

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, August 10, 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) Pg 2
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 29, 2020 Regular Meeting Pg 3-5
6. **Bid Award, Recognitions & Appointments**
 - a. Appointment of Deputy Clerk Pg 6
 - b. VFW Presentation of Appreciation to Fire/EMS and Police Departments Pg 7
 - c. Bids for Snow Plowing Services Pg 8-12
7. **Financials**
 - a. Presentation of 2019 Audit Report Pg 13
8. **New Business**
 - a. Liquor License Renewal for Jade Palace Restaurant at 30 Skyway Drive Pg 14-15
 - b. Liquor License Extension for Mascoto's Italian Restaurant at 6 Center Pg 16
 - c. Façade Improvement Grant Program Guidelines Pg 17-21
 - d. Discussion and Possible Action Regarding Sale of City Owned Property at 32 Fenderson Pg 22
9. **Old Business & Adoption of Ordinances and Resolutions**
 - a. Resolution 07-01-2020 A resolution Amending the 2020 Expense & Capital Budget Pg 23
 - b. Fire/EMS Station Roof Repair Project Pg 24-26
 - c. Sale of Tax Acquired Property at 110 Washburn Road Pg 27-30
10. **Reports and Discussion by Mayor and Council Members**
11. **City Manager's Report** Pg 31-40
 - a. Fire/EMS Related Rates Report Pg 31-38
12. **Reports by Staff and Appointed Officials** Pg 39-58
13. **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
 - b. Real Estate and Economic Development Activities under §405.6.C
14. **Next Meeting(s):** August 24, September
15. **Adjournment**

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Comments Received for Public Forum
DATE: August 6, 2020

The following email was received on August 6, 2020

This is a letter for the City Council meeting on 8-10-20. Subject matter is the proposed privatizing snow plowing for the City of Caribou. It is my understanding that the bidding process for this task was broken down to 9 categories which could be bid on separately or any combination there of. My concern is, I hope the city has done due diligence of their costs of the 9 areas identified in the bidding process. I want to make sure the City Council understands these costs for comparison to the bids. Another concern is what will be the acceptable threshold of savings between city cost and the bid price in order to proceed in accepting a bid. I hope this is not just an exercise for change, prove a point, or discredit Public Works for the excellent work which they do. This whole process of privatizing snow removal has to be based on good sound business decisions and not emotion. Hopefully saving thresholds and current costs have been established before any decision is made on this subject.

Thank you for your time.
Bruce Hagelstein
34 Coolidge Ave.
Caribou, Me 04736

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, Douglas C. Morrell, and Nicole L. Cote. Jody R. Smith was absent and excused.

Dennis L. Marker, City Manager was present via Zoom.

Department Managers and Staff: Chief Michael Gahagan, Gary Marquis

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

There were none.

Council Agenda Item #5: Minutes

a. June 1, 2020 Regular Council Meeting

Motion made by J. Theriault , seconded by D. Morrell to accept the minutes from the June 1, 2020 meeting. (6 yes) So voted.

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

a. Caribou Parks & Recreation – State 2020 Tourism Award

G. Marquis spoke about the trail report and the award. The award will be given out at the April 2021 conference.

The Caribou Parks and Recreation Department was recognized with a 2020 State Tourism Award on June 25th.

Council Agenda Item #7: Public Hearings (Public hearing has been continued from June 15, 2020 meeting)

a. Public Hearing on Ordinance #1, A Charter Amendment Modifying the Budget Process Timeframes

Manager Marker spoke about how they are working to align the expense budgets.

G. Hagelstein spoke in opposition of changing the charter and budget process and suggested changing the fiscal year rather than the budget timeframe.

Closed Public Hearing 6:20p.m., June 29, 2020

Council Agenda item #8: New Business

- a. Discussion and Possible Action Regarding Rubbish Hauler Permit for Jack S Herbert DBA McNeal's Trucking, Inc.

Motion made by H. Kirkpatrick, seconded by T. Ayer to renew the rubbish haulers permit for McNeal's Trucking. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Liquor License Renewal for
 - a. The Par & Grill at 6 Carroll Street

Motion made by T. Ayer, seconded by J. Theriault to renew Liquor License for Par & Grill located at 6 Carroll Street. (6 yes) So voted.

- b. Country Farms Market, LLDC at 31 Herschel Street

Motion made by T. Ayer, seconded by D. Morrell to renew the liquor License for Country Farms Market, LLDC at 31 Herschel Street. (6 yes) So voted.

- c. Sale of Tax Acquired Property (Map 15, Lot 69-A) to Prior Owner for Full Taxes Owed

Motion made by H. Kirkpatrick, seconded by T. Ayer to sell the Tax Acquired Property Map 15, Lot 69-A to the prior owner for the amount of taxes owed. (6 yes) So voted.

Council Agenda Item #9: Old Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action Regarding Ordinance #1, A Charter Amendment Modifying the Budget Process Timeframes

Motion made by H. Kirkpatrick, seconded by J. Theriault to place Ordinance #1 A Charter Amendment Modifying the Budget Process Timeframes, on the ballot for November. (6 yes) So voted.

- b. Discussion and Possible Action Regarding the 2020 mil rate

Caribou's tax assessor Ms. Penny Thompson read a memo about tax commitment and changes in application timeframes for applying for things such as homestead exemptions.

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

- a. Letter to Governor Regarding Reopening Maine

Council discussed sending a letter to the Governor about wanting to reopen Maine.

G. Marquis, director of the Caribou Wellness Center explained the current programs that are taking place for the kids in the community. He stated that the rec is now open for walking and such activities.

Councilors had a discussion regarding the Fire Station roof and the insurance for the building.

Council Agenda Item #11: City Manager's Report

a. Blight Toolkit Report

Manager Marker reviewed the Blight Toolkit Report dated June 26, 2020

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

City Clerk J. Farrin stated that we are still taking applications for Absentee Ballots. She explained how the elections will be different this year with the safety protocols from the state.

Deputy Clerk, D. McLaughlin stated that 514 absentee ballot requests have currently been processed, we are working on a second mailing for the RSU ballots and have about 100 more to mail out.

Council Agenda Item #13: Executive Session(s)

8:06p.m. time in: Motion made by T. Ayer, seconded by J. Theriault to move into Executive session for Collective Bargaining Status Update §405.6.D

No action taken. Exited Executive session at 9:05 p.m.

Council Agenda Item # 14: Next Meeting

July 15, July 27

Council Agenda Item #15: Adjournment

Motion made by T. Ayer, seconded by J. Theriault to adjourn the meeting at 9:06 p.m.

Danielle M McLaughlin, Secretary Pro tem

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



MEMO

TO: Caribou City Council
FROM: Dennis Marker, City Manager
RE: Appointment of Deputy City Clerk
DATE: August 6, 2020

Discussion and Possible Action

By City Charter, the City Clerk, Ms. Brisette, can recommend the appointment of a Deputy Clerk, which must be approved by the City Council. Ms. Brisette is recommending that Susan Skidgell be approved as the new Deputy Clerk for Caribou.

Ms. Skidgell comes to the City from the Mapleton, Castle Hill, Chapman offices where she worked in the clerk office for 15 years. She also conducted work as their General Assistance Administrator. She is certified clerk under the state of Maine and will have her International Municipal Clerk's Association certification later this year.

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



MEMO

TO: Caribou City Council
FROM: Dennis Marker, City Manager
RE: VFW Presentation
DATE: August 6, 2020

CEREMONIAL ITEM

Good Afternoon

I would like to get on the agenda for the next council meeting on 10 Aug 2020. The purpose of our request is for myself and a couple of my officers from the Caribou VFW to present recognition awards to the fire and police departments for their commitment and dedication to our veterans, our community and our city. In March we had planned to hold a 1st responders recognition dinner, however due to covid it got cancelled. We are requesting that the chief or representative for each department be present to accept the awards. The awards are framed artwork with a brass plate from the Caribou VFW to each Dept, to display in their departments so all who enter can see that we salute them for their hard work. I have enclosed a copy of the pictures

Many thanks
Roger Felix
Commander Caribou VFW
(207) 551-3270



CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council
FROM: Dennis Marker, City Manager
RE: Snow Plowing Services Bid Award
DATE: August 5, 2020

At the direction of the City Council, bids were requested for snow plowing services. The scope of the bid included snow clearing and removal from public parking lots, in-town highways, city streets, sidewalks and country roads. Bidders were informed that they could bid on all or portions of the detailed work.

Two bids were received with only one bid, (Silver Star), for the entire scope of work. The second bid, (Soderberg Construction) provided a bid for only parking lot plowing and snow removal.

A comparison of the bid amounts and the current city budgeted amounts for the same service are as follows:

Bid Item	Silver Star	Soderberg	Public Works
In-Town Highway Plowing	\$237,000		\$255,554
In-Town Highway Sidewalks Plowing	\$74,000		
In-Town Local Streets Plowing	\$285,000		
In-Town Local Streets Sidewalk Plowing	\$70,000		
Country Roads Plowing	\$308,000		
In-Town Highways Snow Removal	\$87,000		\$43,339
In-town Local Streets Snow Removal	\$101,000		
Parking Lot Plowing	\$102,000	\$62,500	\$23,178
Parking Lot Snow Removal	\$39,000	\$26,850	
Bidder Cost per Year*	\$1,303,000	\$89,350	\$631,680
Sand & Salt By City (budgeted)	\$215,000	**\$8,000	\$215,000
City Staff W&B	†\$196,049		\$511,811
City Capital‡	\$54,000		\$54,000
Total Cost per Year	\$1,768,049	\$97,350	\$1,102,882

*Cost does not include payment for sand and salt nor city staffing costs.

**City applied 100 tons of salt to parking lots in 2019-20 year at \$80/ton.

† Staff to remain with contract scope includes Department Head, Mechanic, 2 Heavy Equipment Operators, 1 Truck Driver/Laborer, and PT janitor. Work includes clearing hydrants, storm drain maintenance, pothole repairs, bidder backup, snow blowing for bidder, snow dump prep and maintenance, facility and equipment maintenance, etc. Assumes 10% overtime.

‡ Department snow plowing equipment is used for annual operations. This figure represents half of the 3-year average for capital budgeted amounts for equipment also used with snow plowing activities. Cost does not include seasonal operation materials to be used by remaining staff.

"Snow Removal Bid" BID FORM
Bid Opening (August 4 @ 2pm)

Submit to: Office of the City Manager
 25 High Street
 Caribou, ME 04736

Bidder's Name: Silver Star Enterprises Inc

Address: 953 Fort Fairfield Rd
Caribou ME 04736

Phone Number: 493-4426

Email: sse@maine.rr.com

The following bid is submitted in response to the Request for Bid for snow removal services on behalf of Caribou City.

The undersigned certifies that the information provided on the Bid Form attached hereafter is correct and that they have the authority to submit this bid on behalf of the indicated company. They further certify that this bid meets or exceeds all requirements of the Request for Bid.

Signature: Kathleen J. Forbes
 Printed Name: Kathleen J. Forbes
 Date: 8/4/20

For City Purposes

8-4-2020 DM

Did the Bidder attend the Pre-Bid meeting	Yes <u>✓</u>	No <u> </u>
Is the Statement of Qualifications Complete	Yes <u>✓</u>	No <u> </u>
Are references provided?	Yes <u>✓</u>	No <u> </u>
Have all specifications been met?	Yes <u>✓</u>	No <u> </u>
If no, have all deviations been listed on a separate page attached to this Bid Form?	<u>- NA -</u> Yes <u> </u>	No <u> </u>
Have all Addendums been acknowledged?	Yes <u>✓</u>	No <u> </u>
Does the Bidder meet all qualifications per Section 3 and provided attachments, if required to this Bid Form?	Yes <u>✓</u>	No <u> </u>

PROJECT ELEMENTS**BID PRICE**

	1 year	3 year	5 year
In-Town Highways Plowing		237,000 /yr	same/yr
In-Town Highways Sidewalks Plowing		74,000 /yr	same/yr
In-Town Highways Snow Removal		87,000 /yr	same/yr
In-Town Local Streets Plowing		285,000 /yr	same/yr
In-Town Local Streets Sidewalk Plowing		70,000 /yr	same/yr
In-Town Local Streets Snow Removal		101,000 /yr	same/yr
Country Roads Plowing		308,000 /yr	same/yr
Parking Lot Plowing		102,000 /yr	same/yr
Parking Lot Snow Removal		39,000 /yr	same/yr

Bidders may bid on the individual elements or various timeframes indicated in the above table. Bidders don't need to bid on each item for their bid to be considered, however, a one-year bid amount for an element is required if values are placed in the 3 or 5 year columns for that element.

"Snow Removal Bid" BID FORM
Bid Opening (August 4 @ 2pm)

Submit to: Office of the City Manager
25 High Street
Caribou, ME 04736

Bidder's Name: Soderberg Company, Inc.

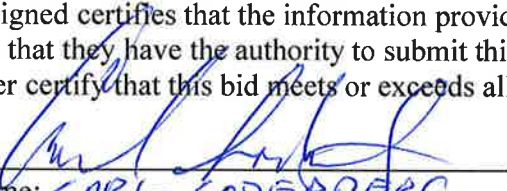
Address: 460 York St. Caribou, Me. 04736

Phone Number: 207-498-6300

Email: carl@sodcon.com

The following bid is submitted in response to the Request for Bid for snow removal services on behalf of Caribou City.

The undersigned certifies that the information provided on the Bid Form attached hereafter is correct and that they have the authority to submit this bid on behalf of the indicated company. They further certify that this bid meets or exceeds all requirements of the Request for Bid.

Signature: 
Printed Name: CARL SODERBERG
Date: 8-4-2020

For City Purposes

Did the Bidder attend the Pre-Bid meeting Yes ✓ No _____
Is the Statement of Qualifications Complete Yes ✓ No _____
Are references provided? Yes ✓ No _____
Have all specifications been met? Yes ✓ No _____
If no, have all deviations been listed on a separate page attached to this Bid Form? NA Yes _____ No _____
Have all Addendums been acknowledged? Yes ✓ No _____
Does the Bidder meet all qualifications per Section 3 and provided attachments, if required to this Bid Form? Yes ✓ No _____

8-4-2020 cm

Exhibit D

PROJECT ELEMENTS

BID PRICE

	1 year	3 year	5 year
In-Town Highways Plowing			
In-Town Highways Sidewalks Plowing			
In-Town Highways Snow Removal			
In-Town Local Streets Plowing			
In-Town Local Streets Sidewalk Plowing			
In-Town Local Streets Snow Removal			
Country Roads Plowing			
Parking Lot Plowing	\$62,500.00		
Parking Lot Snow Removal	\$26,850.00		

Bidders may bid on the individual elements or various timeframes indicated in the above table. Bidders don't need to bid on each item for their bid to be considered, however, a one-year bid amount for an element is required if values are placed in the 3 or 5 year columns for that element.

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



MEMO

TO: Caribou City Council
FROM: Dennis Marker, City Manager
RE: 2019 Annual Financial Audit
DATE: August 6, 2020

DISCUSSION ONLY ITEM

An audit of the city's 2019 financial records was conducted by Felch & Company, LLC who are certified public accountants. A hard copy of the audit was provided separately for the Council members. A digital copy of the report can be found on the city's financial department website.

At the end of 2019, the city's

Total Assets =	\$28,425,627 (\$44,417 less than the previous year)
Total Liabilities =	\$2,050,433 (\$150,040 less than the previous year)
Total Revenues =	\$16,355,824 (\$1,010,209 more than the previous year)
Total Expenses =	\$16,277,100 (\$561,139 more than the previous year)
Net Position January 1, 2019	= \$26,234,063
Net Position December 31, 2019	= \$26,312,787

There were no significant findings in the audit.

The report indicates the city "continues to be fiscally strong."

Our Financial Director, Carl Grant, and his staff should be commended for their fine work on handling of financial resources and records on behalf of the city. We also appreciate the services of Felch & Company and appreciate the professionalism of their team and work.

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
164 STATE HOUSE STATION
AUGUSTA, ME 04333-0164**



Promisc by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY

LICENSE NUMBER: _____ **CLASS:** _____

DEPOSIT DATE

AMT. DEPOSITED: _____ **BY:** _____

CK/MO/CASH: _____

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☐ MALT ☐ SPIRITUOUS ☐ VINOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV)

☐ HOTEL-OPTINONAL FOOD (Class I-A)

☐ CLASS A LOUNGE (Class X)

☐ CLUB (Class V)

☐ TAVERN (Class IV)

☒ RESTAURANT/LOUNGE (Class XI)

☐ HOTEL (Class I,II,III,IV)

☐ CLUB-ON PREMISE CATERING (Class I)

☐ GOLF CLUB (Class I,II,III,IV)

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) - (Sole Proprietor, Corporation, Limited Liability Co., etc.)			2. Business Name (D/B/A)		
JOHN Wong DOB: 4/10/58			The Great Wall Inc. d/b/a Trade		
DOB:			PALACE REST.		
DOB:			Location (Street Address)		
Address 41 Russ St.			30 Sky Way Drive		
City/Town CARIBOU State ME Zip Code 04736			City/Town CARIBOU State ME Zip Code 04736		
City/Town CARIBOU State ME Zip Code 04736			Mailing Address P.O. Box 1032		
City/Town CARIBOU State ME Zip Code 04736			City/Town CARIBOU State ME Zip Code 04736		
Telephone Number 207 498 3752 Fax Number 207 498 2530			Business Telephone Number 207 498 3648 Fax Number		
Federal I.D. #			Seller Certificate # 1922 '13		

3. If premises is a hotel, indicate number of rooms available for transient guests: _____

4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

7. If manager is to be employed, give name: JOHN Wong

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

Requested inspection date: _____ Business hours: _____

9 Business Record are Located at 30 Sky Way Drive Caribou ME 04736

Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? ☐ Yes ☒ No

8. If Yes to Question 7, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

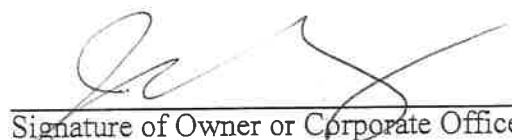
Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

PLEASE SIGN IN BLUE INK


Signature of Owner or Corporate Officer

8/1/2020
Date

John Wong
Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular Mail)
10 Water Street, Hallowell, ME 04347 (Overnight Mail)
Telephone (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov



REQUEST FOR EXTENSION OF LICENSE ON PREMISE

Legal Name: Mascoto's LLC License Number: CAR-2018-10831
DBA Name: _____ Expiration Date: 03/31/21
Physical Address: Le Center Street City, State, Zip Caribou, Me 04736
Mailing address: P.O. Box 103
Street / PO Box City State Zip
Phone: (207) 492-2422 Fax: (207) 492-2430 Email address: mascotos1@gmail.com

Name, address, telephone number of Property Owner (if property is rented or leased, need copy of rental agreement / lease):

Michelle Hanson / Scott Doody
Temporary ☐ Permanent ☐ Inside ☐ Outside ☒ Live Entertainment: Yes ☐ No ☐

Start Date: August 1, 20 End Date (if applicable): _____

Reason for this request: TO accomodate more people
Due to "COVID19" and Summer enjoyment

This request for an extension of service area for on premise license location MUST have Town / County Commission approval and MUST have a diagram submitted with this form.

Outdoor Restrictions:

There must be a stanchion or fence completely enclosing the area. Signs must be posted, stating "no alcohol beyond this point". There must be sufficient employees at the extension of premise, which would be able to control and monitor the area.

Michelle Hanson
Signature of Owner / Corporate Officer

Michelle Hanson
Printed Name of Owner / Corporate Officer

For Municipal Approval Only

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

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

On: _____
Date

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

Signature of Officials	Printed Name	Title

CITY OF CARIBOU FAÇADE IMPROVEMENT GRANT PROGRAM



The City of Caribou Facade Improvement Grant Program is a proposed partnership between the City of Caribou and private sector building owners to improve the facades of commercial and mixed use properties within our designated Downtown TIF District. The program offers matching grant funds for the purpose of restoring/renovating commercial storefronts and poor quality commercial signs and awnings in an effort to combat blight and boost economic development in our community.

Program Summary

- The program is structured as a 50/50 matching grant for improvements to the exterior of businesses located within the Downtown TIF District that are visible from the street.
- The intent of this program is to:
 - Encourage property owners to make visible improvements to their businesses;
 - Enhance the unique character and aesthetic appearance of the City of Caribou; and
 - Maintain community structures to minimize the economic impact of blight.
- Grant recipients will be reimbursed up to fifty percent (50%) - not to exceed \$7,500 - of the cost of eligible expenses upon satisfactory completion of the work.
- The City will provide these funds through an annual competitive application process with an application deadline of March 15. Notice of fund availability will be advertised by February 1 at least once in a newspaper of general circulation, on the city's website and social media platforms.

- The Façade Improvement Committee will review, and award applications based on the criteria for eligible projects outlined below. Applicants will be notified of their awards by April 15 of the funding year. If funding is available, a fall application process may take place with notice and timeframes similar to the spring process.

Eligible Projects

Facade Improvement Grant funds are available for improvements of any commercial property within the Downtown TIF District that meets the following **criteria**:

- In order to be eligible for reimbursement, all improvements must be visible from a public right-of-way.
- Examples of eligible improvements include, but are not limited to:
 - Repairs or improvements to the exterior siding
 - Cleaning, repointing, or removing paint from exterior brick
 - Restoring or replacing windows
 - Restoring or replacing doors
 - A fresh coat of paint
 - Signage enhancements (e.g. masonry skirting, ornamental lighting, etc.)
 - Decorative or privacy fencing
- The maximum City contribution for each grant application is as follows:
 - Major façade restoration: up to \$7,500
 - New coat of paint: up to \$2,000
 - Signage Enhancements: up to \$1,500
 - Sign face changes: up to \$750
 - *Fencing: up to 2,000*

All awards are subject to funding availability. The City reserves the right to award funding in a manner it deems appropriate to meet the intent of these funds and assist as many properties as possible. Requests may not be fully awarded.

- Each applicant may only be awarded one grant per calendar year per parcel.
-

Program Requirements

- Work must comply with all City of Caribou code's including local ordinances and the Maine Uniform Building and Energy Code (MUBEC).
- Projects must have all appropriate permits *and* be designed by a qualified design professional.

- Requests related to Signs must have designs produced by a professional sign maker/printer. The design of all proposed signage must be submitted with the Façade Grant application. The proposed signage must comply with all applicable codes and ordinances. A sign permit must be obtained, and all work must be done in compliance with *Caribou Land Use Ordinance Sign Regulations*. If signage is on a Maine Department of Transportation maintained road, signage must meet MDOT standards.
- If the property has been declared dangerous by the Caribou City Council in accordance with *MRSA Title 17 §285* the applicant shall not be eligible.
- The applicant must provide written estimates for all work for which they wish to be reimbursed. Only eligible expenses will be reimbursed. Upon completion, the applicant must provide receipts for completed work and/or supplies. Funds will be disbursed only after satisfactory completion of the approved work and documentation is received by the city.
- Upon request, a ribbon cutting ceremony will be planned by City Staff/Council to celebrate the improvements and raise awareness in the community.
- Applicants must be property owners or tenants with the property owner's written consent.
- The site for which funds are requested shall not have outstanding code violations or tax liens.

Application Review Process

- Grant candidates will be selected and recommended by a four (5) member committee, which includes: one member of the Caribou City Council, Caribou Downtown Team, the Caribou Economic Growth Council, the Caribou Planning Board and the City Marketing Director. The City Manager, Code Enforcement Officer and City Building Official will advise the committee. Final approval and selection of recipients will be awarded and announced by the Caribou City Council.
- When determining which applications will receive funding, priority will be given to:
 - Projects that demonstrate the greatest overall need / urgency
 - Permanent structures
 - Buildings with high visibility and/or large street frontages
 - Material quality
 - Contribution to placemaking in the downtown
 - Consistency with the comprehensive plan
 - Business retention and expansion capabilities from award
 - Wayfinding assistance

- Use of local labor for the work
- Applicants who did not receive funding during the previous grant cycle
- Blight remediation

Application Procedure

- The application is available on the City's website (www.cariboumaine.org). Applications may also be obtained in person at City Hall, 25 High Street.
- The deadline to submit an application is March 15 at 5:00 p.m. or next business day if March 15 falls on a weekend.
- Applications must include all relevant information, including a written summary of the request and urgency for the funds, a cost estimate for the proposed work, photographs of the project location, and design drawings or photo mockups.
- This grant is taxable and will need to be reported to the IRS. W-9 forms will be required to issue the reimbursement and are attached to the application.
- You may submit the application by mail, in person, or by email to citymanager@cariboumaine.org. If applying by mail or in person, please submit the application to:

City Manager
City of Caribou
25 High St.
Caribou, ME 04736

Questions? Contact Us:

Dennis Marker
City Manager
citymanager@cariboumaine.org

Ken Murchison
Code Enforcement Officer/Zoning
Administrator
kmurchison@cariboumaine.org

Penny Thompson
Tax Assessor and Building Official
pthompson@cariboumaine.org

Christina Kane-Gibson
Events/Marketing/Community
christina.kane-gibson@cariboumaine.org

The City of Caribou is committed to cleaning up blighted properties and restoring community vitality. The Facade Grant program has been identified as one of the tools that can be used to counteract, prevent, and reduce the effects of blight on community enhancement and economic development endeavors. The City is authorized by the state to have a Façade Improvement Grant Program using funds from Tax Increment dollars collected each year. For more information, and to join the Blight Fight, please see our Blight Toolkit here at www.cariboumaine.org.

Caribou Facade Improvement Grant Program Application

Applicant Name: _____

Address: _____

Address of structure: _____

Phone: _____ Email: _____

Describe project in detail (*please attach photos*):



Proposed Project Costs (*please attach estimates*):

Contractor	Labor	Materials	Total Bid

The maximum City contribution for each grant application:

- Major façade restoration: up to \$7,500
- New coat of paint: up to \$2,000
- Sign face changes: up to \$750
- Signage Enhancements: up to \$1,500
- Fencing: up to 2,000

Estimated Project Cost: _____ Grant amount applying for: _____

Applicant Signature: _____

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



MEMO

TO: Caribou City Council
FROM: Dennis Marker, City Manager
RE: Sale of 32 Fenderson Street Property
DATE: August 6, 2020

DISCUSSION AND POSSIBLE ACTION (First Read)

Background

The property at 32 Fenderson Street was tax acquired in 2016. The outstanding taxes on the property at that time were \$3,509.56. In 2017, the Council conveyed the property to a contractor for the value of having the home torn down. However, the contractor did not fulfill the agreement and the property reverted to the City in 2018. The property was not included with the tax-acquired properties bid list earlier this year due to hazardous conditions with the structure. The home was demolished by the City last week using TIF blight cleanup funds.

The Proposal

The adjacent residents, Bill and Vicky Gehring, have expressed interest in buying the property as soon as the home was demolished. They submitted a formal offer for the property which should be discussed in executive session.



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: Caribou City Council
FROM: Dennis Marker, City Manager
RE: Fire/EMS Roof Repair Project
DATE: August 6, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

The Council Building Maintenance Committee would like to present its recommendation to the City Council on this item.

During the last meeting, I was asked to address two inquiries:

- Councilor Morrell asked for a summary of current Fire/EMS reserve accounts, and
- Councilor Goughan asked for a report on where funding will come from to pay for the structural work need with the Fire/EMS roof.

This memo should serve to answer both of those questions.

Account ID Name	Account #	Balance	Account Explanation and Capital Relevance
Ambulance Fund Balance	G-441-00	\$ 1,005.62	No staff knowledge of this account's purpose. May be utilized for other purposes.
Deferred Ambulance Revenue	G-437-00	\$ 572,816.11	This is an account receivables fund applied toward net bottom position of the city and not funds for capital projects.
Ambulance Reimbursement	G-436-00	\$ 10,127.48	This is an ambulance billing account for reimbursement of related to overpayments, change in payments, etc. Not available for capital projects.
Ladder Engine Truck 2016	G-373-17	\$ (199.20)	This is a buildup fund established for replacement of the ladder truck in 2027. The Truck is estimated to be \$1M. The Capital plan indicated setting aside \$100,000 each year since 2018 to avoid the future debt, but no funds have been appropriated for this in lieu of tax savings.
Ambulance Reserve	G-369-03	\$ 65,881.67	This is a buildup fund for managing the ambulance fleet. A box remount in 2020 was quoted at \$100,000. We have four remounts anticipated in the next 6 years. No new ambulance purchases are planned through the 2030 capital plan.
Ambulance Stair Chairs	G-369-02	\$ 3,000.00	One additional stair chair needed for ambulances. Some of these funds may be available for other use.

Ambulance Small Equip Reserve	G-369-01	\$ 14,150.32	This is a buildup fund for major ambulance equipment such as monitors and stretchers. Monitors will need to be replaced in 2024 (\$150,000), stretchers to be replaced in 2026 (\$66,000)
Fire/AMB building reserve	G-368-10	\$ 46,281.00	Major building repairs fund
Fire small equipment	G-368-08	\$ 3,156.05	This is a buildup fund for major fire equipment such engine monitors, hose testers, tanks, pumps, etc.
Fire Dispatch Remodel	G-368-07	\$ 3,100.00	Capital project reserve for building remodel. Not needed for dispatch remodel. Can be used for major repairs.
Fire/AMB Computer Reserve	G-368-06	\$ 4,164.00	Tech reserve for ambulance on-board systems, office computers and dispatch
Fire Department Furnace	G-368-05	\$ 0.14	Old capital reserve. Can be closed out with year-end processes.
Fire Training Bldg Reserve	G-368-04	\$ 3,226.25	Reserve for training facility maintenance and equipment
Fire Department Foam Reserve	G-368-03	\$ 2,313.50	Reserve for bulk purchase of foam materials and related equipment
Fire Hose Reserve	G-368-02	\$ 5,006.25	Reserve for hose replacement and maintenance
Fire Equipment Reserve	G-368-01	\$ (115,030.29)	This is a debt reserve account from which the \$116,000 annual payments for the fire engine are made. When capital expenses are posted for 2020 the balance should be a little less than \$1,000.
Fire Equipment Reserve	G-367-00	\$ (145.00)	Old account. Need to close out with year-end adjustments.

The highlighted funds are those from which the roof and structural work could be paid in part. In addition to the above fire/EMS funds

60 Access Highway	G-374-02	\$ 10,557.18	These are funds that were to be used for maintenance of 60 Access Highway, e.g. roof replacement. The city did not have to give up these funds with the sale of 60 Access Highway and so they can be used for other facility maintenance purposes.
Fire Station Reserve	G-476-00	\$ 50,151.96	These are TIF funds which can be used for a new fire station or upgrades to the current station. The truss work is an upgrade.

The total of the highlighted accounts is \$111,095.

The 2020 Capital budget anticipated \$250,000 of new capital dollars being applied to the roof/truss/retaining wall project. By using some of the existing reserves and keeping \$100,000 in the fire capital budget for 2020, we could complete a majority of the station repairs this year and have the remainder of related expenses captured in the 2021 budget. If the project goes out to bid, we will need to inform bidders of the city's budget process and possible financial implications to their reimbursement time frames.

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



MEMO

TO: Caribou City Council
FROM: Dennis Marker, City Manager
RE: Sale of Tax Acquired Property @ 110 Washburn Street
DATE: August 6, 2020

Discussion and Possible Action Item

The subject property was tax acquired in 2019. Taxes owed on the property from 2017-2019 are \$1,621.55.

The property was listed with many others for public bid in May, but no bids were received for the property. There are many building code violations and the structure was recently placarded as uninhabitable. The prior owner has submitted a check for all taxes and fees owed through July 2020 and is asking the Council to accept the funds as bid for the property.

Due to concerns about past maintenance of the structure and condition of the home, the following consent agreement has been drafted for the Council to consider using with this transaction. It stipulates that the owner would have a certain time to identify needed repairs, get bids for the work and post a bond for renovation of the structure. If the owner does not make the necessary repairs by the end of November, then the property and renovation bond revert to the City.

Council Action Needed:

Decision to accept full payment of amount due on the account, and authorization of the City Manager to execute documents, including the attached consent agreement, necessary to convey the property to the previous owner.

Consent Agreement

This Consent Agreement is entered into this 10th day of August, 2020 by and between **Priscilla T. Austin-Glass** with a mailing address of 11 York Street, Caribou, ME 04736 (herein “Austin-Glass” or “Petitioner”) and the **City of Caribou** a body corporate and politic with a mailing address of 25 High Street, Caribou, ME 04736 (hereafter "City").

Whereas, Austin-Glass acquired property located at 110 Washburn Street, Caribou, Maine (Map 32, Lot 42) by virtue of a Deed recorded in **Bk 4933, Pg 65** of the Southern Aroostook Registry of Deeds. (herein the “Property”); and

Whereas, the Property is in violation of the Caribou Property Maintenance Code and applicable Building Codes and is not habitable in its current condition; and

Whereas, the Property has a history of eight (8) uncured Notices of Violation from 2014 to 2020 for violations of the City's Property Maintenance and Building Code; and

Whereas, due to the uncured violations, the Certificate of Occupancy for the structure on the Property has been revoked and occupancy of the structure is not permitted until the Property is brought into full compliance with applicable City codes; and

Whereas, the City acquired title to the Property by virtue of expired tax lien mortgages recorded at the Registry of Deeds; and

Whereas, Austin-Glass has petitioned the City of Caribou to convey title to the Property back to her upon payment to the City of past due taxes and related fees for the tax liens;

NOW, THEREFORE, the Petitioner and the City mutually enter into this Consent Agreement in order to outline the requirements and conditions by which Petitioner may be granted a Certificate of Occupancy and obtain title to the Property from the City.

Such conditions are as follows:

1. **Inspections.** Petitioner, at Petitioner’s sole expense, must cause the Property to be inspected by each of the following licensed or certified technicians: Building Inspector, Maine Licensed Master Electrician, Heating Technician, and Master Plumber. A single inspector having licensure to conduct all the above inspections may be utilized. *These inspections shall be conducted, and written inspection reports as to any deficiencies provided to the City by September 15, 2020.*

2. **Estimates.** On or before September 25, 2020, Petitioner will provide the City with written estimates for all repairs noted in the inspection reports.
3. **Repairs & Compliance Inspection.** All repairs necessary to bring the property in full compliance with the City Property Maintenance Code and Building Code must be completed and the Property inspected by the City by December 1, 2020. Repairs will not be considered complete until final inspection by the City Chief Building Official and Code Enforcement Officer (CEO). It is the Petitioner's responsibility to schedule the final inspections. The City will issue a Certificate of Occupancy for the structure upon satisfactory inspection of the premises by the Chief Building Official and CEO.
4. **Bond.** In addition to providing inspection reports and repair bids, Petitioner will provide a cash bond to the City in the amount of \$7,000 (hereafter "Bond"). The Bond will be held by the City in a non-interest-bearing account and released to Petitioner upon completion of all repairs and the Compliance Inspection. If Petitioner fails to complete the repairs in the prescribed time frames, the City may call the Bond and retain the full bond amount for blight removal purposes.
5. **Quitclaim Deed and Reversion.** Upon Petitioner's timely delivery of the inspection reports, bids for repair work and the cash Bond, the City will execute and deliver to Austin-Glass a Quitclaim Deed without covenant.

In the event, that the repairs are not completed by December 1, 2020, Austin-Glass agrees to re-convey the Property back to the City for \$1.00 in addition to the forfeiture of the Bond. To this end, Austin-Glass agrees to execute a Quitclaim Deed conveying the property back to the City which deed will be held in escrow by the law office of Solman & Hunter under the terms of a written escrow agreement. The Quitclaim Deed from Austin-Glass to the City will be executed at the same time as the execution and delivery of deed from the City.
6. **Recording.** The City shall cause this Agreement to be recorded against the Property in the Aroostook Registry of Deeds within five [5] business days of its execution.
7. **No Occupancy.** Neither the Petitioner nor Petitioner's authorized representatives or agents will authorize, permit, contractually obligate or allow any person into the dwelling except for the above inspecting purposes or repair work until a Certificate of Occupancy has been issued by the City.
8. **Attorney Fees.** In the event it is necessary for the City to commence a legal action to enforce the terms of this Agreement, Austin-Glass shall be responsible for all legal fees and costs incurred by the City in connection therewith.

[Signature Page Follows]

In Witness Whereof, the parties have executed this Consent Agreement on the date indicated above.

City of Caribou

By _____
Dennis Marker, City Manager

Priscilla T. Austin-Glass

Z:\RDS\Municipal\CARIBOU\CONSENT AGT AUSTIN GLASS 7-27-20.wpd

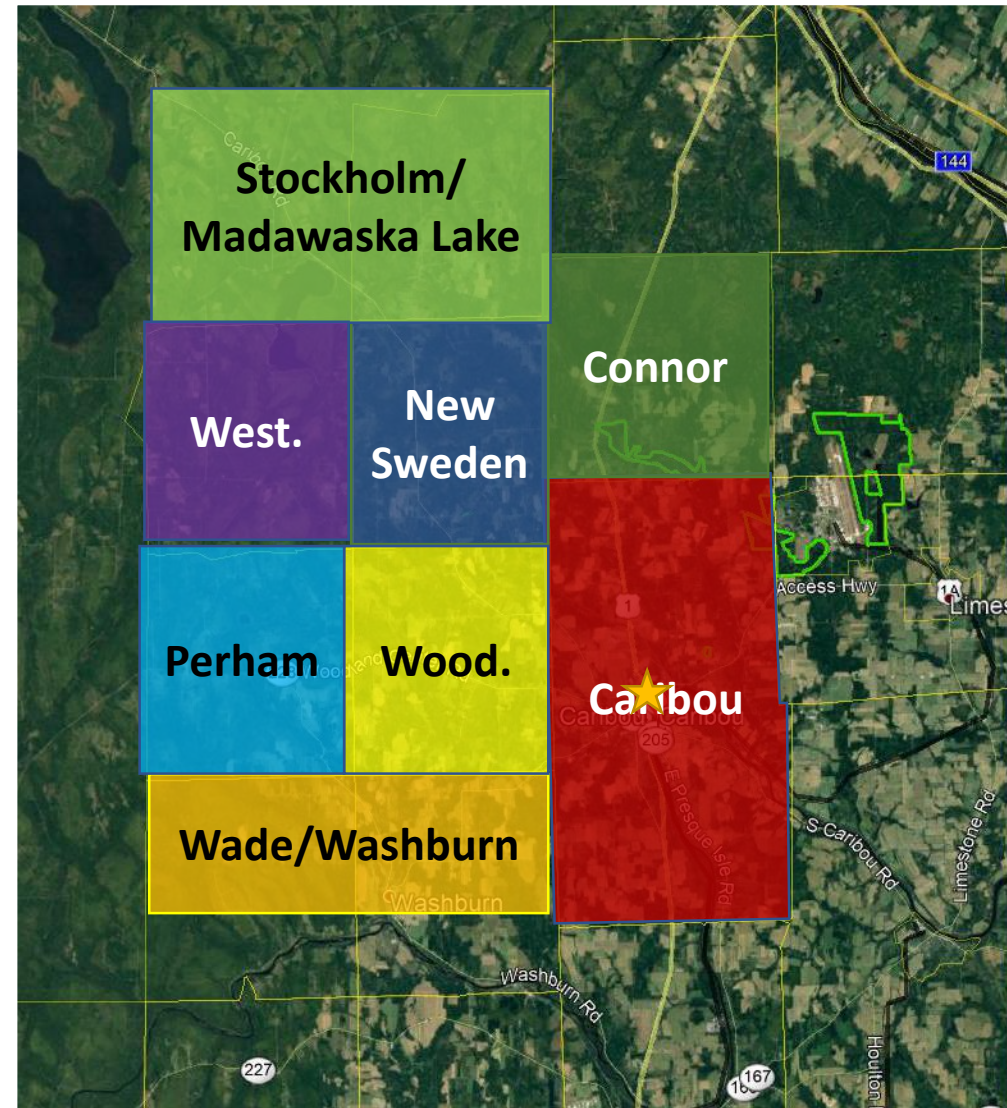
Reconsideration of service fee rates for the **Caribou Fire/EMS Services to Outside Community**

A study of 2019 final budget numbers & projected 2020 numbers

Prepared by Dennis Marker, City Manager
July 31, 2020

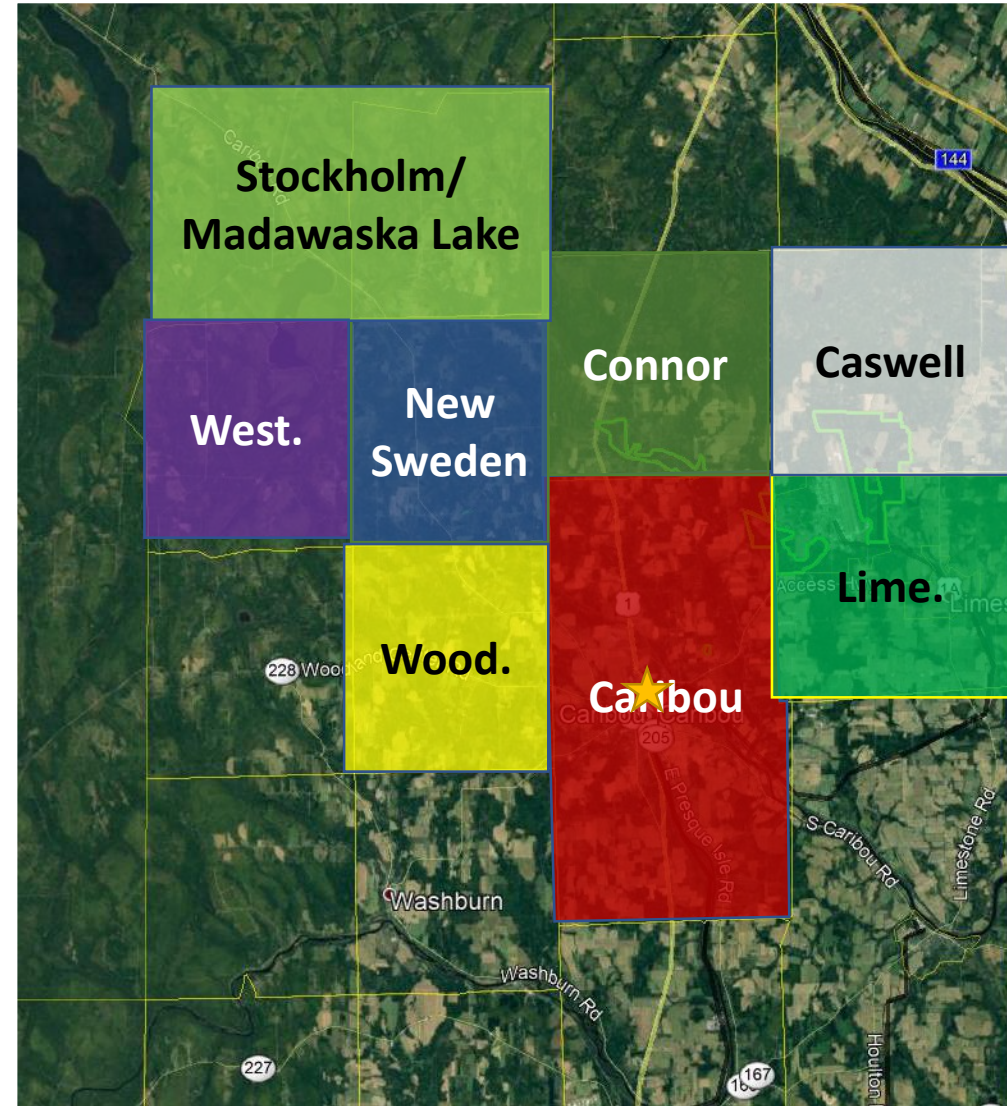
The Communities Covered - 2019

2019 COMMUNITIES	2019 Census Pop. Est.	% of Service Area
Caribou city	7,593	69.1%
Connor UT	424	3.9%
New Sweden town	569	5.2%
Perham town	365	3.3%
Stockholm town	232	2.1%
Westmanland town	57	0.5%
Woodland town	1,143	10.4%
Caswell town		
Limestone town		
Wade town (1/2)	132	1.2%
Washburn town (1/2)	771	7.0%
Madawaska Lake (Calculated)	150	1.4%
TOTAL	11436	100%



The Communities Covered - 2020

2020 COMMUNITIES	2019 Census Pop. Est.	% of Service Area
Caribou city	7,593	60.2%
Connor UT	424	3.4%
New Sweden town	569	4.5%
Perham town		
Stockholm town	232	1.8%
Westmanland town	57	0.5%
Woodland town	1,143	9.1%
Caswell town	282	2.2%
Limestone town	2,173	17.2%
Wade town (1/2)		
Washburn town (1/2)		
Madawaska Lake (Calculated)	150	1.2%
TOTAL	12,623	100%



Contract Fees

Year	2019	2020
Fire	Varied	\$50 / Person
Ambulance	\$11.50 / person	\$100 / Person
Combined	Varied	\$125 / Person

Note: Contract amounts reference the latest available census estimates for billing purposes. The 2020 fees referred to the 2017 census estimates. The following values are based on 2019 Estimates

2019 Financials – Year End

	Fire		EMS		Total
Total Fire/EMS Expense for 2020	\$ 521,708	21%	\$ 1,960,303	79%	\$ 2,482,011
Operations	\$ 384,407	17%	\$ 1,876,809	83%	\$ 2,261,216
Capital	\$ 16,050	20%	\$ 62,250	80%	\$ 78,300
Debt	\$ 121,251	85%	\$ 21,243	15%	\$ 142,495
Fire/EMS Revenue for 2020 Pre-Town Fees	\$ 5,128	0%	\$ 1,302,904	100%	\$ 1,308,032
Insurance	\$ -	0%	\$ 1,218,503	100%	\$ 1,218,503
Other	\$ 5,128	6%	\$ 84,401	94%	\$ 89,529
Net Cost of Service pre-town fees	\$ (516,580)	44%	\$ (657,399)	56%	\$ (1,173,978)
Regional Population Served (2019 Estimates)	9,729	85%	11,436	100%	11,436
Regional Cost per Person	\$ 53.10		\$ 57.49		\$ 102.66
Town Fees Collected based on 2017 populations	\$ 128,838	73%	\$ 46,684	27%	\$ 175,522
Fee per Non-Caribou Resident (2019 estimates)	\$ 60.32		\$ 12.15		\$ 15.35
Total Fire/EMS Revenue for 2020 with Town Fees	\$ 133,966	9%	\$ 1,349,588	91%	\$ 1,483,554
Net Cost of Service post-town fees (i.e. Caribou Resident Cost)	\$ 387,742	39%	\$ 610,715	61%	\$ 998,456
Cost to Caribou Residents per person (2019 Estimates)	\$ (51.07)		\$ (80.43)		\$ (131.50)
Caribou Portion of net Cost	-75.06%		-92.90%		-85.05%
Caribou Portion of 2019 Calls	88.02%		86.34%		86.45%
Caribou Runs/Total 2019 Runs	147/167		2130/2467		2277/2634

2020 Financials – Budgeted

	Fire		EMS		Total
Total Fire/EMS Expense for 2020	\$ 554,090	20%	\$ 2,164,517	80%	\$ 2,718,607
Operations	\$ 396,142	17%	\$ 1,934,104	83%	\$ 2,330,246
Capital	\$ 36,550	15%	\$ 208,450	85%	\$ 245,000
Debt	\$ 121,398	85%	\$ 21,962	15%	\$ 143,361
Fire/EMS Revenue for 2020 Pre-Town Fees	\$ 6,125	0%	\$ 1,421,518	100%	\$ 1,427,643
Insurance	\$ -	0%	\$ 1,369,500	100%	\$ 1,369,500
Other	\$ 6,125	11%	\$ 52,018	89%	\$ 58,143
Net Cost of Service pre-town fees	\$ (547,965)	42%	\$ (742,999)	58%	\$ (1,290,964)
Regional Population Served (2019 Estimates)	9,729	77%	12,623	100%	12,623
Regional Cost per Person	\$ 56.32		\$ 58.86		\$ 102.27
Town Fees Collected based on 2017 populations	\$ 50,975	10%	\$ 477,700	90%	\$ 528,675
Fee per Non-Caribou Resident (2019 estimates)	\$ 23.86		\$ 94.97		\$ 118.83
Total Fire/EMS Revenue for 2020 with Town Fees	\$ 57,100	3%	\$ 1,899,218	97%	\$ 1,956,318
Net Cost of Service post-town fees (i.e. Caribou Resident Cost)	\$ (496,990)	65%	\$ (265,299)	35%	\$ (762,289)
Cost to Caribou Residents per person (2019 Estimates)	\$ 65.45		\$ 34.94		\$ 100.39
Caribou Portion of net Cost	90.70%		35.71%		59.05%
Caribou Portion of 2019 Calls	88.02%		86.34%		86.45%
Caribou Runs/Total 2019 Runs	147/167		2130/2467		2277/2634

2020 Financials – Amended Budget and Revenue Projections Due to Pandemic Related Operation Changes

	Fire			EMS			Total	
Total Fire/EMS Expense for 2020	\$ 544,060	20%		\$ 2,115,547	80%		\$ 2,659,607	
Operations	\$ 396,142	17%		\$ 1,934,104	83%		\$ 2,330,246	
Capital	\$ 26,520	14%		\$ 159,480	86%		\$ 186,000	- \$59K
Debt	\$ 121,398	85%		\$ 21,962	15%		\$ 143,361	
Fire/EMS Revenue for 2020 Pre-Town Fees	\$ 6,125	0%		\$ 1,227,714	100%		\$ 1,233,839	- \$194K
Insurance	\$ -	0%		\$ 1,169,500	100%		\$ 1,169,500	
Other	\$ 6,125	10%		\$ 58,214	90%		\$ 64,339	
Net Cost of Service pre-town fees	\$ (537,935)	38%		\$ (887,833)	62%		\$ (1,425,768)	
Regional Population Served (2019 Estimates)	9,729	77%		12,623	100%		12,623	
Regional Cost per Person	\$ 55.29			\$ 70.33			\$ 112.95	+10.68
Town Fees Collected based on 2017 populations	\$ 50,975	10%		\$ 477,700	90%		\$ 528,675	
Fee per Non-Caribou Resident (2019 estimates)	\$ 23.86			\$ 94.97			\$ 118.83	Same
Total Fire/EMS Revenue for 2020 with Town Fees	\$ 57,100			\$ 1,705,414			\$ 1,762,514	
Net Cost of Service post-town fees (i.e. Caribou Resident Cost)	\$ (486,960)	54%		\$ (410,133)	46%		\$ (897,093)	
Cost to Caribou Residents per person (2019 Estimates)	\$ 64.13			\$ 54.01			\$ 118.15	+17.76
Caribou Portion of net Cost	90.52%			46.19%			62.92%	
Caribou Portion of 2019 Calls	88.02%			86.34%			86.45%	
Caribou Runs/Total 2019 Runs	147/167			2130/2467			2277/2634	

Contract Renewal Process

The 2020 agreements have an automatic renewal provision for subsequent 1-year terms and a 90-day provision for changes or cancelations. Any party wishing to alter the contract for 2021 must provide notice by September 30, 2020. Contracts reference most recently published Census data. Based on the available 2019 Estimates the following changes will occur for revenues.

	2020 Contracts (Used 2017 Estimates)	2021 Optioned (Using 2019 Estimates)
Fire Contracted Population	2158	2136
Fire Contract \$	\$50,975	\$50,455
EMS Contracted Pop.	4932	4871
EMS Contract \$	\$477,700	\$471,791
Total \$	\$528,675	\$522,247



City Manager's Report

August 6, 2020

Economic Projects

Porvair CDBG program	Still waiting for a date to hold an open house to show off the work being completed. We are shooting for the 3rd week of August.
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. Investigating possible outdoor drive-in concert venues.
Blight Cleanup	Planning Board was given blight toolkit to review. The home at 32 Fenderson Street has been torn down.
Hilltop Senior Living	Waiting for word from developers for an opening date.
Birdseye Cleanup	Additional investigations of piles on the property have resulted in significant narrowing of the clean up areas. Some additional testing is being conducted from some of the test holes. Over 60 loads of material have been removed from the site by the Public Works department in partnership with McGillans. Additional work is still necessary and will be addressed as test results are returned. Staff time is being tracked for grant match purposes. More information is available on the Birdseye Redevelopment facebook page.
Title 13 ReWrite	Planning Board will review additional changes during their August 13 meeting. Much of the current review is coordinating local zoning, building and state codes.
Façade Improvement Grant Program	New façade improvement grant guidelines have been prepared and ready for Council review.
Sitel Building	No word yet from Mr. Cassidy about intended users in the building.
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, the revised program guidelines would permit additional awards for this work.
NMDC	The SBA has awarded NMDC \$500,000 in Micro Loan Funds to be lent to small businesses. We are currently out of SBA Micro Loan Funds, businesses applying to NMDC for the Micro Loan Funds can have their loan payments paid by SBA for the first 6 months of the loan. The deadline for businesses to apply for Micro Loan Funds and have SBA make their first 6 months of payments is September 27, 2020.

Other Administrative & Department Projects

COVID-19 Status	Latest executive orders require all "customers" in publicly accessible areas to wear masks where social distancing measures are difficult to maintain. Additioinal signage has been placed around city hall. Staff have been asked to wear masks while in public areas.
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.
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	Results of the bid process are on the August 10 agenda for Council consideration.
110 Washburn Rd Sale	This is on the August 10 Council agenda for consideration.
Teague Park	Splash pad bid documents are being finalized for advertisement with notice to contractors that work will start Spring 2021. Fencing around the tennis and basketball courts is completed. Striping should be completed shortly.
Fire Structural Study	Discussion to be held during August 10 Council meeting.
Capital Facility Maintenance Plans	First draft of the Public Works facilities needs has been submitted. Criterium 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. Maine Municipal inspected the Parks Maintenance Building on July 15. Awaiting that report. A safety walkthrough was conducted at the Nylander by staff. We appreciate the Parks department working to address the many issues there.
Sitel Reimbursements	Have reached out to Sitel but no response back.
North Main Street	Awaiting final decision of completion from DOT and cost share payment from DOT.
Wage Policy	On hold until higher priority Title 13 work is completed.
General Plan Update	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



City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

To: Council

From: Carl Grant, City of Caribou Finance Director

Date: 8-6-2020

Re: Investment Options

Attached is the breakdown of the bid offers from our local banks within the City of Caribou for the City's investment option for the maturity on August 9th, 2020 of the 3M (CD) certificate of deposit. All banks met the required FDIC insurance.

Keeping in mind that under State Title 30-A &5706

1. Investments need to be in a low risk fixed interest rate investment vehicle, where these are public funds, therefore, a CD, or checking account or savings account are the options.
2. Investments need to be fully covered by insurance, most financial institutes are FDIC insured.
3. Needs to be safeguard by securities against any municipality loss, can't be invested in any private business or cooperation.

With the current economic state, our current checking and savings account is getting a 1.33 annual interest rate, finance recommends investing in this vehicle, with monthly interest rate checks to see if and when the market changes. At that point finance would recommend moving funds from the checking/savings account to a CD.

Note: There was an option of a money market account for 0.35% variable through Katahdin with deposits up to \$120 million.

Bids
City of Caribou

Option #1, Investment amount: \$3,000,000

Bank Name	Investment Period	APR	APY	Compound Period	Early Withdrawal Penalty (if any)
Aroostook County Federal Savings & Loan Association	5-year	1.50%	1.53%	Continuous	None
Katahdin	5-year	1.15%	1.157%	Daily	Yes
TD Bank, N.A.	5-year	0.25%	0.25%	Monthly	Yes

Option #2, Investment amount: \$ 750,000 3-year, \$ 750,000 4-year, and \$1,500,000 5-year

Bank Name	Investment Period	APR	APY	Compound Period	Early Withdrawal Penalty (if any)
Aroostook County Federal Savings & Loan Association	5-year \$1,500,000	1.50%	1.53%	Continuous	None
Aroostook County Federal Savings & Loan Association	4-year \$ 750,000	1.30%	1.33%	Continuous	None
Aroostook County Federal Savings & Loan Association	3-year \$ 750,000	1.20%	1.22%	Continuous	None
Katahdin	5-year \$1,500,000	1.15%	1.157%	Daily	Yes

Katahdin	4-year \$ 750,000	0.80%	0.803%	Daily	Yes
Katahdin	3-year \$ 750,000	0.80%	0.0803%	Daily	Yes
TD Bank, N.A.	5-year \$1,500,000	0.25%	0.25%	Monthly	Yes
TD Bank, N.A.	4-year \$ 750,000	0.25%	0.25%	Monthly	Yes
TD Bank, N.A.	3-year \$ 750,000	0.25%	0.25%	Monthly	Yes

Monthly Permit Report

July 2020

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	3	25	12	39
HOMES	0	4	2	2
MOBILE HOMES	0	0	0	2
MULTI-FAMILY	0	0	0	1
COMMERCIAL	0	11	2	12
EXEMPT	0	0	0	0
PLUMBING PERMITS				
INTERNAL	1	4	3	7
EXTERNAL	0	3	1	4
DEMO PERMITS	5	10	6	11
SIGN PERMITS	0	3	0	4

Year-to-Date is January 2020 to July 2020

CITY CLERK'S OFFICE REPORT	Mar-20		Apr-20		May-20		Jun-20		Jul-20		YTD	
	# of transactions	amount collected	# of transactions	amount collected	# of transactions	amount collected	# of transactions	amount collected	# of transactions	amount collected	Total # of Transactions	Total Amount Collected
ATV REGISTRATION	0	\$ -	0	\$ -	97	\$ 6,786.47	215	\$ 12,450.06	109	\$ 7,145.81	426	\$ 26,701.59
BIRTH RECORDS	27	\$ 435.00	16	\$ 234.00	11	\$ 183.00	32	\$ 516.00	37	\$ 687.00	209	\$ 3,471.00
BOAT REG	5	\$ 162.25	3	\$ 221.50	78	\$ 4,948.36	76	\$ 6,925.69	24	\$ 3,325.60	191	\$ 15,839.00
BUILDING PERMITS	4	\$ 200.00	6	\$ 300.00	3	\$ 150.00	8	\$ 450.00	1	\$ 50.00	23	\$ 1,200.00
CITY OWN PROPERTY	1	\$ 500.00	0	\$ -	0	\$ -	6	\$ 17,563.72	3	\$ 4,015.50	11	\$ 22,579.22
CONNOR BOAT	1	\$ 48.00	0	\$ -	7	\$ 316.80	7	\$ 318.80	3	\$ 184.20	18	\$ 867.80
DEATH RECORDS	24	\$ 963.00	26	\$ 970.00	13	\$ 519.00	24	\$ 898.00	18	\$ 628.00	142	\$ 5,387.00
DOG LICENSES	19	\$ 517.00	2	\$ 37.00	4	\$ 25.00	12	\$ 122.00	5	\$ 56.00	398	\$ 5,494.00
FAX FEE & PHOTO COPY	4	\$ 7.00	1	\$ 4.50	3	\$ 2.25	5	\$ 18.25	4	\$ 8.25	23	\$ 63.50
FISHING LICENSE	1	\$ 27.00	0	\$ -	28	\$ 756.00	29	\$ 822.00	13	\$ 351.00	106	\$ 2,915.00
HUNTING LICENSE	10	\$ 411.00	0	\$ -	16	\$ 395.00	13	\$ 497.00	6	\$ 194.00	91	\$ 3,091.50
IN TOWN REG	0	\$ -	0	\$ -	1	\$ 130.92	0	\$ -	0	\$ -	5	\$ 103.54
MARRIAGE RECORDS	17	\$ 447.00	4	\$ 72.00	8	\$ 194.00	10	\$ 324.00	15	\$ 443.00	83	\$ 2,076.00
MISC. INCOME	2	\$ 62.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	3	\$ 72.00
MISC. LICENSES	5	\$ 285.00	5	\$ 320.00	3	\$ 85.00	5	\$ 70.00	4	\$ 90.00	31	\$ 1,020.00
MISC. RECEIPTS	5	\$ 598.85	3	\$ 635.00	3	\$ 367.94	12	\$ 8,874.70	5	\$ 1,479.59	32	\$ 14,183.58
MOTOR VEHICLE	327	\$ 66,230.84	77	\$ 16,903.66	617	\$ 142,331.72	1152	\$ 269,747.74	709	\$ 157,267.43	3800	\$ 864,157.20
NOTARY FEES	13	\$ 190.00	0	\$ -	5	\$ 30.00	10	\$ 120.00	12	\$ 165.00	58	\$ 755.00
PERSONAL PROPERTY PAYMENT	7	\$ 6,092.42	11	\$ 604.71	14	\$ 5,375.09	8	\$ 2,576.13	41	\$ 8,665.33	99	\$ 26,665.50
PLUMBING PERMITS	1	\$ 100.00	1	\$ 110.00	1	\$ 265.00	2	\$ 780.00	1	\$ 230.00	7	\$ 1,525.00
PYMTS. IN LIEU OF TAX	0	\$ -	1	\$ 10,154.23	0	\$ -	0	\$ -	0	\$ -	3	\$ 16,864.01
REAL ESTATE PAYMENT	348	\$ 155,488.03	404	\$ 171,901.25	358	\$ 154,611.35	247	\$ 65,967.82	430	\$ 410,376.18	2391	\$ 1,203,263.45
SIGN PERMITS	0	\$ -	1	\$ 50.00	1	\$ 50.00	0	\$ -	0	\$ -	3	\$ 150.00
SITE DESIGN REVIEW	1	\$ 90.00	1	\$ 90.00	0	\$ -	1	\$ 90.00	0	\$ -	3	\$ 270.00
SNOWMOBILE REGISTRATION	29	\$ 2,010.17	0	\$ -	0	\$ -	0	\$ -	0	\$ -	247	\$ 16,091.92
TAX ACQUIRED REAL ESTATE PMNT	2	\$ 828.23	2	\$ 1,771.33	0	\$ -	0	\$ -	1	\$ 56.52	7	\$ 4,290.45
TAX ACQUIRED LIEN PAYMENT	5	\$ 1,114.60	13	\$ 9,280.90	0	\$ -	18	\$ 19,331.88	6	\$ 4,791.91	48	\$ 48,802.75
TAX LIEN PAYMENT	27	\$ 10,908.62	7	\$ 2,025.52	51	\$ 68,749.92	107	\$ 87,947.30	37	\$ 27,345.26	255	\$ 208,422.96
TRAILER PARK LOT RENT	9	\$ 1,040.00	6	\$ 690.00	9	\$ 1,250.00	10	\$ 1,490.00	8	\$ 1,030.00	63	\$ 8,018.00
TOTAL:	894	\$ 248,756.01	590	\$ 216,375.60	1331	\$ 387,522.82	2009	\$ 497,901.09	1492	\$ 628,585.58	8776	\$ 2,504,340.97

CFAD MONTHLY REPORT

JULY 2020

Fire Calls_9__Ambulance Calls__167_Cancelled Calls_4_=Total Calls_180__

See Attached Breakdowns

-Alarms for Fires (33)- 1

-Alarms for Rescues (66)

-Silent Alarms 8

Total Hours Pumped 2

Gallons of Water Used 3,050

Amt. of Hose used: 450'

Ladders Used (in Feet):

(75' Aerial)_____

Thermal Imaging Camera Used:1

Gas Meter Used: 1

Rescue Sled & Snowmobile:

Rescue Boat:

Jaws Used

Miles Traveled by All Units 7,266

-ALS Calls -99

-BLS Calls -68

-Amb Calls Cancelled -4

-No Transport -36

-Long Distance Transfers -13

- Calls Turned Over:20 = \$41,616.00

Total Out of Town Calls-48

Est. Fire Loss, Caribou \$500

Est. Fire Loss, out of City \$5000

Total Est. Fire Loss \$5500

Total Maint. Hours -7hrs

Total Training Hours -2hrs

Color Guard trng/Ceremonies

MUTUAL AID TO:

Presque Isle Fire Dept. F A

Fort Fairfield Fire Dept.

Limestone Fire Dept..

Washburn Fire Dept.

Stockholm Fire Dept. .

North Lakes Fire Dept.

Crown Ambulance

Van Buren Ambulance

Life Flight -5

MUTUAL AID FROM:

Presque Isle Fire Dept.

Fort Fairfield Fire Dept.

Limestone Fire Dept.

Washburn Fire Dept.

Stockholm fire Dept.

North Lakes Fire Dept.

Crown Ambulance

Out of City Fire and/or Ambulance Responses

LOCATION	#of Amb. Responses	# Of Fires Responses	Man Hrs.
Woodland	6	1	1
New Sweden	8		
Connor	2		
Perham	-		
Stockholm	5		
Westmanland	-		
Bangor	1	-	
Madawaska Lake	-		
Madawaska	-		
Limestone	22		
Caswell	2		
Fort Fairfield	-		
Presque Isle	1		
Van Buren	1		

Scott Susi, Chief

Caribou Fire and Ambulance

**BREAKDOWN OF FIRES
JULY 2020**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)			
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)			
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)			
10. Storage (111)	1		
11. Vacant Buildings or being Built (111)			
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)	1		\$500
14. Other Vehicles (planes, trains, etc.) (132) Backhoe	1		\$5000
15. Fires in brush, grass w/no value (140)			

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	1
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	2
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ , or Alarm 3	(smoke) 1 (Alarm) 2
22. Service Calls (500)	
23. Ambulance Calls (300)	167

Cancelled -4

Fire/Rescue -9

Total Calls for the Month: _180_____

Police Department Monthly Report

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

2020														% Change from Prev. YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
COMPLAINTS	2388			1258	1894	2055	1703						9,298	-47.8%
M/V ACCIDENTS	34			7	18	20	8						87	-56.3%
ESCORTS	4			0	2	3	2						11	-8.3%
THEFT COMPLAINTS	14			15	18	20	12						79	9.7%
ANIMAL COMPLAINTS	4			6	21	14	9						54	0.0%
DOMESTIC COMPLAINTS	10			11	11	8	11						51	-26.1%
BURGLARY COMPLAINTS	6			4	2	6	0						18	-25.0%
O.U.I.	5			4	3	2	4						18	0.0%
M/V THEFTS	2			0	0	3	3						8	14.3%
MISSING PERSONS	1			2	1	2	0						6	-45.5%
JUVENILE COMPLAINTS	0			2	1	1	0						4	-73.3%
CIVIL COMPLAINTS	6			3	7	0	0						16	-11.1%
PROWLER COMPLAINTS	0			0	0	0	0						-	#DIV/0!
ASSIST OTHER AGENCY	42			16	20	26	36						140	-23.1%
ASSAULT ARREST	3			1	0	6	2						12	200.0%
THEFT ARRESTS	7			6	7	9	3						32	0.0%
SPEEDING	21			0	6	16	11						54	-74.8%
STOPS/CHECKS M/V	1867			935	1481	1548	1157						6,988	-52.3%
PARKING TICKETS	0			0	0	0	0						-	#DIV/0!
HANDLING PRISONERS	59			13	13	19	14						118	-56.8%
WARRANT ARRESTS	33			0	10	4	5						52	-37.3%
UNLAWFUL SEX. CONTACT	2			0	0	1	1						4	0.0%
GROSS SEX. ASSAULT	0			0	0	2	0						2	0.0%
BUSINESS ALARMS	9			9	8	8	12						46	-50.5%
BURGLARY ARRESTS	1			3	0	3	0						7	-36.4%

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

July 2020

Waiting List Statistics

	2019 YTD		Apr-20	May-20	YTD
Applications Received	N/A		2	11	42

	2019 YTD		Jun-20	Jul-20	YTD
Applicants in Jurisdiction	N/A		123	100	643
VAWA Preference			9	1	44
Veteran's Preference			3	0	14
Natural Disaster			0	0	0
Living in Caribou			79	100	423

	2019 YTD		Jun-20	Jul-20	YTD
Applicant's Pulled	120		30	30	60
Vouchers Issued	62		0	0	0
Leased Up	0		0	0	0
Voucher Expired	14		0	0	0
Vouchers Pending	0		0	0	0

Housing Choice Voucher Program

	2019 YTD		Jun-20	Jul-20	YTD
HUD Allocated Vouchers	1351		193	193	965
Total Vouchers Leased	1258		182	177	1267
Port Outs	17		3	3	20
Homeownership	0		1	1	7
All Other Vouchers	1243		178	173	1270
YTD Openings	93				
Vouchers on Street	62				
Total HAP Expense	\$ 559,596		\$ 83,385	\$ 78,501	\$ 569,924
All Other Voucher	\$ 480,025		\$ 75,566	\$ 71,530	\$ 524,845
Utility Reimbursements, Participants	\$ 1,857		\$ 30	\$ 81	\$ 826
Port Out Payments	\$ 6,486		\$ 1,146	\$ 1,146	\$ 7,713
Homeownership HAP	\$ -		\$ 2,324	\$ 332	\$ 2,324
FSS Escrow, Participants Account	\$ 71,228		\$ 4,319	\$ 5,412	\$ 34,216
Ave. Per Unit Cost	\$ 445		\$ 458	\$ 444	\$ 450

Housing Choice Voucher Program (cont.)

	2019 YTD		Jun-20	Jul-20	YTD
Lease Up Rates					
HUD Allocated -vs- Leased	93%		94%	93%	96%
HUD Funded -vs- HAP Expense	100%		96%	90%	96%

Housing Quality Standards Inspections

	2019 YTD		Jun-20	Jul-20	YTD
Initial	N/A		1	1	9
Passed (I)			0	1	1
Failed (I)			1	0	1
Re-Inspected (I)			0	0	0
Annual Inspection			0	31	31
Passed (A)			0	21	21
Failed (A)			0	5	5
Re-Inspected (A)			0	0	0
No Show (A)				5	5
Tenant/Landlord Requested			0	0	0
Passed (R)			0	0	0
Failed (R)			0	0	0
Re-Inspected (R)			0	0	0

Family Self-Sufficiency

	2019 YTD		Jun-20	Jul-20	YTD
Number of Participants	261		46	46	305
Number Earning Escrow	114		15	18	119
FSS Escrow, Participants Account	\$ 27,968		\$ 4,319	\$ 5,412	\$ 34,216
FSS Families, Disbursement	N/A		2	3	11
FSS Disbursement Amount	\$ -		\$ 7,440.00	\$ 1,795.44	\$ 17,486
FSS Graduate, Families	1		0	1	3
FSS Graduate, Escrow	\$2,267		\$ -	\$ 1,220.29	\$ 12,040
FSS Forfeiture, Families	N/A		0	3	4
FSS Forfeiture, Escrow	\$ -		\$ -	\$ 3,031.90	\$3,543

Homeownership

	2019 YTD		Jun-20	Jul-20	YTD
Number of Participants	0		1	1	7
Homeownership HAP	\$ -		\$ 332	\$ 332	\$ 2,324



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

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

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Diane Gove, PHS Board member, Chip Holmes and 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 5:30 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the June 1, 2020 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	Dr. Flynn provided the following updates from the June 24 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 provider completed request for the COVID-19 Pandemic Disaster Privileges as requested:</p> <ul style="list-style-type: none"> Alvin Wycoco, MD <p>Appointment Active Staff – Leonard Clow, MD (Emergency Medicine); The complete appointment application and provider profile of Leonard Clow, MD was reviewed. He reported two malpractice claims which were closed with no payment. He had a consent agreement with the Maine Board of Licensure in 11/2000 which was terminated in 12/2001. He had a censure and reprimand with the New York Board of Licensure. He had a public reprimand with the California Board of Licensure. Both due to the Maine Board consent agreement. The report from the National Practitioner's Data Bank contained two malpractice settlement payments and two state licensure actions. These reports were all reviewed and determined that a significant amount of time has passed with no issues or concerns and there have been no repeat incidents and no clinical concerns and therefor it was recommended to credential Dr. Clow. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Leonard Clow, MD to the Active Medical Staff with privileges as requested through December 31, 2021. Dr. Harrigan was appointed as proctor for</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the COVID-19 Pandemic Disaster Privilege Request as listed.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Leonard Clow, MD to the Active Medical Staff.</p>	



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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Dr. Leonard Clow during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>General Medical Staff Meetings – After discussion the Medical Staff Executive Committee voted to return to the former rotation for General Medical Staff Meetings. The decision was made due to the timing of reappointments that rotate through MSEC and BOD meetings. The meetings will be held in March, June, September and December going forward.</p> <p>Tufts Students – The Tufts students are scheduled to arrive August 3rd and be here through March 12th.</p> <p>Medical Students Potential Return – Our very first Tufts medical students, Jen and Tristan, have talked about returning to Caribou to practice.</p> <p>COVID Testing – Updates will be provided later in the meeting regarding COVID testing with the PCR machine.</p> <p>Cultural Diversity – Dr. Flynn reported that there has been some discussion regarding the Black Lives Matter movement. He wanted to know how Cary Medical Center and Pines Health Services fit into this situation. He mentioned the article in the Portland Press Herald where Dr. Samuela Manages spoke about her experiences with racism. Discussion ensued. It was recommended that a Diversity Council be established at Cary Medical Center and Pines Health Services. Once established information will be provided to the Medical Staff and Board of Directors. A recommendation is to research hosting a cultural diversity day.</p>	Informational.	
<p>4. Quality Management Committee</p>	<p>Dr. Regen Gallagher reported the following from the June 17th Quality Management Committee Meeting:</p> <p>Old Business/Utilization/Case Management – The following reports were reviewed by the QM Committee: OR Laterality, QNet Reports (MSPB), QHIP 2019 Report, CDI Audit & Querie Rate and Readmission Rates.</p> <p>Joint Commission Follow-up – The Annual Joint Commission General Application has been submitted.</p> <p>Quality Management Compliance Indicators – The following compliance indicators were reviewed by the QM Committee: Rehab, HIS, Pulmonary and Cardiac Rehab, Specialty Services, Diabetes</p>	Upon motion duly made and seconded, it was so VOTED to approve the QM Committee Report as presented.	



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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
Dashboard	<p>Clinic, Cardiopulmonary Care, Patient Registration and Radiology Dashboard.</p> <p>Patient Safety Committee Meeting – June 10, 2020 – The minutes were included in the packet for review.</p> <p>2020 Dashboard – CMS and Medicare have provided a waiver for data submission for the first two quarters of inpatient core measures due to COVID-19.</p> <p>Service Excellence – Leslie Anderson reported updates for March-May 2020. Leslie reported Cary Medical Center’s cleanliness rating has increased to 91%. Work is ongoing for quietness in the hospital.</p> <p>Trending of Patient Complaints – Leslie Anderson reported 8 complaints for the 2nd Q 2020. Most were for physician/staff rudeness.</p>		
<p>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Report from Board Members – PHS Board</p> <p>b. Strategic Plan – Q1 2020 Updates</p>	<p>Doug Plourde provided the following updates:</p> <p>PHS Board – Kris Doody will provide updates during her report.</p> <p>Strategic Plan – Kris Doody provided an overview of the Strategic Plan Q1 2020 Updates.</p>	Informational.	
<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’s arrival has been delayed due to immigration issues. He will be arriving late 2020. Emergency Medicine – Dr. Tiff Abrahamian and Dr. Brett May declined our offer. They have decided to stay in the Midwest, closer to family, especially during the COVID 19 Pandemic. Dr. Walt Novey began covering shifts in the ER. Dr. Len Clow will begin his permanent position in the ER in late July. Pediatrics – Dr. Beril Bayrak has begun working at Pines Women’s & Children in a 	Informational.	

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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<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>temporary to permanent position. Dr. Bayrak signed a two-year agreement. Additional coverage continues to be provided by locum pediatricians.</p> <ul style="list-style-type: none"> • 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. Several candidates are being reviewed. • Site Visits – Dr. Donielle Sliwa, Hematologist/Oncologist completed a working site visit at Cary the week of June 21st. This will be Dr. Sliwa’s second site visit to Cary Medical Center. An offer was extended to Dr. Sliwa. • FNP’s – Kris reported two FNP’s have recently been hired: Brandi Rossignol, originally from Connor will begin working July 13th half time in the ER/WIC and half time at the Caribou Health Center. Lindsey Desrosier, from Madawaska, will be working full time in Van Buren starting in August. • Activity – Kris reported activity with pediatricians and anesthesiologists. Plans are to potentially schedule site visits in the near future. <p>COVID-19 – Cary Medical Center continues to wait for enough test kits with plans to swab all patients as they get admitted. We currently run tests in-house. A process has been put into place for patients coming in for procedures. Patients will be asked to come to Cary 72 hours prior to their procedure for testing. Weekends will be staffed for swabbing these patients. These tests will be sent to the State CDC Lab to run results. Eventually plans are to extend testing to community members that need testing for travel purposes.</p> <p>CARES & Relief Funds – Information will be provided during the Fiscal updates with the COVID-19 Funds Matrix.</p> <p>SCH Appeal/340b Update – The appeal was submitted May 15th. Additional updates are available in the Strategic Plan.</p> <p>VA Clinic – The RLP has been submitted. The VA has requested additional information after Cary’s proposal was submitted. Cary has responded and answered all the questions posed by the VA. Additional updates are available in the Strategic Plan.</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. May Financials</p>	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the May financials for Cary Medical Center, including review of: gross patient revenue, expenses, supplies, salaries and net income.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	



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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Maternity Leave – Congratulations to Chelsea on her new baby. Chelsea reported she is returning to work in small increments until she is back full-time.</p> <p>COVID-19 Funds Matrix – Chelsea reported receipt of an additional \$4.2M in May and \$5M in June.</p> <p>Wage Adjustments – Wage adjustments are being reviewed. Once completed, a plan will be presented to Pines Health Services and Cary Medical Center’s Boards of Directors.</p>	report of the Finance & Personnel Committee as reported.	
8. Quorum Health Resources Updates	<p>Chip Holmes and Sam Brown, QHR provided the following updates:</p> <ul style="list-style-type: none"> • Sam congratulated Chelsea on the birth of her son. • Sam shared Cary’s great achievement on obtaining COVID-19 funding, managing and reporting the funds and being conservative about spending. • Joint Commission – Chip reported the Joint Commission is conducting virtual surveys. QHR will be doing mock surveys with a target of Q3/Q4 for Cary Medical Center. • National Trustee & Leadership Conference with Trustee Essentials – Feedback from the conference in March was great, thus next year’s conference is scheduled at 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. There are two “live” links for resources websites. • 2020 Trustee Webinars – Chip reminded folks the webinars can be downloaded. • Advancing Strategy While Restarting Operations – Chip reported this information was included in the packet for Cary’s consideration. 	Informational.	
9. Other, Adjournment & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:45 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, August 3, 2020, 5:30 p.m.</p>		

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer

CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager
Russell Plourde
Water Operator
Paul Rossignol
Wastewater Operator

WATER & WASTEWATER
PO Box 879 ~ 176 Limestone Street
Caribou ME 04736
(207) 496-0911 ~ (207) 496-0921 fax

TRUSTEES
Janine Murchison PE
President
Nancy Solman
Treasurer
Jay Kamm
David Belyea PE
Philip McDonough

AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held on WEDNESDAY, AUGUST 12, 2020 AT 7:30 A.M. in the Wastewater Garage located at 176 Limestone Street

1. Call Monthly meeting to order
2. Approve minutes of July 8, 2020 monthly meeting
3. Approve Budget and Financial Reports for July 2020
4. General Manager's Report
 - A. Grimes Project and Update
 - B. COVID-19
5. Other Issues



Maine Rural Water Association 2017 Maine's Best Tasting Drinking Water
We are an equal opportunity employer and service provider



The monthly meeting of the Caribou Utilities District was held Wednesday, July 8, 2020 in the Wastewater garage, 176 Limestone Street, Caribou, Maine

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

Others Present;
Hugh Kirkpatrick, General Manager
Sue Sands, Office Manager
City Manager Dennis Marker
James Bacon, Resident of 5 Brook St

President Janine Murchison opened the meeting at 7:30 A.M. The meeting was turned over to Mr. James Bacon, resident of 5 Brook Street concerning a sewer issue on 44 Washburn Street. Mr. Bacon purchased this property as is from the former owner, and after the property was rented, the tenant complained about sewer problems to Mr. Bacon. Mr. Bacon contacted Allen's Environmental to camera the line in order to find the cause of the problem. Allen's found that the sewer line was broken in the street, therefore it would require major construction in order to repair the issue due to the depth of the sewer line which is fourteen (14) deep. Mr. Bacon contacted USDA regarding assistance to cover the project, but was informed that if this was a Section 8 property, possibly there would be funds available. Unfortunately, this was not the case. Mr. Bacon received a verbal quote from a contractor to repair the line with an estimate cost of between \$35,000 and \$37,000. Mr. Bacon was seeking financial assistance from the District to repair the line, and felt that the District should have reserve funds set aside to assist a customer when this type of situation should arise. Mr. Kirkpatrick confirmed a letter received from attorney Rick Solman stating that it is the homeowner's responsibility to access the municipal system from the home to the District's sewer main. If the line from the home is damaged and needs to be repaired or replaced, it is the homeowner's responsibility to do so. Therefore, any liability would be dependent on the facts and terms set forth in the Purchase Agreement, as well as a standard Seller's Property Disclosure which was not obtained since the sale was made as is between the seller and buyer. The Trustee's discussed several options that they felt might eliminate some of the cost. They questioned the fact to have Mr. Bacon connect to a neighbor's line, but it was felt that all neighbors would be affected since the line is so deep. Mr. Kirkpatrick suggested putting the pipe on the opposite side of the house and re-configuring the piping, but Mr. Bacon felt that this would also disturb all of his neighbor lines. Mr. Paul Rossignol spoke to Stan Brescia regarding an estimated cost that he felt would be reasonable to repair the line and his estimate was \$28,500.00. Mr. Kirkpatrick suggested contacting Mr. Brescia and check to see if the District put a manhole in front of this property that it should eliminate some of the cost. Mr. Bacon also questioned why he was being charged for sewer on the barn located at 5 Brook Street along with the metered water since he was not connected to the sewer. The office will review this account and if an error has been made a refund will be made to Mr. Bacon. Mr. Kirkpatrick will contact Mr. Bacon as soon as all of this information is reviewed.

Mr. Dennis Marker, City Manager attended the meeting and wanted to express his gratitude to the Board Members and Manager of Caribou Utilities District for the efficient work and cooperation by the District employees working with the City and helping them complete the North Main Street reconstruction project. The City was very grateful for the coordination for system changes and for getting our manholes and valves set to grade and getting things done in such a timely manner. The District helped provide a quality end result for which the City is very grateful.

The minutes of the June 10, 2020 meeting were reviewed, and after making a correction that Sue had regarding the second paragraph noting the Budget and Financial reports for June changed to May, Dave Belyea moved and Jay Kamm seconded the motion to accept the minutes as presented. UNANIMOUSLY VOTED. Philip McDonough moved and Jay Kamm seconded the motion to approve the Budget and Financial reports for June 2020 as presented. UNANIMOUSLY VOTED.

Manager Kirkpatrick reviewed the Grimes project with the Trustees and reported that the project is ahead of schedule. Merrill Bros. were scheduled to start removal of sludge on Pond # 2 starting July 27, 2020, and they arrived in town Tuesday, July 7th and will be setting up equipment today, the 8th of July, which is two and one-half weeks ahead of schedule. Pond # 3 is up and running with temporary aeration lines in place. It will take roughly two weeks to remove the sludge in Pond # 2, and hopefully by the first of October they will be hauling sludge into Canada.

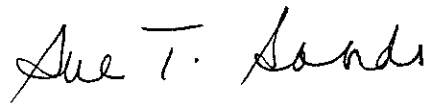
Manager Kirkpatrick discussed with the Trustees the Covid-19 pandemic and explained that the office is still closed to the public and will be for some time to come. The employees will continue taking their temperatures each morning and reporting to their supervisor.

Manager Kirkpatrick recently met with Mr. Tim Doak RSU 39 regarding the Broadband issue. Mr. Doak informed Mr. Kirkpatrick that RSU39 is willing to support this issue and would apply for any grants available for Broadband coverage. The school sent out a survey to Students and Parents recently regarding the remote teaching since March, and found out that between 70 – 80 student's homes were either under-served or had intermittent access. Mr. Kirkpatrick will also reach out to Cary Medical for their support to apply for any grants available that would benefit telemedicine.

Mr. Kirkpatrick informed the Trustees that June 12, 2020 the District was notified that CWSRF funding was available for the Fiscal Sustainability Plan that the District recently applied for. The Maine Municipal Bond Bank is offering the District a total loan amount of \$50,000.00. The loan amount consists of \$50,000. in principal forgiveness for the development and implementation of this plan, meaning that the District does not have to pay any of the loan back. The loan does require a 100% local match of \$50,000. With prior approval, all or a portion of the local match can come from in-kind services of the District. Part of the funds could be used for Jeramie Baker's camera work for the collection system.

Dave Belyea moved and Phil McDonough seconded the motion to adjourn the meeting at 9:30 AM. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, August 12, 2020.

Sue T Sands, District Clerk

A handwritten signature in cursive script that reads "Sue T. Sands". The signature is written in dark ink and is positioned below the printed name of the District Clerk.