

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, March 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 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
5. **Minutes –**
 - a. February 22, 2021 Regular Council Meeting Pgs 2-5
 - b. February 26, 2021 Budget Work Session Pgs 6-8
6. **Bid Openings, Awards, and Appointments**
 - a. Recognition of Retiring Employee – Police Officer Bob Worley Pg 9
7. **Public Hearings**
 - a. Designation of Dangerous Building on Lot 108 of Map 39 (827 Main Street) Pgs 10-18
 - b. Designation of Dangerous Building on Lot 94-F of Map 36 (37 Home Farm Rd) Pgs 19-22
 - c. Designation of Dangerous Building on Lot 132 of Map 34 (20 Veronica Street) Pgs 23-27
 - d. Designation of Dangerous Building on Lot 050-075 of Map 10 (864 Main Street #75) Pgs 28-29
 - e. Designation of Dangerous Building on Lot 24-C of Map 12 (412 Access Highway 89) Pgs 30-31
8. **Reports by Officials and Staff**
 - a. Manager's Report Pgs 32-33
9. **Old Business**
 - a. Resolution 02-02-2021 Designating Caribou as a Second Amendment Sanctuary City Pg 34
 - b. Caribou Trailer Park Closure Assistance Package. Pg 35
10. **New Business & Adoption of Ordinances and Resolutions**
 - a. Review of List of Tax Acquired Properties for Public Bid Pgs 36-46
 - b. Abatement of Taxes on Tax Acquired Properties to be Retained for Public Purpose 36
 - c. Discussion regarding long term care of Nylander Museum collection Pg 47
11. **Reports and Discussion by Mayor and Council Members**
12. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Real Estate and Economic Development matters under §405.6.C.
 - b. Labor Negotiation items with the city's four unions under §405.6.D.
 - c. Personnel Matters under §405.6.E.
13. **Next Meetings:** March 15 at Wellness Center, March 22
14. **Adjournment**

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on February 22, 2021 at 6:00 p.m. in Council Chambers with the following members present Councilors Ayer, Boma, Morrell, Theriault, Willey and Mayor Smith. Councilor 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

Reverend Tim Wilcox from Gray Memorial United Methodist Church 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

John DeVeau was present via Zoom and wanted to express his concern regarding the VA Clinic bid being awarded for a location in Presque Isle and what that would mean for our community and to the Veterans in the area.

Council Agenda Item #5: Minutes

a. February 8, 2021 Regular Council Meeting

Motion made by Councilor Morrell, Seconded by Councilor Boma to accept the February 8, 2021 minutes as presented.

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

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

a. Appointment of the Council Charter Review Committee Members

Mayor Smith appointed Councilor Willey, Councilor Theriault and Deputy Mayor Ayer to be on the Council Charter Review Committee. Deputy Mayor Ayer would be the Chair. Legal would be Rick Solman and Bernstein Shur.

b. Review of Bids for 142 Lower Lyndon Street

Manager Marker stated that no bids were received for 142 Lower Lyndon Street.

Council had a discussion regarding a 60-day forfeit notice to Merlin One for the removal of any items that are still on the property and what it would mean to the City once this process is complete. If a 60-day forfeit notice is sent to the previous owner of the property, then the items inside can be liquidated or used after the notice expires.

Council Agenda Item #7: Reports by Officials and Staff

a. January 2021 Financial Report

Manager Marker explained where we were in the budget process and what was needed to proceed, and the timeline as outlined by the Charter.

Carl Grant explained the January 2021 financial report.

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 February 19, 2021.

Council Agenda Item#8: Old Business

a. Discussion Regarding 2021 Budget Review

Manager Marker explained that there will be a Capital Plan Committee Meeting scheduled for tomorrow at 2:30 p.m. He asked for more direction from the Council about revenues and expenses compared to 2020.

Council will be holding a special Budget Workshop Meeting on Friday October 26, 2021 at 6:00 p.m. in the Council Chambers.

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

a. Resolution 02-22-2021 Designating Caribou as a Second Amendment Sanctuary City

Councilor Theriault asked why the Council is considering this resolution.

Deputy Mayor Ayer explained his concern and why he believes that Caribou should be designated as a Second Amendment Sanctuary City. He acknowledged that there are places guns should not be allowed like elementary schools and metal detectors could be employed to help that, but too many laws are being proposed that are not common sense. It is to show that we follow the constitution. He stated that the resolution has been sent to a legal team and that they had overwhelming support for it. This just reaffirms the City of Caribou's ability to say we are pro Second Amendment.

Councilor Theriault expressed concern that if the legislature tightens up the laws the Sanctuary City designation won't follow the rules. Caribou would become a City that wouldn't follow the rules if we don't like them.

Councilor Morrell stated that he is in favor and he has a Second Amendment Right and he is going to keep it. He stated that he commends Fort Fairfield for doing it first.

Councilor Willey stated she agrees that we should have more protection at our schools, but she would like the opportunity to research a little more on the topic.

Councilor Boma stated that she has made some calls and would also like the opportunity to research the topic further.

Councilor Goughan stated that he is in favor of the resolution.

Resolution 02/22/2021 is being treated as a first read and will be on a future regular meeting agenda for further discussion.

b. Caribou Trailer Park Closure Assistance Package

Manager Marker explained that there are currently 13 trailers remaining in the park, 2 of which are abandoned (1 being uninhabitable), 1 is in bad condition and might be moveable, and 11 others. The Trailer Park Closure Committee is recommending that the last six months of the lease be waived so that tenants can save up some money for their relocation expenses. Additionally, \$1,000 from the city's trailer park reserve fund be offered to each trailer owner to:

- a. reimburse their trailer relocation costs or
- b. as payment for a bill of sale for their trailers, and
- c. the funds would first be applied to back rent owed if any.

Part of this is to speed up a process to keep out of the Abandonment process to keep everything moving along once the park is closed. This is being considered as a first read and will be on a future agenda.

c. First Read of Lease Agreement with SynerGen Solar for Solar Project on Ogren Dump Site

Manager Marker explained the Lease and intent of SynerGen Solar to create a 4-megawatt solar power generation facility on the City's old dump property. One of the points is the potential of if 20-40 years down the road what happens if the company is not in existence what would happen and how would it be decommissioned. They are looking at \$250,000 that would need to be put up as a cash bond or surety in favor of the City so if the plant is no longer functional the funds are available to clean up the site.

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

Councilor Theriault stated that she attended a Nylander Board meeting and that they had received a thank you letter from Felicity Dixon and she thanked the museum for everything they do in our community and how much of an impact they had on her as a child and are now being utilized for her children. There is also concern that there maybe should be a part time employee provided by the City to work along with the VISTA employee. There is also a thought that they would benefit from installing heat pumps for the building.

Councilor Morrell will have the Building Committee take a look and discuss options for the building that currently houses the Nylander museum.

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

a. Real Estate Matters and Economic Development under §405.6.C.

Motion made by Councilor Willey to enter executive session to discuss Real Estate Matters and Economic Development under §405.6.C. at 7:39 p.m.

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 did not stay for executive session.

Council exited executive session at 8:04 p.m.

No action was taken.

b. Labor Negotiations with the City's Four Unions under §405.6.E

Motion made by Deputy Mayor Ayer, seconded by Councilor Willey to enter executive session to discuss Labor Negotiations with the City's Four Unions under §405.6.E at 8:05 p.m.

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

Council exited executive session at 8:32 p.m.

No action was taken.

c. Currently Pending Litigation Matters §405.6.E

Motion made by Deputy Mayor Ayer, seconded by Councilor Willey to enter executive session at 8:33 p.m.

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

Council exited executive session at 8:45 p.m.

No action was taken.

Council Agenda Item #12: Next Meeting

Budget Workshop February 26, March 8, 15, 22

Council Agenda Item #13: Adjournment

Motion made by Deputy Mayor Ayer, seconded by Councilor Willey to adjourn the meeting at 8:45 p.m.

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

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Budget Workshop on February 26, 2021 at 6:00 p.m. in Council Chambers with the following members present Councilors Ayer, Boma, Morrell, Theriault, Willey and Mayor Smith. Councilor Goughan was present via Zoom.

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

Council has excused Councilor Boma from the March 8, 2021 meeting.

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.

Mayor Smith led the Pledge of Allegiance

Council Agenda Item #2: Review of Preliminary 2021 Budget

Councilor Goughan provided a re-cap from the Capital Budget meeting that was held on Tuesday February 23, 2021. He stated that the department heads were present and did what they are supposed to do which is advocate for their departments. Long term goal is to make the capital expenditure the same year after year rather than having the big fluctuations. He said that all in all he thought it was a good process.

Councilor Morrell stated that it was a good meeting, everyone had their opinions and shared them, and now it is time to get down to business.

Councilor Boma reaffirmed the same and had no additional comments.

Manager Marker stated that coming out of the capital meeting we looked at taking another \$10,000 from the Airport budget because in 2023 we will have a major project and the City's portion would be close to \$30,000 and that we have the next 3 years to put that aside.

He explained the process and how the current proposal was reached. Currently in the numbers we're showing from an operations standpoint we have \$222,000 less in operations this year then what was budgeted last year which is roughly \$80,000 less then what was budgeted in 2019 for operations. We recognize that last year we were significantly impacted. We anticipate that this year there will be more of the same with the pandemic. The programs that were previously offered in 2019 will not all be available due to the pandemic. An additional \$10,000 has been removed from the seasonal employee line at the rec department.

On the capital side, we had \$125,000 for major road repair fund, this has historically been built up in the events of a major road repair needing to be done or a major cooperative effort with MDOT such as High Street or North Main Street. We anticipate that next year there will be some major work that needs to be done on Bennett Drive. We believe that next year we will possibly need to find \$150,000 in that major road line to accommodate the project. There is currently \$55,000 in that fund. We have removed \$75,000 from that line that was proposed. This would anticipate that this year and next year we would put \$50,000 in that budget to cover that project. This item has had funds used to help with the River Road to cover some of the purchasing of houses, road work and engineering.

This year we are about average for snowfall but above average for temperatures. With the current temperatures not as much salt and sand has been used, this has made it possible to reduce those lines by \$11,000.

There were 2 new positions listed in the budget, one was a grant writer, this person would be focused on getting the grants through administrating the grants and also help on personnel issues as far as doing wage studies and updating personnel policies and could work in administration. This would have been a new position and we have pulled that out. Another position was looking at a Public Works employee to assist with Fleet Management to make sure we know what is in the fleet, maintaining the equipment and monitoring what is being used. This would have enabled the current public works director to be more of a city-wide facility maintenance person. He would be the one to come in to check the boilers, monitor the buildings more and have one person dedicated to that service overall. This position being cut takes roughly \$42,000 and the grant writer position was roughly \$40,000.

Right now, the current proposed budget is \$222,000 less than the 2020 budget, and less then we had in the actual expenses from 2019.

Currently we know the cost of the County has gone up 5.95%. The goal with the school district is to maintain the budget where it is at. Up to this point it had been assumed that the school would have a 2% increase which would result in a 0.5 mil increase over all with all three budgets. If the school can maintain and not increase their budget, then the full 0.5 mil would not be needed this year.

Councilor Theriault would like to increase the Nylander budget so that they can get some repairs or even have a part time employee. Their original request was \$22,400 and they are down to \$19,000.

Manager Marker stated that he met with the Nylander board and they expressed concern that a department of the City is being run by volunteers. They stated that the volunteers need training to do activities such as inventory and documenting the items in the Nylander Museum.

Councilor Morrell asked if the Nylander could be moved into a different location such as the basement of the library. Manager Marker noted that the basement of the Library houses city archives and the Aroostook Geneological Society files.

Deputy Mayor Ayer would like to know how much they received at the museum for donations and what they are used for.

Manager Marker stated that according to the City's records, they are not getting donations as a museum. No monies collected has hit our accounts. One of the concerns is that with a city provided person, they could monitor the expenses and supplies. This would make it so that board members would not need to be out buying the items or trying to coordinate these things.

Councilor Willey stated that it would be a shame to eliminate the Nylander. She has not thought about rehousing and she doesn't see where else the exhibits could be housed. As a schoolteacher she was able to use the museum to assist with lessons and that they have wonderful programs to help with education.

Councilor Theriault stated that she does not think she could support making the museum go away. She would like to try to find money to get an employee. She stated that having an employee would help to catalog items in the museum and make a description to put items on display.

Councilor Boma stated that the museum needs the space right where it is.

Deputy Mayor Ayer stated that if anything were done with the building the items should stay here and go to the Nylander family where they came from. He does not support closing the Nylander, it is an educational tool to the children in the community.

Mayor Smith stated that we should look at the building and address some of the issues that it may have. He does not support closing the Nylander.

Manager Marker explained that there was quite a bit of work done at the location last year from constructing ramps, cleaning up some bushes and adding fresh paint. He stated that the collection was turned over in the 1930's/40's and he would like to know what is currently in the building. There is currently a vista worker in the budget for \$8,000 to cover our share of the worker. The vista worker program is coordinated by Bill Flagg and a group that he is working with.

Mayor Smith asked if the Council had any further comments on the budget. None were raised.

Council set a Public hearing for Monday, March 15, 2021 at 6:00 p.m. location to be determined.

Council Agenda Item #3: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

Council did not enter executive session.

Council Agenda Item #4: Next Meeting

March 8, 15, 22

Council Agenda Item #5: Adjournment

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to adjourn the meeting at 7:45 p.m.

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

Danielle Brissette, Secretary

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Officer Bob Worley Recognition
DATE: February 16, 2021

We would like to announce after patrolling the streets of Caribou for 28 years, that Officer Bobbie Worley has retired. Before he came to work for Caribou PD in 1993, Officer Worley joined the United States Air Force in 1977 and served for approximately 15 years.

Officer Worley faithfully showed up for work for the last 28 years, kept everyone safe day and night, and always did what was asked of him. We thank him for his dedication and service to our citizens and community, it is so much appreciated. Enjoy your retirement Bob!



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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Dangerous Building Public Hearings
DATE: February 16, 2021

Public hearings have been set for the five properties on the agenda. These hearings should provide the Council with an opportunity to speak with property owners and the general public about the conditions found on the subject properties and efforts to remediate dangerous and/or hazardous conditions on the properties. Some property owners have already responded to the public notice and their written responses are included hereafter.

A large packet of information has been compiled by our Tax Assessor, Penny Thompson, on each property so that the Council can understand the enforcement history and conditions of each property being considered. The entire information packet is not included in the electronic Council packet but is available in the Tax Assessor's office for public inspection.

Caribou City Council
Dangerous Buildings
Public Hearings
March 8, 2021
6pm

DB PACKET PAGES	OWNER	PROPERTY ADDRESS	TOTAL PAGES
002-046	City of Caribou	827 Main Street	45
047-097	Bielinski, Greta	37 Home Farm Road	51
098-161	Mortgage Menders LLC	20 Veronica Street	64
162-204	Rossignol, Barbara	864 Main St Lot 75	43
205-275	King, Jimmy	412 Access Highway	71

Respectfully submitted,
Penny Thompson, Chief Building Official
(207) 493 - 5961
pthompson@cariboumaine.org

"Dangerous Buildings" - Suggested Timeline

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

More information online about proper process to provide notice / service

Maine's Dangerous Building Statute

Frequently Asked Questions

Every situation is unique and as such this flyer is for general information only and is not meant to provide legal advice.

What is the Maine Dangerous Building Statute?

The Maine Revised Statutes, in Title 17 § 2851 (enclosed) provides for municipal officers to hold a hearing and if the municipal officers adjudge a building to be a nuisance or dangerous, they may make and record an order prescribing what disposal must be made of the dangerous building. If the owner does not make proper disposal, the municipal officers may seek an order of demolition and the associated costs to carry out the order will be awarded to the municipality.

Why have I received a letter that the municipality plans to schedule a hearing?

If your property is considered by the municipality's Code Enforcement Officer or Building Official to fit the definition (see MRS 17§2851 (2-A)) of a Dangerous Building, the first step is to attempt to resolve the issue informally.

What is the next step in the Dangerous Building process?

If you ignore the letter from the municipality and opt not to resolve the matter informally, the next communication from the municipality will be the notice of the hearing of the municipal officers.

What will happen at the hearing?

You will have the opportunity to present information and comment. The municipality's Code Enforcement Officer or Building Official will present documentation about the condition of the property which will include photos, copies of violation notices and inspection reports. This will be held in a public forum. Neighbors or other interested parties may also submit information or comment.

What will happen if my property is found to be a Dangerous Building?

The municipal officers will approve and issue a "findings and order". The order would include formal language that the building will be secured, abated, removed and disposed. This order must be served on the property owner and parties in interest and recorded at the Southern Registry of Deeds in Houlton as provided in statute.

Will I have an opportunity to appeal the decision?

Yes, if an order is issued for your property, you will be given information about the appeal process.

May I consent to the removal and correction?

Yes, if an order is issued for your property, you (along with all parties-in-interest) may consent to the removal and correction.

If the order is carried out without my consent, will I receive an invoice for the costs?

Yes, you will receive an invoice for all expenses related to the Dangerous Building action including legal fees, title searches, mailing and recording costs plus the costs to carry out the order to secure, abate, remove and dispose of the building.

What if I do not pay the invoice for the costs associated with carrying out the order?

If you do not pay the invoice in full within 30 days after the demand for payment, a special supplemental assessment will be made with the next tax commitment. It is treated like any assessment and therefore any delinquent assessment will create a lien which would result in collection by automatic lien foreclosure under state statute.

§2851. Dangerous buildings

The municipal officers in the case of a municipality or the county commissioners in the case of the unorganized or deorganized areas in their county may after notice pursuant to section 2857 and hearing adjudge a building to be a nuisance or dangerous, in accordance with subsection 2-A, and may make and record an order, in accordance with subsection 3, prescribing what disposal must be made of that building. The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal pursuant to section 2852 is not filed or, if an appeal pursuant to section 2852 is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. After recording an attested copy of the notice required by section 2857 in the registry of deeds located within the county where the building is situated, the municipality or the county may seek a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. [PL 2019, c. 557, §1 (AMD).]

For the purposes of this subchapter, "building" means a building or structure or any portion of a building or structure or any wharf, pier, pilings or any portion of a wharf, pier or pilings thereof that is or was located on or extending from land within the boundaries of the municipality or the unorganized or deorganized area, as measured from low water mark, and "parties in interest" has the same meaning as in Title 14, section 6321. [PL 2017, c. 136, §1 (NEW).]

1. Notice.

[PL 2017, c. 136, §1 (RP).]

2. Notice; how published.

[PL 2017, c. 136, §1 (RP).]

2-A. Standard. To adjudge a building to be a nuisance or dangerous, the municipal officers or county commissioners must find that the building is structurally unsafe, unstable or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property. [PL 2017, c. 136, §1 (NEW).]

3. Recording of the order. An order made by the municipal officers or county commissioners under this section must be recorded by the municipal or county clerk, who shall cause an attested copy to be served upon the owner and all parties in interest in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. If the name or address cannot be ascertained, the clerk shall publish a copy of the order in the same manner as provided for notice in section 2857. [PL 2017, c. 136, §1 (AMD).]

4. Proceedings in Superior Court. In addition to proceedings before the municipal officers or the county commissioners, the municipality or the county may seek an order of demolition by filing a complaint in the Superior Court situated in the county where the building is located. The complaint must identify the location of the property and set forth the reasons why the municipality or the county seeks its removal. Service of the complaint must be made upon the owner and parties in interest in accordance with the Maine Rules of Civil Procedure. After hearing before the court sitting without a jury, the court shall issue an appropriate order and, if it requires removal of the building, it shall award costs as authorized by this subchapter to the municipality or the county. The municipality or the county may petition the court for a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. Appeal from a decision of the Superior Court is to the law court in accordance with the Maine Rules of Civil Procedure. [PL 2019, c. 557, §2 (AMD).]

SECTION HISTORY

PL 1965, c. 284 (RPR). PL 1967, c. 401, §1 (AMD). PL 1973, c. 143, §1 (AMD). PL 1979, c. 27, §§1-3 (AMD). PL 1997, c. 6, §1 (AMD). PL 2017, c. 136, §1 (AMD). PL 2019, c. 557, §§1, 2 (AMD).

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827 Main Street
Caribou, Maine

Public Hearing - Dangerous Building Designation

Map / Lot 39 / 108

Street Address 827 Main Street



Penny Thompson

From: Jeff Cook <jeffcook460@gmail.com>
Sent: Monday, March 1, 2021 12:10 PM
To: Penny Thompson
Subject: 827 Main Street.

I am the previous owner of 827 Main street in Caribou. This property was tax acquired, and as far as all parties are concerned the day it was acquired is the day the City of Caribou assumed all responsibility, liability, and ownership. I no longer obligated to this property and anything Caribou chooses to do with the property; be it selling or demolition, whether it results in profit or loss, is no longer of my concern.

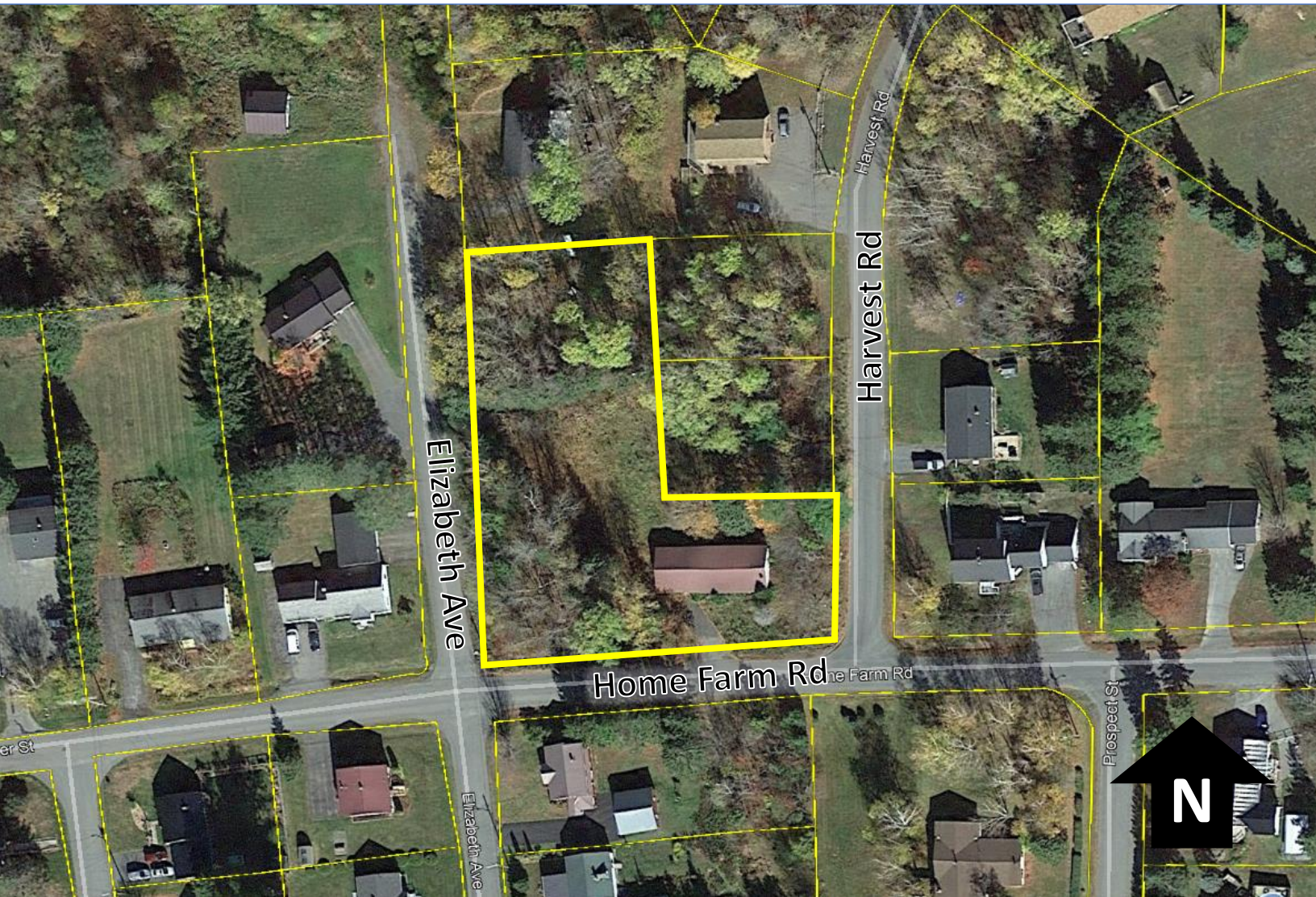
-Jeff Cook

37 Home Farm Road
Caribou, Maine

Public Hearing - Dangerous Building Designation

Map / Lot 36 / 94-F

Street Address 37 Home Farm Road



+ Stephen M Bielinski, MD

7331 Boulder #200
Highland, CA 92340
Phone: 909-800-8000

E-Mail: stepm@earthlink.net

Feb 20, 2021

Penny Thompson
Building & Safety
City of Caribou

Dear Penny,

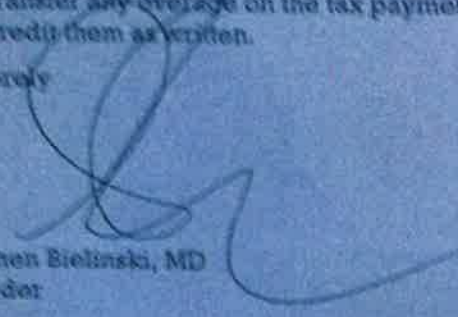
Thanks for the refreshingly informative discussion regarding the necessary repairs on the property at 37 Home Farm Road in Caribou. I have contacted several engineering firms in the area and have finally heard back from Jeff LeGasse. He will review the property next week, and based on his review I anticipate retaining his services. He seemed optimistic that he would be able to provide your office with the necessary plan documents to obtain City Permits for the repairs, or guide me to someone who can.

I do not have dates in hand at this time, but it is my expectation to begin repairs as soon as the weather permits. If possible and appropriate I will be traveling to Caribou to oversight the project and spend the summer at the residence. I would vastly prefer that over boarding up the home, which would be only a "last ditch" option.

Thanks again for your direction and patience.

Please find enclosed a check for \$2,000 for taxes and \$1,500 for utilities. If the utility bill is higher could you transfer any overage on the tax payment to the utility bill. If you are unable to accomplish that, please just credit them as written.

Sincerely


Stephen Bielinski, MD
Founder

COMPASSION, QUALITY, AND SERVICE

Penny Thompson

From: Penny Thompson
Sent: Friday, February 5, 2021 3:24 PM
To: doctalk@earthlink.net
Subject: Bielinski residence 37 Home Farm Road
Attachments: 37 Home Farm Road.pdf

Good afternoon –

It was great speaking with you today and I am pleased to hear that you plan to make 37 Home Farm Road in Caribou your summer residence. Please confirm that you have received this message so that I can update the file.

I am attaching a sheet with photos.

The first thing, if you plan to work on this property yourself and stop this dangerous building action, please send me an emailed letter detailing your plan. By details, what I am looking for is a timeline of when things will happen with the property i.e. by March 15 I will engage an engineer to provide a report about the structural integrity of the property; by May 15 I will come to Caribou and view the property then decide if I can repair it or if I will demo the property and rebuild on the site; by July 15 I will commence with the decision made to repair or replace; by October 15 the property will be either torn down or closed in and in process of being ready for winter weather.

Due to the structural failure, you might want to start with an engineer to look at the property.

As the building official (handling building permits and issues that fall under the Maine Uniform Building and Energy Code), I've been working on the dangerous buildings action. We wear different hats, my main responsibility is as the tax assessor.

The code enforcement officer (handles land use issues and planning board) for Caribou is Ken Murchison (207) 493 – 5967 (his direct line) . He would be the one who has sent the notices of violation. I will let him know we talked today.

The finance director is Carl Grant (207) 493 – 5970 (his direct line). He would be the one to speak about tax amounts.

Again, please let me know what I can do to help.

Penny Thompson, RES, AAS, CMA-4

Tax Assessor / Chief Building Official

City of Caribou Maine

(207) 493 – 5961 (direct line)

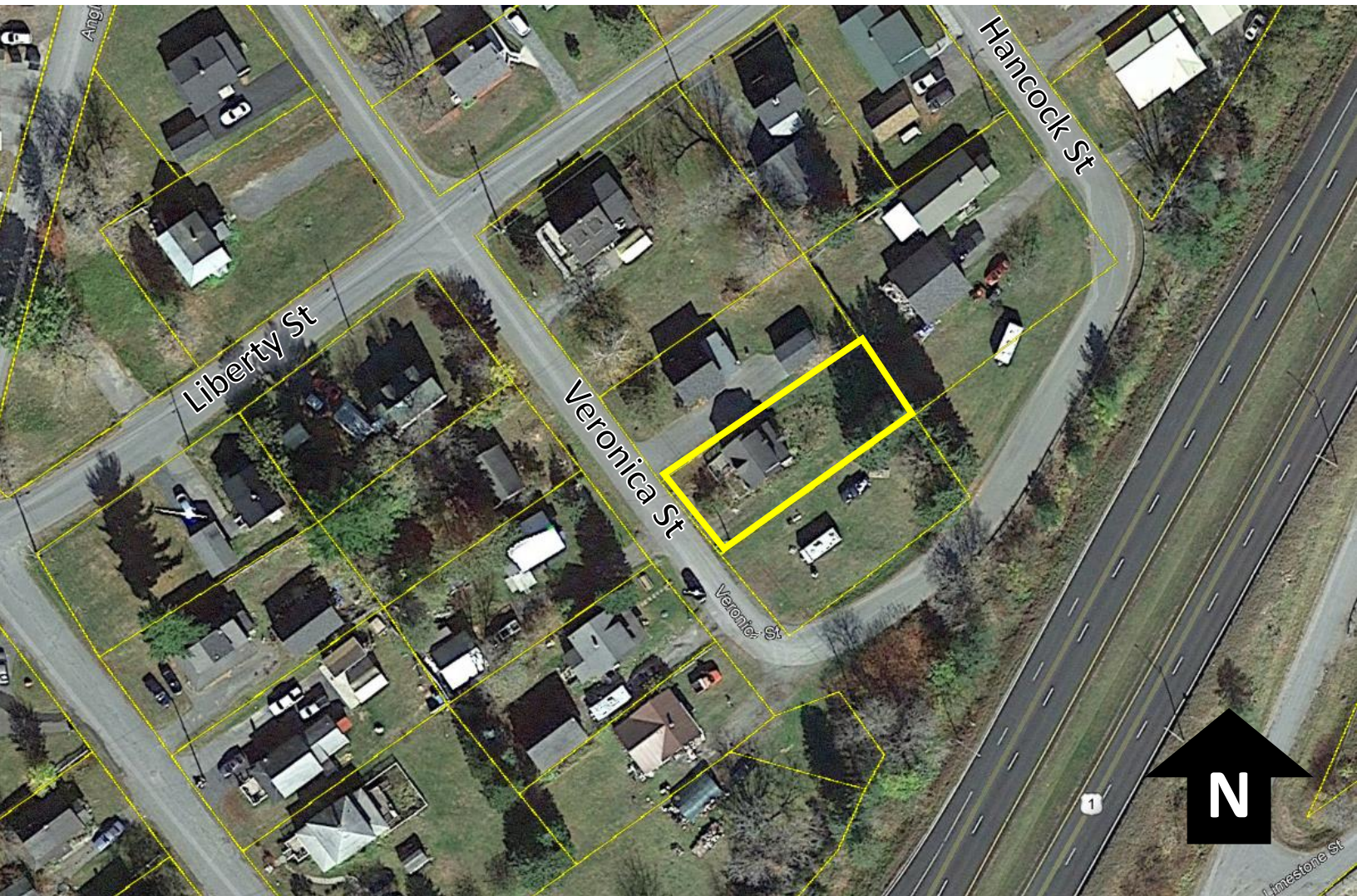
pthompson@cariboumaine.org

20 Veronica Street
Caribou, Maine

Public Hearing - Dangerous Building Designation

Map / Lot 34 / 132

Street Address 20 Veronica Street



Penny Thompson

From: William Madore <bluemule53@att.net>
Sent: Monday, February 22, 2021 5:35 PM
To: Penny Thompson
Subject: 20 Veronica St

Penny, my apologies for the previous blank email.....fumble fingers, here!

I received the letter you sent out about a formal hearing scheduled for March 8, 2021.

I need to point out that I have not received several letters from Ken Murchison, rather I only recall two notices and both were respectively addressed, the latest response being on February 15, 2021.

In the latest response I detailed the work that was planned to take place at 20 Veronica. As I am sure you are aware, I can not move forward until the weather "decides to co-operate." Is there any other action that I can take for consideration?

Please be mindful that I would have answered your email sooner however; people here in Texas have had their hands full dealing with two unprecedented winter storms that have forced the area to be declared a disaster area. Loss of all services for days have forced unusual hardships in all two-hundred-fifty-four counties of Texas. Our main emphasis has been on restoring power, heat, and water statewide as well as effecting extensive repairs.

R/S

Bill Madore
(979)533-0880

MORTGAGE MENDERS, LLC

5207 Stoneridge Court

Rosenberg, TX 77471

(979)533-0880

January 15, 2021

City of Caribou, Maine
Office of Tax Assessment & Code Enforcement
25 High Street
Caribou, Maine 04736

Attn: Penny Thompson

RE: Notice of Violation / Order for Corrective Action dated January 4, 2021

Mortgage Menders, LLC came into receipt of the subject notice on January 14, 2021.

Mortgage Menders, LLC has been in previous contact with the City of Caribou citing goals to take corrective actions to return this property to a structurally safe and habitable condition.

Since March 2020 implementing these goals have been drastically hampered by the current pandemic. Additionally, efforts have been further delayed by the theft of the materials purchased to correct the property's condition by a former tenant of Mortgage Menders, LLC who was accepted to perform the repairs. Recovery of the materials have been unsuccessful to date.

Currently, Mortgage Menders, LLC is using the services of Herbert Adams to perform planned maintenance projects on its' properties. Mortgage Menders, LLC and Mr. Adams are in agreeance to perform restorative maintenance to 20 Veronica Street, Caribou, Maine 04736, thereby removing the residence from further concerns as an unsafe building.

Mr. Adams has several years of experience in construction and building repairs and can address issues and concerns regarding these restorative actions upon request.

The following course of actions are planned:

Returning the floor of the structure to a level position by using concrete blocks or large blocks of wood, alternately placing the blocks by 90 degrees to improve stability.

Four (4) 20-ton hydraulic bottle jacks will be used to span the structural members. As the house is returned to a level position, small blocks will be used to support the center of the house to its' new elevation. Additionally, to ensure structural stability and integrity, numerous lally columns will be used to brace the floor joists. These lally columns will be permanent in nature and will remain under the house to ensure stress relief is provided to the four basement walls.

Once the house has reached a level position, the 20-ton jacks will be removed, and the house will rest on the temporary posts as well as the permanently installed lally columns.

The house will then be thoroughly examined for issues that may have arisen by movement of the house.

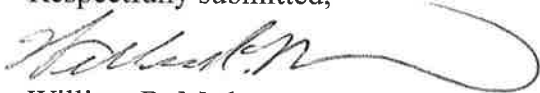
After examination, a new exterior basement wall will be formed, and new sill plate installed to support the weakened wall.

At that time, the house will be in a safe and structurally sound condition.

While these actions are concise, time will be required to reach our goal. Mr. Adams works independently and will have to approach these maintenance repairs incrementally and methodically. Furthermore, winter months are expected to hamper these efforts.

Therefore, Mortgage Menders, LLC is requesting consideration for these repairs to be completed by June 15, 2021. Your consideration on this matter is greatly appreciated.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'William R. Madore', with a long, sweeping horizontal line extending to the right.

William R. Madore
Mortgage Menders, LLC

864 Main Street, Lot # 75
Caribou, Maine

Public Hearing - Dangerous Building Designation

Map / Lot 10 / 050-075

Street Address 864 Main Street #75



412 Access Highway Caribou, Maine

Public Hearing - Dangerous Building Designation

Map / Lot 12 / 24-C

Street Address 412 Access Highway 89





City Manager's Report

March 2, 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.
River Front - Powerplants	Fielded inquiry from brownfield redevelopment group out of Portland this week. Shared info about Birdseye site as well. Will conduct walkthrough of buildings on March 5 with a potential local buyer.
Affordable Housing Development	Staff are working with a development group to identify a 24 unit housing project site.
Jarosz Storage - Limestone St	This project will break ground in May.
60 Access Highway	Owner pulled building permits for renovation work.
Events and Marketing	Staff are moving forward with community yard sale promotion and marathon sign ups. Both events will be scaled back or modified to address pandemic regulations.
Ogren Dump Solar Project	Additional review of lease terms is being done by the city's insurance provider.
2021 CDBG Applications	One letter of intent was submitted to assist Gary's Yamaha expand their business into the former Beauregard's location.
Hilltop Senior Living	Owners waiting until late spring/summer before conducting public open houses and tour for Council.
Title 13 ReWrite	Public hearing announced for Title 13 administrative sections on the Planning Board March 11 meeting. Have prepared revisions to home occupation standards and streamlining review processes.
Birdseye Cleanup	No change since last meeting. 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.
Blight Cleanup	Continue to move forward with dangerous building actions on several properties. Hearings on March 8 agenda.
Landbank	Legal counsel is reviewing possible word changes to the city's tax acquired disposal policy to allow private non-profits to act as the city's landbank. Zoning administrator continues to work with state group working to adopt legislation that will allow landbanks.
River Front - Master Plan	Next stake holder group meeting will be March
Aldrich ATV/Snowmobile Storage	Still waiting for a site plan submittal for review.
Sitel Building	No change since last meeting. Sent invoice to Sitel for return of \$5,000 for TIF funds received based on non-performance of Credit Enhancement Agreement terms. No word from Mr. Cassidy about his development plans for the building.

River Front - Salmon	Owners will be invited to next River front stakeholder group.
-----------------------------	---

Other Administrative Projects

2021 Budget Process	Public hearing has been set for March 15 at the Wellness Center.
Union Negotiations.	Met with Fire Union on February 23. Next meeting scheduled for March 17. Police Officers Union met on March 3. Next meeting set for March 10 Sergeants waiting for formal response to terms. PW union met March 4.
Chambers AV System	New cameras and mics have been installed. The system has been configured to connect to remote meetings systems. Waiting on one final piece of equipment that will allow the manager to share screen to cable system if not in a zoom mtg.
Tax Acquired Property Policy	2021 bid list ready for Council consideration.
Trailer Park Closure	To be discussed during Council meeting.
City Hall Boiler Systems	Need to draft RFP for City Hall valve and thermostat replacement work.
COVID-19 Status	Chief Susi has completed administering vaccines to public safety staff. No additional vaccinations will be done by him.
Fire Structural Study	No further action at this time. Waiting for thaw to start.
Cable Franchise Renewal	Need to bring Council up to date on latest issues and state laws on this matter. Currently working under expired agreement.
Teague Park	No further action at this time. Waiting for thaw to start.
General Plan Update	Still working on the current land use survey, which is needed for future land use discussions.
60 Access Highway	Should discuss in executive session.
River Road	Additional work on hold until survey of Chomka ground is complete.
Airport	Received notice of \$9,000 federal award to help with expenses in 2021.
New LED Street lights	Contractor installed lights at 13 locations. Some are waiting for power supply installations by Versant.
Wage Policy	No further action at this time.
Investment Policy	No further action at this time.
Personnel Policy	No further action at this time.
Parking Lot Paving	No further action at this time.
Procurement Policy	Felch & Company has provided feedback on the policy and made some recommendations. Will revise for Council.



**Resolution 02-02-2021 - A Resolution of the Caribou City Council Designating
the City of Caribou as a Second Amendment Sanctuary City**

WHEREAS, The Second Amendment of the United States Constitution reads, “A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.”, and

WHEREAS, The Constitution of the State of Maine, Arranged by the Chief Justice of the Maine Supreme Judicial Court and approved by the Maine State Legislature, Resolve 2013, Chapter 75, was instituted pursuant to the Constitution of Maine, Article X, Section 6, and

WHEREAS, The Constitution of the State of Maine, Article 1, Section 16 states, “Every citizen has the right to keep and bear arms and this right shall never be questioned.”, and

WHEREAS, The Caribou City Council wishes to express its deep commitment to maintaining the rights of its citizens, and

WHEREAS, The Caribou City Council wishes to further express opposition to any law that would unconstitutionally restrict the rights of our citizens to peacefully keep and bear arms, and

WHEREAS, The Caribou City Council wishes to express its intent to stand as a sanctuary for the right to keep and bear arms within the limits of the Constitutions of the United States and the State of Maine, and

NOW, THEREFORE, We, the City Council of Caribou, do hereby resolve and declare its intent to oppose unconstitutional restrictions on the right to keep and bear arms for its citizens and declare the City of Caribou as a second amendment sanctuary city.

CARIBOU CITY COUNCIL

Jody Smith, Mayor

Thomas Ayer, Deputy Mayor

Joan Theriault, Councilor

R. Mark Goughan, Councilor

Louella Willey, Councilor

Courtney Boma, Councilor

Doug Morrell, Councilor

Attest: _____
Danielle Brissette, City Clerk

Date: _____

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Caribou Trailer Park Closure Assistance Package
DATE: February 16, 2021

The Council Trailer Park Closure Committee met last week with the Manager, Finance Director, Caribou Housing Director and Zoning Administrator to discuss how many tenants will be affected by the closure, what the account status is for the various tenants, possible closure hurdles due to abandoned property processes and ways to expedite the closure.

There are currently 13 trailers in the park. Two are abandoned with one of those being uninhabitable. There are maybe three trailers that could be relocated out of the park. There are multiple accounts in arrears.

After lengthy discussion the Committee has recommended

- Six months rent be waived so tenants can save up some money for their relocation expenses. This would save owners \$660.
- \$1,000 be offered to each trailer owner to
 - a) reimburse their trailer relocation costs or
 - b) as payment for a bill of sale for their trailers, and
 - c) the funds would first be applied to back rent owed if any.
- The city use the \$50,833 from the Trailer Park Reserve (Fund 406-00) for these purposes.

During the prior city council meeting, the question was asked about status of each account. The following is breakdown of the current accounts as of January 31, 2021. Of the 13 accounts there are 8 with past due rent amounts. Four of those exceed \$900. Total rents past due equal \$5,409.

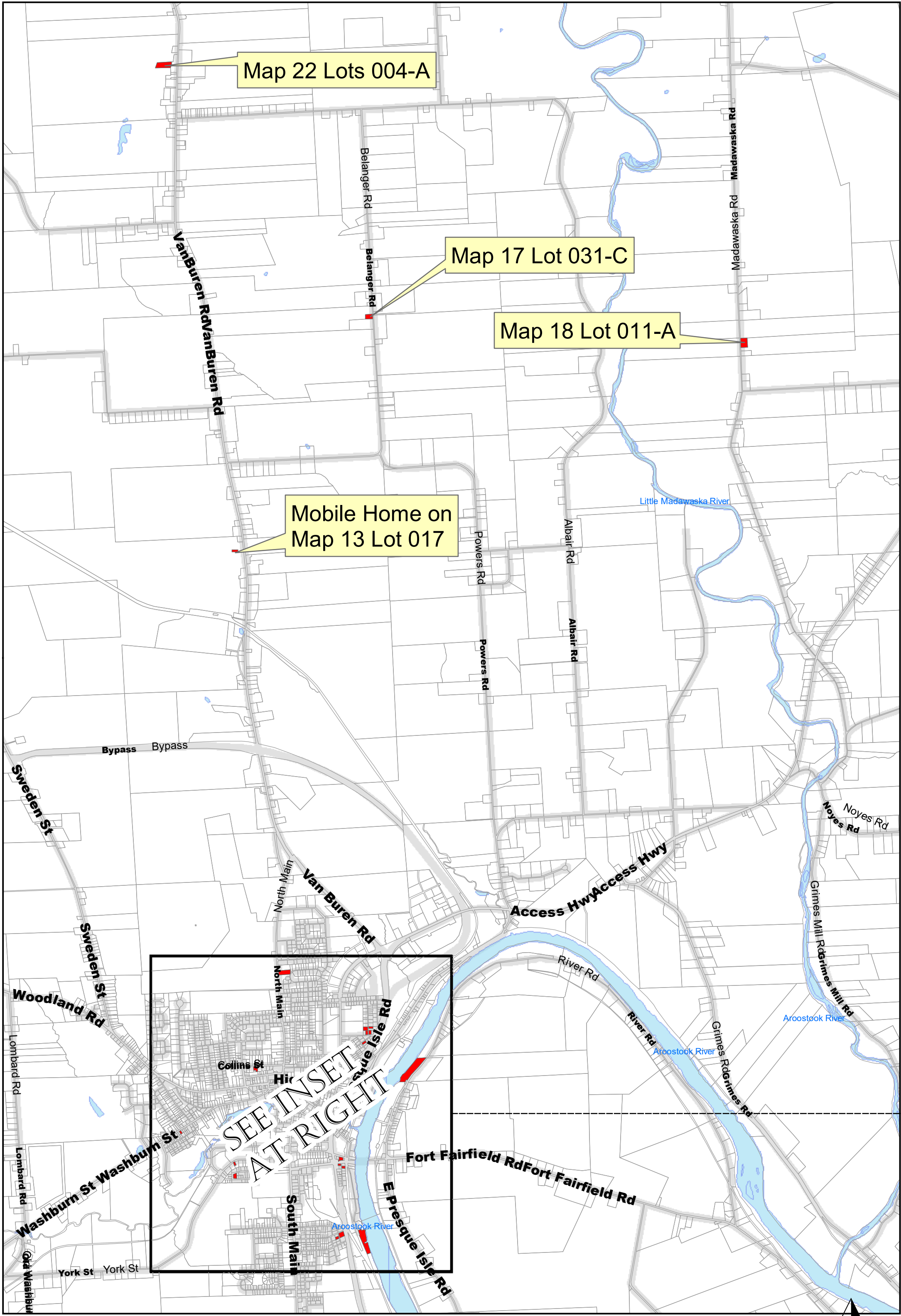
The City was made aware of a housing grant available to park tenants through Aroostook Action Program that can help cover back rents owed. Letters and applications have been sent to the park tenants to help facilitate getting these funds.

	City of Caribou														
	Bid list														
	As of January 25, 2021														
Exhibit	Legal				Assessed	Lot	Tax Amount	Amount		Recommended	Building		# Years		Retention
Map#	Map	Lot		Location	Value	(acres)	On Books	Owed to CUD		Minimum Sale	Details	Occ.	on list	Zone	Recommendation
1	27	8		11 Lower Washington St	\$ 6,700.00	0.20	\$ 5,570.37	\$ 1,330.10		\$ 2,500	Land Only	L/O	5	R-2	No
2	25	66		15 Nancy Street	\$ 10,000.00	0.16	\$ 833.99	\$ -		\$ 7,700	Land Only	L/O	3	R-1	No
3	28	93 - C		Fontaine Drive	\$ 7,700.00	0.37	\$ 533.30	\$ -		\$ 1,300	Land Only	L/O	2	R-1	No
4	28	139		16 Sincock Street	\$ 10,200.00	0.38	\$ 12,978.85	\$ -		\$ 2,500	Land Only	L/O	1	R-1	No
5	32	42		110 Washburn Street	\$ 24,800.00	0.11	\$ 1,621.55	\$ 588.00		\$ 2,600	Land/Building	L/O	1	R-1	No
6	25	149-AA		142 Lower Lyndon Street	\$ 270,400.00	1.98	\$ 62,182.76	\$ -		\$ 75,000	Land/Building	NO	1	I-2	No
7	31	24		34 Collins Street	\$ 10,200.00	0.38	\$ -	\$ 2,700.14		\$ 3,500	Land Only	L/O	1	R-1	No
8	34	138		25 Liberty Street	\$ 22,900.00	0.14	\$ -	\$ 1,275.37		\$ 24,700	Land Only	L/O	0	R-2	No
9	34	56		30 North Street	\$ 41,100.00	0.15	\$ 2,950.99	\$ 525.70		\$ 4,300	Land/Building	Yes	0	R-1	Possible
10	34	51		7 Hillcrest Ave	\$ 46,300.00	0.15	\$ 3,324.35	\$ 1,921.78		\$ 6,100	Land/Building	Yes	0	R-1	Possible
11	34	53		3 Hillcrest Ave	\$ 29,800.00	0.15	\$ 2,139.64	\$ 302.45		\$ 3,200	Land/Building	Yes	0	R-1	Possible
12	34	58		8 Hillcrest Ave	\$ 41,700.00	0.29	\$ 2,994.07	\$ 1,736.45		\$ 5,600	Land/Building	Yes	0	R-1	Possible
13	22	004-A		Van Buren Rd	\$ 1,900.00	2.51	\$ 136.43	\$ -		\$ 600	Land Only	L/O	0	R-3	No
14	39	108		827 Main St	\$ 33,100.00	0.94	\$ 6,979.64	\$ 570.27		\$ 9,100	Land/Building	No	0	C-1	Yes
15	18	011-A		399 Madawaska Rd	\$ 60,200.00	1.70	\$ 4,246.72	\$ -		\$ 5,000	Land/Building	Yes	0	R-3	No
16	17	031-C		Belanger Rd	\$ 8,700.00	0.76	\$ 624.67	\$ -		\$ 1,200	Land Only	NO	0	R-3	No
17	30	163-C		Broadway St	\$ 4,000.00	0.16	\$ 287.20	\$ -		\$ 800	Land Only	L/O	0	I-2	No
18	28	82		14 Haines St	\$ 46,500.00	0.11	\$ 2,512.63	\$ 525.05		\$ 3,700	Land/Building	Yes	0	R-1	No
19	13	017-001		544 Van Buren Rd	\$ 14,100.00	-	\$ 1,012.39	\$ -		\$ 1,600	Building Only	Yes	0	R-3	No
20	25	65		55 Crosby Ave	\$ 22,300.00	0.32	\$ 110.98	\$ 598.42		\$ 1,200	Land/Building	Yes	0	R-1	Possible
21	11	48		River Rd	3,100.00	1.00	\$ 216.46	\$ -		\$ 700	Land Only	L/O	0	R-3	Yes
22	28	119		66 York Street	\$ 25,900.00	0.13	\$ 1,792.12	\$ 438.32		\$ 3,300	Land/Building	L/O	0	R-1	No
23	27	51		29 Patten Street	\$ 19,600.00	0.14	\$ 1,279.10	\$ 1,634.82		\$ 4,000	Land/Building	L/O	0	R-2	Possible
24	27	63		32 Patten Street	\$ 15,800.00	0.10	\$ 1,011.17	\$ 638.36		\$ 2,600	Land/Building	L/O	0	R-2	Possible



Caribou City

Tax Acquired Properties for Bid - March 2020



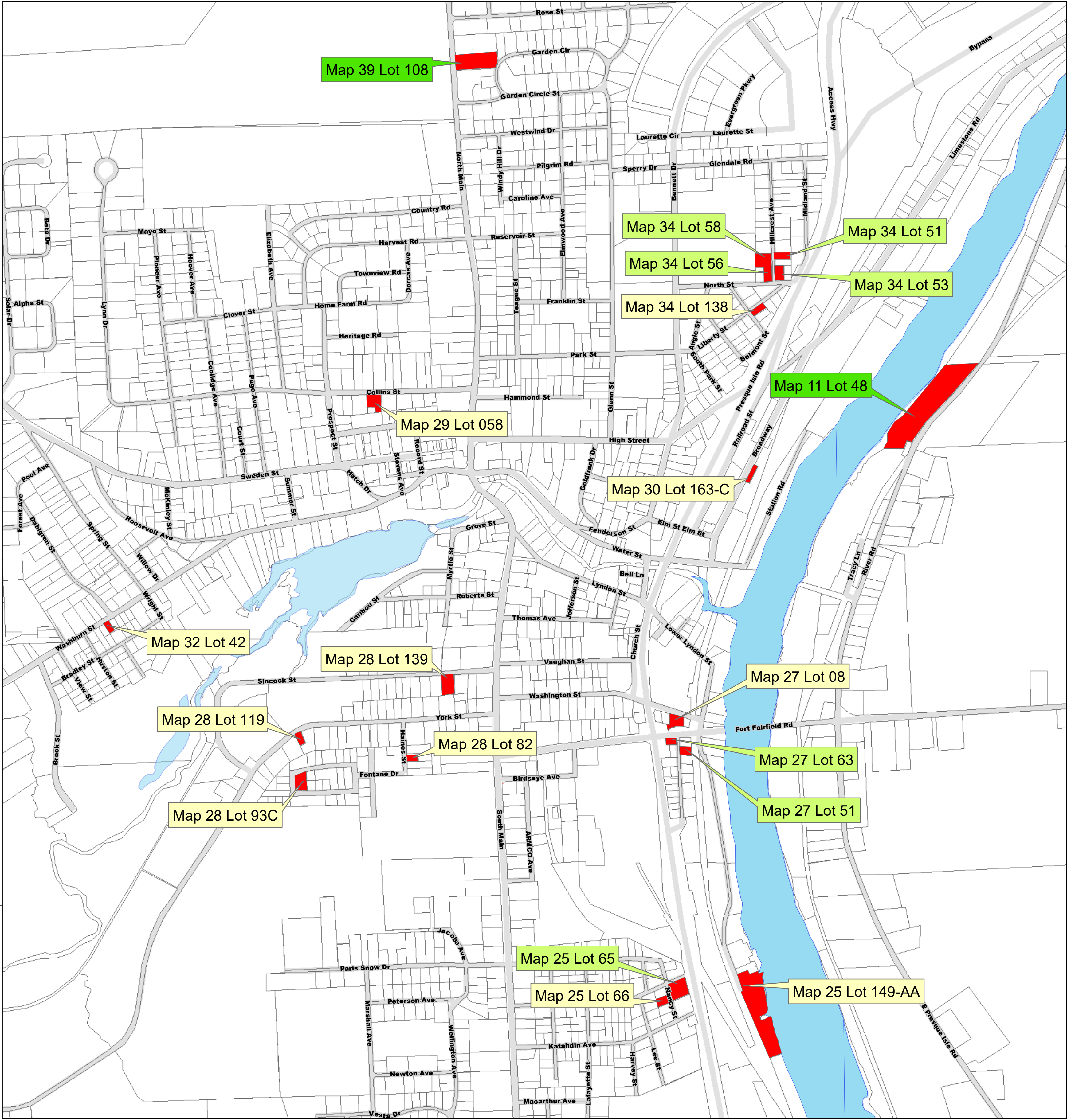
LEGEND

- Properties on 2019 Bid List
- Caribou Rivers
- Rivers and Water Bodies
- Parcel Boundaries

Produced: May 9, 2019 by Caribou City Planning & Zoning
Data: All data derived from Caribou GIS digital tax maps.
Software: ESRI ArcMap 10.1
Hardware: HP ProBook, Intel(R) Core(TM) i5-7200 CPU @ 2.5GHz with 12GB RAM
This map is for general reference purposes only. No warranty of data or representations of such relative to real world conditions is given. Any questions or disputes about the information conveyed on this map should be addressed to the Caribou City Planning and Zoning offices located at 25 High Street, Caribou, ME 04736.

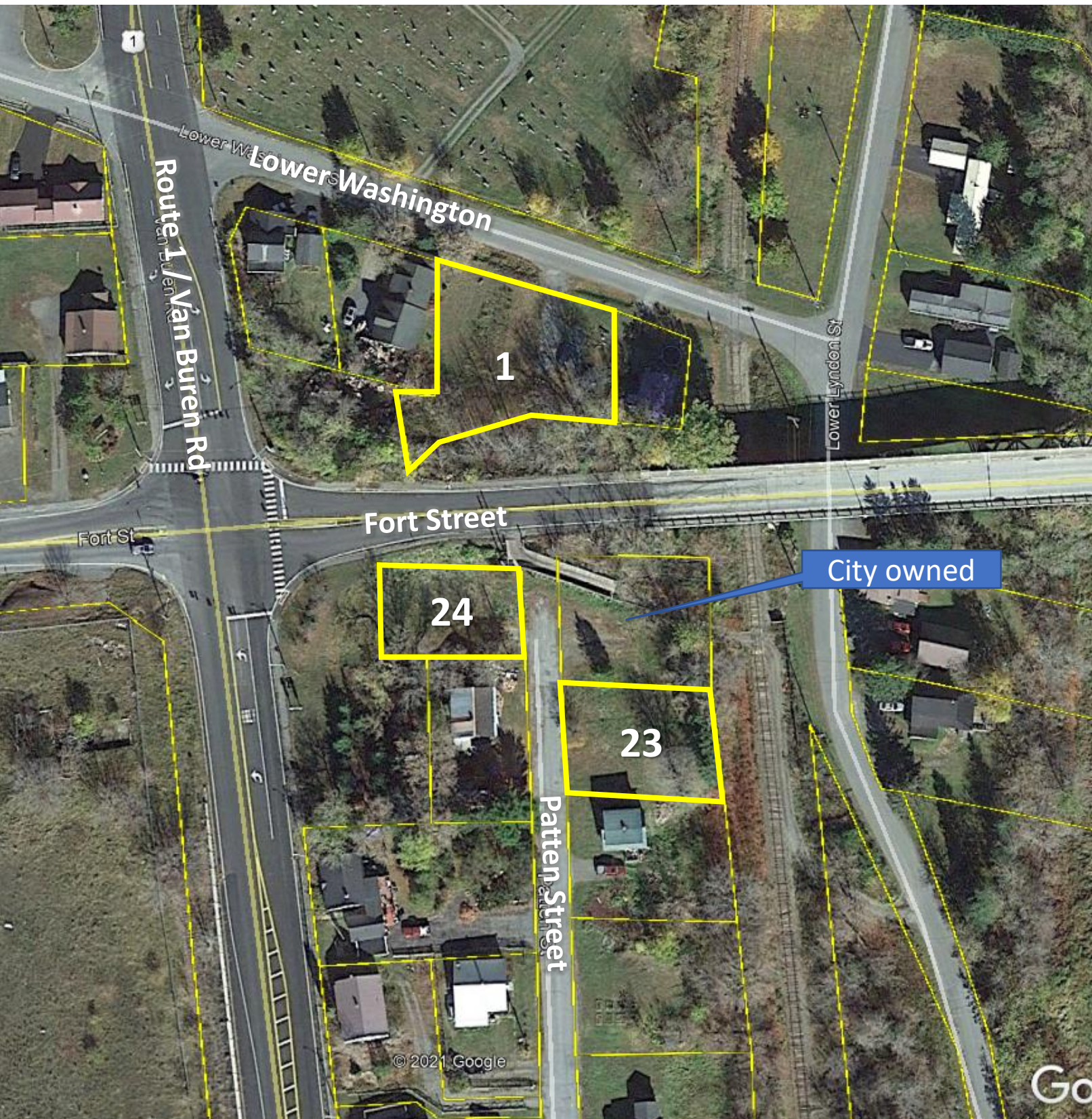
LABEL LEGEND

- Recommend Public Bid
- Recommend May Retain
- Retain for Public Purpose



0 0.125 0.25 Miles
0 0.125 0.25 Kilometers





#1: Recommend go to public bid

#23 & 24: Consider retaining as part of land assembly for turn around area, trail head, redevelopment and gateway cleanup

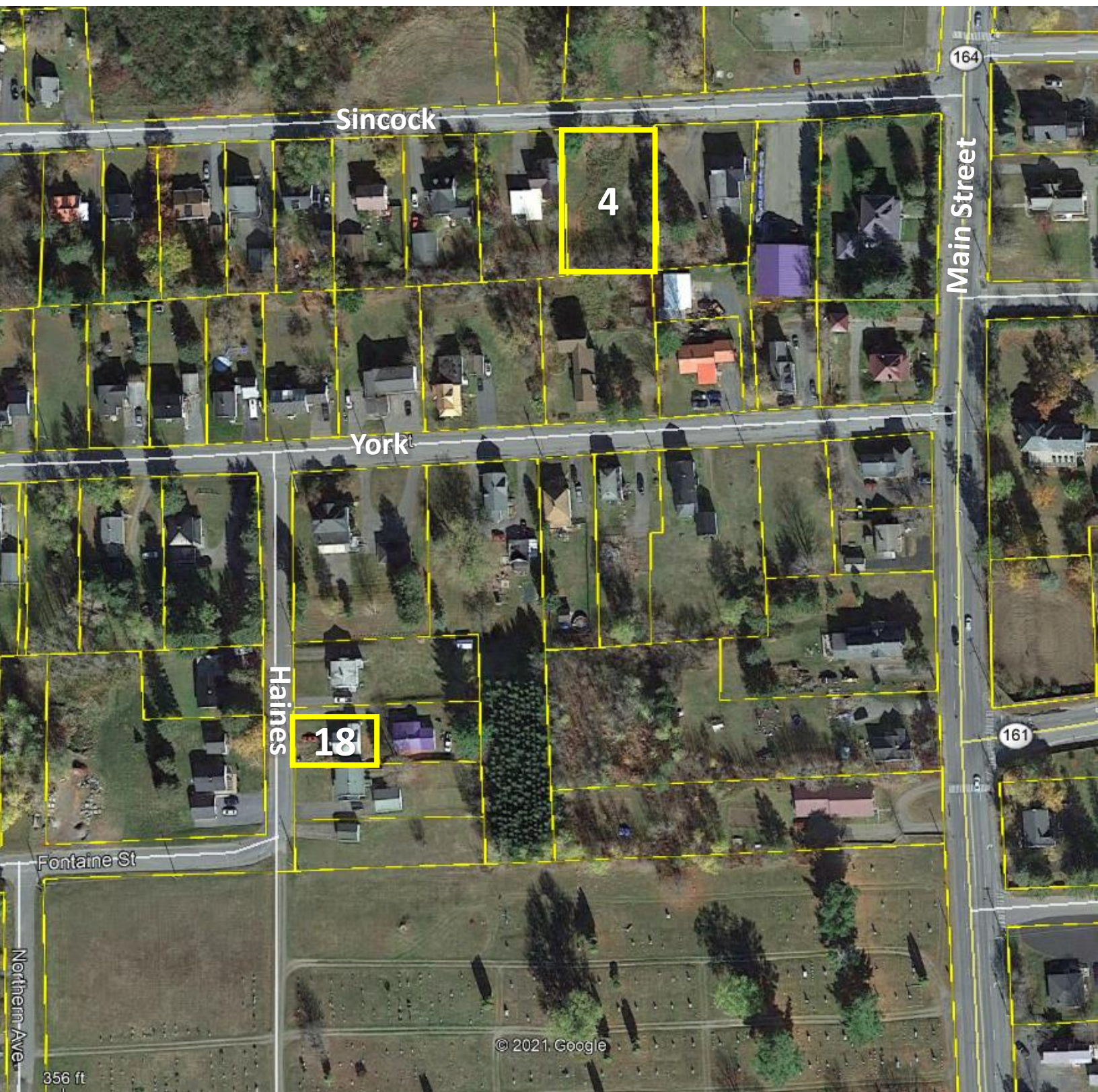


#2 & 6: Recommend go to public bid

#20: Consider retaining as part of land assembly for turn
around area, trail head, gateway cleanup



Recommend all of this page go to public bid

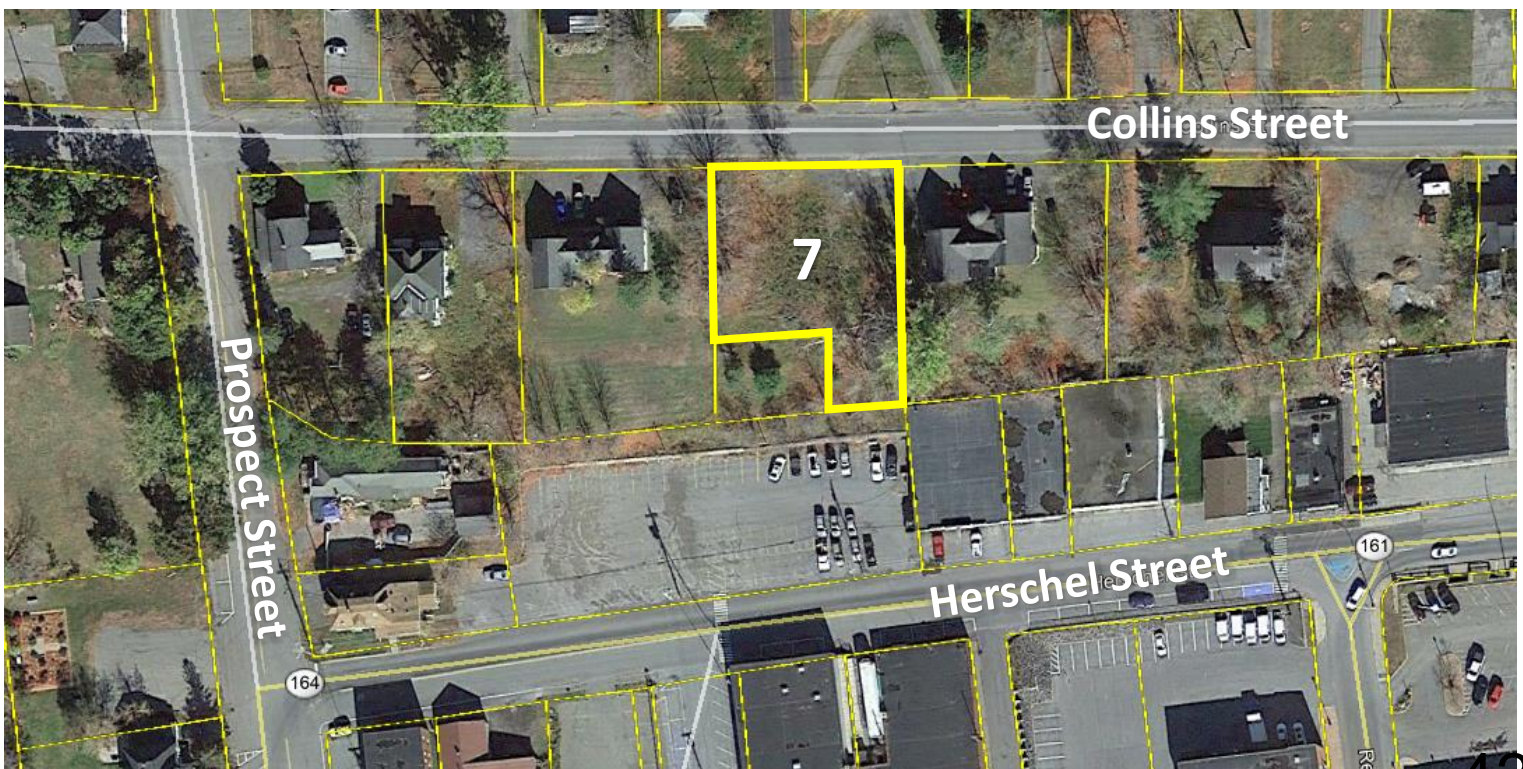


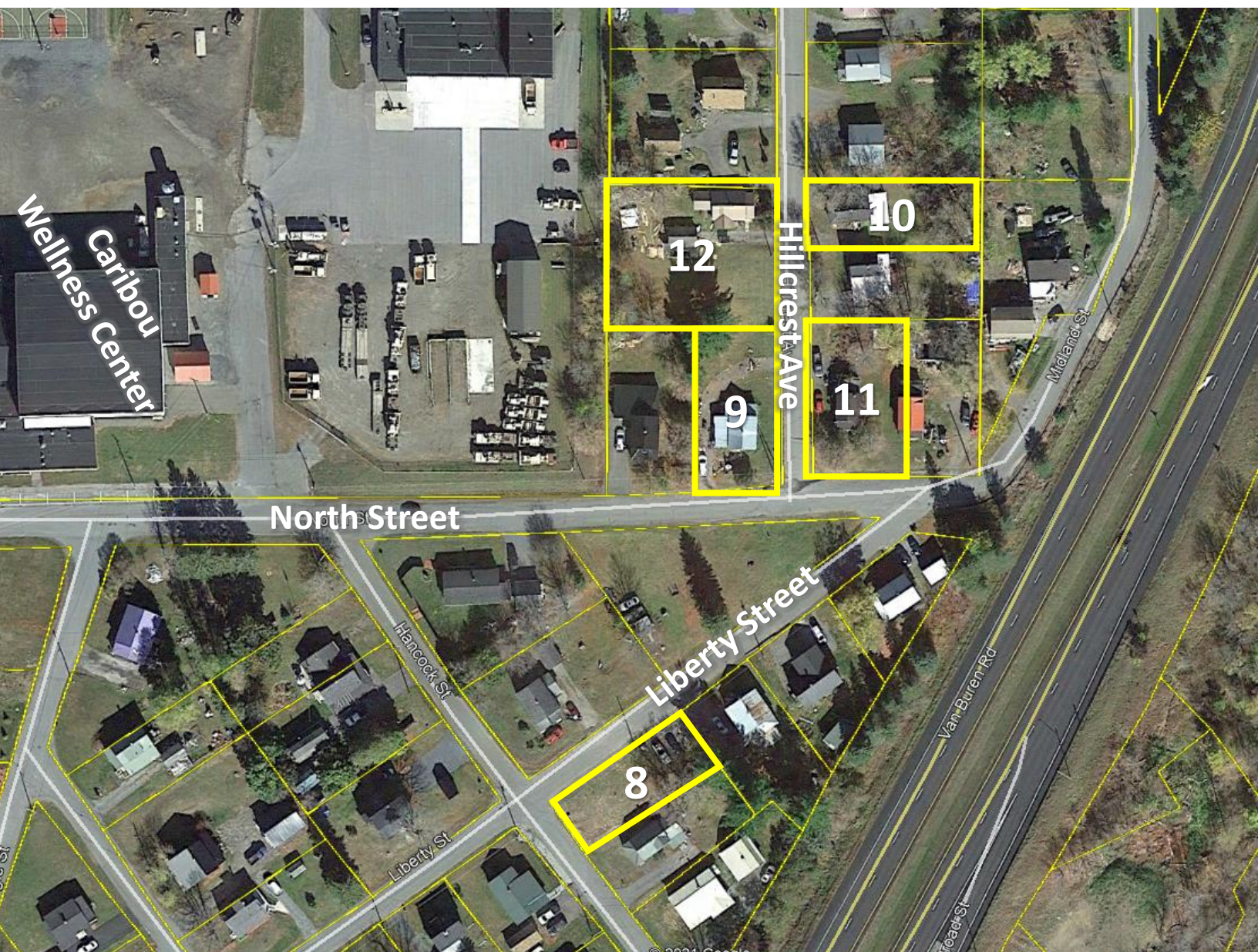
Recommend all of this page go to public bid

#5: Image taken prior to home being demolished in 2020.



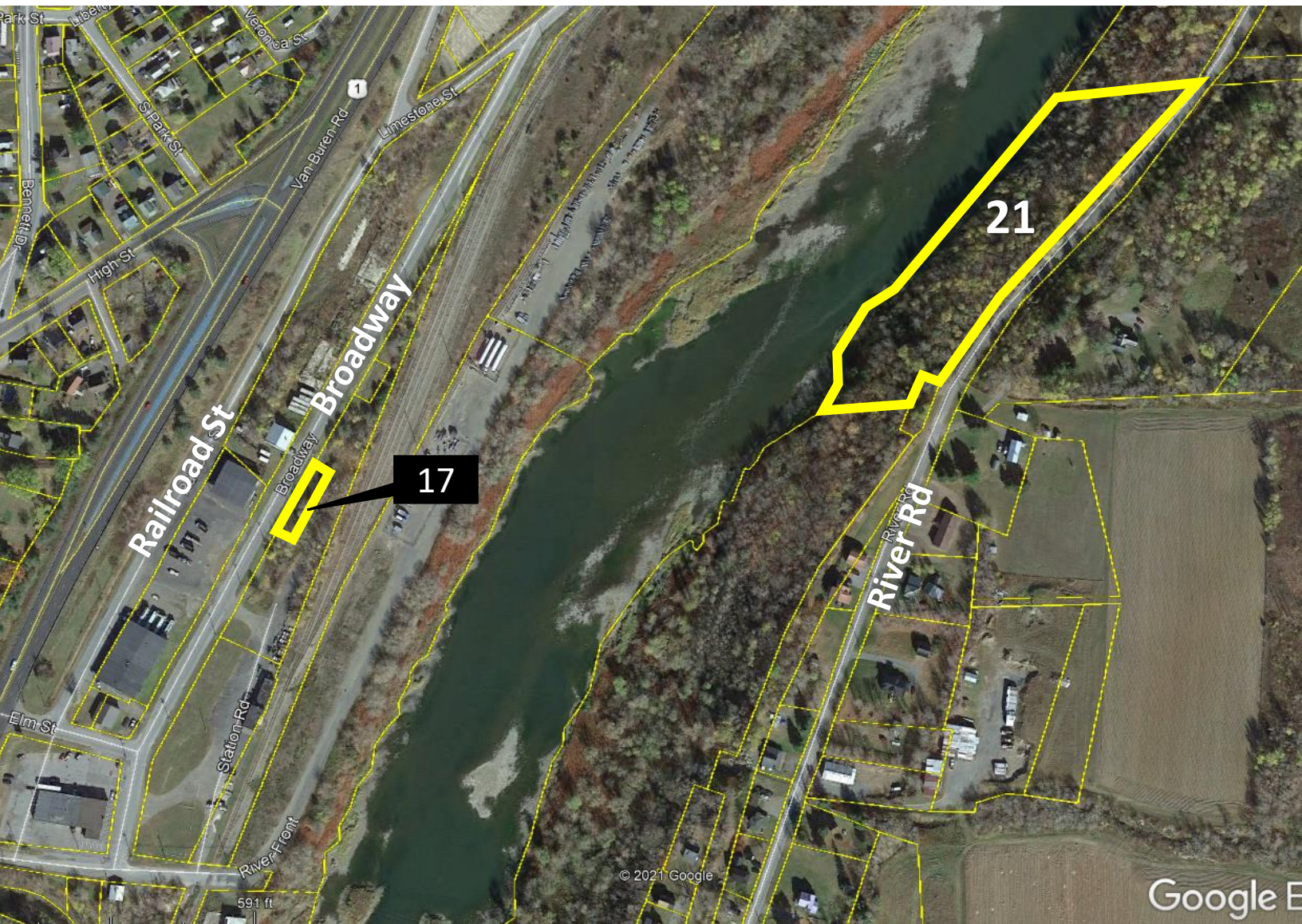
Recommend all of this page go to public bid



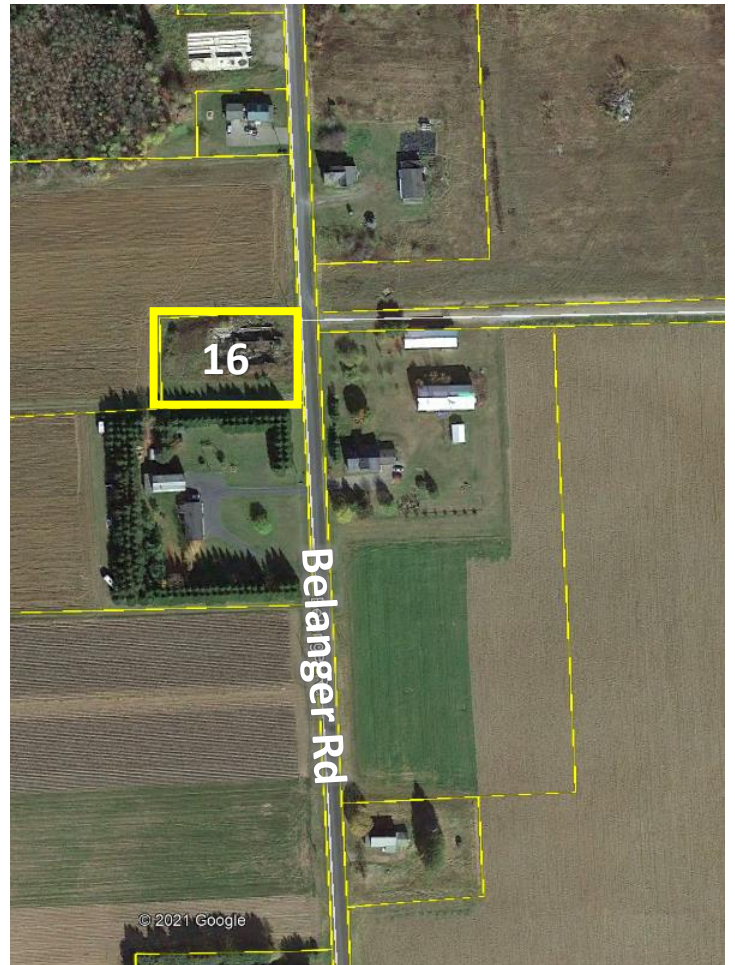
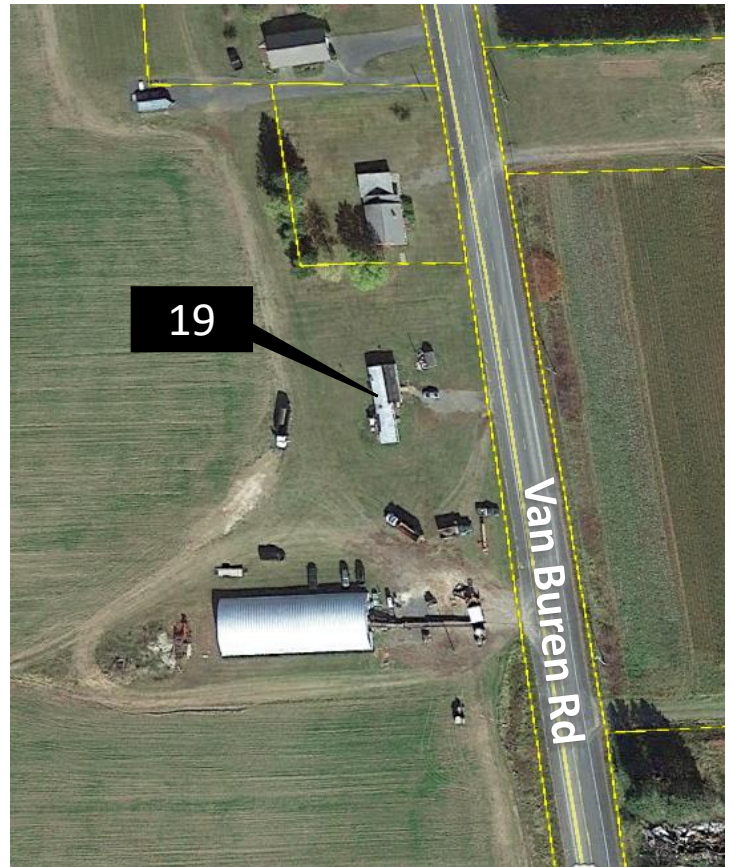
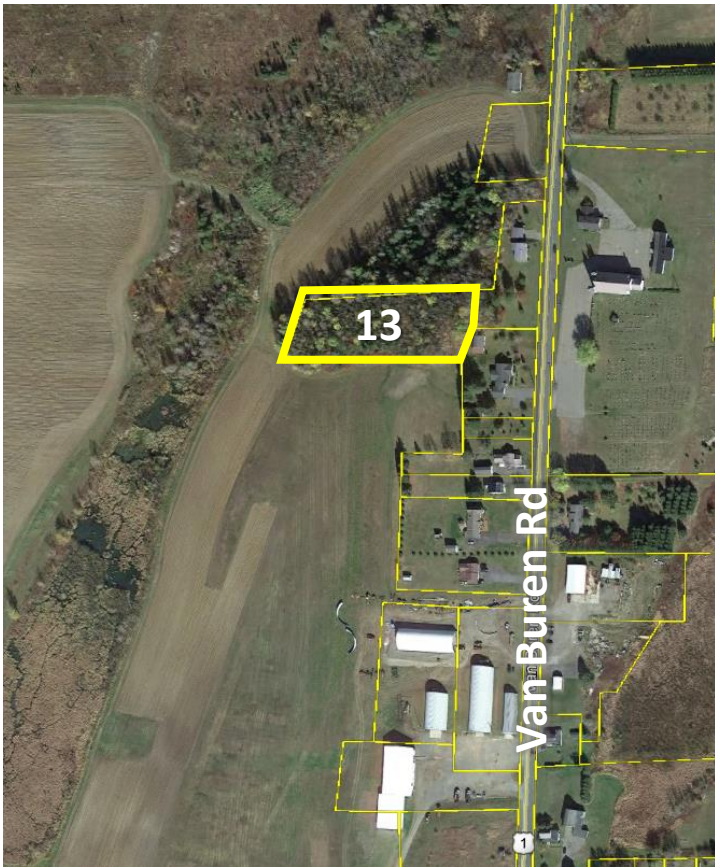


#8: Recommend public bid
#9-12: Consider retaining these properties as part of
land assembly for blight cleanup and redevelopment

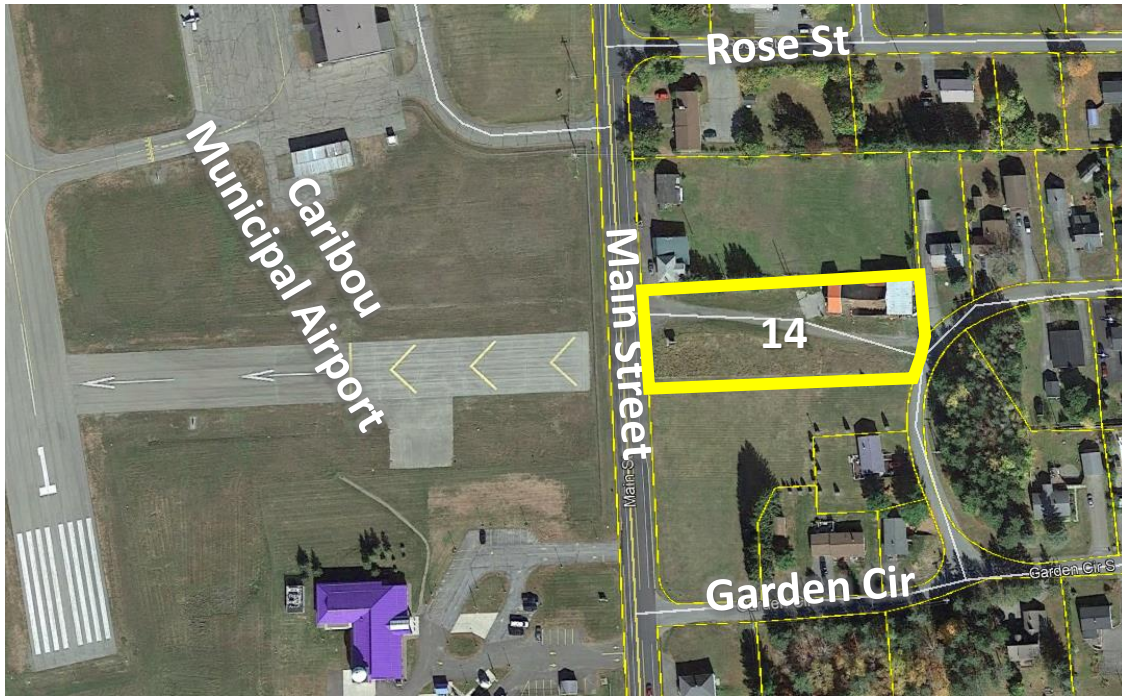
#17: May consider retaining as part of larger land assembly for river front redevelopment



#21: Should retain as part of River Road reconstruction and protection area



Recommend all of this page go to public bid



In Dangerous Building process & has an obstruction affecting Airport patterns



#14: Should retain in part for airport operations. May divide eastern half for other development options.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Long Term Care of Nylander Museum Collection
DATE: February 16, 2021

The Nylander Board is recommending that a long-term plan be formulated for care of the museum's collection. They've recommended that the city extend an offer to the State Museum to take control and care of the collection in the event that the city is no longer able to care for it.

The Maine State Museum has provided some language to other museums to consider in similar planning efforts:

If the _____ Museum were ever to dissolve, the Maine State Museum accepts the responsibility to act as a possible alternative home for the collection items owned and maintained by the _____ Museum. In that case the _____ will give to the MSM first refusal of all _____ collection objects. The items accepted by the MSM will be cared for and managed in accordance with museum standards of good practice. The building owned by the _____ Museum, and in which your museum is located, will be given to MSM, free of liens or substantial financial encumbrances. The MSM may then sell the property. Funds remaining from the sale, after the satisfaction of any outstanding financial obligations related to the property or the costs of having prepared it for sale, will become part of the MSM's endowment or fund accounts and be permanently reserved for the care, storage, and/or exhibition or publication of the _____ Museum collection objects.

In the case of the Nylander Museum, the city owns the building, not the museum, which would be a twist to such an arrangement.

Monthly Permit Report

January 2021

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	4	4	1	1
HOMES	0	0	0	0
MOBILE HOMES	1	1	0	0
MULTI-FAMILY	0	0	0	0
COMMERCIAL	2	2	1	1
EXEMPT	0	0	0	0
PLUMBING PERMITS				
INTERNAL	3	3	1	1
EXTERNAL	0	0	0	0
DEMO PERMITS	0	0	0	0
SIGN PERMITS	1	1	0	0

Year-to-Date is January 2021 to January 2021

Monthly Permit Report

February 2021

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	4	8	2	3
HOMES	0	0	0	0
MOBILE HOMES	0	1	0	0
MULTI-FAMILY	0	0	0	0
COMMERCIAL	3	5	1	2
EXEMPT	1	1	0	0
PLUMBING PERMITS				
INTERNAL	2	5	0	1
EXTERNAL	0	0	0	0
DEMO PERMITS	0	0	0	0
SIGN PERMITS	0	1	1	1

Year-to-Date is January 2021 to February 2021



AROOSTOOK WASTE SOLUTIONS
Board of Directors Meeting
January 29, 2021

MINUTES

CALL TO ORDER: The meeting was called to order by President Powers at 7:36 am.

MEMBERS PRESENT: Stev Rogeski, Andrea Powers, Jesse Philbrick, Dana Fowler, Martin Puckett, Dennis Marker, Tom Ayers, Ken Murchison

MEMBERS ABSENT: Kevin Freeman, Bud Finch

Members introduced themselves to Tom Ayer, who was recently appointed to represent the City of Caribou.

1. Election of Officers

The recommended Slate of Officers for 2021 is as follows:

President	Andrea Powers
Vice-President	Dennis Marker
Treasurer	Mark Draper
Secretary	Bud Finch

A motion was made by Ken Murchison; and was seconded by Stev Rogeski; to approve the recommended slate of officers for 2021. The motion carried unanimously.

2. Review and approve the minutes of the November 20, 2020 meeting

A motion was made by Stev Rogeski; and was seconded by Dana Fowler; to approve the minutes as presented. The motion carried unanimously.

3. Review and approve the financial statements for the period ending November 30, 2020

Mark briefly reviewed the financial notes provided in the Board packet. **A motion was made by Stev Rogeski; and was seconded by Ken Murchison; to approve the financial statements as presented. The motion carried unanimously.**

4. Update on status of year-end financial statements and annual audit

Mark explained to the Board that significant computer issues related to an annual update to the AWS accounting software package has delayed Sharon's ability to finalize the December financial statements, and subsequently the annual audit process. However, those computer issues were recently resolved and the audit process is back on schedule.

5. Review and approve the warrant for checks numbered 24951 through 25130

After a brief discussion, a **motion was made by Dana Fowler; and was seconded by Stev Rogeski; to approve the warrant as presented. The motion carried unanimously.**

6. Solid Waste Directors report

Mark reported on the following:

- a. Deschaine Sanitation contract: Mark has sent a final draft of a one-year contract to Deschaine Sanitation to deliver to TCL the trash they pick up in Van Buren. As had been discussed and approved by the Board previously, Mark included a 10% surcharge over the standard contracted tipping fee for the short-term contract.
- b. DEP comments regarding PILF Annual Report: the DEP is requesting that AWS sample and analyze at least one groundwater and one leachate sample for PFAS compounds at the PILF. Similar sampling and analysis will likely be required at TCL as well.
- c. Sorting of recyclable plastic: Mark is trying to implement a safer way to sort recyclable plastic at the recycling center. Currently this is done with employees bent over and sorting through material on the floor. He is investigating the purchase of a used conveyor that could be used to sort this material in a fashion similar to how potatoes are sorted.
- d. Dump truck conversion: the road tractor acquired ~~in the past~~ through the military surplus program at no cost has been converted to a much-needed dump truck that can be used at both TCL and PILF. The majority of the conversion cost was covered by the sale of the former recycling truck chassis, which was replaced by a truck obtained from Presque Isle in the merger.
- e. Presque Isle igloo issues: there continues to be issues with trash being left at one of the igloo locations in Presque Isle. Mark has contacted Seacoast Security to find out what options might be available to monitor the location.

7. Ratify Solid Waste Director/Treasurer's issuance of a \$1,000,000 short-term loan to the Town of Fort Fairfield under the terms and conditions of a Promissory Note

Mark reminded the Board of previous discussions regarding this type of cooperative, mutually-beneficial financing option between AWS and Owner communities. **A motion was made by Dennis Marker; and was seconded by Stev Rogeski; to approve the loan conditions outlined in a Promissory Note with the Town of Fort Fairfield. The motion carried unanimously.**

8. Review updated waste volume trend charts and landfill development timetable

Mark referenced his memo in the Board packet that included waste volume charts that have been updated with 2020 data. Despite a significant increase in construction/demolition debris at both landfills in 2020, no adjustments need to be made to the landfill development timetable for TCL and PILF at this time. However, the trends will continue to be closely monitored to assure that increased capacity is created at TCL when necessary. Informational only, no action was taken by the Board.

9. Review memo from Solid Waste Director regarding the report of the Maine Climate Council

Mark has reviewed the Climate Council's report in order to identify possible opportunities and/or concerns with the recommendations. The memo summarized each section of the report and provided possible outcomes for AWS. The next step will be for Mark to rank each possible outcome to establish priority. He will also follow any new developments from Climate Council meetings. Informational only, no action was taken by the Board.

10. Schedule next meeting

The next meeting was scheduled for **February 26, 2021 and will begin at 8:30 am.**

11. Other business

Ken Murchison brought two (2) items to the Board's attention. Those were related to an opportunity for new GIS imagery; and the development of a State land bank program.

With no further business to discuss, the meeting was adjourned at 9:30 am.

Respectfully submitted,

Bud Finch, Secretary

FINANCIAL NOTES

For the Year ending December 31, 2020
(Statements for 2020 year only, not December)

NOTE: Included in the Board packet are the Balance Sheet and Operations Statement (Exhibits A and B) generated by AWS and by Felch & Co (Draft) for the annual audit. With the exception of a couple of format differences, the audit statements produced by Felch match those produced by AWS.

Operations Statement

REVENUE

Contract Income finished strong ending the year at 7.3% above the annual budget projections. As is often the case with this line item, this was driven by Pine Tree Waste, which interestingly enough, finished the year 7.4% ahead of budget.

Other Operating Income performed very well, finishing the year at 58.3% ahead of budget projections.

It seems we've finally reached the floor on *Recycling Income*, which exceeded annual budget projections by 17.9%.

Overall, *Total Operating Revenue* fell just a bit short of the \$3 million mark, but ran 19% above budget projections for the year.

EXPENSES

Salaries and Fringe Benefits was negatively affected by a (\$25,200) adjustment to the MainePERS defined benefit plan liability, which happens annually and is outside of the control of AWS. It is a calculated liability that does not represent the actual cost. Actual costs under the control of AWS came in below budget for the year.

Taxes and fees exceeded budget by 30.9% primarily due to fees paid to the State for the disposal of special wastes and demolition debris. This reflects greater-than-anticipated receipt of these materials, as noted in the revenue discussion above.

Audit/Professional Fees ran 17.7% below budget for the year, mainly due to less than expected consulting and contract hire costs.

Operations and Maintenance expenses ran 9.6% above budget for the reasons that were documented throughout the year and included in the Board packet.

Environmental Monitoring ran significantly below budget in part due to budgeting expenses associated with PFAS sampling and analysis in 2020, that will mostly happen in 2021 instead.

Closure/Post-Closure Care Funding – the actual calculated liability at the end of the year was \$107,198 higher than estimated for the 2020 budget. Therefore, that amount was adjusted to reflect the actual calculated liability as of December 31, 2020.

Depreciation - must be recorded as an (very significant) expense on the Operations Statement, but AWS does not attempt to fund depreciation (thus we don't budget for it)...this cost is recorded on paper only. The primary asset being depreciated is the landfill, which is depreciated as it is filled. We know the value will be 0 when the landfills are full. We do not attempt to set aside funds to replace this depreciating asset. We essentially do that up-front with debt. Instead, we strive to make sure there will be no remaining debt for the landfill when it is full; and that sufficient reserves exist to close and maintain the facilities at that time.

BOTTOM LINE

Unfortunately, the reporting of Depreciation as an expense significantly skews the Operations Statement, which is why we only report it in December. With consideration of the Depreciation expense, the *Change in Fund Net Position* for the year was \$480,920, after consideration of non-operating revenues and expenses, but without consideration of principal debt service, capital reserves and expenses, receivables, and payables.

Balance Sheet

Investments with a maturity date within the next 12 months are reported under Current Assets, and those with a maturity date of greater than 12 months are reported under Noncurrent Assets.

Under Current Assets: Due from City of Presque Isle (\$147,790) includes: \$145,000 supplemental annual payment for 2021, plus \$2,790 in permit revenue.

The total remaining \$500,000 due to the TCL Owners as of 12/31/2020 is recorded under Current Liabilities, and that amount was paid out to those Owners in January of 2021, so this amount will be reduced to zero in subsequent periods.

The \$725,000 reported due from the City of Presque Isle under Non-Current Liabilities includes the 5 remaining supplemental annual payments of \$145,000.

The current liability for CPCC for each landfill is reported respectively under Noncurrent Liabilities.

The Total Net Assets of AWS were \$3,813,765 at the end of the period, an increase from \$3,332,845 at the end of the previous year.



Board of Directors

February 8, 2021

5:30 p.m.

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

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Chip Holmes & Sam Brown, QHR; Diane Gove, PHS Board member.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:30 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the January 11, 2021 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	<p>Dr. Flynn provided the following updates from the January 27th Medical Staff Executive Committee Meeting:</p> <p>Appointment Active Medical Staff – Majed AbuHajir, MD (Hematology/Oncology); The complete appointment application and provider profile of Majed AbuHajir, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Majed AbuHajir, MD to the Active Medical Staff with privileges as requested through December 31, 2022. Dr. Dumont was appointed as proctor for Dr. Majed AbuHajir during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Active Medical Staff – Jorge Insignares, MD (Emergency Medicine); The complete appointment application and provider profile of Jorge Insignares, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Jorge Insignares, MD to the Active Medical Staff with privileges as requested through December 31, 2022. Dr. Collamore was appointed as proctor for Dr. Jorge Insignares during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Majed AbuHajir to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Jorge Insignares to the Active Medical Staff.</p>	

Board of Directors
February 8, 2021
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Courtesy Medical Staff – Peter Levasseur, MD (Emergency Medicine); The complete appointment application and provider profile of Peter Levasseur, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Peter Levasseur, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2022. Dr. Collamore was appointed as proctor for Dr. Peter Levasseur during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – James Parker, MD (Radiology); The complete appointment application and provider profile of James Parker, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of James Parker, MD to the Consulting Medical Staff with privileges as requested through December 31, 2022. Dr. Laferriere was appointed as proctor for Dr. James Parker during his provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>COVID-19 Pandemic Disaster Privilege Request – Wojciech Franzl, MD (Anesthesiology); Dr. Franzl completed the request for the COVID-19 Pandemic Disaster Privileges. Upon motion duly made and seconded it was so VOTED to recommend approving the COVID-19 Disaster Privileges as requested for Wojciech Franzl, MD. This recommendation was forwarded to the Board of Directors for action.</p> <p>COVID-19 Pandemic Disaster Privilege Request – Lisa Umphrey, MD (Pediatrics); Dr. Umphrey, MD completed the request for the COVID-19 Pandemic Disaster Privileges. Upon motion duly made and seconded it was so VOTED to recommend approving the COVID-19 Disaster Privileges as requested for Lisa Umphrey, MD. This recommendation was forwarded to the Board of Directors for action.</p> <p>COVID-19 Pandemic Disaster Privilege Request – Brandi Rossignol, FNP (Emergency Medicine); Ms. Brandi Rossignol, FNP completed the request for the COVID-19 Pandemic Disaster Privileges. Upon motion duly made and seconded it was so VOTED to recommend approving the COVID-19 Disaster Privileges as requested for Brandi Rossignol, FNP. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Peter Levasseur to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. James Parker to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the COVID-19 Pandemic Disaster Privilege for Dr. Wojciech Franzl.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the COVID-19 Pandemic Disaster Privilege for Dr. Lisa Umphrey.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the COVID-19 Pandemic Disaster Privileges for</p>	

Board of Directors
February 8, 2021
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Telepsychiatry Services Delineation of Privileges - The Telepsychiatry Services Delineation of Privileges were distributed for review. Upon motion duly made and seconded it was so VOTED to approve the Telepsychiatry Services Delineation of Privileges as presented. This was forwarded to the Board of Directors for action.</p> <p>Telepsychiatry Services Nurse Practitioner Delineation of Privileges - The Telepsychiatry Services Nurse Practitioner Delineation of Privileges were distributed for review. Upon motion duly made and seconded it was so VOTED to approve the Telepsychiatry Services Nurse Practitioner Delineation of Privileges as presented. This was forwarded to the Board of Directors for action.</p> <p>Medical Staff Committee Membership 2021 – The draft committee assignment list was reviewed.</p> <p>Dr. Flynn also reported the following items:</p> <ul style="list-style-type: none"> • Dr. Shawn Laferriere was the Board Member at the MSEC Meeting • The Committee discussed the return of peer review as this was put on hold during COVID • IV Therapy is being reviewed. • The Department of Surgery is reviewing perioperative glucose management • OB shared the need for a new ultrasound machine • Two new MMC/TUFTS LIC Students have been named, both are from Maine and will begin their 9 month rotation at Cary and Pines in June 2021. • The 2021 Dashboard will reflect new Medical Staff QI Projects and indicators 	<p>Brandi Rossignol, FNP.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Telepsychiatry Services Delineation of Privileges.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Telepsychiatry Services Nurse Practitioner Delineation of Privileges.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the 2021 Medical Staff Committee Membership as presented.</p> <p>Informational.</p>	
<p>4. Quality Management Committee</p>	<p>Dr. Regen Gallagher provided the following updates from the December 16th meeting:</p> <p>Utilization and Case Management – Reports reviewed by the Committee included: PEPPER Report, Internal Readmission Report, Delays in Stay (Internal and External), CDI (Continuous Documentation</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as</p>	

Board of Directors
February 8, 2021
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
Dashboard	<p>Improvement) Compliance and Queries, CHF Readmissions and MOON Notice.</p> <p>Joint Commission Follow-up – The QHR Readiness Survey was completed February 2nd – 5th. This was a virtual survey such as the Joint Commission is currently conducting their surveys virtually. More information will be provided next month.</p> <p>Quality Management Compliance Indicators – Indicators reviewed by the Committee included: OR, Patient Registration, Environment of Care, Health Information Services, Medical Staff Services, Pulmonary & Cardiac Rehab, Diabetes Clinic, Cardiopulmonary Care and Specialty Services.</p> <p>Quality Management Plans – The Committee approved following QM Plans: Lab, Human Resources, Emergency Department – Nursing, Education, Nursing, Patient Registration and Switchboard, Environment of Care, Cardiac & Pulmonary Rehab, Specialty Clinic, Diabetes Clinic and Wound Ostomy Clinic.</p> <p>Dashboard – Dr. Gallagher provided an overview of the inpatient core measures, noting sepsis compliance was 100% in October; medical staff quality indicators reporting compliance looks good; departmental quality indicators have most data for 3rd quarter complete with some 4th quarter data.</p> <p>Customer Satisfaction Results – Leslie Anderson provided an overview of the customer satisfaction results noting the overall rating of the hospital and willingness to recommend the hospital scores have decreased. The decrease in satisfaction could be related to the need for staff to wear PPE and the no visitor policy, possibly leading to less satisfied patients. Work continues on communication about medicine, discharge information and transition of care with several areas showing improvement.</p>	presented.	
<p>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Report from Board Members –</p> <p>Doug Plourde – PHS BOD</p>	<p>Doug Plourde provided the following updates:</p> <p>Pines Health Services Board of Directors – Doug Plourde the following: Dr. Dumont provided a report on the EMR; the Operational Site Visit (OSV) has been completed; updates were provided on the 340b program; COVID-19 updates noting Pines manages patients when possible on an</p>	Informational.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>Dr. Shawn Laferriere – MSEC Meeting</p> <p>b. Committee Assignments</p> <p>c. Strategic Plan Q4 2020 Updates</p> <p>d. Board Stipends</p> <p>e. Caribou Hospital District</p>	<p>outpatient basis; COVID vaccinations are being provided to 1A healthcare workers and patients 70 years and older, as vaccines are available. Pines is calling patients and making appointments for vaccinations.</p> <p>MSEC Meeting – Dr. Laferriere had no additional information to report after Dr. Flynn’s updates.</p> <p>Committee Assignments – The 2021 Committee Assignments were included in the packet for review and approval.</p> <p>Strategic Plan Q4 2020 Updates – Kris Doody provided an overview of the Q4 2020 updates to the Strategic Plan. Work continues on the revenue cycle, construction for the ER, air handler updates, review of construction plans for Maternal Child. Pines recently completed their OSV and Cary just completed their Readiness Survey in preparation for the next Joint Commission Survey.</p> <p>Board Stipends – In 2020 the Board voted to forego Board Stipends, as a cost savings due to financial constraints from COVID-19. Discussion ensued regarding doing the same for 2021.</p> <p>Caribou Hospital District – Doug Plourde provide an overview of the City Council vote for the newest member of the Caribou Hospital District. Two names were submitted to the City Council for consideration. The Council voted Tim Todd as the newest member of the Caribou Hospital District.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the 2021 Committee Assignments as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the decision to forego Board Stipends for 2021.</p> <p>Informational.</p>	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Pathology - Dr. Bhunesh Maheshwari is processing through an O-1 Visa application. He and his family will be arriving first quarter 2021. Emergency Medicine – Dr. Jorge Insignares began as a full-time ER physician on January 12th. 	<p>Informational.</p>	

Board of Directors
February 8, 2021
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>b. COVID – 19</p>	<ul style="list-style-type: none"> • Oncology – Dr. Majed AbuHajir, locum hematologist/oncologist, will provide full-time coverage through 2021. Dr. AbuHajir began orientation January 11th. Dr. AbuHajir also provides coverage in Fort Kent. • Ongoing Recruitment – Recruitment is ongoing for pediatrics, internal medicine, orthopedics, anesthesia and hematology/oncology. <p>COVID – 19 – A new plan has been submitted to Dr. Shah. The plan is to get as many people vaccinated as soon as possible. John Hebert, Hebert’s Pharmacy presented the recommendation. Plans are to work with Northern Maine Medical Center, Houlton Regional Hospital and Cary Medical Center. A letter has been sent to Health & Human Services requesting 975 Pfizer vaccines per week. A meeting is planned with DHHS Vaccination Coordinator, Sally Weiss. Cary Medical Center has recently purchased a freezer that can store the Pfizer vaccine. Kris Doody reported following the \$1.9 trillion dollar package which include amendments by Senator Collins and Senator Manchin allowing \$35 billion dollars with one-fifth of the package targeted for relief for rural hospitals and money for FQHC’s.</p> <p>A packet of information has been compiled to send to Community Partners that are requesting to have their names put on a COVID-19 vaccination list. Updates from Kris, Dr. Gallagher and Dr. Dumont continue to be provided to staff and board members of Cary and Pines. Dr. Gallagher has coordinated all Cary and Pines vaccinations. The team is currently in the process of reviewing how to vaccinate the public. The process may be moved to the Wellness Center, however we need to obtain the vaccine first. Everything hinges on access to vaccine supply.</p> <p>Healthcare workers in New England were sponsored by Robert Craft, owner of the Patriots, to attend the Superbowl in Tampa, Florida. Every hospital in Maine was asked to nominate a physician and a nurse to be part of the pool of nominees. Cary and Pines nominated Dr. Carl Flynn and Tammy Susi, RN in the Emergency Department. Participants that were chosen were flown from Boston to Tampa on the Patriots plane, all expenses paid by Mr. Craft as a thank you to the healthcare workers during the COVID-19 Pandemic.</p>		
<p>c. CARES & Relief Funds</p>	<p>CARES & Relief Funds – The matrix is included in the packet for review. Additional information will be provided in Chelsea’s financial report. Kris shared that Chelsea has done an exceptional job with tracking the information included on the spreadsheet.</p>		
<p>d. SCH Appeal/340b Update</p>	<p>SCH Appeal/340b Update – Cary Medical Center received feedback regarding the SCH appeal. The appeal has been revised and will be resubmitted in the new required format.</p>		

Board of Directors
February 8, 2021
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
e. ER/Front Entrance Renovation	<p>ER/Front Entrance Renovation – Leslie Anderson reported the front entrance of the Emergency Department will be reconstructed due to requirements and changes with COVID-19. The screening location will be relocated as it is a safety hazard in the hallway. Beginning February 17th the main entrance of the hospital will be used for all patients including the patients going to the ER. Registration staff will be located at the Customer Service Desk. Entrance to the ER for patients will be off the main corridor. The construction is scheduled to be completed in 8-10 weeks. The hospital will not be able to be locked down during the renovation process due to the location of the double doors for lock down. There will be two security officers on duty 24/7 during the renovation process as a result. Plans are to begin construction on February 22nd. Once completed, the front entrance to the ER will be a safer environment for patients and staff. Upgrade of the air handling system is underway. The projects will be paid with COVID funds.</p> <p>Plans are currently being finalized to renovate the Maternal/Child Unit.</p>		
7. Report of Finance & Personnel Committee a. December Financials	<p>Chelsea Desrosiers provided the following updates:</p> <p>CMC Financials – An overview was provided of the December financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses and net income (loss) for December. Chelsea noted that the financials are in draft form. There will be two adjustments to the financials, including reconciliation of COVID funds and Pines Health Services year-end. The year-end may break even at the time of true up. Ms. Desrosiers is currently reviewing guidance changes with the auditors. Final results will be reviewed at the March 1st Board of Directors Meeting.</p> <p>COVID Matrix Review – The matrix was included in the packet for review.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p>	
8. 2020 HR Annual Competency Report	<p>2020 HR Annual Competency Report – Paula Parent provided an overview of the 2020 HR Annual Competency Report. Review included the following points:</p> <ul style="list-style-type: none"> • Performance Evaluations – 89% completed; 95% Benchmark. Work continues with managers to complete evaluations in a timely manner • Annual Required Training – 97% completed; 97% benchmark • Human Resources Orientation – 100% completed • Department Orientation – 98% completed; 97% benchmark • Nursing Competency – 87% completed; 95% benchmark. Work is ongoing with Nursing Leadership to complete competencies in a timely fashion • Locums Travelers – There were a total of 35 locums travelers used in 2020. The following departments utilized travelers: L’Acadie, ACU, ICU, OR, ER, Respiratory and CT. The following items were completed with travelers: Licensure – 100% complete, HR 	<p>Upon motion duly made and seconded, it was so VOTED to approve the 2020 HR Annual Competency Report as presented.</p>	

Board of Directors
February 8, 2021
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Orientation – 100% complete, Unit Specific Orientation – 97% complete.		
9. Pines Health Services Quarterly Report	<p>Pines Health Services Quarterly Report – Kris Doody shared that additional information is included in the Pines CEO Report. Items of note:</p> <ul style="list-style-type: none"> • A 340b agreement has been made with Hannaford Pharmacies in Caribou & Houlton as of April 1st, 2021. Research is being completed about the initiation of the benefit to begin January 1st, 2021 due to the pandemic. • OSV – HRSA – has been completed. The final report has been received and there were finding in 4 areas. No findings in Quality, Patient Satisfaction & Safety, Human Resources, Credentialing, Key Management and Governance. • COVID-19 – Positive cases in the Caribou & Presque Isle clinics caused Pines to swab all employees. • Work continues with Greenway for the EMR. Clinically the platform is okay however there continue to be issues with billing. Pines may be looking for a new EMR. 	Informational.	
10. MRHC Quarterly Report	<p>MRHC Quarterly Report – Kris Doody reported there is a MRHC Meeting scheduled February 11th. All hospitals in the MRHC are currently using the same TPA for health insurance as of 1/1/21. Berry Dunn continues to provide remote education to the Collaborative.</p>	Informational.	
11. Safety Quarterly Report – Q4 2020	<p>Leslie Anderson presented an overview of the following information:</p> <ul style="list-style-type: none"> • 2020 Environment of Care Goals were reviewed. Most goals were completed, some goals were deferred to 2021 due to the COVID Pandemic • Child Abduction Drills Review – one successful, one unsuccessful. Education has been completed on the unsuccessful drill. • Life Safety Management Review – All fire drills at Cary completed and successful, 11 fire drills completed at L'Acadie were successful. One fire drill was missed due to COVID Pandemic • 2021 Environment of Care Goals Review • 2020 Security Incidents Review – Aggressive and Non-Aggressive Response; Q4 2020 - 23 restraint situations, 3 injuries to staff, no injuries to patients; Q4 2020 – 11 law enforcement responses, no injuries to staff or patients • MEMIC Employee Claims – 44 claims Dec. 1, 2019 - Dec. 1 2020, net loss of \$19,478 	Upon motion duly made and seconded, it was so VOTED to approve the Safety Quarterly Report as presented.	
12. Quorum Health Resources Updates	<p>Chip Holmes and Sam Brown, QHR provided the following updates:</p> <p>Sam shared:</p> <ul style="list-style-type: none"> • There is COVID HHS guidance available • A reminder that the Learning Institute has great resources available 	Informational.	



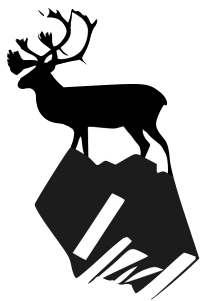
Board of Directors
February 8, 2021
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Chip shared:</p> <ul style="list-style-type: none"> The Readiness Survey was completed February 2nd-5th. There were 31 participants at the Exit Conference. It was a good survey. The final report will be available in the next week or so. QHR support is scheduled for the Fall Strategic Planning Retreat Education is available through webinars scheduled for February, March and April. The topic for February is Ambulatory Surgery Centers MRHC – Calls are ongoing with Peggy Pinkham for needs of the Collaborative 		
13. Executive Session – 2020 CEO Evaluation	<p>Executive Session – 2020 CEO Evaluation – Doug Plourde stated that the Board of Directors needed to go into Executive Session to review the 2020 CEO Evaluation.</p> <p>Upon motion duly made and seconded, it was so VOTED to go into Executive Session at approximately 7:00 p.m. to review the 2020 CEO Evaluation.</p> <p>The Board of Directors came out of Executive Session at approximately 7:15 p.m.</p>		
14. Adjournment, Other & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:15 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, March 1, 2021, 5:30 p.m.</p>	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB
 Chief Executive Officer



Caribou Public Library

DIRECTOR'S REPORT

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

February 2021 Report

February was a WONDERFUL month, both for circulation, and in general! What could possibly be more wonderful than Library Lovers Month??? NOTHING!!! We loved it up to the fullest. Our basket raffles were SO MUCH FUN and were absolutely adored by patrons and just those who popped in the library for a quick copy. The winners were ECSTATIC, of course, and each basket was a work of art! We are doing our final drawings on Wednesday for the month-long baskets as well as last week's baskets. 🥳

We were also able to have two very small groups meet in the library this month. The Great Decisions Group met to educate themselves and discuss global supply chains. This is a new group with five members, so far. I had no idea how intricate the global supply chain system is and how it affects the economies of nations. It is so very interesting! Next month the group is tackling The Future of Persian Gulf Security. I look forward to learning so much!

We also hosted our middle/high school book club. We offer this group in person AND via Zoom, for those whose parents prefer they not attend in-person events yet. This group is just so special! The book club began October of 2017 and has continued through the school years and through the summer months ever since – the kids actually came to Miss Erin that first year and asked if they could continue through the summer! The kids vote on their books – they hold a balloted election rating the offered books from 1-5 in each genre (1 being the one they want to read the most). Miss Erin compiles the results and then schedules the books. Due to a grant we secured last year, each child now receives their own copy of the book(s)

for that month. They are so excited not only to read the books, but to be building their personal libraries every month! 📖📚

The children's Take & Make craft was an adorable mitten-shaped cutout. Each child could take one home, decorate it, then bring it back to be placed on Miss Erin's bulletin board. The theme for winter is "Get your mitts on a good book!" 32 mittens went out the door in February. They continue to come back decorated in such a wide range of styles, from simple pencil drawings to elaborately colored masterpieces! 😊

March is now here, and we are just as excited to "get our green on"! The library is decorated, shamrocks and adorable Irish gnomes abound, and of course, green sparkles – we are nothing if not festive! 😊 We try to spread that cheer to all who enter!

Our March displays are AWESOME! We have "March into a Great Series!", "Read Me, I'm Irish!" and of course, "Celebrating Women's History Month". These displays were easy to load with some wonderful books. I cannot wait for the storm to clear so the library fills up with our patrons looking for their next great read! 😊

Our fundraiser for March is another silent auction, this one for adult books. We have some like-new donations that we want to pass along to our patrons via our silent auction. We have both fiction and non-fiction available. We have chosen 6 really terrific books to share. The silent auction will begin this Wednesday and continue to the end of the month.

I will close for now. See you next month, and as always....

Happy Reading!

~Hope

CIRCULATION STATISTICAL COMPARISON													
MATERIAL TYPE	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021
Adult books	529	331	75	53	329	659	918	916	867	917	1,020	1,203	935
Juvenile books	709	502	73	56	470	632	818	690	895	681	992	1,007	846
Teen/YA books	44	43	5	10	72	154	132	97	142	137	86	159	150
DVDs	372	184	6	15	85	255	463	310	488	389	310	355	466
eBooks/Audiobooks	145	152	130	136	122	169	129	138	196	273	261	270	406
Magazines	60	51	0	8	12	147	149	122	101	70	160	139	175
Interlibrary loans	68	42	0	3	22	18	79	83	70	69	97	79	90
Puzzles									15	10	41	34	22
Renewals	488	405	0	0	1	6	639	634	504	517	558	604	620
TOTAL NUMBERS	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	3,850	3,710

**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	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021
Circulation	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	3,850	3,710
Library Visitors	4,991	2,495	267	220	395	3,197	3,234	3,675	3,570	2,573	2,819	2,641	2,534
Wi-Fi access	10,628	14,140	2,729	7,247	12,902	14,600	58,117	20,960	16,833	10,256	6,235	8,673	8,810
Books added	90	99	37	91	95	104	139	107	210	144	154	163	141
Books withdrawn	54	360	28	21	24	3	62	33	9	6	282	15	16
Program Participation	378	1,080	2,101	1,321	997	898	533	569	6,289	1,615	8,443	1,926	
New patrons	17	11	1	1	3	9	11	17	15	8	1	14	18
Archives (# of users)	36	17	0	0	11	26	37	31	29	39	23	31	37

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	3,710											7,560

CFAD MONTHLY REPORT

FEBRUARY 2021

Fire Calls 12__Ambulance Calls 163_Canceled Calls 1_ Vaccinations 90____
= Total Calls_266

See Attached Breakdowns:

-Alarms for Fires (33)- 1
-Alarms for Rescues (66)
-Silent Alarms -12
Total Hours Pumped -2
Gallons of Water Used - 9,000
Amt. of Hose used -100'
Ladders Used (in Feet): '
(75' Aerial)_____
Thermal Imaging Camera Used -
Gas Meter Used-
Rescue Sled & Snowmobile-
Rescue Boat-
Jaws Used -

Miles Traveled by All Units – 4,252
Color Guard trng/Ceremonies -

MUTUAL AID TO:

Presque Isle Fire Dept. F1 A-
Fort Fairfield Fire Dept.F- A -
Limestone Fire Dept..
Washburn Fire Dept. 1
Stockholm Fire Dept. .
North Lakes Fire Dept.
Crown Ambulance
Van Buren Ambulance -
Life Flight - 3

-ALS Calls - 99
-BLS Calls - 64
-PIFT Transfers - 3
-Amb Calls Canceled - 1
-No Transport -19
-Long Distance Transfers -6
-Calls Turned Over - 12
- Total Out of Town Calls- 42

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

Total Maint. Hours –
Total Training Hours –
Vaccinations given-90

MUTUAL AID FROM:

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

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

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	7		
Connor	1		
New Sweden	3/2	1	
Stockholm	5		
Limestone	21/2		
Madawaska Lake			
Caswell	3		
Fort Fairfield			
Presque Isle		1	35.30
Van Buren	1		
Westmanland			
Washburn		1	

Scott Susi, CFAD Chief

Fire Breakdowns

February 2021

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

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	2
19. Aid to Ambulance (10-55's) (322)	
20. Aid to Police (551)	

21. Investigation (Smoke, CO ₂ , or Alarm 3	(smoke) 1 (CO ₂) (Alarm) 2
22. Service Calls (500)	
23. Ambulance Calls (300)	163

Vaccinations given- 90

Canceled Calls- 1

Fire/Rescue-12

Total Calls for the Month_266____