

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, November 1, 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'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](mailto:dbrissette@cariboumaine.org)**)
5. Minutes –
6. Bid Openings, Awards, and Appointments
  - a. CFAD safety vests presentation page 2
  - b. Bids for water damage repair at the Nylander Museum page 3
7. Public Hearings and Possible Action Items
  - a. Safe Alternatives page 4 - 5
8. Reports by Staff and Committees
  - a. Abatement of property taxes on 544 Van Buren Road – Finance Department page 6 - 7
  - b. Tax Acquired Property – Finance Department page 8 - 9
  - c. Manager's report page 10 - 11
  - d. Airport Committee (meeting before meeting)
9. New Business, Ordinances and Resolutions
  - a. Porvair Filtration hiring goals met page 12 - 14
  - b. Small Business Saturday Proclamation page 15
10. Old Business
  - a. 16 Sincock Street offer page 16 - 27
  - b. 55 Crosby Street consent agreement page 28
11. Reports and Discussion by Mayor and Council Members
12. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)
  - a. Real Estate and Economic Development under §405.6.C (FTTH - Fiber To The Home - proposal)
13. Next Regular Meetings: November 15 & 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 Clerk 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

## MEMO

**To: Mayor and City Council Members**  
**From: Scott Susi, Fire Chief**  
**Date: 10/29/2021**  
**Re: Safety Vests**

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Copied from an email from Chief Susi:

*The project was for life safety equipment for our first responders, firefighter/paramedics, two years ago seeing the rise in dangerous calls. We humbly were looking for funding, originally through the budget, to purchase multi-threat, puncture resistant ballistic vests to wear when responding to calls of an unknown nature and inherently dangerous to our responders to like fights, domestic violence calls, substance abuse or behavioral calls. Vests that are unique to fire service, style and color, and non-threatening to patients but most of all protect our greatest asset, our staff. When the topic was brought up at a council meeting this year Mr. Swanberg listened to the request, pulled me aside and graciously offered to fund the project. The vests have been purchased and worn on calls. Mr. Swanberg has been a supporter of Caribou's emergency services for years funding miscellaneous projects but none as big or crucial as this one. I and Caribou Fire would like to express our Thank you to Mr. Swanberg and Aroostook Federal Savings for support.*

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: 10/28/2021**  
**Re: Bids for water damage repair at the Nylander Museum**

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On Thursday August 19, 2021 the sprinkler system tripped causing water damage in the North Gallery of the Nylander museum. Carl Grant, Finance Director, has been working with the City's insurance carrier and David Ouellette, Public Works Director, has worked on everything else!

Bids were solicited for the work to be done. An advertisement was published. A requirement of the bid was to attend a pre-bid meeting facilitated by David Ouellette. At that time it became clear that the sprinkler system repair would need to be a separate item. Mr. Ouellette then worked with the sprinkler company to have the system inspected and repaired. The system is now operating.

The bids were due on Thursday October 21. Two bids were received. Both contractors attended the pre-bid meeting. The bids are:

Honey Do Maintenance & Construction LLC	\$14,578.54
Beaupre's Construction LLC	\$12,865.40

David Ouellette, Public Works Director, is available to answer any questions.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: 10/28/2021**  
**Re: Public Hearing for Safe Alternatives License Renewal**

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**PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ITEM**

Safe Alternatives is a Registered Nonprofit Dispensary licensed under the state of Maine and located at 1137 Presque Isle Road. The Safe Alternatives operating permit expires on November 14, 2021. City licensing procedures requires that a public hearing must be conducted by the City Council before a nonprofit dispensary permit can be issued/reissued. City departments have reviewed the requested renewal and have determined that there are no violations of local zoning or land use ordinances, there have been no unreasonable disturbances to businesses or persons residing in the vicinity, there have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism, or other violations of law caused by business patrons or employees, and there have been no violations of record pertaining to state law or the Caribou Code related to the business operations.

**Staff Recommendation**

Staff recommends the Registered Nonprofit Dispensary License be renewed based on the following findings and condition:

**Findings:**

1. City departments have reviewed the requested renewal and have determined that there are no known violations of local zoning or land use ordinances,
2. There have been no unreasonable disturbances to businesses or persons residing in the vicinity,
3. There have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism, or other violations of law caused by business patrons or employees, and
4. There have been no violations of record pertaining to state law, or the Caribou Code related to the business operations.

**Condition:**

1. Safe Alternatives continues to comply with all applicable laws and ordinances including, but not limited to, remaining a licensable dispensary under the State of Maine.



## City of Caribou, Maine

*Municipal Building*  
25 High Street  
Caribou, ME 04736  
*Telephone* (207) 493-3324  
*Fax* (207) 498-3954  
[www.cariboumaine.org](http://www.cariboumaine.org)

On Thursday, September 28, 2021 the City of Caribou received a request from Safe Alternatives for their annual inspection, in the City Clerk's Office.

According to Chapter 7 Licenses and Permits, Article IX Registered Nonprofit Dispensaries and Registered Cultivation Facilities, sections 7 and 8:

7. Term of License: A permit shall be valid for only one (1) year from the date of first issuance and shall be subject to meeting all requirements as set forth in this Chapter for subsequent renewal.
8. Annually, within 30 days prior to the license renewal date; the dispensary shall be inspected by Code Enforcement, Fire Chief and Police Chief to ensure that the dispensary is in compliance for Zoning, Fire Safety and Security requirements.

On Thursday October 15, 2021 Fire Chief Scott Susi, Chief of Police Mike Gahagan and Code Enforcement Officer Ken Murchison conducted an inspection of the Safe Alternatives facility. A dialogue was created with the facility manager and the general conditions of the facility were discussed followed by a tour of the building. The Registered Nonprofit Dispensary facility was found to be in excellent shape with no violations in Zoning, Fire Safety or Security.

Faithfully submitted:

Caribou Fire Chief Scott Susi

Caribou Chief of Police Michael Gahagan

Caribou Code Enforcement Officer Ken Murchison



**City of Caribou**  
**Administration**  
**MEMORANDUM**

**DATE:**     November 1, 2021

**TO:**       Caribou City Council Members

**SUBJECT:**   544 Van Buren Road Tax abatement

The property on 544 Van Buren Road was tax acquired November 24, 2020. Outstanding taxes and fees on the property are \$1,397.29 as of November 1, 2021. This property was demolished last month as part of the City's blight cleanup efforts. It is proposed that the Council authorize the use of budgeted abatement funds (E 80-01-201-01) to abate the remaining account balance for the property on 544 Van Buren Road.

**Suggested Motion:**

Move to abate the remaining taxes and fees associated with property on 544 Van Buren Road.

**City of Caribou**  
**Tax Information Sheet**  
**As of: 11/01/2021**

**Account:** 1287      **Name:** CITY OF CARIBOU

**Location:** 544 VAN BUREN ROAD

**Map and Lot:** 013-017-001

**Sale Date:** 11/24/2020

**Deed Reference:**

**Sale Price:** \$0

**Land:** 0  
**Building:** 14,100  
**Exempt** 14,100  
**Total:** 0

**Total Acres:** 0  
**Tree Growth:** Soft : 0 Mixed : 0 Hard : 0  
**Farmland:**  
**Open Space:**

**Exempt Codes:** **Amount**  
10 - Municipal 14,100

**Zoning:** 11 - Residential  
**SFLA:** 1024

**Last Billed : 2021-1**

Amount	Mill Rate
00.00	23.550
332.06	23.550

**Previous Billed : 2020-1**

**Outstanding Taxes**

Year	Per Diem	Principal	Interest	Costs	Total
2020-1	0.0738	332.06	29.29	68.84	430.19
2019-1	0.0865	346.16	66.04	72.46	484.66
2018-1	0.0743	334.17	83.77	64.50	482.44
	0.2346	1,012.39	179.10	205.80	1,397.29

Information Given By: \_\_\_\_\_

Title: \_\_\_\_\_ 10/29/2021

All calculations are as of: 11/01/2021

**City of Caribou**  
**Administration**  
**MEMORANDUM**

**DATE:**     November 1, 2021

**TO:**       Caribou City Council Members

**SUBJECT:**   Tax Acquired Timeline

Tax Acquired  
Timeline

10/8/2021	30-45 day foreclosure notice were mailed
10/20/2021	foreclosure list went to Manager and Department heads
11/1/2021	Council review
11/15/2021	Council decides properties to waive foreclosure
11/19/2021	deliver waiver of foreclosures to Registry
11/22/2021	automatic foreclosure date



		10/28/2021																											
Property Account #	Comment	Tax Collector			Assessor								Code Enforcement							Police	Fire								
					Value		Total Taxable	Mobile Home (Y/N)	In MH Park (Y/N)	MH in Park	In TIF (Y/N)	Address	Unresolved Violations (Y/N)				Environmental Issues			Reports in 24 mos.	Reports in 24 mos.								
		Original Amount	Amount Due	Projected Lien at Foreclosure	Land	Building							Occupied (Y/N)	Zoning (Y/N)	Building (Y/N)	Maintenance (Y/N)	Street Improv (Y/N)	DEP Incident	DEP Potential			Demo Likely							
		\$	1,200	\$	40,000	\$	1,200	\$	5,000	\$	100,000	\$	105,000	n	n		n		n	n	n	y	n	n	y	5	1		
60 Homestead		\$	1,094	\$	532	\$	535	\$	22,700	\$	37,300	\$	60,000				82 Maysville Siding Road	y	n	n	n	n	n	n	n	4	0		
84		\$	136	\$	162	\$	163	\$	18,000	\$	17,500	\$	35,500	Y			1284 Presque Isle Road									1	0		
271		\$	3,724	\$	178	\$	178	\$	89,400	\$	51,500	\$	140,900				96 Main Street	Y	n		y	y	n	n	y	y	4	0	
614 Veteran & Homestead		\$	1,133	\$	1,277	\$	1,284	\$	18,500	\$	14,300	\$	32,800				34 West Presque Ilse Road	y	n		y	y	n	n	y	n	5	1	
711 Merlin One LLC		\$	229	\$	261	\$	262	\$	6,700			\$	6,700				East Presque Isle Road	n	n		n	n	n	n	y	n		0	
758 Homestead		\$	608	\$	687	\$	691	\$	23,300	\$	18,000	\$	41,300	Y			781 Fort Fairfield Road										0	0	
1019		\$	315	\$	357	\$	359	\$	10,000			\$	10,000				274 Access Highway	n	n		n	n	n	n	n	n	0	0	
1071 Veteran & Homestead		\$	1,214	\$	337	\$	339	\$	26,600	\$	44,000	\$	70,600				91 River Road	y	n		n	n	n	n	n	n	7	0	
1192 Homestead		\$	3,321	\$	3,742	\$	3,761	\$	22,800	\$	122,600	\$	145,400				276 Noyes Road	Y	n		n	n	n	n	n	n	1	0	
1211 Homestead		\$	2,440	\$	701	\$	705	\$	83,100	\$	65,200	\$	148,300				168 Grimes Mill Road	y	n		n	n	n	n	n	n	1	0	
1241		\$	1,841	\$	415	\$	418	\$	17,700	\$	50,500	\$	68,200				42 Grimes Mill Road	n	n		n	n	n	n	n	n	0	0	
1418 Homestead		\$	167	\$	191	\$	191			\$	4,300	\$	4,300	Y		Y	Y	215 Powers Road Lot #3									0	0	
1585		\$	120	\$	138	\$	139	\$	2,500			\$	2,500				Access Highway	n	n		n	n	n	n	n	n		0	0
1636		\$	94	\$	109	\$	109			\$	1,500	\$	1,500	Y		Y	Y	577 Access Highway Lot 3									0	0	
1697		\$	1,742	\$	1,961	\$	1,971	\$	55,500	\$	5,300	\$	60,800	Y			248 Baird Road	n	n	y	y	y	n	n	n	y	y	8	0
1698 Homestead		\$	1,866	\$	2,114	\$	2,124	\$	22,000	\$	67,200	\$	89,200				498 Access Highway	y	n		y	y	n	n	y	n		0	0
1758 Commercial		\$	1,388	\$	962	\$	967	\$	28,600	\$	22,700	\$	51,300				960 Access Highway	y	n		n	n	n	n	n	n	1	0	
1804		\$	624	\$	705	\$	708	\$	15,100	\$	6,800	\$	21,900				898 Van Buren Road	n	n		n	y	n	n	n	n	0	0	
1822		\$	1,061	\$	1,195	\$	1,201	\$	38,700			\$	38,700				Watson Memorial Drive	n	n		n	n	n	n	n	n			
1868 Homestead		\$	2,660	\$	946	\$	952	\$	18,500	\$	81,200	\$	99,700				110 Watson Memorial Drive	y	n		n	n	n	n	n	n	0	0	
1881		\$	556	\$	631	\$	634	\$	11,600	\$	7,700	\$	19,300				905 Van Buren Road	y	n		n	n	n	n	n	n	0	0	
1882		\$	548	\$	626	\$	628	\$	11,100	\$	7,600	\$	18,700				901 Van Buren Road	n	n		n	n	n	n	n	n	0	0	
1925 Homestead		\$	852	\$	244	\$	245	\$	18,100	\$	12,300	\$	30,400	Y			253 Belanger Road	y	n		n	y	n	n	n	n	3	0	
1942		\$	1,562	\$	1,759	\$	1,768	\$	33,500	\$	3,100	\$	36,600	Y			375 Belanger Road	n	n	y	y	y	n	y	y	y	4	0	
2086 Homestead		\$	644	\$	734	\$	737	\$	13,000	\$	29,400	\$	42,400				1317 Van Buren Road										6		
2199 Homestead		\$	403	\$	457	\$	459	\$	19,400	\$	14,000	\$	33,400	Y			851 Madawaska Road	n	n		n	n	n	n	n	n	0	0	
2549 Merlin One LLC		\$	112	\$	129	\$	130	\$	2,200			\$	2,200				Lyndon Steet	n	n		n	y	n	y	y	y			
2755 Veteran		\$	1,534	\$	1,067	\$	1,074	\$	12,700	\$	44,200	\$	56,900				33 Vaughn Street	y	n		n	n	n	n	n	n	2	0	
2840 Homestead		\$	686	\$	782	\$	786	\$	11,200	\$	22,200	\$	33,400				63 Fontaine Drive	y	n		n	n	n	n	n	n	2	0	
2897		\$	2,150	\$	2,419	\$	2,432	\$	14,200	\$	66,400	\$	80,600				20 Sincock Street	y	n		n	n	n	n	n	n	9	0	
3031		\$	252	\$	84	\$	85	\$	7,600			\$	7,600			Y	42 Fenderson Street	n	n		n	n	n	n	n	n	0	0	
3203		\$	265	\$	309	\$	310	\$	6,500	\$	1,600	\$	8,100			Y	28 Goldfrank Drive	n	n	y	y	y	n	n	y	y	0	0	
3279		\$	1,307	\$	1,478	\$	1,486	\$	12,900	\$	35,000	\$	47,900				11 Roberts Street	y	n		n	n	n	n	n	n	0	0	
3280		\$	288	\$	333	\$	335	\$	8,700			\$	8,700				7 Roberts Street	n	n		n	n	n	n	n	n	0	0	
3327 Homestead		\$	1,448	\$	461	\$	464	\$	14,500	\$	59,100	\$	73,600				119 Washburn Street	y	n		n	n	n	n	n	n	0	0	
3536		\$	1,633	\$	1,852	\$	1,861	\$	15,700	\$	44,500	\$	60,200			Y	6 Midland Street	y	n	y	y	y	n	n	y	y	35	1	
3560		\$	169	\$	194	\$	194	\$	4,400			\$	4,400			Y	20 Hillcrest Avenue	n	n		n	n	n	n	n	n	5	0	
3620		\$	128	\$	147	\$	147	\$	2,800			\$	2,800			Y	22 Veronica Street	n	n		n	n	n	n	n	n	0	0	
3652		\$	497	\$	462	\$	464	\$	9,200	\$	7,800	\$	17,000			Y	208 Limestone Street	n	n		n	n	n	n	y	n	9	0	
3765		\$	82	\$	97	\$	97	\$	14,200	\$	69,900	\$	84,100				29 Park Street	n	n		n	n	n	n	n	n	0	0	
3930 Homestead		\$	1,188	\$	1,346	\$	1,353	\$	14,100	\$	49,500	\$	63,600				20 Pioneer Avenue	y	n		n	n	n	n	n	n	3	0	
4086 Commercial		\$	2,190	\$	2,471	\$	2,484	\$	16,400	\$	65,500	\$	81,900				303 Sweden Steet	y	n		n	n	n	n	n	n	0	0	
4109 Homestead		\$	985	\$	797	\$	802	\$	11,300	\$	44,500	\$	55,800				149 Limestone Street	y	n		n	n	n	n	n	n	4	NO	
4308 Commercial		\$	3,783	\$	4,267	\$	4,289	\$	45,800	\$	97,100	\$	142,900			Y	93 Bennett Drive	y	n		n	n	n	n	y	n	0	NO	
4617 Homestead		\$	827	\$	933	\$	937	\$	24,800	\$	4,900	\$	29,700	Y			Access Highway	n	n		n	y	n	n	n	n			
4781 Commercial		\$	1,479	\$	1,671	\$	1,680	\$	21,500	\$	55,500	\$	77,000	Y			607 Fort Fairfield Road	y	n		n	n	n	n	n	n	9	NO	
5027		\$	143	\$	164	\$	165	\$	3,400			\$	3,400				Katahdin Avenue	n	n		n	n	n	n	n	n			
5075		\$	349	\$	395	\$	397	\$	11,300			\$	11,300				Noyes Road	n	n		n	n	n	n	n	n		NO	
5121		\$	120	\$	138	\$	139			\$	2,500	\$	2,500	Y		Y	Y	557 Access Highway Lot #10	n	n		n	y	n	y	y	0		



**City Manager's Report  
October 29, 2021**

**Economic Projects**

<b>River Front - Powerplants</b>	County Environmental Engineering, Inc. will begin field work soon. This will include asbestos sampling and a hazardous material inventory.
<b>Broadband Initiative</b>	10/27/2021: County Broadband Remote work subcommittee meeting; Spectrum will present at the 11/1/2021 meeting regarding Fiber To The Home (FTTH) and their plan to reach Caribou residents. There are 43 miles with 294 homes currently unserved.
<b>CDBG</b>	No new updates.
<b>Ogren Dump Solar Project</b>	No new updates.
<b>Events and Marketing</b>	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 is available on YouTube. Spectrum did some additional work on Friday 10/29 and sound is working well. Next big thing: Small Business Saturday - November 27
<b>Landbank</b>	No new updates.
<b>Chapter 13 Rewrite</b>	No new updates.
<b>Federal American Rescue Plan Act</b>	Received some guidance from the County so that we could move forward with reimbursing BIG for the Broadband Study.
<b>Blight Cleanup</b>	No new updates.
<b>Birdseye Cleanup</b>	No new updates.
<b>60 Access Highway</b>	Use permit and building permit received for this major local investment. More details to come.
<b>River Front - Master Plan</b>	Committee met and officers elected. Have also identified committee groups.
<b>Façade Improvement Program</b>	No updates.
<b>Hilltop Senior Living</b>	Units are available for rent.
<b>Aldrich ATV/Snowmobile Storage</b>	There were some emails exchanged regarding site access. This si a project.
<b>Jarosz Storage - Limestone St</b>	No new updates.

## Other Administrative Projects

<b>Tax Acquired Property Policy</b>	First review of properties on tonight's agenda.
<b>Nylander</b>	Bids opened and on tonight's agenda. Sprinkler company came up to inspect and repair. MMA Insurance was also on site. We have received 4 applications.
<b>Fire Structural Work</b>	Contractor addressed a leak. This was coordinated with Jan Murchison of Sewell.
<b>Teague Park</b>	Parking lot is paved and striped.
<b>Police Station</b>	Non-binding question is on ballot tomorrow - Election Day.
<b>Fire Station Renovations</b>	No new updates.
<b>Investment Policy</b>	No new updates.
<b>Trailer Park Closure</b>	Working to satisfy the requirement to serve notice on some individuals who have been evading notice.
<b>Fish Hatchery Bridge</b>	No new updates.
<b>Cable Franchise Renewal</b>	No new updates.
<b>Airport</b>	A meeting of the City Council Airport committee will meet prior to the 11/1 City Council meeting to review the two RFQs for Airport Engineering Services that have been received.
<b>City Hall Boiler Systems</b>	Dead River was in Friday 10/22 working on the thermostat project.
<b>Chambers AV System</b>	Sound was scratchy during Council Forum. Bob Sowers from Oak Leaf reached out to Spectrum and seemed to be fixed by the Planning Board meeting on Thursday night.
<b>River Road</b>	Public Works has worked to widen road on the south side for safe winter travel.
<b>New LED Street lights</b>	No new updates.
<b>Comp Plan Update</b>	Planning Board met on Thursday to discuss next steps.
<b>COVID-19 Status</b>	Aroostook County (and all of Maine) is still listed by the CDC as having a "High" community transmission rate.
<b>Personnel Policy</b>	No new updates.
<b>Parking Lot Paving</b>	No new updates
<b>Procurement Policy</b>	No new updates.
<b>Personnel Changes</b>	Public Works - new PT person and road foreman position open; Assistant City Clerk position open until filled.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: 10/28/2021**  
**Re: Porvair Filtration Reimbursement Agreement for 2021**

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In 2018, the City entered into an agreement with Porvair Filtration to reimburse certain business improvement costs if Porvair demonstrated job growth as anticipated with the improvements. The agreement runs through October 2022 with a reimbursement amount not to exceed \$14,694.75 per year (November – October).

Under the terms of the agreement, Porvair Filtration is required to have 52 employees on staff with a minimum annual wage of \$24,960 (\$12.00 / hour). As of today, Porvair has 53 qualifying employees on staff.

Based on the terms of the contract, Porvair is eligible for a reimbursement.

Mr. David Mika, Porvair Filtration Technical Advisor, is available to answer any questions.

## AGREEMENT

Agreement made this 1<sup>st</sup> day of November, 2019 by and between the **City of Caribou** a body corporate and politic with an address of 25 High Street, Caribou, ME 04736 (herein the "City") and **Porvair Filtration Group, Inc., Caribou Division**, a corporation duly organized and existing under law with an address of 15 Armco Avenue, Caribou, ME 04736 (herein "Porvair")

Whereas, the City is the owner of a certain Onan 350 Gen Set generator, 6-cylinder, 560 horsepower, serial number F860828041 (the "Generator"); and

Whereas, Porvair is in need of a backup generator to supply electrical power to its facility at Armco Avenue in Caribou, Maine in the event of a power outage; and

Whereas, Porvair has inspected the Generator and determined that it is suitable for its needs; and

Whereas, Porvair has obtained estimates to install the Generator at its Armco Avenue facility totaling \$58,779; and

Whereas, City is willing to sell the Generator to Porvair for \$1.00 and to utilize tax increment financing ("TIF") funds to reimburse Porvair for the installation costs to facilitate and strengthen economic development and employment in the City on the terms set forth herein;

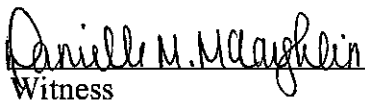
Now, therefore, the parties agree as follows:


1. Upon the execution of this Agreement by both parties, the City will execute and deliver a bill of sale to Porvair conveying the Generator to Porvair for \$1.00. It is understood and agreed that the sale of the Generator is in 'as is' condition without warranties. Porvair will own the Generator and will be responsible for all calibration, maintenance, repair, tooling, fuel, and parts replacement after the initial purchase from the City.

Porvair may take possession of the Generator when the Bill of Sale is delivered. Porvair shall be responsible for delivery costs.


2. Porvair agrees that the Generator will be installed and maintained at its Caribou facility on Armco Avenue for the four (4) year term of this Agreement. Porvair will provide documentation of the installation costs to the City within 30 days after installation of the Generator is complete.
3. The City agrees to reimburse Porvair for the installation costs up to, but not exceeding, \$58,779 in four equal annual installments in the amount of \$14,694.75 commencing November, 2019 and in November of the years 2020, 2021 and 2022.

4. The annual reimbursement payments from the City to Porvair are conditioned on Porvair increasing the number of its full-time employees at the Porvair Caribou facility by three (3) employees each year above the baseline with annual salaries at or above \$24,960 per year (\$12/hr). Employee gains are cumulative - 3 additional employees by the end of year one, 6 additional employees by the end of year two, etc.
5. The baseline for determining future gains in employment shall be the number of full-time employees employed by Porvair at the Caribou facility as of September 1, 2018. Porvair shall supply the City with a confidential list of all of its employees working at the Caribou facility together with their date of hire and wage rate which list shall be supported by its most recent Form 941 or payroll data to the reasonable satisfaction of the City.
6. On or about September 1, 2019 and annually thereafter during the four-year reimbursement term, Porvair will provide an updated confidential list of employees with date of hire and wage rates which updated lists will also be supported by documentation to the reasonable satisfaction of the City.
7. Upon confirmation that Porvair has met the employment goals set forth herein, the City at its first meeting in October shall reimburse Porvair an amount equal to one-fourth of the total installation costs not to exceed \$14,694.75 per year for four years. The period of September 1, 2018 to November 1, 2019 shall be used to determine employment gains in the first year. The second-year employment gains will be considered November 1, 2019 through October 2020 and each October thereafter. The reimbursement amount shall be prorated if the minimum employment gain of three new employees per year is not met. If an employment goal is not met in a year, Porvair can make up the difference in the following year until the full reimbursement of the then current year and preceding year is disbursed, which enables a maximum 1 year extension of this agreement if full reimbursement is not achieved by the end of 2022.
8. Prior to the first reimbursement, Porvair agrees to provide evidence that Porvair is authorized to conduct business in the State of Maine.

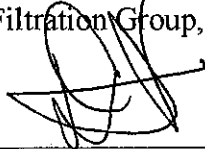
  
Witness

  
Witness

City of Caribou

By   
Dennis Marker, City Manager

Porvair Filtration Group, Inc.

By   
David Mika, General Manager



**SMALL BUSINESS SATURDAY PROCLAMATION  
OF THE MEMBERS OF THE CITY COUNCIL  
OF THE CITY OF CARIBOU, MAINE**

**Whereas**, the elected officials of the City of Caribou, Maine, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 65.1% of net new jobs created from 2000 to 2019; and

**Whereas**, small businesses employ 47.1% of the employees in the private sector in the United States, 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

**Whereas**, 97% of Small Business Saturday® shoppers recognize the impact they can make by shopping small, 85% of them also encouraged friends and family to do so, too; and

**Whereas**, 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020; and more than 50% of consumers who reported shopping small endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

**Whereas**, Caribou, Maine supports all of our local businesses that create jobs, boost our local economy, and preserve our communities; and

**Whereas**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**Now, Therefore**, We, the members of the City Council of the City of Caribou, Maine do hereby proclaim, Saturday November 27, 2021, as:

***SMALL BUSINESS SATURDAY***

**And** urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

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Mayor Jody Smith

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: 10/28/2021**  
**Re: 16 Sincock Street**

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At the last City Council meeting, an offer to purchase 16 Sincock Street was brought forward and the City Council requested more information.

The lot is served by public water and sewer from CUD and no balance is owed. Next I asked for input from the code / build department on the submitted documents.

An email from Tony Michaud, Deputy Building Official:

*After reviewing the attached, the structure details on pages 5 & 6 does not appear to have engineered trusses and there is no mention anywhere of insulation. The proposed structure appears to be more of an Amish camp. Also, "on skids" is not acceptable (not code) for a dwelling. It would need some sort of a permanent foundation, or on a slab, sonotubes or frost walls w/crawl space for access to pipes, ducts, etc, etc. Land wise, .38 acres seems like enough land. Based on everything else I mentioned above I would not issue a building permit for this project and advise them to go back to the drawing board.*

An email from Ken Murchison, Code Enforcement Officer / Zoning Administrator:

*This is something that we've been talking to the Planning Board about for the last couple of years. Our Code is silent on the tiny house issue so all we can do is apply the manufactured home standards. We are currently looking at a state wide affordable housing crisis and the Planning Type folks are once again talking about everything from mobile homes to accessory dwelling units to short term rentals. We see locally people trying to live in Amish sheds and yurts. Our developable lot min is 9600 square feet, just short of .25 acres and then dwelling min, I believe, is 960 square feet. Tiny homes can be as small as 210 square feet. We don't have the tools to site a dwelling that small. In short we will need to do alot of zoning/Code work to prepare for these new techniques.*

Just a note of clarification. While zoning requirements have not yet been established, MUBEC does address Tiny Home construction in 2015 International Residential Code, Appendix V Tiny Homes. There is a link on the website:

<http://www.cariboumaine.org/wp-content/uploads/2020/09/MaineTinyHomes.pdf>

I have asked the Finance Department for a memo, amount owed and bid history (attached).





## *City of Caribou, Maine*

*Municipal Building*  
25 High Street  
Caribou, ME 04736  
*Telephone* (207) 493-3324  
*Fax* (207) 498-3954  
[www.cariboumaine.org](http://www.cariboumaine.org)

To: Penny Thompson  
From: Holly Nadeau  
Date: 10/20/2021  
Re: Intentions for Tax Acquired Property (16 Sincock St.)

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On 10/20/2021 Dale Johnson came into my office, inquiring about the council's decision on her offer to purchase from the City of Caribou, 16 Sincock St. I informed her that her offer was denied. I gave back her \$2,500.00 check. She asked to speak with you, as she would really like to pursue this purchase, and discuss it further with the council members at the next meeting.

Oct 14, 2021

To: Canby Town Council

Please approve my purchase of the city owned lot at 16 Sincich St., for the purchase price of \$2,500. Attached is my check.

Also included are the proposed specs for the building + photo.

Thank you

Dale Johnson

207-231-1581

THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK



THE COUNTY  
FEDERAL  
CREDIT UNION

82 Bennett Drive  
Caribou, ME 04736

TRICORP Federal Credit Union  
Westbrook, Maine 2112

52-9168  
2112

700503

CHECK DATE
10/13/2021

CHECK AMOUNT
\$2,500.00

PAY Two Thousand Five Hundred Dollars and 00 Cents

TO THE  
ORDER OF  
CITY OF CARIBOU  
RE: 16 SINCOCK ST

*Janelle Mon*  
AUTHORIZED SIGNATURE

**GUEST HOUSE**  
w/Porch\* and  
Smart Panel  
Siding.\*



**NOW OFFERING RENT TO OWN**

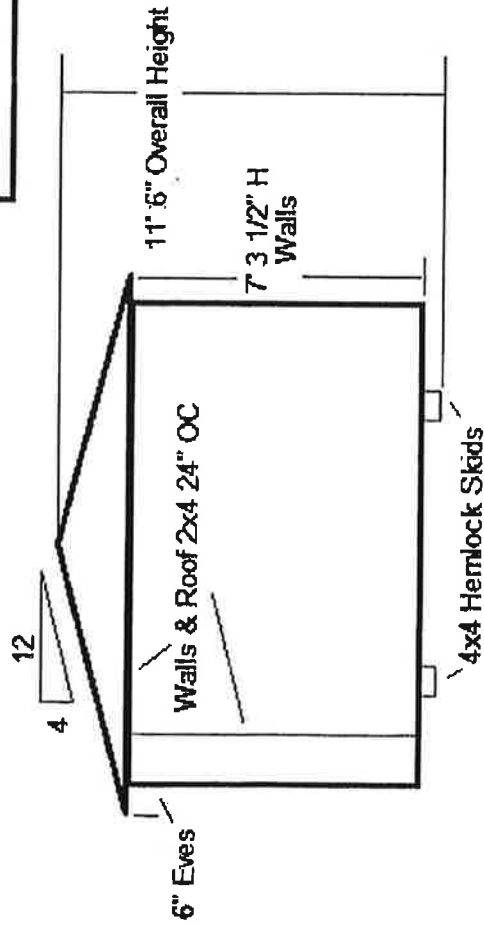


36'

12'

12x36

2x6 Floor Joists 24" OC



Construction Materials

- 40 Year Paint Metal Roof with Ridge Vent
- 5/8" OSB Roof Sheathing
- 2x6 Walls/trusses 24" OC
- 1x10 T&G Pine Siding
- Weather Bracing (in framed walls)
- 3/4" T&G Advantech Flooring
- 2x6 Floor Joists
- 4x4 Hemlock Skids

**RE Account 2896 Detail  
as of 10/20/2021**

Name: CITY OF CARIBOU  
Location: 16 SINCOCK STREET  
Acreage: 0.38 Map/Lot: 028-139  
Book Page: B1519P249

Land: 10,200  
Building: 0  
Exempt 10,200  
Total:

2021-1 Period Due:

Ref1:  
Mailing 25 HIGH STREET  
Address: CARIBOU ME 04736

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2021-1 R				0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 L *				241.74	59.95	85.00	386.69
2017-1 L *				243.78	70.20	70.94	384.92
2016-2 L *				12,383.98	4,445.16	63.79	16,892.93
2016-1 L *				109.35	26.75	9.67	145.77
2015-1 R				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
2008-1 R				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
2006-1 R				0.00	0.00	0.00	0.00
2005-1 R				0.00	0.00	0.00	0.00
2004-1 R				0.00	0.00	0.00	0.00
Account Totals as of 10/20/2021				12,978.85	4,602.06	229.40	17,810.31

**Per Diem**

2018-1	0.0537
2017-1	0.0474
2016-2	2.4080
2016-1	0.0213
Total	2.5304

Exempt Codes: 10 - Municipal

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

**PROPERTY FOR SALE BY BID**

City of Caribou

The **City of Caribou** is soliciting competitive sealed bids for the sale of a Tax Acquired Properties.

**Property #23:** Tax Map 28, Lot 139, 16 Sincock Street – Land Only – .38 Acres, Zoned R-1.

Minimum Bid \$3,575.00

Bids must be submitted in writing in a sealed envelope with the words “Property Bid # 23” written on the outside of the envelope along with the Tax Map 28 and Lot 139. Bids must be submitted in Attention to:

Finance/Tax Collector’s Office  
Caribou City Office  
25 High Street  
Caribou Maine 04736

no later than **2:00 PM on July 2, 2019** and will be opened publicly at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Bid packages on each property are available in the Deputy Tax Collector’s Office at the City Office, 25 High Street. Bids will be acted upon by the City Council at 6:00 PM on July 22, 2019 during the regular Council meeting. The City Council reserves the right to accept or reject any or all bids deemed within the best interest of the City of Caribou. Purchasers of City-owned property will be issued Quitclaim deeds for the City’s interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Bids not paid within 30 days shall be deemed void.

**PROPERTY FOR SALE BY BID**

City of Caribou

The **City of Caribou** is soliciting competitive sealed bids for the sale of a Tax Acquired Properties.

**Property #23:** Tax Map 28, Lot 139, 16 Sincock Street – Land Only – .38 Acres,  
Zoned R-1.  
Minimum Bid \$2,600.00

Bids must be submitted in writing in a sealed envelope with the words “Property Bid # 23” written on the outside of the envelope along with the Tax Map 28 and Lot 139. Bids must be submitted in Attention to:

Finance/Tax Collector’s Office  
Caribou City Office  
25 High Street  
Caribou Maine 04736

no later than **2:00 PM on October 4, 2019** and will be opened publicly at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Bid packages on each property are available in the Deputy Tax Collector’s Office at the City Office, 25 High Street. Bids will be acted upon by the City Council at 6:00 PM on October 15, 2019 during the regular Council meeting. The City Council reserves the right to accept or reject any or all bids deemed within the best interest of the City of Caribou. Purchasers of City-owned property will be issued Quitclaim deeds for the City’s interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Bids not paid within 30 days shall be deemed void.



**PROPERTY FOR SALE BY BID**

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**Property #23:** Tax Map 28, Lot 139, 16 Sincock Street – Land Only – .38 Acres, Zoned R-1.

Minimum Bid \$2,600.00

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Finance/Tax Collector's Office  
Caribou City Office  
25 High Street  
Caribou Maine 04736

no later than **2:00 PM on June 9, 2020** and will be opened publicly at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Bid packages on each property are available in the Deputy Tax Collector's Office at the City Office, 25 High Street. Bids will be acted upon by the City Council at 6:00 PM on June 15, 2020 during the regular Council meeting. The City Council reserves the right to accept or reject any or all bids deemed within the best interest of the City of Caribou. Purchasers of City-owned property will be issued Quitclaim deeds for the City's interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Bids not paid within 30 days shall be deemed void.

**PROPERTY FOR SALE BY BID**

City of Caribou

The **City of Caribou** is soliciting competitive sealed bids for the sale of a Tax Acquired Property.

**Property # 23:** Tax Map 028, Lot 139 16 Sincok Street – Land Only – .38 Acres,  
Zoned R-1.

Minimum Bid \$2,500.00

Bids must be submitted in writing in a sealed envelope with the words "Property Bid # 23" written on the outside of the envelope along with the Tax Map 028 and Lot 139. Bids must be submitted in Attention to:

Finance/Tax Collector's Office  
Caribou City Office  
25 High Street  
Caribou Maine 04736

no later than **2:00 PM on April 27, 2021** and will be opened publicly at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Bid packages are available in the Deputy Tax Collector's Office at the City Office, 25 High Street. Bids will be acted upon by the City Council at 6:00 PM on May 3, 2021 during the regular Council meeting. The City Council reserves the right to accept or reject any or all bids deemed within the best interest of the City of Caribou. Purchasers of City-owned property will be issued Quitclaim deeds for the City's interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Bids not paid within 30 days shall be deemed void.

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Finance/Tax Collector’s Office  
Caribou City Office  
25 High Street  
Caribou Maine 04736

no later than **2:00 PM on July 15, 2021** and will be opened publicly at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Bid packages are available in the Deputy Tax Collector’s Office at the City Office, 25 High Street. Bids will be acted upon by the City Council at 6:00 PM on July 26, 2021 during the regular Council meeting. The City Council reserves the right to accept or reject any or all bids deemed within the best interest of the City of Caribou. Purchasers of City-owned property will be issued Quitclaim deeds for the City’s interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Bids not paid within 30 days shall be deemed void.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: 10/28/2021**  
**Re: 55 Crosby Street - Consent Agreement**

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There was a special City Council meeting on March 29, 2021.

The property owner was given 6 months to address code violations and clean up the property.

All prior tax amounts have been paid.

Staff would like approval to convey the property at 55 Crosby Avenue back to the prior owners, Jason L. Veinote and Carrie R. Veinote.