

## CITY COUNCIL SPECIAL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on Monday, **October 26, 2020** in the Council Chambers located at 25 High Street, at **6:00 pm**.



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

- 1. Roll Call**
- 2. Invocation / Inspirational Thought**
- 3. Pledge of Allegiance**
- 4. Public Forum (15 minutes)** - Comments can be submitted to the Clerk's Office ([dbrissette@cariboumaine.org](mailto: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. October 19 Regular Meeting
- 6. Bid Award, Recognitions & Appointments**
  - a. Appointment of Election Wardens for Presidential Election and setting election times
- 7. Adoption of Resolutions or Ordinances**
  - a. Resolution 10-01-2020, Authorizing Transfer of Reserve Funds Between Accounts to upgrade the City Hall Boiler System
- 8. Reports of Officers, Boards and Standing Committees**
  - a. Budget Forums for 2021 Budget
    - i. Fund 18 Municipal Building Expenses and Capital Improvements
    - ii. Fund 20 General Assistance Expenses
    - iii. Fund 38 Protection Expenses
    - iv. Fund 39 Emergency Management Expenses
    - v. Fund 70 Insurance and Retirements Expenses
    - vi. Fund 75 Contributions Expenses
    - vii. Fund 80 Unclassified Expenses
- 9. Reports and Discussion by Mayor and Council Members**
- 10. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
- 11. Next Meeting(s):** November 2, 16, 30 & December 14
- 12. 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: \_\_\_\_\_ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting, Monday, October 19, 2020 at 6:00 p.m. in the Council Chambers with the following members present D. Morrell, H. Kirkpatrick, R. Mark Goughan, T. Ayer, N. Cote, and J. Theriault. Absent J. Smith

Dennis L Marker, City Manager was present in Council Chambers along with Department heads K. Murchison, G. Marquis, P. Thompson, C. Gibson, Chief S. Susi, Chief M. Gahagan, H. Shafer, D. Ouellette and C. Grant via Zoom.

Council Agenda Item #2: Invocation/Inspirational Thought

Mayor Goughan read an invocation

Council Agenda Item #3: Pledge of Allegiance

Mayor Goughan led the Pledge of Allegiance

Council Agenda Item #4: Public Forum:

Troy Barnes- Citizen of Caribou & Math Teacher: He came to talk about his concerns with the ambulance transport services. His son broke his leg in a soccer game on October 8, 2020 and needed to be transported south for surgery. Surgery was scheduled for 6:00a.m. the following day. Due to not having the transportation available the surgery had to get delayed until 9:00a.m. He asked that the Council protect the funding for the ambulance service, so we have adequate staffing.

Milo Haney- Citizen of Caribou: He came to express his concern about items that are being stated on Social Media and the possibility of people having fake profiles and causing problems for people and businesses. He expressed concern about people and businesses being threatened or impacted negatively because of the words being shared through social media

Rudman-Winchell- Email received and read by Manager Marker: Email was regarding the sewer problem on Washburn Street. They proposed an ordinance change to help assist the property owners in the area who may experience the same issues. The ordinance would allow for temporary sub-surface wastewater systems. Manager Marker noted that the amendment would be discussed by the Planning Board at their October 22 meeting.

Council Agenda Item #5: City Council Minutes

There were none available for review.

Council Agenda Item #6: Reports of Officers, Boards, and Standing Committees

a. Financials – September Financial Report: Carl Grant reviewed financials report (via Zoom) dated October 13, 2020 for September 2020.

Motion made by J. Theriault, seconded by N. Cote to accept the September financial report. (6 Yes) So voted.

Manager Marker discussed the city's cash on hand report and gave the Council updated end of year projections. The city is projected to lose over \$234,000 even after departments are projected to save \$225,000. Mayor Goughan asked that the city seek all available COVID reimbursements possible. Chief Gahagan explained that the COVID reimbursement through FEMA is 75% and the application process will take roughly 23 hours to complete. Only public safety departments are eligible.

b. Budget Forum for 2021 Budget Items

i. Nylander Museum Operations and Capital Proposals

Travis Michaud represented the Nylander Museum and stated that they had a very successful Dino week back in February where they had right around 350 visitors, which was more than they had received in an entire year roughly four years ago. He showed examples of upcycling projects that are done at the museum and explained Travel Trunks that can bring the museum to the classroom. He also explained the proposed budget for 2021 assisted by Manager Marker explaining the Capital Proposals.

ii. Library Operations and Capital Proposals

Hope Shafer stated that the library is open and that she has no major changes in her budget for the upcoming year. She explained how she is mentoring other libraries on the process of being opened. Manager Marker assisted in explaining the Capital Proposals

iii. Public Works Operations and Capital Proposals

Dave Ouellette came to explain some of the different projects and the proposed budget for the upcoming year. Manager Marker assisted with Capital Proposals and discussed the public works wage and benefits comparison chart for the surrounding communities.

iv. Recreation Operations and Capital Proposals

v. Parks Operations and Capital Proposals

vi. Snow Trail Maintenance Operations

Gary Marquis came to explain some of the current and upcoming projects as well as the proposed budget for 2021 (for iv, v, and vi), Manager Marker assisted with explaining the Capital Proposals.

c. City Manager's Report

Manager Marker reviewed the City Manager's report dated October 16, 2020.

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

a. Fire Station Structural Repair Bid

Jan Murchison, Sewell Representative explained the bids received and the project. She explained that the low bidder has previously done other projects and that they had checked references and that they received all good remarks. It has been suggested by Sewell that we accept the bid from Kevin W. Smith & Son, Inc. for the Fire Station Structural Repair Bid. The bids came in under engineer's estimate.

Motion made by H. Kirkpatrick, seconded by T. Ayer to accept the lowest bid from Kevin W. Smith & Son, Inc. for \$218,400.00 with Additive Alternate #2 for an additional \$18,000.00. (6 Yes) So voted.

b. Award of Bid for Tax Acquired Property located at 137 Washburn Road

Motion made by H. Kirkpatrick, seconded by D. Morrell to sell the property located at 137 Washburn Road to John Pelletier in the amount of \$3,625. (6 Yes) So voted.

c. Appointment of Façade Improvement Review Committee Members

Motion made by T. Ayer, seconded by J. Theriault to have the city manager name the members of the Façade Improvement Review Committee. (6 Yes) So voted. The Council further directed that no reconsideration would be given to the 2020 applicants under the revised program guidelines.

Council Agenda Item #8: Public Hearing & Adoption of Ordinances and Resolutions

a. Ordinance No. 5, 2020 Series Amending the General Assistance Rates

Open Public Hearing: 9:04p.m.

No comments were given by community members present at the hearing.

Close Public Hearing: 9:05p.m.

Motion made by D. Morrell, seconded by T. Ayer to adopt Ordinance No. 5, 2020 series and accept the figures presented by the State of Maine for the 2020-2021 General Assistance. (6 Yes) So voted.

Council Agenda Item #9: New Business

a. Sale of Tax Acquired Property located on the Presque Isle Road (Map 2 Lot 36)

Motion made by T. Ayer, seconded by H. Kirkpatrick to sell the property on the Presque Isle Road to Frank Amador for the amount of \$400.00. (6 Yes) So voted.

b. 2021 Contract for Animal Services

Motion made by T. Ayer, seconded by H. Kirkpatrick to accept the contract for 2021 Animal Services with the Central Aroostook Humane Society.

c. Community Broadband Solutions

H. Kirkpatrick explained the project to expand the fiber network and that it would cost roughly \$5,000,000 through Pioneer Broadband who has done this in several other communities.

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

J. Theriault:

Motion made by J. Theriault under 2.06(6) to remove D. Morrell from council for failure to pay his property taxes before the December 31st deadline. Motion failed due to the lack of a second.

D. Morrell: Would like to know the status on the pop-up junk yard.

K. Murchison explained that the next court date is set for November 5, 2020.

Council Agenda Item #11: Executive Session

Motion made by D. Morrell, seconded by H. Kirkpatrick to enter executive session at 9:40p.m. to discuss Real Estate Issues surrounding the Airport per §405.6(c). (6 Yes) So voted.

Council exited executive session at 9:51p.m.

No Action taken.

Motion made by D. Morrell, seconded by H. Kirkpatrick to enter executive session at 9:51p.m. to discuss a personnel matter per §405.6(a). (6 Yes) So voted.

Council exited executive session at 10:15p.m.

No Action taken.

Council Agenda Item #12: Next Meeting(s) November 2, 16, 30, December 7

Council Agenda Item #13: Adjournment

Motion made by H. Kirkpatrick, seconded by D. Morrell to adjourn the meeting at 10:16p.m. (6 Yes) so voted.

Danielle M Brissette, Secretary

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



**MEMO**

**To: Mayor and Council Members**  
**From: Danielle Brissette, City Clerk**  
**Date: 10/23/2020**  
**Re: November General Election**

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The Clerk's Office is preparing for the November 3, 2020 General election and is requesting Council approval for the following:

1. Approval of an 8:00 Opening Time for the November 3, 2020 Election.
2. Appointment of Danielle Brissette as Election Warden, Susan Skidgell as Deputy Election Warden, and Cherie Garman as Deputy Election Warden for the November 3, 2020 Election.

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Resolution 10-01-2020 Authorization of moving funds**  
**for major capital project expenses.**  
**DATE: October 22, 2020**

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**Discussion and Possible Action Item:**

An inspection of the two boilers in the basement of city hall was performed in August. Significant repairs/replacements are needed (see attached report from Travelers BoilerRe). Adams Heating provided a \$42,905 quote to replace the two boilers and install a new chimney liner to meet codes. They also provided a \$35,000 estimate to remove the two oil boilers, the pellet boiler, which doesn't function, and install two new oil boilers in the pellet room. A \$35,700 estimate was provided for two propane boilers in the pellet room. Additional bids are being sought for the propane conversion work. Either way it appears we will need about \$40,000 with contingencies for this work.

The current municipal building reserve (G-1-373-03) has \$30,418.46.

It is proposed that the 60 Access Building Maintenance fund (G-1-374-02) be tapped to round out this project funding. There is currently \$10,557.18 available in the 374-02 account. These funds were previously discussed to help offset costs of the fire-station repair work. Because the fire station work will span two budget years, additional funding can be set in next year's budget for that cost, but the boiler upgrades will need to be paid for this year with available funds. Council authorization is needed to expend the 60 Access funds on a project not related to 60 Access Highway.

**Resolution 10-01-2020**

**A Resolution of the Caribou City Council  
Approving Reallocation of Reserve Funds.**

WHEREAS, The city hall boiler system needs significant repairs, which will exceed funds currently reserved for the work, and

WHEREAS, Additional facility maintenance funds are available in city reserve accounts which are no longer needed for their originally intended purposes, and

WHEREAS, The City Charter authorizes the City Council to reallocate budgeted funds by resolution.

NOW THEREFORE BE IT RESOLVED, That the Caribou City Council approves the transfer of unencumbered 60 Access Highway Maintenance Reserves toward the Municipal Building Maintenance Reserve to pay for the City Hall boiler system upgrades.

The resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 26<sup>th</sup> day of October 2020.

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R. Mark Goughan, Mayor

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Thomas Ayer, Deputy Mayor

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Jody Smith, Councilor

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Nicole Cote, Councilor

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Hugh Kirkpatrick, Councilor

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Doug Morrell, Councilor

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Joan Theriault, Councilor

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Attest: Jayne Farrin, City Clerk



BoilerRe Risk Control

August 26, 2020

Mr. Dennis Marker  
City Manager  
City of Caribou  
25 High St  
Caribou, ME 04736

MMA03080

Dear Mr. Marker:

I would like to thank Denise Lausier for taking the time to meet with me on behalf of Maine Municipal Association on August 26, 2020. The reason for the visit was to conduct pressure vessel permit renewals and boiler safety inspections. This letter addresses issues requiring attention at the Municipal Building.

## RECOMMENDATIONS

The following recommendations are offered to help you in your efforts to comply with Maine adopted codes and rules, improve your current safety program and help reduce your potential losses.

These recommendations address conditions that would prevent these boilers from passing a state inspection, if mandated.

### **Repair Boiler Burner and Controls**

Date Found: 8/26/2020

Status: Open

Object Number	Manufacturer	Type	Year Built	Object Location
H6574	Weil Mclain	Boiler	1993	Municipal Bldg

The burner and controls of the right boiler at the Police Dept do not perform properly, rendering the boiler functionally inoperable. This is an unsafe condition for personnel and property. The boiler burner and controls should be repaired or replaced as deemed necessary by a qualified repair firm.

### **Boiler Casing Repair**

Date Found: 8/26/2020

Status: Open

Object Number	Manufacturer	Type	Year Built	Object Location
H6573	Weil Mclain	Boiler	1995	Municipal Bldg

The front casing on the left boiler at the Police Dept is deteriorated, allowing excessive heat and products of combustion, which may include carbon monoxide, to escape into the boiler room. The cause of the casing damage should be determined and corrective action taken. The damaged casing should be repaired or replaced.



**Investigate and Repair Boiler Leak**

Date Found: 8/26/2020

Status: Open

Object Number	Manufacturer	Type	Year Built	Object Location
H6574	Weil Mclain	Boiler	1993	Municipal Bldg

Leaking and significant corrosion was discovered on the right boiler at the Police Dept. The cause of the leakage must be determined and corrective action taken. All repairs and replacements must be made in accordance with the applicable code and jurisdictional requirements.

I would appreciate a response on your plans or actions taken to address the recommendations submitted in this report. For your convenience, you may email your response to me.

We appreciate your business and the opportunity to be of service. If you have questions or if I can be of further assistance, please contact me. Thank you.

Sincerely,



Steve Sawyer  
Senior Regional Risk Control Consultant  
603-528-4238  
SSAWYER@travelers.com

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This report is based upon the information supplied by customer personnel and/or on the conditions and practices observed at the time of the visit. The report may not list all unsafe conditions and practices; others may exist. This report is not an endorsement of and it may not be used to endorse or promote any practices, procedures, or products. The survey activities or any recommendations in this report are designed to assist the customers named in the report in the management of their own safety activities and should not be construed as legal advice. The responsibility for making changes in the operations, procedures, or for implementing any recommendations is the customer's. All warranties are hereby disclaimed and no liabilities are assumed to any party for any damages that may arise from the use of or reliance upon information contained in this report. This report does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued, nor is it a representation that coverage does or does not exist for any particular claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable law.

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Note: The visit and this letter concern the following lines of coverage: Boiler & Machinery

Location: 25 High St  
Caribou, ME 04736

0999-9HQ5P2  
Business Unit: Travelers BoilerRe  
SAI: 2529MA230 Insured's Name: Maine Municipal Assoc  
LocID: RW\_7414021

Distribution:

Orig: via email: citymanager@cariboumaine.org

1 email : Brooke Casey,  
Maine Municipal  
BCASEY@MEMUN.ORG

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

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
18 Municipal Building								
024 Maintenance - Comm. Center								
02 Water & Sewer	\$ 770	\$ 781	\$ 1,200	\$ 1,040	86.7%	\$ 1,200	0%	
04 Electric	\$ 2,384	\$ 2,245	\$ 2,700	\$ 2,400	88.9%	\$ 2,500	-7%	
025 Heating Fuel - Lions Building								
01 Heating Fuel Lions Building	\$ 4,177	\$ 4,916	\$ 4,250	\$ 4,121	97.0%	\$ 4,250	0%	
026 Heating Fuel								
03 Heating Fuel	\$ 13,748	\$ 15,664	\$ 14,000	\$ 13,752	98.2%	\$ 13,000	-7%	New Propane Boilers at City Hall
027 Electricity								
11 Electricity	\$ 12,674	\$ 13,997	\$ 12,350	\$ 13,958	113.0%	\$ 14,000	13%	
028 Water								
05 Water	\$ 778	\$ 759	\$ 875	\$ 842	96.2%	\$ 850	-3%	
029 Sewer								
01 Sewer	\$ 523	\$ 583	\$ 625	\$ 645	103.2%	\$ 650	4%	
030 Building Supplies								
01 Building Supplies	\$ 3,400	\$ 1,946	\$ 3,100	\$ 2,750	88.7%	\$ 2,750	-11%	
031 Building Maintenance								
01 Building Maintenance	\$ 7,902	\$ 6,418	\$ 13,000	\$ 10,000	76.9%	\$ 13,000	0%	Repair of flatwork, misc heat and internal systems
03 Boiler Maintenance	\$ 3,667	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 1,000	-33%	
032 Property Insurance								
01 Property Insurance	\$ 892	\$ 856	\$ 1,000	\$ 950	95.0%	\$ 1,050	5%	Waiting for insurance quotes for 2021 in November. Assume 5%
271 Contracted Services								
01 Janitorial & Supplies	\$ 10,140	\$ 10,140	\$ 10,500	\$ 10,140	96.6%	\$ 10,250	-2%	
Totals	\$ 61,556	\$ 58,304	\$ 65,100	\$ 62,097	95.4%	\$ 64,500	-1%	

Exhibit B:  
DRAFT Capital Improvement Plan 2021 - 2023  
With Previous Capital for 2019 and 2020

	2019		2020		2021	2022		2023	
Mun Bldg	\$ (45,000)	Use of Current Reserves - Parking Lots							
Mun Bldg	\$ 12,000	Hose tower reface							
Mun Bldg	\$ (12,000)	Use of Current Reserves - Mun Bldg							
Mun Bldg				Sidewalk Repair around City Hall (Down \$5K)	\$ 5,000	Sidewalk Repair around City Hall			
Mun Bldg			\$ (20,000)	Use of Parking Lot reserve funds					
Mun Bldg					\$ (15,000)	Use of Building Maintenance Reserve funds			
Mun Bldg					\$ 8,000	Exterior Painting on City Hall in 2021			
Mun Bldg					\$ 3,000	City Hall Foundation Sealant			
Mun Bldg					\$ 8,000	Brick Repointing at City Hall			
Mun Bldg					\$ 15,000	Repair Nylander Sprinkler System			
Mun Bldg					\$ 70,000	Replace City Hall Boiler Systems			
Mun Bldg	\$ 60,000	Parking Lot resurface	\$ 25,000	Parking Lot resurface	\$ 25,000	General Parking Lot resurface	\$ 25,000	General Parking Lot resurface	\$ 25,000
Mun Bldg					\$ 15,000	City Hall roof repair in 2022	\$ 35,000	City Hall roof repair in 2022	
Mun Bldg					\$ 3,000	Upgrade entrance stairway and Accessibility	\$ 3,000	Upgrade entrance stairway and	\$ 3,000
Mun Bldg					\$ 4,000	Yearly Allowance for Replacing Heat Pumps at City	\$ 4,000	Yearly Allowance for Replacing Heat	\$ 4,000
Mun Bldg							\$ 24,000	Heat Distribution Replacement	
Mun Bldg							\$ 6,000	Repointing of brickwork	
Mun Bldg							\$ 1,500	Replace Nylander Water Heater	
Mun Bldg							\$ 3,000	Replace old/missing ceiling tiles	\$ 3,000
Mun Bldg							\$ 450	Window AC replacement	\$ 450
Mun Bldg							\$ 375	Replace City Hall Water Heater in 2026	\$ 375
Mun Bldg							\$ 450	Replace window AC	\$ 450
Mun Bldg							\$ 3,000	Nylander Roof Replacement (2027)	\$ 3,000
Mun Bldg								\$ 3,000	Overhaul Heat Circulation System
Mun Bldg								\$ 2,000	Replace Nylander Air Circulator (2023)
Mun Bldg								\$ 3,000	Replace Lion's Heat Pumps (2025)
Mun Bldg								\$ 500	Replace Lions Water Heater in 2026
Mun Bldg								\$ 2,000	Replace flooring (2026)
Mun Bldg								\$ 450	Yearly Allowance for Replacing



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

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
20 General Assistance								
001 Salaries								
01 Regular Pay	\$ 18,451	\$ 16,661	\$ 15,990	\$ 15,750	98.5%	\$ 17,320	8%	Assumes 1% increase. Staff changes.
003 Office Supplies								
01 Postage	\$ 83	\$ 82	\$ 80	\$ 82	102.5%	\$ 80	0%	
05 Printer Ink	\$ -							
08 Office Supplies	\$ 47	\$ -	\$ 50	\$ -	0.0%	\$ 50	0%	
010 Travel Exp								
04 Conf Fee	\$ 176	\$ -	\$ 300	\$ 192	64.0%	\$ 300	0%	
011 Training & Education	\$ -							
02 Training & Education	\$ 68	\$ 40	\$ 500	\$ 375	75.0%	\$ 500	0%	
014 New Equipment								
01 New Equipment								
018 Health Insurance	\$ -							
01 Health Insurance	\$ 7,637	\$ 8,082	\$ 11,350	\$ 10,000	88.1%	\$ 5,530	-51%	Staff and preference changes
019 Miscellaneous Expenses								
01 Misc. Expenses	\$ 135	\$ 144	\$ 150	\$ 129	85.8%	\$ 150	0%	
038 Social Security								
01 Social Security	\$ 1,274	\$ 1,152	\$ 1,223	\$ 1,144	93.5%	\$ 1,325	8%	tied to wages
040 City & State Retirement	\$ -							
01 City & State Retirement	\$ 673	\$ 636	\$ 560	\$ 547	97.8%	\$ 606	8%	tied to wages
051 Equipment Maintenance								
05 Equipment Maintenance	\$ 940	\$ 960	\$ 1,200	\$ 1,120	93.3%	\$ 1,200	0%	
053 G.A. - City	\$ -							
01 G. A. City	\$ 23,565	\$ 20,128	\$ 25,000	\$ 22,968	91.9%	\$ 25,000	0%	
02 - G.A. State	\$ -	\$ -	\$ 500	\$ 1,175	235.0%	\$ 500	0%	
03 - GA - Nonreimbursible	\$ -							
Totals	\$ 53,049	\$ 47,885	\$ 56,903	\$ 53,482	94.0%	\$ 52,561	-8%	



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

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
38 Protection								
105 Street Lights								
01 Street Lights	\$ 103,724	\$ 87,296	\$ 50,000	\$ 20,225	40.5%	\$ 22,000	-56%	
02 Maintenance	\$ 117	\$ 350	\$ 20,000	\$ 10,000	50.0%	\$ 20,000	0%	Funds for new lights and maintenance
106 Hydrant Fees								
01 Hydrant Fees	\$ 321,433	\$ 332,147	\$ 344,219	\$ 344,219	100.0%	\$ 352,219	2%	Waiting for CUD budget. Assumes 2% increase
Totals	\$ 425,273	\$ 419,794	\$ 414,219	\$ 374,444	90.4%	\$ 394,219	-5%	
39 Emergency Management								
001 Salaries								
07 Salaries	\$ 6,858	\$ 8,573	\$ 6,995	\$ 6,995	100.0%	\$ 7,201	3%	1% Cola and 53 weeks
003 Office Supplies								
01 Postage								
08 Office Supplies	\$ -	\$ -	\$ 40	\$ -	0.0%	\$ 40	0%	
010 Travel Expenses								
05 Travel Expenses	\$ -							
011 Training & Education								
02 Training & Education	\$ 100	\$ -	\$ 150			\$ 150	0%	
014 New Equipment								
01 New Equipment	\$ 1,578	\$ 3,457	\$ 1,000	\$ 500	50.0%	\$ 1,000	0%	
015 Telephone								
04 Telephone	\$ 716	\$ 730	\$ 730	\$ 450	61.6%	\$ 500	-32%	
017 Communications								
03 Communications (Internet)	\$ -	\$ -	\$ -					
019 Miscellaneous Expenses								
01 Misc. Expenses	\$ 99	\$ 150	\$ 150	\$ 75	50.0%	\$ 150	0%	
024-02 Water & Sewer								
027 Electricity								
11 Electricity	\$ 184	\$ 139	\$ 200	\$ 179	89.7%	\$ 200	0%	
13 Radio Tower		\$ 16						
12 PWPUMP HOUSE								



Exhibit B:  
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
39 Emergency Management Cont'd								
030 Building Supplies								
01 Building Supplies	\$ 111	\$ 87	\$ 200	\$ 90	45.0%	\$ 200	0%	
031 Building Maintenance								
01 Building Maintenance	\$ 169	\$ 343	\$ 1,000	\$ 1,000	100.0%	\$ 1,000	0%	
032 Property Insurance								
01 Property Insurance	\$ 371	\$ 365	\$ 402	\$ 402	100.0%	\$ 422	5%	Waiting on insurance quotes in November. Assumes 5% increase
036 Vehicle Insurance								
01 Vehicle Insurance	\$ 1,557	\$ 2,350	\$ 2,000	\$ 2,000	100.0%	\$ 2,100	5%	Waiting on insurance quotes in November. Assumes 5% increase
038 Social Security								
01 Social Security	\$ 497	\$ 622	\$ 535	\$ 535	100.0%	\$ 551	3%	Tied to wages
040 City & State Retirement								
01 City & State Retirement	\$ (0)	\$ (0)	\$ 350	\$ -	0.0%	\$ 252	-28%	Tied to wages and employee preferences
051 Equipment Maintenance								
01 Software								
05 Equipment Maintenance	\$ -							
068 Janitorial Services								
01 Janitorial Services	\$ 675	\$ -	\$ 300	\$ -	0.0%	\$ 300	0%	
071 Radio Maintenance								
03 Radio Maintenance	\$ -							
073 Vehicle Repair								
01 Vehicle Repair	\$ 4			\$ -	#VALUE!			
074 Tires								
01 Tires	\$ -	\$ -	\$ 200	\$ -	0.0%	\$ 200	0%	
075 Gas/Oil/Filters								
01 Gas/Oil/Filters	\$ 63		\$ -	\$ -	#DIV/0!			
078 Field Expenses								
01 Field Expenses	\$ -	\$ -	\$ 200	\$ -	0.0%	\$ 200	0%	
108 CEM Rent								
01 CEM Rent	\$ -	\$ -						
Totals	\$ 12,965	\$ 16,830	\$ 14,452	\$ 12,226	84.6%	\$ 14,465	0%	



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

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
70 Insurance and Retirements								
007 Audit								
02 GASB 45	\$ 1,067	\$ -	\$ 3,200	\$ 3,200	100.0%	\$ -	-100%	
018 Health Insurance								
01 Employee Assistance Prog	\$ 250							
034 Worker's Compensation								
01 Worker's Compensation	\$ 5,822	\$ 4,551	\$ 5,500	\$ 5,500	100.0%	\$ 5,775	5%	Waiting on insurance quotes in November. Assumes 5% increase
035 Unemployment Comp.								
01 Unemployment Comp.	\$ 13,896	\$ 14,061	\$ 22,000	\$ 22,000	100.0%	\$ 23,100	5%	Waiting on insurance quotes in November. Assumes 5% increase
037 Liability Insurance								
01 Liability Insurance	\$ 26,288	\$ 27,458	\$ 30,250	\$ 30,250	100.0%	\$ 31,763	5%	Waiting on insurance quotes in November. Assumes 5% increase
038 Social Security								
01 Social Security	\$ -							
039 Bonds	\$ -							
01 Bonds	\$ -							
040 City & State Retirement	\$ -							
01 City & State Retirement	\$ -							
041 \$1000 Ded. Payments								
01 \$1000 Ded. Payments	\$ 1,167	\$ -	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0%	
043 Compensated Absences								
01 Compensated Absences	\$ 37,667	\$ 23,000	\$ 25,000	\$ 25,000	100.0%	\$ 25,000	0%	Anticipate three retirements in 2021
044 - Reimbursements								
01 Reimbursements								

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

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
70 Insurance & Retirements Cont'd								
046 Recognitions & Awards								
01 Recognitions & Awards	\$ 1,077	\$ 816	\$ 2,250	\$ 2,300	102.2%	\$ 3,000	33%	Quarterly Luncheons, retirement recognitions, Dennis Dollars
311 Section 125 Expense								
01 Section 125 Expense	\$ 6,869	\$ 6,714	\$ 7,000	\$ 6,900	98.6%	\$ 7,000	0%	
Totals	\$ 96,302	\$ 76,600	\$ 98,200	\$ 98,150	99.9%	\$ 98,638	0%	
75 Contributions								
177 Aroost. Agency on Aging								
01 Aroost. Agency on Aging	\$ 1,867	\$ 5,600	\$ 4,600	\$ 4,600	100.0%	\$ 4,600	0%	
Totals	\$ 1,867	\$ 5,600	\$ 4,600	\$ 4,600	100.0%	\$ 4,600	0%	
80 Unclassified								
038 Social Security								
01 Social Security				\$ 2,640				
045 Refunds/Reimbursements								
01 Refunds/Reimbursements	\$ 350	\$ -	\$ 250	\$ 250	100.0%	\$ 250	0%	
200 Tax Lien Costs	\$ -							
01 Tax Lien Costs	\$ 18,483	\$ 18,501	\$ 20,000	\$ 19,109	95.5%	\$ 20,000	0%	
201 Abatements	\$ -							
01 Abatements	\$ 19,282	\$ 7,732	\$ 13,000	\$ 13,000	100.0%	\$ 13,000	0%	
Totals	\$ 38,115	\$ 26,232	\$ 33,250	\$ 35,000	105.3%	\$ 33,250	0%	



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



**MEMO**

**To: Mayor and Council Members**  
**From: Dennis Marker, City Manager**  
**Date: 10/23/2020**  
**Re: Contribution Requests**

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The City was recognized as the first “Age Friendly Community” in Aroostook County in 2018. In support of this designation, the Council provided \$4,600 to the Aroostook Agency on Aging in the 2019 & 2020 budgets. This agency provides many services to residents which the city does not have the means to do. Some of these services include Eldercare, Family Caregivers support, nutrition and information assistance through in-home visits and consultants. They also help seniors find volunteer opportunities in the community through the Retired Senior Volunteer Program (RSVP). The 2021 budget maintains the contribution to the Agency on Aging

The City regularly receives requests for similar funding. The following are some of the organizations which have asked for city contributions

- |                                       |         |          |
|---------------------------------------|---------|----------|
| • Maine Families Aroostook            | Request | \$ 200   |
| • Central Aroostook Soil & Water Dist | Request | \$ 1,000 |
| • Health Equity Alliance              | Request | \$ 500   |
| • Homeless Services of Aroostook      | Request | \$12,284 |
| • The LifeFlight Foundation           | Request | \$ 2,000 |



## REQUEST FOR 2020

Dear Concerned Citizens of Caribou,

Child abuse is a national tragedy, taking the lives of three American children everyday and affecting millions of children and families every year. We need your help to strengthen and support families so that we can prevent such tragedies from occurring in our county.

The impact of abuse is far greater than its immediate, visible effects. Abuse and neglect are associated with short- and long-term consequences that may include brain damage, developmental delays, learning disorders, problems forming relationships, aggressive behavior, and depression.

Survivors of child abuse and neglect may be at greater risk for problems later in life – such as low academic achievement, drug use, teen pregnancy, and criminal behavior- that affect not just the child and family, but society as a whole. These **preventable** consequences of child abuse and neglect are the very issues towns in Aroostook County seek to find solutions to everyday.

What if there were a program that could prevent child abuse and neglect? Wouldn't you as citizens of Caribou and of Aroostook County support a program that could have such long term positive benefits to your community?

Well, the program does exist and it is currently serving families in **Caribou**. The program's name is **Maine Families Aroostook**. **Maine Families Aroostook** is a home visiting program for *all pregnant mothers and all families with newborns*. Our services are entirely **FREE** and voluntary. The enclosed brochures will provide you with details about the program.

The Center for Disease Control and Prevention have identified home visiting as the most effective means of reducing child abuse and neglect. In fact, in homes receiving home visitation there was a 40% reduction in child abuse and neglect, compared with families that did not receive home visitation services.

But even prevention has a price tag, albeit less than intervention and treatment. The **Aroostook Council for Healthy Families**, (formerly known as *Aroostook Council to Prevent Child Abuse*) investment in home visitation services is approximately \$1,500 per year for every Aroostook County Family.

We could use your help to assure that no family goes without the support it needs to ensure a healthy future for the children of Aroostook County. Our request for financial support this year from the town of **Caribou** is **\$200**. Now is the time to do something positive about child abuse and neglect because one abused child is one too many. Please join the Aroostook Council for Healthy Families by supporting our efforts to prevent child abuse and neglect in Aroostook County.

If you would like more information or want a representative to attend the **Caribou** town meeting, please call me at 532-7405 or 877-207-2301. The Aroostook Council for Healthy Families and the children of Caribou thank you for your support.

Sincerely,

A handwritten signature in blue ink that reads "Danielle P. Langley".

Danielle Langley, Director  
Aroostook Council for Healthy Families  
37 Bangor Street, Suite 7  
Houlton, Me 04730



Jayne Farrin  
City of Caribou  
25 High Street  
Caribou, ME 04736

Dear Jayne,

Central Aroostook Soil and Water Conservation District would like to invite you to join us as we strive to serve our growers and residents. Municipal dues help to fund the events that we sponsor each year. Last year, 19 of Caribou's residents attended one or more of our events. We hope to see that number increase in 2020. The District has partnered with Cary Medical Center and The Center for the Advancement of Rural Living to apply for a \$50,000.00 grant to facilitate the "Farm of Hope" at the former Phi's Florist site. We are very excited about this project as it will help homeless Veterans to learn skills to re-enter the workforce. We will know if our application was funded in March 2020.

We work very closely with NRCS as we are collocated with them. In 2019, NRCS invested over two million dollars into Central Aroostook farms through EQIP programing. I have worked with several growers personally to get them signed up for these programs. This helps growers in the Caribou community invest in expensive irrigation equipment as well as implement new cultural practices to conserve our environment.

In 2020 we are planning several events for our growers as well as the general public. Our goal is to serve all of the residents of Caribou. Some of our upcoming activities include; Wood Harvest Demonstration at Mantle Lake, Three-day Conservation Camp at Aroostook State Park for ninth graders, two-day Organic Farming/Gardening Summit – Trade Show, Indoor Gardening Workshop, Pesticide Re-certification training, five-week Beekeeping School, plus much more!

Please consider partnering with us so that we can provide programs for our growers as well as the general public. An invoice is attached for your convenience.

Thank You again for your continued support.

*Randy Martin*

Randy Martin  
Executive Director

Rec'd  
1/14/2020



December 12, 2019

Town of Caribou  
25 High St  
Caribou, ME 04736

To Whom It May Concern:

I hope this finds you well through the holiday season and as we approach a new year! I am writing to request a financial contribution of \$500 from the Town of Caribou to support the work of the Health Equity Alliance (HEAL). Formerly known as the Down East AIDS Network, HEAL is a public health agency serving clients in 14 out of 16 Maine counties. We would be honored to have your support as we continue providing a diversity of services to your community.

Throughout our four locations across the state, HEAL strives to create a world where all identities are celebrated and health disparities are nonexistent. We work tirelessly toward this goal through collaboration, education, and advocacy to empower Maine's most marginalized communities to improve their health and well-being and affect cultural change. In addition to being the second largest AIDS Service Organization in the state, serving HIV positive clients throughout northern, DownEast and central Maine, we provide free HIV and HCV testing, sexual health education, harm reduction services for people who use drugs, training and advocacy to support positive health outcomes in the LGBTQ+ community, and a community food pantry. Your generous support is what keeps programs like ours strong, bringing life-changing services to communities across Maine.

The following services will be provided to your residents in the coming year through Health Equity Alliance's Case Management Team and Community Outreach Coordinators:

- Free, confidential HIV and HCV Testing
- Sexual health/risk reduction counseling and distribution of safer sex supplies

**304 Hancock St. Suite 3B**  
**Bangor, ME 04401**  
**(207)990-3626**

**25A Pine St.**  
**Ellsworth, ME 04605**  
**(207) 667-3506**

**7 VIP Rd.**  
**Machias, ME 04654**  
**(207) 255-5849**

**295 Water St. Suite #104**  
**Augusta, ME 04330**  
**(207) 242-0709**

[mainehealthequity.org](http://mainehealthequity.org)

- Emergency food pantry
- Medical case management for people living with HIV/AIDS and people who use drugs
- Support groups and community meetings
- Syringe exchange
- Naloxone training and distribution
- Facilitated trainings for healthcare, nonprofit, business, social service and education entities (Topics include LGBTQ+ cultural competency, harm reduction, and comprehensive sex education)

During 2019, HEAL directly supported over 4,500 people. Donor support made it possible to provide over 650 households with nutritious food, distribute over 900 naloxone kits to prevent overdose deaths, and train a record number of healthcare providers around various components of cultural competency. Your support directly helps to expand our capacity and resources to serve Caribou residents and communities throughout Aroostook County.

Please don't hesitate to reach out with questions or for more details about the services we provide. We look forward to hearing from you and thank you for your consideration!

In community,



Dana Carver-Bialer  
 Director of Development  
 Health Equity Alliance  
 304 Hancock Street, Suite 3B  
 Bangor, ME 04401  
 Tel: (207) 990-3626 x210  
 Mobile. (207) 812-5262



### **Our Mission**

Homeless Services of Aroostook strives to end homelessness, feed the hungry, and assist individuals in pursuing a self-sustaining life.

### **Board of Directors**

**Susan Watson**  
President

**Tammy Gagnon**

Treasurer

**Dee Clark**  
Secretary

**David Adams**

**Deirdre McMahon**

**Linda Menard**

**James McClay**

**Lloyd Olson**

**Kari Bradstreet**

**Roxanne Boyd**

August 2020

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

Dear City Manager Marker,

Homeless Services of Aroostook serves individuals and families with children through the Sister Mary O'Donnell Emergency Homeless Shelter program. Since 1984, HSA has provided a safe, drug and alcohol-free environment for our residents to live in, and through comprehensive case management, connects them to services in the community to meet their identified needs.

Our Aroostook Bridge low-barrier night shelter program, which opened on July 1, 2019, provides individuals over 18 a safe place to sleep, meals, lockers for belongings, shower and laundry facilities, and case management services if desired. The majority of those who do not meet the admission criteria for the Sister Mary O'Donnell program are served by Aroostook Bridge, allowing us to help more people while decreasing municipal General Assistance costs.

The recent COVID-19 pandemic left our guests with limited places to go during the day, so the decision was made to keep the Aroostook Bridge program open 24/7. This has led to an increase in staffing needs and supply costs, as well as a decrease in the donations we rely on to keep our doors open.

As we continue to work toward ending homelessness in our County, your contribution will provide food, shelter, and meaningful assistance to those most at risk in our communities. An average of 83% of those we serve are from Maine, and 69% are from municipalities within Aroostook County. We are asking you to contribute \$12,283.50 annually. We've calculated this amount based on the 2010 Census population figures at \$1.50 per person.

Thank you in advance for your critical support of the only emergency homeless shelter for the general public in Aroostook County. Should you have any questions or wish to offer comments, please feel comfortable reaching out.

Warmest Regards,

Melanie Bubar  
Interim General Manager



P.O. Box 1753 ~ Presque Isle, Maine 04769  
Office 764-5114 ~ Shelter 764-4125 ~ Housing 762-6000 ~ Fax 764-2866

Sister Mary O'Donnell Emergency Shelter ~ Housing



September 22, 2020

Dennis Marker, City Manager  
City of Caribou  
25 High St  
Caribou, ME 04736

Dear Dennis,

Every six hours, LifeFlight answers a call for help from EMS and fire/rescue agencies and hospitals across Maine. Whether seriously injured in an accident or suffering from a critical illness in a small community hospital, these patients desperately need the lifesaving care that can only be found at a distant medical center. To help make sure that LifeFlight can answer these calls, we reach out to municipalities across the state to help us meet this critical need. **Last year, more than 240 Maine communities made a contribution to support our work.** We hope that this year the City of Caribou will be among those who value this lifesaving service by joining them.

**Since 1998, 181 Caribou residents have been cared for by LifeFlight, with 29 patients treated in the past year.** Since the beginning there has also been 1 scene call - where LifeFlight has landed directly in your town to support your local Fire/Rescue and EMS care for a patient.

**LifeFlight provides a variety of services to your community and citizens, including:**

- Direct scene response when called by EMS and Fire/Rescue agencies
- Transport of critically ill or injured patients, including those needing organ transplants, who are already in a hospital but need access to specialized care at medical centers across the eastern US
- Mutual aid during disasters
- Clinical education for EMS providers
- Support for critical aviation infrastructure initiatives, such as airport runway improvements


Over the past 22 years, LifeFlight has cared for more than 30,000 patients, and the need for our service continues to grow. Each year requests for LifeFlight increase due to Maine's demographics, changes in stroke and cardiac care, and changes in services at our community hospitals. LifeFlight sends out medical teams from our bases in Sanford, Lewiston, and Bangor, using three helicopters, a fixed wing airplane, rapid response vehicles and specialized ground ambulances. These teams care for Maine by partnering 24-hours-a-day, 365-days-a-year with your local EMS, Fire/Rescue and hospital providers.

This year, COVID-19 has severely impacted LifeFlight—as it has everyone in the state—as we care for Maine's most critically ill patients needing interhospital transfer. New equipment, supplies, PPE, and biocontainment systems will add \$1.8 million dollars of new costs in the next two years.

**In a serious emergency, every minute counts. In meeting Maine's need for critical care, every town's participation counts.** Town support for our aircraft fund helps us leverage private donations and allows us to direct our operating funds to patient care. We hope Caribou will join our partner communities across Maine by supporting LifeFlight with a donation of \$2,000 for the aircraft fund or the COVID relief fund. If no fund is selected, donations will go toward the aircraft replacement fund. **Thank you for helping us be there when needed.**

We have attached background information and our financial summary from Fiscal Year 2019. **Please contact Victoria Bathgate at The LifeFlight Foundation at 207-230-7092 or [vbathgate@lifeflightmaine.org](mailto:vbathgate@lifeflightmaine.org) with any questions.** If additional information or a specific town application form is required with this request, please let us know. Thank you for your consideration.

Sincerely,



Thomas Judge  
Executive Director  
LifeFlight of Maine



Kate O'Halloran  
Executive Director  
LifeFlight Foundation

**P.S. If a past request was recently approved and an invoice is required, please contact us so that we may submit the invoice.**

## LifeFlight to Caribou - Facts and Frequently Asked Questions

- **LifeFlight is a private non-profit charity with a public mission serving all of Maine--** We care for all patients regardless of insurance status or ability to pay for care 24/7/365 with helicopters based in Bangor, Lewiston and Sanford, a fixed-wing airplane based in Bangor, rapid response vehicles, and specialized ground ambulances. In FY2020 LifeFlight provided \$1.7M of care to patients without insurance.
- **2,267 patients were LifeFlighted in FY20** from 118 communities, islands, and unorganized townships-- about 1 patient every 4 hours. LifeFlight has cared for more than 30,000 patients since September 1998.
- **How has COVID affected LifeFlight?** As LifeFlight cares for the most critically ill patients in Maine, we have been caring for COVID patients since March 17, 2020. Managing these complex patients is a huge challenge, and as there is uncertainty in emergent illness, essentially every patient LifeFlight cares for must be treated as if they had COVID. The financial impact on LifeFlight for equipment, supplies, and biocontainment systems is estimated at \$1.8 million in new costs between February 2020 and January 2022.
- **How is LifeFlight funded?** LifeFlight operates much like a hospital emergency department, taking care of all patients and billing insurance companies. We contract with all major payers including Medicare, MaineCare and commercial insurers. Our operational expenses are covered by patient fees, but we rely on the LifeFlight Foundation to support purchasing aircraft, medical equipment, and providing clinical education.
- **LifeFlight helicopters, airplane, and specialty ground ambulances are equipped as fully functioning mobile intensive care units.** LifeFlight's critical care teams bring the trauma center intensive care unit -- skills, medical technology, pharmacy, blood, and more -- directly to a patient's side.
- **What types of patients do you transport?** Critically ill or injured patients of all ages needing specialized care beyond what can be provided by local hospitals - including premature infants, cardiac and stroke patients, complex traumatic injury, organ transplant, sepsis, burns, and serious obstetric complications. We use the strictest medical utilization criteria in the country to make sure all flights are medically necessary. Emergency medical providers are guided by state-mandated protocols based on the latest research and best practice.
- **About 85% of patients are transported from community hospitals** to major specialty centers, and 15% are transported directly from the scene of an emergency - roadsides, woods, mountains, and islands. While most patients are transported to EMMC, MMC and CMMC, about 12% of patients are transported to Boston and beyond for specialized care not available in Maine.
- **LifeFlight is lean.** We are among the most efficient providers in the world, we pay attention to costs, maintaining a very small administrative team and with the lowest costs and charges in New England and the country.
- **LifeFlight of Maine's average cost per transport** is approximately \$17,000 (modified by distance). We participate with all major insurers, Medicare, and MaineCare, so there are negotiated discounts and we do not "surprise bill" patients. (The average cost of others in New England is around \$23,000 while the average in western New England, New York, and nationally is \$55,000 - \$70,000.)
- **What other benefits to our town and region does LifeFlight provide besides critical care and transport?** We provide local critical care training to medical providers in specialized areas such as traumatic brain injury and pediatric trauma diagnosis and treatment.
- **What do the Towns support and what is the formula used for the ask amount?** This year, in addition to our aircraft fund, you may choose to allocate your support to our COVID relief fund. We realize that 2020 has been a challenging year, and that you, like LifeFlight, likely had to bear additional costs to get through the pandemic. We are intentionally not asking for increased support this year and would be extremely grateful if Caribou would consider a donation of \$2,000.