

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, April 5, 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. March 22, 2021 Regular Council Meeting
 - b. March 29, 2021 Special Council Meeting
- 6. Bid Openings, Awards, and Appointments**
 - a. 2021 Façade Grant Awards
- 7. Public Hearings**
- 8. Reports by Officials and Staff**
 - a. Manager's Report
- 9. New Business, Ordinances and Resolutions**
 - a. Introduction of Ordinance No. 01, 2021 Series Rezoning Properties near 470 Sweden Street
 - b. Introduction of Ordinance No. 02, 2021 Series Regarding Burying of Demolition Materials
- 10. Reports and Discussion by Mayor and Council Members**
- 11. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Personnel matters under §405.6.A.
 - b. Real Estate and Economic Development matters under §405.6.C.
 - c. Labor Negotiation items with the city's four unions under §405.6.D.
- 12. Next Meetings:** April 20 (Tues), May 3
- 13. Adjournment**

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

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

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

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

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

Council Agenda Item #2: Invocation / Inspirational Thought

Pastor Mike Hood of the Caribou Assembly of God Church offered the invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

a. Presentation by American Red Cross via Zoom

Caroline King, Executive Director of Red Cross for Northern and Eastern Maine joined to explain the mission of Red Cross and how they help people in need and to prevent and alleviate human suffering. She stated that they have 42 volunteers in Aroostook county that help to support families in a time of need. The volunteers respond to fires and assist with getting people hotel rooms, and personal items such as shoes, clothes, medication(s) and much more. March is Red Cross Month, and they like to share their story and what they do for the community. She stated in the last 9 months they have assisted 13 families. From July to February in Maine, New Hampshire, and Vermont there have been 500 homes lost to fire and 100,000 pints of blood distributed.

Council Agenda Item #5: Minutes

a. March 8, 2021 Regular Council Meeting

Motion made by Councilor Morrell, seconded by Deputy Mayor Ayer to approve the March 8, 2021 Regular Council Meeting minutes as presented.

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

b. March 15, 2021 Special Budget Meeting

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to approve the March 15, 2021 Special Budget Meeting Minutes as presented.

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

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

There were none.

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

a. Designation of Dangerous Building on Lot 132 of Map 34 (20 Veronica Street)

Reopen Public Hearing 6:21 p.m.

Penny Thompson provided the Council an update regarding communications with the applicants.

No other public comment was provided.

Close Public Hearing 6:26 p.m.

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to accept the findings and order as presented and authorize staff to proceed with the dangerous building action for 20 Veronica Street.

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)

b. Designation of Dangerous Building on Lot 94-F of Map 36 (37 Home Farm Road)

Re-Open Public Hearing 6:27 p.m.

Penny Thompson provided the Council an update regarding communications with the applicants.

No other public comment was provided.

Close Public Hearing 6:28 p.m.

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to accept the findings and order as presented and authorize staff to proceed with the dangerous building action for 37 Home Farm Road.

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)

c. Designation of Dangerous Building on Lot 24-C of Map 12 (412 Access Highway 89)

Re-open Public Hearing 6:29 p.m.

Penny Thompson provided the Council an update regarding communications with the applicants.

No other public comment was provided.

Close Public Hearing 6:30 p.m.

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to accept the findings and order as presented and authorize staff to proceed with the dangerous building action for 412 Access Highway 89.

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)

d. Designation of Dangerous Building on Lot 108 of Map 39 (827 Main Street)

Re-Open Public Hearing 6:31 p.m.

Manager Marker noted that the staff are moving forward with getting quotes to have the building demolished. Removing the structure is beyond the capabilities of the Public Works Department.

No other public comment was provided.

Close Public Hearing 6:32 p.m.

Motion made by Councilor Theriault, seconded by Councilor Boma to accept the findings and order as presented and authorize staff to proceed with the dangerous building action for 827 Main Street.

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

e. Designation of Dangerous Building on Lot 050-075 of Map 10 (Caribou Trailer Park)

Re-Open Public Hearing 6:33 p.m.

Penny Thompson provided the Council an update regarding communications with the tenant. Manager Marker noted that Public Works could handle demolition of this structure.

No other public comment was provided.

Close Public Hearing 6:35 p.m.

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to accept the findings and order as presented and authorize staff to proceed with the dangerous building action for Lot 050-075 of Map 10 located in the Caribou Trailer Park.

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 #8: Reports by Officials and Staff

a. February 2021 Financial Report

Carl Grant reviewed the February 2021 Financial Report.

Motion made by Councilor Morrell, seconded by Councilor Theriault to accept the February 2021 financial report as presented.

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

b. City Manager's Report

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

Council Agenda Item #9: Old Business

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

Motion made by Councilor Morrell, seconded by Deputy Mayor Ayer to approve of Resolution 02-02-2021 Designating Caribou as a Second Amendment Sanctuary City.

Councilor Theriault stated that she personally does not support this and that it should go to the people for a vote not just the council.

Councilor Morrell suggested that we add more of the constitution not just the second amendment.

Councilor Willey stated that she agrees with Councilor Morrell with the fact that we should look at more of the constitution and not just the second amendment. She received concerns from citizens about the potential degrading message this sends and the attraction of vigilantes to the community.

Councilor Boma expressed concern stating that maybe we should look at more of the constitution not just homing in on one thing.

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

b. Caribou Trailer Park Closure Assistance Package

Manager Marker explained the proposed assistance package for the tenants of the Caribou Trailer Park. He explained that the package would offer the residents \$1,000 to assist them in relocating their trailer or \$1,000 for them to provide a bill of sale to the City which would help to avoid the abandonment process. He noted that any funding would be applied to back rent first and only disbursed after the tenants relocated.

Motion made by Councilor Theriault, seconded by Councilor Willey to adopt the Caribou Trailer Park Closure assistance package 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 # 10: New Business & Adoption of Ordinances and Resolutions

a. Resolution 03-02-2021 Supporting the Retention of the VA Clinic in Caribou

Manager Marker explained that Cary Medical Center has been involved in the bid process to keep the VA Clinic in Caribou. They even offered 5 acres on the Cary Medical Center Campus for a new facility to be built. The VA Clinic was originally placed in Caribou over 30 years ago in 1987.

Manager Marker read Resolution 03-02-2021 Supporting Retention of the VA Clinic in Caribou.

Manager Marker noted that Cary Medical Center was a bidder for the new VA clinic, and has no official opinion on the resolution or the discussion being held by the City Council.

John DeVeau, a citizen, expressed concern about the federal process involved and appreciated the council preparing the resolution.

Motion made by Councilor Willey, seconded by Councilor Boma to accept Resolution 03-02-2021 Supporting Retention of the VA Clinic in Caribou.

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)

b. Review of Overlimit Permit Agreement with MDOT for 2021 work on Van Buren Rd

Motion made by Councilor Morrell, seconded by Deputy Mayor Ayer to accept the Overlimit Permit Agreement with MDOT for 2021 work on Van Buren Road.

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 #11:

Councilor Theriault stated that the Nylander board would like to have a workshop with council.

Councilor Morrell suggested to have Denise schedule it.

Deputy Mayor Ayer would like to have information regarding PPP Loans of Cary Medical Center and would like to know mortgage and interest rates at Cary Medical Center as well.

Council Agenda Item #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 actions under §405.6.C

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to enter executive session at 7:26 p.m. to discuss Real Estate and Economic Development actions under §405.6.C

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

Council exited executive session at 8:05 p.m.

No action taken.

b. Labor Negotiation items with the city's four unions under §405.6.E

Motion made by Councilor Theriault, seconded by Councilor Boma to enter executive session at 8:05 p.m. to discuss Labor Negotiation items with the city's four unions under §405.6.E

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

Council exited executive session at 8:28 p.m.

No action taken.

c. Personnel Matters under §405.6.E

Motion made Deputy Mayor Ayer, seconded by Councilor Theriault to enter executive session at 8:29 p.m. to discuss Personnel Matters under §405.6.E

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

Council exited executive session at 9:18 p.m.

No action taken.

Council Agenda Item #13: Next Meetings: April 5 & 19

Council Agenda Item #14: Adjournment

Motion made by Councilor Willey, seconded by Deputy Mayor Ayer to adjourn the meeting at 9:18 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)



City Manager's Report

March 22, 2021

Economic Projects

| | |
|----------------------------------|--|
| Facade Improvement Program | The city received 10 applications for facade improvements. The review committee is meeting on March 23. Planning to have awards announced during the April 5 Council meeting. |
| River Front - Powerplants | Will discuss latest details in executive session. |
| 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. |
| 660 Access Highway | Owner is now working with an architectural firm to finalize construction drawings to submit for additional permits. |
| 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 | This will be on the April 5 Council meeting for final approval. |
| 2021 CDBG Applications | One letter of intent was submitted to assist Gary's Yamaha expand their business into the former Beauregard's location. The state will notify the city the first week of April if the application can move on to final submittal phase. |
| 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 | EPA responded to our submitted plan for remediation. They've asked for clarification on several points and additional details, which Dave Hopkins of Haley Ward is preparing. |
| Blight Cleanup | Continue to move forward with dangerous building actions on several properties. Continued hearings on March 22 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 | Stake holder group met March 18th to outline goals and priorities. They would like the Council to formally recognize them as a city committee as they continue with community outreach and master planning efforts. |
| Aldrich ATV/Snowmobile Storage | Property is purchased from CEGC. Owner waiting to see how Jarosz Storage on Limestone works before moving ahead. |
| Steel Building | No change since last meeting. Sent invoice to Stiel 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. Moving project to backburner. |
| Federal American Rescue Plan Act | Unknown how much money will come to the city at this time. Grant funds can be used to support local businesses, restaurants, build infrastructure such as water, sewer, or broadband, and affordable housing needs. Still waiting for final numbers and restrictions. Funds provided over 2 years. Must be spent by December 2024 or returned to treasury. |

| Other Administrative Projects | |
|-------------------------------|---|
| New City Manager Recruitment | Need Council to discuss general outreach methods and begin advertising. |
| Spirit of America Recognition | The month of April is volunteer recognition month. Would the Council like to recognize a person, project, or group to receive the 2021 Spirit of America Foundation Tribute for outstanding community service? |
| Union Negotiations. | Met with Fire Union on March 17. Next meeting scheduled for March 31. Police Officers Union met on March 10. Waiting for response from Union about latest negotiation points. Sergeants now represented by professional union. Working to schedule negotiation date with new representation. PW preparing additional response to point of negotiation. |
| Chambers AV System | 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 is out and available for public review. |
| 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 | Monitoring and implementing Governor's latest opening dates and regulations. |
| 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 | Hangars continue to be full. Receiving inquiries about availability. |
| 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. |

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a Special City Council Meeting on March 29, 2021 at 6:00 p.m. in Council Chambers with the following members present Councilors Boma, Morrell, Theriault, Willey and Mayor Smith. Councilors Ayer and Goughan were absent and excused.

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

Denise Lausier led an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

No Comments were made.

Council Agenda Item #5: New Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action Regarding Reconveyance of Tax Acquired Property at 55 Crosby Ave.

Manager Marker explained that the City has received a request from the prior owner of the property located at 55 Crosby Ave. The owner explained that he had been out of the area for a family emergency and had not received the notices and would like to pay the taxes and reclaim his property.

Councilor Morrell stated that we should address the issues and have a plan in place because the property needs to be cleaned up.

Councilor Theriault agreed that the issues must be addressed at the property but that she has no issue with reconveying the property to the previous owner.

Motion made by Councilor Willey, seconded by Councilor Theriault to reconvey the property at 55 Crosby Ave back to the previous owner for the taxes owed with the understanding that Manager require a template consent agreement be signed that provides 30 days for the owner to provide a plan on how he would address any code violations and 6 months for the property to be cleaned up. If the work is not completed, the property will revert to the City.

Roll Call Vote: C. Boma – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council Agenda Item #6: Next Meetings April 5 & 19

Council Agenda Item #7: Adjournment

Motion made by Councilor Theriault, seconded by Councilor Boma to adjourn the meeting at 6:12 p.m.

Roll Call Vote: C. Boma – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Danielle Brissette, Secretary

2021 Façade Improvement Grant Awards



The Caribou City Council, Economic Growth Council, Downtown Team, Planning Board, Events & Marketing, Code Enforcement and Tax Assessment Directors received 10 applications for the 2021 Façade Grants. Selecting grant recipients from an outstanding and varied group of applicants is always a challenge, and our committee did not take the task lightly! All of the proposed projects had merit and we appreciate the careful thought and time that went into the development of all of the applications. We value all of our businesses and their commitment to enhancing the quality of life in our community.

Applications were received from **Bennett Drive Redemption, Peterson's Portable Toilets, County Wide Vacuum, Family Chiropractic, Gary's Yamaha, GJ Autobody, Major Service Auto Repair, North Rentals, Roy Boy's Truck Works and the VFW.**

Applications were ranked with the following criteria:

| Overall Need/ Urgency | Permanent Structure | High Visibility | Material Quality | Contribution to Placemaking | Use of Local Labor for Repairs | Blight Remediation | Wayfinding Assistance | Comprehe- nsive Plan | Prior Funding |
|--------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------------------------|-----------------------|--------------------------|-------------------------|------------------|
|--------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------------------------|-----------------------|--------------------------|-------------------------|------------------|

We selected two projects to receive 2021 funding:

Bennett Drive Redemption: \$7,000

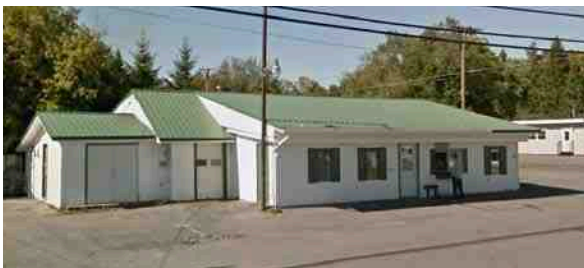
Peterson's Portable Toilets/ Otter Street Location: \$5,000

Bennett Drive Project:

Replace Siding
Install Roofing Meta Siding
New Trim Boards & Soffit
Replace Windows
Entry Doors

Otter Street Project:

Fix Broken Paneling
New Siding
Update Colors (Gray)
Strapping
Trim





City Manager's Report

April 2, 2021

Economic Projects

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|---|---|
| Façade Improvement Program | The city received 10 applications for façade improvements. Awards will be announced during the April 5 Council meeting. |
| River Front - Powerplants | Preparing MEDEP grant application to evaluation environmental needs at the plant. Met with Versant and Algonquin representatives. They indicate that the steam plant can be demolished without damaging their infrastructure. The diesel plant still contains some Algonquin equipment. Additional coordination will be needed before demolition can occur. |
| Events and Marketing | Kayak race on Aroostook River will be May 15. Starting at 10am. |
| Ogren Dump Solar Project | Still working through contract language. Plan to have on April 20 meeting. Must be adopted by ordinance. |
| Landbank | Legal counsel is reviewing word changes to the city's tax acquired disposal policy to allow private non-profits to act as the city's landbank. Should be on April 20 agenda for review. |
| 2021 CDBG Applications | The state has approved the submitted application for a final submittal opportunity. This is due the end of April. |
| 60 Access Highway | Owner is now working with an architectural firm to finalize construction drawings to submit for additional permits. |
| Title 13 ReWrite | Planning Board will act on Administrative amendment on April 8. Hearing on new home occupation standards will be in May. |
| Federal American Rescue Plan Act | Unknown how much money will come to the city at this time. Grant funds can be used to support local businesses, restaurants, build infrastructure such as water, sewer, or broadband, and affordable housing needs. Still waiting for final numbers and restrictions. Funds provided over 2 years. Must be spent by December 2024 or returned to treasury. |
| Birdseye Cleanup | Have submitted response to EPA questions about remediation plan. Awaiting final approval before putting out RFP. |
| Blight Cleanup | Dangerous building notices have been filed. |
| River Front - Master Plan | Stake holder group will conduct public outreach at kayak race. Continue to work on goals and plan options. |
| Hilltop Senior Living | Owners waiting until late spring/summer before conducting public open houses and tour for Council. |
| 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. |
| Aldrich ATV/Snowmobile Storage | Property is purchased from CEGC. Owner waiting to see how Jarosz Storage on Limestone works before moving ahead. |
| Jarosz Storage - Limestone St | This project will break ground in May. |
| River Front - Salmon | Owners currently working to fund raise over \$1M. Moving project to backburner. |
| Affordable Housing Development | No additional communications from developers. Will backburner this project. |

Other Administrative Projects

| | |
|--------------------------------------|--|
| New City Manager Recruitment | Position has been advertised. Already fielded an inquiry from within the state. |
| Spirit of America Recognition | The month of April is volunteer recognition month. Would the Council like to recognize a person, project, or group to receive the 2021 Spirit of America Foundation Tribute for outstanding community service? |
| Trailer Park Closure | Three tenants have submitted applications for ACAP rental housing assistance funding. Waiting for ACAP response. |
| Airport | Hangars continue to be full. Receiving inquiries about availability. |
| Union Negotiations. | Met with Fire Union on May 31. Waiting on some language proposals. Police Officers Union. Waiting for response from Union about latest negotiation points. Sergeants. Met with new Teamsters reps. waiting for counter offer about latest terms. Public Works. Waiting for response from Union about latest negotiation points. |
| Chambers AV System | 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 | Major revisions have been submitted to legal for review. Plan to have available for April 20 meeting. |
| River Road | Additional failure occurring in previous locations and along more southern elements. Barricades were moved. One lane road. |
| City Hall Boiler Systems | Need to draft RFP for City Hall valve and thermostat replacement work. |
| Fire Structural Study | No further action at this time. Waiting for thaw to start. |
| Cable Franchise Renewal | Monitoring latest legislative bills that will affect franchise terms. 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 | No further action at this time. |
| New LED Street lights | Still finalizing lights from last year. Will prioritize additional locations with public works committee and public safety. |
| Wage Policy | No further action at this time. |
| COVID-19 Status | Monitoring and implementing Governor's latest opening dates and regulations. |
| 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. |



City of Caribou, Maine

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

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

1 April 2021

Councilors,

Pursuant to Section 13-850 of the Caribou Code;

The Caribou Planning Board held a public hearing on March 11, 2021 to consider an amendment to the Caribou Zoning Map:

Rezone a portion of Tax Map 10- Lots 39-B, 40 and 41, (450, 467 and 473 Sweden Street) from Residential 1 (R-1) to Residential 3 (R-3)

The R-1 District is intended primarily for older residential neighborhoods within convenient reach of business facilities. This district is expected to contain higher-density single-family dwellings.

The R-3 District encompasses most of the area outside the urban center and is intended for the kinds of uses more traditional in rural areas, such as farming, farm residence, and other uses not inconsistent with a generally open, non-intensive pattern of land use. The minimum lot size requirement is high, in order to prevent overdevelopment, where public sewer is not feasible and the full range of urban services cannot be provided economically.

The Caribou Planning Board received a request from Jessica and Dwayne Gagnon at 467 Sweden Street and Melissa and Alhassan Badahman at 471 Sweden Street, and in response to the Public Notice, from Judy and Bryan Corrow at 450 Sweden Street, to rezone their respective properties from R-1 to R-3, citing the desire for a more rural lifestyle and the ability to have and to keep poultry and livestock. The Caribou Planning Board agreed that the impacted area currently in the R-1 district historically has been rural in nature, consisting of former family farms and agricultural lands. Thus, the Caribou Planning Board voted in favor of sending a recommendation to the Caribou City Council that the requested change to the Caribou Zoning Map be adopted.

The Caribou Planning Board hereby requests that the City Council consider this request, and if adopted, initiate the process to amend the Caribou Zoning Map accordingly.

Respectfully submitted,

Daniel T

Bagley:A01097C0000014E2B3F
4FA6000021C1

Daniel Bagley

2021 Planning Board Chair

Digitally signed by Daniel T
Bagley:A01097C0000014E2B3F4FA6000021C1
DN: c=US, o=U.S. Government, ou=ECA, ou=IdenTrust,
ou=LATTICE TECHNOLOGY GROUP INC, cn=Daniel T
Bagley:A01097C0000014E2B3F4FA6000021C1
Date: 2021.04.01 12:04:28 -0400

Ordinance Introduced by Councilor _____
on _____, 2021

Ordinance No. 01, 2021 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 13, SECTION 13-202, ZONING MAP

Short Title: An Ordinance amending the Caribou Zoning Map.

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

WHEREAS, the City of Caribou has adopted Chapter 13, Land Use Ordinances as part of its ordinances and regulations, which outline land use laws and zoning regulations; and

WHEREAS, a request has been made to amend the official zoning map in order to facilitate the more beneficial use of land and properties for economic advancement within the community; and

WHEREAS, the City Planning Board conducted a public hearing on March 11, 2021 to receive comment on the proposal, which hearing was preceded by the notification of affected land owners and the general public in accordance with city notification procedures, and

WHEREAS, the City Planning Board has forwarded a positive recommendation to the City Council for the proposed rezoning.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11, does ordain the following:

Section I. Zoning Map Amendment

The Official Zoning map is hereby amended as illustrated on the attached Exhibit A and city staff are directed to make the appropriate changes and filings in accordance with Title 13 codes.

Section II. Severability

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

Section III. Posting and Effective Date

This ordinance, being introduced on April 5, 2021 and a public hearing being held on April 20, 2021 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2021. This ordinance shall become effective 14 days after adoption by the Council.

Jody Smith, Mayor

Thomas Ayer, Deputy Mayor

Courtney Boma, Councilor

R. Mark Goughan, Councilor

Doug Morrell, Councilor

Joan Theriault, Councilor

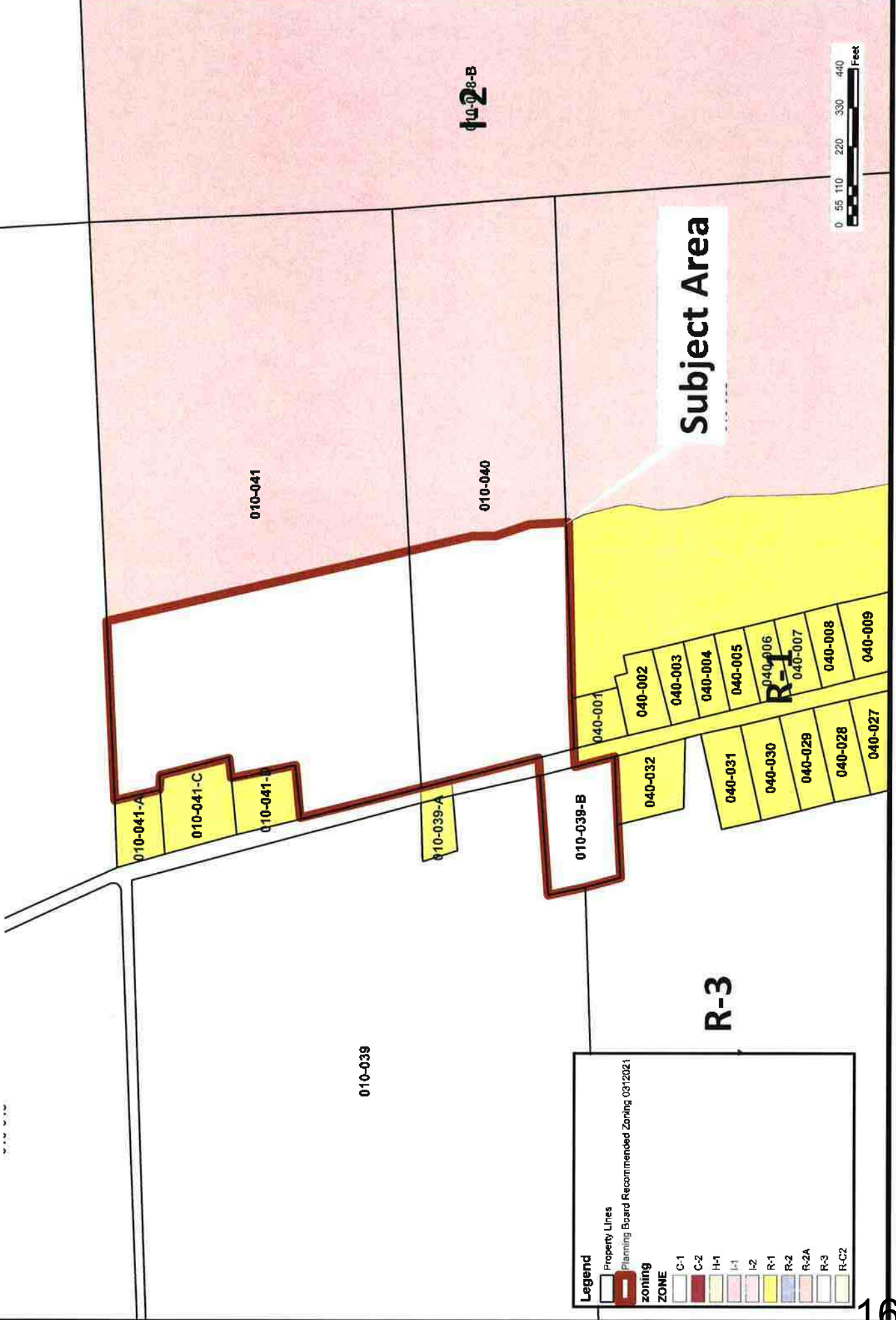
Louella Willey, Councilor

Attest:

Danielle Brissette, City Clerk



City of Caribou Planning Board Recommended Zoning 03/11/2021



Legend

Property Lines

Planning Board Recommended Zoning 03/12/2021

zoning

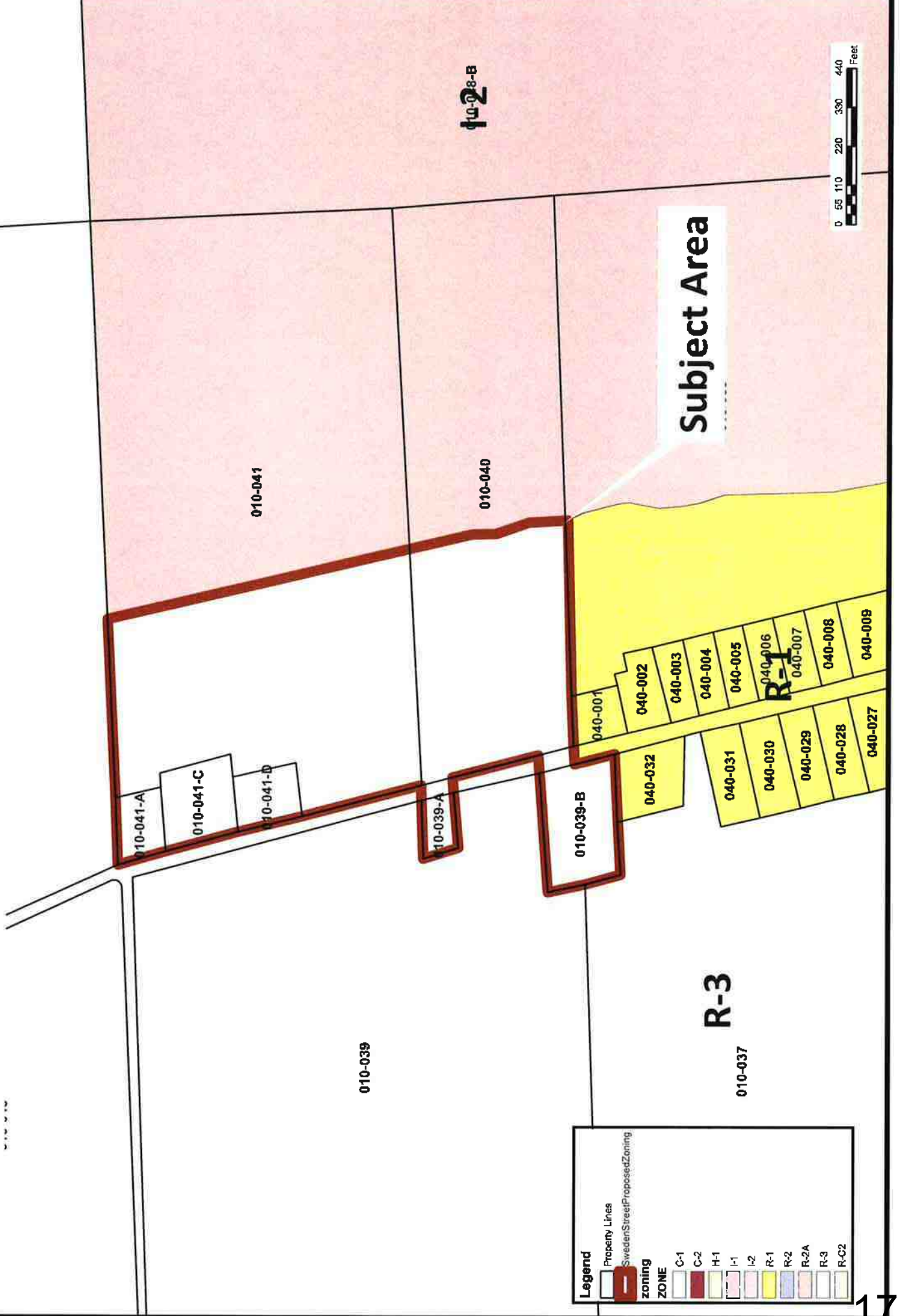
| ZONE | Color |
|------|--------------|
| G-1 | Light Green |
| C-2 | Dark Green |
| H-1 | Light Yellow |
| I-1 | Light Blue |
| I-2 | Light Green |
| R-1 | Yellow |
| R-2 | Light Blue |
| R-2A | Light Blue |
| R-3 | Light Green |
| RC2 | Light Green |



City of Caribou Staff Recommended Zoning 03/11/2021



013-00



Legend

Property Lines

Swiden Street Proposed Zoning

zoning

| ZONE | Color |
|------|--------------|
| C-1 | Light Blue |
| C-2 | Dark Blue |
| H-1 | Light Green |
| I-1 | Light Yellow |
| I-2 | Light Purple |
| R-1 | Yellow |
| R-2 | Light Blue |
| R-2A | Light Green |
| R-3 | Light Purple |
| R-C2 | Light Yellow |

**CARIBOU CODE ENFORCEMENT
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Ken Murchison, Zoning Administrator
RE: Burying Construction Demolition Debris
DATE: April 1, 2021

RGW 04/01/21

Maine State Law requires demolition notification to the Department of Environmental Protection for certain buildings and buildings with asbestos to be made by the owner. A record of any demolished building buried on site must be recorded at the Registry of Deeds for Aroostook County in Houlton. All non-biodegradable debris such as asphalt shingles, asbestos, carpeting, sheetrock, vinyl or metal siding, painted materials or similar materials must be delivered to the Tri Community Landfill or another Licensed Disposal Facility.

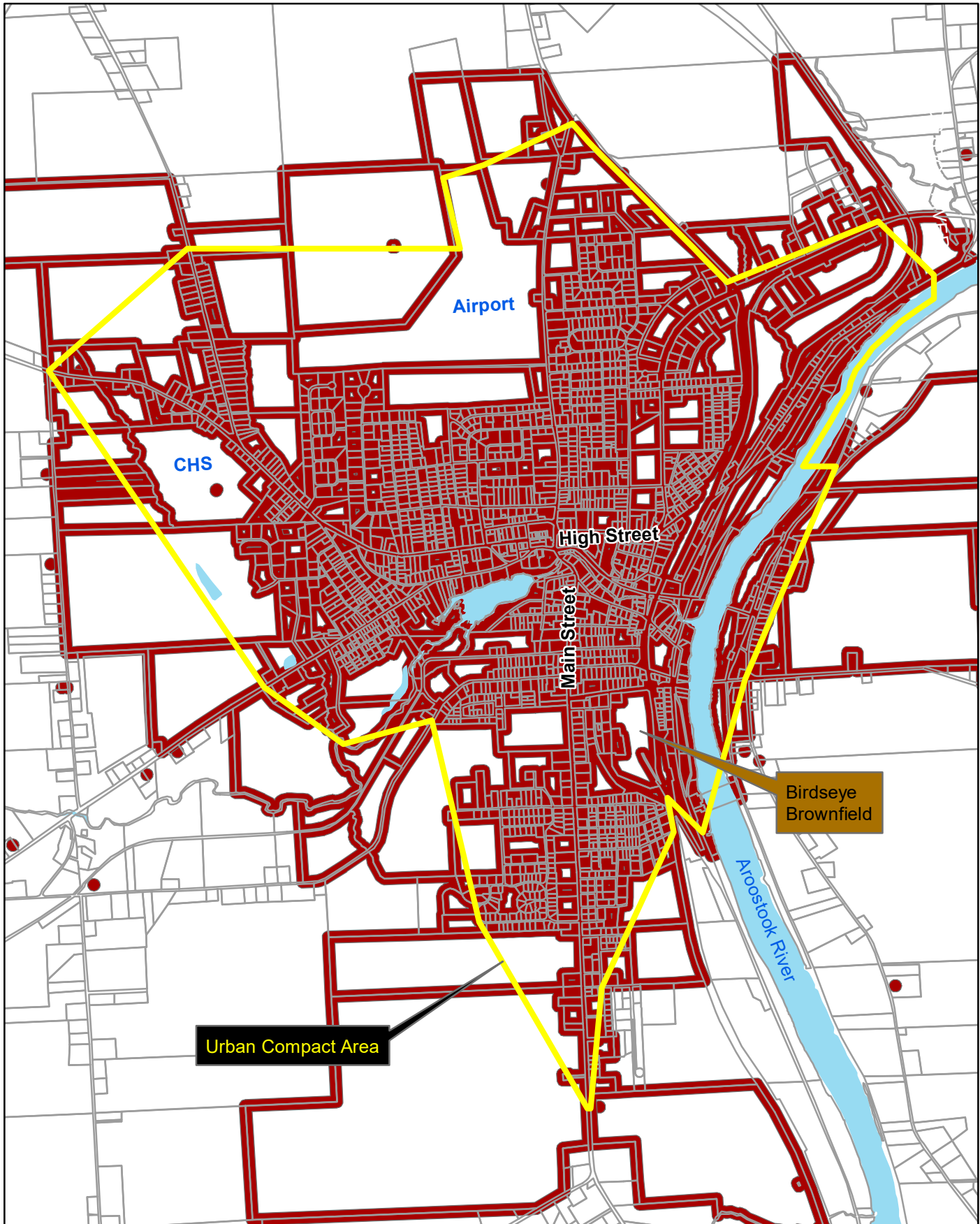
The DEP does not regulate demolition concrete and masonry brick and block materials that are considered inert (all rebar must be removed) and these materials can be used as beneficial fill.

That being said, we should consider the characteristics of the material and how it would be applied to the site. In larger cities where demolition occurs to make room for immediate redevelopment there would be an engineering spec for any material to be buried.

1. Collapsing the foundation into the hole and burying it may work in situations where redevelopment is not being considered, otherwise the cost of removal may be realized by the future developer.
2. Large chunks of concrete (greater than 1') when buried are not compactable and create voids resulting in uneven settlement, erosion and create favorable conditions for burrowing rodents. Larger sized concrete can be better used to reinforce sloped areas and armoring culvert outlets.
3. Small sized concrete debris (6" to 8" +/-) though still not a compactable material, would create lesser voids but still does not offer structural integrity enough to trench and form up foundation walls. Material of this size might also be used as beneficial fill to shape and contour the property and allow for drainage.
4. In order to reuse demo debris concrete material in building construction, it would need to be passed through a crusher and be applied as 1" +/- gravel that is compactable and could be used for subsurface base for slabs, foundations and roads.
5. The more we handle this product in order to bury on site, the more cost we drive into the demo project and must be carefully weighed as compared to disposal trucking cost.
6. Due to construction limitations from burying on site, we must also weigh the value and potential of redevelopment on a parcel as opposed to saving on disposal trucking cost. If currently redevelopable properties that are close to services and infrastructure become undevelopable due to buried debris, future growth will need to sprawl onto undeveloped properties.



Urban Compact Area Restricted Demolition Bury Locations



Red areas indicate the standard 100' buffer from property lines and wells required in Chapter 4 Section 103.2

0 1,250 2,500 5,000
Feet



Ordinance Introduced by Councilor _____
on _____, 2021

Ordinance No. 02, 2021 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 4, SECTION 4-103.2, BUILDING DEMOLITIONS, PERTAINING TO ONSITE BURYING OF DEMOLITION DEBRIS

Short Title: An Ordinance amending demolition debris disposal regulations.

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

WHEREAS, the City of Caribou has adopted Chapter 4, Building and Housing as part of its ordinances and regulations, which outline laws and regulations affecting construction and demolition of structures within the city; and

WHEREAS, the City Council requested that standards pertaining to disposal of demolition debris within the urban compact area be reconsidered.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11, does ordain the following:

Section I. Code Amendment

Section 4-103.2 of Chapter 4 Building and Housing is amended as follows: (stricken text is deleted, underlined text is added)

Sec. 4-103.2 Building Demolition

- a. Any building or structure to be demolished within the City of Caribou, (urban or suburban) requires a Demolition Permit issued by the Code Enforcement Office. Any property owner wishing to obtain a demolition permit must provide the CEO with proof of ownership or a copy of the deed, a completed Demolition Permit Application and schedule of demolition activity. All demolition clean-up and at least one foot of gravel cover with loam and mulch must be completed within one year from the date the permit is issued.

Any contractor applying for a Demolition Permit on behalf of the property owner must also provide a copy of a signed contract by the owner. Any person wishing to demolish a building must provide written proof that all utility providers have removed service from the building to be razed.

- b. The Caribou Fire Department must be notified at least 5 business days in advance of the commencement of demolition. At the discretion of the Caribou Fire Chief or their designee, the Fire Department may choose to burn the building as a training exercise provided the property owner initially request such action for consideration.
- c. Prior to the commencement of demolition, on the day the building is to be razed, the site must be inspected by Caribou's Building Official.
- d. ~~No demolition debris may be buried on site within the Urban Compact Zone.~~ Demolition debris may be buried on site ~~if located outside of the Urban Compact Zone~~ with the following provisions:
 - 1.) No debris may be buried within 100 feet of any property line.

- 2.) No debris may be buried within 100 feet of an existing water well.
 - 3.) ~~Biodegradable and~~ Inert demolition debris may be buried on site.
 - 4.) Inert materials such as brick, concrete or stone, if conditions will allow, may be buried on site, hauled to an off-site gravel pit or delivered to a Licensed Disposal Facility.
 - 5.) All structural lumber, structural steel and all non-biodegradable debris such as asphalt shingles, asbestos, carpeting, sheetrock, vinyl or metal siding, painted materials or similar materials must be delivered to the Tri Community Landfill or another Licensed Disposal Facility. If materials are to be delivered to a Licensed Disposal Facility, a copy of the contract with the Disposal Facility must accompany the Demolition Permit Application
 - 6.) The burial site must be covered with sufficient loam and seeding to prevent erosion of the site unless established as impervious surface pursuant to the redevelopment of the site.
- e. A final inspection is required. The owner or contractor must notify the Code Enforcement Officer at the completion of site recovery.

Note: Maine State Law requires demolition notification to the Department of Environmental Protection for certain buildings and buildings with asbestos to be made by the owner. A record of any demolished building buried on site must be recorded at the Registry of Deeds for Aroostook County in Houlton.

Section II. Severability

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

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Jody Smith, Mayor

Thomas Ayer, Deputy Mayor

Courtney Boma, Councilor

R. Mark Goughan, Councilor

Doug Morrell, Councilor

Joan Theriault, Councilor

Louella Willey, Councilor

Attest:

Danielle Brissette, City Clerk



Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Dennis Marker, City Manager**
From: Hope Shafer, Library Director
March 2021 Report

March began with a BANG and continued all the way through the month with storms and sunshine in almost equal quantity. Mother Nature was certainly wanting to remind us who is really in charge and give us warming hints of spring. You gotta' love her! 😊

We celebrated Dr. Seuss' birthday in our Children's Room this month. We had a Truffula Tree take-and-make craft and activity sheets for all ages and skills. We offered 6 different activity sheets every two weeks. It is so much fun to see the children race into their room eager to see what we have for them to do or see!

We also celebrated the month with our highest monthly circulation since I began working here in January of 2018! (It is also the highest in the records I have for 2017 as well.) A HUGE THANK YOU to our patrons for being so excited about all the things we offer. We may never hit that number again, but at least we did it once, and in March of all months! 😄

To accommodate some members of our D&D Club, this month we changed their gaming hours to 5-8pm, from 4-7pm. This give several players time to get home and join the online game. The club meets on the same Mondays as the City Council Meetings, thus allowing me to help watch the front desk with Erin while Peter is leading the online game from downstairs in the Archive. A little teamwork and we make it work. I am thrilled to see everyone so excited to play together. Our youngest member is 15 and our oldest is in their mid-late 30s.

Our Great Decisions Foreign Policy Association discussion group met the third Wednesday of the month. The topic was The Future of Persian Gulf Security. Oh my goodness, this was so interesting! We all agreed we had no idea how to fix anything in the Persian Gulf, but boy was it interesting to learn about it! We do not solve the problems of the world, but those problems make for a terrific discussion and the book is wonderful to read as well! I am enjoying this program far more than I thought I would. 😂

We have a month of activities planned for April:

- We are gearing up for April with some wonderful science take-and-make crafts provided to us by NASA! Our focus will be on Earth Day and Citizen Science this month! 😊
- We are hosting a Superhero Creation Contest for children and adults - this is already popular, and forms are flying out the door with children, teens, and even a few adults!
- We are hosting a 4-week Children's Nutrition Program. Children will get to explore a huge variety of grains and beans, learn about portion control, and play Nutrition Jeopardy!
- We also have a new basket raffle for children and adults. We will have a new basket for each, every two weeks during April. Tickets are \$1.00 each or 6/\$5.00. These raffles are really popular with our patrons.
- Erin has hidden eggs all around the Children's Room and we have had several explorers the last few days collecting all the eggs. Once they have found them all it is then their turn to hide them for others! Hilarity and fun always ensue and both children and their adults are enjoying the egg hunt! 😊

Our new displays are up for April and already the books are flying off of them! We have "Classic Creepy and Atmospheric", "Flower and Veggie Gardening", and "Celebrating National Poetry Month". We have such fun with our displays; showcasing books our patrons might otherwise miss.

I think that about wraps things up for this report. 😊

As always, Happy Reading!

~Hope

CIRCULATION STATISTICAL COMPARISON

| MATERIAL TYPE | MAR 2020 | APR 2020 | MAY 2020 | JUN 2020 | JUL 2020 | AUG 2020 | SEPT 2020 | OCT 2020 | NOV 2020 | DEC 2020 | JAN 2021 | FEB 2021 | MAR 2021 |
|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Adult books | 331 | 75 | 53 | 329 | 659 | 918 | 916 | 867 | 917 | 1,020 | 1,203 | 935 | 1,123 |
| Juvenile books | 502 | 73 | 56 | 470 | 632 | 818 | 690 | 895 | 681 | 992 | 1,007 | 846 | 1,208 |
| Teen/YA books | 43 | 5 | 10 | 72 | 154 | 132 | 97 | 142 | 137 | 86 | 159 | 150 | 154 |
| DVDs | 184 | 6 | 15 | 85 | 255 | 463 | 310 | 488 | 389 | 310 | 355 | 466 | 507 |
| eBooks/Audiobooks | 152 | 130 | 136 | 122 | 169 | 129 | 138 | 196 | 273 | 261 | 270 | 406 | 404 |
| Magazines | 51 | 0 | 8 | 12 | 147 | 149 | 122 | 101 | 70 | 160 | 139 | 175 | 168 |
| Interlibrary loans | 42 | 0 | 3 | 22 | 18 | 79 | 83 | 70 | 69 | 97 | 79 | 90 | 101 |
| Puzzles | | | | | | | | 15 | 10 | 41 | 34 | 22 | 12 |
| Renewals | 405 | 0 | 0 | 1 | 6 | 639 | 634 | 504 | 517 | 558 | 604 | 620 | 757 |
| TOTAL NUMBERS | 1,710 | 289 | 281 | 1,113 | 2,040 | 3,327 | 2,990 | 3,278 | 3,063 | 3,525 | 3,850 | 3,710 | 4,434 |

**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 | MAR 2020 | APR 2020 | MAY 2020 | JUN 2020 | JUL 2020 | AUG 2020 | SEPT 2020 | OCT 2020 | NOV 2020 | DEC 2020 | JAN 2021 | FEB 2021 | MAR 2021 |
| Circulation | 1,710 | 289 | 281 | 1,113 | 2,040 | 3,327 | 2,990 | 3,278 | 3,063 | 3,525 | 3,850 | 3,710 | 4,434 |
| Library Visitors | 2,495 | 267 | 220 | 395 | 3,197 | 3,234 | 3,675 | 3,570 | 2,573 | 2,819 | 2,641 | 2,534 | 3,023 |
| Wi-Fi access | 14,140 | 2,729 | 7,247 | 12,902 | 14,600 | 58,117 | 20,960 | 16,833 | 10,256 | 6,235 | 8,673 | 8,810 | 7,252 |
| Books added | 99 | 37 | 91 | 95 | 104 | 139 | 107 | 210 | 144 | 154 | 163 | 141 | 184 |
| Books withdrawn | 360 | 28 | 21 | 24 | 3 | 62 | 33 | 9 | 6 | 282 | 15 | 16 | 48 |
| Program Participation | 1,080 | 2,101 | 1,321 | 997 | 898 | 533 | 569 | 6,289 | 1,615 | 8,443 | 1,926 | 1,571 | |
| New patrons | 11 | 1 | 1 | 3 | 9 | 11 | 17 | 15 | 8 | 1 | 14 | 18 | 8 |
| Archives (# of users) | 17 | 0 | 0 | 11 | 26 | 37 | 31 | 29 | 39 | 23 | 31 | 37 | 44 |

[illegible]