

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, January 4, 2021** in the Council Chambers located at 25 High Street, **6:00 pm**.



DUE TO SPACE LIMITATIONS AND IN ACCORDANCE WITH THE GOVERNORS LATEST EXECUTIVE ORDERS, THIS MEETING LOCATION 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. **Swearing in of Elected Officials**
5. **Election of Council Chairperson/Mayor and Deputy Mayor for 2021** Pg 3
6. **Public Forum** **(PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 430PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org)**
7. **Bid Openings, Awards, and Appointments** Pg 4
 - a. **Appointment of City Administrative Officers**
 - i. City Manager
 - ii. City Treasurer
 - iii. City Tax Collector
 - iv. City Clerk & Registrar of Voters
 - v. Overseer of the General Assistance Program
 - vi. City Auditor
 - vii. Legal Officer(s)
 - b. **Approval of Administrative Appointments** Pg 5
 - i. Deputy Treasurer
 - ii. Deputy City Clerk
 - c. **Appointment of Members to Community and Advisory Boards** Pg 6,22-41
 - i. Airport Advisory Committee (3)
 - ii. Aroostook Waste Solutions (Formerly Tri-Community Landfill) Board (2)
 - iii. Board of Assessors (1)
 - iv. Caribou Utility District (2)
 - v. Cary medical Center Board of Directors (3)
 - vi. Caribou Hospital District Trustees (1)
 - vii. Library Board of Trustees (2)
 - viii. Nylander Museum Board of Trustees (3)
 - ix. Planning Board (2)
 - x. Recreation Commission (2)
 - xi. Zoning Board of Appeals (2)
 - d. **2020 Dog Licensing Award** Pg 7
 - e. **Contract for IT Services with Oak Leaf Systems Inc.** Pgs 8-13
8. **New Business & Adoption of Ordinances and Resolutions**
 - a. **Discussion and Possible Action Regarding City Charter Section 2.06** Pgs 14-17
 - b. **Discussion and Possible Action Regarding 2021 Council Meeting Calendar** Pg 18
 - c. **Discussion and Possible Action Regarding Collection of Property Tax Prior to 2021 Commitment Date** Pg 19
 - d. **Discussion and Possible Action Regarding Manager Authorization to Approve Treasurer Warrants** Pg 20
 - e. **Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2021** Pg 21

(Continued on next page)

9. Reports and Discussion by Mayor and Council Members

10. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

- a. Personnel matter concerning the City Manager Annual Performance Review §405.6.A
- b. Real Estate Transaction pertaining to the River Road failure under §405.6.C.
- c. Currently pending litigation of personnel matters under §405.6.E.

11. Next Meeting: TBD

12. Adjournment

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Mayoral and Deputy Mayor Election for 2020
DATE: December 29, 2020

As required by the City Charter¹ the Council needs to elect from among the Council members a Chairperson/Mayor and a Deputy Mayor/Chairperson for 2021.

This process generally includes the voicing of nominations, accepting of the nominations, and if multiple nominations are made, a secret ballot is distributed for the Council to use for electing the positions. Staff will have ballots ready in case they are needed.

¹ Caribou Charter, Section 2.03

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Appointment of Administrative City Officers for 2021
DATE: December 30, 2020

The City Charter requires several city positions to be appointed by the Council². It is recommended that the following individuals be appointed to the following offices for 2020.

Dennis Marker	City Manager ³ (The contract with the City Manager was renewed by the previous Council and expires on July 4, 2022.)
Carl Grant	City Treasurer ⁴
Carl Grant	Tax Collector ⁵
Danielle Brissette	City Clerk ⁶ and Registrar of Voters
Danielle Brissette	Overseer of General Assistance
Felch & Company LLC	City Auditor ⁷
Solman & Hunter	City Legal Officer ⁸ (General)
Bernstein Shur	City Legal Officer (Personnel and Collective Bargaining)

Note: State statute⁹ requires the City Council to appoint a local Health Officer for a 3-year period. Chief Scott Susi was appointed in 2020 to be the City Health Officer through 2022.

² Caribou City Charter, Section 2.19

³ Ibid, Section 3.01

⁴ Ibid, Section 2.19(a)(1)

⁵ Ibid, Section 2.19(a)(4)

⁶ Ibid, Section 2.19(a)(2)

⁷ Ibid, Section 2.19(a)(3)

⁸ Ibid, Section 4.03

⁹ M.R.S. Title 22. Chapter 153, Section 451.1

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Approval of Administrative Appointments for 2021
DATE: December 30, 2020

The City Charter provides that certain positions are to be appointed administratively but receive approval from the City Council. Administration is seeking approval of the City Council for the following administrative appointments in 2021.

Sue Skidgell

Deputy City Clerk¹⁰

Holli Doody

Deputy Treasurer¹¹

¹⁰ City Charter, Section 2.07

¹¹ Ibid. Section 2.19(a)(1)

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Appointments to Community and Advisory Boards
DATE: December 27, 2019

The following individuals have expressed interest in serving on the following community or advisory boards. Some of the individuals were recommended by the respective boards (*) for Council appointment. The Council may make any appointments it feels appropriate. **The individuals' applications are at the end of the Council packet in the order provided below.**

BOARD/COMMISSION	CONTACT PERSON	TERM ENDING 12/31/2020	APPLICATION RECEIVED	Term Length
Airport Advisory Committee	Dennis Marker & Denise Lausier	Darrell Bouchard		3 Yr
		Douglas Shrum (2019)		3 Yr
		Shane McDougall		3 Yr
Board of Assessors	Penny Thompson	Romeo Parent	Romeo Parent	3 Yr
Caribou Utilities District	Hugh Kirkpatrick	David Belyea	David Belyea	3 Yr
Cary Board of Directors	Peggy McAfee	Michael Quinlan	Roy O Green	3 Yr
		Doug Plourde	Michael Quinlan	3 Yr
		Matthew Hunter	Chief Michael Gahagan	3 Yr
Caribou Hospital District Trustees	Peggy McAfee	Doug Plourde	Doug Plourde*	3 Yr
			Hugh Kirkpatrick	
Library Board of Trustees	Hope Shafer	Jan Murchison	Brianna Carlson	3 Yr
		Leslie Anderson (resigned 2019)	Kristine Bondeson	3 Yr
Nylander Board of Trustees	Gail Hagelstein	Heather Hale	Heather Hale	3 Yr
		Dana Jones	Dana Jones	3 Yr
		Philip J McDonough II	Philip J McDonough II	3 Yr
Planning Board	Kenneth Murchison & Denise Lausier	Robert White	Drew Ayer	3 Yr
		Drew Ayer	Eric Hitchcock	3 Yr
			Scott Desrosiers	
Recreation Commission	Gary Marquis	Matthew Holabird	Susan White	3 Yr
		Susan White		3 Yr
Aroostook Waste Solutions	Dennis Marker	R. Mark Goughan	Kenneth Murchison	3 Yr
		Kenneth Murchison		3 Yr
Zoning Board of Appeals	Kenneth Murchison	Margaret Pierce	Margaret Pierce	3 Yr
		Robert Ouellette		3 Yr

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Dog Licensing Raffle
DATE: December 30, 2020

The City Clerk's office incentivized dog owners to license their dogs before the first of the year by including all licensees in a prize drawing for \$50 of veterinary services. Licensees were told the Council would select the winner during their first meeting in January.

Proposed Action:

The newly elected Mayor will randomly select the \$50 prize winner during the Council meeting.

Contract for Computer Network Support Services

This agreement for Professional Services, is by and between Oak Leaf Systems, Inc., a corporation, with its principal office at 128 Sweden Street, Caribou, Maine (hereinafter "Oak Leaf Systems"), and the City of Caribou, a municipality, with its principal office at 25 High Street, Caribou, Maine (hereinafter "City").

WHEREAS, the City finds that Oak Leaf Systems is qualified and willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS Oak Leaf Systems and the City wish to enter into agreement to describe the framework under which services will be provided.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1.0 Services

1.1 Computer and Network Services

Computer Support and Maintenance

The annual maintenance contract includes troubleshooting and support services for the City's existing network devices, seven firewall devices, and three (3) servers located at the City Office, Caribou Public Library, Public Works office, Parks and Recreation department, Fire Department, Police Department and Ambulance Billing Department. Furthermore, support services shall be provided for City owned computers in their offices throughout Caribou. Support services will include setup and configuration, file and printer access, Internet access, e-mail, general network support and general computer support.

IT Management Services

Oak Leaf will provide IT and Project Management services as needed as part of this contract to plan for necessary systems and infrastructure to support business objectives. In addition, our management services will include maintenance and monitoring of existing systems, including developing a thorough understanding of the City's business processes so appropriate technology can be selected and recommended. Part of this will include proactive recommendations of technology that could help improve various processes, and/or provide more robust reliable systems required to support day to day operations.

Hardware

Oak Leaf will also provide services to diagnose and repair defective hardware on all computers and network devices. When applicable, Oak Leaf will work with the City to obtain all parts under any manufacturer's warranty still in effect. If no warranty is in effect on the failed equipment, the City will be responsible for the cost of replacing the equipment as needed.

Software

Oak Leaf will provide support services for the following software: Windows 10, 8, 7, 2012 Server and Office 365 services and applications. In addition, we will work with City staff and software vendors for proprietary or non-standard software to obtain support for those products, including TRIO, Amazon/Ortivirus and HaPPy.

Antivirus

Antivirus service will be included free of charge for City-owned PC and Mac computers as part of this agreement going forward.

Infrastructure Maintenance

Oak Leaf will also provide preventative network maintenance, which includes general preventative maintenance for the servers, hubs and switches, firewalls, and cabling in the aforementioned offices. Oak Leaf will provide network mapping of the entire network and track IP addressing throughout the wide area network to ease identification of location for addition and removal of networked devices. Preventative maintenance includes regular inspection of physical devices and environment, and review of pertinent systems logs.

New Installations

In addition to supporting existing computer hardware and software, we will also provide installation services for new computer equipment as part of this agreement. Installation of new equipment/software shall be limited to no more than ten (10) new desktop computers during the duration of this agreement. New equipment shall be defined as equipment not owned by the City at the starting date of this agreement.

Network Security Checks

Oak Leaf will provide a security risk assessment of the City's network on a quarterly basis. As part of this, we will provide detailed quarterly examination of the server for application of necessary security fixes, and other known threats. In addition, we will update firewall software with vendor supplied updates on a quarterly basis to address any security holes in it. Finally, we will assess the latest available fixes and patches for the various desktop computers in the office and make recommendations about which one(s) to apply for security reasons.

General IT Consulting

Oak Leaf will provide general consulting services to City management to help design, develop, and implement various technologies and plans to support the business plans and objectives of the City. Furthermore, we will work with City staff to provide additional expertise about information technology when required for procurement of outside funding or when required for documentation of systems by various entities.

Exceptions

In general, Oak Leaf will provide information technology related support services to the City to support its business needs and objectives. Under the terms of this agreement, installation or running of cable for network or other use is not included and shall be governed by a separate agreement. In addition, web development, web hosting, and application development services are also not included in this agreement and shall be governed by a separate contract.

1.2 Service Level Agreement (SLA)

Oak Leaf Systems will provide timely response to support issues, system failures and maintenance tasks to maintain functional computer and telephone systems.

Response Times

Oak Leaf will provide support through a combination of telephone, on-site and remote administration services for City offices. Oak Leaf guarantees the following response times:

- **System Down Emergency** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Urgent Support Call** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Non-Critical Issues** - Non-critical issues will be scheduled according to Oak Leaf staff availability. In most cases, that will be provided as a next business day service.

The City will be entitled to one (1) network support professional responding to problem(s) at a time under the terms of this agreement. In the event multiple simultaneous critical issues arise, the City will be responsible for prioritizing issues and Oak Leaf staff will fix the issues as quickly as possible according to the prioritization given. Oak Leaf shall not be responsible for delays in correcting issues resulting from shipping or other delays with replacement of hardware by a third party, whether Oak Leaf staff arrange for replacement and/or shipping of failed equipment or not.

Coverage

This service level agreement is for the following coverage.

Option	Coverage
12 x 5	This SLA will be available Monday through Friday between 7:00 a.m. and 7:00 p.m., excluding holidays.

Definitions

The following definitions shall apply to all support calls.

System Down Emergency

A system down emergency is defined as a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact more than one (1) computer.

An example of system down emergency is the inability of more than one computer to send/receive e-mails.

Urgent Support Call

An urgent support call is defined as:

- 1) a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact one (1) computer.
- 2) A problem or problems that is/are impacting normal use of more than one (1) computer

Examples of urgent support calls include the inability of one computer to send/receive e-mail while all other computers are working properly, inability of one computer to access the file server while all others are working properly.

Non-critical Issues

All other support issues are defined as non-critical.

Examples of non-critical issues include installation of new software, equipment, or implementation of new features on any computer to enable features not previously used, user needs assistance learning new functions, or computer needs to have latest service pack installed for maintenance of up to date systems.

SLA Terms and Conditions

SLA terms and conditions require that the City notify Oak Leaf about critical system emergencies that require emergency response as defined above using Oak Leaf's SLA Response Method. That response method currently is to call in to Oak Leaf's voice mail system and leave a message in the designated mailbox. Oak Leaf on call staff will automatically be notified of the waiting message and will respond according to the terms outlined above. Oak Leaf reserves the right to change the notification method at any time, but will provide thirty (30) days advance written notice before any change is made.

Penalty

Oak Leaf guarantees response times according to the aforementioned conditions and methods of response. If Oak Leaf staff do not respond in the time specified, the City will be entitled to a credit of one percent (1%) of the monthly contract fee for the month in which the service call was initiated for every thirty (30) minutes late the initial response is provided, up to a maximum of fifteen (15) percent of the total monthly contract amount aggregated on all calls in any one month.

Client is responsible for providing written notification of late service call within thirty (30) days of incident and providing documentation to support claim.

Limitation of Liability

In no event will Oak Leaf Systems, its licensors, officers, employees or suppliers have any liability to CUSTOMER for any damages, including but not limited to lost profits, loss of business, loss of use or of data, any unauthorized access to, alteration, theft, or destruction of CUSTOMER'S computers, computer systems, data files, programs or information, or costs of procurement of substitute goods or services, or for any indirect, special, or consequential damages however caused. The parties agree that the terms in this LIMITATION OF LIABILITY section represent a reasonable allocation of risk. The foregoing LIMITATION OF LIABILITY and exclusion of certain damages shall apply, regardless of the success or effectiveness of other remedies.

CUSTOMER'S sole remedy arising out of or related to this agreement shall be limited to a refund of fees paid by CUSTOMER for the services giving rise to the liability during the one year period immediately preceding the date the alleged liability arose.

1.3 Force Majeure

Acts of God, or of the public enemy, acts of government, fires, flood, epidemics, labor disputes, unavoidable material delays, or freight embargo which may cause Vendor not to perform under this agreement shall constitute an excusable delay.

2.0 Cost and Schedule

See attached Schedule A.

3.0 COMPLETE AGREEMENT

This agreement, including any attachments, constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications, representations, understandings, and agreements, either oral or written between the parties of any official or representative thereof. This agreement shall be modified only by an instrument in writing and signed by duly authorized representatives of the parties.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year indicated below.

The City of Caribou, Maine

OAK LEAF SYSTEMS, INC.

Dennis Marker

Robert S. Sowers

City Manager

DATE: _____

DATE: _____

Schedule A Contract Costs, Term, and Payments

1.0 Computer and Network Support

| Oak Leaf Systems will provide computer and network support services as described herein for a fee of \$31,200.

7.0 TERM

| This contract shall be effective for a period of twelve (12) months from the date indicated below.

| Effective Date: January 1, 2021

8.0 Payment Schedule

| All fees contained herein shall be billed in twelve (12) equal monthly invoices.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: City Charter Section 2.06 Training
DATE: December 30, 2020

In light of the controversial actions that took place in 2020 regarding forfeiture of office, training will be provided to the Council on Section 2.06 of the City Charter. This will include discussion of what constitutes potential forfeiture and the Council's processes to handle a potential forfeiture of office.

One item that needs especial attention and should be voted upon by the Council, is the requirement of section 2.06(b)(7) pertaining to meeting attendance. Since the Council must self-police in this matter, it is appropriate that the "gray area" be eliminated from this clause and the Council decide during its first meeting, which "committee meetings" will be considered under this forfeiture test. As a resource for consideration, I've attached a memo from the city's legal counsel, Rick Solman, dated November 30, 2020.

RICHARD D. SOLMAN
SCOTT G. HUNTER
DAN P. UMPHREY

LAW OFFICES
SOLMAN & HUNTER, P.A.
709 MAIN STREET
P.O. BOX 665
CARIBOU, MAINE 04736

DAVID SOLMAN (1932-1965)
RICHARD N. SOLMAN (1955-2007)
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dan_umphrey@solmanhunter.com

Telephone 207- 496-3031
Facsimile 207- 498-2258

November 30, 2020

Confidential - Attorney Work Product

City of Caribou
25 High Street
Caribou, ME 04736

Attention: Dennis Marker, City Manager

Re: Councilor - Forfeiture of Office

Dear City Manager Marker:

I am responding to your request for a legal opinion regarding the interpretation of Sec. 2.06(b)(7) of the Charter with regard to forfeiture of office for failing to attend 80% of budget workshop meetings and meetings of committees.

The applicable language is as follows:

“Sec. 2.06 Vacancies; Forfeiture of Office; Filling of Vacancies.

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

(7) fails to attend, in a calendar year, at least 80% of budget workshop meetings and meeting of committees to which they have been assigned, unless excused by the council.”

The questions which have arisen are as follows:

1. Which committees are included in the forfeiture provision?
2. Is the 80% minimum attendance figure applied in the aggregate or is a Councilor required to attend 80% of each committee to which he or she is assigned.

Question 1. Which committees are included in the minimum attendance requirement?

Sec. 2.06(b)(7) references budget workshop meetings and meetings of committees, but the term ‘committees’ is not defined.

Sec. 2.03 of the Charter references ‘Council Committees’ which are appointed by the Mayor and approved by the Council, but the term ‘Council Committees’ is also not a defined term.

Narrowly construed, the term ‘committees’ could mean only those committees in which members of the Council comprise the majority of members and which carry out City business such as the Highway/Protection, Investment, Personnel, Airport and Municipal Buildings committees.

Broadly construed, the term could include Councilor assignments to City Boards such as the Planning Board, Housing Board, Nylander Board and Recreation Board as well as assignments to outside groups such as Caribou Economic Growth Council, Northern Maine Development Commission and Aroostook Area on Aging.¹

Unfortunately, there is no guidance in the Charter as to which interpretation is correct. In my opinion, the narrow interpretation of ‘committee’ makes the most sense as these are the committees in which members of the Council comprise the majority of members and are committees that conduct nuts and bolts work for the Council. Furthermore, in many instances, the appointments to some of the outside boards are simply liaison appointments without voting authority.

In the end, it is up to the Council to decide this issue. Sec. 2.06 is specific- the Council is the sole judge of the qualifications of its members and of the grounds of forfeiture. Since questions have arisen regarding this issue, the Council should decide which interpretation to adopt. Such a decision will give clarity to all members of the Council as the expectation for committee attendance. There is no right or wrong answer.

¹ Aroostook Waste Solutions is not listed as a ‘Council Committee’ on the City’s website and was not included as a Council Committee in the minutes of 1/13/20.

Dennis Marker

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Question #2- Does the 80% minimum attendance apply to workshop meetings and each committee or applied in the aggregate to all workshop and committees to which a councilor is assigned.

There is no guidance or precedent on this issue that I am aware of. Strictly applying the 80% minimum to budget workshop meetings and each committee meetings could be problematic. For example, it is my understanding that there was only one (1) budget workshop meeting in calendar year 2020. If the strict standard is applied, then any councilor who missed this one meeting would be subject to forfeiture from office. Common sense dictates that such a draconian interpretation is not reasonable.

In the end, this is another issue that the Council will have to resolve as the sole judge of the qualifications of its members. This is not an issue for the courts.

As issues like these are identified, a Charter Amendment could be drafted for presentation to the voters at a later date.

Sincerely yours,

RICHARD D. SOLMAN

RDS/lmb

Enclosure

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Council Meeting Schedule for 2021
DATE: December 27, 2020

It is proposed that the following regular meeting schedule be utilized by the City Council for 2021. Additional special meetings, work sessions or emergency meetings may also be convened in accordance with Maine Open and Public Meeting laws and the City's Charter.

January 11	Monday	Regular Meeting
January 25	Monday	Regular Meeting
February 8	Monday	Regular Meeting
February 22	Monday	Regular Meeting
March 8	Monday	Regular Meeting
March 15	Monday	Budget Workshop (if needed, 2021 Budget adoption deadline)
March 22	Monday	Regular Meeting
April 5	Monday	Regular Meeting
April 20	Tuesday	Regular Meeting
May 3	Monday	Regular Meeting
May 17	Tuesday	Special Meeting
June 14	Monday	Regular Meeting
June 28	Monday	Regular Meeting
July 12	Monday	Regular Meeting
July 26	Monday	Regular Meeting
August 9	Monday	Regular Meeting
August 23	Monday	Regular Meeting
September 7	Tuesday	Regular Meeting
September 20	Monday	Regular Meeting
October 4	Monday	Regular Meeting
October 18	Monday	Regular Meeting
November 1	Monday	Regular Meeting
November 15	Monday	Regular Meeting
November 29	Monday	Regular Meeting
December 13	Monday	Regular Meeting

All meetings will be held in the Council Chambers at 25 High Street unless otherwise noticed. The proposed meeting time is 6pm.

Suggested Motion:

Move to accept the proposed Council meeting schedule for 2021

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Collection of Property Tax Prior to 2021 Commitment
DATE: December 30, 2020

It is proposed that the Council authorize the Tax Collector to accept payments of property tax prior to the 2021 commitment date. State statute, Title 36, Chapter 105, §506 provides that cities may authorize prepayment and pay interest on the payments, “at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid...” We are however obligated to return any excess money paid over the final commitment amount.

Suggested Motion:

Move to authorize the Tax Collector to accept early payments of 2021 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: City Manager Authorization to Sign Warrants
DATE: December 30, 2020

It is proposed that the City Manager, Dennis Marker, be authorized to approve City Treasurer's Warrants for the 2021 calendar year. The city charter already authorizes the manager to be the purchasing agent for the City (See §3.04(11)). However, state code, Title 30-A §5603 requires an annual vote of the municipal officers to authorize warrant approvals pertaining to wages and benefits or disbursement of state fees. If authorization is not granted to the Manager or other designated municipal officer, then the full Council will need to approve all wage and benefit warrants. This would mean the council would have to approve each weekly payroll.

Suggested Motion:

Move to authorize the City Manager to review and approve all Treasurer Warrants for 2021.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Provision of a Tax Club for 2021
DATE: December 30, 2020

The Tax Club allows for persons to participate in a program whereby their 2021 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2021 Commitment has been made, the final payment on their actual 2021 commitment, the difference between their 2020 commitment versus their 2021 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November and December as part of the program. Many persons find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

Suggested Motion:

Move to authorize a Tax Club for 2021 as previously established. Providing for 12 equal payments of an account's tax liability with no applied interest in October, November, and December for club participants.

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: James J. Parent

Physical Address: 206 Access Highway Caribou, ME 04736

Mailing Address: PO Box 975 Caribou, ME 04736

Phone Number: 540-0190 Home 492-1485 Work

Cell Email

Professional or Civic Activities (Include other committees you have served on):

Board Acadia Village

Wildlife Center housing

Education: BS - MPA - Grad of Advanced study

Present Employer Name & Address:

Retired

Job Title:

I am Interested in serving on the following committee:

Board of Assessors

Are you willing to serve on ANY committee if needed?

YES NO

James J. Parent

Signature of Applicant

CITY OF CARIBOU
APPLICATION FOR STANDING COMMITTEES

Return to City Clerk, 25 High Street, Caribou, ME 04736 by 12.21.2020

Committee (s) applying for:

Trustee - Caribou Utility District

Belyea
LAST NAME

David
FIRST NAME

Allan
MIDDLE NAME

Physical address 204 Bailey Rd Caribou ME 04736

Mailing Address

same

Telephone Number (s):

207 498 8682

Home

N/A

Work

207 999.9303

Cell

bruin@mf.net Email

Have you ever filed an application with the city before? Yes X

No

If yes, date (s):

12/17

Have you served on a committee with the city before? Yes X

No

If yes, Committee and Date:

CUD - 18 yrs

Trustee + President for 5 yrs

Special skills and qualifications for service to Committee:

Summarize special skills and qualifications acquired from work or other experiences

Licensed professional engineer in Maine

Extensive experience in design, operation + mgt of water and wastewater infrastructure

Retired

Current place of employment and Address

Hours of employment

Nov 23, 2020

Date

as required
Hours available

David Belyea
Signature of Applicant



163 Van Buren Road • Ste. 1 Caribou, ME 04736-2509 • Ph: (207) 498-3111

December 29, 2020

Dennis Marker
City Manager
25 High Street
Caribou, ME 04736

Dear Dennis,

At the December 18, 2020 meetings of the Board of Directors at Cary Medical Center, we received a report from the Nominating Committee recommending that the following candidate be recommended to the City Council for appointment to the Cary Medical Center Board of Directors and two members be recommended for reappointment. As you are aware, we have two reappointments and one new appointment.

The Board of Directors would like to recommend that Mike Gahagan be appointed to a 3-year term on the Board of Directors with expiration December 31, 2023. Mike is a resident of Caribou and the Chief of Police. The Board of Directors feel Mike would be a great addition to the Board.

The Board of Directors would like to recommend that Doug Plourde and Mike Quinlan each be reappointed to a 3-year term on the Board of Directors that expires December 31, 2023.

Again, we would like to thank you and the City Council for your ongoing support and assistance.

Sincerely,

Kris A. Doody, RN, FACHE
Chief Executive Officer

KD/pm

www.carymedicalcenter.org

Accredited by The Joint Commission

Cary Medical Center is an Equal Opportunity Employer and Provider



CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Roy O. Green

Physical Address: 142 Hardison Rd Caribou, ME 04736

Mailing Address: SA Above

Phone Number: 207 498-0911 Home Cell 762-2435 Work

Cell greenroy795@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Caribou School Board, LSW 30+yrs, CETA Board
of Directors Govt Apt, United Way Board,
Vol Firefighter EMT Caribou,

Education: BA UMPI Class 1981, Ricker Associat
Degree 1978

Present Employer Name & Address: Retired Govt worker

Job Title: Vol Debriefer for First Responders

I am Interested in serving on the following committee: Cary Board of
Directors

Are you willing to serve on ANY committee if needed?

YES ☒ NO

Roy O. Green

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Michael Quintan

Physical Address: 806 Sweet St Caribou, ME
04736

Mailing Address: _____

Phone Number: _____ Home 207 492 1414 Work

207 242 3401 Cell mike.quintan@att.net Email

Professional or Civic Activities (Include other committees you have served on):

See prior submission

Education: MBA

Present Employer Name & Address:

R B Q CPAs

Job Title: CPA/owner

I am Interested in serving on the following committee:

Payroll Com.

Are you willing to serve on ANY committee if needed?

☒ YES ☐ NO

[Signature]

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Chief Michael W. Gahagan

Physical Address: 58 Belanger Road, Caribou, ME 04736

Mailing Address: 58 Belanger Road, Caribou, ME 04736

Phone Number: 207-551-7080 Home:

Work: 207-493-4208 Cell: 207-551-7080

Email: (w) polchief@cariboumaine.org (h) mgahagan@maine.rr.com

Professional or Civic Activities (Include other committees you have served on):

Member: International Chiefs of Police Association
Member: New England Chiefs of Police Association
Past President: Maine Chiefs of Police Association
Chairman: Aroostook Chiefs of Police Association
Member: Maine Bureau of Highway Safety Committee
Honorary Member: Caribou Fire and Ambulance Department
Member: State of Maine Anti-Heroin/Opioid Initiative Law Enforcement Team
Board Member: Local Emergency Preparedness Committee (LEPC)
Founding Member: Caribou Alcohol & Drug Education Team (CADET)
Board Member: Maine Children's Trust
Member: Fight Crime / Invest in Kids Program
Advisory Board Member: Caribou High School Law Enforcement Education Program
Treasurer: Aroostook Council for Healthy Families
Board Member: Power of Prevention
Board Member: Drug Free Communities
Advisory Board Member: Recovery Aroostook
Advisory Board Member: Caribou Recovery House
Member: Caribou Rotary Club

Education:

Associate of Arts, University of Maine at Presque Isle, 1979 Criminal Justice Major
Basic Law Enforcement Training Program, 1974
Executive Certification for Police Chiefs

Present Employer Name & Address:

City of Caribou, Caribou Police Department, 25 High Street, Caribou, ME 04736
County of Aroostook, Aroostook County Sheriff's Office, 25 School Street, Suite 216, Houlton, ME 04730

Job Title:

Chief of Police, Caribou Police Department
Emergency Management Director, Caribou Emergency Management Agency
Sheriff's Deputy, Aroostook County Sheriff's Office

I am Interested in serving on the following committee:

Cary Medical Center Board of Directors

Are you willing to serve on ANY committee if needed?

xx YES NO



Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: DOUG FLOURDE

Physical Address: 17 HARDISON ROAD

Mailing Address: 150 BENNETT DRIVE

Phone Number: 496-3521 Home _____ Work _____

227-7991 Cell DOUG@FLOURDEFURNITURECOMPANY.COM Email _____

Professional or Civic Activities (Include other committees you have served on):

CHD

CARY OPERATING BOARD

Education:

BACHELOR IN ENGINEERING

Present Employer Name & Address:

FLOURDE FURNITURE

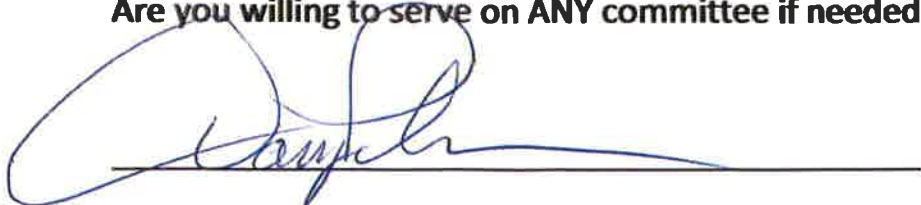
Job Title:

I am Interested in serving on the following committee:

CARY OPERATING BOARD / CARIBOU HOSPITAL DISTRICT

Are you willing to serve on ANY committee if needed?

YES ☐ NO ☒



Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: HUGH A. KIRKPATRICK

Physical Address: 609 MAIN STREET

Mailing Address: SAME

Phone Number: 207-227-4660 Home 207-496-0911 Work

207-227-4660 Cell hugh.caribou@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

CARIBOU CITY COUNCIL 2018-2020

CARIBOU ECONOMIC GROWTH COUNCIL 2019-present

BUSINESS INVESTMENT GROUP, HALFWAY HOME PET RESCUE

BOARD MEMBER, ROSE ACRES BOARD MEMBER, NMCC Academic
ADVISORY BOARD

Education: MBA FINANCIAL MANAGEMENT SOUTHEASTERN UNIV.

BS MECH. ENGINEER TECH. UMAINE

Present Employer Name & Address: CARIBOU UTILITIES DISTRICT
176 LIMESTONE STREET, CARIBOU

Job Title: GENERAL MANAGER

I am Interested in serving on the following committee: (3)

HOSPITAL DISTRICT BOARD, BUILDING COMMITTEE, PERSONAL

Are you willing to serve on ANY committee if needed? YES (NO) COMMITTEE

Hugh A. Kirkpatrick

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Brianna Carlson

Physical Address: 30 Park St. Caribou ME 04736

Mailing Address: same

Phone Number: (956) 454-2802 Home same Work

same Cell brianna.k.carlson@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Holy Family Services Birthday Party Committee (solicit donations for
a 500+ person party)

Brownsville Homeschoolers Zoo days Coordinator

TCEQ (Texas Commission on Environmental Quality) Enforcement Coordinator

Texas Southwest College - Adjunct Biology Prof

Education:

M.S. Marine Biology (College of Charleston, SC)

Present Employer Name & Address:

N/A

Job Title:

homemaker & homeschool teacher

I am Interested in serving on the following committee:

Library

Are you willing to serve on ANY committee if needed?

YES

NO

Brianna K. Carlson

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Christine Bondeson
Physical Address: 1452 New Sweden Rd.
Mailing Address: Woodland ME 04736
Phone Number: 207-492-4162 Home Cell ardenstatter@gmail.com Work Email

Professional or Civic Activities (Include other committees you have served on):

Covenant Church, New Sweden, Church Council

Education: BA Hollis University 1976 English

Present Employer Name & Address:

Job Title: Retired

I am Interested in serving on the following committee:

Are you willing to serve on ANY committee if needed?

☒ YES ☐ NO

Christine Bondeson
Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Heather Hale

Physical Address: 721 E Presque Isle Rd Caribou, ME 04736

Mailing Address: "

Phone Number: 8 Home 8 Work

207 212 2320 Cell Hhale7@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

- currently on the Nylander Board

- currently on the Arcoosook Regional
Gifted and Talented Board

Education: Masters in Special Education

Present Employer Name & Address: Easton School District

Job Title: Special Education Ed Tech
Gifted & Talented Coordinator

I am Interested in serving on the following committee: Nylander Board

Are you willing to serve on ANY committee if needed?

YES ☐ NO ☒

Signature of Applicant

Heather Hale

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Dana Jones

Physical Address: 11 Elmwood Ave, Caribou, Me

Mailing Address: Same

Phone Number: 207-768-0890 Home _____ Work _____

Cell dgjones1954@gmail.com Email _____

Professional or Civic Activities (Include other committees you have served on):

- Center for Advancement for Rural Living
- Caribou Recovery House
- Nylander

Education:

1975 Caribou Graduate - Instructor / Automotive / Electronics

Present Employer Name & Address:

Retired

Job Title:

I am Interested in serving on the following committee:

Nylander Board

Are you willing to serve on ANY committee if needed?

YES NO

Dana Jones

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Philip J. McDonald

Physical Address: _____

Mailing Address: _____

Phone Number: 496 8441 Home _____ Work _____

Cell _____ Email _____

Professional or Civic Activities (Include other committees you have served on):

THE LIST IS TOO LONG

Education: ALL OF IT

Present Employer Name & Address: _____

Job Title: _____

I am Interested in serving on the following committee: NYLANDER

Are you willing to serve on ANY committee if needed?

YES

☒ NO

Philip J. McDonald
Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Drew P. Ayer

Physical Address: 476 W. Presque Isle Rd. Caribou, ME 04736

Mailing Address: P.O. Box 159 Caribou, ME 04736

Phone Number: _____ Home _____ Work _____

207-551-3346 Cell Drew @ ev.ranches.com Email _____

Professional or Civic Activities (Include other committees you have served on):

Caribou Masonic Lodge

Education: Coble Hill University NY, EMCC

Present Employer Name & Address: Emerald Valley Ranches, LLC

476 W. Presque Isle Rd. Caribou, ME 04736

Job Title: General manager

I am Interested in serving on the following committee: Planning Board

Are you willing to serve on ANY committee if needed?

YES ☒ NO



Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: **Eric Hitchcock**

Physical Address: **424 Green Ridge Road, Caribou, ME**

Mailing Address: **424 Green Ridge Road, Caribou, ME**

Phone Number: **207-318-1165** Home **207- 764-2036** Work

207-318-1165 Cell eric.hitchcock@maine.gov Email

Professional or Civic Activities (Include other committees you have served on):

President, Green Ridge Cemetery Association

Member, Central Aroostook Young Farmers Association

Boys Scouts of America

Education:

M.S. Business Management, Husson University 2007

B.S. University of Maine, Bio-Resource Engineering Technology 1998

Present Employer Name & Address:

**State of Maine Department of Agriculture, Conservation and Forestry, Division
of Plant and Animal Health**

Job Title: Seed Certification Program Manager

I am interested in serving on the following committee: Planning Board

Are you willing to serve on ANY committee if needed?

☒ YES ☐ NO



Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Scott Desrosiers

Physical Address: 73 Lynn Dr, Caribou, ME 04736

Mailing Address: SAME

Phone Number: 310-892-7304 Home — Work

— Cell — sdesrosiers07@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Education: BA Human Resource

BA Business Management

Present Employer Name & Address: DFAS Limestone

27 Arkansas Rd, Limestone, ME 04751

Job Title: Accounting Technician

I am Interested in serving on the following committee: Planning Board

Are you willing to serve on ANY committee if needed?

YES

NO

[Signature]

Signature of Applicant

But would be open to other committee opportunities

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Susan R. White

Physical Address: 72 Pioneer Avenue

Mailing Address: Same as above

Phone Number: 207-227-1583 Home 207-768-9533 Work

207-227-2583 Cell whitesusan715@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Have served on the Recreation Commission for nearly 20 years and have served as the Chair for at least the last 10 years; member of the Cary Medical Center Board of Directors (starting my 9th year in January)

Education:

1987 Graduate of Caribou High School; BS in Elementary Education from the University of Southern Maine; Masters Degree in Educational Leadership from the University of Maine; Certificate of Advanced Studies in Educational Leadership from the University of Maine

Present Employer Name & Address:

University of Maine at Presque Isle 181 Main Street Presque Isle, ME 04769

Job Title:

Director of Admissions

I am Interested in serving on the following committee:

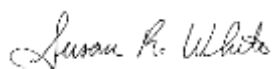
Caribou Parks and Recreation Commission

Are you willing to serve on ANY committee if needed?

YES

NO

Signature of Applicant



12/21/2020

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Kenneth Murchison, Jr.

Physical Address: 10 Park St.

Mailing Address: 10 Park St. Caribou, ME 04736

Phone Number: 492-1062 Home 493-5967 Work
498-0639 Cell kmurchison48@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Aroostook Regional Transportation System Board
Caribou Congregate Housing Board
Business Investment Group Board
Caribou Bread of Life Kitchen Board

Education: Associates Degree

Present Employer Name & Address: City of Caribou
25 High St., Caribou, ME 04736

Job Title: Zoning Administrator

I am Interested in serving on the following committee:

Aroostook Waste Solutions Board

Are you willing to serve on ANY committee if needed? ☒ YES ☐ NO

Kenneth Murchison, Jr.
Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Margaret M. Pierce

Physical Address: 73 Fox Hill Road Portage Lake, ME 04768

Mailing Address: Same as above

Phone Number: _____ Home _____ Work

554-0289 Cell margaretwpierce@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Education: Bachelor of Science

Present Employer Name & Address: Maine Department of Environmental Protection

Job Title: Environmental Specialist

I am Interested in serving on the following committee: Appeals Board

Are you willing to serve on ANY committee if needed? YES NO

Margaret M. Pierce

Signature of Applicant