

CITY COUNCIL MEETING NOTICE AND AGENDA

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

**THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND
THE CITY OF CARIBOU 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 –
6. Bid Openings, Awards, and Appointments
 - a. Appointments to the newly formed Caribou Riverfront Renaissance Committee (CRRC) Pages 2 – 11
7. Public Hearings and Possible Action Items
 - a. Ordinance No. 17, 2021 Series, Charter Amendment, Capital Improvement Referendum Process Pages 12 – 13
 - b. Ordinance No. 18, 2021 Series, Amending Chapter 17 General Assistance Pages 14 – 16
 - c. Ordinance No. 19, 2021 Series, Chapter 21 Remote Participation Policy Pages 17 – 19
 - d. Ordinance No. 20, 2021 Series, Chapter 21 Remote Participation Policy Pages 20 – 26
8. Reports by Staff and Committees
 - a. Blighted properties report (requested at last meeting) presented by CEO Ken Murchison Pages 27 – 29
 - b. Staff report (requested at last meeting) presented by Fire Chief Scott Susi Pages 30 – 32
 - c. Manager's report Pages 33 – 34
9. New Business, Ordinances and Resolutions
 - a. Resolution 10-01-2021 Adopting the Aroostook County Hazard Mitigation Plan – 2021 Update Pages 35 – 36
 - b. Discussion on Chapter 13 Zoning Ordinance to align with state minimums Page 37
10. Old Business
 - a. Discuss wording of the non-binding question for the November ballot Pages 38 - 39
11. Reports and Discussion by Mayor and Council Members
12. Executive Session(s) (May be called to discuss matters identified under 1 MRSA §405.6)
13. Next Regular Meetings: October 18, November 1, November 15, November 29
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

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



MEMO

TO: Mayor Smith and Caribou City Council
FROM: Code Enforcement Department
RE: Caribou Riverfront Renaissance Committee
DATE: October 4, 2021

Re: Caribou Riverfront Renaissance Committee (CRRC)

Exhibit A: Suggested Committee Composition

It was requested of City Staff to advertise our request for Volunteers to compose a City Riverfront Renaissance Committee. The following are the staff recommendations:

The Caribou Riverfront Renaissance Committee (CRRC) shall be composed of five members of the Public to be appointed by the City Council and the initial appointments shall be as follows:

- Dan Bagley 3 years
- Mark Draper 3 years
- Jay Kamm 2 Years
- Christina Kane Gibson 2 Years
- Andrea Flannery 1 Year

The Caribou Riverfront Renaissance Committee (CRRC) ordinance includes a provision for the appointment by the Committee of an unlimited number of additional members which initially may include:

- Frank McElwain
- Steve Wentworth
- Kate McCartney
- Jan Murchison

In addition, the Committee will include five ex-officio members; one member of the City Council, three members of the City Staff, to be appointed by the City Manager, and the City Manager.

Best regards,

Kenneth Murchison
City of Caribou CEO/Zoning Administrator



CITIZEN BOARD APPLICATION

Name: Kate McCartney
Physical Address: 155 High St.
Mailing Address: Same
Phone Number: Home 492-4766 Cell _____ Work _____
Email: kmc66@gmail.com

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

Member Council for the Arts
Organized 15 years of pie contests at the Fair
10 years Historical Pavilion "

Aidabet Kevin in his many community projects,
Education: MA, English, U-Maine including the scale model of the solar system

Present Employer Name & Address: Self
The Old Iron Linn

Job Title: Linn Keeper
Landlord

I am interested in serving on the following committee(s):

River walk development

Are you willing to serve on ANY committee if needed?

☐ Yes

☐ No

Kate McCartney 9/28/21
Signature of Applicant Date

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

CITIZEN BOARD APPLICATION FORM

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

Name: Daniel Bagley

Physical Address: 260 Madawaska Road

Mailing Address: Same

Phone Number: _____ Home _____ Work _____

Cell dan.bagley@latticech.net Email _____

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

Planning Board, Charman 2021

Education: BS/MS Electrical Engineering

Present Employer Name & Address: Lattice Technology Group, Inc.

Job Title: Systems Engineering

I am Interested in serving on the following committee: Riverfront Development

Are you willing to serve on ANY committee if needed?

YES ☒ NO

Daniel Bagley
Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: Mark Draper

Physical Address: 336 Belanger Rd., Caribou

Mailing Address: same

Phone Number: 498-2277 Home 473-7840 Work
227-4304 Cell mark@arostookwaste.com Email

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

Rotary Club of Caribou
Boy Scout Troop 184 - Caribou
Maine Board of Environmental Protection

Education:

Bachelor of Science Environmental Studies - UMFK

Present Employer Name & Address:

Arostook Waste Solutions

Job Title:

Solid Waste Director

I am interested in serving on the following committee:

Riverfront Redevelopment

Are you willing to serve on ANY committee if needed?

YES

☒ NO



Signature of Applicant



CITIZEN BOARD APPLICATION

Name: Andrea Flannery

Physical Address: 28 Corriveau St

Mailing Address: 28 Corriveau St

Phone Number: Home Cell 207.671.8843 Work

Email: andrea.m.flannery7@gmail.com

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

Professional committees within State Of Maine include; sunshine committee, new worker orientation and other leadership roles.

Education:

BSW from University of Southern Maine- Licensed Social Worker

Present Employer Name & Address:

State of Maine Adult Protective Services -OADS-DHHS

Job Title:

Adult Protective Investigator

I am interested in serving on the following committee(s):

River Front Revitalization

Are you willing to serve on ANY committee if needed?

☒ Yes

☐ No

Andrea M Flannery September 27,
2021

Signature of Applicant

Date

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

CITIZEN BOARD APPLICATION FORM

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

Name: Jay Kamm

Physical Address: 59 Main Siding Rd. Caribou, ME 04736

Mailing Address: Same as above

Phone Number: 492-8520 Home 493-5757 Work
551-5807 Cell jkamm@wmde.org Email

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

Aroostook Regional Transportation System Board of Directors
Caribou Utilities District Trustees
Caribou Housing Authority
Maine Association of Planners

Education: B.S. Environmental Studies UMFIR

Present Employer Name & Address: Northern Maine Development Commission
11 West Presque Isle Road, Caribou

Job Title: Senior Planner

I am Interested in serving on the following committee: Riverfront Redevelopment

Are you willing to serve on ANY committee if needed?

YES (NO)

Jay Kamm

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: Christina Kane-Gibson

Physical Address: 260 Van Buren Road, Caribou, ME 04736

Mailing Address: 260 Van Buren Road, Caribou, ME 04736

Phone Number: _____ Home _____ Work _____
512-971-1982 Cell christina.kanegibson@gmail.com Email

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

City of Caribou Events & Marketing Director, 2017-2021

Caribou Downtown Team, 2018-2021

Education:

BS - Boston University, CPC - Texas Christian University

Present Employer Name & Address:

CKGcreative - Independant Contractor / Marketing Business

Job Title:

Owner

I am Interested in serving on the following committee:

Riverfront Redevelopment

Are you willing to serve on ANY committee if needed?

YES NO



Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: Frank McElwain

Physical Address: 711 Sweden St. Caribou, ME 04736

Mailing Address: 711 Sweden St. Caribou, ME

Phone Number: 207 498-8274 Home 207 498-8276 Work

207 551-8386 Cell fmcelwain@maine.rr.com Email

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

Caribou Rotary

Caribou Planning Board

Parish Council

Education: BS, MA, CTS - University of Maine

Present Employer Name & Address:

self employed - McElwain's Strawberry Farm

Job Title: Farmer

I am Interested in serving on the following committee: Riverfront Committee

Are you willing to serve on ANY committee if needed?

YES ☒ NO

[Signature]

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: JANINE B. MURCHISON

Physical Address: 10 PARK ST, CARIBOU, ME 04736

Mailing Address: SAME

Phone Number: 492-1062 Home _____ Work _____

Cell MURCHISON4@MAINE.RR.COM Email _____

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

CARIBOU LIBRARY BOARD (10/2005 TO 12/2020)

CARIBOU UTILITIES DISTRICT (01/2001 TO 12/2006; 01/2008-PRESENT)

CARIBOU DOWNTOWN TEAM (07/2018 TO 07/2021)

Education: BS. CIVIL ENGINEERING

MS. BUSINESS

Present Employer Name & Address: JAMES W. SEWALL COMPANY

PO BOX 190, CARIBOU, ME 04736

Job Title: PROJECT MANAGER

I am Interested in serving on the following committee:

RIVERFRONT REDEVELOPMENT

Are you willing to serve on ANY committee if needed?

YES ☒ NO



Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: STEVE WENTWORTH

Physical Address: 4 ELIZABETH AVE.

Mailing Address: "

Phone Number: 551-1007 Home _____ Work _____

Cell _____ Email _____

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

PLANNING BOARD

Education:

Present Employer Name & Address: NONE

Job Title:

I am Interested in serving on the following committee:

RIVERFRONT REDEVELOPMENT

Are you willing to serve on ANY committee if needed?

YES NO

S. K. Wentworth

Signature of Applicant

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



MEMO

To: Mayor and Council Members
From: Penny Thompson, Interim City Manager
Date: 09/30/2021
Re: Public Hearings at the October 4, 2021 meeting

There are three public hearings schedule for this meeting. They are listed in the newspaper ad on the next page. The proposed changes follow.

Caribou City Council Notice of Public Hearings

The Caribou City Council will hold three Public Hearings on **Monday, October 4, 2021, at 6:00 pm** in City Council Chambers, 25 High Street.

Public Hearing #1 is in consideration of Ordinance No. 17, 2021 Series, Charter Amendment to Amend the Capital Improvement Referendum Process

Public Hearing #2 is in consideration of Ordinance No. 18, 2021 Series, An Ordinance Amending Chapter 17 General Assistance

Public Hearing #3 is in consideration of Ordinance No. 19, 2021 Series, Chapter 21 Remote Participation Policy

Copies of the proposed Ordinances are available on the City's website at www.cariboumaine.org and in the City Clerk's Office at City Hall, 25 High Street.

Interested individuals are encouraged to attend.

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



MEMO

To: Mayor and Council Members
From: Penny Thompson, Interim City Manager
Date: 09/30/2021
Re: Public Hearings on Ordinance 17 2021 Series, Charter Amendment

There was a meeting of the Charter committee on Friday September 24 at 11:30 am in the second-floor conference room of the Caribou Municipal Building.

The committee recommended the wording proposed by Philip Saucier of Berstein Shur (on behalf of Ann Freeman). The charter changes are as follows below:

The new language is underlined. There was no language removed from the original Charter, a new line was simply added:

Section 5.06 (b)(4)

(4) Submissions of projects to voters. All capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum vote thereon. If a majority of ballots cast for a referendum question favors approval the improvement project is approved, provided the total number of votes cast for and against the referendum question equals or exceeds 65% of the total number of registered voters in City of Caribou at the time of the election. A project is defined as a complete list of capital expense purchases combined together to build a building, purchase vehicles or machinery, provide a service to the citizens of the city, or a combination thereof, and not currently part of the schedule of City assets.

For reference, here is a copy and paste from the charter:

(4) Submissions of projects to voters. All capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum vote thereon. A project is defined as a complete list of capital expense purchases combined together to build a building, purchase vehicles or machinery, provide a service to the citizens of the city, or a combination thereof, and not currently part of the schedule of City assets.

This charter amendment was introduced by Councilor Morrell at the August 23, 2021 meeting.

The Public Hearing will be held at the Monday October 4, 2021 regular meeting of the Caribou City Council.

**Ordinance No. 17, 2021 Series
City of Caribou
County of Aroostook
State of Maine**

**AN ORDINANCE TO AMEND THE CARIBOU CITY CHARTER, TO AMEND THE
CAPITAL IMPROVEMENT REFERENDUM PROCESS**

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 Caribou City Charter outlines Financial Procedures in Chapter V ; and

WHEREAS, the Caribou City Charter outlines procedures for the Capital Expense Budget; and

WHEREAS, the Caribou City Charter recognizes that capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum; and

WHEREAS, any ordinance seeking to amend the charter must be approved by a vote of the citizens at the next general election.

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, and Maine Revised Statutes, Title 30-A, §2104, presents for consideration of the voters, the following changes to the Charter.

Section I. Amendment to the Capital Improvement Referendum Process

Caribou City Charter Section Section 5.06 (b)(4)

(4) Submissions of projects to voters. All capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum vote thereon. If a majority of ballots cast for a referendum question favors approval the improvement project is approved, provided the total number of votes cast for and against the referendum question equals or exceeds 65% of the total number of registered voters in City of Caribou at the time of the election. A project is defined as a complete list of capital expense purchases combined together to build a building, purchase vehicles or machinery, provide a service to the citizens of the city, or a combination thereof, and not currently part of the schedule of City assets.

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 August 23, 2021, and a public hearing being held on October 4, 2021 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2021. This ordinance shall become effective 24 hours after affirming vote of the citizens during the _____ election.

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

Ordinance No. 18, 2021 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 17 General Assistance

Short Title: An ordinance Amending General Assistance Guidelines

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

Section I. Amendments to Ordinance

A. Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended to read as follows:

OVERALL MAXIMUMS

County	Persons in Household					
Aroostook	1	2	3	4	5	6
	\$655.00	\$717.00	\$840.00	\$ 1,132.00	\$ 1,254.00	\$ 1,329.00

*Add \$75 for each additional person

B. Appendix B of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2021, those amounts are:

2021-2022 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$58.14	\$250.00
2	\$106.74	\$459.00
3	\$153.02	\$658.00
4	\$194.19	\$835.00
5	\$230.70	\$992.00
6	\$276.74	\$1,190.00
7	\$306.05	\$1,316.00
8	\$349.77	\$1,504.00
NOTE: For each additional person add \$146.00 per month.		

c. Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

A listing of the maximum levels of assistance for housing (both heated and unheated)

	UNHEATED		HEATED	
Number of Bedrooms	Weekly	Monthly	Weekly	Monthly
0	\$119	\$510	\$142	\$612
1	\$125	\$536	\$156	\$670
2	\$141	\$608	\$183	\$785
3	\$198	\$853	\$249	\$1,070
4	\$212	\$913	\$274	\$1,180

D. Appendix D of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

NOTE: For an electrically heated dwelling also see Appendix E – Heating Fuel. But remember, an applicant is ***not automatically*** entitled to the “maximums” established – applicants must demonstrate need.

1) Electricity Maximums for Household *Without* Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric excluding hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00
NOTE: For each additional person add \$7.50 per month		

2) Electricity Maximums for Household *With* Electrically Heated Hot Water: The Maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat.

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$22.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00
NOTE: For each additional person add \$10.00 per month		

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1,000 gallons of propane.

E. Appendix H of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution
- A secured death certificate or obituary
- Embalming
- A minimum casket
- A reasonable cost for necessary transportation
- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery
- A reasonable cost for a burial urn not to exceed \$55
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

This ordinance, being introduced on September 7, 2021, and a public hearing being held on October 4, 2021 was duly passed by the City Council of the City of Caribou, Maine, this 4th day of October 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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, Interim City Manager
Date: 10/04/2021
Re: Public Hearing on Ordinance No. 19, 2021 Series, Chapter 21 Remote Participation Policy

With the resurgence in COVID-19 cases, the Caribou City Council has expressed a desire to allow remote participation in City Council meetings.

One feature of the now-expired emergency legislation from the early days of the pandemic that the Legislature recently made permanent is the ability of municipal boards and committees to meet remotely. MMA has provided written guidance on the new remote meetings law. To enable remote participation, a board must first, after public notice and hearing, adopt a written policy governing remote participation by board members and the public that contains certain limitations (discussed in the attached guidance). MMA has also provided a sample written policy. The need for a written policy is contained in state statute 1 M.R.S. § 403-B.

Under the new remote meeting law, board members are expected to be physically present for meetings. However, may attend board meetings via remote methods of participation in the case of an emergency or urgent issue that requires the board itself to meet remotely, or an illness or temporary absence that causes a board member significant difficulty in traveling to a meeting. It is likely that if a board or committee member had a medical condition that made him/her more susceptible to COVID, a doctor's note would meet the criteria for an "illness or other physical condition" that made attendance impracticable. If a board member has no medical condition but is generally concerned about a specific COVID case or the delta variant more generally, then I'm not sure that this would meet the criteria, but the phrases "when being physically present is not practicable" and "urgent issue" could be open to interpretation, especially if the entire board shares that concern.

Ordinance # 19, 2021 Series, Chapter 21 Remote Participation Policy was introduced at the September 20, 2021 meeting by Councilor Thomas Ayer.

The Public Hearing will be held at the meeting tonight.

Chapter 21 – Remote Participation Policy

Section 1 – Purpose Statement

Section 2 – Adoption of Remote Participation

Section 3 – Permissible Reasons for Remote Participation

Section 4 – Procedures for Remote Participation

Section 5 – Minimum Requirements for Remote Participation

Section 6 – Acceptable Methods of Remote Participation

REMOTE PARTICIPATION POLICY

City of Caribou, Maine

This Remote Participation Policy is intended to establish guidelines on the practice of remote participation by members of the City of Caribou's public bodies.

1. Purpose Statement

Maine law (Title 1 M.R.S. § 403-B) allows members of public bodies, in limited circumstances, to participate remotely in public meetings. While all members of the City's public bodies should endeavor to attend meetings in person, the law seeks to promote greater participation in government meetings by allowing members to participate remotely when physical attendance is not practical.

2. Adoption of Remote Participation

This Policy is adopted in accordance with 1 M.R.S. § 403-B and the Caribou City Charter.

This Policy applies to all public bodies of the City of Caribou that are subject to the Maine Freedom of Access Act's (1 M.R.S. §§ 400 et seq.) public meeting requirements, including the following: City Council; Planning Board; Board of Assessors; Zoning Board of Appeals; and all committees and subcommittees, whether such public bodies are appointed or elected.

Where this Policy is more stringent than 1 M.R.S. § 403-B, this Policy shall control.

3. Permissible Reasons for Remote Participation

Members of all public bodies are expected to be physically present for public meetings, except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include, but is not necessarily limited to, the following:

- A. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under 1 M.R.S. § 406; and
- B. The existence of an emergency or urgent issue that requires the public body to meet by remote means.

It is the express desire of the City Council that remote participation in meetings be an infrequent event, for both individual board members and the City's public bodies as a whole. Chairs of public

bodies shall interpret this Policy strictly and their decision to allow or not to allow remote participation shall be final and shall not be appealable.

4. Procedures for Remote Participation

Any member of a public body who wishes to participate remotely shall, at least 24 hours or as soon as reasonable possible prior to the meeting, notify the Chair (or the Chair's designee) and staff assigned to support the public body of his or her desire to do so and the reasons and facts supporting the request.

A. Notice of the meeting must be provided in accordance with 1 M.R.S. § 406 and the Caribou City Charter. When authorized under law or this Policy to attend by remote methods, said notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The public body may not determine that public attendance at a meeting will be limited solely to remote methods, except in circumstances where the public body must meet by remote methods.

B. Prior to the meeting the Chair shall make every effort to ensure the equipment is available and function properly. If the required equipment is not available, then the Chair shall deny the request for remote participation.

C. At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall be recorded in the meeting minutes.

D. All votes taken during any meeting in which a member participates remotely shall be by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public.

E. A member participating remotely for an executive session shall affirm at the start of such session that no other person is present and/or able to hear the discussion at the remote location and that the session is not being remotely recorded by any device.

F. A member of the public body who participates in a public meeting by remote methods is present for purposes of a quorum and voting.

5. Minimum Requirements for Remote Participation

A. Except when an emergency or urgent issue requires the public body to meet by remote means, at a minimum, the person authorized to chair the meeting shall be physically present at the meeting.

B. Members of the public must be afforded a meaningful opportunity to attend by remote methods when members of the public body participate by remote methods, and

reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

C. If the public body allows or is required to provide an opportunity for public input during the meeting, then an effective means of communication between the members of the body and the public must be provided.

D. The public body shall make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the meetings of the public body in person, as long as additional costs are not incurred by the public body.

E. Members of the public body who participate remotely and all person present at the meeting location shall be clearly seen and heard if using video technology, and clearly heard if using only audio technology, by the other members of the public body and the public.

6. Acceptable Methods of Remote Participation

A. Telephone, internet, or satellite-enabled audio or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability.

B. Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible and, if possible, clearly visible to all persons present at the meeting location.

C. Public meetings shall not be conducted by text-only means, such as e-mail, text messages, or chat functions.

D. The public body shall determine which of the acceptable methods may be used by its members.

E. If technical difficulties arise as a result of utilizing remote participation, then the Chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with the remote participant's ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred and subsequent reconnection, if achieved, shall be noted in the meeting minutes. A remote participant who is unable to reconnect shall be noted as absent.

Ordinance Introduced by Councilor Ayer
on September 20, 2021

**Ordinance No. 19, 2021 Series
City of Caribou
County of Aroostook
State of Maine**

**AN ORDINANCE TO ESTABLISH CHAPTER 21, REMOTE PARTICIPATION
POLICY**

WHEREAS, the Maine State Legislature recently made permanent the ability of municipal boards and committees to meet remotely; and

WHEREAS, the Caribou City Council has introduced Ordinance 19, 2021 Series, Chapter 21 Remote Participation Policy; and

WHEREAS, the Caribou City Council has held a public hearing on the introduction of Ordinance 19, 2021 Series, Chapter 21 Remote Participation Policy; and

WHEREAS, the Caribou City Council has voted to adopt Ordinance 19, 2021 Series, Chapter 21 Remote Participation Policy;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARIBOU MAINE HEREBY adopts Ordinance 19, 2021 Series, Chapter 21 Remote Participation Policy.

Section I. Establishment of Chapter 21 Remote Participation Policy

The Caribou City Council has voted to adopt Ordinance 19, 2021 Series, Chapter 21 Remote Participation Policy.

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 September 20, 2021, and a public hearing being held on October 4, 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

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Mayor Smith and Caribou City Council
FROM: Code Enforcement Department
RE: Full dangerous properties list
DATE: October 4, 2021

Exhibit A: Comprehensive listing of Dangerous Properties and Nuisance Property City wide

It was requested of City Staff to compile a full list of dangerous and nuisance properties. Staff were able to utilize the 2020 Blight data to sample those properties of greatest concern, see attached listing.

Our initial Blight data featured over 3300 entries, from this we sampled the score rating from zero to 60 (sample size 378) and then finally the zero occupancy (sampling size 172) that when reviewed totaled 69 properties.

Not every property listed is considered dangerous however each property is considered to be extremely blighted and potentially dangerous.

Best regards,


Kenneth Murchison

City of Caribou CEO/Zoning Administrator

OBJECTID	ADDRESS	Name	NOTES	Zone
3240	655 West Presque Isle Road	001-013-C	Abandoned Building	R-3
730	1177 East Presque Isle Road	002-011-A	Abandoned Buildings	R-3
2190	1270 Presque Isle Road	002-040	Abandoned/Dangerous Buildings	R-3
2184	1215 Presque Isle Road	002-047	Abandoned/Dangerous Buildings	R-3
637	151 East Green Ridge Road	003-018-A	Abandoned Trailer	R-3
271	96 Main Street	005-006	Dangerous Buildings	R-3
2156	910 Presque Isle Road	005-021	Vacant Commercial	R-C2
1150	46 Hardison Road	005-058-A	Abandoned Building	R-3
1542	10 Mitchel Road	007-047	Abandoned Building	R-3
838	396 For Farified Road	008-036	Abandoned Ag Building	R-3
1082	406 Grimes Road	009-042-A	Property Maintenance	R-3
1090	636 Grimes Road	009-069	Abandoned Buildings	R-3
1091	652 Grimes Road	009-071	Dangerous Building	R-3
1395	97 Lombard Road	010-010	Abandoned Building	R-3
3300	279 Woodland Road	010-022	Abandoned Building	R-3
3288	88 Woodland Road	010-032-A	Abandoned RV Trailer	R-1
2103	22 Powers Road	011-007-A	Abandoned Building	R-3
27	411 Acces Highway	012-025-B	Mobile Home	R-3
29	463 Acces Highway	012-026	Mobile Home	R-3
1034	271 Grimes Mill Road	012-054	Abandoned Buildings	R-3
1015	42 Grimes Mill Road	012-071	Abandoned Building	R-3
2704	790 Sweden Street	013-035-V	Abandoned Buildings	R-3
2151	602 Powers Road	014-018	Sheds	R-3
2827	529 Van Buren Road	014-044-A	Dangerous Building/Burnt	R-3
1669	269 Madawaska Road	015-009-A	Dangerous Building	R-3
274	89 Belyea Rod	015-029	Abandoned House and Barn	R-3
1697	248 Baird Road	015-046-D	Multiple Violations	R-3
76	903 Acces Highjway	015-067-B	Sheds	R-3
78	914 Access Hghway	015-069	Sheds	R-3
2863	898 Van Burn Road	016-010-B	Abandoned Buildings	R-3
2860	860 Van Buren Road	016-010-C	Dangerous Building/Colapsed	R-3
2871	937 Van Buren Road	017-003	Abandoned/Dangerous Buildings	R-3
2864	897 Van Buren Road	017-011	Abandoned Buildings	R-3
2856	761 Van Buren Road	017-016	Sheds	R-3
250	366 Belanger Road	017-032-B	Foundation/Slab	R-3
251	374 Belanger Road	017-032-D	Colapsed Quanset	R-3
252	375 Belanger Road	017-033-C	Multiple Violations	R-3
1677	336 Madawaska Road	018-010	Abandoned Ag	R-3
3177	188 West Gate Road	018-031	Abandoned Trailer Park	R-3
3180	210 West Gate Road	018-032-A-ON	Abandoned Trailer	R-3
3178	210 West Gate Road	018-032-B	Multiple Violations	R-3
1704	759 Madawaska Road	021-011-A	Shed/Trailer	R-3
1145	44 Hardison Street	025-018	Abandoned Building	R-1
572	56 Crosby Avenue	025-059	Colapsed Foundation	R-1
1299	59 Katahdin Avenue	025-114	Exterior Maintenance	R-1
1437	142 Lower Lyndon Street	025-149-AA	Abandoned Industrial	I-1
1434	85 Lower Lyndon Street	027-047	Abandoned Industrial	I-1
806	28 Fountain Drive	028-095	Abandoned Building	R-1

3335 68 York Street	028-120	Abandoned Foundation	R-1
2097 10 Pond Street	029-022	Dangerous Building	R-2
3133 103 Water Street	030-039	Dangerous Building	R-2
1422 5 Lower Lyndon Street	030-059	Dangerous Building	R-2
3093 15 Prospect Street	031-009	Multiple Violations	R-2
1188 49 Herschel Street	031-014	Vacant Commercial	C-1
999 28 Goldfrank Drive	031-152	Dangerous Building	R-2
353 4 Bradely Street	032-024	Abandoned Building	R-2
2503 60 Spring Street	032-129	Dangerous Building	R-1
3536 6 Midland Street	034-030	Multiple Violations	R-2
1224 7 Hillcrest Avenue	034-051	Dangerous Building	R-1
1232 11 Hillcrest Avenue	034-065	Abandoned Building	R-1
941 19 Glendale Road	034-070	Exterior Structure	R-1
2960 15 Veronica Street	034-162	Dangeous Building	R-2
763 23 Elmwood Avenue	035-039	Multiple Violations	R-1
1979 24 Park Street	035-073	Dangerous Building	R-2
1119 28 Hammond Street	035-137	Abandoned Building	R-2
1932 38 Page Avenue	036-025	Exterior Maintenance	R-1
1250 37 Home Farm Road	036-094-F	Dangerous Building	R-1
3282 48 Woodland Road	037-024	Abandoned Building	R-1
1359 160 Limestone Street	038-107	Exterior Maintenance	R-2

Memo in regard of Council overworked-underpaid question:

Mayor Smith,

The many reports that have been done throughout the State and the Country outline that EMS workers must undergo significant training, two and a half years for a Paramedic, but they don't make a lot of money unless working countless hours of overtime. Fewer people are willing or able to volunteer these days providing additional workload to regular staff. The job can range from stressful to traumatic and working conditions can be miserable or heartbreaking. Now with a global pandemic, experts say the shortage of EMS workers may only get worse.

Maine has about 5,600 licensed EMS workers in the State — emergency medical dispatchers, emergency medical responders, Paramedics and emergency medical technicians, or EMTs. That's not a terrible number for a state Maine's size, but licensed doesn't necessarily mean working.

Individuals get licensed but find another job that pays more, job with better hours, they volunteer but rarely, have retired or they worked only for a short time for experience before going on to medical school or another job in medicine with higher pay.

I've seen an ongoing shortage that's gotten much worse probably in the last five years, where it's becoming increasingly difficult to find folks who want to attend the training and make this a career or even volunteer.

Experts say the average EMS professional works fewer than 10 years due to stresses both mental and physical.

EMTs generally start out making minimum wage, our City had to raise the starting wage in the last two contract's due to it being below minimum wage, and that's after the student paying \$1,000 or more for their roughly 200 hours, of basic training along with time and travel. Paramedics make a few dollars more an hour in our contract and must undergo another 700 to 1,200 hours of training, both in the classroom and on site. This program cost's thousands upwards of 13K-16K through the Community College System not counting the travel and time spent getting clinical contacts. Additionally, Paramedics need 72 continuing education credits every two years to keep their license for the State, nurses don't need any.

In our community and throughout the State EMS staff leave due to a nurse make's two-or three-times the wage, for the same two-year program as a Paramedic, or leave the medical field entirely and work without the stress of life-and-death emergencies.

The State estimates it needs 15% to 20% more EMS providers — not just licensed but working.

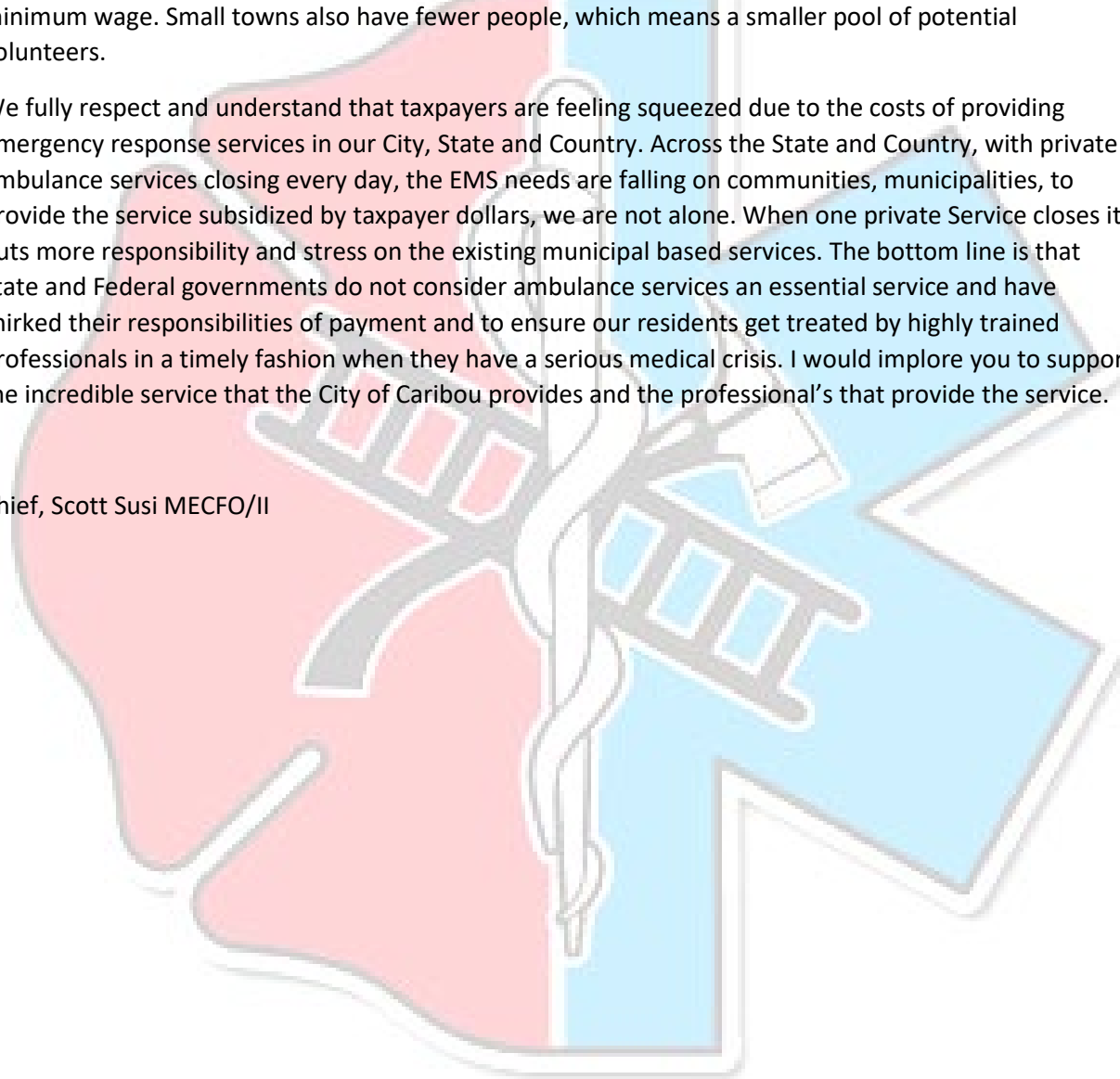
When I started in EMS/Firefighting 16 years ago, you'd usually get hired part time/volunteer because there were many licensed professionals at that time on the roster for our EMS/Fire service and you work your way up through, prove yourself and then if everything came together, you'd be in line for a full-time job if one opened, this how I was hired. Now, we have very few volunteers on the roster with a EMS license and the same throughout the State, most Departments have fulltime openings in the State

listed every week in the papers and online. You come out of paramedic school, and you can pretty much pick where you work in the State.

Maine has 272 EMS services to date and of those services 108 are non-transporting services. The State has lost 6 non-municipal private Services in the past five years and other's that have gone from providing 911 emergency service to just doing transfer service for the respected medical facility. Those that are small or serve rural areas tend to struggle the most. When a paramedic can choose where to go, they aren't likely to go to the town that gets few calls and can't afford to pay them much more than minimum wage. Small towns also have fewer people, which means a smaller pool of potential volunteers.

We fully respect and understand that taxpayers are feeling squeezed due to the costs of providing emergency response services in our City, State and Country. Across the State and Country, with private ambulance services closing every day, the EMS needs are falling on communities, municipalities, to provide the service subsidized by taxpayer dollars, we are not alone. When one private Service closes it puts more responsibility and stress on the existing municipal based services. The bottom line is that State and Federal governments do not consider ambulance services an essential service and have shirked their responsibilities of payment and to ensure our residents get treated by highly trained professionals in a timely fashion when they have a serious medical crisis. I would implore you to support the incredible service that the City of Caribou provides and the professional's that provide the service.

Chief, Scott Susi MECFO/II



CARIBOU FIRE AND AMBULANCE
WAGE AND HOURS (2020)

EMPLOYEE	YEARS OF SERVICE	HR. WAGE	HOURS WORKED	GROSS PAY	BENEFITS	2020 CALLS	
#77	26	19.14	3,819	\$80,800	\$36,360.60		
#63	26	19.14	4,142	\$96,230	\$24,854.42	FIRE	204
#76	25	19.14	3,586	\$77,740	\$35,324.55	EMS	2134
#140	11	16.97	3,887	\$75,712	\$29,189.28		
#117	11	16.97	3,585	\$67,354	\$34,444.55		
#133	9	16.62	3,560	\$64,366	\$11,394.07		
#148	7	16.62	3,792	\$75,758	\$35,642.12		
#146	7	16.62	3,799	\$74,527	\$28,420.42		
#522	6	15.94	3,617	\$67,273	\$34,433.00		
#511	5	15.94	3,568	\$65,302	\$33,552.14		
#169	5	15.94	3,607	\$65,917	\$20,534.81		
#182	5	15.94	4,514	\$85,193	\$36,386.60		
#283	4	15.26	3,725	\$66,533	\$27,881.27		
#186	2	15.26	3,761	\$67,398	\$21,222.59		
#176	4	15.26	2,965	\$53,131	\$36,386.60		
		TOTAL HRS.	55,927				
#110	17	37.04	2,083	\$78,087	\$33,553.30		
#152	4	18.16	1,964	\$38,336	\$6,576.71		
#20	20	23.87	2,082	\$50,199	\$30,443.79		

NOTE: STANDARD FULL TIME POSITION (40HRS) WORKS 2,080 HOURS
STANDARD FULL TIME FIREFIGHTER (57.5HRS) WORKS 2,990 HOURS
CARIBOU STAFF (15 FIREFIGHTERS) WORKED THE EQUIVALENT OF **26.5**, 40HR WEEK EMPLOYEES



**City Manager's Report
September 30, 2022**

Economic Projects

River Front - Powerplants	9/21/2021: Received a draft "Site Specific quality assurance project plan for a Phase II ESA and hazardous material survey" from County Environmental Engineering, Inc.
Broadband Initiative	9/29/2021: County Broadband sub committee on "Work From Home" met; 9/30/2021: Zoom meeting with Spectrum regarding Fiber To The Home (FTTH) and their plan to reach Caribou residents. They will present at the 11/1/2021 meeting. There are 43 miles with 294 homes currently unserved.
CDBG	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	Next events include the Caribou Arts & Crafts Fair October 16 & 17 from 10am to 4pm at the Caribou Wellness Center; The annual Candidate Forum for those running for the Caribou City Council October 27, 2021 6pm in the City Council Chambers with Jason Parent moderating; Trunk or Treat at the Wellness Center on October 30 from 4pm to 7pm.
Landbank	No new updates.
Chapter 13 Rewrite	9/23/2021: Planning Board held a special meeting to discuss the Campground ordinance; More Chapter 13 discussion on tonight's agenda
Federal American Rescue Plan Act	9/27/2021: First half of the anticipated ARPA funds were received; 9/29/2021: A designated account has been made for these funds by the Finance Director
Blight Cleanup	Blighted properties are on the agenda tonight
Birdseye Cleanup	No new updates.
60 Access Highway	No new updates.
River Front - Master Plan	Committee appointments on tonight's agenda.
Façade Improvement Program	9/28/2021: Brian Cole has completed his project on Otter Street!
Hilltop Senior Living	9/30/2021: Units are available for rent and another open house is in the works.
Aldrich ATV/Snowmobile Storage	There were some emails exchanged regarding site access.
Jaros Storage - Limestone St	Nearing completion. Plans are in the works for some additional cold storage on this lot.

Other Administrative Projects

Tax Acquired Property Policy	Automatic foreclosure date: 11/22/2021. Notices of foreclosure will be mailed 10/8/2021. Spreadsheet of properties will be presented at the 11/1/2021 City Council meeting. Any waivers of foreclosure will be taken to the registry 11/19/2021.
Nylander	MMA Insurance representative provided list of items (sprinkler system, fuel fill pipe); 9/23/2021: air purifier units installed by Dave Ouellette; 9/25/2021: Nylander Board of Trustees "work day"; 9/27/2021: Dave Ouellette finished a bid advertisement for work on water damage; 9/28/2021: Laptop & color printer was installed to assist with cataloging of items
Fire Structural Work	9/20/2021: Chimney work complete
Teague Park	No new updates.
Police Station	Wording of survey question on tonight's agenda
Fire Station Renovations	No new updates.
Investment Policy	No new updates.
Trailer Park Closure	Some residents are asking for additional time to move out. 9/30/2021: Staff has developed a form for use in process.
Fish Hatchery Bridge	No new updates.
Cable Franchise Renewal	The bill that was in legislature is dead. Current franchise agreement with Spectrum has expired.
Airport	Stantec has reported that the roof leak had been repaired by Buck Construction. With the rain received, staff reached out to Mr. Irvine and there was no water on the hangar floor!
City Hall Boiler Systems	No new updates.
Chambers AV System	9/22/2021: Spectrum worked with Bob Sowers of Oak Leaf for several hours then equipment was ordered; 9/27/2021: Equipment arrived and that one had sound but no picture; 9/30/2021 Replacement equipment has been installed
River Road	No new updates.
New LED Street lights	No new updates.
Comp Plan Update	No new updates.
COVID-19 Status	No new updates.
Personnel Policy	No new updates.
Parking Lot Paving	No new updates.
Procurement Policy	No new updates.
Personnel Changes	Resignation of Lisa LaBarre received. Last day will be October 7. Position is being advertised.

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



MEMO

To: Mayor and Council Members
From: Penny Thompson, Interim City Manager
Date: 09/30/2021
Re: Adoption of the Aroostook County Hazard Mitigation Plan – 2021 Update

The Aroostook County Emergency Management Agency – AKEMA – in cooperation with other area Emergency Management Agencies (like Caribou) have developed a 2021 updated “Aroostook County Hazard Mitigation Plan – 2021 Update”.

This multi-jurisdictional plan needs to be formally adopted by the municipal officers.

The complete plan can be found online at:

<https://aroostookema.com/>

Staff recommends that the plan be approved by adopting the resolution on the following page.



Resolution 10-01-2021

**A Resolution of the Caribou City Council
Adopting the Aroostook County Hazard Mitigation Plan – 2021 Update**

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property and lives in Aroostook County; and

Whereas, the creation of a Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy; and

Whereas, the cities, towns, plantations, and the Unorganized Territory within the boundaries of Aroostook County are committed to the mitigation goals and measures as presented in this plan;

Therefore, on behalf of the County and Unorganized Territory within its boundaries, the Aroostook County Commissioners hereby adopted the Aroostook County Hazard Mitigation Plan 2021 Update, and

Therefore, the City Councilors of the cities, Boards of Selectmen of towns and Boards of Assessors of the plantations hereby adopted the Aroostook County Hazard Mitigation Plan 2021 Update.

Therefore, the City of Caribou hereby adopts the Aroostook County Hazard Mitigation Plan 2021 Update.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 4th day of October 2021.

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 ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and Council Members
From: Penny Thompson, Interim City Manager
Date: 09/30/2021
Re: Chapter 13 – Land Use Ordinances of the City of Caribou

One item on the Manager's report that has not had many updates recently is the "Chapter 13 rewrite". This is something that Mr. Marker assisted the Planning Board with during his time in Caribou and as a result, the administration section was updated.

"Home Rule" (see Title 30-A, Chapter 111 for more details) allows the municipality to make the local ordinance more restrictive than the state minimums.

At the Special City Council Meeting on September 7, the Council discussed updating the campground section of Chapter 13 – Land Use Ordinances of the City of Caribou to bring the City of Caribou ordinance in line with state minimums for setbacks and square footage. The Planning Board is currently reworking that section to make a recommendation to the City Council for adoption.

Council members expressed an interest in hearing about the Planning Board's process to review Chapter 13 - Land Use Ordinances of the City of Caribou and as such, the Mayor has asked that a discussion be placed on the agenda.

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



MEMO

To: Mayor and Council Members
From: Penny Thompson, Interim City Manager
Date: 09/30/2021
Re: Wording of the non-binding survey question in November

At the last meeting, agenda item 8(e) under the heading of “Reports by Staff and Committees” was stated as “Police Station Committee”. A report was given by the committee chair, Councilor Courtney Boma which included this recommendation:

“The citizens of Caribou should have the opportunity to vote on building a new police station so therefore we recommend a non-binding referendum question at the November election which should read ‘Do you favor borrowing money to provide an amount not to exceed \$10,000,000 to pay costs of expenditures for the construction and equipping of a new police station for the City of Caribou provided that the money is authorized by Caribou City Council and a referendum approved as specified in the Charter’.”

There was a motion by J. Theriault at 58:08 “I would like to make a motion that we go ahead with that paper survey ballot in November”, Seconded by L. Willey

There was a lot of discussion.

On Monday September 27, I sent an email asking for clarification on the wording for the ‘paper survey ballot’. On Tuesday September 28 during the agenda meeting, Mayor Smith asked that it be clarified during the October 4 City Council meeting.

Per the Secretary of State election rules, the ballots need to be available 30 days prior to the election. City Clerk Danielle Brissette will need to begin mailing absentee ballots to those Caribou voters that have already requested a ballot on Tuesday October 5, 2021 (provided she has received the official state ballots that will be machine counted).

At tonight’s meeting, Mayor Smith would like the members of the City Council to finalize wording for the ballot. City Clerk Danielle Brissette will then place that wording on the paper ballots to be included in the absentee ballots and they will be given to voters at the polls on election day. They will be placed in a separate box and hand counted by ballot clerks at the end of the night.

On the following page, I am attaching the financial impact statement as requested at the last meeting. The numbers were obtained by using the excel calculator found at the Maine Bond Bank website:

<https://www.mmbb.com/Estimates.aspx>

Another item to decide is if the City Council wants this financial information on the ballot (or just simply the question).

NON-BINDING SURVEY QUESTION FOR THE VOTERS OF CARIBOU

Question:

YES

☐

NO

☐

Financial Disclosure

Based on the Estimate Calculator

Maine Municipal Bond Bank website

(Rate varies based on term, may not prepay loan)

Type	Term	Principal	Interest	Total	Annual Debt Service	Estimated 1 st year mill Increase*
Level Debt	20-year	\$10,000,000	\$2,492,885	\$12,492,885	\$624,669	1.7846
Level Principal	20-year	\$10,000,000	\$2,302,044	\$12,302,044	Declines annually 1 st year: \$672,519	1.9213
Level Debt	30-year	\$10,000,000	\$4,857,240	\$14,857,240	\$495,263	1.4149
Level Principal	30-year	\$10,000,000	\$4,214,605	\$14,214,605	Declines annually 1 st year: \$552,623	1.5788

*For 2021 tax commitment, 1 mill = \$350,035.80

2021 millage rate: 23.55