

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, February 8, 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. 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**)
- 5. Minutes –**
 - a. Amended January 4, 2021 Organization Meeting Pg 2
 - b. January 25, 2021 Regular Council Meeting Pgs 3-6
- 6. Bid Openings, Awards, and Appointments**
 - a. Sue Skidgell as Certified Municipal Clerk by International Institute of Municipal Clerks Pg 7
- 7. Reports by Officials and Staff**
 - a. Manager's Report Pgs 21-37
Pgs 8-9
- 8. Old Business**
 - a. Resolution 02-01-2021 Allowing Employees to Retain Prior Year Non-Used Vacation Time Pgs 10-11
 - b. Discussion Regarding Airport Hangars Pg 12
 - c. Discussion Regarding 2021 Budget Review Pgs 13-15
 - d. Discussion Regarding City Council Priorities for 2021 Pg 16
- 9. New Business & Adoption of Ordinances and Resolutions**
 - a. Acceptance of Donations to the Nylander Museum Pg 17
 - b. Cooperative Agreement with the City of Belfast for FAA Capital Funding Pgs 18-20
- 10. Reports and Discussion by Mayor and Council Members**
 - a. Discussion Regarding City Councilor Attendance at Meetings
- 11. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Real Estate Negotiation with Carla Chomka under §405.6.E.
 - b. Currently pending litigation matters under §405.6.E.
 - c. Personnel Matter Related to Fire Department Staff §405.6.E.
 - d. Labor Negotiation items with the city's four unions under §405.6.D.
- 12. Next Meetings:** February 22, March 8
- 13. 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: Danielle Brissette, City Clerk
RE: January 4, 2021 Organization Meeting Minutes Amendment
DATE: February 3, 2021

It was brought to our attention that the January 4, 2021 minutes indicate Pastor Andrew Sullivan offered a prayer for the meeting. The prayer was actually offered by his brother, Pastor Michael Sullivan. We need the Council to approve amending the minutes to correct this error.

Recommended Motion:

Move to amend the minutes of the January 4, 2021 Organization meeting to indicate Pastor Michael Sullivan offered the prayer.

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on January 25, 2021 at 6:00 p.m. in Council Chambers with the following members present T. Ayer, C. Boma, D. Morrell, J. Theriault, L. Willey and J. Smith. R.M. Goughan was present via Zoom.

Dennis L Marker, City Manager and Danielle Brissette, City Clerk were present

Staff members and parties with interest in agenda items connected through electronic Zoom Meeting.

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

Council Agenda Item #2: Invocation/Inspirational Thought

Pastor Javed Siddiqui of Calvary Baptist Church in Caribou led the invocation via Zoom.

Council Agenda Item#3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item#4: Public Forum

There were no public comments.

Council Agenda Item #5: Minutes

a. Organizational Meeting Held January 4, 2021

Motion made by J. Theriault, seconded by R.M. Goughan to accept the January 4, 2021 as written.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

b. Regular Meeting Held January 11, 2021

Motion made by T. Ayer, seconded by D. Morrell to accept the January 11, 2021 minutes as written.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council Agenda Item #6: Bid Openings, Awards, and Appointments

a. Appointment of Member to Cary Hospital District (1 Vacancy)

Motion made by T. Ayer, seconded by D. Morrell to appoint Tim Todd to the Cary Hospital District Board.

Councilor Theriault expressed that she had spoken with Chris Doody to see who the hospital's recommendation is and that it would be Brian Powers.

Roll Call Vote: T. Ayer - Yes, C. Boma - No, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - No, L. Willey - No, J. Smith - Yes (So voted)

b. Appointment of Law Enforcement Officers

Motion made by T. Ayer, seconded by C. Boma to accept appointed law officers Amanda Baker, Kyle Scott and Hunter Flynn.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council Agenda Item #7: Reports by Officials and Staff

a. December 2020 Financial Report

C. Grant presented the December 2020 Financial Report via a phone call with the council.

Motion made by J. Theriault, seconded by L. Willey to accept the December 2020 Financial Report as presented.

Roll Call Vote: T. Ayer - No, C. Boma - Yes, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

b. Manager's Report

If any businesses are interested in looking at CBDG funds they need to get with Ken Murchison, and he can help them with the process on that. In general, a letter of intent has to be submitted to the state and they are due about the first of March depending on the funding.

Manager Marker reviewed the City Manager's report dated January 22, 2021.

Council Agenda Item#8: Old Business

a. Land Purchase Agreement with Dr. Carla Chomka for Property (Map 11, Lot 51)

As directed by the Council, Manager Marker explained the requirements for potentially using Eminent Domain and elements of "taking" property. The city has to take the least amount possible and property owners are entitled to damages caused by the taking. The simple starting point is knowing how much property we are dealing with. In her case there is question of does she have five acres of ground on this property or is it only three acres of ground. Surveys could cost from two to three thousand dollars for something like this. We will need a new appraisal and not a lot has changed since an appraisal was last done in 2018.

Motion made by T. Ayer, seconded by L. Willey to allow the City Manager to get a survey done for the Chomka property on the River Road.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

b. City Rebranding Effort

Christina Kane-Gibson explained where we are in the process and for the rebranding effort with getting a new logo for the City. She stated that we are at the point where we need to decide if we are going to commit to the project and commit some time, energy and funds to a new logo and a rebranding effort.

Councilor Ayer: If we do this, we should give it to the Caribou Community School students and to get them involved in creating the new logo.

Christina stated that it is not recommended to have the logo made by the school because we would like to keep it very professional looking because this is something that people will think about when they think of us. She stated that she loves the idea of working with kids on projects but would not recommend it for this type of project.

Councilor Morrell stated that he can't see spending that amount of money on that type of project right now. He likes the idea but there are other needs that need the funding first, such as our buildings.

Council asked that Christina show what the current logo might look like with the city's name included and send that to the Council for consideration.

c. Dangerous Buildings Status

Manager Marker explained that we are at the point in the dangerous building process that we need to set public hearing dates for each of the places that we have sent notices to.

Motion made by T. Ayer, seconded by D. Morrell to move forward with the Dangerous Buildings Designations and set the public hearings for the March 8 meeting.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council Agenda Item #9: New business & Adoption of Ordinances and Resolutions

a. Reconveyance of Properties for Taxes Paid

Motion made by T. Ayer, seconded D. Morrell to reconvey the property back to the owner of Map 20, Lot 22J for taxes paid.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

b. Re-establishing a Minimum Bid Amount for Tax Acquired Property at 142 Lower Lyndon

Manager marker explained that this is the property that encompasses the diesel and steam power plant on Lower Lyndon Street. The property was Tax Acquired a couple years ago and the taxes that were owed on the property were a little over \$62,000. Anticipating that it would potentially be able to be used for power generation the city put about \$8,300 into maintaining the assets. What we have found is that the facilities are no longer licensed to generate power. The equipment that is inside is antiquated and it would be very difficult to actually generate power in those facilities. There is some potential value as far as salvage. Recommend that the council lower the minimum bid amount for this property to \$75,000 which will cover the taxes owed and the costs that City has put into the buildings.

Motion made by J. Theriault, seconded by C. Boma that we set a new minimum amount of \$75,000 on the property located at 142 Lower Lyndon Street.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

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

a. City Council 2021 Goals and Priorities

Not all the Council responses have been received to do a full presentation at this time. This item will be put to the next agenda.

b. Council Committees Reports

There was an Investment Committee January 19th, they discussed Development options for town.

Councilor Theriault stated that she met with the Nylander board and that it is being run entirely by volunteers. She stated there is some concern and that the building needs some janitorial work. Manager Marker noted that a part-time Public Works employee provides janitorial service at the Nylander and other facilities.

Council Agenda Item #11: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

b. Labor Contracts and Proposals under §405.6.D.

Motion made by L. Willey, seconded by J. Theriault to enter executive session at 7:11 p.m. to discuss Labor Contracts and Proposals under §405.6.D.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan - No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Councilor Morrell left the meeting at 7:11 p.m.

Council exited executive session at 8:54 p.m.

No action was taken.

Council Agenda Item #12: Next Meeting

February 8 & 22

Council Agenda Item #13: Adjournment

Motion made by T. Ayer, seconded by C. Boma to adjourn the meeting at 8:54 p.m. (6 Yes, 1 Absent D. Morrell) So voted.

Danielle Brissette, Secretary

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



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette, City Clerk
RE: Recognition of Sue Skidgell
DATE: February 3, 2021

We'd like to **recognize the efforts of our new Deputy Clerk, Sue Skidgell who recently completed the requirements to become a certified municipal clerk through the International Institute of Municipal Clerks.** The following is a summary of the training and effort needed to accomplish this. According to the August 2020 Certified Clerks of Maine list, Maine had its first CMC recipient in 1981 and Sue is the 31st recipient.

Program Details & Designation Benefits

The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State / Provincial / National Associations. The CMC program has been assisting clerks to excel since 1970.

Designation Requirements

The following are the requirements for obtaining the CMC designation:

- 1. Be a Full, Additional Full or Retired member of IIMC for two years**
- 2. Affirm and practice the IIMC Code of Ethics**
- 3. Attain 60 points in the Education category**
- 4. Attain 50 points in the Experience category**

To obtain the 60 Education points, Sue graduated from three-year New England Municipal Clerk's Institute & Academy program (NEMCIA) in 2018. Sue also had the honor of being voted in as the class speaker and Lobster Award Winner.

To obtain 40 of the 50 Experience points, Sue worked for Mapleton – Castle Hill – Chapman as a deputy clerk for 15 years. The other 10 points were obtained by attending yearly trainings with the New England Association of City and town Clerks (NEACTC)



City Manager's Report

February 3, 2021

Economic Projects

Façade Improvement Program	Advertisement for funding has been sent for publication and posted on social media. Deadline for applications is March 15.
2021 CDBG Applications	The 2021 competitive grant program is now open. Letters of interest are due to the state by first of March. Contact Ken Murchison for more information and opportunities.
River Front - Powerplants	Property was advertised for public bid at the lowered asking price. Bid due date is February 17. Have had conversations with two previously interested parties. Some concern about asbestos cleanup and availability of funds to help that process. Merline One still working through closeout issues that facilitate cleanup funding options. Algonquin still looking at options to decommission the hydroplant. State DEP not interested in dam but wildlife department may consider maintaining it if Algonquin pulls out.
Birdseye Cleanup	Have been contacted by a potential mid-size retailer interested in part of the property. Working on concept designs for site. Waiting to get final word from EPA about final cleanup plan approval. Once that is given, we can move forward to get bids to finish soil cleanup. Currently anticipate leaving concrete work as-is. May need to make concessions with future tenants based on concrete cleanup needed.
Jarosz Storage - Limestone St	Conducting final site review for the Limestone Street ATV/Snowmobile storage facility.
Aldrich ATV/Snowmobile Storage	CEGC received a commitment from a developer to purchase land in the Caribou industrial park for an ATV/Snowmobile storage facility. The property includes a link to the trail system and abuts the ride-share property.
Landbank	Business Investment Group and CEGC are both interested in working to develop tax acquired properties. Met with legal counsel to discuss options to get properties in their hands.
Events and Marketing	Joint grant application with Presque Isle for job development funding has been submitted. Working with potential pet grooming business. Still needing Council input to modified logos.
Hilltop Senior Living	Waiting for developers to request final inspection for the group kitchen facilities. Individual units have received Occupancy.
60 Access Highway	Waiting on current owner to submit building permits for a commercial recreation use.
Ogren Dump Solar Project	Final lease agreement being reviewed by attorney. Deed restriction issue has been resolved from tenants standpoint.
Title 13 ReWrite	Many sections have been reviewed and will start to come to Council. Now focusing on streamlining review procedures.
Blight Cleanup	Continue to move forward with dangerous building actions on several properties. Hearing notice for March 8 has been sent.
Porvair CDBG program	Still waiting for final documents to closeout Porvair's CDBG grant. City is holding \$9,500.
River Front - Salmon	Owners will be invited to next River front stakeholder group.
Pronto Burrito	Store opened on October 23. Waiting for some finishing touches before ribbon cutting.
River Front - Master Plan	Stakeholder Group meeting on February 17 via zoom.
Sitel Building	No word from Mr. Cassidy about his development plans for the building.

Other Administrative Projects

2021 Budget Process	Draft budget numbers now provided to Council. Need discussion with Council about next steps and priorities to refine the numbers. May consider executive session to discuss collective bargaining impacts to budget.
Union Negotiations.	Fire Union negotiations scheduled to start February 23. State arbitration meeting set for February 19th to discuss Police Union matters. Sergeants negotiations will start February 5. Met with PW union reps on February 4. Additional details to be provided at Council meeting.
Tax Acquired Property Policy	Preparing 2021 bid list for Council consideration at next meeting.
Fire Structural Study	Welding work is complete. No additional work will take place until after the thaw and the roof membrane repairs occur.
Teague Park	No further action at this time. Waiting for thaw to start.
City Hall Boiler Systems	Dead River will perform repairs on current boilers that should get them both operating in tandem. Will be advertising to have all valves and thermostats revamped this summer. Looking into potential efficiency maine credits for changing to a new propane system.
COVID-19 Status	Chief Susi continues to administer vaccines to public safety and front line medical personnel in the city. Still waiting to hear from Cary Medical Center about converting the recreation center into a public vaccination clinic.
60 Access Highway	Only one previous tenant is now deficient in owed funds. Should discuss in executive session or proceed with legal work.
Trailer Park Closure	Council Trailer Park closure committee will be meeting on February 9 @ 2:30. Information was sent to tenants about other parks in the region that have lots and trailers for rent.
River Road	BRIC fund application could not be processed without Chomka resolution. Next application period starts in December.
Airport	Will conduct inspection of all hangars on Monday, February 8 to compliance with aviation related equipment standard.
New LED Street lights	Waiting on contractor to perform requested work for 10 new installations. Materials have been delivered for the work.
Wage Policy	Will be updating wage matrix with latest salary information for review.
Cable Franchise Renewal	Need to bring Council up to date on latest issues and state laws on this matter. Currently working under expired agreement.
Investment Policy	No further action at this time. Need to discuss potential use of revolving loan funds similar to CBDG program guidelines.
Personnel Policy	No further action at this time.
Parking Lot Paving	No further action at this time.
General Plan Update	Still working on the current land use survey, which is needed for future land use discussions.
Procurement Policy	Felch & Company has provided feedback on the policy and made some recommendations. Will revise for Council.

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



MEMO

TO: Caribou City Council Members
FROM: City Manager, Dennis Marker
RE: Resolution 02-01-2021 Allowing One-Time Banking of Vacation Leave
DATE: February 3, 2021

Resolution 02-01-2021 has been prepared in accordance with discussions held by the Council during the January 25 meeting. It provides for the one-time, banking of up to 40 hours of vacation time from the previous year as a measure of appreciation and support to the staff for efforts during the state of emergency caused by the COVID-19 pandemic.



Resolution 02-01-2021

A Resolution of the Caribou City Council Allowing Employees to Retain Prior Year Non-Used Vacation Time

WHEREAS, The Caribou City Council appreciates the efforts of city staff to diligently provide services to residents, businesses, and visitors within the community, and

WHEREAS, The state of emergency resulting from spread of the COVID-19 pandemic has increased employees' work related stresses, exposure risks, and affected overall wellbeing, and

WHEREAS, The City Council desires to strengthen employee morale and well-being by allowing staff members to carry-over vacation time from the previous year in the hopes that employees will find additional means to improve their mental, physical, and emotional well-being necessary to continue serving the public at the standards expected.

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL that the city personnel policy requiring that on March 1 all employees must lose any unspent vacation time from the previous year is hereby modified as follows:

1. Employees who accrue vacation time may carry-over up to 40 hours of unspent 2020 vacation hours beyond the March 1, expiration date.
2. This carry-over option is a one-time benefit due to the current pandemic
3. Any vacation carried over from 2020 will expire on December 31, 2021 if not used.
4. All other city vacation policies remain in effect.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this ____th day of _____ 2021.

Jody R. Smith, Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]

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



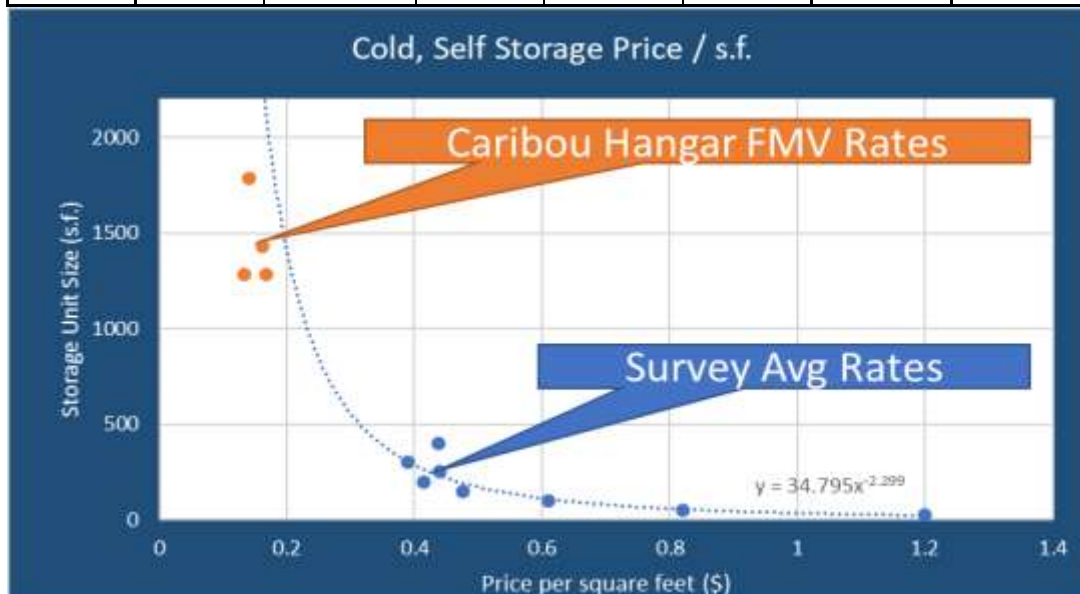
MEMO

TO: Caribou City Council Members
FROM: City Manager, Dennis Marker
RE: Discussion Regarding Airport Hangars
DATE: February 3, 2021

The Council Airport Subcommittee met on Wednesday, February 3, 2021. As part of their meeting they discussed several items about hangar usage. One of the questions that arose was the appropriateness of the hangar rents being charged compared to non-subsidized storage in the region.

An online survey was conducted of five self-storage facilities in the region (Packrat, Aroostook, Stowit, Storage Solutions and Sleepy Storage). Generally their rates are similar and their price per square foot decreases the larger the unit. The following table and chart illustrate the findings and show the current Caribou Fair Market Hangar rates relative to the survey results.

s.f.	Packrat	Aroostook	Stowit	Solutions	Sleepy	Avg	\$/s.f
25	30					30	1.2
50	40	35	40	40	50	41	0.82
100	60	50	60	65	70	61	0.61
150	70	70	70	75		71.25	0.475
200	80	80	75	80	100	83	0.415
250			110			110	0.44
300	100		125	125		116.6667	0.388889
400			175			175	0.4375





MEMO

TO: Caribou City Council Members
FROM: City Manager, Dennis Marker
RE: Discussion Regarding 2021 Budget
DATE: February 4, 2021

I continue to work through the budget numbers to prepare a final budget recommendation to the Council. I want to highlight three significant points in the current process and wish to confirm the direction I've been going with the Council.

- 1) General Operating Expenses. The draft general operating expenses are sitting at \$9,278,104 or roughly \$45,000 less than the 2020 budget of \$9,322,898. The general operating expenses make up all funds except capital, and funds 11 (Economics), 24 (Housing), 52 (Snow Trail Maintenance), and 96 (FSS Program).
- 2) Capital Expenses. The draft capital expenses are currently estimated at \$1,725,031 with \$853,772 being used from reserves to cover major maintenance needs or new facility costs. The total of new, unreserved capital expenses is \$871,259 or \$320,141 more than in 2020. The general category of capital expenses is as follows and is shown in the chart on the next page:
 - \$246,570 toward debt service (Fire Engine, pellet boilers) and outstanding negative account balances on the books.
 - \$443,900 toward facility repairs with \$270,830 coming from reserves.
 - \$288,000 is reserved for future major facility expenses
 - \$331,486 toward new facilities, primarily Teague Park, with \$328,486 from reserves.
 - \$386,275 toward equipment replacement (Police cruiser, mower, dump truck, chamber AV system, etc.) with \$236,257 from reserves.
 - \$18,800 for new equipment (new body cams for officers and vehicles, replace computers) with \$18,200 from reserves.
 - \$232,000 toward future capital reserves (e.g. future major roads, street lights, airport apron in 2023, fleet replacement, etc.), and
 - \$11,000 for new equipment or programs

Note: Total reserves spent will be \$853,772 while replacement appropriations is \$299,000 or a bottom line difference of negative \$554,772.

- 3) Projected Revenues. The revenue budget assumes that property taxes will be the same as budgeted in 2020. Under that assumption, the drafted operation budgets would have a net \$12,902 positive position with the charter mandated \$156,521 to be applied to limit mil rate reductions. However, if the Council directs that property taxes to be collected will be the same as year-end 2020, then the city will have a deficit of nearly \$700,000.

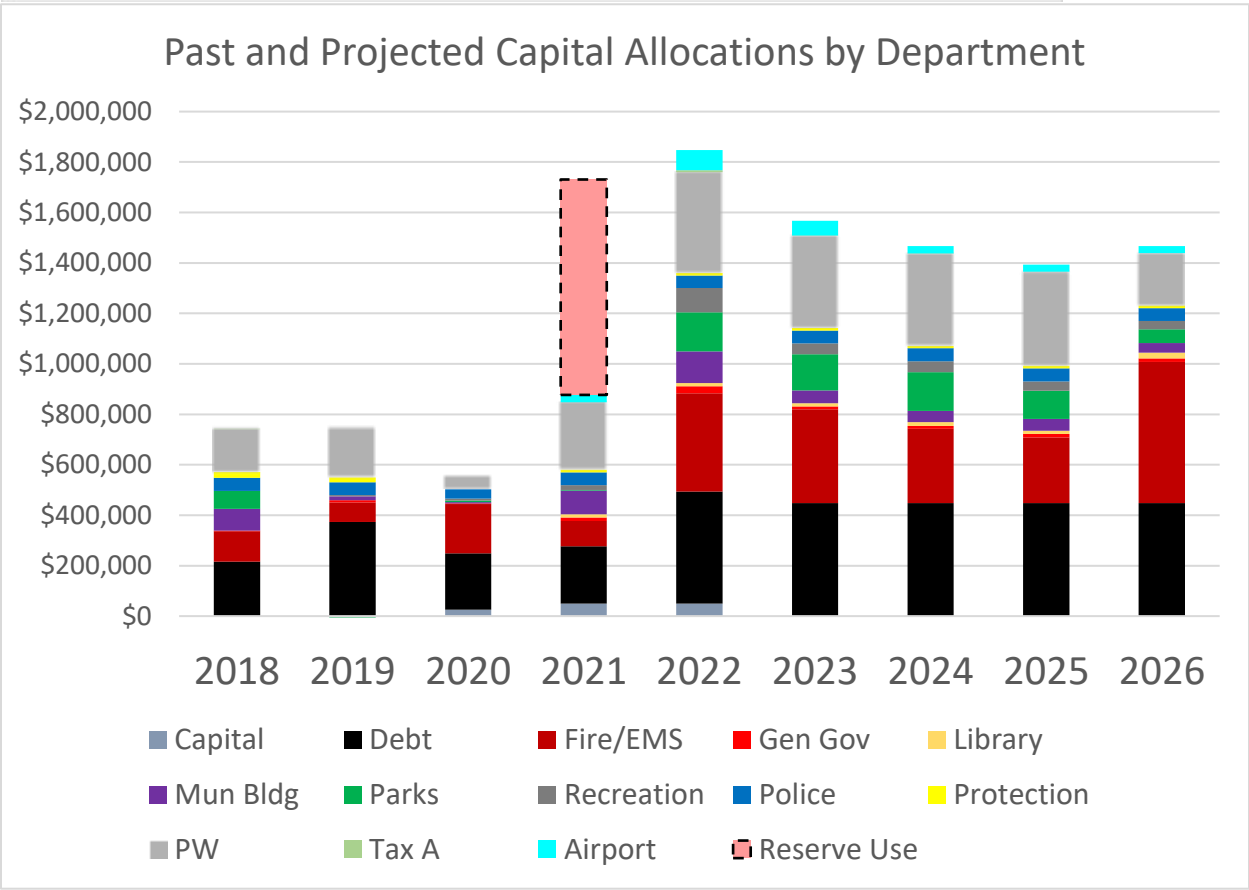
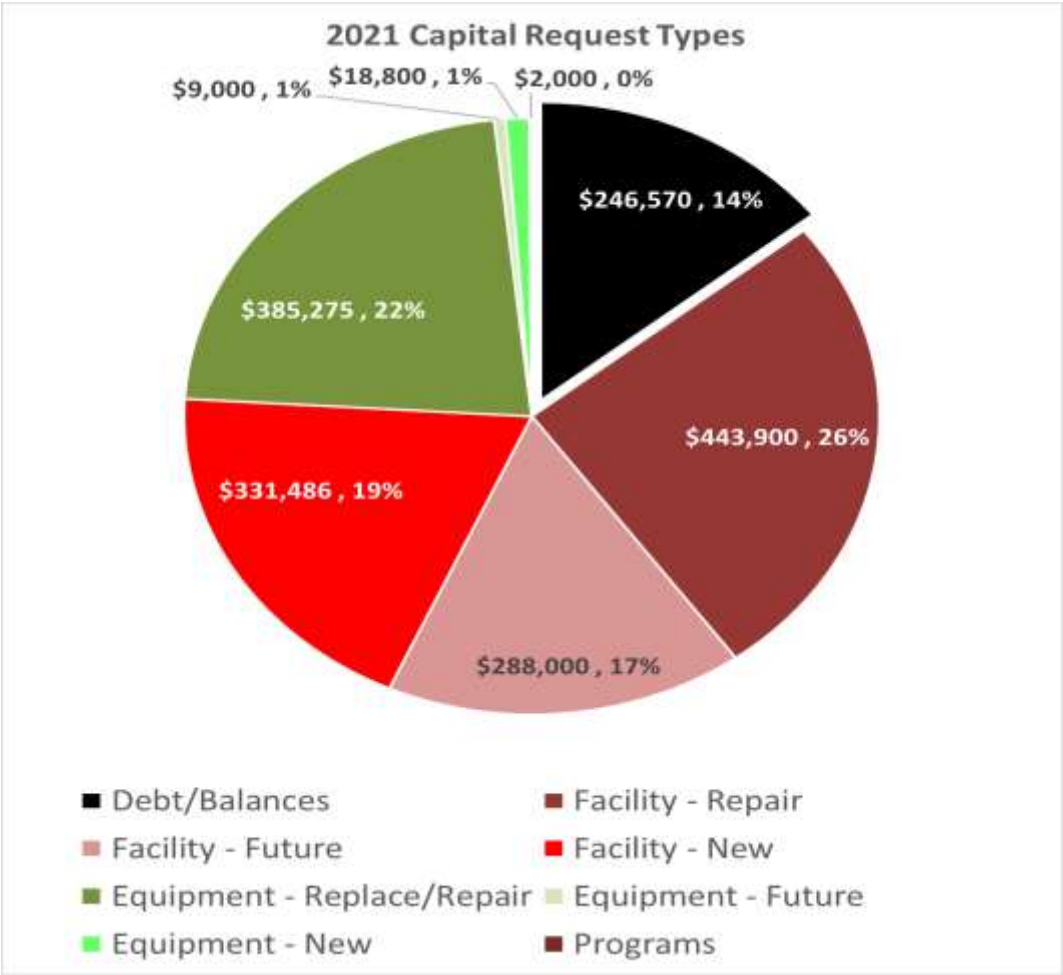


Exhibit A: Summary of DRAFT 2021 Expenses and Revenues

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021				Revenue Projections + \$156,521 to be applied per Charter	Current Projected Net for 2021
		Actual Expense	Budget	Unaudited Year End	% of Budget	Expenses					
						Requested	Manager Adjusted	% Change from 2020	Expense Difference from 2020 Budget		
GENERAL OPERATION FUNDS											
10 General Government	\$ 811,515	\$ 911,593	\$ 775,640	\$ 741,587	95.6%	\$ 777,250	\$ 823,599	6.2%	\$ 47,959	\$ 7,189,590	\$ 6,365,991
12 Chamber / Nylander Museum	\$ 11,391	\$ 11,077	\$ 20,327	\$ 16,078	79.1%	22,430	\$ 19,350	-4.8%	\$ (977)	\$ 400	\$ (18,950)
17 Health and Sanitation	\$ 249,567	\$ 250,160	\$ 251,938	\$ 250,803	99.5%	259,442	\$ 255,671	1.5%	\$ 3,733	\$ -	\$ (255,671)
18 Municipal Building	\$ 61,556	\$ 58,304	\$ 65,100	\$ 52,998	81.4%	\$ 64,500	\$ 64,000	-1.7%	\$ (1,100)	\$ 4,000	\$ (60,000)
20 General Assistance	\$ 53,049	\$ 47,885	\$ 56,903	\$ 48,735	85.6%	\$ 52,701	\$ 52,604	-7.6%	\$ (4,299)	\$ 19,800	\$ (32,804)
22 Tax Assessing	\$ 210,370	\$ 255,750	\$ 276,222	\$ 262,484	95.0%	\$ 285,397	\$ 278,681	0.9%	\$ 2,459	\$ 873,350	\$ 594,669
22 Code Enforcement	#DIV/0!									\$ 7,840	\$ 7,840
25 Library	\$ 210,388	\$ 217,377	\$ 224,592	\$ 201,230	89.6%	\$ 226,760	\$ 222,119	-1.1%	\$ (2,473)	\$ 5,100	\$ (217,019)
31 Fire and Ambulance	\$ 2,238,737	\$ 2,261,217	\$ 2,330,246	\$ 2,263,231	97.1%	2,419,606	\$ 2,350,449	0.9%	\$ 20,203	\$ 1,710,195	\$ (640,254)
35 Police	\$ 1,555,599	\$ 1,668,034	\$ 1,691,552	\$ 1,603,194	94.8%	\$ 1,728,972	\$ 1,644,005	-2.8%	\$ (47,547)	\$ 88,690	\$ (1,555,315)
38 Protection	\$ 425,273	\$ 419,794	\$ 414,219	\$ 366,051	88.4%	\$ 371,433	\$ 365,000	-11.9%	\$ (49,219)	\$ -	\$ (365,000)
39 Emergency Management	\$ 12,965	\$ 16,830	\$ 14,452	\$ 10,775	74.6%	14,309	\$ 13,238	-8.4%	\$ (1,214)	\$ 2,600	\$ (10,638)
40 Public Works	\$ 2,155,752	\$ 2,210,450	\$ 2,291,515	\$ 2,068,165	90.3%	\$ 2,370,711	\$ 2,299,531	0.3%	\$ 8,016	\$ 201,000	\$ (2,098,531)
50 Recreation	\$ 473,373	\$ 497,401	\$ 520,624	\$ 461,895	88.7%	\$ 550,903	\$ 518,051	-0.5%	\$ (2,573)	\$ 6,900	\$ (511,151)
51 Parks	\$ 155,331	\$ 166,054	\$ 174,033	\$ 169,695	97.5%	\$ 166,270	\$ 154,615	-11.2%	\$ (19,418)	\$ 300	\$ (154,315)
60 Airport	\$ 61,256	\$ 59,025	\$ 59,645	\$ 47,894	80.3%	\$ 59,650	\$ 59,361	-0.5%	\$ (284)	\$ 46,500	\$ (12,861)
61 Caribou Trailer Park	\$ 15,716	\$ 14,733	\$ 12,990	\$ 14,078	108.4%	\$ 20,230	\$ 20,170	55.3%	\$ 7,180	\$ 6,000	\$ (14,170)
65 Cemeteries	\$ 6,325	\$ 5,950	\$ 6,850	\$ 7,100	103.6%	\$ 6,850	\$ 6,850	0.0%	\$ -	\$ -	\$ (6,850)
70 Insurance and Retirements	\$ 96,302	\$ 76,600	\$ 98,200	\$ 83,990	85.5%	\$ 101,838	\$ 93,960	-4.3%	\$ (4,240)	\$ -	\$ (93,960)
75 Contributions	\$ 2,800	\$ 5,600	\$ 4,600	\$ 4,600	100.0%	4,600	\$ 4,600	0.0%	\$ -	\$ -	\$ (4,600)
80 Unclassified	\$ 38,115	\$ 26,232	\$ 33,250	\$ 41,176	123.8%	33,250	\$ 32,250	-3.0%	\$ (1,000)	\$ -	\$ (32,250)
85 Capital Improvements	\$ 736,022	\$ 739,806	\$ 551,118	\$ 551,118	100.0%	\$ 871,259	\$ 871,259	58.1%	\$ 320,141	\$ -	\$ (871,259)
Sub Totals	\$ 9,580,470	\$ 9,919,874	\$ 9,874,016	\$ 9,266,876	93.9%	\$ 10,408,360	\$ 10,149,363	2.8%	\$ 275,347	\$ 10,162,265	\$ 12,902
ENTERPRISE EXPENSE FUNDS											
11 Economic Development	\$ 343,319	\$ 325,122	\$ 370,421	\$ 302,421	81.6%	\$ 350,742	\$ 348,720	-5.9%	\$ (21,701)	\$ 349,520	\$ 800
24 Housing	\$ 87,643	\$ 89,642	\$ 92,700	\$ 101,143	109.1%	\$ 103,808	\$ 102,382	10.4%	\$ 9,683	\$ 100,000	\$ (2,382)
52 Snow Trail Maintenance	\$ 55,439	\$ 63,830	\$ 52,432	\$ 56,782	108.3%	\$ 54,814	\$ 54,690	4.3%	\$ 2,258	\$ 45,100	\$ (9,590)
96 Section 8 FSS	\$ 45,104	\$ 46,284	\$ 46,730	\$ 51,951	111.2%	\$ 47,673	\$ 52,330	12.0%	\$ 5,600	\$ 57,446	\$ 5,116
Sub Totals	\$ 531,505	\$ 524,879	\$ 562,283	\$ 512,297	91.1%	\$ 557,037	\$ 558,122	-0.7%	\$ (4,160)	\$ 552,066	\$ (6,056)
TOTAL ALL EXPENSE FUNDS						Additional Revenues to be applied per Charter				\$ 156,521.00	
Total Operations and Capital Expenditures	\$ 10,111,975	\$ 10,444,754	\$ 10,436,298	\$ 9,779,173	93.7%	\$ 10,965,397	\$ 10,707,485	2.6%	\$ 271,187	\$ 10,714,331	\$ 163,367

** Projected Values based on Department head input, historic trends, and contracted costs for the year.

2021 City Council Priorities and Goals Survey

City staff compiled a list of on-going projects or focus areas for the City Council to consider for 2020 priorities. Councilors were invited to pick their top projects within each category and then rank them. A Councilor's top project in each category is indicated by a score of 5 points, their second highest priority received 4 points, etc. The final score is a total of priority points given. The "Councilor Votes" column summarizes the number of Councilors giving points to the particular project. The number of votes is the primary indicator of priority with the final score being second. This means that if a majority of Councilors voted for a project, that fact would be more important than one or two Councilors having another project as a high priority.

	Final Scoring /100	Councilor Votes	2020 Votes						
			Smith	Ayer	Boma	Goughan	Morrell	Theriault	Willey
PUBLIC SAFETY PRIORITIES (Rank top 3)									
Opioid and Drug Enforcement (Ongoing)	71.5	7	3	1	5	2	3	2	1
Police Station Design and Referendum	65.78	6	2	3	2	2		1	3
Ambulatory Service Contracts	60.06	6	5	2	1	1	2	4	
Fire Station Operational Upgrades	54.34	6	4	4	3		1	3	2
Community Outreach	35.75	4	1	1.5	4			5	
Other:	0	0							

Infrastrucutre (Rank top 5)									
Street Light Program	48.62	6	5		2	1	4	2	5
Capital Vehicles and Equipment Plan	51.48	5	2	3			1	3	3
River Road Reconstruction	48.62	5	3	1	4			1	4
Sidewalks and Pedstrian Safety	40.04	5	4		1		5	5	1
Overlay of Hwys in Urban Compact Zone	28.6	3	1	4			3		
Storm Drain System Inventory	17.16	3		5	5		2		
City Hall Accessibility	20.02	2			3				2
Facility Manager Position/Building Maintenance	17.16	2		2				4	
Other:	0	0							

LEISURE SERVICE PRIORITIES (Rank top 5)									
Teague Park Splash Pad Improvements	80.08	6	1	1	3	1	1		1
Library Programs	34.32	6	5	4	5		4	2	4
Thursdays on Sweden	45.76	5	2	5	4			1	2
Library Business Resource Center	34.32	4		2			3	4	3
Collins Pond Dam & Trail System	25.74	3		3	1			5	
Gateway Enhancements	22.88	2			2		2		
Nylander Inventory & Operations	14.3	2	4					3	
Winter Carnival	8.58	1	3						
Maine 2020 Storytelling Festival	2.86	1					5		
Other:	0	0							

ADMINISTRATION PRIORITIES (Rank top 4)									
Non-Union Compensation Policy	51.48	6	2	2	4		4	2	4
Union Contract Negotiations	60.06	5	1	5	1			1	1
Closure of Mobile Home Park	28.6	4	3		3			5	3
Performance Evaluation System	28.6	4	5	1	5			3	
Tax Acquired Property Strategies	34.32	3		3	2		1		
Health Insurance Changes	20.02	3	4				3	4	
Chambers AV system	22.88	2					2		2
FBO Services at Airport	8.58	2		4			5		
Auditor RFQ	0	0							
Citizens University	0	0							
Other:	0	0							

ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5)									
Small Business Expansion and Retention	62.92	6	1	1	5		2	3	2
Birdseye Site Cleanup and Master Plan	34.32	4	2				4	1	5
Downtown Revitalization	34.32	4	4	4	1				3
Neighborhood redevelopment	28.6	4		5	3	3	3		
Landbank Creation	31.46	3		2			1	4	
Waterfront Redevelopment	20.02	3			2		5		4
New Branding & Marketing Campaign	17.16	3	3		4			5	
Rental Assistance Program	25.74	2						2	1
Façade Improvement Grants	11.44	2	5	3					
Other: Defining the term "Economic Development"	14.3	1				1			
Other: Economic Progress Metrics	11.44	1				2			
Build Your Business Series	0	0							
Sure Site Program	0	0							

COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5)									
Blight Removal	82.94	6	1	2	1		1	1	1
Weekly Business Visits (Coffee with ...)	40.04	5	3		3	1	5		4
Land Use Survey of Community	34.32	5		4	5		2	2	5
Complete General Plan Update	25.74	4	5	3			4		3
Zoning Regulations Rewrite	31.46	3		1			3	3	
Beautification Committee	28.6	3			2			4	2
New Branding & Marketing Campaign	14.3	3	4		4			5	
Business Directory & Newsletter	14.3	2		5		2			
Ribbon Cutting Ceremonies	11.44	1	2						
Other:	0	0							

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



MEMO

TO: Caribou City Council Members
FROM: City Manager, Dennis Marker
RE: Donations to the Nylander Museum
DATE: February 5, 2021

Two donations were recently made to the Nylander Museum:

- From Earl and Ethelyn Langley, a large rock and mineral collection from Maine as well as around the country.
- From Carol Wolfington and Susie Plourde: their mother's fur stoles. The stoles have yet to be identified and will be placed under glass cover.

State code Title 30-A, §5654-55 requires that the City Council consider accepting or rejecting the gifts.



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



MEMO

TO: Caribou City Council Members
FROM: City Manager, Dennis Marker
RE: Cooperative Agreement with the City of Belfast
DATE: February 5, 2021

The City of Belfast is requesting the use of Caribou's FAA allocation for 2021.

Each year Caribou is allocated \$150,000 from the FAA to be used for the purchase of major airport equipment, system upgrades, facility maintenance or new construction. Use of these funds is predicated upon an FAA capital improvement plan (CIP) and FAA guidelines. Caribou's CIP indicates our next major expenditure will be in 2023 when we reconstruct the apron areas around the main hangar. Until that time, the FAA would hold our funds.

There are times when an airport project will cost more than the available FAA funds. In these cases, cities may raise additional funds from their own reserves, get loans, or seek the use of another airport's allocated funds. When Caribou built the 6-bay T-hangars in 2018, we used our allocations and were supported by the towns of Dexter and Old Town who let us use their allocations to complete the project. Caribou's allocation's in 2019 and 2020 were used to "pay back" Dexter and Old Town so they had sufficient funds for their next projects. The City of Belfast is now asking to use Caribou's allocation for 2021 so they can complete a major runway/apron reconstruction project of their own.

The following Cooperative agreement outlines that Belfast will transfer \$150,000 of its future allocations to Caribou for the 2023-2024 season, which is when Caribou's next project is planned.

Recommended Motion:

Move to authorize the City Manager to sign the Cooperative Agreement with the City of Belfast to transfer 2021 FAA entitlement funds.

Cooperative AGREEMENT

This Cooperative Agreement ("Agreement") is made this ____ day of _____, 2021, by and between the City of Caribou, Maine ("Caribou"), with a principal office at 25 High Street, Caribou, ME 04736 and the City of Belfast, Maine ("Belfast"), with a principal office at 131 Church Street, Belfast, ME 04915.

I. RECITALS

1. The City of Caribou owns and operates Caribou Municipal Airport, a public airport. Caribou is not undertaking an FAA funded project in the 2021-2022 fiscal year. Caribou is currently eligible to receive \$150,000 in fiscal year 2021-2022 "entitlement" funds from the FAA.
2. The City of Belfast owns and operates Belfast Municipal Airport, a public airport. Belfast is in the process of creating a Fuel Farm, which is an FAA funded project. In conjunction with its project, Belfast requires additional funding to accomplish the project in the 2021-2022 fiscal year. Belfast is currently eligible to receive \$150,000 annual "entitlement" funds from the Federal Aviation Administration (FAA) in the 2023-2024 fiscal year.
3. Caribou is willing to authorize the FAA to transfer \$150,000.00 of its "entitlement" funding to the account for Belfast under the terms and conditions set forth below.

II. AGREEMENT

In consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Caribou hereby agrees to authorize the FAA to transfer \$150,000 to the account for Belfast to allow Belfast to apply for a 2021-2022 FAA grant to fund their project this fiscal year.
2. Belfast hereby agrees to authorize the FAA to transfer \$150,000 of Belfast's eligible funding into the account of Caribou during the (2023-2024) fiscal year, or whenever FAA funding in the same amount is available, or, at its earliest possible time.
3. Caribou and Belfast will be individually responsible for filing all documentation required by the FAA.
4. The term of this Agreement is for a period of three years from the date of execution by both parties.

5. Caribou and Belfast contacts under this Agreement are as follows:

Caribou
Attn: City Manager
25 High Street
Caribou, ME 04736

Belfast
Attn: City Manager
131 Church Street
Belfast, ME, 04915

6. This Agreement may be modified by written agreement of the parties.

In witness whereof, this **Memorandum of Agreement** has been executed this _____ day of _____, 2021, by its duly authorized representatives.

City of Caribou

Witness

By: Dennis Marker
Its: City Manager

City of Belfast

Witness

By: Erin Herbig
Its: City Manager

CFAD MONTHLY REPORT

January 2021

Fire Calls 8__Ambulance Calls 153_Cancelled Calls 3_ Vaccinations 119____
= Total Calls_283

See Attached Breakdowns:

-Alarms for Fires (33)-
-Alarms for Rescues (66)
-Silent Alarms -7
Total Hours Pumped -.5
Gallons of Water Used - 3500
Amt. of Hose used -' 50
Ladders Used (in Feet): '
(75'Aerial)_____
Thermal Imaging Camera Used - 1
Gas Meter Used-
Rescue Sled & Snowmobile:1
Rescue Boat:
Jaws Used

Miles Traveled by All Units -4,195
Color Guard trng/Ceremonies

MUTUAL AID TO:

Presque Isle Fire Dept. F A-
Fort Fairfield Fire Dept.F- A -
Limestone Fire Dept..
Washburn Fire Dept.
Stockholm Fire Dept. .
North Lakes Fire Dept.
Crown Ambulance
Van Buren Ambulance -
Life Flight -

Out of City Fire and/or Ambulance Responses/and No Transports (N/T)

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	5		
Connor	10/1		
Perham			
Stockholm	7/1	1	
Westmanland			
Bangor			
Madawaska Lake			
Madawaska			
Limestone	16/1		
Caswell			
Fort Fairfield			
Presque Isle			
Van Buren	2/1		
New Sweden	6/3		

-ALS Calls - 92
-BLS Calls - 64
-Amb Calls Cancelled - 3
-No Transport - 29
-Long Distance Transfers - 7
-Calls Turned Over -6

- Total Out of Town Calls- 46

Est. Fire Loss, Caribou -
Est. Fire Loss, out of City
Total Est. Fire Loss -

Total Maint. Hours – 13.5
Total Training Hours – 113.75
Vaccinations given-119

MUTUAL AID FROM:

Presque Isle Fire Dept.-
Fort Fairfield Fire Dept. -
Limestone Fire Dept.-
Washburn Fire Dept.
Stockholm fire Dept.
North Lakes Fire Dept.
Crown Ambulance

Scott Susi, CFAD Chief

BREAKDOWN OF FIRES

January 2021

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

Other Incidents

16. Haz-Mat (400)	1
17. False Calls (740)	
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	3
20. Aid to Police (551)	

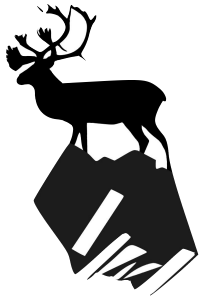
21. Investigation (Smoke, CO ₂ , or Alarm 3	(smoke) (CO ₂) (Alarm) 2 1
22. Service Calls (500)	1
23. Ambulance Calls (300)	153

Vaccinations given- 119

Cancelled- 3

Fire/Rescue-8

Total Calls for the Month_283____



Caribou Public Library

DIRECTOR'S REPORT

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

January 2021 Report

WAHOO!!! Will you look at those stats! January blew every month last year out of the water with its circulation stats! Looking back over the last few years we have never had a month like January! It is funny that it did not seem like we were handing out the books like crazy, but apparently, we were! I have double, triple, AND quadruple checked those numbers and they stand – WAHOO!!! I just LOVE being a librarian! 🤗

January wraps up our Children's Book Silent Auction. We received a total of \$40.50 in winning bids for 5 children's books! That is so totally AWESOME! We were able to auction off donated, gently used, children's books and the money will be going towards our Summer Reading Program. It is a win-win for everyone involved! 😊

More good news (I am totally full of good news in this report) we passed out 31 of our Take & Make Winter Activity Booklets! The kids have really been enjoying them. They have been coming back in for their prizes almost as quickly as they have been going out the door! Our February Take & Make is a mitten to decorate and add to our Children's Room bulletin board! We will be accepting the decorated mittens throughout the month, to fill up our bulletin board, the theme of which is, "Get Your Mitts On A Good Book"! Miss Erin is TOTALLY clever! 👍

We held our first meeting of the new Dungeons & Dragons Club in January. It was a HIT! Everyone walked away animated with future plans and smiles. 😊 There are 4 in the club so far with a few others expressing interest but being unable to attend the first meeting. They are super excited to begin playing together! We

are happy to facilitate gaming as it ties directly into books and leads to more reading, and more reading is ALWAYS a good thing! 😊

Next month – February – is Library Lovers Month and boy do we have plans! Our Library Lovers Raffle is set up and ready to go. We have weekly baskets/boxes for adults & children, as well as month-long raffles! While setting up the display this past Saturday (January 30th) we had an immediate sale of raffle tickets! Our patrons are the BEST!!! This is going to be a lot of fun! 😁

Our displays are set up and stocked with items ready to be checked out. We are doing a “Mystery Date with a Book”, a spin on our “Blind Date with a Book” from previous years. This display is so popular, and we have expanded it this year to include more genres! Every book is wrapped so you cannot tell the title/author, but clues are given written as dating want ads. So much fun! Patrons are provided “Rate Your Mystery Date” forms to reveal the success of their date! Was it a bomb? Was it totally dreamy? Would you consider going on another date? These are all answer we want to know! 😊

I have begun the process of writing two grants to have our Aroostook Republican Newspapers moved from microfilm and DVD images to digital format. This will enable us to share what we have via our website and allow people from all over the world to access the digitalized versions. Once this project is complete we will look to having the hardcopy newspapers scanned and digitalized, but one project at a time. 😊

Well, that is all for now. I am sure there are at least forty-eleven more things I could tell you about. We are always planning new, more, AWESOME projects. They will trickle down to everyone as the month goes along.

For now, 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	JAN 2021
Adult books	564	529	331	75	53	329	659	918	916	867	917	1,020	1,203
Juvenile books	648	709	502	73	56	470	632	818	690	895	681	992	1,007
Teen/YA books	45	44	43	5	10	72	154	132	97	142	137	86	159
DVDs	353	372	184	6	15	85	255	463	310	488	389	310	355
eBooks/Audiobooks	133	145	152	130	136	122	169	129	138	196	273	261	270
Magazines	62	60	51	0	8	12	147	149	122	101	70	160	139
Interlibrary loans	117	68	42	0	3	22	18	79	83	70	69	97	79
Puzzles										15	10	41	34
Renewals	482	488	405	0	0	1	6	639	634	504	517	558	604
TOTAL NUMBERS	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	3,850

**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	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021
Circulation	1,922	2,328	1,710	289	281	1,113	2,010	3,327	2,990	3,278	3,063	3,525	3,850
Library Visitors	5,710	4,991	2,495	267	220	395	3,197	3,234	3,675	3,570	2,573	2,819	2,641
Wi-Fi access	8,802	10,628	14,140	2,729	7,247	12,902	14,600	58,117	20,960	16,833	10,256	6,235	8,673
Books added	221	90	99	37	91	95	104	139	107	210	144	154	163
Books withdrawn	48	54	360	28	21	24	3	62	33	9	6	282	15
Program Participation	401	378	1,080	2101	1,321	997	898	533	569	6,289	1,615	8,443	
New patrons	22	17	11	1	1	3	9	11	17	15	8	1	14
Archives (# of users)	38	36	17	0	0	11	26	37	31	29	39	23	31

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	3,525	26,435
2021	3,850												3,850

CHA Bulletin

Published by Caribou Housing Agency for Section 8 Housing Choice Voucher Participants and Landlords
Winter 2021



Caribou Housing Agency
25 High Street
Caribou ME 04736

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FSS & Homeownership
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Hours:
Monday – Friday
8:30 AM – 4:30 PM



2021, A NEW YEAR BRINGS A NEW PROGRAM AND HUD WAIVERS

Happy New Year CHA Housing Choice Voucher (HCV) participants and landlords! On behalf of the staff, we would like to start 2021 by acknowledging the importance of the partnership between our agency and landlords who are willing to rent decent, safe and affordable housing options to voucher holders in the Caribou, and surrounding communities. You are making a difference!

Mainstream Voucher Program

Our agency is proud to announce that we have been awarded a \$211,200 U.S. Department of Housing & Urban Development (HUD) grant to fund 40 rental subsidies administered through the federal Mainstream Voucher program. Mainstream Vouchers offer a rental subsidy to support the housing needs of non-elderly persons who have disabilities. HUD defines “non-elderly” as under age 62. The program is particularly targeted to disabled persons who are transitioning out of institutional settings, at serious risk of institutionalization, homeless or at risk of becoming homeless.

CHA has already started the process for the available Mainstream Vouchers by pulling from our Waiting List, non-elderly disabled applicants. However, we do not have enough applicants, to fill our 40 available vouchers. If you know of anyone who may fall within the requirements of the Mainstream Voucher eligibility, please have them apply today!

(continued page 2)

PAYMENT STANDARDS & UTILITY ALLOWANCES

Caribou Housing Agency’s Payment Standards for Calendar Year 2021 will remain the same as our 2020 Payment Standards, effective 01/01/2021

0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$563	\$633	\$742	\$950	\$1,073

The 2021 Utility Allowances, effective starting 03/01/2021; can be found at: Caribou Housing Agency’s webpage, Forms & Documents, Landlord Forms.

2021, Continued

HUD Waivers

In April 2020, HUD exercised its authority under the CARES Act to establish waivers and administrative flexibility to provide relief to Public Housing Agencies (PHAs) in response to the COVID-19 pandemic. On November 30, 2020, HUD has come out with another set of statutory and regulatory waivers and alternative requirements for the Housing Choice Voucher Program. Below are the waivers that Caribou Housing Agency has adopted and plan on using until further notice or until waiver expiration date.

HQS Inspections, Initial

- Allows PHA to accept owner certification that there are no known life-threatening deficiencies in lieu of a PHA inspection.
- When self-certification is used, PHA must inspect unit no later than 1-year anniversary of date of owner's certification.
- Waiver expires 06/30/2021

HQS Inspections, Biennial

- Allows for a delay in biennial inspections,
- PHAs must require owner certification that there are no known life-threatening deficiencies.
- All delayed biennial inspections must resume by 06/30/2021 and be completed by 12/31/2021

HQS Inspections, Interim

- Waives the requirement for the PHA to conduct interim inspections and requires alternative method
- Waiver expires: 06/30/2021

Administrative Plan

- Establishes an alternative requirement that policies may be adopted without board approval until 03/31/2021.
- Any provisions adopted informally must be adopted formally by 06/30/2021

Housing Choice Voucher, Briefing

- Waives the requirement for an oral briefing.
- Provides for alternative methods to conduct required voucher briefing.
- Waiver expires 06/30/2021

Landlord Incentive Program

In December 2020, CHA kicked off its Landlord Incentive Program. The incentive program was off to a great start at the beginning of 2021 but is now slowing down. Families have been issued vouchers, are out searching for a unit to rent, and we still have funds available. Help us in spreading the word about this program.

- (1) New Section 8 Landlords – Do you know of any property owners/landlords who have a Section 8 Family who is interested in renting one of their units? All new landlords, or who have not partnered with us in the past three years, are eligible to receive \$500 when they sign a Housing Assistance Payment Contract with us.
- (2) Landlord Recommended – Any current non-Section 8 family who is currently renting from you, if they sign up for Section 8, found eligible for the program, and remain in their current unit, you will receive a \$100 bonus after a Housing Assistance Payment Contract is executed.

ODDBALL HOLIDAYS TO CELEBRATE

January 28th – National Kazoo Day

January 31st – Backwards Day

February 4th – Thank Your Mailman Day

February 6th – Eat Ice Cream for Breakfast Day

February 11th – Make a Friend



March 5th – Learn What Your Name Means Day

March 14th – National Pi Day

March 22nd – National Goof Off Day

March 26th – Make Up Your Own Holiday Day

DON'T LET THE BED BUGS BITE



Just the thought of bed bugs gives many people the creepy crawlies. The thought of a little tiny bug living in the crevices of our bed, inside outlets, curtains, in places we wouldn't even think of. They just don't bite causing a swelling and itchy red welt, but they also shed their skin (just like a snake does), and if heavily infested bugs have been known to have an odor.

One may think, "it won't happen to me"; but it can. They are very easy to pick up, luggage, kids school bags, even clothes. Caribou Housing Agency and the Caribou Code Enforcement Office have had several reports throughout the past few months, regarding bed bugs in the Caribou area. As a tenant, you and others in your building have steps to help combat the pest.

Before Moving In:

It is illegal for a landlord to rent a unit that he knows (or suspects) to have bedbugs. He must also tell the family whether other nearby apartments in the building have bedbug problems. The Landlord must disclose the last date that the unit or adjacent units were inspected and found to be free of a bedbug infestation.

What happens if a unit is infected with bedbugs?

First, the family must tell your landlord immediately. It is recommended that the tenant notify your landlord in writing. (A sample letter from Pine Tree Legal, is included in this newsletter). After that, both the family and the landlord must make efforts to evict the pests.

1. After the tenant notifies the landlord, he has five (5) days to inspect the unit.
2. Upon inspection and finding bedbugs, the landlord must contact a state certified pest control expert within 10 days.
3. The landlord must take all reasonable steps to treat the problem as determined by a pest control agent.
4. After receiving reasonable notice (24-hour notice) from the landlord, the family needs to grant access to the unit for the landlord and/or pest control agent access for an inspection. The initial inspection may include only a visual and manual inspection of all bedding, upholstered furniture, and other belongings.
5. The family, needs to cooperate in the measures that are needed to be taken to get rid of the bedbugs.

What happens if the tenant cannot afford to "cooperate?"

To help get rid of the bedbug, the family may be asked to move furniture, launder clothing, linens, or take other steps to assist in the process. If the family cannot afford to do these things or are not able to do them, a landlord shall offer to make reasonable assistance available to a tenant who is not able to comply due to financial or physical limitation(s). Prior to the landlord taking the necessary steps (i.e. moving furniture, laundering linens), he must tell the tenant how much the cost will be and offer a 6-month repayment period (or longer).

What if the landlord doesn't do anything to get rid of the bedbugs?

A landlord who fails to comply with the provisions of the treatment of bedbug infestation is liable for a penalty of \$250 or actual damages, whichever is greater, plus attorney fees. This is after, the tenant can show (1) he didn't cause the problem; (2) timely notice was given to the landlord; (3) the landlord didn't take steps to get rid of the bedbugs; and (4) the tenant didn't owe the landlord any back rent when the notice was given.

What happens if the tenant doesn't comply with the pest control measures?

A landlord may take action and obtain relief against a tenant who fails to provide reasonable access or comply with reasonable request for inspection or treatment or otherwise fails to comply with bedbug control measures. If the court may find that the tenant failed to comply, the court may issue a temporary order or interim relief to carry out the provisions including, but not limited to: (1) granting the landlord access to the unit; (2) granting the landlord the right to engage in bedbug control measures; and (3) requiring the tenant to comply with specified bedbug control measures or assessing the tenant with cost and damages related to the tenant's noncompliance.

(Per Maine Statute §6021-A. Treatment of Bedbug Infestation; Pine Tree Legal, Rights of Maine Renters: Unsafe or Unfit Housing)

10 REASONS WHY SHOULD JOIN THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NOW

It's time to begin mapping out your New Year's resolutions. The first item on your list should be joining the Family Self-Sufficiency (FSS) Program! The benefit of this program is to help you and your family become independent and self-reliant. If you are ready to put your life on track, and eventually transition off assisted housing, this is the program for you! Below, are ten reasons why you should join the FSS program:

- 10). You are tired of reporting all household changes to the housing authority
- 9). You need to obtain your GED/ high school diploma
- 8). You need assistance in repairing your credit rating
- 7). You need a driver's license
- 6). You need to obtain your associates/bachelor's degree
- 5). You need career training
- 4.) You need a resume
- 3). You want an escrow/savings account
- 2). You want to become a homeowner



And the #1 reason why you should join the FSS program is:

You need a job/you need a better job/you need a job that pays more money!

If you can identify with any of these items, please contact our office and speak to Sue Ouellette, FSS Coordinator, 207-493-5977; to complete an interest form and obtain additional information.

REPAYMENT AGREEMENTS

A Repayment Agreement is when you have to pay back to the Housing Agency when your rent should have increased as a result of a change in income or family size. Avoid repayments by reporting your income and family size changes within 10 days of occurrence! A missed repayment could also cause you to lose your Section 8. Please report all changes on time!

LANDLORDS' CORNER

How do I request a rent increase?

Rent increase requests must be submitted on CHA's Rent Increase Request Form. Incomplete forms will not be processed. The form may be accessed on the Caribou Housing Agency's webpage, Forms & Documents, Landlord Forms.

A rent increase request must be submitted to CHA for approval 60 days prior to the requested effective date. CHA will review the request to ensure the requested increase is reasonable as compared to similar unassisted units. CHA will notify the owner and family in writing if the request is approved or denied. No rent increase will be approved during the initial term of the lease.

What if I have problems with an assisted tenant????

The only added responsibility you have as a Section 8 landlord is keeping us, your business partner, informed. Send us copies of lease violation notices, eviction paperwork, notices to vacate or any other paperwork that may be relevant to our partnership.

We cannot take action regarding lease violations unless you take action because we are not a party to the lease, but once we are notified of a lease violation, it becomes a program violation.

HOW TO BECOME A HOMEOWNER IN THE SECTION 8 PROGRAM



Many individuals dream of owning their very own home. Caribou Housing Agency provides a way to achieve dreams of homeownership through the Section 8 Housing Choice Voucher Homeownership Program.

To participate in the program, individuals must first qualify for assistance through CHA's Section 8 Housing Choice Voucher Rental Assistance Program and be a current participant for a minimum of one-year. Individuals must also meet certain income requirements to qualify for the Section 8 Housing Choice Voucher Homeownership Program. An individual must have worked full time (at least 32 hours per week) for at least one year. Two part-time jobs may meet this requirement. Secondly, an individual's earned annual income must total at least \$14,500.

There are a few exceptions to the income requirements. If the head of household or spouse is more than 62 years old or receives disability income, the requirement for working does not apply. However, the disability income must be at least \$9,000 per year. If the head of household or spouse is elderly but not disabled, the work requirement again does not apply but the income must be at least \$14,500.

The next step is to address credit issues. It is important for individuals to know what is on their credit report. A Homeownership Coordinator can help individuals look at their credit and know what needs to be done to help them prepare to obtain a mortgage loan. Once an individual has met the income requirements and cleared any credit issues, a homebuyer education class will be offered. The Homeownership Coordinator will assist the family in locating a local homebuyer education class. Classes are normally conducted in one or two days. Individuals who have completed the homebuyer education class will receive a homeownership voucher and more information about the homebuying process. Individuals ready to learn more about owning a home call Sue Ouellette, Homeownership Coordinator, 207-493-5977.

STRUGGLING WITH THE STRESS OF COVID-19?

StrengthenME offers stress management tools, emotional support resources, and program and community connections that promote wellness, resilience, empowerment, and recovery. StrengthenME is free, confidential, anonymous, and available to anyone in Maine.

Community health workers are available from 8:00 a.m. – 8:00 p.m. by contacting [207-762-4851](tel:207-762-4851).

2021 Direct Deposit Payment Schedule

It is the policy of the Caribou Housing Agency that monthly Housing Assistance Payments (HAP) and Utility Reimbursements (UR) will be deposited on the first business Friday of the month.

Please note: New HAP Contracts executed after the first of the month will have a mid-month pro-rated payment.

	First of Month	Mid-Month
January	1/8/2021	1/15/2021
February	2/5/2021	2/19/2021
March	3/5/2021	3/19/2021
April	4/2/2021	4/16/2021
May	5/7/2021	5/21/2021
June	6/4/2021	6/18/2021
July	7/2/2021	7/16/2021
August	8/6/2021	8/20/2021
September	9/3/2021	9/17/2021
October	10/1/2021	10/15/2021
November	11/5/2021	11/19/2021
December	12/3/2021	12/17/2021

If you do not receive your deposit into your account on the scheduled day, please contact Lisa Plourde at (207) 493-5971 or lplourde@cariboumaine.org

“NO PETS” POLICIES

Must be Waived for Persons with Disabilities

The Fair Housing Act requires all public and private housing providers to make reasonable accommodations in their rules, policies, practices, and services when needed to provide persons with disabilities an equal opportunity to use or enjoy a dwelling. This includes waiving “no pets” policies for persons with disabilities.

A HUD notice states “An assistance animal is not a pet. It is an animal that works, provides assistance, or performs a task for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a persons’ disability.

Assistance animals are not limited to dogs alone and may sometimes be referred to as service animals or support animals.

The Fair Housing Act makes it illegal for landlords to do the following:

- refuse to rent to tenants with assistance animals
- ignore requests for reasonable accommodations
- evict tenant solely for having assistance animals



Individuals denied a reasonable accommodation may file a complaint by contacting HUD’s Office of Fair Housing and Equal Opportunity at (800) 669-9777 (voice) or (800) 927-9275 (TTY).. Housing discrimination complaints may also be filed going to www.hud.gov/fairhousing.

HOUSING AND URBAN DEVELOPMENT(HUD) NEWS

HCV LANDLORD RESOURCES

Last year, 2020, HUD released the HCV Landlord Resources, a webpage to help landlords get started in the Housing Choice Voucher (HCV) Program. Information that can be found on this page ranges from:

- Steps to become an HCV Landlord,
- Myth-busting and Benefits for HCV Landlords,
- Flowchart of HCV Lease Up Process for Landlords,
- Inspection Requirements,
- The Tenant's Obligation,
- COVID-19 Tools for HCV Landlords, and much more

The screenshot shows the HUD.GOV website. The header includes the HUD logo, the text 'HUD.GOV', and navigation links: 'SECRETARY OF HUD', 'WHAT WE DO', 'HUMANS OF HUD', 'FIND SHELTER', and 'CORONAVIRUS RESOURCES'. Below the header is a secondary navigation bar with links: 'PIH HOME', 'ABOUT PIH', 'PIH ONE-STOP TOOL', 'PUBLIC HOUSING', 'OPERATING FUND', 'CAPFUND', 'INDIAN HOUSING', and 'MORE'. The main content area has a breadcrumb trail: 'Home / Program Offices / Public and Indian Housing / PIH / Office of Housing Choice Vouchers / HCV Landlord Resources'. The title 'HCV LANDLORD RESOURCES' is followed by a paragraph explaining the HCV program: 'The housing choice voucher (HCV) program is the federal government's primary program for assisting very low-income families, the elderly, and persons with disabilities to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the HCV tenant, participants are able to find their own housing, including single-family homes, townhouses and apartments. Housing choice vouchers are administered locally by public housing agencies (PHAs) that receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the HCV program. This means that the tenant, landlord and PHA all have obligations and responsibilities under the HCV program.'

FIND SHELTER TOOL

Last week, Secretary Ben Carson introduced the Find Shelter Tool, a new resource developed by the Department to help individuals and families in need to locate nearby resources. Specifically, users of the tool can search for facilities that provide shelter, clothing, health clinics, and food pantries for those in need. Find Shelter provides mapping and contact information for these service providers, and the site is optimized for mobile use.

The screenshot shows the HUD.GOV 'find shelter' tool. The header is identical to the previous screenshot. Below the header, the 'find shelter' logo is displayed with the tagline 'Helping people facing homelessness find resources in their communities.' Underneath, it says 'I am searching for:' followed by four buttons: 'Shelter' (with a house icon), 'Food Pantries' (with a fork and knife icon), 'Health Clinics' (with a medical cross icon), and 'Clothing' (with a shirt icon). At the bottom, there are two input fields: 'Enter location' and 'Enter keywords (optional)', followed by a green 'Search' button.

FIND SHELTER FAQ'S

What is the Find Shelter Tool?

The Find Shelter Tool is an online resource that helps vulnerable populations and their fellow community members locate resources like food, shelter, health care and clothing in their neighborhoods. Particularly during the coronavirus pandemic we've seen a surge in Neighbors Helping Neighbors which has been an important force in serving vulnerable Americans. The Find Shelter tool will only bolster this effort get people the help they need.

How Do I Use Find Shelter?

Access the Find Shelter Tool by visiting hud.gov/findshelter or by scanning the QR code on the print materials with the camera on your mobile device. Enter a zip code or location in which you would like to find services and filter by key word or type of service provider. The search results will offer a menu of providers from which you can choose.

What Kind of Information Can I Access on Find Shelter?

Find Shelter includes mapping and contact information for entities within communities that provide resources to individuals and families in need. Specifically, Find Shelter includes search features for food pantries, clothing resources, shelter, and health care facilities.

How Can Find Shelter Be Used in My Community?

The Find Shelter site contains links to downloadable posters and palm cards that can be easily printed. Hang a poster in your local fire station, Public Housing Authority, library, or place of worship. Palm cards are a smaller format option that can be handed out easily.

Can I Access Find Shelter on My Cell Phone?

Yes, the Find Shelter site is optimized for use on a cell phone web browser. Scan the QR code on your device to locate the website or visit hud.gov/findshelter.



Scan the QR code to access
HUD's Find Shelter tool



EVICTIION MORATORIUM EXTENDED

On January 20, 2021, his first day in office, President Biden extended Center for Disease Control's (CDC) nationwide eviction moratorium for nonpayment of rent from January 31st until March 31st.

During the eviction moratorium, Landlords,

- Can still send late notices to tenants, but cannot include fees/charges for nonpayment of rent.
- Cannot evict for owing rent if the tenant has had a loss of income and meet CDC criteria.
- Can evict for other lease or program violations (i.e. criminal activity, damages to the unit, violating a lease term).

HCV Tenants,

- Must continue to pay their share of the rent.
- Report any/all changes in income, daycare expenses, medical expenses to the Housing Agency.
- A family could lose their rental assistance due to not paying their share of the rent, breach in Family Obligations.

There are not special COVID rules that say a tenant doesn't have to pay their rent.

MAINE NOTICE OF A SUSPECTED BEDBUG INFESTATION

TO: _____

The unit which I rent from you is located at:

Pursuant to Maine State Law, 14 M.R.S.A. § 6021-A, a landlord has five (5) days from when he or she receives notice that there may be a bed bug infestation to conduct an inspection to determine if the apartment has bed bugs. If the inspection shows that there are bedbugs, the landlord has ten (10) days to contact a pest control agent who is certified pursuant Maine State Law 22 M.R.S.A. § 1471-D. I hereby request that you conduct an inspection and take reasonable efforts to treat the infestation as directed by a certified pest control agent.

Please be advised that if you do not comply with this Maine State Law, you may be liable for my actual damages as a result of the infestation or \$250 (whichever is higher) and attorney's fees pursuant to 14 M.R.S.A. § 6021-A(4).

Signed: _____ Dated: _____

Deliver this notice in hand to your landlord, or send by certified mail, Return Receipt Requested.
Keep a copy for your records.

DID YOU REMEMBER TO REPORT YOUR CHANGES?

To be able to assist participants in an efficient and timely manner, the Housing Agency requires that participants report **ALL** changes to their household:

The following updates must be reported in writing:

- Request to add a new household member
- Household member moved out
- New household income
- Increase/decrease in household income

Any/all changes must be reported to the Caribou Housing Agency **within 10 days** of the change/addition. Failure to report the change within a timely manner could result in a breach in your Family Obligations, and possible termination of your Section 8 Voucher assistance.

For more information, contact the Caribou Housing Agency.

Caribou Housing Agency
25 High Street
Caribou ME 04736

