

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on Monday, **December 14, 2020 at 6:00 pm.**

DUE TO SPACE LIMITATIONS AND IN ACCORDANCE WITH THE GOVERNORS LATEST EXECUTIVE ORDERS, THIS MEETING WILL BE CLOSED TO THE PUBLIC. 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) prior to 4:30 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 | Pgs 2-5 |
| a. November 30 Regular Meeting | |
| 6. Public Hearings and Possible Action Items | Pgs 6-10 |
| a. Ordinance #05, 2020 Series, Temporary Sewer Regulations | Pgs 11-17 |
| b. Ordinance #06, 2020 Series, Medical Marijuana Related Land Uses | Pgs 18-21 |
| c. Ordinance #07, 2020 Series, Rezoning Properties Near Herschel Street to R-2 | |
| 7. Bid Award, Recognitions & Appointments | Pg 31 |
| a. MMA Recognition of 2020 Annual Report | Pg 32 |
| b. Recognition of outgoing Planning Board Member – Robert White | Pg 33 |
| c. Recognition of outgoing Council members | Pg 34 |
| d. 2021 Committee Appointments | |
| 8. Reports of Officers, Boards and Standing Committees | Pgs 35-59 |
| a. November 2020 Financial Report | Pgs 60-61 |
| b. Manager's Report | |
| 9. New Business | Pgs 62-68 |
| a. Designation of Dangerous Buildings | Pg 69 |
| b. Sale of Tax Acquired Property at 10 Mitchell road | Pgs 70-75 |
| c. Review of Chamber Audio Replacement Options | Pgs 76-77 |
| d. Resolution 12-01-2020 – Reappropriating 2020 Budget Funds | |
| 10. Old Business | Pg 78 |
| a. Resolution 11-02-2020 – Teague Park Loan Against Reserves | Pgs 79-82 |
| b. Resolution 11-03-2020 – Amending the City's Fee Schedule | |
| c. Discussion Regarding Spectrum Franchise Agreement | |
| 11. Reports and Discussion by Mayor and Council Members | |
| 12. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6) | |
| a. Personnel Session to review City Manager's Annual Performance | Pgs 83-88 |
| 13. Next Meeting(s): January 4 (Organization Meeting) | |
| 14. 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

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting, Monday, November 30, 2020 at 6:00p.m. in the Council Chambers with the following members present D. Morrell, H. Kirkpatrick, T. Ayer, N. Cote, J Theriault and J. Smith

Dennis L Marker, City Manager was present via Zoom.

The meeting was broadcasted via Spectrum, and Caribou's YouTube Channel.

Council Agenda Item #2: Invocation/Inspirational Thought

City Manager, Dennis Marker led a prayer.

Council Agenda Item #3: Pledge of Allegiance

Deputy Mayor T. Ayer led the Pledge of Allegiance.

Council Agenda Item #5: Council Organization

Manager Marker explained the resignation letter that has been received from Councilor R. Mark Goughan, and the process that is outlined by the City's Charter. He explained that the charter does not indicate a requirement that the Council would need to accept or reject the resignation letter before it becomes official. The Charter indicates that the Council has 30 days to fill the vacancy on the Council. The last resignation that occurred was Shane McDougal in 2016 or 2017. He stated that there were some concerns with the letter from Councilor Goughan that the basis for the resignation surrounded his attendance at council and committee meetings. Manager Marker explained the attendance of the councilors on Committees, Liaisons and Council meetings.

Discussion by council members regarding their concern that the resignation letter was initially talked about during executive session at the November 16, 2020 council meeting and had somehow gotten to the public. Additional concern was raised that Manager Marker had broken confidence by acknowledging the letter to department heads in an email on November 26..

Councilor Morrell and Smith also stated that they thought that the letter and information was to be kept confidential because of it being discussed in executive session.

Councilor Theriault explained that she thought that the email they had received in the morning just like any other email was public information, and that it was the discussion in executive session should stay in executive session.

Councilor Cote stated that she thought it wasn't her personal information to share.

Manager Marker explained that he had only spoken to the department heads regarding this because the information was already out through social media. He stated that the letter was public knowledge and was not an executive session item, only the conversation was confidential.

Deputy Mayor Ayer explained that there are three separate issues here. The first issue being the requirement that Councilors attend 80% of assigned committee meetings. A memo from the City Attorney indicates the Council needs to determine which "committees" are to be included in this requirement. The memo suggests that only Council Committee meetings should be part of the review criteria and not any liaison roles or outside entity committees.

Motion made by J. Smith, seconded by J. Theriault to accept city legal council's suggestion that only Budget Workshops and City Council sub-Committees be considered for the 80% requirement (5 Yes, 1 No H. Kirkpatrick) So voted.

** See attached "Exhibit A" letter from the Law offices of Solman & Hunter, P.A

Discussion led by Deputy Mayor Ayer regarding executive session information being leaked from the council.

Councilor Kirkpatrick explained that it will be very difficult in the future to hold executive sessions if the people in it can not be trusted.

Motion made by H. Kirkpatrick, seconded by D. Morrell for the Manager to hire a private investigator to ascertain the leak and how the information got to social media. (6 Voted) So Yes.

Deputy Mayor Ayer explained that the third issue is Councilor Goughan's resignation. Through this discussion the Council has decided that budget workshops and council committees only apply and therefore the basis for Councilor Goughan tendering his resignation may be mute by the end of the year based on his attendance at the required meetings.

Councilor Kirkpatrick stated that he believed that Council had to either accept or not the resignation and that if it was accepted today that they would have 30 days and the calendar year would be over and nobody would need to be assigned to fill the seat.

Councilor Smith mentioned that the resignation only applies to Councilor Goughan's current term of office and will not affect the results from the previous election. Deputy Mayor Ayer confirmed this statement. Manager Marker indicated that Councilor Goughan had expressed a desire to take the oath of office on January 4 with the other Councilors-elect for the 2021-2023 term.

Councilor Cote was concerned that the letter of resignation was tendered on November 16, 2020 and would like to know if the 30 days starts there or the day the resignation began. Manager Marker again noted that the Charter doesn't indicate the Council having to accept a resignation and therefore the vacancy could be considered as the date of submittal to the city. By charter, the Council would need to fill the Council vacancy and elect a new Mayor within 30 days of the vacancy being created.

Motion made by H. Kirkpatrick, seconded by D. Morrell to accept the letter of resignation as of November 30, 2020. (5 Yes, 1 No N. Cote) So voted.

Council Agenda Item #5: Public Forum (15 Minutes)

D. Morrell excused himself from the Public Forum portion of the meeting.

Deputy Mayor Ayer read an email from Gary Aiken that was received by the clerk prior to the meeting.

*** Please see attached as Exhibit B

Council Agenda Item #6: City Council Minutes

a. November 16 Regular Meeting

Motion made by J. Smith, seconded by H. Kirkpatrick to accept the minutes from the November 16 Regular Meeting. (6 Yes) So voted.

Council Agenda Item #7: Public Hearings and Possible Action Items

There were none.

Council Agenda Item#8: Bid Award, Recognitions & Appointments

There were none.

Council Agenda Item #9: Reports of Officers, Boards and Standing Committees

a. Manager's Report

Manager Marker reviewed the Manager's report dated November 30, 2020

Council Agenda Item #10: New Business

a. Introduction of Ordinance #05, 2020 Series, Temporary Sewer Regulations

Councilor J. Smith introduced Ordinance #05, 2020 Series, Temporary Sewer Regulations

b. Introduction of Ordinance #06, 2020 Series, Medical Marijuana Related Land Uses

Councilor J. Smith introduced Ordinance #06, 2020 Series Medical Marijuana Related Land Uses

c. Introduction of Ordinance #7, 2020 Series, Rezoning Properties Near Herschel Street to R-2

Councilor J. Smith introduced Ordinance #7, 2020 Series, Rezoning Properties Near Herschel Street to R-2.

d. Resolution 11-03-2020 Amending the City's Fee Schedule

Resolution is being treated as a first read and will be on the next agenda as old business.

Council Agenda Item #11: Old Business

a. Porvair Filtration Contract Update

Council had a discussion regarding the Contract with Porvair and would like to schedule to meet with a representative via Zoom for the next council meeting to discuss the contract.

b. Resolution 11-02-2020 – Teague Park Loan Against Reserves

Manager Marker briefly explained Resolution 11-02-2020 – Teague Park Loan Against Reserves. Tabled until the next meeting.

Council Agenda Item #12: Reports and Discussion by Mayor and Council Members

a. Discussion About Executive Session Rules and Responsibilities

This information has been previously discussed in the meeting under agenda item #4 Council Organization.

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

Council did not enter an Executive Session.

Council Agenda Item #14: Next Meeting(s)

November 30, 2020

20-29 Pg. 4

December 14

Council Agenda Item #15: Adjournment

Motion made by H. Kirkpatrick, seconded by J. Smith to adjourn the meeting as of 7:55p.m. (6 Yes) So voted.

Danielle M Brissette, Secretary

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Public Hearings
DATE: July 13, 2020

There are three public hearings on this agenda. They pertain to the three ordinances introduced at the last Council Meeting.

Ordinance #5 – Pertains to establishing criteria allowing a person to install a temporary private sewer system in lieu of immediate connection to the public system. This code amendment was initiated by Mr. Bacon who approached the Council earlier this year about the failure of his service lateral on Washburn Rd.

Ordinance #6 – Pertains to opening the city's land use code to allow more medical marijuana related uses in the city. This amendment was initiated by City Council.

Ordinance #7 – Pertains to rezoning a small number of properties near Herschel Street from Commercial (C-1 and C-2) to Residential (R-2). The zoning change facilitates the conversion of a couple commercial properties to multi-family housing developments as well as changes existing residential uses to conforming rather than non-conforming uses.

These ordinances were forwarded with a positive recommendation from the Planning Board (see attached Planning Board minutes for discussions about the ordinances).

The Council, after conducting the public hearings, may approve the ordinances as written, modify the ordinances and conduct an additional public hearing in the future before approving the ordinances, or the Council may reject the ordinances.



City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 493-4228
www.cariboumaine.org

To: Caribou City Council
From: Caribou Planning Board
Re: Recommendation for amendments to Section 13-700 subsection 27 Sewage Disposal

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Planning Board has held both a preliminary and final public hearing to consider recommending an amendment to Section 13-700 Subsection 27 of Caribou Code; Sewage Disposal.

Amendment to Section 13-700 Subsection 27 of Caribou Code; Sewage Disposal, allowing temporary private systems

Currently 13-700 subsection 27 states that, "any development within 1000 feet of a public sewage disposal system, at its nearest point, shall make provisions for connection to the public system." The ordinance does not consider the instance where an emergency or temporary private system may be permitted.

Resulting from a request from the property owner at 48 Washburn Street, through representation, the Caribou Planning Board has considered amendments to 13-700 subsection 27 to more closely align with the State of Maine Subsurface Wastewater Disposal Rules and allowing, in certain circumstances, temporary private subsurface wastewater systems.

The Caribou Planning Board has voted in favor of the suggested amendments to Section 13-700 Subsection 27 of Caribou Code; Sewage Disposal. The Caribou Planning Board requests and recommends that the City Council also consider and continue the process to amend the Caribou Code accordingly.

Respectfully submitted,

Robert White
2020 Planning Board Chair

Councilor Jody Smith introduced the following ordinance
On November 30, 2020:

Ordinance No. 5, 2020 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING SANITARY SEWER STANDARDS IN CITY CODE,
CHAPTER 13 ZONING SECTION 700 WHICH ALLOWS FOR TEMPORARY PRIVATE
SEWER SYSTEMS PRIOR TO CONNECTING TO A PUBLIC WASTEWATER SYSTEM.

Short Title: An Ordinance Allowing Temporary Private Sewer Systems

Whereas, the City of Caribou has been granted authority Home Rule Authority under M.R.S.A Title 30-A, which includes the ability to establish of Planning and Land Use Development standards, and

Whereas, The City of Caribou has adopted Planning and Land Use development standards as part of Caribou City Code, Title 13, which includes regulation of private and public sewer systems, and

Whereas, A request has been made to amend the city's regulation of sewer systems by allowing temporary private underground wastewater disposal systems prior to connection to a public sewer system, and

Whereas, the Caribou Planning Board conducted a public hearing on the proposed amendments during their November 12 and November 24 board meetings and have forwarded a positive recommendation for the attached code amendment.

Now Therefore, The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section I: Code Amendment

Caribou City Code, Title 13-700.27 is amended as follows (underlined text is added, stricken text is deleted):

Sec. 13-700 General Requirements for Land Uses.

27. Sewage Disposal.

A. Public Sewage Disposal

1. Any development within ~~4000~~300 feet of a public sewage disposal system, at its nearest point, shall make provisions for connection to the public system, except for temporary systems as provided in (B)(3) below. When no public sewage disposal service is within 300 feet ~~shall not be available~~ at the time of construction, a "capped system" with service laterals installed to each property may be installed within the development, at the discretion of the Planning Board and after consultation with the Caribou Utilities District (CUD), to allow future connection when service becomes available without needing future excavation ~~within the right of way~~ of any road improvements within the development.

2. When a development is proposed to be served by the public sewage system, the complete collection system within the development, including manholes and pump stations, shall be installed at the expense of the applicant unless otherwise provided by a credit enhancement agreement with the city.
- ~~3. The CUD shall certify that providing public sewage service to the proposed development is within the capacity of the system's existing collection and treatment system or improvements planned to be complete prior to the construction of the development.~~
- ~~43. Any City approvals of a development that will connect to the public sewage system shall be contingent upon The written CUD shall review and approve approval of the public sewage system construction drawings for the public sewage system. The size and location of laterals, collectors, manholes, and pump stations shall be reviewed and approved in writing by the District.~~
- ~~5. The public sewage disposal system(s) and related equipment for the development shall be designed by a Maine Registered Professional Engineer in full compliance with the requirements of the State of Maine, Subsurface Wastewater Disposal Rules and shall be approved by the CEO or Planning Board and the Health Office.~~
4. Any property that is within 200 feet of the public system and having a private subsurface wastewater system, shall connect to the public system when their private system needs to be replaced.

B. Private Sewage Disposal.

1. When a proposed development is not within ~~4000~~300 feet of a public sewage disposal system, at its nearest point, connection to the public system ~~shall~~may not be ~~permitted~~required, ~~except for temporary systems as provided in (3) below.~~ Sewage disposal ~~shall~~may be by a private individual or communal subsurface wastewater disposal system as may be permitted by DEP in consultation with CUD. The developer may install and connect to the public sewage disposal system totally at their own expense and in conformance with the standards and specifications of the CUD.
2. The applicant shall submit evidence of site suitability for subsurface wastewater disposal prepared by a Maine Licensed Site Evaluator in full compliance with the requirements of the State of Maine, Subsurface Wastewater Disposal Rules.
 - a. The Site Evaluator shall certify, in writing, that all test pits which meet the requirements for a new system represent an area large enough to install a disposal area on soils which meet the, Subsurface Wastewater Disposal Rules.
 - b. On lots in which the limiting factor has been identified as being within 12-15 inches of the surface, exclusive of shoreland areas, a second site with suitable soils shall be shown as a reserve area for future replacement of the disposal area. The reserve area shall be shown on the Plan and restricted so as not to be built upon.
 - c. In no instance shall a disposal area be on a site which requires a New System Variance from the Subsurface Wastewater Disposal Rules.
3. In the event that an existing connection to a public sewage disposal system fails, a temporary system may be used to allow the continued occupancy of a building pending repairs:
 - a. In order to qualify for a temporary system:
 - i. the estimated cost to repair the connection to the public sewer must exceed \$20,000 as represented by three separate, independent bids; or non-bids as verified in writing.

- ii. the connection to the public system must be more than ten (10) feet below grade;
 - iii. the owner must have sought and been denied a variance from the CUD; and
 - iv. the property owner provides to the city a performance guarantee, in accordance with section 13-750, which shall be sufficient to cover the reconnection costs as demonstrated by bids received for the work.
- b. The temporary system may be in the form of a subsurface wastewater system meeting the requirements of (2) above, or a holding tank.
 - c. A temporary system may be used for up to one (1) year, and the LPI may grant a one-time, six (6) month extension for cause shown.

Section II: Severability

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

Section III. Posting and Effective Date

This Ordinance, being introduced on _____, 20____ and a Public hearing being held on _____, 202____ was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 20____. This ordinance shall become effective 30 days after adoption by the Council.

R. Mark Goughan, Mayor

Thomas Ayer, Deputy Mayor

Joan Theriault, Councilor

Nicole Cote, Councilor

Dough Morrell, Councilor

Hugh Kirkpatrick, Councilor

Jody Smith, Councilor



City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 493-4228
www.cariboumaine.org

To: Caribou City Council

From: Caribou Planning Board

Re: Recommendation for amendments to Section 13-700 subsection 39. Registered Nonprofit Dispensaries & Registered Cultivation Facilities for Medical Marijuana and related amendments to Section 13-204 Land Use Table

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Planning Board has held both a preliminary and final public hearing to consider recommending an amendment to Section 13-700 subsection 39. Registered Nonprofit Dispensaries & Registered Cultivation Facilities for Medical Marijuana and related amendment to Section 13-204 Land Use Table.

Amendment to Section 13-700 subsection 39 Registered Nonprofit Dispensaries and Registered Cultivation Facilities for Medical Marijuana to recognize Medical Marijuana Related Facilities and related Land Use Table Amendment.

Currently 13-700 subsection 39 recognizes and allows for the permitting of Registered Nonprofit Dispensaries for Medical Marijuana but does not allow for other Medical Marijuana Related Facilities.

Resulting from administrative request as the City recognizes industry interest in the development of these types of facilities, and that the State Legislature, through the adoption of PL 2017 c. 452 (LD 1539), 'An Act To Amend Maine's Medical Marijuana Law', has determined that a municipality must specifically vote to allow certain activities and facilities associated with medical marijuana if the municipality wants to allow such activities to operate in the municipality, the Caribou Planning Board has considered amendments to 13-700 subsection 39 to identify permitted uses and appropriate zoning of these activities.

The Caribou Planning Board has voted in favor of the suggested amendments to Section 13-700 Subsection 27 of Caribou Code; Sewage Disposal. The Caribou Planning Board requests and recommends that the City Council also consider and continue the process to amend the Caribou Code accordingly.

Respectfully submitted,

Robert White
2020 Planning Board Chair

Councilor Jody Smith introduced the following ordinance
On November 30, 2020:

Ordinance No. 6, 2020 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING LAND USE REGULATIONS PERTAINING TO
MEDICAL MARIJUANA RELATED LAND USES AND FACILITIES

Short Title: An Ordinance Amending Medical Marijuana Related Land Uses

Whereas, the City of Caribou has been granted authority Home Rule Authority under M.R.S.A Title 30-A, which includes the ability to establish of Planning and Land Use Development standards, and

Whereas, The City of Caribou has adopted Planning and Land Use development standards as part of Caribou City Code, Title 13, which includes regulation of medical marijuana related land uses and facilities, and

Whereas, the City Council requested the Planning Board reconsider the city's medical marijuana related land use regulations in light of recent changes to state legislation on the matter, and

Whereas, the Caribou Planning Board conducted a public hearing on the proposed amendments during their November 12 and November 24 board meetings and have forwarded a positive recommendation to the City Council for the attached code amendment.

Now Therefore, The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section I: Code Amendments

1. Land Use Table Amendments. The Land use table as found under Title 13-204 is amended to include the following land uses and zone designations (stricken text is deleted from the current use designation).

Use	Zone								
	R-1	R-2	RC-2	R-3	C-1	C-2	I-1	I-2	H-1
Medical Marijuana Dispensaries	NO	NO	PB	NO	PB	PB	PB	PB	PB
Marijuana Caregiver Retail Store	NO	NO	NO	NO	NO	PB	PB	PB	NO
Marijuana Cultivation Facility	NO	NO	NO	PB	NO	NO	PB	NO	NO
Marijuana Manufacturing Facility	NO	NO	NO	PB	NO	NO	PB	NO	NO
Marijuana Testing Facility	NO	NO	NO	PB	NO	NO	PB	PB	PB

2. Title 13-700.39 Amendments. Title 13-1700.39 Registered Nonprofit Dispensaries and Registered Cultivation Facilities for Medical Marijuana is amended as follows: (underlined text is added, stricken text is deleted)

39. Regulation of Registered Nonprofit Dispensaries & Registered Cultivation Facilities for Medical Marijuana Related Facilities

A. Purpose and Authority

The State Legislature, through the adoption of PL 2017 c. 452 (LD 1539), 'An Act To Amend Maine's Medical Marijuana Law', has determined that a municipality must specifically vote to allow certain activities and facilities associated with medical marijuana if the municipality wants to allow such activities to operate in the municipality. The City has determined that certain medical marijuana facilities, namely Caregiver Retail Stores, Dispensaries, Manufacturing facilities and Testing facilities, are appropriate activities in the City of Caribou, provided that the respective activity/use occurs in a zoning district in which the City has specifically identified the respective activity/use as a permitted use, and provided that the respective use/activity complies with the standards identified in this ordinance and all laws and rules adopted by the State of Maine regarding the same. To regulate the location of Registered Medical Marijuana Dispensaries within the City of Caribou:

Pursuant to Title 22 MRSA Chapter 558-C and §2428 (10), Maine law provides for the siting of Medical Marijuana Dispensaries as permitted by the Department of Health and Human Services. The City of Caribou also reserves the right for additional siting and licensing requirements pursuant to municipal home rule authority, Title 30-A MRSA §3001.

Whereas marijuana has been determined to have both legitimate medical uses as well as a history of widespread illegal use, this Ordinance shall serve to govern the siting and licensing requirements specific to the City of Caribou for the operation of a ~~Registered~~ those Medical Marijuana ~~Dispensary~~ facilities listed above.

B. Regulations:

1. The establishment of a Registered Nonprofit Dispensary or Registered Cultivation Facility shall require review by the Caribou Planning Board as per Section 13-300 "Site Design Review" of the Caribou Code and be required to have a Section 13-302 (B) shall require a mandatory public hearing as part of the Site Design Review. Siting requirements shall also apply to any and all ancillary structures, mobile units, or any future types of dispensary mechanisms or related locations as yet contemplated within this ordinance allowed within this ordinance.
2. No Certificate of Occupancy shall be granted for a ~~Registered Nonprofit Dispensary~~ medical marijuana related facility unless the ~~structure providing the service~~ use is located in the ~~H-1, C-1, C-2, I-1, I-2 or RC-2 Zones~~ a zone where such is permitted as shown in the Land Use Table of section 13-204.
3. No medicinal marijuana related facility which dispenses harvested marijuana to a Qualifying Patient Registered Nonprofit Dispensary shall be allowed in the R-1, R-2 or R-3 Residential Zones or within 300 feet of an existing residential dwelling or within 300 feet of the R-1, R-2 or R-3 Residential Zone Boundary Line. Nothing in this provision shall prevent a Registered Medical Marijuana Caregiver from operating as may be permitted by State statute.
4. No Certificate of Occupancy shall be granted for a medicinal marijuana related facility ~~Registered Nonprofit Dispensary~~ if the premise concerned is located within the a Drug Free Safe Zone, or within 500 feet of a preexisting Private School, Day Care Facility, or House of Public Worship Religious Center.

5. No Certificate of Occupancy shall be granted for a Registered Cultivation Facility unless the structure is located within a Registered Nonprofit Dispensary or is offsite from the Dispensary within the R-3 Zone and also meeting all setback requirements applicable to Registered Nonprofit Dispensaries.
6. No Certificate of Occupancy shall be granted for a Registered ~~Nonprofit~~ Dispensary unless the premise concerned is in complete compliance with all municipal, state and federal site development Codes and Regulations.
7. Security requirements for ~~both the Registered Nonprofit Dispensary and associated Registered Cultivation Facilities~~ medical marijuana related facilities shall include as a minimum:
 - a. Lockable doors and windows to include intrusion alarms with audible and police notification components sending notification directly to or through a second party to the Caribou Police Department.
 - b. Exterior security lighting comprised of spot lights with motion sensors covering the full perimeter of the facility.
 - c. Video surveillance capable of covering the entire perimeter of the facility, interior, and all plants cultivated within the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day seven days per week and such records of surveillance shall be retained for a minimum duration of 90 days
- ~~78. A medicinal marijuana related facility Registered Nonprofit Dispensary and Registered Cultivation Facility~~ may not continue to employ an employee who is convicted of any state or federal controlled substance law, or is under indictment or charged with any state or federal controlled substance law violation, while employed at the medicinal marijuana related facility ~~Registered Nonprofit Dispensary and or Registered Cultivation Facility~~. If a principal officer or board member of the facility is convicted of any state or federal controlled substance law while a principal officer or board member of a ~~Registered Nonprofit Dispensary or Registered Cultivation~~ Facility, that medicinal marijuana related facility ~~Registered Nonprofit Dispensary or Registered Cultivation Facility~~ shall immediately be considered in violation of this Chapter.
- ~~89.~~ Medical Marijuana Disbursing Facilities must provide an adequate interior waiting area to ensure no exterior waiting of clients.
- ~~910.~~ Medical Marijuana Disbursing Facilities must provide adequate off street parking on site at 1 parking space per every 150 square feet of interior space. Each parking space shall be a minimum of 9 feet wide by 21 feet long All parking and access thereto shall comply with city site development standards.
- ~~1011.~~ All signage shall meet the following requirements
 - a. The requirements of Section 13-700, #29, A through H, ~~and~~
 - b. State requirements identified in Title 22, Chapter 558-C and under the Medical Use of Marijuana Program Rule 18-691 C.M.R. ch. 2, reference § 2429-B, Signs, advertising and marketing,
 - c. Signage may not use any pictorial representations of any portion of a marijuana plant, products, by-products, or paraphernalia associated with the use or distribution of ~~legalized medical marijuana or illegal use of marijuana,~~

d. The location, type and size of sign that a medical marijuana manufacturing facility or medical marijuana testing facility may display shall be the smaller of the size of signage permitted in the respective zoning district in which the facility is located or 24 square feet,

e. signage shall not be internally lighted or a digital sign,

f. A medical marijuana manufacturing facility or medical marijuana testing facility shall be permitted to display a maximum of two signs; a freestanding sign, such as one that is located adjacent to the road frontage of the property, and one that is located on the building in which the facility operates.

12. Registered Caregivers operating out of their residence shall apply for and obtain a permit for a home occupation in accordance with City of Caribou Land Use Ordinances Chapter 13-713 Home Occupations and shall comply with all standards set forth in that article. Registered Caregivers who cultivate medical marijuana only for themselves and/or members of their household are exempt from this requirement and are not required to obtain a permit or license. The cultivation, manufacturing, testing or sale of adult use/recreational marijuana from a residence is prohibited, unless it is for personal use in accordance with 28-A M.R.S. § 1502.

13. A request for a permit to establish a medical marijuana related facility shall be accompanied by evidence to the City that the applicant has obtained any and all required licenses, permits or similar approvals from the State of Maine, as such may be required by provisions of Title 22, Chapter 558-C and under the Medical Use of Marijuana Program Rule 18-691 C.M.R. ch. 2.

Section III. Definitions.

The following term and definition changes are made in Title 13-900 Definitions. (Underlined text is added, stricken text is deleted).

~~House of Public Worship: "House of Public Worship" shall mean any building or place of assembly as so defined under Title 13 MRSDA Chapter 93.-~~

Marijuana - Cardholder: "Cardholder" means a A qualifying patient, a primary caregiver or a principal officer, board member, employee or agent of a nonprofit dispensary who has been issued and possesses a valid registry identification card.

Marijuana – Caregiver: A person registered and holding a current license or certificate from the appropriate State department as a Caregiver. This may include a Caregiver’s assistant where permitted by State codes.

Marijuana - Caregiver Retail Store: A store that has attributes generally associated with retail stores, including, but not limited to, a fixed location, a sign, regular business hours, accessibility to the public and sales of goods or services directly to a consumer, and that is used by a registered caregiver to offer marijuana plants or harvested marijuana for sale to qualifying patients.

Marijuana – Concentrate: The resin extracted from any part of a marijuana plant and every compound, manufacture, salt, derivative, mixture or preparation from such resin, including, but not limited to, hashish.

Marijuana – Nonprofit Dispensary: "Nonprofit dispensary" means a A not-for-profit entity registered under Title 22 MRSA §2428 that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana or related supplies and educational materials to cardholders qualifying patients. All ancillary real property structures or mechanisms utilized as a mobile non-profit dispensary to include mobile units, vans, cars, trucks, trailers, motor homes, or other units not specifically set forth, must adhere to and shall be regulated by this ordinance. ~~A nonprofit dispensary is a primary caregiver.~~

Marijuana – Extraction: The process of extracting marijuana concentrate from marijuana using water, lipids, gases, solvents or other chemicals or chemical processes.

Marijuana – Edible Product: A marijuana product intended to be consumed orally, including, but not limited to, any type of food, drink or pill containing harvested marijuana.

Marijuana - Enclosed, Locked Facility: ~~"Enclosed, locked facility" means a~~ A closet, room, greenhouse or other enclosed area equipped with locks and other security devices required by the State and this Ordinance that permits access only by a cardholder or qualified person employed by the related Registered Nonprofit Dispensary.

Marijuana – Harvested Marijuana: The plant material harvested from a mature marijuana plant, except the stalks, leaves and roots of the plant that are not used for a qualifying patient's medical use. "Harvested marijuana" includes marijuana concentrate and marijuana products.

Marijuana – Manufacturing: For purposes of regulation of marijuana industries and processes, manufacturing shall include the production, blending, infusing, compounding or other preparation of marijuana concentrate and marijuana products, including, but not limited to, marijuana extraction or preparation by means of chemical synthesis.

Marijuana – Manufacturing Facility: A facility or a person authorized by the state to engage in marijuana extraction and manufacturing activities.

Marijuana - Medical use: ~~"Medical use" means the~~ The acquisition, possession, cultivation, manufacture, use, delivery, transfer or transportation of marijuana or paraphernalia relating to the administration of marijuana to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the patient's debilitating medical condition as provided in state regulations.

Marijuana – Product: A product composed of harvested marijuana and other ingredients that is intended for medical use. "Marijuana product" includes, but is not limited to, an edible marijuana product, a marijuana ointment and a marijuana tincture. "Marijuana product" does not include marijuana concentrate.

Marijuana – Qualifying Patient: A person possessing a valid written certification regarding medical use of marijuana in accordance with State provisions.

Marijuana – Registration Certificate: A document issued by the appropriate State department that identifies an entity, person or facility as registered to conduct marijuana related business in accordance with State provisions.

Marijuana - ~~Registered Cultivation Facility: "Registered Cultivation Facility" shall mean a~~ Any site used for the cultivation of Marijuana ~~whether at the location and a part of a Registered Nonprofit Dispensary or an associated offsite location meeting in accordance with all State operation and registration requirements pursuant to the licensing of the Dispensary.~~

Marijuana – Sample: A marijuana plant or harvested marijuana that is provided for testing or research purposes to a marijuana testing facility.

Marijuana – Testing Facility: A public or private laboratory that a) is authorized in accordance with State laws to analyze contaminants in and the potency and cannabinoid profile of samples; and b) is accredited pursuant to standard ISO/IEC 17025 of the International Organization for Standardization by a 3rd-party accrediting body or is certified, registered or accredited by an organization approved by the appropriate State agency.

Marijuana - Usable Marijuana: ~~"Usable marijuana" means the~~ The dried leaves and flowers of the marijuana plant, and any mixture or preparation of those dried leaves and flowers, but does not include the seeds, stalks and roots of the plant and does not include the weight of other ingredients in marijuana prepared for consumption as food.

Religious Center: A building or buildings owned or maintained by a religious organization(s) for social, civic or philanthropic purposes, and in which persons regularly assemble or frequent for worship or religious instruction with associated clergy. Uses also included are seminaries, monasteries and convents. This definition shall not include temporary tents or structures.

Registered Nonprofit Dispensary: "Registered Nonprofit Dispensary" means a nonprofit dispensary that is registered by the department pursuant to Title 22 MRSA §2428, subsection 2, paragraph A.

Section IV: Severability

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

Section V. Posting and Effective Date

This Ordinance, being introduced on _____, 20____ and a Public hearing being held on _____, 202____ was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 20____. This ordinance shall become effective 30 days after adoption by the Council.

R. Mark Goughan, Mayor

Thomas Ayer, Deputy Mayor

Joan Theriault, Councilor

Nicole Cote, Councilor

Dough Morrell, Councilor

Hugh Kirkpatrick, Councilor

Jody Smith, Councilor



City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 493-4228
www.cariboumaine.org

To: Caribou City Council
From: Caribou Planning Board
Re: Recommendation for Zoning Amendment to Caribou Zoning Map

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Planning Board has held both a preliminary and final public hearing to consider recommending an amendment to the Caribou Zoning Map to;

Rezone a portion of Tax Map 31, including sections of Herschel, Main and Hammond Streets from Commercial 1 to Residential 2 zone.

C-1 District is intended primarily for commercial uses to which the public requires easy and frequent access. Centrally located and at the center of the existing downtown business district R-2 Zoning is intended for single and multi-family dwellings within the city limits.

Resulting from a request Country Farm Properties regarding request for rezoning in the area of 31 Herschel Street Map 031 Lot 017 citing the need for more and better affordable housing and additional landowner interest in residential development the Caribou Planning Board has identified the impact area that is currently in the C-1 district but has historically been residential in nature and or property owners that have expressed interest to develop residential facilities.

The Caribou Planning Board has voted in favor of this change to the zoning map. The Caribou Planning Board requests and recommends that the City Council also consider and continue the process to amend the Caribou Code accordingly.

Respectfully submitted,

Robert White
2020 Planning Board Chair

Councilor Jody Smith introduced the following ordinance
On November 30, 2020:

Ordinance No. 07, 2020 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY BY REZONING
PROPERTIES NEAR HERSCHEL STREET FROM C-1 AND C-2 TO R-2.

Short Title: An Ordinance Approving the Herschel Street Rezoning Request

Whereas, the City of Caribou has been granted authority Home Rule Authority under M.R.S.A Title 30-A, which includes the ability to establish of Planning and Land Use Development standards, and

Whereas, The City of Caribou has adopted an official zoning map as part of Caribou City Code, Title 13, and

Whereas, a request has been made to amend the zoning map to improve housing and redevelopment opportunities in the downtown area by rezoning several properties from C-1 and C-2 to R-2 on or near Herschel Street, and

Whereas, the City's Comprehensive Plan supports increasing housing developments and redevelopment of underutilized properties in the downtown area, and

Whereas, the Caribou Planning Board conducted a public hearing on the proposed amendments during their November 12 and November 24 board meetings and have forwarded a positive recommendation to the City Council for the attached zoning map amendment.

Now Therefore, The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section I: Code Amendments

Zoning Map Amendment. The Official Zoning Map of the City is amended as shown in the attached Exhibit A of this Ordinance and by this reference is incorporated herewith.

Section II: Severability

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

Section III. Posting and Effective Date

This Ordinance, being introduced on _____, 20____ and a Public hearing being held on _____, 202____ was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 20____. This ordinance shall become effective 30 days after adoption by the Council.

R. Mark Goughan, Mayor

Thomas Ayer, Deputy Mayor

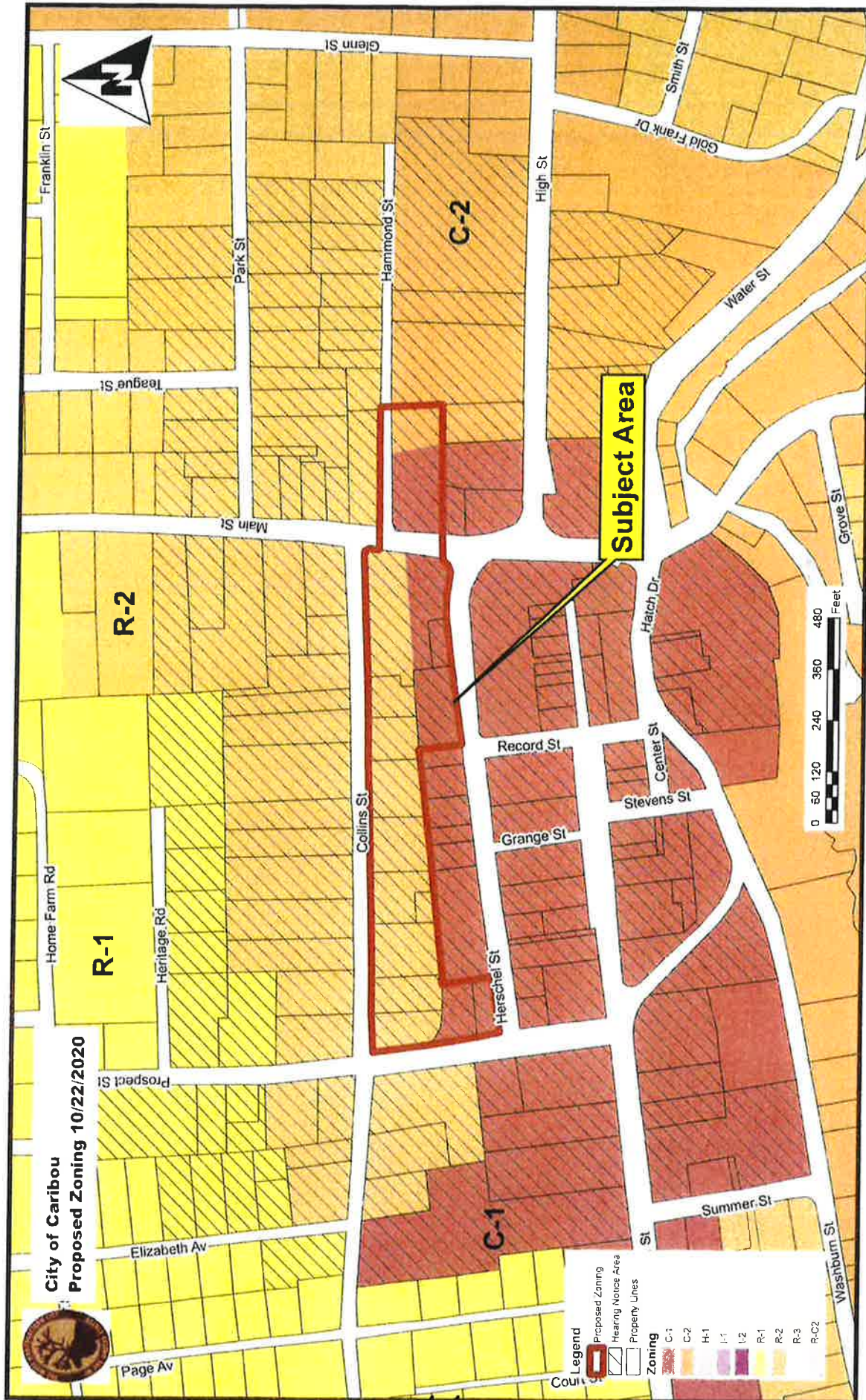
Joan Theriault, Councilor

Nicole Cote, Councilor

Dough Morrell, Councilor

Hugh Kirkpatrick, Councilor

Jody Smith, Councilor





City of Caribou, Maine

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

Caribou Planning Board Meeting Minutes Thursday, November 12, 2020 @ 5:30 pm City Council Chambers

Members Present: Robert White, Dan Bagley, Christine Solman, Amanda Jandreau, Dave Corriveau and Frank McElwain

Members Absent: Drew Ayer

Others Present: Ken Murchison –CEO/Zoning Administrator, Dennis Marker –City Manager, James Bacon, Richard Solman, Mark Kelley –Country Farms Properties, Tom Ayer – Councilor Liaison and Denise Lausier – Executive Assistant to the City Manager

- I. **Call Meeting to Order** – Chairman White called the meeting to order at 5:30 pm. Chairman White stated that there will be no votes on the Public Hearings this evening. The Hearings will continue to November 24th in which time the Board will vote.
- II. **Approval of minutes from the September 10, 2020 Planning Board meeting** – Dan Bagley commented that it was an excellent treatment of the minutes, a lot of work went into them. It was a long meeting and there was a lot to capture and he really appreciates all the detail. Kudos to Denise Lausier. Christine Solman also thanked Denise for her work on the minutes.

Frank McElwain moved to approve the minutes; seconded by Dave Corriveau.

Roll call vote.

Amanda – yes; Dan – yes; Christine – yes; Frank – yes; Dave – yes; Bob – yes

Motion carried with all in favor.

III. Public Hearings:

- a. **Rezoning request at 31 Herschel Street Map 31, Lot 17 and related area from C-1 (High Density Commercial District) to R-2 (Residential Single and Multi-Family Dwelling District).** –

Chairman White opened the Public Hearing at 5:34 pm.

Richard Solman was present and stated that he owns property in that area and he fully supports this rezoning request. Mr. Solman stated that there is a need for flexibility because a lot of buildings are empty. Mr. Solman said his property is divided into two zones and this request makes sense.

Mark Kelley from Country Farms Properties who submitted this request for rezoning was present. Mr. Kelley explained that he is in real estate development and buys foreclosure property and upgrades them. His proposal is to turn commercial space into residential space in the building at 31

Herschel Street. Mr. Kelley has a partnership with Cary Medical Center, they are in need of apartments for traveling nurses.

Christine Solman questioned how many residential/commercial activities are there. Mr. Kelley stated there is a hair salon, food pantry, laundry mat for tenants and a conference room for himself.

Dan Bagley questioned his plan to permit these units; apartments were put into this building without prior approval. CEO Ken Murchison stated that it is an existing non-conformance. Mr. Bagley stated to make sure the permitting is correct for this project. Mr. Kelley stated he owns buildings all over Caribou and surrounding communities as well as other buildings with apartments on Herschel Street and he never intended to go against code.

Amanda Jandreau asked how many apartment units Mr. Kelley had in that building. Mr. Kelley stated there are two units that are both being rented out to traveling nurses, one for Cary Medical Center, one for Pines Health Services. Mr. Kelley stated that they are one year leases and that there is an extreme shortage of nice rental units in Caribou. Mr. Kelley said he gets eight to ten calls per day for apartments.

Chairman White recessed the Public Hearing at 5:47 pm until the November 24th meeting at 5:30.

b. To consider a requested amendment to Section 13-700 §27 of Caribou Code; Sewage Disposal allowing temporary private systems. –

Chairman White introduced this item.

Chairman White opened the Public Hearing at 5:50 pm.

City Manager Dennis Marker stated that State Plumbing Code has a provision that someone who needs to connect to public sewer can get a private system installed temporarily for a twelve month period with a twelve month extension if needed. If someone is within so many feet of the public sewer line, they need to connect according to City standards and Plumbing Code. Manager Marker stated that Mr. Bacon's attorney drafted proposed City Code amendments.

CEO Murchison stated that the staff proposed language will make the City's Ordinance line up with State Statute. Manager Marker stated the City is proposing a six month extension to be more restrictive.

James Bacon stated that the estimated cost to repair the connection to public sewer must exceed \$20,000 per the City but Mr. Bacon feels \$10,000 was enough. Mr. Bacon stated that \$20,000 was a little high and would be a big burden on someone else going forward. Mr. Bacon also questioned the performance bond.

Chairman Robert White stated that a performance bond is like an insurance policy. If the homeowner couldn't get the work done, the insurance would cover the work instead of the City.

Discussion on the cost of septic system and reconnection costs.

Chairman White stated that with Mr. Bacon's issue, this is about an existing section fourteen feet underground with the cost to reconnect to a new pipe has been estimated over \$20,000. Mr. Bacon is looking for relief with a temporary private septic system and time to save up the cost to reconnect within 12-18 months.

Amanda Jandreau asked to clarify that this was just a temporary system and reconnect. If the cost is over \$20,000 they can put in a temporary system. Manager Marker clarified that they want them to connect to City sewer; cost would be around \$18,000 for new system and around \$10,000 to reconnect to City sewer.

Dave Corriveau questioned if there is grant money available.

Mr. Bacon stated it's 14-16 feet deep. Chairman White commented it is cost prohibitive to fix at that depth.

Christine Solman questioned if refinancing credit enhancements can be used with new development. Manager Marker stated that Tax Increment Financing can fund infrastructure and clarified that we have that tool in parts of the City.

Dan Bagley had concerns that if at the end of the year and a half if no progress has been made, what can the City do. James Bacon stated this just buys some time. CEO Murchison noted that is why the performance bond is recommended.

Chairman White recessed the Public Hearing at 6:12 pm until the November 24th meeting at 5:30.

c. To consider an amendment to Section 13-700 §39 of Caribou Code; addressing Medical Marijuana related facilities. –

Chairman White introduced this item.

Chairman White opened the Public Hearing at 6:13 pm. There was no public comment.

CEO Ken Murchison stated that he was recently approached by this type of business. CEO Murchison said that what is proposed is good language to be able to handle and regulate this industry.

Chairman White clarified that Caribou has a facility that is non-profit and authorized by State law. This language is for the ones that are for profit and there are no laws to govern them. The State says if we have no laws, we cannot allow them. This is why this came up.

CEO Murchison produced a map to identify places in the City that can have this type of facility based on the proposed spacing standards. CEO Murchison said that City Ordinance states they need to be 500 feet from schools and churches, 1,000 feet from the drug free safe zones as well as 300 feet from residential. Mr. Murchison stated that there are only a couple of small potential areas for medical marijuana retail.

Discussion on caregivers, retail, dispensaries, profit and non-profit.

Dan Bagley questioned if the Board could decide to allow dispensaries but not retail. Manager Marker answered yes.

Chairman White commented there is a need to modify code for medical marijuana dispensaries, no more than what State allows. CEO Murchison stated that if we opt in, we can regulate how many and assess fees. Amanda Jandreau clarified that the Planning Board decides what zones they are allowed in and City Council would designate fees.

CEO Murchison stated that the City needs to be able to regulate somehow. Manager Marker commented that there are a lot of elements to the industry.

Dan Bagley questioned why on the Land Use Table that these facilities are not allowed in the Commercial and Industrial zones. Christine Solman commented that Retail and Testing could also be in the RC-2. Chairman White stated that they need to be 300 feet from residential, 500 feet from daycare and churches.

Chairman White recessed the Public Hearing at 6:37 pm to the November 24th meeting.

Dave Corriveau moved to hold a Special Planning Board meeting on November 24th at 5:30 pm to continue the three Public Hearings; seconded by Amanda Jandreau.

Motion carried with all in favor. Vote was unanimous by show of hands.

IV. New Communications – None.

V. Staff Report – CEO Ken Murchison

- a. 412 Access Highway (New Court Date)** – New court date is in December.
- b. Downtown Team/Riverfront Development Committee Meeting** – Meeting on November 17th to discuss progress to date. This Committee is an off spin of the Downtown Team.
- c. Small Communities Grant (Septic Systems)** – CEO Murchison is working on closing out these grants. There have been some snags with contractors and clients.
- d. Day Care Permit Pending State Licensure** – Pending Daycare permit at 856 Sweden Street.
- e. Caribou Stream River Side and Dellwood Trailer Parks Septic Issues** – There are huge septic issues at these Trailer Parks. DEP brought these issues forward and the City needs solutions as soon as possible.

Also neighbor disputes on the Van Buren Road and on Access Highway.

VI. Chapter 13 – City Manager Dennis Marker

- a. Manager Marker TBA** – Manager Marker brought forward some work done on the Land Use Table. Christine Solman asked for a side by side comparison of the working Land Use Table with the current Land Use Table to better identify the changes. More discussion on this item at the December 10th meeting.

VII. Comprehensive Plan Update –

- a. Future Land Use (Information Only)** – CEO Ken Murchison is still working on the Land Use Study, nothing new to bring forward at this time.

VIII. Adjournment – Meeting adjourned at 6:55 pm.

Respectfully Submitted,

Christine Solman
Planning Board Secretary

CS/dl



City of Caribou, Maine

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

Caribou Planning Board Meeting Minutes Thursday, November 24, 2020 @ 5:30 pm City Council Chambers

Members Present: Robert White, Dan Bagley, Christine Solman, Amanda Jandreau, Dave Corriveau, Drew Ayer and Frank McElwain

Others Present: Ken Murchison –CEO/Zoning Administrator and Denise Lausier –Executive Assistant to the City Manager

I. Call Meeting to Order – Chairman White called the meeting to order at 5:30 pm.

II. Approval of minutes from the October 22, 2020 Planning Board meeting –

Dave Corriveau moved to approve the minutes; seconded by Frank McElwain.

Roll call vote.

Frank – yes; Amanda – yes; Dan – yes; Dave – yes; Drew – yes; Christine – yes; Bob – yes

Motion carried with all in favor.

III. Public Hearings Continuance from Thursday, November 12, 2020 Caribou Planning Board Meeting:

a. Rezoning request at 31 Herschel Street Map 31, Lot 17 and related area from C-1 (High Density Commercial District) to R-2 (Residential Single and Multi-Family Dwelling District). –

Chairman White called the Public Hearing back into session at 5:32 pm. No public was in attendance. CEO Ken Murchison stated that there were no further comments or concerns since the last meeting.

Dan Bagley asked about a permit for the work that has already been done by the applicant. CEO Ken Murchison stated that the applicant would need a permit for the existing non-conformance.

Chairman White closed the Public Hearing at 5:35 pm.

b. To consider a requested amendment to Section 13-700 §27 of Caribou Code; Sewage Disposal allowing temporary private systems. –

Chairman White called the Public Hearing back into session at 5:36 pm. No public was in attendance.

Dan Bagley commented that they received a letter from Mr. Bacon's attorney that stated he did not agree with staff's proposed changes. It states that a performance bond is not necessary, \$20,000 is a bit high and suggested to lower the amount to \$15,000 for a temporary system.

Frank McElwain questioned if the owner will continue to pay fees like he was connected to the main line. CEO Murchison stated they would pay for sewer, it's a base fee. Mr. McElwain questioned if it would be an incentive to get rid of the fee. Chairman White commented that it would not be an incentive to reconnect.

Christine Solman stated with an eighteen month temporary system, they could continue with it.

Amanda Jandreau commented that it should be more than a system cost which is \$10,000-\$15,000. Frank McElwain agreed.

Amanda Jandreau said a temporary system and then they would need to hook up to the main. Dan Bagley questioned the threshold to reconnect. Drew Ayer stated with it being fourteen feet in the ground, probably would be around \$10,000 to do.

Dan Bagley & Christine Solman both had concerns with the eighteen months of a temporary system and then still needing the cost to hook up, they both feel it will cause problems. Chairman White commented that could be remedied with a possible six month extension.

Christine Solman questioned what would happen if they don't reconnect at the end of eighteen months. Amanda Jandreau stated it then becomes non-conforming. Chairman White said they would be served non-occupancy. CEO Murchison stated that the LPI (licensed plumbing inspector) would need to inspect and they would need to exercise the performance bond to get it done.

Frank McElwain questioned if other communities have language for this. Chairman White stated performance bonds are common in agreements with municipalities.

After discussion, Chairman White stated the Board has three options. #1 – leave as is with no temporary solution. #2 – recommend inaction of amendment to ordinances as presented. #3 – go with the recommendations with modifications with Board input.

Attorney Rudman's language proposed both to delete the performance bond and to change the trigger level from \$20,000 to \$15,000.

Amanda Jandreau stated that with the performance bond, requiring three bids and needing to pay for a temporary system, they may realize at some point that they need to connect to the City sewer line. Ms. Jandreau also stated that she believes the performance bond is a good idea.

Chairman White closed the Public Hearing at 6:00 pm.

c. To consider an amendment to Section 13-700 §39 of Caribou Code; addressing Medical Marijuana related facilities. –

Chairman White called the Public Hearing back into session at 6:01 pm. No public was in attendance.

Dave Corriveau asked if the proposed language mirrored the State's laws; CEO Murchison stated that it does.

CEO Ken Murchison stated that the City has language for non-profit dispensaries and language in Ordinance for drug safe zones with thousand foot setbacks.

Dan Bagley questioned the proposed language in the land use table and why it wouldn't be allowed to exist in the commercial zones. Christine Solman stated that a lot of marijuana activity complaints are about odors from sites. Ms. Solman commented that C-1 & C-2 sites are small and processing or baking the product may be an issue and may be something the Board should consider. CEO Murchison commented that higher density of development has issues with odors when harvested.

CEO Murchison stated that in the C-1 there was a medical marijuana provider that was giving out prescriptions in the downtown, but since then a daycare has moved in.

Chairman White stated that retail store under C-1 on the land use table should be a No. Drew Ayer agreed.

Chairman White closed the Public Hearing at 6:11 pm.

IV. Possible Action for Pending Amendments –

a. Rezoning request at 31 Herschel Street Map 31, Lot 17 and related area from C-1 (High Density Commercial District) to R-2 (Residential Single and Multi-Family Dwelling District). –

Dan Bagley stated they have an option to let it slide and wait for the Chapter 13, Zoning Code re-write. Drew Ayer & Dave Corriveau stated they felt the Board needed to move on this item.

Dan Bagley has concerns with approving this after the fact and others down the road. CEO Ken Murchison stated it's more than a spot zone in this case, need to look at the whole area. Drew Ayer also stated he had concerns with repercussions.

Dave Corriveau stated that trends are changing and there is more demand for residential than commercial.

Chairman White said he was inclined to make the zoning change. Chairman White commented that senior housing on Collins Street is half in the R-2 zone and the commercial zone and another property landed in the commercial zone.

Dave Corriveau moved to send a recommendation to the City Council to approve this zone change request; seconded by Frank McElwain.

Drew Ayer questioned the current non-conformance. CEO Murchison stated that he will need permits and Chairman White stated the CEO will need to inspect.

Christine Solman stated that she doesn't support changing those lots out of commercial. The City has a Downtown Team looking to develop the downtown. Dave Corriveau commented that the demographics have changed over the last 35 years. Mr. Corriveau said the downtown is almost non-existent and that this would be changing with the times accommodating residents in the downtown area. Chairman White stated that grocery stores will be within walking distance for them.

Amanda Jandreau commented that the Board received a similar request from Rick Solman a short time ago. Chairman White said that Mr. Solman has not come back.

Drew Ayer stated he supports the zone change request.

Chairman White called for a roll call vote on the motion.

Frank – yes; Amanda – yes; Dan – yes; Dave – yes; Drew – yes; Christine – no; Robert – yes
Motion carried (6 – Yes; 1 – No, Christine Solman).

Dan Bagley asked that in the Board's recommendation letter to the City Council that the Board's concerns would be outlined as well.

b. To consider a requested amendment to Section 13-700 §27 of Caribou Code; Sewage Disposal allowing temporary private systems. –

Chairman White stated that two issues were raised by Attorney Rudman; a performance bond and the trigger amount. Chairman White said that if they leave as is, the City would not have an ordinance that would comply with the State. Amanda Jandreau commented that City ordinance is stricter than the State and would not allow temporary systems. CEO Murchison stated that the City requires they connect with the Utilities District connection and there is no temporary option of a holding tank or private system, with the State statute they can have a temporary system for eighteen months.

Drew Ayer, Amanda Jandreau and Dan Bagley all agreed to follow State statute.

Chairman White stated that with the requiring of three bids from contractors, that perhaps two bids should be required instead of three. Amanda Jandreau stated that they shouldn't go with just one because it's a competitive process. Christine Solman & Drew Ayer agreed that three bids is fair. After Board discussion, consensus was to require three bids and it was requested the language be fixed under section '3 a-i' to state "or non-bids verified in writing" and also leave the amount at \$20,000 for a temporary system.

Chairman White brought up the second issue of performance bonds. Dan Bagley felt performance bonds were a great idea because they protect the City.

After Board discussion, consensus was to leave in the need for a performance bond. Dave Corriveau suggested to get a cost from insurance companies on performance bonds.

Drew Ayer moved to send a recommendation to the City Council as written in staff recommended changes with the change in section '3 a-i' to state "or non-bids verified in writing"; seconded by Amanda Jandreau.

Roll call vote.

Frank – yes; Amanda – yes; Dan – yes; Robert – yes; Christine – yes; Drew – no; Dave – yes
Motion carried with all in favor.

c. To consider an amendment to Section 13-700 §39 of Caribou Code; addressing Medical Marijuana related facilities. –

Chairman White stated that there was one change desired thus far by the Planning Board that Retail Store on the Land Use Table under the C-1 zone be changed from Planning Board to a No.

Dan Bagley questioned if the Board could pull back and recommend that we don't want any of this for Caribou at all. CEO Murchison stated that the City Council asked that this be addressed.

Dan Bagley questioned if they were under any obligation to have cultivation, manufacturing or testing facilities. Drew Ayer & Dave Corriveau both commented that this is coming.

Amanda Jandreau asked if this is a way for Caribou to set boundaries knowing it's in the area. CEO Murchison stated it was a way to regulate.

Dan Bagley had concerns that once it's in City Ordinance and in the Land Use Table they cannot say no and he asked if they really wanted to go this direction.

Chairman White commented to take manufacturing and testing off the table. Dave Corriveau said that if testing comes about it would be high paying jobs.

CEO Murchison stated that the Board could also send their concerns with recommendations to the City Council.

Frank McElwain moved to send to the City Council 'Exhibit C' as presented with the one change on the Land Use Table for Retail Stores in the C-1 zone from Planning Board to a No; seconded by Dave Corriveau.

Roll call vote.

Dave – yes; Drew – yes; Christine – yes; Dan – no; Amanda – yes; Frank – yes; Robert – yes
Motion carried (6 – Yes; 1 – No, Dan Bagley).

V. Adjournment – Board adjourned at 7:25 pm.

Respectfully Submitted,

Christine Solman
Planning Board Secretary

CS/dl

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



MEMO

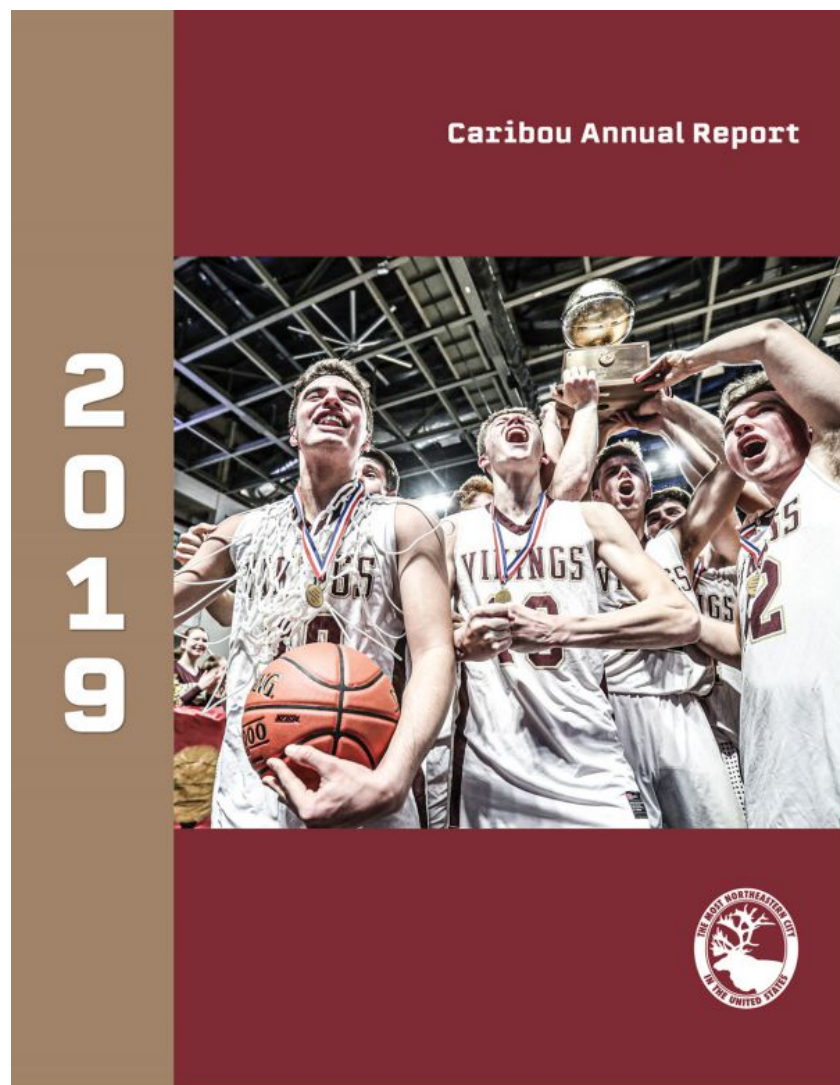
TO: City Council
FROM: Dennis Marker, City Manager
RE: MMA Recognition of 2020 Annual Report
DATE: December 10, 2020

The Maine Municipal Authority has awarded the City of Caribou with a Superior Award for its Annual Report, which was prepared by Denise Lausier, Assistant to the City Manager.

We'd like to recognize the quality of her work in this Annual Report and express appreciation for her service.

The annual report can be found on the city's website

<http://www.cariboumaine.org/wp-content/uploads/2020/08/2019-Annual-Report-PDF-for-Website.pdf>



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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Planning Board Member Recognition – Bob White
DATE: December 10, 2020

Mr. Robert White has served on the Planning Board for seven years (2013-2020). We'd like to express appreciation for his dedication and acknowledge the contribution he's made in the community. As a Planning Board member he served in multiple capacities including the last two years as the Chair.

During his time on the Planning Board he's been involved in review of and approval of

- City Comprehensive Plan
- Maine Veterans Home
- Riverside Motor Court
- Multiple Day Cares and Preschools
- Porvair Filtration Expansion
- RSU 39 New Caribou Community School
- St Peter Gravel Pit
- Griffin Used Auto Sales
- Daigle Oil Diesel Fuel Station
- Code amendments pertaining to
 - Signs
 - Light Pollution
 - Livestock and Poultry
 - Low Impact Development and Complete Street Standards
 - Boarding Houses
 - Disorderly and Nuisance Properties
 - Manufactured Housing
 - Medical Marijuana Dispensaries and uses

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Recognition of Outgoing City Council Members
DATE: December 10, 2020

Councilors Nicole Cote and Hugh Kirkpatrick have served on the City Council since 2017 and 2018 respectively. We'd like to express appreciation for their willingness to serve the city. Since their time in office they've been involved with many city issues. The following are just a few of the major items with which they were involved:

- Hilltop School Redevelopment and the relocation of Teague Park
- Updating the city's Tax Increment Financing Policies
- Streamlining the review of annual liquor and small business licenses
- Formalizing finance policies on return checks, tax acquired properties and disposal of surplus city property
- Creation of a citizen's airport advisory committee
- Authorized the acquisition of streetlights and their conversion to LED thus saving the city over \$70,000 per year in energy costs.
- Addressing impacts of COVID 19 on city operations
- Evaluation of options for new public safety facilities
- Evaluation of existing city facilities to determine future, predictable capital needs
- Failure and repair of the River Road
- Being the first community in Aroostook County to be recognized as an Age Friendly Community
- Evaluation of Fire/EMS services to outside communities and a more regional cost structure
- Birdseye Site Cleanup and preparation for redevelopment
- Sale of 60 Access Highway which is not being redeveloped for recreational commercial purposes
- Altering direction of Tax Acquired Property sales which enabled returning over a dozen properties to private ownership and collection of taxes owed.

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: 2021 Committee Appointments
DATE: December 10, 2020

There are several committees that will have vacancies beginning January 1, 2021. If any citizens are interested in serving on the following boards, please contact the City Clerk's office for a volunteer application.

Board	General Purpose
City Appeals Board	Reviews actions of the Planning Board and Community Development
Board of Assessors	Reviews requests for tax abatements
Caribou Housing Authority	Reviews policies and actions of the Caribou Housing Department
Caribou Investment Committee	Considers possible investment strategies and options for the city
Cary Board of Directors	Oversees policies and programs of Cary Medical Center as a publicly owned hospital.
Cary Hospital District	Oversees properties and interests related to Cary Medical Center
Library Board	Supports programs, funding and policies of the City library
Nylander Museum Board	Supports programs, funding and policies of the Nylander Museum
Planning Board	Reviews City Comprehensive Plan, Zoning and Development Standards and reviews applications for new development
Recreation Board	Works with Recreation Department on programs and facilities needs

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-500.00	280,499.99	0.00	60,068,332.75	60,348,832.74	0.00
Assets	9,691,968.55	9,842,342.30	-844,625.37	28,592,847.32	27,868,730.25	10,566,459.37
101-00 CASH (BANK OF MAINE)	4,324,340.92	4,168,345.82	-576,463.26	15,579,832.73	14,612,093.96	5,136,084.59
102-00 RECREATION ACCOUNTS	34,080.26	37,575.67	0.00	0.00	0.00	37,575.67
103-00 NYLANDER CHECKING	918.25	918.33	0.07	650.62	3.00	1,565.95
110-00 SECTION 125 CHECKING FSA	11,520.34	11,592.16	-904.46	16,007.76	12,034.91	15,565.01
110-05 2019 SECTION 125 CHECKING HRA	40,997.95	33,709.93	0.00	0.00	33,709.93	0.00
110-06 2020 SECTION 125 CHECKING HRA	0.00	0.00	-7,295.69	128,559.98	55,108.42	73,451.56
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	236,050.71	236,316.64	138.91	2,503.50	0.00	238,820.14
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	23,423.16	8,095.48	-5,822.85	108,069.50	120,134.60	-3,969.62
124-00 GAS INVENTORY	12,096.46	18,924.37	6,132.31	40,242.50	57,902.12	1,264.75
125-00 ACCOUNTS RECEIVABLE	11,542.86	312,687.74	-65,749.39	621,705.94	911,691.43	22,702.25
126-00 SWEETSOFT RECEIVABLES	572,816.11	572,816.11	-264.64	1,270,562.92	1,371,378.16	472,000.87
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	60,115.83	60,115.83	0.00	0.00	0.00	60,115.83
180-00 DR. CARY CEMETERY INVESTMENT	1,133.48	1,134.37	0.00	2.29	29.95	1,106.71
181-00 HAMILTON LIBRARY TR. INVEST	1,782.30	1,793.95	0.00	35.15	0.00	1,829.10
182-00 KNOX LIBRARY INVESTMENT	9,981.69	10,037.11	0.00	128.54	0.00	10,165.65
183-00 CLARA PIPER MEM INV	670.69	671.20	0.00	1.34	0.00	672.54
184-00 JACK ROTH LIBRARY INVEST	23,378.83	23,531.85	0.00	397.34	0.00	23,929.19
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	0.00	61.83	0.00	7,527.27
187-00 DOROTHY COOPER MEM INV	56,071.50	56,386.81	-4,000.00	727.24	4,000.00	53,114.05
189-00 MARGARET SHAW LIBRARY INV	12,966.75	12,991.28	0.00	73.35	0.00	13,064.63
190-00 GORDON ROBERTSON MEM INV	11,483.26	11,496.29	0.00	37.69	0.00	11,533.98
191-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	26.40	0.00	6,180.11
192-00 G. HARMON MEM INV	6,766.50	6,774.18	0.00	18.93	0.00	6,793.11
193-00 BARBARA BREWER FUND	5,508.63	5,519.14	0.00	30.02	0.00	5,549.16
194-00 RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	47.05	0.00	16,492.54
196-00 PHILIP TURNER LIBRARY INV	8,937.76	8,981.97	0.00	139.18	0.00	9,121.15
198-00 TAX ACQUIRED PROPERTY	190,534.26	178,908.40	-8,821.81	0.00	63,605.43	115,302.97
198-14 TAX ACQUIRED PROPERTY 2014	0.00	0.00	0.00	1,609.85	1,609.85	0.00
198-15 TAX ACQUIRED PROPERTY 2015	0.00	0.00	0.00	1,995.64	1,995.64	0.00
198-16 TAX ACQUIRED PROPERTY 2016	-1,614.45	0.00	0.00	2,396.92	2,396.92	0.00
198-17 TAX ACQUIRED PROPERTY 2017	-3,197.11	0.00	0.00	20,816.30	20,816.30	0.00
198-18 TAX ACQUIRED PROPERTY 2018	-4,197.27	0.00	0.00	19,547.76	19,547.76	0.00
198-19 TAX ACQUIRED PROPERTY 2019	-2,617.03	0.00	0.00	30,773.47	30,773.47	0.00
198-20 TAX ACQUIRED PROPERTY 2020	0.00	0.00	0.00	852.51	852.51	0.00
200-18 2018 TAX RECEIVABLE	528.51	528.51	0.00	0.00	528.51	0.00
200-19 2019 TAX RECEIVABLE	829,395.74	829,395.74	0.00	1,770.65	831,166.39	0.00
200-20 2020 TAX RECEIVABLE	-31,838.04	-31,838.04	-137,829.94	7,806,228.51	6,771,708.83	1,002,681.64
200-21 2021 TAX RECEIVABLE	0.00	0.00	-5,319.98	2,524.60	41,498.45	-38,973.85
200-22 2022 TAX RECEIVABLE	0.00	0.00	0.00	137.37	137.37	0.00
205-08 2008 LIENS RECEIVABLE	0.00	0.00	7.42	7.42	0.00	7.42
205-16 2016 LIENS RECEIVABLE	214.01	214.01	0.00	0.00	0.00	214.01
205-17 2017 LIENS RECEIVABLE	1,304.94	1,304.94	0.00	0.00	133.84	1,171.10
205-18 2018 LIENS RECEIVABLE	155,458.65	155,458.65	-32,342.38	3,009.48	150,882.64	7,585.49
205-19 2019 LIENS RECEIVABLE	0.00	0.00	-14,303.66	338,743.09	177,369.29	161,373.80
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	0.00	621.78
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	0.00	0.00	0.00	869.22
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61

General Ledger Summary Report

Fund(s): ALL
November

Account		Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
		Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D							
210-13	2013 PP TAX RECEIVABLE	5,467.93	5,467.93	0.00	0.00	0.00	5,467.93
210-14	2014 PP TAX RECEIVABLE	13,691.27	13,691.27	0.00	0.00	0.00	13,691.27
210-15	2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16	2016 PP TAX RECEIVABLE	10,836.28	10,836.28	0.00	0.00	201.70	10,634.58
210-17	2017 PP TAX RECEIVABLE	11,852.12	11,852.12	0.00	0.00	478.89	11,373.23
210-18	2018 PP TAX RECEIVABLE	17,932.81	17,932.81	-98.15	0.00	5,416.36	12,516.45
210-19	2019 PP TAX RECEIVABLE	35,335.69	35,335.69	0.00	0.00	19,152.16	16,183.53
210-20	2020 PP TAX RECEIVABLE	-5.50	-5.50	-1,895.78	313,402.01	265,280.90	48,115.61
210-21	2021 PP TAX RECEIVABLE	0.00	0.00	-0.19	0.00	82.06	-82.06
302-00	COURT ORDER	0.00	0.00	0.00	422.88	422.88	0.00
303-00	FEDERAL WITHHOLDING	0.00	0.00	0.00	342,406.94	342,406.94	0.00
304-00	FICA W/H	0.00	0.00	0.00	470,983.34	470,965.08	18.26
305-00	MEDICARE WITHHOLDING	0.00	0.00	0.00	110,150.67	110,146.40	4.27
306-00	STATE WITHHOLDING	0.00	0.00	0.00	149,460.29	149,460.29	0.00
307-00	M.S.R.S. W/H	88.95	88.95	0.00	124,147.15	124,147.15	88.95
307-01	MSRS EMPLOYER	-152.35	-152.35	-0.01	108,196.37	108,196.46	-152.44
308-00	AFLAC INSURANCE	-1.92	0.00	-0.16	8,250.14	8,251.72	-1.58
309-00	DHS WITHHOLDING	0.00	0.00	0.00	4,104.00	4,104.00	0.00
312-00	HEALTH INS. W/H	-26,826.38	-26,388.41	1,132.68	249,426.28	248,411.90	-25,374.03
314-00	UNITED WAY W/H	0.00	0.00	0.00	144.00	144.00	0.00
315-01	FIREFIGHTERS UNION W/H	0.00	0.00	0.00	9,723.00	9,723.00	0.00
316-00	COUNCIL #93 W/H	0.00	0.00	0.00	3,116.05	3,116.05	0.00
317-00	PW UNION INS	0.00	0.00	0.00	189.94	189.94	0.00
318-00	MMA INCOME PROTECTION	-7,060.68	-7,008.66	280.80	35,370.24	35,539.73	-7,178.15
319-00	REAL ESTATE TAX W/H	0.00	0.00	0.00	23,534.09	23,534.09	0.00
320-00	ICMA RETIREMENT CORP	0.00	0.00	0.00	148,673.90	148,673.90	0.00
320-01	ICMA EMPLOYER MATCH	0.00	0.00	0.00	33,656.63	33,656.63	0.00
321-01	PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	600.00	600.00	0.00
322-00	RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	10,801.95	10,825.16	-23.21
323-00	MMA SUPP. LIFE INSURANCE	-1,534.63	-1,500.55	53.40	8,772.01	9,376.27	-2,104.81
324-00	MISC. WITHHOLDING	0.00	0.00	0.00	1,438.00	1,438.00	0.00
325-00	DED. FOR VALIC	0.00	0.00	0.00	39,701.92	39,701.92	0.00
325-01	VALIC EMPLOYER MATCH	0.00	0.00	0.00	9,000.39	9,000.39	0.00
329-00	SALES TAX COLLECTED	-3.73	-3.73	0.00	5.47	19.99	-18.25
330-00	VEHICLE REG FEE (ST. OF ME)	-4,009.00	-1,849.00	1,131.00	248,630.50	249,583.00	-2,801.50
331-00	BOAT REG FEE INLAND FISHERIES	-49.00	0.00	0.00	14,901.10	14,901.10	0.00
332-00	SNOWMOIBLE REG (F&W)	-7,343.00	0.00	-2,224.32	16,127.48	18,694.36	-2,566.88
333-00	ATV REGISTRATION (F&W)	0.00	0.00	252.00	34,323.26	34,462.26	-139.00
335-00	PLUMBING PERMITS (ST. OF ME)	-2,461.25	-123.85	-155.00	37.50	1,620.00	-1,706.35
336-00	CONCEALED WEAPON PERMIT	-125.00	55.00	0.00	815.00	1,015.00	-145.00
338-00	CONNOR EXCISE TAX	0.00	0.00	9,326.71	55,148.90	55,253.14	-104.24
339-00	CONNOR BOAT EXCISE	0.00	0.00	0.00	87.80	82.00	5.80
340-00	DOG LICENSES (ST. OF ME)	-1,381.00	0.00	-95.00	2,244.00	2,499.00	-255.00
341-00	FISHING LICENSES (ST. OF ME)	-589.00	0.00	0.00	3,159.00	3,159.00	0.00
342-00	HUNTING LICENSES (ST. OF ME)	-1,914.75	0.00	416.00	5,419.75	5,687.75	-268.00
347-00	NEPBA UNION PD	0.00	0.00	90.00	6,000.00	6,000.00	0.00
Liabilities		7,311,519.07	7,537,228.64	-582,643.38	7,067,143.21	7,226,590.48	7,696,675.91
and Fund		0.00	0.00	0.00	0.00	0.00	0.00
Balances		7,311,519.07	7,537,228.64	-582,643.38	7,067,143.21	7,226,590.48	7,696,675.91
352-00	NYLANDER MUSEUM RESERVE	14,185.99	14,185.99	0.00	0.00	0.00	14,185.99
360-00	RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
362-00 RLF #10 RESERVE	236,050.71	236,316.64	138.91	0.00	2,503.50	238,820.14
365-01 COMMUNITY POOL IMPROVEMENT	126,655.52	126,655.52	-121,971.00	146,771.00	71,055.00	50,939.52
365-02 REC CENTER IMPROVEMENTS	18,857.48	18,857.48	0.00	18,878.44	6,375.00	6,354.04
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00
365-04 RAILS TO TRAILS PROGRAM	20,693.11	20,570.30	4,896.05	3,286.98	5,480.00	22,763.32
365-05 PARK IMPROVEMENT RESERVE	42,430.39	42,430.39	-1,731.73	7,538.74	6,448.91	41,340.56
365-07 REC/PARKS COMPUTER RESERVE	0.00	0.00	0.00	1,804.00	1,200.00	-604.00
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	22,595.44	22,595.44	-1,500.00	1,500.00	0.00	21,095.44
365-11 TRAIL MAINTENANCE RESERVE	3,066.11	3,066.11	0.00	2,907.00	2,907.00	3,066.11
365-12 CRX/TOS RESERVE	1,156.62	156.62	-399.96	1,872.16	5,937.30	4,221.76
365-13 RECREATION - COLLINS POND	20,921.50	20,921.50	0.00	0.00	0.00	20,921.50
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	500.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	0.14	0.14	0.00	0.00	0.00	0.14
365-20 SKI TRAIL PROGRAM	1,320.29	1,320.29	0.00	0.00	84.00	1,404.29
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	9,649.50	9,649.50	-252.19	4,111.84	3,565.00	9,102.66
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	0.00	0.00	10,250.00	0.00	10,250.00	10,250.00
366-00 ASSESSMENT RESERVE	-205.00	-205.00	0.00	0.00	0.00	-205.00
366-01 LIBRARY BUILDING RESERVE	32,995.14	32,995.14	-6,278.84	6,278.84	0.00	26,716.30
366-02 LIBRARY MEMORIAL FUND	27,114.58	27,114.58	-365.62	2,352.77	8,434.96	33,196.77
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-00 FIRE EQUIPMENT RESERVE	0.00	0.00	0.00	145.00	145.00	0.00
367-01 POLICE DONATED FUNDS	26,592.67	26,094.07	848.67	10,377.79	9,050.00	24,766.28
367-02 POLICE DEPT EQUIPMENT	42,484.72	42,484.72	0.00	5,785.90	13,270.94	49,969.76
367-03 POLICE CAR RESERVE	19,153.56	23,578.56	-44,750.00	54,708.49	46,760.05	15,630.12
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,112.63	16,112.63	0.00	1,794.29	2,459.79	16,778.13
367-06 PD COMPUTER RESERVE	17,039.56	17,039.56	0.00	1,817.34	0.00	15,222.22
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,372.49	43,372.49	0.00	0.00	1,000.00	44,372.49
367-09 NEW POLICE STATION	-653.80	-653.80	0.00	26,457.52	0.00	-27,111.32
367-10 POLICE OFFICER RECRUITMENT RES	0.00	0.00	0.00	0.00	54,000.00	54,000.00
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	0.00	116,999.60	0.00	-115,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	0.00	0.00	5,006.25
368-03 FIRE DEPT FOAM RESERVE	2,922.50	2,922.50	0.00	1,479.00	0.00	1,443.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	4,164.90	4,164.90	0.00	0.00	0.00	4,164.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	6,499.00	6,499.00	0.00	3,342.95	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	73,015.00	73,015.00	0.00	36,525.70	165,999.99	202,489.29
369-01 AMBULANCE SMALL EQUIP RESERVE	14,150.32	14,150.32	0.00	0.00	0.00	14,150.32
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	73,594.44	73,594.44	0.00	7,712.77	30,000.00	95,881.67
370-03 PW EQUIPMENT RESERVE	97,063.37	84,263.37	0.00	131,762.05	169,868.04	122,369.36
370-04 STREETS/ROADS RECONSTRUCTION	85,143.61	200,143.61	0.00	343,447.26	0.00	-143,303.65

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-80,191.69	-77,173.67	478.29	2,135.63	10,753.96	-68,555.34
370-07 PW BUILDING RESERVE	73,566.72	73,566.72	0.00	90,900.00	1,600.00	-15,733.28
370-09 RIVER ROAD RESERVE	-56,075.75	-56,075.75	0.00	9,606.00	0.00	-65,681.75
370-10 AIRPORT FUEL TANK RESERVE	0.00	0.00	0.00	0.00	1,992.48	1,992.48
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	755.00	0.00	445.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	-216.91	-216.91	0.00	0.00	0.00	-216.91
372-01 AIRPORT RESERVE	78,503.24	78,503.24	-13,295.00	17,035.00	0.00	61,468.24
372-04 AIRPORT HANGER SECURITY DEPOSITS	1,010.00	1,010.00	0.00	0.00	0.00	1,010.00
372-05 AIRPORT FAA LEASE PAYMENT HAN	10,885.00	0.00	0.00	350.00	350.00	0.00
373-01 GEN GOVT COMPUTER RESERVE	5,473.97	5,473.97	0.00	3,011.00	1,800.00	4,262.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	1,755.00	1,755.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	48,460.46	48,460.46	0.00	23,042.00	5,000.00	30,418.46
373-04 VITAL RECORDS RESTORATION	776.50	776.50	0.00	0.00	0.00	776.50
373-05 BIO-MASS BOILERS	1,037.51	1,037.51	0.00	105,843.00	105,843.00	1,037.51
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	36,313.12	36,313.12	0.00	0.00	2,123.11	38,436.23
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-11 NASIFF CLEAN UP	2,767.55	-8,951.75	0.00	11,393.40	12,272.60	-8,072.55
373-12 NBRC BIRDS EYE	20,451.12	-37,298.88	0.00	21,904.67	0.00	-59,203.55
373-17 LADDER ENGINE TRUCK 2016	-199.20	-199.20	0.00	0.00	116,900.00	116,700.80
373-18 2019 HRA RESERVE	40,997.95	33,709.93	0.00	33,709.93	0.00	0.00
373-19 2020 HRA RESERVE	0.00	0.00	-7,295.69	55,108.42	128,559.98	73,451.56
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	0.00	0.00	0.00	27,211.16	75,000.00	47,788.84
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	12,801.32	13,257.71	0.00	3,936.41	1,235.88	10,557.18
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	26,000.00	36,415.42
380-01 CAPTS CDBG	0.00	0.00	0.00	4,211.00	0.00	-4,211.00
380-02 CDBG PORVAIR	0.00	0.00	0.00	170,435.32	170,436.00	0.68
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	-27,965.00	27,965.00	4,600.00	8,465.52
387-00 BOUCHARD TIF	8,385.33	8,385.33	0.00	4,709.92	8,897.19	12,572.60
388-00 HILLTOP TIF	10,327.60	10,327.60	0.00	30,272.94	21,383.40	1,438.06
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	34,080.26	37,575.67	0.00	0.00	0.00	37,575.67
399-00 PARKING LOT MAINTENANCE RES	109,466.90	109,466.90	-44,405.39	66,600.39	0.00	42,866.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	354,916.21	360,961.54	0.00	0.00	0.00	360,961.54
406-00 TRAILER PARK RESERVE	51,064.87	49,354.77	-100.00	100.00	0.00	49,254.77
407-00 COUNTY TAX	2.13	2.13	0.00	527,974.50	527,974.50	2.13
415-00 LIONS COMMUNITY CENTER RESERVA	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	132,560.19	132,560.19	0.00	58,542.16	44,296.22	118,314.25
419-00 DUE FROM CDC (1280)	60,115.83	60,115.83	0.00	0.00	0.00	60,115.83
421-00 DEFERRED TAX REVENUE	1,113,076.45	1,100,860.53	0.00	0.00	0.00	1,100,860.53
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	0.00	0.00	61.83	7,527.27
423-00 DR. CARY CEMETERY TRUST FUND	1,133.48	1,134.37	0.00	29.95	2.29	1,106.71
424-00 HAMILTON LIBRARY TRUST FUND	1,782.30	1,793.95	0.00	0.00	35.15	1,829.10
425-00 KNOX LIBRARY MEMORIAL FUND	9,981.69	10,037.11	0.00	0.00	128.54	10,165.65
426-00 CLARA PIPER MEM FUND	670.69	671.20	0.00	0.00	1.34	672.54
427-00 JACK ROTH LIBRARY MEM FUND	23,378.83	23,531.85	-287.81	3,305.21	416.53	20,643.17

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
429-00 BARBARA BREWER FUND	5,508.63	5,519.14	0.00	0.00	30.02	5,549.16
430-00 D. COOPER MEM FUND	56,071.50	56,386.81	0.00	4,000.00	727.24	53,114.05
432-00 MARGARET SHAW LIBRARY MEMORI	12,966.75	12,991.28	0.00	0.00	73.35	13,064.63
433-00 GORDON ROBERTSON MEM FUND	11,483.26	11,496.29	0.00	0.00	37.69	11,533.98
434-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	0.00	26.40	6,180.11
435-00 RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	0.00	47.05	16,492.54
436-00 AMBULANCE REIMBURSEMENT	13,501.15	13,245.42	0.00	7,612.39	8,961.42	14,594.45
437-00 DEFERRED AMBULANCE REVENUE	564,626.28	572,816.11	0.00	0.00	0.00	572,816.11
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,937.76	8,981.97	0.00	0.00	139.18	9,121.15
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	0.00	181,505.76	0.00	278,270.66	537,245.00	440,480.10
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-988.84	-988.84	0.00	0.00	0.00	-988.84
461-00 CRAFT FAIR	11,121.72	10,798.87	0.00	1,715.92	126.00	9,208.95
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	-196.02	196.02	0.00	-1,286.88
465-00 THURSDAYS ON SWEDEN	-241.36	-241.36	0.00	0.00	0.00	-241.36
465-01 STORY OF CARIBOU	0.00	0.00	0.00	0.00	7,500.00	7,500.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-39,297.79	-39,437.73	0.00	250.00	2,358.00	-37,329.73
469-00 DENTAL INSURANCE	2,250.76	2,250.76	71.50	16,787.31	17,123.90	2,587.35
470-00 EYE INUSRANCE	627.23	627.23	-0.33	3,037.45	3,032.25	622.03
471-00 RC2 TIF	33,526.63	26,651.63	0.00	0.00	46,561.06	73,212.69
472-00 ANIMAL WELFARE	7,870.21	7,924.21	130.00	100.00	3,245.00	11,069.21
477-00 LED STREET LIGHTS	63,719.17	63,719.17	0.00	3,333.33	0.00	60,385.84
478-00 G. HARMON MEM FUND	6,766.50	6,774.18	0.00	0.00	18.93	6,793.11
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	482,928.15	482,928.15	15,100.00	0.00	105,638.05	588,566.20
483-03 DUE TO FUND 3	591,640.01	591,640.01	6,951.16	0.00	93,320.25	684,960.26
483-04 DUE TO FUND 4	291,398.10	291,398.10	4,787.17	0.00	43,084.53	334,482.63
483-05 DUE TO FUND 5	2,735,039.19	2,783,039.27	0.07	0.00	346,026.08	3,129,065.35
484-02 DUE FROM FUND 2	-446,202.22	-452,077.05	-15,606.45	110,153.28	0.00	-562,230.33
484-03 DUE FROM FUND 3	-490,523.64	-490,861.84	-7,139.21	90,966.04	0.00	-581,827.88
484-04 DUE FROM FUND 4	-279,172.26	-279,287.01	-3,398.95	41,354.70	0.00	-320,641.71
484-05 DUE FROM FUND 5	-2,184,236.60	-2,199,492.91	-13,688.75	251,939.90	0.00	-2,451,432.81
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	1,910.09	1,910.09	0.00	1,084.22	0.00	825.87
490-00 T/A PROPERTY REMEDIATION RES	10,645.33	10,645.33	238.12	12.99	6,759.30	17,391.64
493-00 RSU 39 COMMITMENT	-1,082,827.92	-1,082,827.92	-315,932.58	3,475,257.16	3,791,189.50	-766,895.58
494-00 TRI COMMUNITY/AWS	213,163.00	213,163.00	0.00	537,245.00	324,082.00	0.00
496-00 BIRTH RECORDS STATE FEE	64.80	0.00	5.60	707.20	770.40	63.20
497-00 DEATH RECORDS STATE FEE	175.20	0.00	27.60	1,250.40	1,353.20	102.80
498-00 MARRIAGE RECORDS STATE FEE	37.20	0.00	-6.00	368.80	401.20	32.40
Fund Balance	2,380,949.48	2,024,613.67	-261,981.99	24,408,342.22	25,253,512.01	2,869,783.46
500-00 EXPENDITURE CONTROL	0.00	0.00	-611,196.04	8,807,790.24	10,190,896.19	1,383,105.95
510-00 REVENUE CONTROL	0.00	0.00	349,214.05	15,600,551.98	14,331,441.82	-1,269,110.16
600-00 FUND BALANCE	2,380,949.48	2,024,613.67	0.00	0.00	731,174.00	2,755,787.67

2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	270,223.33	270,223.33	0.00
---	------	------	------	------------	------------	------

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
2 - Snowmoible Trail Maintenance CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	19,661.60	25,536.43	-2,449.75	161,223.25	207,930.08	72,243.26
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	19,661.60	25,536.43	-2,449.75	161,223.25	207,930.08	72,243.26
365-11 TRAIL MAINTENANCE RESERVE	56,387.53	56,387.53	-2,956.20	55,585.20	97,776.80	98,579.13
483-01 DUE TO FUND 1	446,202.22	452,077.05	15,606.45	0.00	110,153.28	562,230.33
484-01 DUE FROM FUND 1	-482,928.15	-482,928.15	-15,100.00	105,638.05	0.00	-588,566.20
Fund Balance	-19,661.60	-25,536.43	2,449.75	109,000.08	62,293.25	-72,243.26
500-00 Expense Control	0.00	0.00	-150.25	56,568.08	54,643.60	-1,924.48
510-00 Revenue Control	0.00	0.00	2,600.00	44,100.00	7,649.65	-36,450.35
600-00 Fund Balance	-19,661.60	-25,536.43	0.00	8,332.00	0.00	-33,868.43
3 - Housing Department						
Assets	0.00	0.00	0.00	276,986.29	276,986.29	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-51,222.84	-50,884.64	188.05	93,320.25	95,468.69	-48,736.20
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-51,222.84	-50,884.64	188.05	93,320.25	95,468.69	-48,736.20
409-00 HOUSING RESERVE	49,893.53	49,893.53	0.00	0.00	4,502.65	54,396.18
483-01 DUE TO FUND 1	490,523.64	490,861.84	7,139.21	0.00	90,966.04	581,827.88
484-01 DUE TO FUND 1	-591,640.01	-591,640.01	-6,951.16	93,320.25	0.00	-684,960.26
Fund Balance	51,222.84	50,884.64	-188.05	183,666.04	181,517.60	48,736.20
500-00 Expense Control	0.00	0.00	-7,139.21	90,966.04	93,100.20	2,134.16
510-00 Revenue Control	0.00	0.00	6,951.16	90,000.00	88,417.40	-1,582.60
600-00 Fund Balance	51,222.84	50,884.64	0.00	2,700.00	0.00	48,184.64
4 - FSS						
Assets	0.00	0.00	0.00	141,885.23	141,885.23	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-12,225.84	-12,111.09	-1,388.22	43,084.53	41,354.70	-13,840.92
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-12,225.84	-12,111.09	-1,388.22	43,084.53	41,354.70	-13,840.92
483-01 DUE TO FUND 1	279,172.26	279,287.01	3,398.95	0.00	41,354.70	320,641.71
484-01 DUE FROM FUND 1	-291,398.10	-291,398.10	-4,787.17	43,084.53	0.00	-334,482.63
Fund Balance	12,225.84	12,111.09	1,388.22	98,800.70	100,530.53	13,840.92
500-00 Expense Control	0.00	0.00	-3,398.95	41,354.70	46,730.00	5,375.30
510-00 Revenue Control	0.00	0.00	4,787.17	57,446.00	43,084.53	-14,361.47
600-00 Fund Balance	12,225.84	12,111.09	0.00	0.00	10,716.00	22,827.09
5 - ECONOMIC DEV						
	0.00	0.00	0.00	998,713.98	998,713.98	0.00

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-195,990.83	-228,734.60	13,688.68	374,217.08	304,163.04	-298,788.64
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-195,990.83	-228,734.60	13,688.68	374,217.08	304,163.04	-298,788.64
473-00 DOWNTOWN TIF	76,745.32	76,745.32	0.00	28,191.00	42,223.14	90,777.46
474-00 TRAIL GROOMER RESERVE	27,914.48	27,914.48	0.00	0.00	10,000.00	37,914.48
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	2,184,236.60	2,199,492.91	13,688.75	0.00	251,939.90	2,451,432.81
484-01 DUE FROM FUND 1	-2,735,039.19	-2,783,039.27	-0.07	346,026.08	0.00	-3,129,065.35
Fund Balance	195,990.83	228,734.60	-13,688.68	624,496.90	694,550.94	298,788.64
500-00 Expense Control	0.00	0.00	-13,688.75	233,748.90	393,703.75	159,954.85
510-00 Revenue Control	0.00	0.00	0.07	374,153.00	300,847.19	-73,305.81
600-00 Fund Balance	195,990.83	228,734.60	0.00	16,595.00	0.00	212,139.60
Final Totals	-500.00	280,499.99	0.00	61,756,141.58	62,036,641.57	0.00

Expense Summary Report

Fund: 1
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	775,640.00	50,978.42	677,653.33	97,986.67	87.37
17 - HEALTH & SANITATION	251,938.00	20,850.00	229,452.75	22,485.25	91.08
18 - MUNICIPAL BUILDING	65,100.00	4,079.33	44,890.43	20,209.57	68.96
20 - GENERAL ASSISTANCE	56,903.00	5,466.16	46,220.68	10,682.32	81.23
22 - TAX ASSESSMENT	276,222.00	19,119.31	236,913.38	39,308.62	85.77
25 - LIBRARY	224,592.00	17,330.08	178,674.91	45,917.09	79.56
31 - FIRE/AMBULANCE DEPARTMENT	2,330,246.00	164,027.18	2,046,276.37	283,969.63	87.81
35 - POLICE DEPARTMENT	1,691,552.00	124,380.46	1,464,854.68	226,697.32	86.60
38 - PROTECTION	414,219.00	29,464.57	318,631.19	95,587.81	76.92
39 - CARIBOU EMERGENCY MANAGEMENT	14,452.00	316.89	8,430.17	6,021.83	58.33
40 - PUBLIC WORKS	2,291,515.00	101,470.52	1,889,973.00	401,542.00	82.48
50 - RECREATION DEPARTMENT	520,624.00	31,968.68	431,556.88	89,067.12	82.89
51 - PARKS	174,032.00	10,705.87	146,553.95	27,478.05	84.21
60 - AIRPORT	59,645.00	1,929.14	40,450.48	19,194.52	67.82
61 - CARIBOU TRAILER PARK	12,990.00	643.96	10,276.14	2,713.86	79.11
65 - CEMETERIES	6,850.00	0.00	7,100.00	-250.00	103.65
70 - INS & RETIREMENT	98,200.00	3,971.35	80,667.74	17,532.26	82.15
75 - CONTRIBUTIONS	4,600.00	0.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	33,250.00	24,494.12	56,287.97	-23,037.97	169.29
85 - CAPITAL IMPROVEMENTS	551,117.99	0.00	551,117.99	0.00	100.00
Final Totals	9,853,687.99	611,196.04	8,470,582.04	1,383,105.95	85.96

Expense Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	52,432.00	150.25	54,356.48	-1,924.48	103.67
Final Totals	52,432.00	150.25	54,356.48	-1,924.48	103.67

Expense Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,700.00	7,139.21	90,565.84	2,134.16	97.70
Final Totals	92,700.00	7,139.21	90,565.84	2,134.16	97.70

Expense Summary Report
Fund: 4
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,730.00	3,398.95	41,354.70	5,375.30	88.50
Final Totals	46,730.00	3,398.95	41,354.70	5,375.30	88.50

Expense Summary Report

Fund: 5
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	370,421.00	13,114.86	216,199.89	154,221.11	58.37
12 - NYLANDER MUSEUM	20,327.00	573.89	14,593.26	5,733.74	71.79
Final Totals	390,748.00	13,688.75	230,793.15	159,954.85	59.06

Revenue Summary Report

Fund: 1
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,849,345.00	232,677.45	6,260,255.30	589,089.70	91.40
18 - MUNICIPAL BUILDING	4,000.00	333.33	3,666.63	333.37	91.67
20 - GENERAL ASSISTANCE	20,300.00	2,866.20	20,092.61	207.39	98.98
22 - TAX ASSESSMENT	792,500.00	0.00	702,152.28	90,347.72	88.60
23 - CODE ENFORCEMENT	6,150.00	1,350.00	8,475.00	-2,325.00	137.80
25 - LIBRARY	6,100.00	415.80	3,700.75	2,399.25	60.67
31 - FIRE/AMBULANCE DEPARTMENT	1,958,293.00	85,849.96	1,604,392.75	353,900.25	81.93
35 - POLICE DEPARTMENT	144,410.00	9,928.86	71,503.14	72,906.86	49.51
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	600.00	2,000.00	23.08
40 - PUBLIC WORKS	203,415.00	10,630.85	52,116.85	151,298.15	25.62
50 - RECREATION DEPARTMENT	22,000.00	25.00	5,527.00	16,473.00	25.12
51 - PARKS	1,000.00	0.00	39.30	960.70	3.93
60 - AIRPORT	41,000.00	3,786.60	40,373.23	626.77	98.47
61 - CARIBOU TRAILER PARK	14,500.00	1,350.00	13,178.00	1,322.00	90.88
70 - INS & RETIREMENT	0.00	0.00	10,430.00	-10,430.00	----
Final Totals	10,065,613.00	349,214.05	8,796,502.84	1,269,110.16	87.39

Revenue Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	44,100.00	2,600.00	7,649.65	36,450.35	17.35
Final Totals	44,100.00	2,600.00	7,649.65	36,450.35	17.35

Revenue Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	6,951.16	88,417.40	1,582.60	98.24
Final Totals	90,000.00	6,951.16	88,417.40	1,582.60	98.24

Revenue Summary Report

Fund: 4
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	57,446.00	4,787.17	43,084.53	14,361.47	75.00
Final Totals	57,446.00	4,787.17	43,084.53	14,361.47	75.00

Revenue Summary Report

Fund: 5
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	372,653.00	0.00	300,196.57	72,456.43	80.56
12 - NYLANDER MUSEUM	1,500.00	0.07	650.62	849.38	43.37
Final Totals	374,153.00	0.07	300,847.19	73,305.81	80.41

Department Summary

Pay Date: 12/04/2020

12/04/2020

Page 1

Vendor	Amount	Account
10 GEN GOVT		
10-01 GEN GOVT / Gen Govt		
00099 - MMEHT	10.80	E 10-01-018-01 GEN GOVT / Gen Govt - HEALTH INS / HEALTH INS
00099 - MMEHT	9,893.04	E 10-01-018-01 GEN GOVT / Gen Govt - HEALTH INS / HEALTH INS
00524 - OAK LEAF SYSTEMS, INC	50.00	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
00524 - OAK LEAF SYSTEMS, INC	2,110.00	E 10-01-008-01 GEN GOVT / Gen Govt - COMP MAINT / COMP MAINT
Division Total-	12,063.84	
Department Total-	12,063.84	
11 ECONO DEV		
11-01 ECONO DEV / ECONO DEV CONT'D		
00099 - MMEHT	17.70	E 11-01-018-01 ECONO DEV / ECONO DEV - HEALTH INS / HEALTH I
00099 - MMEHT	985.28	E 11-01-018-01 ECONO DEV / ECONO DEV - HEALTH INS / HEALTH I
Division Total-	1,002.98	
Department Total-	1,002.98	
18 MUN BUILDING		
18-01 MUN BUILDING / MUN BUILDING CONT'D		
03231 - B & P CLEANERS	845.00	E 18-01-271-01 MUN BUILDING / MUN BUILDING - CONTR SERVIC /
01505 - DEAD RIVER COMPANY	231.06	E 18-01-025-01 MUN BUILDING / MUN BUILDING - HEAT COM CNT /
00003 - UNIFIRST CORPORATION	40.30	E 18-01-031-01 MUN BUILDING / MUN BUILDING - BLDG MAINT / BL
04116 - VERSANT POWER	136.35	E 18-01-024-04 MUN BUILDING / MUN BUILDING - MAINT COMM / I
04116 - VERSANT POWER	1,075.90	E 18-01-027-11 MUN BUILDING / MUN BUILDING - ELECTRICITY / EI
00003 - UNIFIRST CORPORATION	40.30	E 18-01-031-01 MUN BUILDING / MUN BUILDING - BLDG MAINT / BL
Division Total-	2,368.91	
Department Total-	2,368.91	
20 G A		
20-01 G A / G A CONT'D		
00216 - BELANGER, WILLIAM	100.00	E 20-01-051-05 G A / G A - EQUIP MAINT / EQUIP MAINT
00099 - MMEHT	571.64	E 20-01-018-01 G A / G A - HEALTH INS / HEALTH INS
Division Total-	671.64	
Department Total-	671.64	
22 TAX ASSESS		
22-01 TAX ASSESS / TAX ASSESS CONT'D		
00099 - MMEHT	2,849.02	E 22-01-018-01 TAX ASSESS / TAX ASSESS - HEALTH INS / HEALTH I
00099 - MMEHT	17.10	E 22-01-018-01 TAX ASSESS / TAX ASSESS - HEALTH INS / HEALTH I
00524 - OAK LEAF SYSTEMS, INC	70.00	E 22-01-051-01 TAX ASSESS / TAX ASSESS - EQUIP MAINT / SOFTW
Division Total-	2,936.12	
Department Total-	2,936.12	
24 HOUSING		
24-01 HOUSING / HOUSING CONT'D		
00524 - OAK LEAF SYSTEMS, INC	70.00	E 24-01-003-12 HOUSING / HOUSING - OFFICE SUPP / SOFTWARE
00099 - MMEHT	16.20	E 24-01-018-01 HOUSING / HOUSING - HEALTH INS / HEALTH INS
Division Total-	86.20	
Department Total-	86.20	
25 LIBRARY		
25-01 LIBRARY / LIBRARY CONT'D		
03941 - AMAZON CAPITAL SERVICES, INC	17.50	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER
00099 - MMEHT	878.47	E 25-01-018-01 LIBRARY / LIBRARY - HEALTH INS / HEALTH INS
01505 - DEAD RIVER COMPANY	281.44	E 25-01-026-03 LIBRARY / LIBRARY - HEATING FUEL / HEATING FUE
03231 - B & P CLEANERS	825.00	E 25-01-271-01 LIBRARY / LIBRARY - CONTR SERVIC / JAN & SUPP
00524 - OAK LEAF SYSTEMS, INC	70.00	E 25-01-008-01 LIBRARY / LIBRARY - COMP MAINT / COMP MAINT
00466 - P & E DISTRIBUTORS, INC.	91.80	E 25-01-271-01 LIBRARY / LIBRARY - CONTR SERVIC / JAN & SUPP
04116 - VERSANT POWER	333.32	E 25-01-027-11 LIBRARY / LIBRARY - ELECTRICITY / ELECTRICITY

Department Summary

Pay Date: 12/04/2020

12/04/2020

Page 2

Vendor	Amount	Account
25 LIBRARY CONT'D		
25-01 LIBRARY / LIBRARY CONT'D		
03424 - LIBRARY JOURNAL	104.99	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER
Division Total-	2,602.52	
Department Total-	2,602.52	
31 FIRE/AMB		
31-01 FIRE/AMB / AMBULANCE CONT'D		
03919 - CARNEY FAMILY BEVERAGE, LLC	36.00	E 31-01-019-01 FIRE/AMB / AMBULANCE - MISC EXPENSE / MISC EXI
03919 - CARNEY FAMILY BEVERAGE, LLC	36.00	E 31-01-019-01 FIRE/AMB / AMBULANCE - MISC EXPENSE / MISC EXI
04116 - VERSANT POWER	530.29	E 31-01-027-11 FIRE/AMB / AMBULANCE - ELECTRICITY / ELECTRICI
02912 - PITNEY BOWES	177.87	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING SI
02092 - S.W. COLLINS CO.	14.89	E 31-01-031-01 FIRE/AMB / AMBULANCE - BLDG MAINT / BLDG MAI
00816 - NEW ENGLAND FIRE EQUIPMENT	3,974.45	E 31-01-072-01 FIRE/AMB / AMBULANCE - LADDER TEST / LADDER T
00914 - NORTHEAST PROPANE	1,750.25	E 31-01-026-03 FIRE/AMB / AMBULANCE - HEATING FUEL / HEATING
00524 - OAK LEAF SYSTEMS, INC	70.00	E 31-01-051-03 FIRE/AMB / AMBULANCE - EQUIP MAINT / MAINT CC
01633 - BOUND TREE MEDICAL, LLC	392.68	E 31-01-087-01 FIRE/AMB / AMBULANCE - MED SUPPLIES / AMB SUP
01633 - BOUND TREE MEDICAL, LLC	349.15	E 31-01-014-01 FIRE/AMB / AMBULANCE - NEW EQUIP / NEW EQUIP
01633 - BOUND TREE MEDICAL, LLC	114.40	E 31-01-087-01 FIRE/AMB / AMBULANCE - MED SUPPLIES / AMB SUP
00951 - CARIBOU VOLUNTEER FIRE DEPT.	140.00	E 31-01-080-01 FIRE/AMB / AMBULANCE - PD CALL VOLU / PD CALL
03263 - ABILITY NETWORK INC.	101.01	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING SI
03263 - ABILITY NETWORK INC.	101.01	E 31-01-003-14 FIRE/AMB / AMBULANCE - OFFICE SUPP / CALAIS
03263 - ABILITY NETWORK INC.	101.00	E 31-01-003-16 FIRE/AMB / AMBULANCE - OFFICE SUPP / ISLAND FA
03263 - ABILITY NETWORK INC.	101.00	E 31-01-003-17 FIRE/AMB / AMBULANCE - OFFICE SUPP / PATTEN
00099 - MMEHT	24,670.46	E 31-01-018-01 FIRE/AMB / AMBULANCE - HEALTH INS / HEALTH IN:
00099 - MMEHT	2,820.03	E 31-01-018-02 FIRE/AMB / AMBULANCE - HEALTH INS / AMB BILL
04064 - MAINE PAPER & JANITORIAL PRODU	50.00	E 31-01-087-01 FIRE/AMB / AMBULANCE - MED SUPPLIES / AMB SUP
00099 - MMEHT	26.70	E 31-01-018-01 FIRE/AMB / AMBULANCE - HEALTH INS / HEALTH IN:
Division Total-	35,557.19	
Department Total-	35,557.19	
35 POLICE DEPT		
35-01 POLICE DEPT / POLICE DEPT CONT'D		
00099 - MMEHT	17.40	E 35-01-018-01 POLICE DEPT / POLICE DEPT - HEALTH INS / HEALTHI
00099 - MMEHT	26,068.43	E 35-01-018-01 POLICE DEPT / POLICE DEPT - HEALTH INS / HEALTHI
00524 - OAK LEAF SYSTEMS, INC	70.00	E 35-01-102-01 POLICE DEPT / POLICE DEPT - COMP TECH / COMP
03927 - DIRIGO SAFETY, LLC	45.00	E 35-01-011-02 POLICE DEPT / POLICE DEPT - TRAIN & EDU / TRAIN
00897 - GAHAGAN, MICHAEL	80.00	E 35-01-015-01 POLICE DEPT / POLICE DEPT - TELEPHONE / CELL PI
02999 - NORTHERN BUSINESS PRODUCTS	160.00	E 35-01-003-03 POLICE DEPT / POLICE DEPT - OFFICE SUPP / COPIE
02999 - NORTHERN BUSINESS PRODUCTS	298.22	E 35-01-003-05 POLICE DEPT / POLICE DEPT - OFFICE SUPP / PRINT
04140 - ROY BOY'S TRUCK WORKS	832.22	E 35-01-073-01 POLICE DEPT / POLICE DEPT - VEHICLE REP / VEHIC
02092 - S.W. COLLINS CO.	52.48	E 35-01-031-01 POLICE DEPT / POLICE DEPT - BLDG MAINT / BLDG
04043 - YOUNG'S PIONEER ENTERPRISE	400.00	E 35-01-068-01 POLICE DEPT / POLICE DEPT - JANITOR SVCE / JANI
00216 - BELANGER, WILLIAM	300.00	E 35-01-102-01 POLICE DEPT / POLICE DEPT - COMP TECH / COMP
Division Total-	28,323.75	
Department Total-	28,323.75	
38 PROTECTION		
38-01 PROTECTION / PROTECTION CONT'D		
04116 - VERSANT POWER	15.50	E 38-01-105-01 PROTECTION / PROTECTION - STREET LIGHT / STRI
04116 - VERSANT POWER	65.59	E 38-01-105-01 PROTECTION / PROTECTION - STREET LIGHT / STRI
04116 - VERSANT POWER	103.43	E 38-01-105-01 PROTECTION / PROTECTION - STREET LIGHT / STRI
Division Total-	184.52	
Department Total-	184.52	
40 PUBLIC WORKS		

Department Summary

Pay Date: 12/04/2020

12/04/2020

Page 3

Vendor	Amount	Account
40 PUBLIC WORKS		
40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D		
01177 - WHITE SIGN	1,255.18	E 40-01-123-01 PUBLIC WORKS / PUBLIC WORKS - SIGNS / SIGNS
00524 - OAK LEAF SYSTEMS, INC	70.00	E 40-01-003-12 PUBLIC WORKS / PUBLIC WORKS - OFFICE SUPP / SI
00099 - MMEHT	18,793.11	E 40-01-018-01 PUBLIC WORKS / PUBLIC WORKS - HEALTH INS / HE
00099 - MMEHT	20.10	E 40-01-018-01 PUBLIC WORKS / PUBLIC WORKS - HEALTH INS / HE
03568 - CINTAS CORPORATION	156.86	E 40-01-109-01 PUBLIC WORKS / PUBLIC WORKS - SAFETY MAT / S/
00257 - FASTENAL COMPANY	5.89	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
00257 - FASTENAL COMPANY	734.65	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
00257 - FASTENAL COMPANY	273.67	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
Division Total-	21,309.46	
Department Total-	21,309.46	
50 REC DEPT		
50-01 REC DEPT / REC DEPT CONT'D		
00099 - MMEHT	5,160.86	E 50-01-018-01 REC DEPT / REC DEPT - HEALTH INS / HEALTH INS
00524 - OAK LEAF SYSTEMS, INC	70.00	E 50-01-008-01 REC DEPT / REC DEPT - COMP MAINT / COMP MAINT
04116 - VERSANT POWER	27.74	E 50-01-027-07 REC DEPT / REC DEPT - ELECTRICITY / SOUCIE SPO
Division Total-	5,258.60	
Department Total-	5,258.60	
51 PARKS		
51-01 PARKS / PARKS CONT'D		
04116 - VERSANT POWER	12.82	E 51-01-027-11 PARKS / PARKS - ELECTRICITY / ELECTRICITY
00099 - MMEHT	878.47	E 51-01-018-01 PARKS / PARKS - HEALTH INS / HEALTH INS
03590 - NAPA AUTO PARTS	23.75	E 51-01-073-01 PARKS / PARKS - VEHICLE REP / VEHICLE REP
00154 - HOGAN TIRE INC	130.95	E 51-01-073-01 PARKS / PARKS - VEHICLE REP / VEHICLE REP
00154 - HOGAN TIRE INC	895.28	E 51-01-074-01 PARKS / PARKS - TIRES / TIRES
02092 - S.W. COLLINS CO.	8.49	E 51-01-030-01 PARKS / PARKS - BLDG SUPPLY / BLDG SUPPLY
Division Total-	1,949.76	
Department Total-	1,949.76	
60 AIRPORT		
60-01 AIRPORT / AIRPORT CONT'D		
01505 - DEAD RIVER COMPANY	697.56	E 60-01-026-03 AIRPORT / AIRPORT - HEATING FUEL / HEATING FUI
Division Total-	697.56	
Department Total-	697.56	
70 INS & RETIRE		
70-01 INS & RETIRE / INS & RETIRE CONT'D		
03584 - GROUP DYNAMIC, INC.	393.00	E 70-01-311-01 INS & RETIRE / INS & RETIRE - SECTION 125 / SECT
Division Total-	393.00	
Department Total-	393.00	
80 UNCLASSIFIED		
80-01 UNCLASSIFIED / UNCLASSIFIED CONT'D		
01336 - SOUTHERN AROOSTOOK COUNTY	82.30	E 80-01-200-01 UNCLASSIFIED / UNCLASSIFIED - LIEN COSTS / LIEN
Division Total-	82.30	
Department Total-	82.30	
96 SECT 8 FSS		
96-01 SECT 8 FSS / SECT 8 FSS CONT'D		
00099 - MMEHT	11.10	E 96-01-018-01 SECT 8 FSS / SECT 8 FSS - HEALTH INS / HEALTH II
Division Total-	11.10	
G/L Account Total	11.10	

G/L Accounts

G/L Accounts-01 / CONT'D

Department Summary

Pay Date: 12/04/2020

12/04/2020

Page 4

Vendor	Amount	Account
G/L Accounts CONT'D		
G/L Accounts-01 / CONT'D		
00099 - MMEHT	23,392.22	G 1-312-00 Gen Fund / HEALTH INS
00099 - MMEHT	3,346.70	G 1-318-00 Gen Fund / INCOME PROT
00099 - MMEHT	810.80	G 1-323-00 Gen Fund / SUPP LIFE
00015 - TREASURER STATE OF MAINE	1,657.25	G 1-330-00 Gen Fund / VEHICLE REG
01483 - TREASURER, STATE OF MAINE	2,566.88	G 1-332-00 Gen Fund / SNOW REG
01483 - TREASURER, STATE OF MAINE	139.00	G 1-333-00 Gen Fund / ATV REG
00721 - TREASURER, STATE OF MAINE	4,735.85	G 1-338-00 Gen Fund / CONNOR EXC
01385 - TREASURER, STATE OF MAINE	171.00	G 1-340-00 Gen Fund / DOG LIC
01483 - TREASURER, STATE OF MAINE	268.00	G 1-342-00 Gen Fund / HUNT LIC
02092 - S.W. COLLINS CO.	8.78	G 1-365-04 Gen Fund / RAIL TRAIL P
00262 - SPORTS FIELDS, INC.	1,597.20	G 1-365-05 Gen Fund / PARK IMP RES
00586 - SLEEPER'S MARKET	11.18	G 1-365-12 Gen Fund / CRX/TOS
03941 - AMAZON CAPITAL SERVICES, INC	164.58	G 1-366-02 Gen Fund / LIB MEM FUND
03941 - AMAZON CAPITAL SERVICES, INC	59.88	G 1-366-02 Gen Fund / LIB MEM FUND
01185 - COUNTY SPORTS, INC.	528.39	G 1-367-02 Gen Fund / POLICE EQUIP
00953 - COUNTY ABATEMENT, INC.	6,875.00	G 1-373-20 Gen Fund / CDBG USDA
02092 - S.W. COLLINS CO.	136.00	G 1-463-00 Gen Fund / MISC EVENTS
01400 - COUNTY QWIK PRINT, INC.	174.00	G 1-463-00 Gen Fund / MISC EVENTS
00099 - MMEHT	1,819.74	G 1-469-00 Gen Fund / DENTAL INS
00099 - MMEHT	277.01	G 1-470-00 Gen Fund / EYE INS
00521 - TREASURER, STATE OF MAINE	63.20	G 1-496-00 Gen Fund / BIRTH STATE
00521 - TREASURER, STATE OF MAINE	102.80	G 1-497-00 Gen Fund / DEATH STATE
00521 - TREASURER, STATE OF MAINE	32.40	G 1-498-00 Gen Fund / MARRIAGE STA
02092 - S.W. COLLINS CO.	407.96	G 2-365-11 Snowmolble / TRAIL MAINT
Division Total-	49,345.82	
G/L Account Total	49,345.82	
Final Total-	164,845.27	

Vendor	Amount	Account
10 GEN GOVT		
10-01 GEN GOVT / Gen Govt		
02977 - BUSINESS CARD	185.00	E 10-01-011-02 GEN GOVT / Gen Govt - TRAIN & EDU / TRAIN & EDU
02977 - BUSINESS CARD	427.92	E 10-01-012-01 GEN GOVT / Gen Govt - ELECTIONS / ELECTIONS
02977 - BUSINESS CARD	14.99	E 10-01-008-01 GEN GOVT / Gen Govt - COMP MAINT / COMP MAINT
02977 - BUSINESS CARD	45.57	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
02977 - BUSINESS CARD	23.00	E 10-01-005-04 GEN GOVT / Gen Govt - LEGAL FEES / LEGAL FEES
00594 - SOLMAN & HUNTER, P.A.	150.00	E 10-01-005-04 GEN GOVT / Gen Govt - LEGAL FEES / LEGAL FEES
02206 - BERNSTEIN SHUR	2,240.00	E 10-01-005-04 GEN GOVT / Gen Govt - LEGAL FEES / LEGAL FEES
02206 - BERNSTEIN SHUR	2,616.00	E 10-01-005-04 GEN GOVT / Gen Govt - LEGAL FEES / LEGAL FEES
00551 - LAUSIER, DENISE	25.50	E 10-01-010-01 GEN GOVT / Gen Govt - TRAVEL EXP / MILEAGE
02111 - OFFICE DEPOT	89.99	E 10-01-003-05 GEN GOVT / Gen Govt - OFFICE SUPP / PRINTER INK
02111 - OFFICE DEPOT	2.34	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
02912 - PITNEY BOWES	180.00	E 10-01-003-08 GEN GOVT / Gen Govt - OFFICE SUPP / OFFICE SUPP
02111 - OFFICE DEPOT	604.18	E 10-01-003-03 GEN GOVT / Gen Govt - OFFICE SUPP / COPIER RENT
02977 - BUSINESS CARD	730.00	E 10-01-008-02 GEN GOVT / Gen Govt - COMP MAINT / HOSTED SER
04056 - GWI	398.54	E 10-01-015-04 GEN GOVT / Gen Govt - TELEPHONE / TELEPHONE
00919 - MMTCTA	30.00	E 10-01-011-02 GEN GOVT / Gen Govt - TRAIN & EDU / TRAIN & EDU
Division Total-	7,763.03	
Department Total-	7,763.03	
12 NYLANDER MUS		
12-01 NYLANDER MUS / NYLANDER MUS CONT'D		
04056 - GWI	84.08	E 12-01-015-04 NYLANDER MUS / NYLANDER MUS - TELEPHONE / TI
Division Total-	84.08	
Department Total-	84.08	
MUN BUILDING		
18-01 MUN BUILDING / MUN BUILDING CONT'D		
02111 - OFFICE DEPOT	7.10	E 18-01-030-01 MUN BUILDING / MUN BUILDING - BLDG SUPPLY / B
00466 - P & E DISTRIBUTORS, INC.	81.78	E 18-01-030-01 MUN BUILDING / MUN BUILDING - BLDG SUPPLY / B
00576 - MCNEAL'S TRUCKING	100.00	E 18-01-031-01 MUN BUILDING / MUN BUILDING - BLDG MAINT / BL
00085 - ADAMS HEATING	238.90	E 18-01-031-01 MUN BUILDING / MUN BUILDING - BLDG MAINT / BL
01505 - DEAD RIVER COMPANY	353.46	E 18-01-026-03 MUN BUILDING / MUN BUILDING - HEATING FUEL /
Division Total-	781.24	
Department Total-	781.24	
22 TAX ASSESS		
22-01 TAX ASSESS / TAX ASSESS CONT'D		
02977 - BUSINESS CARD	235.40	E 22-01-058-01 TAX ASSESS / TAX ASSESS - CODE MAINT / CODE M.
04094 - SAUCIER, BRANDON	591.80	E 22-01-010-01 TAX ASSESS / TAX ASSESS - TRAVEL EXP / MILEAGE
04056 - GWI	37.51	E 22-01-015-04 TAX ASSESS / TAX ASSESS - TELEPHONE / TELEPHO
Division Total-	864.71	
Department Total-	864.71	
24 HOUSING		
24-01 HOUSING / HOUSING CONT'D		
04056 - GWI	32.82	E 24-01-015-04 HOUSING / HOUSING - TELEPHONE / TELEPHONE
02977 - BUSINESS CARD	6.95	E 24-01-003-03 HOUSING / HOUSING - OFFICE SUPP / COPIER RENT
02977 - BUSINESS CARD	149.90	E 24-01-003-12 HOUSING / HOUSING - OFFICE SUPP / SOFTWARE
02977 - BUSINESS CARD	55.55	E 24-01-003-08 HOUSING / HOUSING - OFFICE SUPP / OFFICE SUPP
Division Total-	245.22	
Department Total-	245.22	
25 LIBRARY		
25-01 LIBRARY / LIBRARY CONT'D		
03941 - AMAZON CAPITAL SERVICES, INC	71.84	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER

Department Summary

Pay Date: 12/10/2020

12/10/2020

Page 2

Vendor	Amount	Account
25 LIBRARY CONT'D		
25-01 LIBRARY / LIBRARY CONT'D		
03941 - AMAZON CAPITAL SERVICES, INC	44.78	E 25-01-406-02 LIBRARY / LIBRARY - PROGRAM / ARCHIVES
02977 - BUSINESS CARD	66.81	E 25-01-055-03 LIBRARY / LIBRARY - BOOKS & PERI / BOOKS & PER
04056 - GWI	163.90	E 25-01-015-04 LIBRARY / LIBRARY - TELEPHONE / TELEPHONE
00466 - P & E DISTRIBUTORS, INC.	58.00	E 25-01-271-01 LIBRARY / LIBRARY - CONTR SERVIC / JAN & SUPP
02111 - OFFICE DEPOT	103.01	E 25-01-003-03 LIBRARY / LIBRARY - OFFICE SUPP / COPIER RENT
00003 - UNIFIRST CORPORATION	26.31	E 25-01-031-01 LIBRARY / LIBRARY - BLDG MAINT / BLDG MAINT
Division Total-	534.65	
Department Total-	534.65	

31 FIRE/AMB

31-01 FIRE/AMB / AMBULANCE CONT'D

04056 - GWI	29.48	E 31-01-015-04 FIRE/AMB / AMBULANCE - TELEPHONE / TELEPHONE
04056 - GWI	324.24	E 31-01-015-04 FIRE/AMB / AMBULANCE - TELEPHONE / TELEPHONE
00576 - MCNEAL'S TRUCKING	60.00	E 31-01-019-01 FIRE/AMB / AMBULANCE - MISC EXPENSE / MISC EXI
03590 - NAPA AUTO PARTS	626.42	E 31-01-073-01 FIRE/AMB / AMBULANCE - VEHICLE REP / VEHICLE R
02111 - OFFICE DEPOT	16.28	E 31-01-003-09 FIRE/AMB / AMBULANCE - OFFICE SUPP / BILLING SI
02111 - OFFICE DEPOT	16.28	E 31-01-003-14 FIRE/AMB / AMBULANCE - OFFICE SUPP / CALAIS
02111 - OFFICE DEPOT	16.28	E 31-01-003-15 FIRE/AMB / AMBULANCE - OFFICE SUPP / VAN BURE
02111 - OFFICE DEPOT	16.27	E 31-01-003-16 FIRE/AMB / AMBULANCE - OFFICE SUPP / ISLAND FA
00466 - P & E DISTRIBUTORS, INC.	63.01	E 31-01-030-01 FIRE/AMB / AMBULANCE - BLDG SUPPLY / BLDG SUP
00466 - P & E DISTRIBUTORS, INC.	208.79	E 31-01-030-01 FIRE/AMB / AMBULANCE - BLDG SUPPLY / BLDG SUP
00466 - P & E DISTRIBUTORS, INC.	35.00	E 31-01-030-01 FIRE/AMB / AMBULANCE - BLDG SUPPLY / BLDG SUP
01400 - COUNTY QWIK PRINT, INC.	1,435.00	E 31-01-031-01 FIRE/AMB / AMBULANCE - BLDG MAINT / BLDG MAI
00136 - HIGHWAY TIRE INC.	108.00	E 31-01-074-01 FIRE/AMB / AMBULANCE - TIRES / TIRES
00136 - HIGHWAY TIRE INC.	436.62	E 31-01-074-01 FIRE/AMB / AMBULANCE - TIRES / TIRES
00914 - NORTHEAST PROPANE	796.06	E 31-01-026-03 FIRE/AMB / AMBULANCE - HEATING FUEL / HEATING
02111 - OFFICE DEPOT	77.08	E 31-01-003-03 FIRE/AMB / AMBULANCE - OFFICE SUPP / COPIER RE
03373 - MAINE FIRE PREVENTION	69.25	E 31-01-051-05 FIRE/AMB / AMBULANCE - EQUIP MAINT / EQUIP MA
02977 - BUSINESS CARD	162.71	E 31-01-085-01 FIRE/AMB / AMBULANCE - TRANS MEAL / TRANS ME
02977 - BUSINESS CARD	73.66	E 31-01-085-01 FIRE/AMB / AMBULANCE - TRANS MEAL / TRANS ME
02977 - BUSINESS CARD	70.34	E 31-01-071-01 FIRE/AMB / AMBULANCE - RADIO MAINT / VEHICLE
02977 - BUSINESS CARD	40.60	E 31-01-085-01 FIRE/AMB / AMBULANCE - TRANS MEAL / TRANS ME
02977 - BUSINESS CARD	142.95	E 31-01-051-05 FIRE/AMB / AMBULANCE - EQUIP MAINT / EQUIP MA
Division Total-	4,824.32	
Department Total-	4,824.32	

35 POLICE DEPT

35-01 POLICE DEPT / POLICE DEPT CONT'D

02977 - BUSINESS CARD	5.50	E 35-01-003-01 POLICE DEPT / POLICE DEPT - OFFICE SUPP / POST
02977 - BUSINESS CARD	75.37	E 35-01-019-01 POLICE DEPT / POLICE DEPT - MISC EXPENSE / MIS
04140 - ROY BOY'S TRUCK WORKS	94.31	E 35-01-075-01 POLICE DEPT / POLICE DEPT - GAS/OIL/FILT / GAS/O
04140 - ROY BOY'S TRUCK WORKS	1,917.04	E 35-01-073-01 POLICE DEPT / POLICE DEPT - VEHICLE REP / VEHIC
04056 - GWI	265.29	E 35-01-015-04 POLICE DEPT / POLICE DEPT - TELEPHONE / TELEPH
02977 - BUSINESS CARD	1,041.46	E 35-01-014-01 POLICE DEPT / POLICE DEPT - NEW EQUIP / NEW EC
04040 - CANTAFIO, DEE	143.00	E 35-01-068-01 POLICE DEPT / POLICE DEPT - JANITOR SVCE / JANI
Division Total-	3,541.97	
Department Total-	3,541.97	

39 CEM

39-01 CEM / CEM CONT'D

00085 - ADAMS HEATING	211.84	E 39-01-031-01 CEM / CEM - BLDG MAINT / BLDG MAINT
Division Total-	211.84	
Department Total-	211.84	

Vendor	Amount	Account
40 PUBLIC WORKS		
40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D		
00864 - CAMEROTA TRUCK PARTS	285.13	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
01109 - CENTRAL EQUIPMENT COMPANY, INC	544.90	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00167 - DAIGLE & HOUGHTON, INC.	2,631.60	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
02111 - OFFICE DEPOT	74.22	E 40-01-003-11 PUBLIC WORKS / PUBLIC WORKS - OFFICE SUPP / E
03993 - TROMBLEY CONSTRUCTION INC.	1,106.82	E 40-01-120-01 PUBLIC WORKS / PUBLIC WORKS - SHIM & PATCH /
03590 - NAPA AUTO PARTS	2,430.21	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00646 - AROOSTOOK COUNTY ELECTRIC SUP	18.50	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
00646 - AROOSTOOK COUNTY ELECTRIC SUP	67.00	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02977 - BUSINESS CARD	22.47	E 40-01-019-01 PUBLIC WORKS / PUBLIC WORKS - MISC EXPENSE /
02977 - BUSINESS CARD	658.01	E 40-01-070-03 PUBLIC WORKS / PUBLIC WORKS - CLOTHS ALLOW ,
02977 - BUSINESS CARD	288.82	E 40-01-070-03 PUBLIC WORKS / PUBLIC WORKS - CLOTHS ALLOW ,
01505 - DEAD RIVER COMPANY	564.02	E 40-01-026-03 PUBLIC WORKS / PUBLIC WORKS - HEATING FUEL /
01505 - DEAD RIVER COMPANY	755.17	E 40-01-026-03 PUBLIC WORKS / PUBLIC WORKS - HEATING FUEL /
03921 - DIV. OF BWE, LLC	467.90	E 40-01-115-01 PUBLIC WORKS / PUBLIC WORKS - LUBRICANTS / LL
03921 - DIV. OF BWE, LLC	484.95	E 40-01-115-01 PUBLIC WORKS / PUBLIC WORKS - LUBRICANTS / LL
00852 - F.W. WEBB COMPANY	65.08	E 40-01-031-01 PUBLIC WORKS / PUBLIC WORKS - BLDG MAINT / BI
00852 - F.W. WEBB COMPANY	20.94	E 40-01-031-01 PUBLIC WORKS / PUBLIC WORKS - BLDG MAINT / BI
00852 - F.W. WEBB COMPANY	13.05	E 40-01-031-01 PUBLIC WORKS / PUBLIC WORKS - BLDG MAINT / BI
00257 - FASTENAL COMPANY	242.52	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
00257 - FASTENAL COMPANY	20.70	E 40-01-051-08 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / S
03555 - KIMBALL MIDWEST	289.69	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
03555 - KIMBALL MIDWEST	12.70	E 40-01-127-01 PUBLIC WORKS / PUBLIC WORKS - VEHICLE PAIN / \
03555 - KIMBALL MIDWEST	434.50	E 40-01-127-01 PUBLIC WORKS / PUBLIC WORKS - VEHICLE PAIN / \
03685 - KINGSCO TRANSPORT, LTD	4,841.89	E 40-01-116-01 PUBLIC WORKS / PUBLIC WORKS - SALT/CALCIUM /
03850 - LAWSON PRODUCTS, INC.	33.30	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
03049 - MATHESON TRI-GAS INC	665.46	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
01027 - TIME WARNER CABLE	44.95	E 40-01-017-03 PUBLIC WORKS / PUBLIC WORKS - COMMUNICATE /
04056 - GWI	88.43	E 40-01-015-04 PUBLIC WORKS / PUBLIC WORKS - TELEPHONE / TE
02092 - S.W. COLLINS CO.	616.42	E 40-01-014-01 PUBLIC WORKS / PUBLIC WORKS - NEW EQUIP / NE
02092 - S.W. COLLINS CO.	45.00	E 40-01-051-05 PUBLIC WORKS / PUBLIC WORKS - EQUIP MAINT / E
02092 - S.W. COLLINS CO.	140.33	E 40-01-031-01 PUBLIC WORKS / PUBLIC WORKS - BLDG MAINT / BI
Division Total-	17,974.68	
Department Total-	17,974.68	

50 REC DEPT

50-01 REC DEPT / REC DEPT CONT'D

02092 - S.W. COLLINS CO.	14.99	E 50-01-030-01 REC DEPT / REC DEPT - BLDG SUPPLY / BLDG SUPPL
02999 - NORTHERN BUSINESS PRODUCTS	130.00	E 50-01-003-03 REC DEPT / REC DEPT - OFFICE SUPP / COPIER REN
04056 - GWI	196.06	E 50-01-015-02 REC DEPT / REC DEPT - TELEPHONE / REC CENTER
02977 - BUSINESS CARD	105.03	E 50-01-137-01 REC DEPT / REC DEPT - RINK EQUIP / RINK EQUIP
02977 - BUSINESS CARD	15.00	E 50-01-009-04 REC DEPT / REC DEPT - PROF DUES / PROF DUES
01007 - WIGHT'S SPORTING GOODS	87.75	E 50-01-138-04 REC DEPT / REC DEPT - PROG EQUIP / BASKETBALL
00466 - P & E DISTRIBUTORS, INC.	179.60	E 50-01-030-01 REC DEPT / REC DEPT - BLDG SUPPLY / BLDG SUPPL
00466 - P & E DISTRIBUTORS, INC.	-21.00	E 50-01-030-01 REC DEPT / REC DEPT - BLDG SUPPLY / BLDG SUPPL
00576 - MCNEAL'S TRUCKING	55.00	E 50-01-031-01 REC DEPT / REC DEPT - BLDG MAINT / BLDG MAINT
Division Total-	762.43	
Department Total-	762.43	

51 PARKS

51-01 PARKS / PARKS CONT'D

03590 - NAPA AUTO PARTS	7.22	E 51-01-030-01 PARKS / PARKS - BLDG SUPPLY / BLDG SUPPLY
01454 - R.L. TODD & SON, INC.	186.40	E 51-01-031-01 PARKS / PARKS - BLDG MAINT / BLDG MAINT
01033 - BEAUREGARD EQUIPMENT, INC.	23.32	E 51-01-051-05 PARKS / PARKS - EQUIP MAINT / EQUIP MAINT

Department Summary

Pay Date: 12/10/2020

12/10/2020

Page 4

Vendor	Amount	Account
51 PARKS CONT'D		
51-01 PARKS / PARKS CONT'D		
02977 - BUSINESS CARD	130.98	E 51-01-051-04 PARKS / PARKS - EQUIP MAINT / REPAIRS
04056 - GWI	52.12	E 51-01-015-04 PARKS / PARKS - TELEPHONE / TELEPHONE
Division Total-	400.04	
Department Total-	400.04	
52 SNOW TRAIL		
52-01 SNOW TRAIL / SNOW TRAIL CONT'D		
02977 - BUSINESS CARD	79.99	E 52-01-051-05 SNOW TRAIL / SNOW TRAIL - EQUIP MAINT / EQUIP
01033 - BEAUREGARD EQUIPMENT, INC.	23.32	E 52-01-051-05 SNOW TRAIL / SNOW TRAIL - EQUIP MAINT / EQUIP
03443 - J B SHEETMETAL INC.	42.12	E 52-01-051-05 SNOW TRAIL / SNOW TRAIL - EQUIP MAINT / EQUIP
03590 - NAPA AUTO PARTS	29.12	E 52-01-051-05 SNOW TRAIL / SNOW TRAIL - EQUIP MAINT / EQUIP
Division Total-	174.55	
Department Total-	174.55	
60 AIRPORT		
60-01 AIRPORT / AIRPORT CONT'D		
02021 - POWERPLAN	1,118.13	E 60-01-051-05 AIRPORT / AIRPORT - EQUIP MAINT / EQUIP MAINT
04056 - GWI	80.86	E 60-01-015-04 AIRPORT / AIRPORT - TELEPHONE / TELEPHONE
03590 - NAPA AUTO PARTS	38.69	E 60-01-051-05 AIRPORT / AIRPORT - EQUIP MAINT / EQUIP MAINT
Division Total-	1,237.68	
Department Total-	1,237.68	
61 TRAILER PARK		
61-01 TRAILER PARK / TRAILER PARK CONT'D		
00576 - MCNEAL'S TRUCKING	135.00	E 61-01-161-01 TRAILER PARK / TRAILER PARK - GARBAGE COLL / G
Division Total-	135.00	
G/L Account Total	135.00	
G/L Accounts		
G/L Accounts-01 / CONT'D		
00015 - TREASURER STATE OF MAINE	2,991.25	G 1-330-00 Gen Fund / VEHICLE REG
02092 - S.W. COLLINS CO.	408.00	G 1-365-02 Gen Fund / REC CEN IMPR
03856 - COUNTY AG & TURF SUPPLY, INC.	493.12	G 1-365-05 Gen Fund / PARK IMP RES
03856 - COUNTY AG & TURF SUPPLY, INC.	-295.74	G 1-365-05 Gen Fund / PARK IMP RES
02151 - YOUTH COUNCIL	206.00	G 1-365-12 Gen Fund / CRX/TOS
02977 - BUSINESS CARD	84.50	G 1-365-12 Gen Fund / CRX/TOS
02977 - BUSINESS CARD	-171.58	G 1-365-12 Gen Fund / CRX/TOS
04051 - FISCHER SKIS US, LLC	65.45	G 1-365-22 Gen Fund / NON APP SKI
03941 - AMAZON CAPITAL SERVICES, INC	30.18	G 1-366-02 Gen Fund / LIB MEM FUND
01272 - BAKER & TAYLOR	116.88	G 1-366-02 Gen Fund / LIB MEM FUND
02977 - BUSINESS CARD	5.20	G 1-366-02 Gen Fund / LIB MEM FUND
02977 - BUSINESS CARD	79.10	G 1-367-01 Gen Fund / POLICE DON F
03563 - ATLANTIC TACTICAL, INC.	339.26	G 1-367-02 Gen Fund / POLICE EQUIP
02977 - BUSINESS CARD	524.58	G 1-367-05 Gen Fund / DRINK GRANT
00615 - CES INC	2,963.00	G 1-373-20 Gen Fund / CDBG USDA
01336 - SOUTHERN AROOSTOOK COUNTY	21.00	G 1-385-00 Gen Fund / COMM DEV
01336 - SOUTHERN AROOSTOOK COUNTY	21.00	G 1-385-00 Gen Fund / COMM DEV
02092 - S.W. COLLINS CO.	5.99	G 1-463-00 Gen Fund / MISC EVENTS
02092 - S.W. COLLINS CO.	78.55	G 2-365-11 Snowmoible / TRAIL MAINT
02151 - YOUTH COUNCIL	800.00	G 2-365-11 Snowmoible / TRAIL MAINT
02977 - BUSINESS CARD	140.00	G 2-365-11 Snowmoible / TRAIL MAINT
Division Total-	8,905.74	
G/L Account Total	8,905.74	
Final Total-	48,441.18	



City Manager's Report

December 10, 2020

Economic Projects

60 Access Highway	Working with current owner on building permits and review processes for a commercial recreation use.
Events and Marketing	Gingerbread house pickup was big success. Working on a joint grant application with Presque Isle for job development funding. Big write up about City's story telling festival efforts in Maine Town and Cities Magazine.
Porvair CDBG program	Porvair will close out their CDBG grant before end of year. City is still holding \$9,500. Porvair's request for reimbursement from the city's agreement will be on Jan 18, 2021 agenda. Mr. Mika is out of town.
Birdseye Cleanup	Asbestos cleanup has been completed and report written for state review. Waiting on remainder work until spring time.
Blight Cleanup	Presented redevelopment options for a blighted neighborhood to investment committee. Need to discuss with Council.
Ogren Dump Solar Project	Developer presented preliminary plans to Planning Board on Dec 10. Final review will take place in January 2021.
Hilltop Senior Living	Waiting for developers to request final inspection for the building.
River Front - Master Plan	Stakeholder Group will hold their next meeting on January 20th.
Title 13 ReWrite	Many sections have been reviewed and will start to come to Council.
River Front - Powerplants	No additional action taken at this time.
River Front - Jarosz Storage	Waiting on final details from applicant to issue building permit. Information needed has been conveyed.
River Front - Salmon	Owners will be invited to next River front stakeholder group.
Façade Improvement Program	On hold. Advertisement of funds will be sent out in February based on final budget numbers.
Sitel Building	No word from Mr. Cassidy about his development plans for the building.
Pronto Burrito	Store opened on October 23. Waiting for some finishing touches before ribbon cutting.
VMS Building	Space now occupied by SaviLinx.

Other Administrative Projects

Investigation of Council	Contacted state Attorney General Office and Maine licensed Private Investigators Organization for options and referrals. Estimated cost of \$5,000.
Fire Structural Study	Work is on-going. All ceiling tiles are down. Welding work is nearly complete in living areas.
2021 Budget Process	Preparing budget report for January 15 deadline. County budget is increasing 5.95% in 2021. Anticipate RSU budget will also increase due to major capital maintenance needs at High School. Asset management is key issue for 2021 taxes.
Tax Acquired Property Policy	No additional inquiries about available properties.
Personnel Policy	State law changes require providing leave for ALL regular employees. Need to amend personnel policy.
Parking Lot Paving	Paving work is completed for 2020. Parking Lot Maintenance account sits at \$42,866.
Teague Park	The deed for Teague Park was recorded on Tuesday, November 17, 2020. Waiting for ice rink to freeze.
City Hall Boiler Systems	Received bid of \$2,000 for heat loss study at city hall. Another boiler supplier indicates they will do the study for free if we utilize their services. Met with Council Building Committee on December 10 to discuss scope of heating system upgrades.
Capital Facility Maintenance Plans	All facility assessment reports are completed. Recommended repairs/maintenance will be incorporated into the 2021 capital budget requests.
COVID-19 Status	Increasing cases of COVID in Caribou. Monitoring closely and will notify public if additional changes are needed. Chief Susi has been authorized by federal and state authorities to administer vaccine to public safety personnel.
Trailer Park Closure	Notices were served upon tenants of record of the mobile home park. 1 noticed yet to be served on abandoned trailer
North Main Street	Project is completed. Working with DOT for reimbursements.
Airport	New operating system is installed and functioning. New fuel purchase system has been installed. Working through communication details.
Investment Policy	Met with the Council investment committee and local broker to discuss investment options and next steps.
60 Access Highway	Legal Counsel has sent second notice to past tenants with owed rents.
General Plan Update	Still working the current land use survey, which will be needed for future land use discussions.
Union Negotiations.	Fire Union has requested to open negotiations for 2021. Waiting on initial meeting. State arbitration meeting set for February 19th to discuss Police Union matters.
New LED Street lights	Waiting on RL Todd to perform requested work for 10 new installations.
Recall Petition	The petition deadline was December 10 at 4:30pm. Insufficient signatures were turned in to force a recall election.
River Road	Work with state MEMA to prepare grant application for BRIC funds to cover road relocations costs.
Procurement Policy	Felch & Company has provided feedback on the policy and made some recommendations. Will revise for Council.



CITY OF CARIBOU, MAINE

Phone: (207) 493-5961

Fax: (207) 498-3954

Office of Tax Assessment & Code Enforcement

Municipal Building

25 High Street

Caribou, Me 04736

STAFF REPORT

To: Manager Marker, and members of the Caribou City Council
From: Penny Thompson, Tax Assessor and Chief Building Official
Date: December 11, 2020
Subject: Dangerous Buildings in Caribou

Blight remediation has been a major priority for the City Council and with the acceptance of the Blight Toolkit, staff has a resource for taking on the Blight Fight.

One tool in the Toolkit is the "Dangerous Buildings" statute found in 17 MRSA §§ 2851 - 2859. Caribou has used this twice before, in 2015 at 27 Birdseye Avenue and again 2016 at 16 Sincok Street. In both cases, the proper process was followed. The owners did not pay the costs associated with demolition and a special assessment was made against the property which was not paid. This non-payment of taxes led to the owners losing the property in the automatic lien foreclosure process.

Staff presents the following properties for possible action as a dangerous building for reason of: "structurally unsafe, unstable or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property." 17 MRSA §2851 2-A Standard.

827 Main Street	owner: Jeff Cook (now city acquired for tax non-payment)
37 Home Farm Road	owner: Greta Bielinski
20 Veronica Street	owner: Mortgage Menders
864 Main Street, Lot 75	owner: Barbara Rossignol (in Caribou Trailer Park)
412 Access Highway	owner: Jimmy King

On the drive by on December 8, 2020, all properties appear vacant.

I have provided information on the process, the properties and a suggested timeline on the following five pages.

I am happy to answer any questions you may have. Additionally, the entire Maine Municipal Association Dangerous Buildings MMA Legal Services Information Packet quoted herein is available in the MMA Member Center of the website.

"THE MOST NORTHEASTERN CITY IN THE U.S."

Penny Thompson, RES, CMA4 Tax Assessor / Chief Building Official

E-Mail: pthompson@cariboumaine.org

Information on important issues and considerations from Maine Municipal Association:

I. Definition and Standard

The municipal officers of a municipality may after notice and hearing adjudge a building to be a nuisance or dangerous and order the building to be repaired or removed. For purposes of this statute, "building" means a building or structure, or any portion of a building or structure, or any wharf, pier, pilings or, any portion thereof, that is located on or extending from land within the boundaries of the municipality as measured from the low water mark (17 M.R.S.A. § 2851). To be adjudged a nuisance or dangerous, the municipal officers must find that the building is structurally unsafe, unstable or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property (17 M.R.S.A. § 2851(2-A)).

II. Securing Structures

If a building poses a serious threat to public health and safety, a municipality may secure it pending the abatement proceedings discussed below and may recover its expenses from the owner (17 M.R.S.A. §§ 2856 and 2853). Notice must be served on the owner and all parties in interest in accordance with 17 M.R.S.A. § 2857, but notice need not be given in advance if prompt action to secure the structure is necessary.

III. Local Process; Alternative Summary Process

State law provides three methods for abating the nuisance and public safety threat posed by a dangerous building.

A. Under the first method, the municipal officers (selectpersons or councilors) may, after notice and hearing, find that a building, or portion thereof, is a nuisance or dangerous and must be abated or disposed of (17 M.R.S.A. § 2851). Notice of the hearing must be served on the owner and upon all "parties in interest" as defined in 14 M.R.S.A. § 6321 (which includes mortgagors, holders of the fee interest, mortgagees, lessees pursuant to recorded leases or memoranda of leases, lienors and attaching creditors, all as shown by Registry of Deeds records and documents referred to therein). Published notice is required where the name or address of any owner or party in interest is unknown or not ascertainable with reasonable diligence (17 M.R.S.A. § 2857). The notice must be recorded in the Registry of Deeds by the municipal clerk (17 M.R.S.A. § 2857). After the hearing, the municipal officers may make and record an order in accordance with section 2851(3) "prescribing what disposal must be made of that building" (17 M.R.S.A. § 2851). The order must be accompanied by written "findings" (see 17 M.R.S.A. § 2851(2-A)). Most often, the order is for abatement of structural defects within a specific period of time or removal of the structure. However, nothing in the statute limits municipal remedies. Neither the statute nor due process of law requires the municipality to first list the defects and allow a reasonable time for repairs before demolition. *Kirkpatrick v. City of Bangor*, 1999 ME 73, 728 A.2d 1268. However, the order may allow for delay of disposal if the owner has demonstrated the ability and willingness to satisfactorily rehabilitate the building (17 M.R.S.A. § 2851). The municipal clerk must record the order in the Registry of Deeds and must also serve an attested copy of the order upon the owner and all parties in interest (17 M.R.S.A. § 2851(3)). An appeal may be taken to Superior Court from the decision of the municipal officers. If no appeal is filed, or if an appeal pursuant to section 2852 is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers shall order the nuisance to be abated or removed in compliance with the order (17 M.R.S.A. § 2851).

B. The second method of abatement is an alternative to proceeding before the municipal officers. Instead, a municipality may seek an abatement and/or demolition order directly from Superior Court (17 M.R.S.A. § 2851(4)). After a hearing, the Court may order abatement and/or demolition and may award costs to the municipality.

C. The third method of abatement is a "summary" (immediate) process that may be used in cases involving an immediate and serious threat to public health, safety and welfare (17 M.R.S.A. § 2859). To use the summary process, a municipality acting through its building official (or other official named in the statute) must file a verified complaint with the Superior Court. The court may act "ex parte" to set a hearing date (within 10 days of the filing) and order the owner(s) and all parties in interest to appear. Upon hearing, the court may order abatement and/or removal and may assess costs. There is no appeal from the court's judgment, although the owner may, within 30 days, contest costs and seek damages for wrongful removal if provable.

IV. Acknowledgment; Return of Service

On a legal document, an "acknowledgment" attests to the authenticity of a signature and is required in order to record the document at the county Registry of Deeds. A "return of service" evidences that a copy of the document was actually served on a person by someone with authority to do so. All of the suggested forms in this packet should include an acknowledgment for each signature and should be recorded in the Registry of Deeds (17 M.R.S.A. §§ 2851, 2857 and 2858). Any notice or order required to be served on an owner or party in interest should also include a return of service (17 M.R.S.A. §§ 2851 and 2856). Service must be made in the same manner as a court summons is served, including by mail, by a sheriff or deputy within the sheriff's county, by another person authorized by law, or by some person specially appointed by the court for that purpose (Rule 4, M.R.Civ.P., linked above). Please note that while service on an out-of-state property owner may be made in the same manner in which service is made in Maine, the person serving the order on an out-of-state property owner must be one authorized to do so under the laws of the state where service is attempted.

Information on important issues and considerations from Maine Municipal Association continued:

V. Records

In any proceeding before the municipal officers, a full record of testimony and deliberations should be kept (either a clearly audible tape recording or a written verbatim transcript). Documentary evidence (such as photos and inspection reports) also should be compiled and preserved. This record is essential to sustaining the municipal officers' decision if it is appealed. Proof of expenses (such as timecards and invoices) also will be important if a municipality itself undertakes the abatement and seeks to recover its costs.

VI. Special Tax

All expenses incurred by a municipality related to an order issued under section 2851, including the expenses relating to the abatement or removal of a building, must be repaid to the municipality by the owner within 30 days of demand or these costs may be recovered by assessing a "special tax" against the land (17 M.R.S.A. § 2853). The tax must be included in the "next annual warrant" to the collector and may be collected in the same manner as property taxes (including by automatic lien foreclosure). (See MMA's *Municipal Assessment Manual* for assessment and commitment discussions and related forms.)

The costs that may be recovered by the municipality include, but are not limited to, the cost of title searches, location reports, service or process, reasonable attorney's fees, the cost to secure or remove the building, and all other costs that are reasonably related to the removal of the building.

VII. Personal Property Located in a Building Declared to be Dangerous

In many cases, there will be items of personal property inside a building that has been declared dangerous using the process outlined above. Before the building may be demolished, the personal property must be addressed. Title 30-A M.R.S.A. § 3106 outlines the statutory procedure that must be followed by the municipality in the event of abandoned personal property.

VIII. Additional Concerns

As the discussion above indicates, a determination that a structure is a dangerous building requires careful consideration by the municipal officers and strict compliance with the requirements of State law, including complex notice provisions. A title search is recommended to identify all parties in interest entitled to notice of the proceedings. Moreover, demolition of property is a drastic measure that may result in liability for damages for wrongful removal. The municipality should take care to protect the due process rights of the owner and parties in interest by providing a meaningful opportunity to be heard and to address municipal concerns. *City of Brewer v. Connors*, CV-03-2 (Super. Ct. Pen. Cty, May, 28, 2004), *Kirkpatrick v. City of Bangor*, 1999 ME 73, 728 A.2d 1268; *Michaud v. City of Bangor*, 196 A.2d 106 (Me. 1963); *Bennett v. Town of Poland*, CV-88-64 (Super. Ct. Andro. Cty, Nov. 9, 1988). Therefore, we strongly urge the municipal officers to consult with local counsel before commencing such a proceeding. The municipality may recover the cost of legal advice as part of the "special tax" assessed against the property.

Finally, and again in consideration of the complexity of the formal procedures outlined above, a municipality should first attempt to resolve the issue of an unsafe building informally by sending a letter by certified mail, return receipt requested, to the property owner setting forth the problem and explaining that unless the problem is resolved to the municipality's satisfaction within a specified number of days, the municipality will commence proceedings to have the building demolished. Municipalities should be aware that any negotiated consent which allows the municipality to demolish property and assess a special tax against the property must include written consent by all parties in interest. Notices of the consent must be recorded in the Registry of Deeds located in the county where the building is situated (17 M.R.S.A. § 2858).

IX. Forms

The MMA Legal Services Department would like to thank Geoff Hole, Esq. for sharing various forms that he developed for use in connection with the Title 17 dangerous building process. Those forms appear as part of this packet either in their original form or with modifications.

The preceding information came from the Maine Municipal website Member Center.



827 Main Street, photo taken 12-08-2020



37 Home Farm Road, photo taken 12-08-2020



20 Veronica Street, photo taken 12-08-2020



864 Main Street, Lot # 75, photo taken 12-08-2020

“Dangerous Buildings” - Suggested Timeline

December 14, 2020	“First Read” of staff report by City Council
December 2020	Work with legal counsel (as suggested by MMA) Title search to discover all “parties in interest” Attempt to resolve issue informally (as suggested by MMA) Fully document buildings with photos and inspection reports
January 2021	City Council to schedule hearing on dangerous building Prepare “Notice of Hearing” Pursuant to 17 MRSA §§ 2851 - 2859
February 2021	Provide notice pursuant to 17 MRSA § 2857 to owner & parties in interest Publish notice once per week for three successive weeks in newspaper City Clerk to record notice at Southern Registry of Deeds (Houlton)
March 2021	City Council to hold hearing and after finding that the building is a “dangerous building”, issue an order including that the building be secured, abated, removed and disposed. (first March meeting? [Must be no less than 10 days after service]) Staff will prepare “Findings and Order” for City Council approval Staff to properly address “abandoned property” per 30-A MRSA §3106 City Clerk to cause attested copy to be served upon owner & parties in interest as provided in statute City Clerk to record order at Southern Registry of Deeds (Houlton)
April 2021	Time for any appeals of the order Ideally, time for owner to consent to removal/corrective action
May 2021	Demolition of dangerous building (as early as possible) Prepare itemized accounting of all expenses to carry out order Invoice given to owner – has 30 days to pay after demand (send as soon as possible – before end of May)
June 2021	Work with owner to pay fees (30 days to pay after demand)
July 2021	If not paid, supplemental assessment made with tax commitment

More information online about proper process to provide notice / service

What to do about 412 Access Highway? (The pop-up junkyard)

Another nuisance property is 412 Access Highway. This is working its way thru the court system.



Staff will continue to monitor to determine if
30-A MRSA §3106-A Municipal authority to manage abandoned mobile homes
can be used if the mobile home is abandoned and the condition of the mobile home deteriorates.

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



MEMO

TO: City Council
FROM: Dennis Marker, City Manager
RE: Sale of Tax Acquired Property at 10 Mitchell Rd
DATE: December 10, 2020

The city received an offer from Mr. Keith Draper to purchase the tax acquired property at 10 Mitchell Road (Map 7 Lot 047-A). The property was included with those available for public bid this past spring, but no bids were received for it. The city's tax acquired policy states that the properties can now be sold after public bid by negotiated price with the Manager so long as the price is not less than the previously advertised minimum bid amount. Mr. Draper is offering the minimum bid amount of \$1,500 for the property. The current tax amount owed is \$585.15 plus interest and fees. The bid amount will clear the account.

Staff Recommendation:

Approve the sale of 10 Mitchell Road to Mr. Keith Draper for the amount of \$1,500.





Proposal for Professional Computer Networking Services

City of Caribou

Council Chamber Audio / Video Modernization

Introduction

The City of Caribou is considering a significant upgrade to the Audio/Video production and projection systems within the Council Chamber. The system currently in place has been pieced together over a span of 3+ decades, with many of its core components having never been replaced. As a result, there are a mix of new and old components often tied together using various adapters and parts meant to tie new and old together. The result has become unsatisfactory, with lingering audio issues, incompatible video formats and an untenable public appearance. One piece of the puzzle that cannot be improved upon is a low-grade video connection to Spectrum for the City's Public Access Channel (PEG channel). Until Spectrum upgrades their equipment to accept a high-definition signal, this limitation will remain. While this limitation negatively effects the PEG channel's video capability, the audio issues negatively impacting both streaming and PEG channel production are addressable. The ever-increasing viewership of the City's YouTube streaming channel for Council and Planning Board meetings makes this an ideal time to consider improving the City's camera systems to provide better picture quality to its citizens.

In this proposal we aim to address both existing systems and systems that would add to the City's quality of service for its citizens, staff and the Council itself. This proposal has been broken down into sections as they relate to the individual systems so that they can be independently addressed. Please keep in mind that some systems rely on others, and so upgrading one may require upgrading multiple systems at the same time. Notations have been made in this case.

Systems to be addressed include:

- Moving to a wireless microphone system, which will greatly improve individual audio signals from Councilors and those addressing the Council.
- Moving to High Definition cameras to improve video quality.
- Moving to a high-definition, wide-screen projector system to improve compatibility with modern input sources and provide a better image to in-person viewers
- Provide an automated dictations and transcription system to improve the content of meeting minutes
- Provide a better experience tying the chamber into video conferencing systems such as Zoom or Teams
- Provide a timing system to provide both the Council, and those addressing the Council with a clear indication of how much time is allotted and remaining during public input sessions.

General Description of Services - Audio

The City's current audio system, consisting of microphones and mixers dating back to (as best we've been able to tell) the late 80's has had a number of issues. Occasional static or echo are some of the minor issues, while individual audio quality and volume are more consistent and apparent. Many issues are related to the age of the system. We have many cables and custom soldered connections that, over time, and after constant manipulation, have started to break down. Another issue is the inability to easily adjust microphones for individual users. While addressing the aforementioned issues, one of the upgrades we're proposing, at the City's request, is to make the new system portable so that should the need arise, it could be relocated to a larger venue. We will provide project costs for by a mobile system, and a stationary system that will reside in the existing rack space.

We propose that the new system be installed into a mobile rack in order to keep the system safely portable. To address the audio issues while helping to facilitate portability, we're proposing that new microphones be wireless. The wireless microphones for councilors and the City Manager would change from the current "goose-neck" style, to a wireless clip-on microphone with a pack, to be individually assigned to each individual. A wireless podium mic would also be installed. This system would allow for greater individual volume level adjustment, and would eliminate fluctuations in sound level caused by movement towards or away from the individual mics.

As part of a complete portable solution, the system for streaming meetings to YouTube will be relocated into the portable rack, including a laptop computer required for controlling the stream and providing the regular content to the PEG channel. This eliminates the use of old hand-me-down PCs currently in place to perform this function. We will also provide components that will allow for tie-in to an external speaker system at a remote venue.

Scope of Services

We will provide professional network services to perform the following tasks:

1. Provide and install new mixers
2. Provide and install new wireless microphones (8 clip-on, 1 podium mount)
3. Provide and install an antenna system within the Chamber for microphones
4. Provide and install a mobile rack for equipment
5. Move streaming equipment into new rack
6. Provide and configure laptop for streaming, PEG channel scroll and Digital Processor management
7. Train appropriate staff on usage

Cost

Description	Cost	Quantity	Total
Shure 8-Channel Mixer	\$1650	1	\$1650
Shure 4-Channel Mixer	\$300	1	\$300
Shure Digital Processor	\$775	1	\$775
Shure Wireless Clip-On Mic System	\$550	8	\$4400
Shure Handheld Mic System w/base (Podium)	\$600	1	\$600
Shure Antenna System (distributors, splitters, antennae)	\$200	1	\$2000
Rechargeable Batteries & Chargers	\$150	1	\$150
Mobile Rack	\$800	1	\$800
HP Laptop Computer	\$600	1	\$600
Labor (*mobile/stationary)	\$1600/\$1300	1	\$1600/\$1300
Project Total - Mobile			\$12,875
Project Total – Stationary			\$11,775

General Description of Services – Server Rack

The existing audio system and the City's servers and some network equipment share a single full-size 44U data rack/cabinet. In order to mobilize the audio system, we will need to remove the existing rack/cabinet and re-mount the network equipment in a smaller unit due to the lack of space available within the room. We will procure a smaller enclosed rack/cabinet to move the servers and network equipment into. This will allow us to have two smaller units in the closet, which will fit without issue. This process will need to be done over a weekend, or on a holiday to prevent interruptions in the regular business of the City.

Scope of Services

We will provide professional network services to perform the following tasks:

1. Remove all of the equipment from the existing rack and have the rack/cabinet removed
2. Provide and install 1 new cabinet
3. Re-install servers and network equipment into new rack

Cost

Description	Cost	Quantity	Total
Rack/cabinet	\$550	1	\$550
Labor	\$1000	1	\$1000
Project Total			\$1550

**This project must be included with mobile audio/streaming system*

General Description of Services - Cameras

The City's current camera for the chamber is a standard definition Sony Pan/Tilt/Zoom color camera with remote control for adjusting the picture. Originally purchased for the PEG channel, its picture is limited in quality to match Spectrum's connection and has worked fine in this capacity. After implementing internet streaming of meetings, its quality is sorely lacking. Watching the stream on a computer, tablet or smart TV exaggerates the poor picture quality. With an ever-increasing numbers of viewers via this medium, we propose that the camera be replaced with a newer 1080p high-definition unit. Two additions to the camera system are also being proposed. First is the addition of a second camera and a Picture-in-Picture processor so that we may have a camera facing guest speakers addressing the council from the podium. The second image would be provided in a small window in a corner of the main picture of the council. The second addition is that of an additional camera and tri-pod for use in remote applications where the entire system is used at another venue. Project Totals for both mobile and stationary options are provided

Scope of Services

We will provide professional network services to perform the following tasks:

1. Provide and install 2 HD cameras in the Council Chamber, working with City on ideal locations
2. Provide and configure one mobile HD camera with tri-pod and cabling for mobile use (optional)
3. Install and configure 1 Picture-in-Picture processor
4. Provide and install 1 HDMI switch (required to go between PEG channel scroll and cameras)
5. Provide and install 1 HDMI Audio Inserter (required to provide HD audio to streaming channel)
6. Train appropriate staff on usage

Cost

Description	Cost	Quantity	Total
1080p HD Cameras (mobile/stationary)	\$900	3/2	\$2700/\$1800
Tri-Pod (mobile option)	\$125	1	\$125
Picture-in-Picture processor	\$125	1	\$125
Audio Inserter	\$190	1	\$190
HDMI Switch	\$125	1	\$125
Cables and Connectors	\$285	1	\$285
Labor	\$1000	1	\$1000
Project Total - Mobile			\$4550
Project Total – Stationary			\$3525

General Description of Services - Projector

Another part of this proposal is to update the projector system to a modern, wide-screen format with proper illumination for a lit room, and with connectivity options for newer laptops to eliminate the use of numerous adapters and a nest of cables that currently exists in the Chamber. We are providing both permanent and mobile options for the projector system. Portability for this system requires a tri-pod mounted screen, and the continued use of a table on the floor of the Chamber for placement of the projector. The permanent mounting option will allow for mounting both the screen and projector from the ceiling, eliminating the need for a table and cabling to remain in the middle of the room.

Scope of Services – Permanent Projector

We will provide professional network services to perform the following tasks:

1. Provide and install 1 4000 lumen, wide-screen format, HD DLP projector, utilizing a ceiling mount
2. Provide and install 1 106" wide-screen format ceiling mount projector screen
3. Provide and install cabling and wall-mount interface for VGA and HDMI input connections to projector. We will work with City staff to determine the best location for these connections.
4. Provide and install cabling for projector tie-in to video switch and PEG/streaming video
5. Train appropriate staff on usage

Cost

Description	Cost	Quantity	Total
BenQ 1080p DLP 4000 Lumen projector	\$1000	1	\$1000
Da-Lite 106" 16x9 wide-screen projector screen	\$450	1	\$450
Projector ceiling mount	\$100	1	\$100
Cabling, conduit and wall-mount ports	\$225	1	\$225
System Installation, configuration and instruction	\$600	1	\$600
Project Total			\$2375

Scope of Services – Portable Projector

We will provide professional network services to perform the following tasks:

1. Provide 4000 lumen, wide-screen format, HD DLP projector
2. Provide and install 1 100" wide-screen format tri-pod projector screen
3. Provide and install cabling for projector tie-in to video switch and PEG/streaming video
4. Train appropriate staff on usage

Cost

Description	Cost	Quantity	Total
BenQ 1080p DLP 4000 Lumen projector	\$1000	1	\$1000
Da-Lite 100" Tri-Pod 16x9 wide-screen projector screen	\$500	1	\$500
Cabling	\$125	1	\$125
System Installation, configuration and instruction	\$200	1	\$200
Project Total			\$1825

General Description of Services - Dictation

At the request of the City, we are including a proposal to add an automated dictation and transcription system to aid in the generation of meeting minutes. In collaboration with the City Clerk, we've determined that the most suitable application will be a post-process system, which takes a digital recording of the meeting and generates a textual output of the recording after the meeting has concluded, and has the capability of identifying individual/differing speakers within the generated text. The other style of system, which generated the text in real-time was less desirable due to the busyness and difficulty of the workflow. This determination was made with the City Clerk's input.

The proposed system consists of a digital recorder, and an audio interface for capturing audio from the microphone system. The post-processing is handled by a 3rd party service to be selected based on features and cost. Processing, whether live or post-process requires a significant amount of processing power and complicated Artificial Intelligence in order to break down individual speakers, and for our application is what's most commonly used. These services come in a range of varieties and cost models. Some charge per minute of audio to be transcribed, while others come with a pre-determined cost for a fixed number of minutes per month. The council should expect costs to run between \$600 to \$1200 per year. The vast majority of these services offer a trial period, and we recommend that, should the City decide to move forward, we procure and install the recording system, then take advantage of the available trials and with the City Clerk to determine the best solution.

Scope of Services

We will provide professional network services to perform the following tasks:

1. Procure digital recorder and audio capture equipment
2. Procure service on the City's behalf with a service provider (trint, otter.ai, rev, potentially others)
3. Train appropriate staff on usage

Cost

Description	Cost	Quantity	Total
Digital Recorder	\$350	1	\$350
Recording Media (high-grade USB 3.0 drive)	\$50	1	\$50
XLR Cabling	\$25	4	\$100
Labor	\$300	1	\$300
Project Total			\$800*

**Does not include cost of transcription service. City should budget \$1200 per yr. for service – may be reduced*

General Description of Services – Zoom Compatibility

Due to COVID-19, some meetings taking place in the Council Chamber have gone partially virtual, incorporating Zoom running on a laptop. This has proven to be far less than ideal. With no capability for digital audio connections between the Zoom laptop and the rest of the system, the Council has resorted to placing microphones in front of speakers to get sound between Zoom and the Chamber. Speakers and microphones are notoriously bad when in close proximity, and poor audio has been the resulting outcome. We propose the addition of an HDMI capture device and a pair of high-quality amplified speakers. This will allow the Chamber laptop to be tied into the audio/video system contained in the Chamber to provide a significantly better experience for both on-site and remotely connected participants. This project is reliant upon components contained within the Camera and Audio projects proposed within this document.

Scope of Services

We will provide professional network services to perform the following tasks:

1. Procure and install a video capture device for the Chamber laptop
2. Procure and install a pair of high-quality speakers to be mounted in the ceiling on either side of the projector screen
3. Train appropriate staff on usage

(Zoom Compatibility cont)

Cost

Description	Cost	Quantity	Total
HD Capture Device	\$200	1	\$200
Speaker System	\$200	1	\$200
Cabling	\$75	1	\$75
Labor	\$300	1	\$300
Project Total			\$775

General Description of Services – Timer System

At the request of the Council, we're proposing the installation of a countdown timer. The timer will mount on the wall in a conspicuous location, and show minutes and seconds and be remotely controlled. When the public addresses the Council, they are granted 5 minutes to make their presentation or converse with the Council, and this will provide both the council and the presenter with an easy-to-read display of what time remains during a presentation. The timer we're proposing provides a 5.5" red LED display showing both minutes and seconds remaining. A remote for starting the timer will allow the Mayor or whoever is presiding to start the timer at will and cancel it should a presentation wrap up early. We will work with the City on an ideal location within the chamber.

Scope of Services

We will provide professional network services to perform the following tasks:

1. Procure and install one Countdown Timer Display
2. Train appropriate Councilmembers on usage

Cost

Description	Cost	Quantity	Total
Microframe Countdown Timer	\$350	1	350
Installation (includes cabling & conduit)	\$250	1	\$250
Total			\$600



Resolution 12-01-2020

A Resolution of the Caribou City Council Making 2020 Year End Appropriation Changes

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

WHEREAS, the City Manager has recommended several budget appropriation changes to help clean up accounts and uncollectable tax obligations; and

WHEREAS, The City Council has determined it to be appropriate to make the budget changes noted below.

NOW, THEREFORE, THE CARIBOU CITY COUNCIL, does hereby make changes to the 2020 budget and accounts as follows:

Line Item	Original Budget	New Use/ Appropriation	Description
E80-01-201-01	\$13,000	\$7,500	Apply \$7,500 of these abatement funds toward the outstanding taxes owed (\$18,207.49) on the Birdseye property owned by city.
E80-01-201-01	\$13,000	\$621.78	Apply \$621.78 of these abatement funds toward a 2010 personal property tax account of Gerry J. Bealeu. Current outstanding balance of \$621.78.
E80-01-201-01	\$13,000	\$404.15	Apply \$404.15 of these abatement funds toward account 4716 with taxes owed from 2016-2018. Property is a modular trailer with no value. Lien waivers were granted past two years.
E31-01-031-01	\$20,000	Reserve	Any unused funds of this building maintenance account at year end are to be moved to the fire building maintenance reserve G-368-10 to help with costs of the station repairs. Current reserve balance is \$202,489. Current project cost will exceed that amount.
E35-01-031-01	\$3,000	Reserve	Any unused funds of this building maintenance account at year end are to be moved to the Police station study reserve G-367-09, which has a current account balance of (\$27,111)
E38-01-105-01	\$20,000	Reserve	Any unused funds of this Street Light maintenance account at year end are to be moved to the Street Light maintenance fund G-477-00. Current account balance is \$60,385.
E40-01-014-01	\$3,500	Reserve	Any unused funds of this Equipment Maintenance account at year end are to be moved to the Public Works building Maintenance Reserve. Current account balance of (\$15,733).
E11-01-413-01	\$36,945	Reserve	Any unused funds of this New Fire Station account at year end are to be moved to the fire building maintenance reserve G-368-10 to help with costs of the station repairs.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this _____th day of _____ 20____.

Thomas Ayer, Deputy Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]



Resolution 11-01-2020

A Resolution of the Caribou City Council Utilizing Reserves to Finance Teague Park Improvements

WHEREAS, the City of Caribou desires to complete the improvements around Teague Park by installing a splash pad, providing additional landscaping and paving of the parking area between the recreation building and the new Teague Park improvements (hereafter Park Improvements) for an estimated cost of \$481,000; and

WHEREAS, completion of the Park Improvements will result in greater health, safety, and quality of life for citizens and visitors who may use the park facilities, and

WHEREAS, the cost of such Park Improvements exceeds funds currently designated for the work. The city is short \$278,960; and

WHEREAS, the City Council has determined that the Park Improvements are of such importance to the community that the use of other designated reserve funds is warranted to complete the project; and

WHEREAS, the City Council has authority under City Charter Section, 5.09(d) to reappropriate funds.

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL

1. That in addition to funds available in the Community Pool Improvement Fund, \$50,545.54 is to be reappropriated toward completion of the of Teague Park Improvements as follows:
 - a. \$25,000 from Fund G-1-365-03 Parks Land Acquisitions/Easements
 - b. \$2,490.17 from Fund G-1-365-08 Recreation Non-appropriated Special Projects
 - c. \$10,000 from Fund G-1-365-13 Collins Pond Restoration Fund
 - d. \$1,551.08 from Fund G-1-365-16 Caribou Community Band
 - e. \$1,404.29 from Fund G-1-365-20 Caribou Ski Trail Program
 - f. \$10,000 from Fund G-1-399-00 Parking Lot Maintenance Reserve
2. That, up to \$228,415 be utilized from the City's Resource Reserve Account, Fund G-1-450-00, for the purposes of funding the Park Improvements with conditions that:
 - a. Any Resource Reserve funds used toward the Park Improvements are to be considered a loan against the Reserve funds,
 - b. All Reserve Funds are to be paid back within 5-years of their use, and
 - c. The city self-imposes an interest rate of 1.5% to be compounded annually in order maintain the reserve account value for future citizens.

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: Danielle Brissette, City Clerk

[City Seal]

Resolution No. 11-03-2020

A RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR CARIBOU CITY

WHEREAS, The governing body of the City of Caribou, Maine, acknowledges that the fees required of various developers, subdividers, property owners, and citizenry of the city necessitate periodic review; and

WHEREAS, review of these fees has been found to be warranted in certain areas as they have gone without update or alteration for an extended period of time; and

WHEREAS, the City Council of Caribou desires to make adjustments where necessary to the Caribou City Fee Schedule in order to ensure proper and adequate services to its citizens;

NOW THEREFORE, BE IT RESOLVED by the City Council of Caribou, that the following fees shall be established for various development projects and services rendered by employees and volunteers of the City, and shall be collected at the submittal of an application or request for action for which the fee has been designated herein:

A. The fees charged by the City for services rendered to the community shall be as follows:

Airport:

Hangar A1	\$120.00
Hangar A2	\$120.00
Hangar C1	\$175.00 200.00
Hangar C2	\$170.00 180.00
Hangar C3	\$160.00 165.00
Hangar C4	\$160.00 165.00
Hangar C5	\$170.00 180.00
Hangar C6	\$175.00 200.00

Hangars A or C Non-Aviation Related

Monthly Storage Rate Base+\$50

Hangar B Annual \$2,400.00

Hangar B ½ Year \$1,500.00

Hangar B Summer:

Night \$ 20.00

Week \$100.00

Month \$300.00

Hangar B Winter:

Night \$ 40.00

Week \$150.00

Month \$350.00

Annual Office Space Negotiable

Clerk's Office (all by State Statute):

Recording of Partnership \$10.00

Lineage Verification \$ 3.00

Marriage License \$40.00

Military Discharge Filing \$ 4.00

Permits for Disposition of \$20.00

Human Remains

Recording of Proprietorship \$10.00

Vital Records

Birth \$15.00

Death \$15.00

Marriage \$15.00

Each additional \$ 6.00

Vital Records Search \$ 6.00

(this fee was set by Council)

if record is found, \$6.00 fee

includes a non-certified copy

Municipal Agent Fees for

Motor Vehicle Registrations:

Renewals – Caribou \$ 5.00

Renewals – Connor TWP \$ 6.00

Code Enforcement:

Building Permit \$ 50.00

Certificate of Occupancy \$ 25.00

Sign Permit (per permit) \$ 50.00

Plumbing Permit (set by State Statute)
75% Caribou
25% State

Shellfish Surcharge \$15.00

(full system – external only)

Site Design Application

\$90.00 + \$10.00/2,000 sq ft

Demolition Permit \$ 250.00

(waived if received in advance)

Subdivision App

First three Lots \$180.00

Each additional Lot +\$10.00

Misc. Inspection Service \$ 40.00

Rezoning Request \$100.00

Code Amendment Request \$100.00

Fire & Ambulance:

Ambulance Charges:

<u>Billing Code:</u>	<u>Current Charges:</u>
----------------------	-------------------------

A0428 BLSN	\$313.00
------------	----------

A0428 BLSN-Non	\$342.00
----------------	----------

A0429 BLS- Emer	\$492.00
-----------------	----------

A0426 ALS1	\$372.00
------------	----------

A0427 ALS1-Emer	\$588.00
-----------------	----------

A0427 ALS Backup	\$492.00
------------------	----------

A0433 ALS2	\$852.00
------------	----------

A0434 SPCare	\$1,008.00
--------------	------------

A0429 AWT	\$492.00
-----------	----------

A0425 Land Mile	\$14.00
-----------------	---------

Non-Mutual Aid Community Ambulance

Charge \$500.00 (Effective January 1, 2020)

Outside Community No Transport Charge

\$313.00 (Effective January 1, 2020)

Fire Department Charges:

Fire Reports	\$10.00
--------------	---------

Fire Permits	\$10.00
--------------	---------

City of Caribou

FEE SCHEDULE

Library:

Copies:

Black & White	\$ 0.25
Color	\$ 0.75
Fax (outgoing/incoming or scan to email)	
First page	\$ 2.00
Each additional	\$ 1.00
New Card	\$ 1.00

Oversize Printer \$1.50/sq.ft.

Homeschool discounted price for copying/printing educational materials

Black & White	\$0.15
Color	\$0.50
Oversize	\$0.75/sf.ft.

Fines:

Books/Magazines/CDs	\$ 0.10/day
DVDs	\$ 1.00/day

Inter-Library Loans:

Free if via van delivery or postage (usually \$2.50-\$3.50) if mailed to library (usually out of state books)

Laminating \$ 2.00/sheet

Caribou Room Rental:

1 hour	\$12.00
2-4 hours (half day)	\$40.00 flat fee
4+ hours (full day)	\$75.00 flat fee
Projector (PC adapter)	\$10.00
External Speakers	\$ 5.00

Resident Fee: \$ 0.00/year

Non-Resident Fee:

Individual	\$30.00/year
Family	\$40.00/year
Veteran – Individual	\$25.00/year
Veteran – Family	\$35.00/year

Miscellaneous Admin Fees:

Notary Fee (per signature)	\$ 5.00
Faxes – First page	\$ 4.00
Additional pages	\$ 1.50

Copies – 8.5x11	\$ 0.75
Copies – 8.5x14, 11x17	\$ 1.00
Wedding	\$75.00

Police Department:

Accident Reports	\$10.00
Background Checks	\$5.00
Incident Cards - first page	\$5.00
Each additional	\$1.00
Fingerprints	\$3.00
Fireworks Permit	\$5.00
Dog Pick Up Fee	\$10.00
Concealed Carry Permit	\$20
renew	\$35 new
Lamination	\$5.00
Fireworks Permit	\$5.00
Prisoner Fees	\$60.00
Prisoner Meals	\$8.00
For parking violations, see Code Book, Chapter 12 Traffic	

Rec Department:

\$10 per child per program residents	
\$25 per child per program non residents	
Youth Programs – Resident	Varies
Non-Resident	\$15.00 above Resident Fee
\$8 per child t-shirt	
\$9 per child t-shirt & mouth guard	

Take It Outside Series-Adult Program Fees:

Deep Sea Fishing	\$150.00
Moosehead Lake Trip	\$55.00
Botanical Gardens	\$40.00
Grand Falls Gorge	\$50.00
Kings Landing	\$40.00
McAdam Station	\$40.00
Allagash Ghost Trains	\$99.00
Chandler Lakes Camp	\$40.00
Chimney Pond Hike	\$20.00
Libbys Camps	\$40.00
Red River Camps	\$60.00
Square Lake	\$30.00
Scopan Mtn Hike	\$20.00
Deboullie Mtn Hike	\$20.00
Smyrna Amish Village	\$40.00
Pottery	\$50.00

City of Caribou

FEE SCHEDULE

Katahdin Woods	\$30.00
Gaspe Peninsula	\$200.00
Bradford Camps	\$40.00
Bat Houses	\$25.00
Wreath Making	\$40.00
EMERA Audit	\$5.00

Recreation Center

Membership Fees - **Resident** Free
Non-Resident Free

Rental Fees:

\$15 per hour for building rental

\$15 per hour for supervisor (non-operational hours)

Tax Assessment:

Assessment Card/
Document (black & white) \$0.50

Assessment Card/
Document (color) \$1.00

Frequent Users \$0.25 B&W
(making own copies) \$0.50 Color

Priority Scoring		Councilor Votes	Status/ Completion %	Notes
PUBLIC SAFETY PRIORITIES				
Fire Station Structural Upgrades	27	7	45%	Project will be completed Summer 2021
Ambulatory Service Contracts	22	5	100%	New contract rates instituted March 2020 and renewed for 2021.
Opioid and Drug Enforcement	20	5	On-going	Caribou PD established a K9 unit. Officer Kegan McPherson and K9 Ace attended 8 weeks of training to become the first drug dog the City of Caribou has ever had. Ace has been in service since early September and has already made multiple drug seizures.
				Caribou PD partnered with the Cary Medical Center Rural Recovery Network Team and Officers completed over 150 hours of CEASE AND DESIST: UNDERSTANDING ADDICTION AND RECOVERY training. This has proven to be beneficial to Officers as they deal with people suffering from substance use disorder, overdoses, people in possession of drugs families affected.
				Chief Gahagan served on many advisory boards and task forces in 2020 as a voice for law enforcement for all aspects of substance use disorder. He served on the board for the Governor's appointed Opioid Drug Task Force (which was re-established in 2020 after a 2 year hiatus), served as an advisory member for the local male sober house, served as an advisory member for Recovery Aroostook (who are very active in the community), served on the drug task force for the local Micmac tribe to update their policies and procedures relating to substances and use, and served on the Drug Free Communities and Power of Prevention boards. Chief Gahagan is an advocate for people suffering from SUD and actively works collaboratively for harm reduction and prevention.
				All Officers are trained to administer Narcan (a life saving drug used during someone who is actively overdosing on an opiate).
Police Station Design and Referendum	12	3	25%	Sergeant Chad Cochran conducted multiple employer drug and impairment recognition trainings for local businesses. Officer Kevin St. Peter provided RESPONSIBLE BEVERAGE SERVICE (RBS) trainings to local alcohol retailers. Alcohol is still the number one substance abused.
				Additional efforts through code enforcement and building official to address nuisance and blighted properties where drug issues also take place.
				Work toward reestablishing our needs for a new Police Station using the recommendation from "Artifex and MW Studios Public Safety Architectures" for size and functionality.

Infrastructure				
Facility Maintenance Audits/Plans	15	7	Complete	Criterium Brown reports completed September 2020. Building safety committee led by building official and administrative assistant completed walk throughs of each facility and prepared updated reports for state safety programs.
Sidewalks and Pedestrian Safety	19	5	On-going	New walks installed on south Main and Glen with major projects.
Capital Equipment Plan	18	5	On-going	Capital asset list maintained.
Other: Street Lights in Dark Areas	18	5	On-going	10 new locations requested. Waiting on contractor to install.
Airport Development	9	3	On-going	Closure of trailer park initiated. New fuel system and operation monitoring systems. Received \$20,000 grant to use for general needs.
River Road Reconstruction	7	3	On-going	Continue to monitor road, negotiate with property owners and seek funding.
North Maine Reconstruction	7	2	Complete	Waiting for DOT funding reimbursement to close out project.
60 Access Highway Reuse	6	2	On-going	Property was sold. Working with new owner on building reuse permits.
Other: Gateway Enhancements	2	1	On-going	2 properties near Fort Road and Rte 1 cleaned up. While the contractor was there on site, we were able to negotiate with MDOT and have several tree's removed within the right of way, allowing for much better visibility with recreational vehicles coming off the Patten street ramp and onto Fort Bridge.
Overlay of Hwys in Urban Compact Zone	2	1	Complete	Portions of Main complete. Sweden Street overlaid to High School.
Public Parking Lot Resurfacing	2	1	On-going	Completed City Hall and downtown mall parking lots.
Storm Drain System Inventory	0	0		Need to formalize information and prepare for dissemination and study.
City Hall Accessibility	0	0	On-going	Elements identified with capital facility study. Scheduled for 2021-2022 work.

LEISURE SERVICE PRIORITIES				
Teague Park Construction Completion	24	5	On-going	98% RSU side complete. Bids received for splash pad and overflow parking lot
Collins Pond Dam & Trail System	17	5	On-hold	Pandemic limited Fish and wildlife agency travel so we were not able to get a survey done of the area. We are in hopes that we can get something done next spring. Staff work on a LAWCON grant to help with funding.
Gateway Enhancements	14	4	On-going	Worked on Fort Rd & Rte 1 property, secured grant for 660' of trail fencing on Lower Lyndon
Thursdays on Sweden	11	4	Rescheduled	Pandemic limitations. Focus shifted to public engagement and smaller events.
Other: Marathon; increase runners & Sponsors	9	4	Rescheduled	Pandemic limitations. Focus shifted to public engagement and smaller events.
Nylander Inventory & Operations	5	3	On-going	Pandemic limitations. Inventory on-going with VISTA worker and Board. New set of railings for the handicap ramp. All window screens repaired.
Library Business Resource Center	6	2	On-going	Pandemic limitations. Refocused to on-line programming and outreach
Library Programs	4	2	On-going	Pandemic limitations. Refocused to on-line programming and outreach
Maine 200 Storytelling Festival	0	0	On-going	State recognition in Maine Towns and City Magazine! Postponed due to COVID
Other:				The entire gymnasium was completely repainted, Staff office, hallway, and gameroom all painted in house. New perimeter LED lights were added in the gym as this was a very dark area. New security cameras were also upgraded. The locker rooms also got a complete make over.
	0	0		Eagle Scout projects that came to light were the Painting of the Paul Soucy memorial building located on Sincok street and the painting of the entire Collins pond building. Another Scout project took place at North Caribou Park, this project was trimming of big spruce trees, painting of the picnic tables and cleaning up the walking paths.
				Installation of a new flag pole at City Hall.
				Installation of lights in the Downtown Mall area after coordinating with businesses and acquiring long term maintenance easement from them.
				Installation of Christmas Swags for the holidays.

ADMINISTRATION PRIORITIES				
	22	6		Two patrol grievances related to contract interpretation unresolved. Awaiting arbitration dates for PW contract. Fire union requested to start 2021 negotiations.
Union Contract Negotiations			On-going	
Health Insurance Changes	15	5	On-going	Working with MMA on new plan options.
Budget Preparation Process Changes	14	4	Complete	Charter amendment prepared and passed at November election
FBO Services at Airport	13	4		
			On-going	No response to advertisements. In house lease monitoring procedures adopted
Other: Fix \$2.2M Net Increase in 3 Departments	13	3	On-going	Preliminary 2021 budget process holds three major departments to prior year budget levels
Procurement Policy	11	3	On-going	Document under review by city's auditors and will be presented for 2021 Council discussion and action.
Non-Union Compensation Policy	8	3		Wage rates updated with latest national, state, and regional information. Additional increase and adjustment procedures need to be adopted by Ordinance.
			On-going	
Other: Succession Planning	2	1	On-going	Transitioned to new City Clerk and Deputy positions after retirements. Multiple retirements in Police department and at the Library.
Quarterly Tax Assessing Implimentation	2	1		Additional training provided to Assessing department to achieve this goal. Assessor completed trial run of quarterly assessing on multi-family dwellings in town.
			On-going	
Citizens University	0	0	On-going	Ground work laid with the Councilor-elect orientation meetings to start this program in 2021.
Other:	0	0	On-going	Reduced total operation expenditures by more than \$250,000
	0	0	Complete	Recall Petition management and processing
	0	0	On-going	Management of COVID-19 related orders, laws, procedures, personnel and public related issues

ECONOMIC DEVELOPMENT PRIORITIES					
Other: Small Business Retention	22	6	On-going	Marketing Director and Assessing offices have generated thorough list of existing businesses and available business spaces along with contact information. Working with downtown stakeholder groups to address Sweden Street needs. Assessing department contacted each businesses and helped them apply for BETE tax relief.	
Other: Blight Removal	21	5	On-going	Finished Blight Toolkit. Continue to work on Birdseye environmental cleanup issues. Demolished seven homes in 2020. Returned many tax acquired properties back to private ownership.	
Landbank Creation	17	5	On-going	Draft creation ordinance is prepared and under review by legal counsel	
Façade Improvement Grants	16	4	Complete	Rewrote guidelines and facade improvement program standards.	
Downtown Revitalization	10	4	On-going	Multiple façade improvements to Sweden Street businesses in 2020. Revised striping plan for more pedestrian and business friendly traffic patterns. Continue to advocate for and promote available spaces on Sweden Street.	
Other: CEGC	8	4	On-going	Continue to attend and work with CEGC as partner organization and catalyst group for economic development activities.	
Other: Utilize NMDC and Chamber More	5	2	On-going	Working closely with NMDC staff on state trail initiatives, redevelopment strategies and funding opportunities for small businesses. Chamber supports and helped with multiple ribbon cutting ceremonies this year.	
Rental Assistance Program	2	2	On-going	No additional work done on this program	
Sure Site Program	2	1	On-going	As noted under Small business retention, staff has compiled list of available properties and helped to locate businesses such as Pronto Burrito and new Dojo downtown. Currently working with other businesses as well.	
Build Your Business Series	1	1	On-going	Staff developed building your own business roadmap and provide information and support for startups. Includes all city and partner processes.	
Waterfront Redevelopment	1	1	On-going	Waterfront stakeholder group started in September. Group looking at various land uses and hurdles to redeveloping the river front between Dow Siding and Limestone Street.	

COMMUNITY DEVELOPMENT PRIORITIES				
	20	5		Worked with CES to complete investigative work on site piles and have final letter of approval from the state indicating the city can reuse the property for all but residential uses and no culinary wells allowed. Final cleanup work will take place in Spring 2021. Community master planning efforts needed to determine future land uses. Investigative effort saved over \$500,000 of anticipated expenses.
EPA Brownfield Grant for Birdseye			On-going	
	14	5		All administrative elements have been reviewed and new zone designations identified. Planning Board needs worksessions to refine land use table and development standards
Zoning Regulations Rewrite			On-going	
Business Directory & Newsletter	11	5		see Economic Development above. Businesses Newsletter not yet developed.
Blight Removal	18	4		see Economic Development above.
Blight Survey of Community	12	4	Complete	Planning staff completed this survey and it's been incorporated into the blight toolkit document
Ribbon Cutting Ceremonies	11	4	On-going	see Economic Development above.
Complete General Plan Update	7	2	75%	Planning staff is finishing up the future land use element and preparing effort for community outreach.
	2	2		Between Marketing and Administration contact has been made with many new and old businesses in town each week. Discussions have included city policies, vision, business opportunities, marketing needs, funding resources, expansion limitations, etc.
Weekly Business Visits (Coffee with ...)			On-going	
New Branding & Marketing Campaign	5	1	On-going	Multiple Council meetings held on this topic. Still looking for community visioning exercise and involvement
Beautification Committee	3	1	No Started	No work completed toward this goal
	1	1	On-going	Planning staff continuing to conduct electronic and on-the-ground surveys of properties in preparation of updating the general plan.
Land Use Survey of Community	0	0	Complete	Staff worked with UMPI to get updated GIS system on city website
GIS System Available on Web				Staff is providing pro-active monthly community outreach column in local paper to address development and tax related issues.
Other:	0	0	On-going	

Monthly Permit Report

November 2020

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	7	50	1	58
HOMES	1	6	0	3
MOBILE HOMES	1	1	0	2
MULTI-FAMILY	0	0	0	2
COMMERCIAL	0	15	1	14
EXEMPT	3	4	0	1
PLUMBING PERMITS				
INTERNAL	4	14	2	13
EXTERNAL	1	19	0	12
DEMO PERMITS	1	16	1	13
SIGN PERMITS	0	6	1	8

Year-to-Date is January 2020 to November 2020

November Tax-Exempt Permits: Aroostook Band of Micmacs (40X80 storage bldg), Catholic Church (ramp), Fire Station (roof)

Demo permits may be all or only a portion of a structure



Caribou Public Library

DIRECTOR'S REPORT

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

November 2020 Report

November is a fun month for us as everyone is beginning to be filled with holiday cheer! Smiles abound and cookbooks begin flying off the shelves as people think to try new things for their Thanksgiving table. The best part is our annual event, “No Fine November” where we get to play Santa Claus (yes, I am mixing holidays) and forgive our patrons fines during the month of November. We combine “No Fine November” with our annual food drive so it is Santa x2! 😊

Miss Erin and Peter designed an adorable “Take & Make” turkey kit that flew out the door! Each kit came with all the ingredients to make an adorable cone turkey, even the feathers! The kit was so popular with our little patrons that a second batch was made to keep up with the demand! December’s “Take & Make” is an advent Santa where each day a cotton ball is added, eventually making Santa’s beard! Soooo cute!!!

This month the Caribou Public Library started our own YouTube channel! You can find us on YouTube by searching Caribou Public Library! (Click subscribe to be notified of each new video!) We had to bring this into being because we simply overwhelmed our website with Miss Erin’s Picture Book and Chapter Book Story Time videos and needed a larger platform to hold them all. The beauty of YouTube is the ease of navigation and organization. We are soooo happy with how it has made our videos available to a larger population than just Caribou. 😊 Never fear, you can still get to all our videos from our website – that will never change. 😊

I also made a startling and happy discovery with the help of Penny Thompson from the Tax Assessment’s Office. While answering a survey question for a New York University, I was asked what the library’s service area is? That got

me thinking... so I began making a list of all the towns we service outside of Caribou, only including the ones that do not have their own library. Then I called Penny to confirm I was doing it correctly and together we figured out that the library's service area is 296.65 square miles! That is HUGE and makes me so proud! Our little library has a 297 square mile service area!!! We. Are. AWESOME!!!

Next month is Christmas and I am so full of the holiday spirit I could bust! I cannot wait to decorate the library and make everything cheerful and bright! I am already looking forward to next month's report to help spread even more joy!

As always, happy reading!

~Hope

.

CIRCULATION STATISTICAL COMPARISON												
MATERIAL TYPE	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020
Adult books	564	529	331	75	53	329	659	918	916	867	917	
Juvenile books	648	709	502	73	56	470	632	818	690	895	681	
Teen/YA books	45	44	43	5	10	72	154	132	97	142	137	
DVDs	353	372	184	6	15	85	255	463	310	488	389	
eBooks/Audiobooks	133	145	152	130	136	122	169	129	138	196	273	
Magazines	62	60	51	0	8	12	147	149	122	101	70	
Interlibrary loans	117	68	42	0	3	22	18	79	83	70	69	
Puzzles										15	10	
Renewals	482	488	405	0	0	1	6	639	634	504	517	
TOTAL NUMBERS	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	0

**As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. **

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020
Circulation	1,603	1,770	1,922	2,328	1,710	289	281	1,113	2,010	3,327	2,990	3,278	3,063
Library Visitors	4,394	5,833	5,710	4,991	2,495	267	220	395	3,197	3,234	3,675	3,570	2,573
Wi-Fi access	5,751	8,236	8,802	10,628	14,140	2,729	7,247	12,902	14,600	58,117	20,960	16,833	10,256
Books added	106	181	221	90	99	37	91	95	104	139	107	210	144
Books withdrawn	9	143	48	54	360	28	21	24	3	62	33	9	6
Program Participation	206	346	401	378	1,080	2101	1,321	997	898	533	569	6,289	
New registered patrons	6	13	22	17	11	1	1	3	9	11	17	15	8
Archives (# of users)	27	24	38	36	17	0	0	11	26	37	31	29	39

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498

2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063		22,910

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	1800	2108	1727	1540		16,473
M/V ACCIDENTS	34			7	18	20	8	18	16	19	20		160
ESCORTS	4			0	2	3	2	5	3	2	2		23
THEFT COMPLAINTS	14			15	18	20	12	20	9	9	10		127
ANIMAL COMPLAINTS	4			6	21	14	9	10	7	8	6		85
DOMESTIC COMPLAINTS	10			11	11	8	11	13	0	10	8		82
BURGLARY COMPLAINTS	6			4	2	6	0	5	1	4	2		30
O.U.I.	5			4	3	2	4	4	1	1	2		26
M/V THEFTS	2			0	0	3	3	3	1	1	0		13
MISSING PERSONS	1			2	1	2	0	2	2	1	3		14
JUVENILE COMPLAINTS	0			2	1	1	0	2	6	2	0		14
CIVIL COMPLAINTS	6			3	7	0	0	0	0	0	9		29
PROWLER COMPLAINTS	0			0	0	0	0	0	0	0	0		-
ASSIST OTHER AGENCY	42			16	20	26	36	27	29	29	26		251
ASSAULT ARREST	3			1	0	6	2	1	1	4	3		21
THEFT ARRESTS	7			6	7	9	3	15	4	1	8		60
SPEEDING	21			0	6	16	11	8	12	8	5		87
STOPS/CHECKS M/V	1867			935	1481	1548	1157	1254	1673	1306	1160		12,381
PARKING TICKETS	0			0	0	0	0	0	0	0	0		-
HANDLING PRISONERS	59			13	13	19	14	25	26	25	21		215
WARRANT ARRESTS	33			0	10	4	5	8	15	15	5		95
UNLAWFUL SEX. CONTACT	2			0	0	1	1	0	1	0	0		5
GROSS SEX. ASSAULT	0			0	0	2	0	1	0	1	0		4
BUSINESS ALARMS	9			9	8	8	12	16	9	14	14		99
BURGLARY ARRESTS	1			3	0	3	0	8	0	0	3		18

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

November 2020

Waiting List Statistics

	2019 YTD	Oct-20	Nov-20	YTD
Applications Received	N/A	15	8	101

	2019 YTD	Oct-20	Nov-20	YTD
Applicants in Jurisdiction	N/A	55	11	811
VAWA Preference		0	1	45
Veteran's Preference		0	0	14
Natural Disaster		0	0	2
Living in Caribou		35	10	544

	2019 YTD	Oct-20	Nov-20	YTD
Applicant's Pulled	120	30	30	150
Vouchers Issued		10		27
Leased Up		4		10
Voucher Expired		0		3
Vouchers Pending		0		0

Housing Choice Voucher Program

	2019 YTD	Oct-20	Nov-20	YTD
HUD Allocated Vouchers	2123	193	193	2123
Total Vouchers Leased	2000	174	177	1997
Port Outs	25	3	3	32
Homeownership	0	1	1	11
All Other Vouchers	1977	170	173	1954
YTD Openings	123	18	16	126
Vouchers on Street	116	2	11	29
Total HAP Expense	\$ 849,969	\$ 74,640	\$ 74,810	\$ 871,125
All Other Voucher	\$ 779,683	\$67,465.00	\$68,180.00	\$ 798,744
Utility Reimbursements, Participants	\$ 3,003	\$98.00	\$100.00	\$ 1,271
Port Out Payments	\$ 9,542	\$1,146.00	\$1,142.00	\$ 12,289
Homeownership HAP	\$ -	\$332.00	\$283.00	\$ 3,505
FSS Escrow, Participants Account	\$ 57,741	\$5,365.00	\$5,105.00	\$ 55,316
Ave. Per Unit Cost	\$ 417	\$ 431	\$ 423	\$ 436

Housing Choice Voucher Program (cont.)

	2019 YTD		Oct-20	Nov-20	YTD
Lease Up Rates					
HUD Allocated -vs- Leased	100%		90%	92%	94%
HUD Funded -vs- HAP Expense	99%		89%	89%	93%

Housing Quality Standards Inspections

	2019 YTD		Oct-20	Nov-20	YTD
Initial	N/A		5	4	23
Passed (I)			5	3	20
Failed (I)				1	3
Re-Inspected (I)				1	2
Annual Inspection			25	6	101
Passed (A)			25	2	76
Failed (A)			10	3	28
Re-Inspected (A)			1		9
No Show (A)					3
Tenant/Landlord Requested					8
Passed (R)					4
Failed (R)					2
Re-Inspected (R)					2
Other, Public Housing Authority Inspections			10		16
Initial/Annual/Special	0		2		16

Family Self-Sufficiency

	2019 YTD		Oct-20	Nov-20	YTD
Number of Participants	375		43	40	436
Number Earning Escrow	157		18	16	170
FSS Escrow, Participants Account	\$ 34,657		\$ 5,171	\$ 5,105	\$ 55,017
FSS Families, Disbursement	N/A		1		12
FSS Disbursement Amount	\$ -		\$ 350.00	\$ -	\$ 17,836
FSS Graduate, Families	1		0	0	3
FSS Graduate, Escrow	\$2,267		\$ -	\$ -	\$ 13,261
FSS Forfeiture, Families	N/A		0	0	6
FSS Forfeiture, Escrow	\$ -		\$ -	\$ -	\$ 5,109

Homeownership

	2019 YTD		Oct-20	Nov-20	YTD
Number of Participants	0		1	1	10
Homeownership HAP	\$ -		\$ 283	\$ 283	\$ 3,505



Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)

Present:

Doug Plourde, Chairman, Carl Soderberg, Sue White, Kevin Barnes, Dr. Irene Djuanda, Chris Bell, Dr. Shawn Laferriere, Mike Quinlan, Neal Griffith, Kris Doodly, RN, CEO; Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO; Dr. Carl Flynn, COS; Leslie Anderson, COO, Jenn Plant, RN, CNO; Penny Wickstrom, HR; Sam Brown, QHR and Peg McAfee

Welcome:

Doug Plourde, Chairman, Board of Directors asked for a moment of silence to honor Peter Doebener, Vice Chair, Pines Health Services and President of the Jefferson Cary Foundation, who passed away over the weekend. Doug welcomed 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 October 5, 2020 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	Dr. Flynn reported the following from the October 28 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	Appointment Courtesy Staff – Lisa Umphrey, MD (Pediatrics); The complete appointment application and provider profile of Lisa Umphrey, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Lisa Umphrey, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2022. Dr. Karunasiri was appointed as proctor for Dr. Lisa Umphrey during her provisional appointment. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the appointment of Lisa Umphrey, MD to the Courtesy Staff as presented.	
	Resignation – Daryl Henderson, MD – Daryl Henderson, MD submitted his resignation effective July 27, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Daryl Henderson, MD as presented. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Daryl Henderson, MD as presented.	
	Resignation – Michael Parker, MD – Michael Parker, MD submitted his resignation effective August 15, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Michael Parker, MD as presented. This recommendation was forwarded to the Board	Upon motion duly made and seconded, it was so VOTED to approve the	



**Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	of Directors for action.	resignation of Michael Parker MD as presented.	
	Resignation - Arti Raj, MD – Arti Raj, MD submitted his resignation effective July 13, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Arti Raj, MD as presented. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Arti Raj, MD as presented.	
	Resignation – Maranda Record, MD – Maranda Record, MD submitted her resignation effective September 12, 2020. Upon motion duly made and seconded it was so VOTED to recommend approving the resignation of Maranda Record, MD, as received. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Maranda Record, MD as presented.	
	Resignation – Mark Townsend, MD – Mark Townsend, MD submitted his resignation effective August 11, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Mark Townsend, MD as presented. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Mark Townsend, MD as presented.	
	Resignation – Jose Tungol, MD – Jose Tungol, MD submitted his resignation effective immediately (dated August 31, 2020). Upon motion duly made and seconded it was so VOTED to recommend approving the resignation of Jose Tungol, MD as received. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Jose Tungol, MD as presented.	
	Resignation – Joseph Ungar MD – Joseph Ungar, MD submitted his resignation effective August 12, 2020. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Joseph Ungar, MD as presented. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Joseph Ungar, MD as presented.	
	Other Items Reviewed at MSEC: Physician capital equipment, medical record deficiencies, an update on the process for reporting ER patients their COVID 19 test results. Kris Doody is	Informational.	



**Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>researching information regarding Dr. Minoru Wakana as an opportunity to be on one of the Medical Staff Honorary Walls. She will provide information at the next MSEC Meeting.</p> <p>Department of Emergency Medicine Updates – Dr. Flynn reported that items discussed at MSEC included: Fort Fairfield EMS, SAFE Nurse Training, Defibrillator upgrades and ER entrance renovations.</p> <p>Department of Radiology/Pathology – The department is reviewing the purchase of a new echo machine.</p> <p>Maternal/Child – The department is purchasing new Panda warmers.</p> <p>Medical Review – The department introduced the new Infection Preventionist, Jenn Brewer.</p> <p>Administration – The Admin Team is reviewing options for hospital-wide antigen testing. Discussion ensued regarding the options for safe, on-site physician recruitment. There is an increased awareness of the second surge of COVID. Meetings are ongoing to discuss and address any COVID-19 issues.</p>		
<p>4. Quality Management Committee</p>	<p>Dr. Regen Gallagher reported the following from the October 21st Quality Management Committee Meeting:</p> <p>Old Business – Wound Ostomy will be conducting further research regarding two patients with pressure ulcers. A plan will be established for ongoing education for nursing staff and physicians regarding assessment of patients for pressure ulcers.</p> <p>Utilization/Case Management – QHR is finalizing conference calls to complete the Case Management Assessment. The final review will be provided to leadership.</p> <p>Joint Commission Follow-up – The Focus Standard Assessment is due December 7, 2020. Sherry Wright and Paula Parent will be coordinating the preparation for the next Joint Commission Survey in 2021.</p> <p>Quality Management Compliance Indicators – The following reports were reviewed by the QM Committee: Pulmonary and Cardiac Rehab, Pharmacy, EOC, Specialty Services, Cardio Pulmonary and Patient Registration.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the QM Committee Report as presented.</p>	



**Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>Patient Safety Committee</p> <p>Dashboard</p>	<p>QM Plans – A subcommittee will review all QM Plans for 2021 prior to the plans being approved by the QM Committee.</p> <p>Patient Safety Committee Meeting – The Patient Safety Committee did not meet in October.</p> <p>2020 Dashboard – Inpatient Core Measures June-September information should begin to be populated in the Dashboard by November. Medical Staff Quality Indicators information looks good. Departmental Quality Indicators information is mostly complete for the 3rd quarter 2020. Infection Control information will be populated by the 4th quarter by Jennifer Brewer, new Infection Preventionist.</p> <p>Service Excellence – Leslie Anderson reported Customer Satisfaction Results for July-September 2020 is in the dashboard. Many scores have improved significantly. The biggest struggle is working on the quietness of the hospital environment. Discharge Information and Transition of Care scores continue to improve.</p>		
<p>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Report from Board Members – MSEC</p> <p>PHS</p>	<p>Doug Plourde provided the following updates:</p> <p>MSEC – Neal Griffith reported the MSEC Meeting was very interactive. Discussion ensued at the meeting regarding complaints from Cardiologists in Bangor regarding issues reading echocardiograms, stating they are of poor quality. Dr. Laferriere is also reading studies on site. As a result the department is reviewing purchase of a new echocardiogram machine.</p> <p>PHS – Dr. Irene Djuanda reported the following from the Pines Board of Directors Meeting:</p> <ul style="list-style-type: none"> • The Respiratory Clinic continues to see patients. Due to increased volume, plans are to expand coverage hours, especially with the upcoming flu season. • Approximately 808 people received their flu vaccine via Cary and Pines vaccine drive-thru set-up throughout Central Aroostook. • The QM Committee reported an issue with Greenway's reporting clinical measures which can affect the bottom line. Pines is doing its own reporting of clinical measures. • Talks are ongoing towards a settlement with Greenway. • OSV has been postponed until Spring 2021. • Financials are moving in the right direction but still under budget. 	<p>Informational.</p>	

**Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>Departmental Leadership</p> <p>QHR First Amendment to Advisory Services Agreement</p> <p>Cary Medical Center and the Maine Freedom of Access Act</p> <p>Caribou Hospital District and the Maine Freedom of Access Act</p>	<ul style="list-style-type: none"> A review of the financials for FQHC and non-FQHC were provided at Pines BOD Meeting. Departmental Leadership – No report was provided. <p>QHR First Amendment to Advisory Services Agreement – Doug Plourde explained that QHR had reached out and wanted to provide Cary assistance during the pandemic with changes to its contract. Sam Brown and Chelsea Desrosiers explained that QHR reviewed the impact of COVID on Cary and due to the 36 year relationship offered to reduce CMC's advisory fee by 1/3 for 6 months, a discount of \$54,000. This discount was in exchange of adding an additional two months to the contract. Doug extended thanks to QHR and their team approach is appreciated by Cary. The Executive Committee met and approved signing the QHR First Amendment to the Advisory Services Agreement.</p> <p>Cary Medical Center and the Maine Freedom of Access Act – Information regarding confidentiality and other fiduciary duties received from Ben Townsend, Attorney for Kozak & Gayer, was emailed to Board members for review prior to the November Board Meeting. Doug Plourde has recommended this item be tabled for further discussion at the December meeting.</p> <p>Caribou Hospital District and the Maine Freedom of Access Act – Information regarding confidentiality statements, Maine Freedom of Access Act and other fiduciary duties was received from Ben Townsend, Attorney for Kozak & Gayer. The information was emailed to Board members for review prior to the November Board Meeting. Doug Plourde indicated this information was requested from legal counsel as a result of discussions at a Caribou City Council Meeting regarding full disclosure and the Freedom of Access Act regarding the Caribou Hospital District. Doug Plourde recommends this item be tabled for further discussion at the December Board meeting.</p>	<p>Upon motion duly made and seconded, it was so VOTED to ratify the vote by the Executive Committee to the QHR First Amendment of the Advisory Services Agreement.</p> <p>This item has been tabled until the December Board of Directors Meeting.</p> <p>This item has been tabled until the December Board of Directors Meeting.</p>	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports.</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Pathology – Pines Health Services is working with another immigration attorney to pursue an O1 Visa for Dr. Bhunesh Maheshwari's. We are hoping he is able to begin working in the Spring 2021. Pediatrics – A Zoom interview was completed on October 30th with Dr. Onyeakusi, Pediatrician. A letter of intent is being extended to Dr. Onyeakusi with plans for an on-site interview in early December. Currently locum coverage has been scheduled into Spring 2021. 	<p>Informational.</p>	



**Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Emergency Medicine – Dr. Peter Levasseur has signed a contract and begins covering shifts in late November, early December. A Zoom interview and in person site visit was completed with Dr. Jorge Insignares, friend of Drs. Fleury and Mendible. Dr. Insignares will be extended an offer for full-time employment. Anesthesia – Dr. Wojciech Franzl began employment on October 19th. The schedule is covered by Dr. Franzl and a long term locums through the end of the year. The current Anesthesia coverage model is being reviewed for possible changes. Oncology/Hematology – Zoom interviews have been conducted with offers to be made for long-term locum coverage options. Plans are to share a locum physician with NMMC. Ongoing Recruitment - Recruitment is ongoing for pediatrics, internal medicine, orthopedics, anesthesia and hematology/oncology. 		
b. COVID-19	<p>COVID-19 – Testing discussions are ongoing and ever changing with antigen testing. Cary is reviewing options with Abbott regarding a Binex Now Machine to test symptomatic patients only. Cary had its first COVID positive inpatient. Recently, we had our first positive employee. As a result, other potentially exposed employees and patients were tested. Updates continue to be emailed to members of the Board of Directors at Cary, Pines and Admin Staff. Testing is ongoing for every patient admitted to our hospital as well as testing pre-procedure patients using the Maine CDC or Jackson Lab. An added requirement is obtaining a negative COVID test results from traveling physicians and nurses before they engage in patient care. Pines Respiratory Clinic continues swab and send testing. Cary has received PAPRS supplies. Symptomatic employees of Cary and Pines are being tested in-house on the Cary PCR machine.</p>		
c. CARES & Relief Funds	CARES & Relief Funds – The matrix is included in the packet for review. Additional information will be provided in Chelsea's financial report.		
d. SCH Appeal/340b Update	SCH Appeal/340b Update – Cary Medical Center has received feedback regarding the SCH appeal. The appeal needs to be resubmitted in a new required format.		
e. ER/Front Entrance Renovation	ER/Front Entrance Renovation – Plans are in progress to renovate the front entrance to the ER to make it a safer environment for patients and staff with the requirements of the pandemic. More information will be provided when available.		
f. Veterans Healthcare Services	Veterans Healthcare Services – Cary Medical Center did not receive the bid to build the new VA Clinic. Carl Soderberg is reaching out to Mr. Ellis who received the bid. Cary has received a letter from the VA extending the VA Clinic rent on the Cary campus through 2021.		

**Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
7. Report of Finance & Personnel Committee a. September Financials	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the September financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses and net loss.</p> <p>COVID-19 Funds Matrix – The matrix was included in the packet for review. Ms. Desrosiers reported that Cary Medical Center applied for Phase 3 of funding last week. An application was provided to the State of Maine for \$40,000 for testing supplies. Also, Cary has shared their interest in receiving free ventilators that the State of Maine is offering. Cary has received an \$18,000 donation from the MicMacs for purchase of a ventilator.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p> <p>Informational.</p>	
8. Pines Health Services Quarterly Report	<p>Kris Doody provided the following report:</p> <ul style="list-style-type: none"> OSV has been postponed from October 26th-28th until Q1 2021. Flu Shot Clinics – Pines has worked with the local schools to immunize students Greenway EMR – Pines continues to work with Greenway on a settlement and getting patients enrolled in the new portal. Health Insurance – Pines is anticipating a 30% increase in health insurance costs for 2021. 		
9. MRHC Quarterly Report	<p>Kris Doody provided the following updates:</p> <ul style="list-style-type: none"> The 2021 Strategic Planning Session with the Collaborative was completed in person. Information will be presented to the Board when available. A priority for 2021 is to improve inpatient and ER patient placement. 		
10. Safety Committee Quarterly Report	<p>Leslie Anderson review the following items:</p> <ul style="list-style-type: none"> Security Management Plan work is ongoing with the internal/external camera project/video access in ED, evaluating Weapons Policy and Contraband Policy and finalizing the Active Threat Policy Emergency Management Plan is currently reviewing the Hazard Vulnerability Assessment with the community for CMC and L'Acadie Dashboards were included in the packet for review. Fire suppression inspections are being completed. MEMIC Executive Summary reports 35 injuries as of September 30th with no trends noted Security reported on the number of incidents in September as well as responses for violent/non-violent incidents May-July with information on injuries 	<p>Upon motion duly made and seconded, it was so VOTED to approve the Safety Committee Quarterly Report as provided.</p>	



**Board of Directors
November 2, 2020
5:30 p.m. (Virtual Meeting/Zoom)**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> The Caribou Fire Chief completed a fire inspection and walk through of Cary Medical Center. The report was included in the packet. One outlet needed to be replaced with a GFI. Otherwise, the report stated a very neat, clean facility with areas of travel clear for easy access. Kris Doody reported that on October 30th a Pesticide Inspector was on site as the result of a complaint. Cary Medical Center is unable to use the electrostatic sprayer with antimicrobial agents without the properly licensed staff. An emergency waiver was signed by the Governor for school systems but not for healthcare organizations. Employees using the sprayer must have an application license. Only a Master Licensed person can teach pesticide application to folks. Information is being reviewed in order to get staff trained and licensed to work this equipment. The sprayer saves time, money and labor by disinfecting large areas of the hospital, including rooms after a positive patient has been discharged. More information will be provided when available. 		
11. Quorum Health Resources Updates	<p>Sam Brown, QHR provided the following updates:</p> <p>Sam reported:</p> <ul style="list-style-type: none"> Provider relief fund guidance is constantly changing. The date for recouping CMS funds has been extended. Sam voiced his appreciation of CMC's team and the great job they do. The Dashboard provides information supplemental to the Fiscal Report QHR is providing Price Transparency Support for the January 2021 deadline 	Informational.	
12. Other, Adjournment & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:35 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, November 2, 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