

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, July 27, 2020** in the Council Chambers located at 25 High Street, at **6:00 pm**.



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

1. **Roll Call**
2. **Invocation / Inspirational Thought**
3. **Pledge of Allegiance**
4. **Public Forum** - Comments can be submitted to the Clerk's Office (dbrissette@cariboumaine.org) prior to 5:30 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record.
5. **City Council Minutes**
 - a. June 15, 2020 Regular Meeting
 - b. June 24, 2020 Special Council Meeting
6. **Bid Award, Recognitions & Appointments**
 - a. Recognition of Retiring Public Employees
 - b. Appointment of a City Clerk
 - c. Appointment of the Caribou General Assistance Administrator
 - d. Appointment of Registrar of Voters
7. **New Business**
 - a. Liquor License Renewal for Caribou Bowladrome @ 97 Bennett Drive
8. **Old Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding Fire Station Roof Repair Project
 - b. Resolution 07-01-2020, Amending the 2020 Expense Budget
 - c. Discussion and Possible Action Regarding 2020 Budget Plan
9. **Reports and Discussion by Mayor and Council Members**
10. **City Manager's Report**
11. **Reports by Staff and Appointed Officials**
12. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Collective Bargaining Status Update §405.6.D
 - i. Police Officer's Grievance
 - ii. Public Works Mediation
 - b. Real Estate and Economic Development Activities under §405.6.C
13. **Next Meeting(s): August 10 & 24**
14. **Adjournment**

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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

June 15, 2020

20-15

Council Agenda Item #1: Roll Call The Caribou City Council held a regular meeting Monday, June 15, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Thomas Ayer, Joan L. Theriault, Hugh A. Kirkpatrick, and Douglas C. Morrell. Jody R. Smith and Nicole L. Cote were absent and excused. 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, 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 to be submitted to the City Clerk prior to 5:30 p.m. on the day of the meeting to be read at the meeting. Comments must include the individuals name and address.

Gary Aiken: 471 Main Street, Caribou: email read by the Deputy City Clerk.

"Council has spent a lot of time over the past couple of months discussing how they can lower the mill rate by 1 mil for the Caribou taxpayers. If my memory serves me correctly 1 mil is approx.. \$370,000.

Since the first of this year Council has passed a motion to place \$896,029 of unencumbered taxpayers money into an emergency account, which I don't believe was legal from the standpoint of how it was done or where all the amounts that were used came from based on our existing Charter. The City of Caribou has a 3 million dollar CD of unencumbered tax payers money which is due for re-investment. The City will be receiving another \$324,000 from the landfill operation which could be added to the Revenue line in this years budget. The City is receiving \$477,000 from the surrounding communities for fire and ambulance service. How much of the taxpayers money is this council going to keep squirreling away before the finally agree to give the taxpayers a break which you keep saying you want to do.

Gary Aiken

471 Main St."

Council Agenda Item #5: Financials

Manager Marker reviewed the May 2020 Financial Summary Report

Discussion about financials and whether winter fuel can be pre-purchased to lock in a rate and save money.

Motion made by T. Aye, seconded by H. Kirkpatrick to accept the May 2020 Financial Summary Report as presented. (5 Yes) So voted.

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

a. Approval of Tax acquired Property Bids

Property Number	Property Address	Bidder Name	Minimum Bid Amount	Submitted Bid Amount
18	Emond Road	Patty Schmid	\$1,500.00	\$1,600.00
19	Emond Road	Patty Schmid	\$1,500.00	\$1,600.00
24	14 View Street	WJV Holdings, LLC	\$4,700.00	\$4,848.48
31	774 East Presque Isle Road	Terry, Kathleen & Evan Susee	\$6,200.00	\$13,250.00
33	138 Lombard Road	C.S.S. Development	\$3,300.00	\$5,651.00
34	Access Highway	Scott Englund	\$500.00	\$ 500.00
35	Plante Road	Keith Draper	\$2,800.00	\$4,501.00
36	13 Vesta Drive	Nicole Fox	\$7,800.00	\$13,076.00
38	19 Patten Street	Brandon Adams	\$4,200.00	\$5,000.00
42	160 Limestone Street	Colleen Brennan	\$3,000.00	\$3,000.00
44	West Presque Isle Road	Patty Schmid	\$400.00	\$410.00

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept highest bid, with the exception of 47 Sincok Street (5 yes) So voted.

Motion made by D. Morrell, seconded by J. Theriault to sell back the property at 47 Sincok Street to the previous owner Gary Rossignol for the full payment of his outstanding taxes including the estimated 2020 taxes. (5 yes) So voted.

Council Agenda Item #7: New Business

- a. Countersigning RSU 39 Budget Validation Referendum warrant and Notice of Election
Discussion regarding countersigning the warrant and wanting more information about the budget.

Motion made by T. Ayer, seconded by D. Morrell, to wait until the day after the RSU meeting. (5 yes) So voted.

- b. Public Hearing on Ordinance #1, A Charter Amendment Modifying the Budget Process
Timeframes
6:50 p.m. Mayor Goughan opened the public hearing

Manager Marker read an email from Philip J McDonough II:

“Good Day Council

There is a public hearing on tonight's agenda for changes to the charter for the budget process. Agenda item 7b. Can the council explain how this can be conducted without an audience? How can this be debated properly in the public forum if the public is not present? And did you seek legal advice prior to scheduling this to see if it was even proper? I respectfully ask for an answer to these questions. Also after reading what you want to do the simplest way to attain this would be to change the fiscal year from January 1st to July 1st through June 30th. Then you would be on the same calendar as the state, school and the county if I am not wrong.

Thanks and have a nice day and stay healthy. Phil

Philip J McDonough II

8 Pioneer Ave

Caribou, Maine"

Deputy Mayor T. Ayer stated that Phil should know the answers to his questions because he was on the council for many, many years.

Motion made by D. Morrell, seconded by J. Theriault, to continue the Public Hearing at the next council meeting. (5 yes) So voted.

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

There weren't any.

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

- a. Letter to Governor Regarding Reopening Maine Discussion to see what needs to be done to get activities moving for kids, rec programs, restaurants, etc. Discussion is to be continued at next meeting to include N. Cote and J. Smith.
- b. Budget Adjustments Prior to Setting the 2020 mil rate Manager Marker explained his spread sheet and how the changes would affect the current year's budget anticipating reduced revenues. Discussion about how to possibly reduce the mil rate. Manager Marker does not recommend a full 1 mil reduction this year. Mayor Goughan spoke about the projected budgets and that he is confident that the numbers should come out and that he is pushing for a full 1 mil reduction in the mil rate. Councilor Theriault suggested .25 or .50 mil because you don't want to have a huge negative that needs to be made up next year, Deputy Mayor T. Ayer agrees that the lower amount would be the best but that a 1 mil reduction is doable.
- c. The councilors had a discussion regarding the intersection on the Van Buren Road for the connector where an accident had just occurred and claimed the life of a 17-year-old girl. They discussed reducing speeds and wanting to have something done because it is not the first fatality at this intersection. Councilors would like a study for what can take place at the intersection.

- d. Discussion regarding planning board and violations and what steps need to be done for everything to be enforced. Mayor Goughan suggested giving the board some time to see if they will resolve the violations.

Council Agenda Item #10: City Manager's Report

Manager Marker reviewed Managers Report dated June 12, 2020

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

Manager Marker reported that Rec is open for walking, basketball courts are also open, you need to bring your own supplies.

Council Agenda Item #12: Executive Session

Collective Bargaining

Motion made by T. Ayer, seconded by H. Kirkpatrick, to enter executive session to discuss collective bargaining matters under M.R.S.A. Title 1 §405(6)(D) at 8:57 p.m. (5 yes) So voted.

Council exited executive session at 9:35 p.m. No action was taken.

For a Poverty Abatement Request under M.R.S.A. Title 36, §841

Motion made by H. Kirkpatrick, seconded by D. Morrell, to enter executive session to discuss a poverty abatement request under M.R.S.A. Title 36, §841 at 9:35 p.m. (5 yes) So voted.

Council exited executive session at 9:41 p.m.

Motion made by H. Kirkpatrick, seconded by J. Theriault, that the request for poverty abatement be denied at this time based on staff recommendation. (5 yes) So voted.

Council Agenda Item #13: Executive Session

Motion made by T. Ayer, seconded by J. Theriault, to executive session to discuss matters of real estate and economic development under M.R.S.A Title 1, §405(6)(B) at 9:41 p.m. (5 yes) So voted.

Council exited executive session at 9:52 p.m. No action was taken.

Council Agenda Item #14: Next Meeting(s): June 24, June 29, July 27

Council Agenda Item # 15 Adjournment

Motion made by T. Ayer, seconded by J. Theriault, to adjourn the meeting at 9:52 p.m. (5 yes) So voted.

Danielle M McLaughlin, Secretary Pro tem

Council Agenda Item #1: Roll Call

The Caribou City Council held a special meeting Wednesday, June 24, 2020 at 7:30 a.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Thomas Ayer, Joan L. Theriault, Hugh A. Kirkpatrick, Jody R. Smith, and Douglas C. Morrell. Nicole L. Cote was absent and excused.

Dennis L. Marker, City Manager was present.

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

Due to the COVID19 Pandemic, the meeting was closed to the public but was broadcast via cable channel 1301 and the City's YouTube Channel covered the meeting.

Council Agenda Item #2: Invocation / Inspirational Thought

No formal invocation.

Council Agenda Item #3: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

No public input.

Council Agenda Item #5: Old Business

- a. Countersigning RSY 39 Budget Validation Referendum Warrant and Notice of Election

Motion made by J. Theriault, seconded by J. Smith, to countersign the RSU 39 Validation Referendum Warrant and Notice of Election. (5 yes, 1 no, D. Morrell) So voted.

Councilor Morrell refused to countersign the RSU 39 Validation Referendum Warrant and Notice of Election.

Council Agenda Item #6: Adjournment

Motion made by H. Kirkpatrick, seconded by J. Theriault, to adjourn the meeting at 7:47 a.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

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



MEMO

TO: Carl Grant, Finance Director
FROM: Dennis Marker, City Manager
RE: Retiring Employees
DATE: July 24, 2020

Special Recognitions

We'd like to express appreciation to the following individuals for their many years of dedication and work on behalf the City.

Claudia Hitchings	10 years	Election Worker/Ballot Clerk
R. Claire Randolph	12 years	Election Worker/Ballot Clerk
Carolyn Kelley	24 years	Election Worker/Ballot Clerk
Roberta Walton	32 years	Election Worker/Ballot Clerk
Jayne Farrin	13 Years	City Clerk
Dwight Wilcox	16 years	Police Officer

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



MEMO

TO: Carl Grant, Finance Director
FROM: Dennis Marker, City Manager
RE: Appointments
DATE: July 24, 2020

Discussion and Possible Action

With the announced retirement of Jayne Farrin as the Caribou City Clerk, it becomes necessary to appoint a new City Clerk as well as other positions, which Ms. Farrin held.

It is recommended that **Danielle Brissette be appointed as the new City Clerk effective August 3, 2020**. Mrs. Brissette has been working as a Clerk's assistant and Deputy Clerk since February 2019 and is nearing completion of trainings to become a certified municipal clerk in Maine.

It is recommended that **Mrs. Brissette be appointed as the Registrar of Voters effective August 3** since she now takes on responsibilities for elections in the city as the City Clerk.

It is recommended **Mrs. Brissette be appointed the City's General Assistance Administrator effective August 3**.



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

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

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

Legal Business Entity Applicant Name (corporation, LLC): <u>Caribou Bowladrome</u>	Business Name (D/B/A): <u>SPORT'S INN</u>
Individual or Sole Proprietor Applicant Name(s): <u>Tammie Crouch</u>	Physical Location: <u>97 Bennett Dr Caribou, ME 04736</u>
Individual or Sole Proprietor Applicant Name(s): <u>Chris Fournier</u>	Mailing address, if different: <u>PO Box 949 Caribou, ME 04736</u>
Mailing address, if different from DBA address: <u>PO Box 949 Caribou, ME 04736</u>	Email Address: <u>tcrouch@maine.rr.com</u>
Telephone # Fax #: <u>498-3060 496-3299</u>	Business Telephone # Fax #: <u>498-3386 496-3299</u>
Federal Tax Identification Number: <u>01-0513054</u>	Maine Seller Certificate # or Sales Tax #: <u>1034381</u>
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☐ New Expected Start date: _____
- ☒ Renewal Expiration Date: 9-21-20

2. The doll _____ will be sold on the expiration date above:

Food: _____

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

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

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



MEMO

TO: Carl Grant, Finance Director
FROM: Dennis Marker, City Manager
RE: Fire Station Roof Project
DATE: July 24, 2020

Discussion and Possible Action

Background:

In 2019, the city was notified by its insurer, Maine Municipal Authority (MMA), that they had concerns about the visible separation of interior walls from exterior walls at the fire station. The city was required to obtain an engineer's report on the cause and possible repairs or stabilization procedures. The City contracted with Sewell Engineers to conduct that investigation. The final Sewell report indicates that "the roof is significantly below the structural load carrying capacities required by the 2015 IBC Code and remedial action is required" (see attached report). Sewell also noted that the roof membrane system should be replaced, and additional insulation added. Since the initial concern was raised, MMA has reduced building coverage from a limit of \$2,326,736 and a \$2,500 deductible to Actual Cash Value (depreciated basis) \$1,098,631 limit with a \$25,000 deductible and added a collapse exclusion to the Property coverage. In simple terms, if the roof collapses there will be no insurance payouts for related damages to equipment, personnel, or the building. MMA has further indicated that if the engineer's recommended repairs are not completed then the building will not be covered for any liability after June 30, 2021.

Regulatory Standing:

The city adopted the 2015 International Building Code with state legislature amendments. The state amendments to the IBC result in the regulations known as MUBEC (Maine Uniform Building and Energy Code).

According to MUBEC, "The building official is authorized to require an engineering analysis or a load test, or both, of any construction whenever there is reason to question the safety of the construction for the intended occupancy. Engineering analysis and load tests shall be conducted in accordance with Section 1708." (2015 MUBEC, Section 1604). At the mandate of the insurance company and with the consent of the Council, the staff sought the engineering services to conduct the structural study requested by MMA.

According to MUBEC, Section 1708, "Whenever there is a reasonable doubt as to the stability or load-bearing capacity of a completed building, an engineering assessment shall be required. . . If the building, structure or portion thereof is found to have inadequate stability or load-bearing capacity for the expected loads, modifications to ensure structural adequacy or the removal of the inadequate construction shall be required (emphasis added).

Purpose of Discussion:

Representatives of Sewell Engineers will be attending the Council meeting to discuss their findings and answer any questions the Councilors may have about their report.

Some questions that have been raised so far include:

- Other than applicable building code changes, what has occurred over the past 40 years that would cause the trusses to no longer hold required snow loads?
- If the building was constructed in the 70's why are the engineers using the 2015 building codes for their analysis?
- Are the wall separations just a matter of caulking shrinkage and not wall deflection?
- If the roof membrane system is replaced in-kind do the trusses still need to be upgraded?
- Is a membrane repair independent of any structural shoring recommended? Can those two projects be completed separately? (e.g. membrane in fall, truss work in winter/spring)

Administration's Recommendation:

There appear to be limited options for the City in this matter.

- 1) The Council can Seek a different insurance company. Administration has already tested the waters with this and found we have to disclose that we now have a study that indicates work needs to be done to the building and very few insurers are interested in covering the building without the same collapse rider if the repair work is not completed.
- 2) Seek a different engineering firm to see if a different result is found. The standards for review are MUBEC and the snow load factors, so unless a more invasive study is conducted the results will not vary significantly but additional costs for services will occur.
- 3) Replace the roof membrane and institute snow removal procedures, then hope we can get coverage.
- 4) Continue working with Sewell to refine the scope of the project, then finalize the construction and bid documents quickly so we can get the project done before heavy winter loads are put on the roof.

It is the administration's recommendation that we go with option 4 in order to limit exposure and liability to the city and staff.

September 27, 2019

Mr. Dennis L. Marker, AICP, MPA
Caribou City Manager
25 High Street
Caribou, ME 04736

Re: ***Structural Review of the
Caribou Fire/EMS Building***

Dear Mr. Marker:

Per your request, we have reviewed the structural condition of the building, including roof, walls, floors and the two retaining walls. It is our understanding that it was built around 1977. Existing plans were made available and we visited the site on September 16, 2019. Fire Chief Scott Susi gave us a tour and provided ladders and access to all areas of the building.

GENERAL

The 95'-0 x 98'-0 building is a split level masonry structure with steel framing and a flat roof. The walls are brick and block and are supported by a concrete foundation system. There are three levels. The top level is at grade and faces High Street to the north. It contains the Main Entrance and the Living Level. A ramp connects this level to the lower Apparatus Level on the east side. A retaining wall and ramp provide vehicle access to Goldfrank Street. The Service Level is the lowest level and is located under the Living Level. It has at-grade access on the west side due in part to a retaining wall between this building and the adjacent Lyons Building. The Apparatus Level and Service Level have concrete floors supported by earth. The Living Level has a suspended concrete floor supported by steel joists and beams. A 13' x 17' masonry hose tower extends about 20' above the roof line on the south side.

ROOF

Based on the available plans and site observations, the roof consists of EPDM over about three inches of fiberboard and/or insulation, steel decking and steel joists. Steel beams and/or reinforced masonry support the joists. The EPDM roof surface is reported to be less than ten years old. Multiple patches are visible. The roof is quite spongy and low spots are visible in several areas. A portion of the roof is subject to drifting conditions due to the hose tower. A 19" high parapet wall is present on all sides. Two roof drains provide for removal of water. The existing probable allowable snow load varies from 52 to 68 pounds per square foot (psf). The required snow load for essential service structures in Caribou is 84 psf. The roof is significantly below the structural load carrying capacities required by the 2015 IBC Code and **remedial action** is required.

In addition, the parapet can retain water on the roof, especially if one or both of the existing roof drains plug up. Adding additional drains and/or installing scuppers in the parapet walls will help reduce the risk of water being retained on the roof.

We have determined the following probable allowable roof loads (see enclosed map):

Description	Existing Live Load (psf)	Required Live load (psf)	Meets Live Load req.	Meets Drift Load req.
J-1 Apparatus Area	57	84	No	No
J-2 Living /Dorm/Washroom	62	84	No	No
J-3 Main Entry/Vestibule	68	84	No	No
J-4 Kitchen Area	52	84	No	No
J-5 Hose Tower	56	84	No	No

It is assumed that there are no hidden factors to reduce the strength of the structural elements, such as rot, rust, repairs and cuts. This review is limited to a visual, non-destructive structural review of building components that were accessible within the building. It is assumed that the structure is the same throughout the entire system being reviewed. Calculations are based on generally accepted engineering practices. No other warranty, expressed or implied is made. The information developed does not provide complete details of the structures, but should provide a reasonable conservative basis for working loads. A uniform dead load of 20 psf was assumed for all calculations.

Snow depths should be kept below 2'-0. Care should be taken to monitor and remove snow as required until all structural upgrades are completed. A snow monitoring system should be set up to assist in determining the snow accumulation.

The following recommendations are made to modify the roof to meet current standards:

1. All areas: Remove the existing EPDM roofing and all fiberboard and/or insulation and replace it with a fully adhered EPDM system meeting current insulation requirements.
2. Install a minimum of four scuppers in the parapet walls to address potential water ponding.
3. J-1 Apparatus Area: Install additional beams, supporting columns and foundations to address weak joists. Modify existing utilities, ceilings, walls, and floors to accommodate the work.
4. J-2 Living/Dorm/Washroom Area: Install additional beams, supporting columns and foundations to address weak joists. Inspect and modify the partition braces noted in the Walls section below. Modify existing utilities, ceilings, walls, and floors to accommodate the work.
5. J-3 Main Entry/Vestibule: Reinforce existing joists. Modify existing utilities, ceilings, walls, and floors to accommodate the work.
6. J-4 Kitchen Area: Install additional beams, supporting columns and foundations to address weak joists. Modify existing utilities, ceilings, walls, and floors to accommodate the work.
7. J-5 Hose Tower: Reinforce existing joists. Modify existing utilities, ceilings, walls, and floors to accommodate the work.

Testing for asbestos and lead-based paint may be required as part of the design and construction process.

WALLS

There are a variety of cracks in the masonry walls. No evidence of similar cracking was found in the brick portions of the walls. The step cracks that follow the masonry blocks are generally associated with stress or settlement relief. No corresponding foundation movement was noted and these cracks are considered minor.

In the Living Area, most of the masonry partition walls have separation cracks where the partition wall butts up to the exterior walls. Some of these cracks are uniform in width and some are wide at the top of the wall and fade out near the floor. It was also noted that the masonry partitions that run parallel to the roof joists have bracing steel at the top of the wall that ties them to adjacent joists. They have angle iron feet on each side of the walls to stabilize them. The plans indicate that there is an air space of about one inch between the top of the wall and the joist brace to allow deflection. Given the joist capacities and spans, it is possible that the roof joists could experience two to three inches of deflection (or the steel foot could jam) which may transfer some roof loads to the floor structure. This could account for some or all of the noted wall cracks.

The partition bracing should be inspected and modified as needed to prevent any of the roof load to be transferred to the floor structure. This work is included in the roof modifications noted above.

FLOORS

The concrete floors for the Apparatus Level and Service Level are generally in fair and good condition, respectively. There has been some floor settlement at the Apparatus Level and there are a variety of cracks in both floors that may be due to the lack of control joints, unconsolidated subgrade, vehicle load changes and/or other past settlement effects. It is not clear if this is an active issue. If this cracking and settlement continues to expand, then replacement of the Apparatus concrete floor will be required.

The Kitchen/Living /Dorm/Washroom Area has a suspended concrete slab that is supported by steel joists and beams. Live load capacity for this floor is 100 psf or better. Cracking in the floor generally is over or near corresponding joists and or beams which is not uncommon. The potential transfer of roof loads through the masonry partition braces noted in the Wall Section may also be a factor. The roof and wall modifications noted above should assist with slowing down and/or eliminating further cracking.

RETAINING WALLS

There are two concrete retaining walls on the site. The smaller one is located at the south east corner of the building and holds up the driveway ramp that Apparatus use to enter and leave the building. It is in good condition. The top has deflected to the south about one inch. There is no sign of recent movement and this may have been an initial settlement that stabilized in the past.

The second concrete retaining wall is located at the north west corner of the building and extends about twenty-four feet to the adjacent Lyons Building. It is 1' -8" thick and based on the plans is about twenty-one feet tall, of which about twelve feet is exposed. This retaining wall has pulled away about four inches from the Lyons Building. In addition, it has slid southward along the Fire Station wall about seven inches. This movement appears to be active. A rigid gas line that ran into the Fire Station Rec Area of the Living Level, near the top of the wall, was reported to be sheared off last year. It was replaced with a plastic line. The sleeve for the generator electrical conduit is compressed against the bottom of the wall and will probably fail soon. There are several visible weep holes on the lower side that appear to be plugged. The north side elevation is settling and appears to be mostly stone.

The emergency generator power sleeve should be replaced immediately. Most of the movement appears to be horizontal and may be caused by excess soil pressure, water, and/or freezing. The recommended remedial work includes excavating the retained side of the retaining wall, backfill with drainable compacted gravel, install additional weep holes, insulate the wall, slope the grade away from the top and cap with sod or pavement.

OPINION OF PROBABLE COST

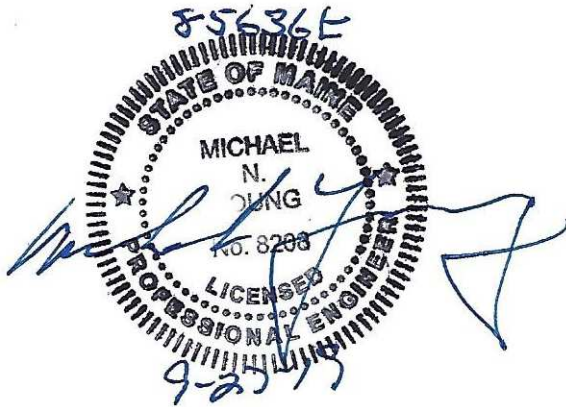
The following budget is recommended to address the items noted in this report:

1. Replace the existing roofing with a new EPDM system	\$75,000
2. Structural upgrades	\$150,000
3. <u>Retaining Wall Renovations</u>	<u>\$32,000</u>
Construction Total	\$257,000
Contingency	\$38,000
<u>Design</u>	<u>\$38,000</u>
TOTAL	\$333,000

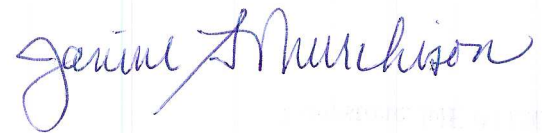
Caribou Fire/EMS Structural Review
September 27, 2019
Page 5 of 5

We appreciate the assistance of the Fire Department Crew while exploring the site and building.
Please let me know if you have any questions or if we can be of further assistance.

Sincerely,
James W. Sewall Company



Michael N. Young, P.E.
Structural Engineer

A handwritten signature in blue ink that reads "Janine Murchison".

Janine Murchison, P.E.
Project Manager

Enclosure: Map (Caribou Fire/EMS Building, Roof Areas)

NE

CARIBOU FIRE / EMS BUILDING ROOF AREAS



Resolution 07-01-2020

A Resolution of the Caribou City Council Reducing 2020 Appropriations

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

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

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

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

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

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

R. Mark Goughan, Mayor

Attest: Jayne Farrin, City Clerk

[City Seal]

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



MEMO

TO: Carl Grant, Finance Director
FROM: Dennis Marker, City Manager
RE: 2020 Budget Plan
DATE: July 24, 2020

Discussion Item

When the Council set the mil rate at 0.02355 during the July 15 Special Council Meeting, \$170,000 was taken away from the annual appropriations, zero overlay was allowed and \$238,749 was identified from the rainy-day fund as a place holder but not to be used. In total, the commitment process tasked staff with finding more than \$408,000 to cut/save within the adopted budget. The gap gets larger if revenues are not met and based on mid-July information may be closer to needing \$470,000 to avoid using rainy day funds. The initial task presumes that all indicated revenues will come in as anticipated.

By Resolution 07-01-2020, the Council establishes from which lines the \$170,000 will be pulled. Currently those funds would be pulled from new capital projects. If the capital projects are not affected in the initial cut then, by accounting purposes, they will not be cut from the expense side of the books and thus leave more operational cuts to be made. In order to reduce operation impacts, it is recommended that the first \$170,000 come from capital.

After looking at capital cuts administration has considered where any potential savings can be found by matter of COVID related program reductions. For example, due to less recreation programs taking place in the spring and summer there were less seasonal staff needed this year and an estimated \$21,000 of savings occurred in wages because of these impacts. There have also been some unanticipated retirements and unfilled vacancies which result in some reduced wages and benefits. These savings and others like it can be applied toward the directive of not using rainy day funds.

After savings, staff continues to identify additional revenues that have not been anticipated. So far, an additional \$27,000+ has been identified between a dividend from our Workers Compensation provider and a new state reimbursement program for solar power projects. Staff are continuing to seek COVID related reimbursements for materials and staff time with the majority of reimbursement potential coming due to state mandated EMS procedures.

The final levels of consideration are equipment & materials, staff investment and finally staff positions. Based on discussions with the department heads and the evaluation of the entire budget and facets of consideration, it appears we can meet the Council's objectives under the assumption that revenues come in where projected. The monthly financial reports for the rest of the year will highlight progress toward achieving this goal.



City Manager's Report

July 10, 2021

Economic Projects

Porvair CDBG program	Still waiting for a date to hold an open house to show off the work being completed.
Events and Marketing	Continue to conduct business interviews and promote local businesses through social media. There's been no indication from the state that gathering numbers will be increased by the end of summer. Still hoping for a Thursdays on Sweden before school gets back in session.
Blight Cleanup	Planning Board was given blight toolkit to review. Getting bids for demolition of two more homes.
Hilltop Senior Living	Waiting for word from developers for an opening date.
Birdseye Cleanup	Met with CES to review brownfield application and strategies for funding. On Thursday, July 30 @ 2pm, will conduct a site walk with CES, DEP and staff to consider alternatives. Hopeful a Phase II supplement can reduce areas to be disturbed and need remediation.
Title 13 ReWrite	Planning Board reviewed latest changes in their meeting July 9. Much of the current review is coordinating local zoning, building and state codes. Work was halted to address budget changes.
COVID-19 Support	Latest executive orders are requiring more masking. Still directing businesses to NMDC for help maneuvering potential funding.
Sitel Building	No word yet from Mr. Cassidy about intended users in the building. Façade grant award notices were sent.
River Front - Powerplants	No additional movement on these properties.
River Front - DOT Lands	Grading work has begun near the intersection of Limestone and Railroad Street. We are still waiting for a site plan submittal to know what is being developed on the site.
River Front - Salmon	Have not heard from Salmon operators since UMPI student provided their concept plans for the site.
Ms. Jordyn's Preschool	Mr. Cassidy is doing façade improvements to Ms. Jordyn's Preschool. The Façade Improvement funds are not currently available due to Mr. Cassidy being awarded funds already for 2020. However, Façade program guidelines are being rewritten for Council consideration.
Façade Improvement Grant Program	A draft of new façade improvement grant guidelines has been prepared and under review. This will be ready for the August 10 Council meeting for discussion.

Other Administrative & Department Projects

COVID-19 Status	Library has been open for 1 week with state protocols in place. Many patrons appreciate the opening. Recreation center still seeing limited use in this season, but some typical walkers are in the building.
Blight Commission	Accepting comments on the blight toolkit before bringing it back to Council for final approval.
Airport	Crack seal work completed. We were notified that the \$20K CARES grant is ready for the city to start utilizing. The state will be purchasing and install a new traffic monitoring system at the airport. City is required to monitor, protect and keep records for three years.
Union Negotiations.	No additional progress with police unions. Need to discuss wages options with Council so we can start the 2021 contract negotiation cycle. No concerns with fire/EMS union. Need to have discussion with Council about amendments for 2021.
Snow Plowing RFP	Conducted the pre-bid meeting on July 21. Had four companies represented with three residents also in attendance. Many questions were asked. Answers to those questions and clarifying points will be sent to attendees. Bid Closing date is August 4
110 Washburn Rd Sale	This issue has been forwarded to the city's attorney to draft a possible agreement for reconveyance. Will be on a future Council agenda.
Teague Park	RSU39 is getting pressured by the National Parks Service to get Teague Park completed. The anticipated deadline is November. Preliminary splash pad plans have been reviewed and comments sent back to BRSA for updates. Construction not likely to start until spring based on RSU timeline.
Fire Structural Study	Discussion to be held during July 27 Council meeting.
Capital Facility Maintenance Plans	First draft of the Public Works facilities needs has been submitted. Criterion Brown inspected City Hall, the Library and the Recreation Center between July 9 & 10. Waiting for those reports. Future inspection of Fire station to come.
Site1 Reimbursements	Maine Municipal inspected the Parks Maintenance Building on July 15. Awaiting that report.
North Main Street	No additional word from Sitel.
Wage Policy	Awaiting final decision of completion from DOT and cost share payment from DOT.
General Plan Update	On hold until higher priority Title 13 work is completed. Ken will pick this up again now that blight survey and toolkit are nearly completed.

River Road	No changes since last report. Continue to monitor latest failures. Dr. Chomka continues to investigate options.
Parking Lot Paving	Work on the north mall parking lot should start soon now that the North Main project is completed.
Public Safety Building	Awaiting further direction from the Council before proceeding with the police station study.
Procurement Policy	Waiting for final review memo from auditors.
Cable Franchise Renewal	On hold per Council direction
High Street	Awaiting final decision of completion from DOT and cost share payment from DOT.

Monthly Permit Report

June 2020

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	7	22	9	27
HOMES	3	4	0	0
MOBILE HOMES	0	0	1	2
MULTI-FAMILY	0	0	0	1
COMMERCIAL	0	11	2	10
EXEMPT	0	0	0	0
PLUMBING PERMITS				
INTERNAL	0	3	1	4
EXTERNAL	2	3	3	3
DEMO PERMITS	2	5	1	5
SIGN PERMITS	0	3	0	4

Year-to-Date is January 2020 to June 2020



Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

Present: Doug Plourde, Chairman, Carl Soderberg, Sue White, Neal Griffeth, Kevin Barnes, Dr. Irene Djuanda, Mike Quinlan, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO, Dr. Carl Flynn, COS; Leslie Anderson, COO, Paula Parent, RN, HR; Jen Plant, RN, CNO; Norm Collins, PHS Board Member, Sam Brown, QHR and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Norm Collins, PHS Board member, Sam Brown, QHR.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:32 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the May 11, 2020 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	Dr. Flynn provided the following updates from the May 27 th Medical Staff Executive Committee Meeting:	Upon motion duly made and seconded, it was so VOTED to approve the Report of the Chief of Staff as presented.	
a. MSEC Meeting			
b. COVID-19 Pandemic Disaster Privileges	<p>COVID-19 Pandemic Disaster Privilege Requests - Dr. Flynn reported the following providers completed request for the COVID-19 Pandemic Disaster Privileges as requested:</p> <ul style="list-style-type: none"> • Robert Bassett, MD • Rashmi Bawa, MD • Carlos Chavez, MD • Beth Collamore, MD • Allan Espinosa, MD • Regen Gallagher, DO • Daniel Harrigan, MD • John Karod, MD • Hacer Kural, MD • Tanja Lindsey, MD • John Nadeau, DO • Justin Salerno, MD • Wayne Smith, MD • Brian Wall, MD • Albert Whiting, MD • Leigh Forbush, DO • David Kearing, MD 	Upon motion duly made and seconded, it was so VOTED to approve the COVID-19 Pandemic Disaster Privilege Requests as listed.	

Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> • Kristzina Morin, DO • James Raker, MD • Mark Townsend, MD • Bonnie Bouchard, CNM • Gail Cyr, CRNA • Michelle Deprey, FNP • Anna Dulin, PA-C • Dale Gordon, FNP • Andrew Gunter, CRNA • William Head, PA-C • Daryl Lavigne, CRNA • Paula Lavigne, CRNA • Kimberly Martin, CNM, FNP • Glenn Raymond, PA-C • Jonathan Reynolds, CRNA • Michael Saucier, CRNA • Janelle Scherer, CRNA • Craig Small, OD • Scott Walton, PA-C <p>Appointment Courtesy Medical Staff – Stuart Septimus, MD (Pediatrics); The complete appointment application and provider profile of Stuart Septimus, 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 Stuart Septimus, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2021. Dr. Karunasiri was appointed as proctor for Dr. Stuart Septimus during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Staff – Lindsey Bourget, PA-C; The complete appointment application and provider profile of Lindsey Bourget, PA-C 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 Lindsey Bourget, PA-C to the Allied Health Professional Staff with privileges as requested through December 31, 2021 with Dr. Flynn as her proctor and supervising physician. This recommendation was</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Stuart Septimus, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Lindsey Bourget, PA-C to the Allied Health</p>	



Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Staff – Allison Guerrette, FNP; The complete appointment application and provider profile of Allison Guerrette, FNP 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 Allison Guerrette, FNP to the Allied Health Professional Staff with privileges as requested through December 31, 2021 with Dr. Flynn as her proctor and supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Staff – Dayna St. Peter, FNP; The complete appointment application and provider profile of Dayna St. Peter, FNP 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 Dayna St. Peter, FNP to the Allied Health Professional Staff with privileges as requested through December 31, 2021 with Dr. Flynn as her proctor and supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Staff – Robert Hunt, PA-C; The complete appointment application and provider profile of Robert Hunt, PA-C was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Robert Hunt, PA-C to the Allied Health Professional Staff with privileges as requested through December 31, 2021 with Dr. Djuanda as his proctor and supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Barbara McCorvey, MD (Radiology); The complete appointment application and provider profile of Barbara McCorvey, 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 Barbara McCorvey, MD to the Consulting Medical Staff with privileges as requested through December 31, 2021. Dr. Laferriere was appointed as proctor for Dr. Barbara McCorvey during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Allison Guerrette, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dayna St. Peter, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Robert Hunt, PA-C to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Barbara McCorvey, MD to the Consulting Medical Staff.</p>	



Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Consulting Medical Staff – Carlos Molina, MD (Radiology); The complete appointment application and provider profile of Carlos Molina, MD was reviewed with no discrepancies. He reported two malpractice claims with both having pre-trial settlements. The report from the National Practitioner’s Data Bank contained two malpractice settlement payments. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Carlos Molina, MD to the Consulting Medical Staff with privileges as requested through December 31, 2021. Dr. Laferriere was appointed as proctor for Dr. Carlos Molina during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Rohit Gautam, MD submitted his letter of resignation effective April 28, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Rohit Gautam, MD as requested. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Guy Gibson, DO The resignation of Guy Gibson, DO was received with an effective date of 3/29/2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Guy Gibson, DO as requested. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Michelle Goni, MD The resignation of Michelle Goni, MD was received with an effective date of 2/23/2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Michelle Goni, MD as requested. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Naomi Saenz, MD The resignation of Naomi Saenz, MD was received with an effective date of 3/18/2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Naomi Saenz, MD as requested. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Ninu Sharma, MD The resignation of Ninu Sharma, MD was received with an effective date of 4/30/2020. Upon motion duly made and seconded it was so VOTED to recommend</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Carlos Molina, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Rohit Gautam, MD.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Guy Gibson, DO.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Michelle Goni, MD.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Naomi Saenz, MD.</p> <p>Upon motion duly made and seconded, it was so</p>	

Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>accepting the resignation of Ninu Sharma, MD as requested. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Andrew Spell, MD The resignation of Andrew Spell, MD was received with an effective date of 6/30/2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Andrew Spell, MD as requested. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – Julio Arebalo, MD (General Surgery); The complete reappointment application and provider profile of Julio Arebalo, MD was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Julio Arebalo, MD to the Active Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – John Bouchard, MD (Internal Medicine); The complete reappointment application and provider profile of John Bouchard, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of John Bouchard, MD to the Active Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – Shawn Laferriere, DO (Radiology); The complete reappointment application and provider profile of Shawn Laferriere, DO was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Shawn Laferriere, DO to the Active Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – John Nadeau, DO (General Surgery); The complete reappointment application and provider profile of John Nadeau, DO was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of John Nadeau, DO to the Active Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This</p>	<p>VOTED to approve the resignation of Ninu Sharma, MD.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Andrew Spell, MD.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Julio Arebalo, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of John Bouchard, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Shawn Laferriere, DO to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of John Nadeau, DO to the Active</p>	

Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – Wayne Smith, MD (Anesthesiology); The complete reappointment application and provider profile of Wayne Smith, MD was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Wayne Smith, MD to the Active Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Medical Staff – Osama El-Silimy, MD (Otolaryngology); The complete reappointment application and provider profile of Osama El-Silimy, MD was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Osama El-Silimy, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Medical Staff – Kristzina Morin, DO (Emergency Medicine); The complete reappointment application and provider profile of Kristzina Morin, DO was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Kristzina Morin, DO to the Courtesy Medical Staff with privileges as requested through June 30, 2022 waiving the requirement to be an Active Medical Staff member at another facility. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Matthew Allison, MD (Radiology); The complete reappointment application and provider profile of Matthew Allison, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Matthew Allison, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Allison Behrle-Yardley, MD (Pediatric Gastroenterology); The complete reappointment application and provider profile of Allison Behrle-Yardley, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Allison</p>	<p>Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Wayne Smith MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Osama El-Silimy, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kristzina Morin, DO to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Matthew Allison, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Allison</p>	



Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Behrle-Yardley, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Clarence Coleman, MD (Radiology); The complete reappointment application and provider profile of Clarence Coleman, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Clarence Coleman, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Guillermo Crespo, MD (Cardiology); The complete reappointment application and provider profile of Guillermo Crespo, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Guillermo Crespo, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Zelmira Curillova-Chavko, MD (Cardiology); The complete reappointment application and provider profile of Zelmira Curillova-Chavko, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Zelmira Curillova-Chavko, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Rupert Fincke, MD (Cardiology); The complete reappointment application and provider profile of Rupert Fincke, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Rupert Fincke, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Tina Islam, MD (Radiology); The complete reappointment application and provider profile of Tina Islam, MD was reviewed with no</p>	<p>Behrle-Yardley, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Clarence Coleman, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Guillermo Crespo, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Zelmira Curillova-Chavko, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Rupert Fincke, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so</p>	

Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Tina Islam, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Alan Jansujwicz, MD (Cardiology); The complete reappointment application and provider profile of Alan Jansujwicz, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Alan Jansujwicz, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Eddy Karnabi, MD (Cardiology); The complete reappointment application and provider profile of Eddy Karnabi, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Eddy Karnabi, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Kevin Kitagawa, MD (Pathology); The complete reappointment application and provider profile of Kevin Kitagawa, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Kevin Kitagawa, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Jeremy Lindahl, DO (Radiology); The complete reappointment application and provider profile of Jeremy Lindahl, DO was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Jeremy Lindahl, DO to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Hui Liu, MD (Nephrology); The complete reappointment application and provider profile of Hui Liu, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend</p>	<p>VOTED to approve the reappointment of Tina Islam, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Alan Jansujwicz, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Eddy Karnabi, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kevin Kitagawa, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Jeremy Lindahl, DO to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	

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	<p>reappointment of Hui Liu, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Kay Lozano, MD (Radiology); The complete reappointment application and provider profile of Kay Lozano, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Kay Lozano, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – John Mulloy, MD (Radiology); The complete reappointment application and provider profile of John Mulloy, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of John Mulloy, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Karolyn Nicholas, MD (Pathology); The complete reappointment application and provider profile of Karolyn Nicholas, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Karolyn Nicholas, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Isidore Okere, MBBS (Cardiology); The complete reappointment application and provider profile of Isidore Okere, MBBS was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Isidore Okere, MBBS to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Richard Pacini, MD (Radiology); The complete reappointment application and provider profile of Richard Pacini, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Richard Pacini, MD to the Consulting Medical</p>	<p>reappointment of Hui Liu, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kay Lozano, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of John Mulloy, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Karolyn Nicholas, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Isidore Okere, MBBS to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Richard</p>	

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	<p>Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Ann Marie Pierce, MD (Radiology); The complete reappointment application and provider profile of Ann Marie Pierce, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Ann Marie Pierce, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – David Renedo, MD (Pathology); The complete reappointment application and provider profile of David Renedo, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of David Renedo, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Michael Rethy, MD (Radiology); The complete reappointment application and provider profile of Michael Rethy, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Michael Rethy, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Richard Riemersma, MD (Pathology); The complete reappointment application and provider profile of Richard Riemersma, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Richard Riemersma, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Matthew Rowe, MD (Cardiology); The complete reappointment application and provider profile of Matthew Rowe, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Matthew Rowe, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED</p>	<p>Pacini, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Ann Marie Pierce, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of David Renedo, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Michael Rethy, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Richard Riemersma, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Matthew Rowe, MD to the</p>	

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	<p>unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Jaime Salvatore, DO (Radiology); The complete reappointment application and provider profile of Jaime Salvatore, DO was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Jaime Salvatore, DO to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Megan Selvitelli, MD (Neurology); The complete reappointment application and provider profile of Megan Selvitelli, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Megan Selvitelli, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Rosemarie Smith, MD (Medical Genetics); The complete reappointment application and provider profile of Rosemarie Smith, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Rosemarie Smith, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Scott Sullivan, MD (Radiology); The complete reappointment application and provider profile of Scott Sullivan, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Scott Sullivan, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Cynthia Tortorelli, MD (Radiology); The complete reappointment application and provider profile of Cynthia Tortorelli, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Cynthia Tortorelli, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so</p>	<p>Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Jaime Salvatore, DO to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Megan Selvitelli, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Rosemarie Smith, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Scott Sullivan, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Cynthia Tortorelli, MD to the</p>	

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	<p>VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Peter Ver Lee, MD (Cardiology); The complete reappointment application and provider profile of Peter Ver Lee, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Peter Ver Lee, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Lindsay Williams, MD (Pathology); The complete reappointment application and provider profile of Lindsay Williams, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Lindsay Williams, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Alan Wiseman, MD (Cardiology); The complete reappointment application and provider profile of Alan Wiseman, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Alan Wiseman, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Jonathan Reynolds, CRNA; The complete reappointment application and provider profile of Jonathan Reynolds, CRNA was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Jonathan Reynolds, CRNA to the Allied Health Professional Staff with privileges as requested through June 30, 2022 with Dr. Wayne Smith as his supervising Physician. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Janelle Scherer, CRNA; The complete reappointment application and provider profile of Janelle Scherer, CRNA was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Janelle Scherer, CRNA to the Allied Health Professional Staff with privileges as requested through June 30, 2022 with Dr. Wayne Smith as her supervising Physician.</p>	<p>Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Peter Ver Lee, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Lindsay Williams, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Alan Wiseman, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Jonathan Reynolds, CRNA to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Janelle Scherer, CRNA to the Allied</p>	

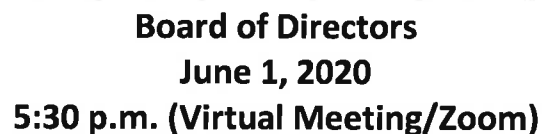


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	<p>The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Craig Small, OD; The complete reappointment application and provider profile of Craig Small, OD was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Craig Small, OD to the Allied Health Professional Staff with privileges as requested through June 30, 2022 with Dr. Albert Whiting as his supervising Physician. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Medical Staff – Henry Ford, DMD; The complete reappointment application and provider profile of Henry Ford, DMD was reviewed. The report from the National Practitioner’s Data Bank contained no new reports. A motion was made to recommend reappointment of Henry Ford, DMD to the Courtesy Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Medical Staff – Alvin Wycoco, MD (Internal Medicine); The complete reappointment application and provider profile of Alvin Wycoco, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Alvin Wycoco, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2022 waiving the requirement to be an Active Medical Staff members at another facility. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Daniel Eurman, MD (Radiology); The complete reappointment application and provider profile of Daniel Eurman, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. A motion was made to recommend reappointment of Daniel Eurman, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Daryl Henderson, MD (Radiology); The complete reappointment application and provider profile of Daryl Henderson, MD was reviewed with no discrepancies. He did report one new malpractice claim which is pending in court. The report from</p>	<p>Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Craig Small, OD to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Henry Ford, DMD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Alvin Wycoco, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Daniel Eurman, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	

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	<p>the National Practitioner's Data Bank contained no reports. Dr. Laferriere reviewed the reported pending claim and recommended approving his reappointment. A motion was made to recommend reappointment of Daryl Henderson, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Mary Huff, MD (Radiology); The complete reappointment application and provider profile of Mary Huff, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Mary Huff, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Jason Hughes, MD (Radiology); The complete reappointment application and provider profile of Jason Hughes, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Jason Hughes, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Marc Paul, MD (Radiology); The complete reappointment application and provider profile of Marc Paul, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. A motion was made to recommend reappointment of Marc Paul, MD to the Consulting Medical Staff with privileges as requested through June 30, 2022. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointments Not Received/Received Late - It was reported applications were not received from Nancy Bass, MD or John Berry, MD. The application was received late and incomplete from Erik Johnson, DMD. The privileges for these providers will expire on June 30, 2020.</p> <p>General Medical Staff Meeting Updates:</p> <ul style="list-style-type: none"> • 4th Q 2019 & 1st Q 2020 Peer Review Summaries were provided in the packet for review. • The following policies were reviewed by the General Medical Staff: Restraint Policy, Adverse Occurrences Policy and EMTALA Policy. 	<p>reappointment of Daryl Henderson, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Mary Huff, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Jason Hughes, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Marc Paul, MD to the Consulting Medical Staff.</p> <p>Informational.</p> <p>Informational.</p>	

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<p>Members – PHS Board; MSEC; Departmental Leadership</p>	<p>\$270,000. Pines is seeing an increase in patient services. The Pines Board of Directors approved the new patient discount policy.</p> <p>MSEC & GMS Meetings – Dr. Djuanda reported that Dr. Flynn covered everything from the meetings. She added that education was provided on Patient Restraints.</p> <p>Departmental Leadership – Mike Quinlan reported the following items were reviewed at the May Departmental Leadership Meeting: physician and provider recruitment, Chelsea Desrosiers reported her plans for maternity leave, Paula Parent reported on completed performance evaluations, Jen Plant reported on new graduate nurses starting their career at Cary Medical Center, Mitch Wheeler was introduced as the new Director of Security.</p> <p>City Council Workshops Upcoming Scheduled Meetings – Doug Plourde reported that after discussion with Dennis Marker, it was decided to put the Cary Medical Center City Council Workshops on hold due to the nature of all meetings being a virtual platform on an ongoing basis. City Council Workshops will resume when meetings can be scheduled in person.</p>		
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports.</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> • Pathology – Dr. Bhunesh Maheshwari was scheduled to arrive August 2020, Pines is working through immigration issues. He may be here by October. • OB/GYN – Dr. Justin Salerno began April 27, 2020. • Emergency Medicine – Dr. Tiff Abrahamian and Dr. Brett May declined our offer. They are currently staying in the Midwest, closer to family. They haven't made a final decision and would like to stay in touch with Cary Medical Center. Dr. Walt Novey has been extended an offer. He is interested in covering up to 6 shifts per month. He has provided coverage at Cary in the past and lives near Dr. Harrigan in Scarborough. Dr. Len Clow is here for a site visit. He will be in the ER Tuesday morning for the day and is interested in a permanent position. Kris is currently reviewing CV's for six ER candidates. • Pediatrics – A site visit was conducted with Dr. Ken Busby via ZOOM and an offer was extended to Dr. Busby. Dr. Busby has declined our offer. Dr. Beril Bayrak has been extended an offer. She is interested in temporary to permanent and has signed a two-year agreement. She provided pediatric coverage at NMMC for approximately 5 years. • Anesthesia - The search continues for an Anesthesiologist. The schedule will be covered by long term locums through the end of the year prior to hiring a permanent physician. The 	<p>Informational.</p>	



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<p>b. COVID-19</p> <p>c. CARES & Relief Funds</p> <p>d. SCH Appeal/340b Update</p> <p>e. VA Clinic Expansion</p> <p>f. Other</p>	<p>following candidates are being reviewed: Dr. Myers, Dr. Haze and Dr. Erika Cyr. Dr. Cyr is currently in Vermont, however she's originally from Fort Kent and would like to move closer to home.</p> <ul style="list-style-type: none"> • Site Visits – Dr. Donielle Sliwa, Hematologist/Oncologist will be at Cary the week of June 21st for a working site visit. This will be Dr. Sliwa's second site visit to Cary Medical Center. • Leads – Kris reported leads on Family Practitioners. Several doctors are interested and available due to COVID. <p>COVID-19 – Nursing homes have received very strict guidelines from the CDC for re-opening. Cary Medical Center continues to work on COVID testing. Cary is grateful to Aroostook Savings & Loan for the \$20,000 donation towards purchase of a second PCR testing machine. The issue is obtaining supplies needed for testing. We continue ordering supplies on a regular basis. Cary will continue testing PUI's at nursing homes and Dr. Flynn's Respiratory Clinic patients.</p> <p>CARES & Relief Funds – Cary Medical Center has requested the maximum from every opportunity to date. There may be a new grant opportunity with the State of Maine. More information will be provided as it is available.</p> <p>SCH Appeal/340b Update – The appeal was submitted May 15th. Chelsea Desrosiers has worked on the majority of this project. Cary Medical Center did all of the work on the appeal.</p> <p>VA Clinic – The RLP has been submitted. The VA has been in touch with questions after Cary's proposal was submitted. Cary has responded and answered all the questions posed by the VA. We are waiting to hear back from the VA.</p> <p><u>Other:</u></p> <p>Renovation Projects - The One Day Surgery and Maternal Child renovation projects are currently on hold due to COVID-19. We remain in touch with WBRC regarding the projects. Discussion ensued regarding delaying payment to the Caribou Hospital District for these projects. A partial payment will be made in 2020.</p> <p>Board Executive Committee and Caribou Hospital District – Plans are to schedule meetings with the Board Executive Committee and the Caribou Hospital District in the next week or two.</p>		



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7. Report of Finance & Personnel Committee a. April Financials	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the April financials for Cary Medical Center, including review of: gross patient revenue, expenses, salaries and net income. Review of June financials, Cary ought to be between 75-80% of budget.</p> <p>Maternity Leave – Chelsea Desrosiers reported her due date is between 6/8-12. An outline has been created for back-up coverage during Ms. Desrosiers maternity leave. The outline has been distributed to Administration and Departmental Leadership. Plans are to disconnect completely for 2-3 weeks and return incrementally. Emily Jose is available for questions during the leave.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p>	
8. Nursing Quarterly Report	<p>Jenn Plant provided the following updates from Nursing:</p> <p>Staffing – Cary is onboarding 17 new hires, 14 are new nurse graduates and 3 are experienced nurses. As of the end of May, 2 new graduates and 1 experienced nurse have been fully onboarded. Interviews are ongoing for open positions. The State Board of Nursing have sent letters regarding new nurse graduates delay in testing and going to work due to COVID-19.</p> <p>Overview – Information regarding position status (full time, part time and on-call), age distribution, and experience level was reviewed.</p> <p>Other Reports Reviewed - Medication Verification, Inpatient Falls, Press Ganey Customer Satisfaction and recent education programs, including: intubation training, arterial blood gas (ABG) test training, ultrasound guided IV insertion training, personal protective equipment (PPE) use training and new gowning protocol for history of MRSA.</p> <p>Other – Nursing Leadership is working on a retention plan and orientation committee for goals and advancement of nurses.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Nursing Quarterly Report as presented.</p>	
9. Compliance Quarterly Report	<p>Dr. Regen Gallagher provided the following updates:</p> <p>Information Reviewed:</p> <ul style="list-style-type: none"> • policies (no new revisions) • audits (ongoing) <ul style="list-style-type: none"> • HIPAA walkthrough • COVID-19 funds (tracking of funds completed by Fiscal) • Physician Contract (Annual) 	<p>Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report as presented.</p>	



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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Education – clinical and quality related to COVID-19 and compliance with CDC, focus on proper PPE, donning and doffing, use and reuse. Contracts – no CMC renewals or new contracts in this time frame Monitoring and Auditing Plan (MAP) – 2020 MAP approved by Board in January, audits conducted as scheduled, compliance program self-assessment in progress <p>Annual Contract Review – The Annual Contract Review was conducted by Emily Jose and Chelsea Desrosiers. Provider contracts are reviewed for any discrepancies against expenses incurred and paid out according to benefits provided within each contract. The following provider contracts are reviewed: ER, Radiology, Anesthesia, CRNA's and one practitioner in Oncology. No issues were found.</p>	Upon motion duly made and seconded, it was so VOTED to approve the Annual Contract Review as reported.	
10. Quorum Health Resources Updates	<p>Sam Brown, QHR provided the following updates:</p> <ul style="list-style-type: none"> National Trustee & Leadership Conference with Trustee Essentials – feedback from the conference in March has been great. The conference for next year has been scheduled in the same location, Wigwam Resort, Phoenix, AZ – February 23, 24 & 25, 2021. COVID-19 Assistance – Please review page 3 of the QHR Consulting and Support Deployment Plan for assistance with COVID-19 related issues. QHR Calls with Senior Leadership – Chip Holmes is conducting weekly calls with Senior Leadership of QHR hospitals. Two weeks ago Kris Doody participated and shared COVID-19 activities at Cary Medical Center. Other – Good luck Chelsea. Also, Sam is available if Kris or Chelsea need anything, please feel free to contact him. 	Informational.	
11. Other, Adjournment & Next Meeting	<p>Other:</p> <ul style="list-style-type: none"> COVID-19 Cases – Kris Doody reported two new cases in Aroostook County as reported by the CDC, one is from Island Falls and one from Caribou. These two people were tested elsewhere and are not in Aroostook County at this time. The guidelines are for positive cases to be reported according to where people live. DOL Fraud Complaints – Mike Quinlan reported he received 5 Department of Labor fraud complaints for unemployment filings using someone else's name. Kris Doody reported that Cary Medical Center and Pines Health Services staff have experienced the same issue. <p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:41 p.m.</p>		



Board of Directors
June 1, 2020
5:30 p.m. (Virtual Meeting/Zoom)

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, July 6, 2020, 5:30 p.m.		

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer