (ii) On or before November 1st: The City Manager will have each City Department Head present their written detailed Capital Expense Budget Report to both the City Council and Caribou citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head. (iii) On or before November 15th: The City Manager will provide the City's written detailed Capital Expense Budget Report for the ensuing year to the City Council and Caribou's citizens in a public hearing. (iv) On or before December 15th: The City Council will vote on the City's final detailed Capital Expense Budget for the ensuing year. 	<p>Sec. 5.06 Budget. Paragraph (b)(3) Capital Expense Budget Timeline</p> <ul style="list-style-type: none"> (i) On or before November 1st of the preceding budget year, the City Manager will have each City Department Head provide a written detailed capital expense report for the next five years that outlines needs for buildings, grounds, infrastructure, equipment and vehicles. Such report shall also include anticipated expenditures of more than \$50,000 for the next 10 years. (ii) On or before January 15: The City Manager shall submit to the City Council a Capital budget report detailing capital needs for the fiscal year. (iii) On or before February 15: The City Manager will have each City Department Head present their written detailed capital expense report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head. (iv) On or before March 1: The City Manager will provide the City's final detailed Capital Expense Budget Report for the ensuing year to the City Council. (v) On or before the third Monday in March: The City Council will conduct a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.
<p>Sec. 5.06 Budget. Paragraph (c)(3) Income Budget Timeline</p> <ul style="list-style-type: none"> (i) On or before April 30th: The City Manager will provide an estimated written detailed Income Budget Report for current year. 	<p>Sec. 5.06 Budget. Paragraph (c)(3) Income Budget Timeline</p> <ul style="list-style-type: none"> (i) On or before January 15: The City Manager will provide a detailed Income Estimate Report to the City Council for the current year.
<p>Sec. 5.07(c) Council Action on Expense and Capital Expense Budget. City Council must adopt the expense and capital expense budgets on or before the 15th of December before the ensuing year.</p>	<p>Sec. 5.07(c) Council Action on Expense and Capital Expense Budget. City Council must adopt the expense and capital expense budgets on or before the third Monday of March each year. Until the Council adopts a budget for the fiscal year, the amounts appropriated for operation in the current fiscal year shall be deemed adopted as of the preceding fiscal year on a month to month basis with all items in it prorated accordingly.</p>

Introduced by Councilor _____
on _____, ____ 2020

ORDINANCE No. 02, 2020 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance to Amend the City Charter to Allow the Council to Increase the Expense Budget After Adoption in a Fiscal Year

Short Title: An Ordinance to Allow the City Council to Increase the Expense Budget after Adoption.

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

WHEREAS, City governance and budget procedures are outlined by the City Charter, which was instituted on February 23, 1967 and has been amended from time to time by a vote of the city's residents as allowed under Maine Revised Statutes, Title 30-A; and

WHEREAS, the City Council has determined that elected officials should be able to increase total budget expenditures to match revenues in the same fiscal year.

WHEREAS, any ordinance seeking to amend the charter must be approved by a vote of the citizens at the next general election.

NOW THEREFORE, the City Council of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 and Maine Revised Statutes, Title 30-A, §2104, presents for consideration of the voters, the following changes to the Charter.

Section I: Charter Revisions

- A. Section 5.06(d) regarding finalizing of the city Budget is amended as follows (underlined text is added, stricken text is deleted)

The City Manager will finalize the complete City Budget for the current year including all three elements: expense, capital expense, and income on or before the 31st of May each year. The City Council ~~has the opportunity to reduce the expense or capital expense budget if needed based on the current income budget but cannot increase the expense or capital expense budget~~ can amend the capital and expense budgets after adoption, in accordance with Section 5.09.

- B. Section 5.09 Budget, Paragraph (a) referring to budget amendments after adoption is amended as follows (underlined text is added, stricken text is deleted)

If during the fiscal year the Manager certifies that there are available revenues in excess of those estimated in the budget, the Council may, by ordinance, make supplemental appropriations up to the amount of such excess. ~~these~~ Any unappropriated funds shall be used for next year's budget, except in situations outlined in section 5.09(b).

Section II. Severability

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

Section IV. Posting and Effective Date

This ordinance, being introduced on _____, 2020 and a public hearing being held on _____, 2020 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2020. This ordinance shall become effective November 15th if passed by vote of the citizens during the November 2020 election.

R. Mark Goughan, Mayor

Thomas Ayer, Deputy Mayor

Jody Smith, Councilor

Nicole L. Cote, Councilor

Hugh Kirkpatrick, Councilor

Doug Morrell, Councilor

Joan Theriault, Councilor

Attest: _____
Jayne R. Farrin, City Clerk



TAX ASSESSMENT / BUILDING PERMIT OFFICE

CARIBOU, MAINE

25 High Street
Caribou ME 04736
(207) 493 – 3324 X 3
FAX: 498-3954
pthompson@cariboumaine.org

To: City Manager Dennis Marker & Caribou City Council
From: Penny Thompson, Tax Assessor / Chief Building Official
Date: May 11, 2020
Re: History of the Maine Resident Homestead Property Tax Exemption

History: Under Article IV, Part 3 §23 of the Maine Constitution, the state is required to reimburse each municipality for 50% of the property tax revenue loss resulting from the implementation of statutory property tax exemptions or credits enacted after April 1, 1978. Reimbursement claims are submitted to the state on the Municipal Valuation Return which must be submitted to the State by November 1 each year.

The first year that Maine residents received a benefit from the *Maine Resident Homestead Property Tax Exemption* program was 1998. In the first years of the program, the benefit amount was \$7,000 of value and the State of Maine reimbursed the City for 100% of the revenue lost by implementing the program. Beginning in the 2005 tax year, the state increased the Homestead amount to \$13,000 with a 50% reimbursement amount from State of Maine. In recent years there have been changes to both the amount of the exemption and the percent of reimbursement. NOTE: All exemptions must be factored by the city's certified ratio.

In 2019, the City of Caribou granted 2,028 homestead exemptions of \$20,000 and there were 65 partial exemptions granted i.e. the value of the homestead property was less than \$20,000 and therefore was fully exempted by the homestead exemption. The total exempt value was \$41,196,600. The 2019 reimbursement rate was 62.5% and the reimbursement amount was \$631,496.58.

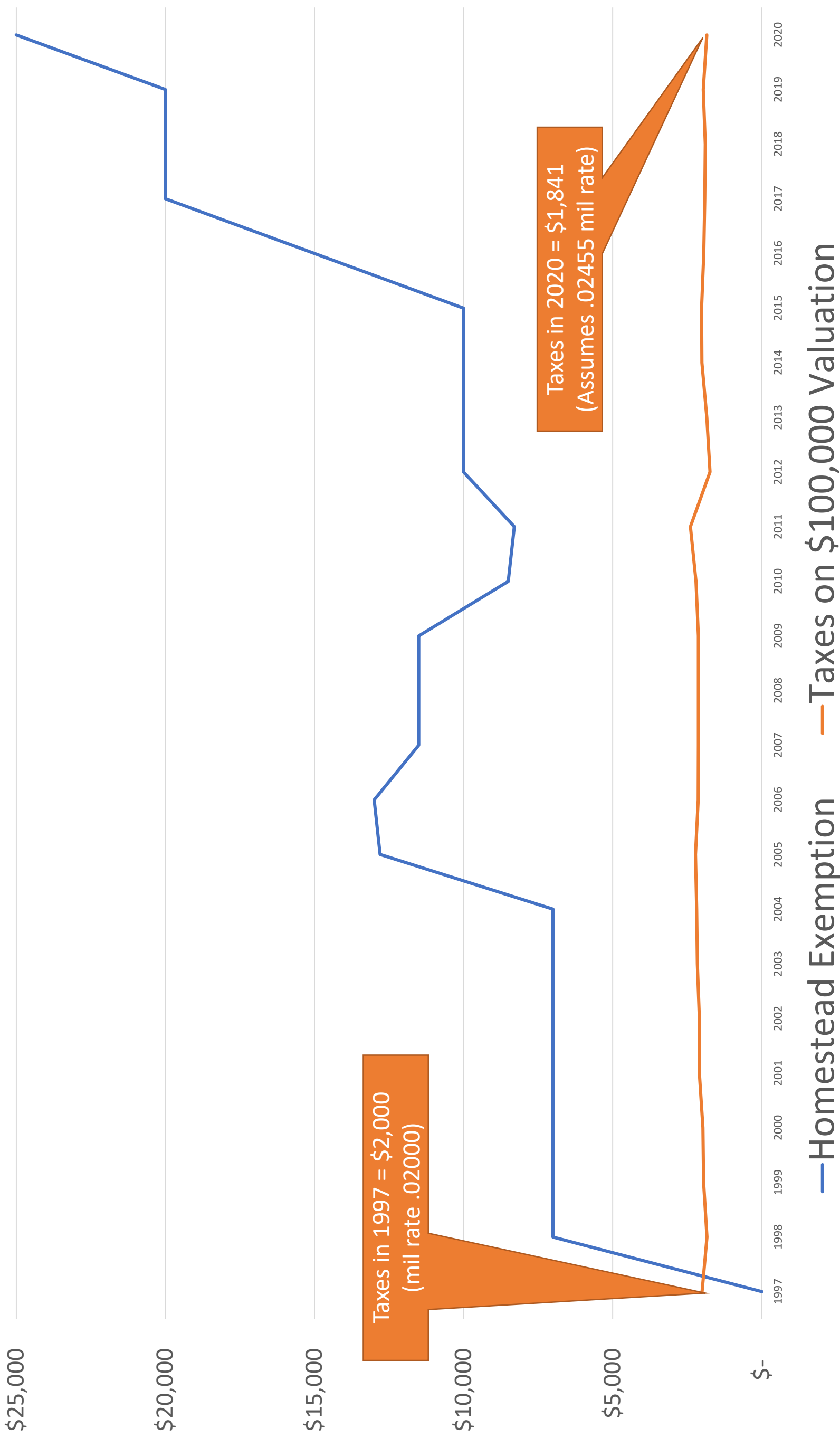
Discussion: Typically, all exemption applications are due by April 1 of the tax year. Having a set deadline for exemption applications ensures that the department can trust that no further exemptions will be received prior to setting values. However, the Governor has changed the deadline for this year so more exemption applications could be received up to and including the date of commitment.

As of this writing, there are 2122 approved homestead exemptions: 2,038 homestead exemptions of \$25,000 and there are 84 partial exemptions granted. The total exempt value is currently \$52,024,600. The 2020 reimbursement rate is 70%. At the 2019 tax rate of .02455, the amount of reimbursement would be \$894,042.75.

Next Steps: In my memo dated April 2, 2020 regarding the extension of deadlines for exemption applications, I reported the following: *the Executive Order extends the April 1, 2020 deadline to either the commitment date of the municipality or 30 days after the termination of the declared emergency, whichever occurs first.* On April 14, 2020 the Governor extended the State of Civil Emergency for an additional thirty days.

Mr. Marker has prepared some illustrations about the history of homestead exemptions.

Comparison of Homestead Credit and Taxes on \$100,000 Value Property since 1997



							\$100K Home			
	Declared Homestead Amount	City Certified Ratio	Actual Homestead Credit	Tax Rate	Value of Credit	Tax	Potential Credit Savings if kept prior yr Mil	Actual Savings from Prior Year	Difference from Potential and Actual Benefit	
Tax Year										
1997	\$ -	100%	\$ -	20.00	0	\$ 2,000.00				
1998	\$ 7,000	100%	\$ 7,000	19.75	\$ 138.25	\$ 1,836.75	\$ 140.00	\$ 163.25	\$ 23.25	
1999	\$ 7,000	100%	\$ 7,000	21.00	\$ 147.00	\$ 1,953.00	\$ -	\$ (116.25)	\$ (116.25)	
2000	\$ 7,000	100%	\$ 7,000	21.25	\$ 148.75	\$ 1,976.25	\$ -	\$ (23.25)	\$ (23.25)	
2001	\$ 7,000	100%	\$ 7,000	22.50	\$ 157.50	\$ 2,092.50	\$ -	\$ (116.25)	\$ (116.25)	
2002	\$ 7,000	100%	\$ 7,000	22.52	\$ 157.64	\$ 2,094.36	\$ -	\$ (1.86)	\$ (1.86)	
2003	\$ 7,000	100%	\$ 7,000	23.25	\$ 162.75	\$ 2,162.25	\$ -	\$ (67.89)	\$ (67.89)	
2004	\$ 7,000	100%	\$ 7,000	23.50	\$ 164.50	\$ 2,185.50	\$ -	\$ (23.25)	\$ (23.25)	
2005	\$ 13,000	98%	\$ 12,800	25.50	\$ 326.40	\$ 2,223.60	\$ 136.30	\$ (38.10)	\$ (174.40)	
2006	\$ 13,000	100%	\$ 13,000	24.50	\$ 318.50	\$ 2,131.50	\$ 5.10	\$ 92.10	\$ 87.00	
2007	\$ 13,000	89%	\$ 11,500	24.00	\$ 276.00	\$ 2,124.00	\$ (36.75)	\$ 7.50	\$ 44.25	
2008	\$ 13,000	89%	\$ 11,500	24.00	\$ 276.00	\$ 2,124.00	\$ -	\$ -	\$ -	
2009	\$ 13,000	89%	\$ 11,500	24.00	\$ 276.00	\$ 2,124.00	\$ -	\$ -	\$ -	
2010	\$ 10,000	85%	\$ 8,500	24.10	\$ 204.85	\$ 2,205.15	\$ (72.00)	\$ (81.15)	\$ (9.15)	
2011	\$ 10,000	83%	\$ 8,300	26.10	\$ 216.63	\$ 2,393.37	\$ (4.82)	\$ (188.22)	\$ (183.40)	
2012	\$ 10,000	100%	\$ 10,000	19.30	\$ 193.00	\$ 1,737.00	\$ 44.37	\$ 656.37	\$ 612.00	
2013	\$ 10,000	100%	\$ 10,000	20.50	\$ 205.00	\$ 1,845.00	\$ -	\$ (108.00)	\$ (108.00)	
2014	\$ 10,000	100%	\$ 10,000	22.30	\$ 223.00	\$ 2,007.00	\$ -	\$ (162.00)	\$ (162.00)	
2015	\$ 10,000	100%	\$ 10,000	22.46	\$ 224.60	\$ 2,021.40	\$ -	\$ (14.40)	\$ (14.40)	
2016	\$ 15,000	100%	\$ 15,000	22.90	\$ 343.50	\$ 1,946.50	\$ 112.30	\$ 74.90	\$ (37.40)	
2017	\$ 20,000	100%	\$ 20,000	23.90	\$ 478.00	\$ 1,912.00	\$ 114.50	\$ 34.50	\$ (80.00)	
2018	\$ 20,000	100%	\$ 20,000	23.70	\$ 474.00	\$ 1,896.00	\$ -	\$ 16.00	\$ 16.00	
2019	\$ 20,000	100%	\$ 20,000	24.55	\$ 491.00	\$ 1,964.00	\$ -	\$ (68.00)	\$ (68.00)	
2020	\$ 25,000	100%	\$ 25,000	24.55	\$ 613.75	\$ 1,841.25	\$ 122.75	\$ 122.75	\$ -	

*Assumes mil rate remains the same in 2020.

City Manager's Report
May 1, 2020

Economic Projects	
60 Access Highway	Still working toward closing on June 12. Update on tenant status can be shared in executive session.
Porvair CDBG program	Exterior remodel work is now taking place. All CDBG related work should be done in timely manner.
Events and Marketing	Coordinating response to Pronto Burrito request for information. According to owner, over 80 people contacted them about opening in Caribou. We are pulling together information on multiple options that meet their criteria.
Blight Cleanup	2 Patten Street homes are down. Coordinated with contractor and MDOT to clean up trees near intersection of Rte 1 and Fort. 66 York street home will be next.
Hilltop Senior Living	Interior work is on-going. Project is over 50% complete.
Birdseye Cleanup	Cleanup work will resume the week of May 18th.
Title 13 ReWrite	Completed administrative sections of Title 13. Reviewed by Planning Board during their May 14 meeting. Moving on to Definitions and land use table.
COVID-19 Support	Continue to provide information resources to local businesses and steer owners to available consultants and info.
Sitel Building	Still waiting for information from Mr. Cassidy about his redevelopment plans.
River Front - Powerplants	Met with a real estate broker Friday morning and one of his clients to tour the plants. Can better update in executive session during the council meeting. NMDC brownfield funds may not be usable due to prior ownership issues. Working with state and Federal EPA to determine best course to maximize funding aid options.
River Front - DOT Lands	Have not heard anymore from DOT on this potential development.
River Front - Salmon	Brian Fields indicates that the UMPI engineering students have completed their concept plans. He is compiling the information to share with the city in the near future. Ken is following up with Brian.
Other Administrative & Department Projects	
COVID-19 Status	City Hall opening on May 18. Clerks office open with social distancing measures in place. Other departments open by appointment only. Library will begin pickup operations June 1. Recreation center will remain closed but summer programs will continue at limited numbers.
Blight Commission	The blight toolkit narrative is 40% complete. Still awaiting blight survey data to polish off the report.

Public Safety Building	Artifex has completed their work on an "ideal" floor plan (see attached). It includes over 11,900 s.f. would require at least 18 parking stalls. A one acre site would provide room for circulation and development criteria. No cost estimate has been provided since site characteristics have not been identified.
Union Negotiations.	We are currently waiting to for the state to reschedule mediation with the PW union. We are awaiting confirmation from the state that the police union is seeking mediation. Have started compiling salary information from other police unions in the region.
Procurement Policy	This was submitted to the auditors. We're waiting for their response. The preferential bidding language to be considered by the Council will be incorporated into the final policy update.
Charter Revisions	Charter revisions #1 - #3 have been prepared for Council consideration.
Capital Facility Maintenance Plans	Due to extensions of pandemic policies by the state, Criterion Brown will start in June with facility inspections.
Fire Structural Study	Awaiting council building committee comments on final plans before proceeding.
North Main Street	This project is supposed to be completed before July 1. Sidewalk and curbing have been ripped out by PW.
Snow Plowing RFP	This has been drafted but need additional input from PW director before sending it out.
Wage Policy	On backburner to Title 13 and Blight Committee work.
Cable Franchise Renewal	On hold per Council direction
General Plan Update	On hold until Blight Committee work is done.
River Road	No changes since last report. Continue to monitor latest failures and waiting for response from Dr. Chomka.
High Street	Trombley is wrapping up a project in Washburn and should be back in Caribou to finish High street work by June.
Teague Park	The building is 95% complete. Work on the site should resume shortly.
Sitel CEA Reimbursements	Although the CEA obligated \$25,000 of TIF funds to Sitel, a review of city financials found we only paid them \$15,000 through three annual installments (2016-2018). An invoice has been sent for reimbursement of the first \$5,000, which is the minimum obligation due to the city under the CEA.
Parking Lot Paving	The upper and lower parking lots of City Hall have been prepped for paving. Trombley should be working on these the first of June. Bid requests are being prepared for the rear parking lot of the fire station and the north mall parking lot. A third request is also being prepared for the aprons at the airport.



CFAD MONTHLY REPORT

April 2020

Fire Calls 6 Ambulance Calls 131 Cancelled Calls = Total Calls 137

See Attached Breakdowns

-Alarms for Fires (33) 2
-Alarms for Rescues (66)
-Silent Alarms 4
Total Hours Pumped 4.5 hrs.
Gallons of Water Used 20,000
Amt. of Hose used: 950'
Ladders Used (in Feet): 100'
(75' Aerial)
Thermal Imaging Camera Used: 3
Gas Meter Used: 1
Rescue Sled & Snowmobile:
Rescue Boat:
Jaws Used:

Miles Traveled by All Units 6524

MUTUAL AID TO:

Presque Isle Fire Dept.
Fort Fairfield Fire Dept.
Limestone Fire Dept.. 1
Washburn Fire Dept.
Stockholm Fire Dept. .
North Lakes Fire Dept.
Crown Ambulance
Van Buren Ambulance

- ALS Calls 67
- BLS Calls 64
- Amb Calls cancelled: 0
- No Transport 32
-Long Distance Transfers 14
- Calls Turned Over: 2 = \$4898.00

Total Out of Town Calls 37

Est. Fire Loss, Caribou \$55,000
Est. Fire Loss, out of City
Total Est. Fire Loss \$55,000

Total Maint. Hours 9hrs.
Total Training Hours 30mhrs.
Color Guard Trng/Ceremonies

MUTUAL AID FROM:

Presque Isle Fire Dept. 1
Fort Fairfield Fire Dept.
Limestone Fire Dept. 1
Washburn Fire Dept.
Stockholm fire Dept.
North Lakes Fire Dept.
Crown Ambulance
Life Flight 3

Out of City Fire and/or Ambulance Responses

LOCATION	#of Amb. Responses	# Of Fires Responses	Man Hrs.
Woodland	2		
New Sweden	2	1	112.58
Connor	5		
Perham	2		
Stockholm			
Westmanland			
Washburn			
Wade			
Madawaska Lake	1		
Madawaska			
Limestone	25	1	25.98

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For April 2020

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	1		\$55,000
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)			
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)			
10. Storage (111)			
11. Vacant Buildings or being Built (111)			
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)			
14. Other Vehicles (planes, trains, etc.) (132) Backhoe	1		
15. Fires in brush, grass w/no value (140)			

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	1
19. Aid to Ambulance (10-55's) (322)	
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ or Alarm) (730)	(smoke) (Alarm) 1 2
22. Service Calls (500)	
23. Ambulance Calls (300)	131

Cancelled

Fire/Rescue 6

Total Calls for the Month: __137



Board of Directors

April 6, 2020

5:30 p.m. (Virtual Meeting/Zoom)

Present:

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

Welcome:

Doug Plourde, Chairman, Board of Directors welcomed Peter Doebener, PHS Board member and Sam Brown, QHR.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
EDUCATION			
	Cary Medical Center Audited Financials – Cary Medical Center's 2019 audited financials were presented by Sarah Belliveau, CPA, Principal and Michael Whitten, CPA, Senior Manager of Berry, Dunn via ZOOM ROOM. Information including the presentation to the Board of Directors, management letter, description letter, ratio analysis, combined financial statements and additional information was uploaded to BoardEffect. Chelsea Desrosiers, CFO; her staff and members of the Administrative Team were congratulated on another successful audit.	Upon motion duly made and seconded, it was so VOTED to approve the 2019 Audited Financials as presented.	
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:58 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the March 2, 2020 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	Dr. Flynn provided the following updates from the March 25 th Medical Staff Executive Committee Meeting: Treasurer's Corner – The Medical Staff Executive Committee received a letter from the Jefferson Cary Foundation requesting a donation for the 2020 Cary Classic Benefit Golf Tournament. Discussion ensued. It was decided to defer this item to the April MSEC Meeting. Physician Capital Equipment – The Medical Staff Executive Committee reviewed the request list. Medical Record Deficiencies Over 30 Days Report – The Medical Staff Executive Committee reviewed the report.	Upon motion duly made and seconded, it was so VOTED to approve the Report of the Chief of Staff as presented.	
a. MSEC Meeting	Appointment Consulting Medical Staff – Boonlieng Wongchaowart, MD (Pathology); The complete appointment application and provider profile of Boonlieng Wongchaowart, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Boonlieng Wongchaowart, MD to the Consulting Medical Staff with privileges as requested through December 31, 2021. Dr. Laferriere was appointed as proctor for Dr. Boonlieng Wongchaowart during his provisional appointment. This recommendation was forwarded to the	Upon motion duly made and seconded, it was so VOTED to approve the provisional privileges of Dr. Boonlieng Wongchaowart to the Consulting Medical Staff.	



Board of Directors
April 6, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Board of Directors for action.		
	<p>Appointment Courtesy Medical Staff – Roger Cass, MD (OB/GYN); The complete appointment application and provider profile of Roger Cass, MD was reviewed with no discrepancies. He reported five malpractice claims with two claims never filed and three claims closed without payment. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Roger Cass, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2021. Dr. Wall was appointed as proctor for Dr. Roger Cass during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Active Medical Staff – Justin Salerno, MD (OB/GYN); The complete appointment application and provider profile of Justin Salerno, MD was reviewed with no discrepancies. He reported three malpractice claims with all three having pre-trial settlements. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Justin Salerno, MD to the Active Medical Staff with privileges as requested through December 31, 2019. Dr. Wall was appointed as proctor for Dr. Justin Salerno during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional privileges of Dr. Roger Cass to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional privileges of Dr. Justin Salerno to the Active Medical Staff.</p>	
b. COVID-19 Pandemic Disaster Privileges	<p>COVID-19 Pandemic Disaster Privilege Form - The COVID-19 Pandemic Disaster Privilege Form was reviewed at the Medical Staff Executive Committee Meeting. It was noted this would be utilized if the situation arises when there is not enough staff to care for the patients due to the current COVID-19 pandemic disaster and would only be in effect until such time as the COVID-19 pandemic activity has ended. Upon motion duly made and seconded it was so VOTED to approve the COVID-19 Pandemic Disaster Privilege form as presented. This was forwarded to the Board of Directors for action. The COVID-19 Pandemic Disaster Privilege form will be distributed to the Active Medical Staff, Allied Health Professional Staff, and the Pines providers who are not currently privileged at Cary Medical Center. Discussion ensued.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Covid-19 Pandemic Disaster Privilege Form as presented.</p>	
c. Practitioner Credentialing During the Course of the COVID-19 National Emergency	<p>Practitioner Credentialing During The Course of the COVID-19 National Emergency – The Practitioner Credentialing During the Course of the COVID-19 National Emergency information was emailed to the Board of Directors today for review prior to the meeting. Discussion ensued. This resolution was put forth for adoption by the Board of Directors to authorize any privileged practitioner to act during this period of national emergency to provide care beyond his or her delineation of privileges as previously granted by the board as long as it is care consistent with the</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Practitioner Credentialing During the Course of the COVID-19 National</p>	



Board of Directors
April 6, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	practitioner's professional license and he or she has been directed to provide such care by the CEO, Chief of Staff, Chief Medical Officer or their designee in the event all three are incapacitated in order to serve urgent patient care needs. The Board, in accordance with CMS and State of Maine waivers allowing it, waives the supervisory requirements for Certified Nurse Anesthetists (CRNA's) during this period of national pandemic emergency. No medical supervision or physician co-signature of orders, notes, or records will be required for CRNA's during this national pandemic emergency.	Emergency as presented.	
4. Quality Management Committee	Dr. Regen Gallagher reported the Quality Management Committee and Patient Safety Committee did not meet in March.	Informational.	
Dashboard	Dashboard – Leslie Anderson reported the final 2019 Dashboard was included in the packet. The Service Excellence information is February data from Press Ganey. Not much data has changed since February. The 2020 Dashboard will be ready for the May Board Meeting. Dr. Gallagher reported that the government has waived core measures data input for the 1 st and 2 nd quarters of 2020.		
5. Report of Chairman, Board of Directors – Doug Plourde – Chairman	Doug Plourde provided the following updates:	Informational.	
a. Report from Board Members – PHS Board; MSEC	PHS Board – Chris Bell reported the auditors presented the 2019 Pines Health Services audit. An advisory comment was made for all checks over \$10,000 to require two signatures. Pines cash on hand has improved from 17 to 20 days. Maine CDC COVID testing was delayed. The Operational Site Visit has been postponed. MSEC Meeting – Sue White reported that information was covered in Dr. Flynn's report. The Medical Staff Executive Committee discussed COVID at length during the meeting. We are fortunate that our physicians and administration are working hard in preparation of COVID.		
6. Report of CEO – Kris Doody	Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports. Kris Doody took a moment to thank Chelsea for a clean audit at Cary Medical Center; she also thanked Brandon for a clean audit at Pines Health Services. Appreciation was extended to Doug Plourde for the letter he wrote thanking the staff at Cary Medical Center for their hard work.	Informational.	
a. Physician	Physician Recruitment –		



Board of Directors
April 6, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
Recruitment	<ul style="list-style-type: none"> Pathology – Dr. Bhunesh Maheshwari was scheduled to arrive August 2020, however there may be potential immigration issues. OB/GYN – Dr. Justin Salerno is scheduled to start April 27, 2020. Emergency Medicine – Dr. Tiff Abrahamian and Dr. Brett May were both extended offers. They have completed their site visits. We are awaiting their final decision. Site Visits – Plans are to schedule pediatrician and internal medicine site visits in the near future. Plans are to eliminate locums and focus on retention. 		
b. COVID 19	<p>COVID 19 – Kris Doody reported that she has named Dr. Gallagher the “COVID Czar”. She leads the daily calls which start with a meme. Dr. Gallagher provided the view of the John Hopkins Map, including statistics for COVID cases in the world, U.S. and Maine. Steve Michaud, President of the Maine Hospital Association joined our daily call to see what information is reviewed on the calls. A list of items addressed by March 18th include: hydrogen peroxide sterilizing of N95 masks, alternative care sites, employee and visitor screening, testing guidelines, visitor policy, elective surgeries, Personnel Pool and Personal Protective Equipment (PPE), including crafting our own PPE. Kris reported a 10% cut in wages/hours for staff, exemptions are Nursing and Hospitality Services as they work in the front-line. Discussion ensued regarding the exemptions to the 10% cut as Respiratory Staff were added and Radiology Staff have requested exemption. Chelsea Desrosiers is dealing with financial planning. As of March 18th there has been a 75% reduction in cases for Radiology, Rehab, OR. For March, the estimate is \$1.9M below budget. Grant monies are being sought to assist with the financial impact. Kris Doody also reported a 10% cut at Pines Health Services. Twenty-nine employees were furloughed, without pay. They are eligible for unemployment and will have their health insurance paid by Pines Health Services. Kris Doody will be talking with all contracted physicians and providers regarding voluntary salary reductions. In 2009, 5%-10% reductions in salaries or hours was implemented.</p> <p>Applications have been completed as outlined in the CARES Act which provides funds at the federal level to assist hospitals. Governor Mills and MaineCare plan to convert all payments to PIP. This would provide no additional dollars to Cary Medical Center as CMC already receives PIP payments. If MaineCare elects to provide PIP to FQHC's it would assist Pines Health Services.</p>		
c. SCH Appeal/340b Update	SCH Appeal/340b Update – Bill Flagg, Chelsea Desrosiers and Kris Doody continue to work on the SCH appeal. Plans are to submit the appeal by the end of May.		
d. VA Clinic	VA Clinic – An extension has been requested through Senator Collins and Senator Kings office for submission of the RFP for the expansion of square footage of the current space. Plans are to submit		



Board of Directors
April 6, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
e. CCPM	<p>the RLP by mid-April. Bill Flagg and Kris Doody have been working with WBRC on this project. The Caribou Hospital District voted to sell 5 acres of land to VA for their plans to build a new VA Clinic on the campus.</p> <p>Community Care Partnership of Maine (CCPM) – The report was included in the packet for review. CCPM is the most successful ACO in Maine for FQHC's and hospitals.</p>		
7. Report of Finance & Personnel Committee a. February Financials	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the February financials for Cary Medical Center, including review of: gross patient revenue, expenses, travelers/locums and net income.</p> <p><u>Other</u></p> <ul style="list-style-type: none"> • Doug Plourde, Chairman, thanked Chelsea on a clean audit after her first year as CFO. • Doug Plourde, Mike Quinlan and Carl Soderberg thanked Administration and Departmental Leadership in handling the COVID-19 preparation. • Director's Fees – One Board member recommended that they should forego paying the director's fees until the pandemic is over. 	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the recommendation to forego paying director's fees until the pandemic is over.</p>	
8. Compliance Quarterly Report	<p>Dr. Gallagher provided an overview of the Compliance Quarterly Report.</p> <p>Items reviewed included: updated policies, audits completed, Compliance Hotline, Healthicity (compliance software), education, Compliance Week, contract renewals and the Monitoring and Auditing Plan (MAP).</p> <p>With recent review of positions and 10% cuts of wages/hours, the Compliance Analyst position has been eliminated.</p>	Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report as presented.	
9. Quorum Health Resources Updates	Sam Brown, QHR congratulated Chelsea, her staff and Administration on a tremendously clean audit.	Informational.	



Board of Directors
April 6, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Sam referenced the following items that were included in the packet:</p> <ul style="list-style-type: none"> • Dashboard • QHR Board Essentials, March 2020 • Consulting & Support Deployment Plan (refer to page 2, COVID-19 QHR Health Assistance) <ul style="list-style-type: none"> – Many hospitals are experiencing the financial impact very quickly due to COVID-19 and the reduction in activity. Many have made cuts to wages and furloughed employees. Sam shared that his heart and appreciation goes out to Cary Medical Center for everything the hospital has to deal with at this time. 		
10. Adjournment, Other & Next Meeting	<p>Other – Paula Parent, HR Director, was scheduled to leave employment at Cary Medical Center on 5/23/2020 when David, her husband, retires. Paula has made the decision to continue full-time employment to assist the hospital and her teammates through this COVID-19 process. She will continue working through the summer and possibly longer.</p> <p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:21 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, May 11, 2020, 5:30 p.m.</p>		

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer



Emergency Board of Directors Meeting
April 27, 2020
12:00 noon (Virtual Meeting/Zoom)

Present:

Doug Plourde, Chairman, Carl Soderberg, Sue White, Neal Griffith, Mike Quinlan, Dennis Marker, Dr. Shawn Laferriere, Kris Doody, RN, CEO;
Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO, Leslie Anderson, COO, Jen Plant, RN, ACNO and Peg McAfee

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
EMERGENCY MEETING			
1. Call to Order & Welcome	Doug Plourde, Chairman, called the Emergency Meeting of the Board of Directors to order at approximately 12:05 p.m. Doug thanked Kris Doody for providing ongoing, weekly updates to the Board of Directors.	Informational.	
2. SBA Loan	<p>Kris Doody and Chelsea Desrosiers provided the following updates:</p> <p>Cary Medical Center has been approved for a Small Business Forgivable Loan of \$4.87M. After discussion with Doug Plourde, Chairman, he requested an Emergency Meeting of the Board of Directors to review the SBA Loan information with the Board of Directors. Kris Doody reported that she has been working with Brandon Caverhill and Chelsea Desrosiers on the loan applications for Pines Health Services and Cary Medical Center. Pines has already received an SBA loan for \$1.6M. Kris has worked with SBA, HHS and Senator Collins' office for guidance for public hospitals. Senator Collins' office has been extremely helpful in obtaining the guidance on certain public hospitals to qualify for the loan. Cary Medical Center is the only hospital in Maine that qualifies. In order for Cary Medical Center to qualify, Cary needed less than 500 employees. Cary has 497 employees. The forgivable loan needs to be used: 75% for payroll and 25% for other purposes during the COVID pandemic. Craig Staples from Katahdin Trust has been very helpful in preparation of the \$4.78M forgivable loan. Chelsea Desrosiers reported this is a very helpful tool for Cary Medical Center, small businesses and rural hospitals. She doesn't see a downside to the program. Information regarding the SBA Loan has been discussed with Cary's auditors at BerryDunn. This is significant to Cary Medical Center. An update on financials was presented noting Cary's April revenue is \$4.5M below budget for one month. It is anticipated the budget will be impacted into May and June.</p>	Upon motion duly made and seconded, it was so VOTED to approve the SBA forgivable loan of \$4.78M as presented.	
3. Adjournment, Other & Next Meeting	<p>Other – Dr. Regen Gallagher provided COVID-19 updates.</p> <p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 12:32 p.m.</p>		

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer

The monthly meeting of the Caribou Utilities District was held remotely Wednesday, April 8, 2020 in the Conference Room at 176 Limestone Street, Caribou, Maine

Trustees Present;
Janine Murchison, President
Nancy Solman, Treasurer
David Belyea, Trustee
Philip McDonough, Trustee
Jay Kamm, Trustee

Others Present;
Hugh Kirkpatrick, General Manager
Sue Sands, Office Manager

President Janine Murchison opened the meeting at 7:38 A.M. The following revisions were made to the March 11, 2020 meeting; The Revision Energy project on the River Road was discussed, and the solar arrays are now making electricity. The District will be billed for the Transmission and Distribution costs from Emera, and Caribou Solar LLC will be billing the District for the electricity cost. David Belyea moved and Philip McDonough seconded the motion to approve the revised minutes of the March 11, 2020 meeting. UNANIMOUSLY VOTED. David Belyea moved and Philip McDonough seconded the motion to approve the March 23, 2020 Special meeting. UNANIMOUSLY VOTED.

Sue discussed with the Trustees the March Financial Report. Trustee Janine Murchison had questions regarding some of the line items, and Sue explained each situation. Nancy Solman moved and Philip McDonough seconded the motion to approve the March Financial Report as presented. UNANIMOUSLY VOTED.

Manager Kirkpatrick discussed the Kick-Off meeting held for the Grimes project on Tuesday, April 7th at the Grimes plant. Jim Lord, Engineer from Dirigo Engineering, The Superintendent and Foreman from Sargent Construction, as well as Paul Rossignol and Hugh Kirkpatrick attended the meeting. Sargent reviewed the site, and scheduled the start up for early May right after Paul finishes his testing. Sargent explained that they follow strict OSHA safety regulations, but especially during the Covid-19 many more precautions will be made. Jim Lord will be scheduling a Zoom Video conference with USDA and EPA to discuss the administrative portion of the project, including all reports, payroll submissions, etc. (Any paper items). Manager Kirkpatrick and Alan Hitchcock will be splitting the field inspections during the project. The first part of the project will be desludging ponds 3 and 2. Once this is completed, Sargent will begin desludging pond 1 and work as late in November as possible. When the project resumes in the spring of 2021, they will finish the desludging and start installation of new liner, etc. Pond # 1 will have temporary aeration until spring. Jim Lord will submit a letter to the DEP indicating that the District will do all things possible to avoid any violations of our current license during the construction.

Manager Kirkpatrick discussed with the Trustees the procedure that the District will be following regarding Covid-9. The office closed to the public March 13, 2020.

1. All employees who have symptoms of the virus should stay home and follow CDC recommended steps.
2. All employees are to self-test their temperatures each morning when arriving at work and are to document each reading. Anyone with a temperature of 100.4 are to be sent home. Employees should be without a fever, and without the benefit of medication for 72 hours before returning to work.
3. Employees are to limit and practice social distancing with the public at all times.
4. The employees will be performing only essential repairs, but when necessary to enter a home, they will wear appropriate clothing such as mask, gloves, etc. and ask that the customer isolate themselves in another room while the repair is being completed. If a meter is asked to be removed, the water will be shut off at the street.

5. Since our payroll will be outsourced as of the first of May, Employees are to use the Families First Coronavirus Response Act (FFCRA) leave as required by Law, in accordance with the US Department of Labor Guidelines, and Thompson-Hamel LLC will be enforcing leave as they feel necessary.
6. The employees were given a letter to carry at all times stating that they are working for Caribou Utilities District, of which is an essential business.

Manager Kirkpatrick discussed with the Trustees a 6-hour 15-minute Bypass of 45,000 gallons from Pump Station # 1 on Friday, April 3rd. Manager Kirkpatrick suggested that the two (2) 200 HP pumps be re-commissioned before next winter in order to keep up and take care of the flow.

Craig Staples, Vice President, Commercial Services Officer of Katahdin Trust Company called into the meeting at 8:20 AM to discuss any questions the Trustees might have regarding the Paycheck Protection Program Loan/Grant that Sue applied for on Tuesday, April 7, 2020 with the SBA as well as Katahdin Trust Company. The major questions that concerned the Trustees were;

1. Eligibility Restrictions since the District is a Quasi Municipality.
2. Would this application be disqualified since we already have been approved for (2) \$200,000.00 lines of credits with Katahdin Trust and Machias Saving's?

Mr. Staples informed the Trustees that this loan/grant is completely different and would not jeopardize any earlier loans. Sue and Hugh will review with Rick Solman, Attorney for the District as well as Tim Poitras, CPA for Chester M. Kearney for their interpretation of eligible employers. Nancy Solman moved and Philip McDonough seconded the motion to submit the application for the PPP Grant/Loan. UNANIMOUSLY VOTED.

Manager Kirkpatrick and Trustee Dave Belyea suggested that we contact Bob Sowers of Oakleaf about setting up a Zoom account for the next meeting in May, and use the video conference site only if customers should call in to attend the meeting.

Nancy Solman moved and Philip McDonough seconded the motion to adjourn the meeting at 8:40 A.M. UNANIMOUSLY VOTED. The next meeting will be Wednesday May 13, 2020. At 7:30 A.M.

Sue T Sands, District Clerk

