

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 15, 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)
5. Minutes –
 - a. November 1, 2021, Regular City Council meeting pages 2 - 5
6. Bid Openings, Awards, and Appointments
 - a. Field delivery presentation page 6
 - b. Airport RFQ – award for contract for engineering services page 7
7. Public Hearings and Possible Action Items
8. Reports by Staff and Committees
 - a. Abatement of property taxes on 16 Sincok Street – Finance Department pages 8 - 9
 - b. Tax Acquired Property – Finance Department pages 10 - 12
 - c. Manager's report pages 13 - 14
9. New Business, Ordinances and Resolutions
10. Old Business
 - a. Ordinance Number 17, 2021 Series, Charter Amendment pages 15 - 17
11. Reports and Discussion by Mayor and Council Members Dept Reports
12. Next Regular Meetings: November 29 & December 13 18 - 25
13. 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 (Steam Plant)
 - b. Real Estate and Economic Development under §405.6.C (Downtown TIF District, CEA inquiry)
 - c. Real Estate and Economic Development under §405.6.C (Downtown TIF District, attorney information)

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

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting on Monday, November 1, 2021, in the Council Chambers with the following members present; Councilors Boma, Morrell, Theriault, Willey, Deputy Mayor Ayer and Mayor Smith. Councilor Goughan was absent and excused.

Penny Thompson, City Manager was present at the meeting.

Department managers Kenneth G. Murchison Jr. (Zoning Administrator), Carl Grant (Finance Director) Chief Scott Susi (Fire Chief) and Dave Ouellette (Public Works Director) were present at the meeting.

Melissa Lizotte of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item#2: Invocation/Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Dale Johnson of Caribou came in and stated that they had a check for the property at 16 Sincock Street that is tax acquired and would like to purchase the property.

Council Agenda Item #5: Minutes-

There were no minutes submitted for approval

Council Agenda Item #6: Bid, Awards and Appointments

a. CFAD Safety Vests Presentation

Fire Chief Scott Susi came in and showed the new safety vests that are being used by the EMT's. They will protect against small ballistics and punctures. Chief Susi presented John Swanberg of the Aroostook Savings & Loan with a Glass, department coin and shirt as a thank you for the donation of the vests to the department.

b. Bids for water damage repair at the Nylander Museum

Manager Thompson explained that on August 19th the sprinkler system tripped causing water damage at the Nylander Museum. Bids were solicited and have been received by two contractors

Honey Do Maintenance & Construction LLC \$14,578.54

Beaupre's Construction LLC \$12,865.40

Dave Ouellette explained the process that has taken place to inspect and repair the current system. He stated that there is now a digital pump which takes out the guess work and provides a clear and concise reading. The system should be inspected four times a year and had not been previously inspected but there is now a contract to have the inspections. There is also an alarm available that could put out a notification if the air pressure drops.

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to accept the bid from Beaupre's Construction LLC in the amount of \$12,865.40 for the repairs at the Nylander.

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

Motion made by Councilor Willey, seconded by Councilor Theriault to have Dave investigate a warning system for the sprinklers at the Nylander.

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

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

a. Safe Alternatives

Open Public Hearing at 6:33p.m.

Manager Thompson explained that Safe Alternatives is a Registered Nonprofit Dispensary licensed under the State of Maine and located at 1137 Presque Isle Road. The current operating permit expires on November 14, 2021. Licensing procedures require that a public hearing is conducted by the City Council before a permit can be issued/reissued. City departments have reviewed the requested renewal and have determined that there have been no unreasonable disturbances to businesses or persons residing in the vicinity, and no violations of record pertaining to state law or the Caribou Code related to the business operations.

There were no public comments made.

Closed Public Hearing at 6:36 p.m.

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to renew the license for Safe Alternatives located at 1137 Presque Isle Road.

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

Council Agenda Item #8: Reports by Staff and Committees

a. Abatement of property taxes on 544 Van Buren Road - Finance Department

Carl Grant, Finance Director explained the property at 544 Van Buren was tax acquired November 24, 2020. The 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 after there was a fire. There is no land to sell as it was a mobile home on leased land.

Motion made by Councilor Theriault, seconded by Councilor Willey to abate the taxes in the amount of \$1,397.29 for the building that was located at 544 Van Buren Road.

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

b. Tax Acquired Property – Finance Department

Carl Grant, Finance Director, explained that there are still 49 properties that have outstanding balances from 2019 that could potentially become tax acquired. He explained that this is a first read and that at the next meeting the Council will decide what properties to waive foreclosure.

b. Manager's Report

Manager Thompson reviewed the City Manager's Report dated October 29, 2021

d. Airport Committee (meeting before meeting)

No discussion.

Council Agenda Item #9: New Business, Ordinances and Resolutions

a. Porvair Filtration hiring goals met

Manager Thompson explained that 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. Under the terms of the agreement, they are required to have 52 employees on staff with a minimum annual wage of \$24,960 (\$12.00 / hour). Porvair currently has 53 qualifying employees on staff.

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to reimbursement Porvair in the amount of \$14,695.75.

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

Mr. David Mika introduced Gabe Knight as he will be replacing Mr. Mika after his retirement.

b. Small Business Saturday Proclamation

Motion made by Councilor Theriault, seconded by Councilor Willey to declare Saturday, November 27, 2021, as Small Business Saturday.

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

Council Agenda Item #10: Old Business

a. 16 Sincock Street offer

Manager Thompson explained that at the last council meeting an offer to purchase 16 Sincock Street was brought forward and the City Council requested more information. The requested information was provided in the City Council packet.

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to sell the property at 16 Sincock Street to Dale Johnson for \$2,500.00

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

b. 55 Crosby Street Consent Agreement

Manager Thompson explained that on March 29, 2021, there was a special City Council meeting, and the property owner of 55 Crosby Avenue was given 6 months to address code violations and clean up the property. All the prior tax amounts have been paid.

Motion made by Councilor Theriault, seconded by Councilor Boma to convey the property at 55 Crosby Avenue back to the prior owners Jason L. Veinote and Carrie R. Veinote.

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

Council Agenda Item #11: Reports and Discussion by Mayor and Council Members

Deputy Mayor Ayer: Tomorrow is election day, don't forget to go vote.

Mayor Smith: Just a reminder that the polls are open from 8 A.M. to 8 P.M. at the wellness center.

Councilor Willey stated that the library board has met, and they are selling raffle tickets for two baskets one is an Aroostook basket and the other is a small business basket.

Deputy Mayor Ayer wanted to congratulate the Recreation department for the great job hosting the annual trunk or treat.

Council Agenda Item #12: Next Regular Meetings: November 15 & 29

Council Agenda Item #13: 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)

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to enter executive session at 7:36 p.m. to discuss Real Estate and Economic Development under §405.6.C.

Council exited executive session at 7:51 p.m.

No action was taken.

Council Agenda Item #14: Adjournment

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to adjourn the meeting at 7:52 p.m.

Vote was unanimous.

Danielle Brissette, secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 11/12/2021
Re: Field Delivery Presentation

Chief Scott Susi will make a special presentation at the meeting.

At 5:30 am on Sunday September 7, 2021, members of the Caribou Fire and Ambulance staff were able to successfully assist in delivering a male baby while on route to Cary Medical Center.

After the field delivery, both patients were taken to the emergency room.

Primary Unit: Ryan Hall & Eric Dickinson

Secondary Unit: Dann Cyr & John Thornton

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MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 11/12/2021
Re: Airport Committee RFQ Recommendation

Airport Improvement Program grant projects require that the Caribou Municipal Airport have a General Consultant Agreement in place. The previous contract with Stantec was for five years and expired in 2020. The FAA further requires that the consultant is chosen based on qualifications.

There is no annual fee associated with this agreement, when work is required, the City and the consultant would work out an agreement for the services provided.

Therefore, in accordance with the process outlined by the State of Maine, the City of Caribou put out an RFQ in September. The proposals were due October 12. Proposals were received from Stantec Consulting Services Inc. of Portland, Maine and Aviest Engineering of Woodland, Maine. The City Council Airport Committee has reviewed the submittals and will make a recommendation to the City Council to approve.

**CARIBOU ADMINISTRATION
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MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 11/12/2021
Re: Abatement of property taxes on 16 Sincok Street

At the last meeting, the City Council voted to convey the property at 16 Sincok Street to Dale Johnson.

Since there are liens on the property for the unpaid taxes, staff is asking the City Council to abate the taxes due on the property so the liens can be discharged.

The statement of account given by the Finance Department at the last meeting shows the following amounts due:

Principal: \$ 12,978.85

Interest: \$ 4,602.06

Costs: \$ 229.40

The abatement of taxes would come from Account # E 80-01-201-01. As of 11/12/2021, the account balance is \$6,873.14 and does not reflect the abatement of taxes on 544 Van Buren Road which was approved at the last meeting.

**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.

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25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 11/12/2021
Re: Tax Acquired Property

At the last meeting, the City Council was given a memo and a first read of properties subject to City of Caribou ownership resulting from the automatic lien foreclosure process.

Some properties have been removed from the list with payment in full of 2019 taxes with related costs and interest.

Tonight, the Caribou City Council will need to vote to waive foreclosure on any property that they wish to stop this automatic lien foreclosure process.

These pages follow:

Finance Department memo and spreadsheet

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

		11/12/2021																		Police	Fire		
		Tax Collector				Assessor							Code Enforcement										
Address						Value							Unresolved Violations (Y/N)								Environmental Issues	Reports in 24 mos.	Reports in 24 mos.
Property Account #	Comment	Original Amount	Amount Due	Projected Lien at Foreclosure	Land	Building	Personal	Taxable	Mobile Home (Y/N)	In MH Park (Y/N)	MH in Park	In TIF (Y/N)	Occupied (Y/N)	Zoning (Y/N)	Building (Y/N)	Maintenance (Y/N)	DEP Incident	DEP Potential	Demo Likely				
84	1284 Presque Isle Road	\$ 136	\$ 163	\$ 163	\$ 18,000	\$ 17,500		\$ 35,500	Y											1	0		
271	96 Main Street	\$ 3,724	\$ 178	\$ 178	\$ 89,400	\$ 51,500		\$ 140,900					Y	n	Y	Y	n	Y	Y	4	0		
614	34 West Presque Ilse Road	\$ 1,133	\$ 1,281	\$ 1,284	\$ 18,500	\$ 14,300		\$ 32,800					Y	n	Y	Y	n	Y	n	5	1		
711	East Presque Isle Road	\$ 229	\$ 261	\$ 262	\$ 6,700			\$ 6,700					n	n	n	n	n	Y	n		0		
758	781 Fort Fairfield Road	\$ 608	\$ 689	\$ 691	\$ 23,300	\$ 18,000		\$ 41,300	Y											0	0		
1019	274 Access Highway	\$ 315	\$ 358	\$ 359	\$ 10,000			\$ 10,000					n	n	n	n	n	n	n	0	0		
1192	276 Noyes Road	\$ 3,321	\$ 3,754	\$ 3,761	\$ 22,800	\$ 122,600		\$ 145,400					Y	n	n	n	n	n	n	1	0		
1211	168 Grimes Mill Road	\$ 2,440	\$ 704	\$ 705	\$ 83,100	\$ 65,200		\$ 148,300					Y	n	n	n	n	n	n	1	0		
1241	42 Grimes Mill Road	\$ 1,841	\$ 166	\$ 167	\$ 17,700	\$ 50,500		\$ 68,200					n	n	n	n	n	n	n	0	0		
1585	Access Highway	\$ 120	\$ 138	\$ 139	\$ 2,500			\$ 2,500					n	n	n	n	n	n	n				
1636	577 Access Highway Lot 3	\$ 94	\$ 109	\$ 109		\$ 1,500		\$ 1,500	Y	Y	Y									0	0		
1697	248 Baird Road	\$ 1,742	\$ 1,967	\$ 1,971	\$ 55,500	\$ 5,300		\$ 60,800	Y				n	Y	Y	Y	n	Y	Y	8	0		
1758	960 Access Highway	\$ 1,388	\$ 965	\$ 967	\$ 28,600	\$ 22,700		\$ 51,300					Y	n	n	n	n	n	n	1	0		
1804	898 Van Buren Road	\$ 624	\$ 707	\$ 708	\$ 15,100	\$ 6,800		\$ 21,900					n	n	n	Y	n	n	n	0	0		
1822	Watson Memorial Drive	\$ 1,061	\$ 1,199	\$ 1,201	\$ 38,700			\$ 38,700					n	n	n	n	n	n	n				
1868	110 Watson Memorial Drive	\$ 2,660	\$ 412	\$ 413	\$ 18,500	\$ 81,200		\$ 99,700					Y	n	n	n	n	n	n	0	0		
1881	905 Van Buren Road	\$ 556	\$ 633	\$ 634	\$ 11,600	\$ 7,700		\$ 19,300					Y	n	n	n	n	n	n	0	0		
1942	375 Belanger Road	\$ 1,562	\$ 1,765	\$ 1,768	\$ 33,500	\$ 3,100		\$ 36,600	Y				n	Y	Y	Y	Y	Y	Y	4	0		
2086	1317 Van Buren Road	\$ 644	\$ 736	\$ 737	\$ 13,000	\$ 29,400		\$ 42,400												6			
2549	Lyndon Steet	\$ 112	\$ 130	\$ 130	\$ 2,200			\$ 2,200					n	n	n	Y	Y	Y	Y				
2755	33 Vaughn Street	\$ 1,534	\$ 301	\$ 301	\$ 12,700	\$ 44,200		\$ 56,900					Y	n	n	n	n	n	n	2	0		
2897	20 Sincok Street	\$ 2,150	\$ 2,427	\$ 2,432	\$ 14,200	\$ 66,400		\$ 80,600					Y	n	n	n	n	n	n	9	0		
3203	28 Goldfrank Drive	\$ 265	\$ 310	\$ 310	\$ 6,500	\$ 1,600		\$ 8,100				Y	n	Y	Y	Y	n	Y	Y	0	0		
3327	119 Washburn Street	\$ 1,448	\$ 463	\$ 464	\$ 14,500	\$ 59,100		\$ 73,600					Y	n	n	n	n	n	n	0	0		
3536	6 Midland Street	\$ 1,633	\$ 1,857	\$ 1,861	\$ 15,700	\$ 44,500		\$ 60,200				Y	Y	Y	Y	Y	n	Y	Y	35	1		
3560	20 Hillcrest Avenue	\$ 169	\$ 194	\$ 194	\$ 4,400			\$ 4,400				Y	n	n	n	n	n	n	n	5	0		
3620	22 Veronica Street	\$ 128	\$ 147	\$ 147	\$ 2,800			\$ 2,800				Y	n	n	n	n	n	n	n	0	0		
3652	208 Limestone Street	\$ 497	\$ 203	\$ 204	\$ 9,200	\$ 7,800		\$ 17,000				Y	n	n	n	n	Y	n	n	9	0		
3765	29 Park Street	\$ 82	\$ 97	\$ 97	\$ 14,200	\$ 69,900		\$ 84,100					n	n	n	n	n	n	n	0	0		
3930	20 Pioneer Avenue	\$ 1,188	\$ 1,350	\$ 1,353	\$ 14,100	\$ 49,500		\$ 63,600					Y	n	n	n	n	n	n	3	0		
4086	303 Sweden Steet	\$ 2,190	\$ 2,479	\$ 2,484	\$ 16,400	\$ 65,500		\$ 81,900					Y	n	n	n	n	n	n	0	0		
4109	149 Limestone Street	\$ 985	\$ 399	\$ 400	\$ 11,300	\$ 44,500		\$ 55,800					Y	n	n	n	n	n	n	4	NO		
4308	93 Bennett Drive	\$ 3,783	\$ 4,281	\$ 4,289	\$ 45,800	\$ 97,100		\$ 142,900				Y	Y	n	n	n	n	Y	n	0	NO		
4617	Access Highway	\$ 827	\$ 935	\$ 937	\$ 24,800	\$ 4,900		\$ 29,700	Y				n	n	n	Y	n	n	n				
4781	607 Fort Fairfield Road	\$ 1,479	\$ 1,676	\$ 1,680	\$ 21,500	\$ 55,500		\$ 77,000	Y				Y	n	n	n	n	n	n	9	NO		
5027	Katahdin Avenue	\$ 143	\$ 165	\$ 165	\$ 3,400			\$ 3,400					n	n	n	n	n	n	n				
5075	Noyes Road	\$ 349	\$ 396	\$ 397	\$ 11,300			\$ 11,300					n	n	n	n	n	n	n		NO		
5121	557 Access Highway Lot #10	\$ 120	\$ 138	\$ 139		\$ 2,500		\$ 2,500	Y	Y	Y		n	n	n	Y	n	Y	Y	0			
		\$ 43,280	\$ 34,133	\$ 34,201																			
Accounts in Blue were waived last year																							
Mobile Homes Only (NO LAND)																							
On Dangerous Building List																							



**City Manager's Report
November 12, 2021**

Economic Projects

River Front - Powerplants	11/3: County Environmental Engineering, Inc. has started field work. This will include asbestos sampling and a hazardous material inventory.
Broadband Initiative	11/1: Spectrum presented during an executive session after the meeting regarding Fiber To The Home (FTTH). 11/09: County Broadband meeting with a follow-up 11/10 from Aroostook Partnership regarding current definitions of unserved and underserved.
CDBG	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	11/27: Small Business Saturday with many events going on around our city including the annual ornament hunt, the return of Santa's reindeer in Lyndon Square and new this year, the library will be hosting an event 10-2 for local authors and is selling raffle tickets on baskets! DO NOT MISS IT.
Landbank	No new updates.
Chapter 13 Rewrite	No new updates.
Federal American Rescue Plan Act	Staff is working on some non-ARPA grants through DECD; County will be providing ARPA guidance soon.
Blight Cleanup	No new updates.
Birdseye Cleanup	No new updates.
60 Access Highway	Staff has had multiple conversations with the developer regarding this investment.
River Front - Master Plan	No new updates.
Façade Improvement Program	No updates.
Hilltop Senior Living	No new updates.
Aldrich ATV/Snowmobile Storage	Staff has had multiple conversations with the developer regarding this investment.
Jarosz Storage - Limestone St	Nearing completion.

Other Administrative Projects

Tax Acquired Property Policy	Decisions on lien waivers will take place at the 11/15 meeting.
Nylander	Interviews were conducted for the Museum Technician.; MMA hired a "forensic engineer" to assist with the loss investigation. Staff has been working with him to provide all information.; Grants are available for small museums but part of the process is citing a "strategic plan" and making assurances that the museum is properly staffed (goals for 2022).
Fire Structural Work	No new updates.
Teague Park	No new updates.
Police Station	The non-binding question vote was: 1008 Yes and 810 No
Fire Station Renovations	No new updates.
Investment Policy	There will be an investment committee meeting this week.
Trailer Park Closure	Notice was served on the remaining individuals who have been evading notice.
Fish Hatchery Bridge	No new updates.
Cable Franchise Renewal	No new updates.
Airport	RFQ - On tonight's agenda; Belfast has notified Caribou that the \$150,000 in FAA funds borrowed will be returned in the 2022-2023 fiscal year (instead of the 2023-2024 fiscal year)
City Hall Boiler Systems	No new updates.
Chambers AV System	Fingers crossed that this is working.
River Road	No new updates.
New LED Street lights	No new updates.
Comp Plan Update	No new updates.
COVID-19 Status	There should be a discussion of administrative protocols when staff is exposed and also the OSHA ETS on COVID-19
Personnel Policy	No new updates.
Procurement Policy	No new updates.
Administrative Approvals	Local liquor licenses for: Access 89 & American Legion; Extension of premises for Northern Maine Brewing Company; Special Amusement permits for Great Wall Inc. DBA Jade Palace Restaurant & Caribou Bowladrome & Sports Inn
Personnel Changes	Public Works - advertising for several positions after 2 recent resignations and the promotion of Keith Ballard to Road Foreman; Assistant City Clerk position still open

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



MEMO

To: Mayor and Council Members
From: Penny Thompson, City Manager
Date: 11/12/2021
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 was held at the Monday October 4, 2021, regular meeting of the Caribou City Council.

It is on the agenda tonight for a motion to send it to the voters at the next election – June 2022.

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 15th day of November 2021. This ordinance shall become effective 24 hours after affirming vote of the citizens during the June 2022 election.

Jody Smith, Mayor

Thomas Ayer, Deputy Mayor

Courtney Boma, Councilor

R. Mark Goughan, Councilor

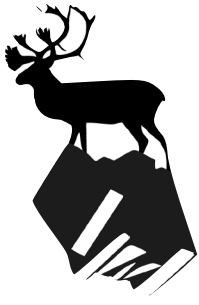
Doug Morrell, Councilor

Joan Theriault, Councilor

Louella Willey, Councilor

Attest:

Danielle Brissette, City Clerk



Caribou Public Library

DIRECTOR'S REPORT

To: Mayor and City Councilors
Penny Thompson, City Manageress
From: Peter Baldwin, Library Director
October 2021 Report

The month of October has brought much change to the library. Though COVID has not yet left us, the library has been in full swing! I am incredibly pleased to announce that we have beaten our Circulation Statistics for last year! This may not seem like much, considering COVID, but this puts us on track to beat our Circulation for the last 5 years, by the end of next month! We are expecting an increase next month as we roll out some brand new releases, and unveil our S.T.E.A.M. and Educational Kits!

We spent much of this month developing S.T.E.A.M. kits for our younger patrons. We received funding through the ARPA grant for their creation, and we were able to stretch that into 20 different educational kits!

October was the first month of our courses with the National Digital Equity Center (NDEC). The NDEC provides digital literacy courses to all maine residents for free. We offered many of these courses to our patrons, and saw 6 unique users over the course of the month. We have set up new classes for November, and look forward to seeing our community getting the most from the library.

Our Story Walk at Collins Pond Park has been dismantled for the season. The Rec Center was instrumental in the upkeep and take-down of the Story Walk. There was some slight-vandalism reported, but no major harm done to the story itself. The Rec Department has been extremely helpful in correcting and vandalism that occurs. We had over 50 people visit and sign their names in our guest book! We look forward to the spring, where we will reinstall the Story Walk with a brand-new title for the community to enjoy!

The library was chosen in June to be the recipient of donations from the "Community Bag" program at the Caribou Hannafords. For each bag purchased, they would donate \$1 from the sale to the Library. This resulted in a \$339 donation to the library from the community! We are sure to put it to good use, as we continue trying to meet the needs of our community.

The library also played the role of host in a Town Meeting this month. The Center for the Advancement of Rural Living (the C.A.R.L. Project) met on Thursday, October 28th to inform the community about the recent rise in overdose and substance abuse in Caribou. This meeting was led by panelists including Chief Susi, Chief Gahagan, and Gordon Smith, the Director for the Opioid Response in Maine. It was incredibly informative with information on the statistics, but how treatment is given and where to receive it. There were 21 people in attendance, live, who all revelled about the event. They spoke afterwards, mentioning how grateful they were for both Chief Susi and Chief Gahagan.

The library received a \$2,500 donation from the Maine Community Foundation, on behalf of the Ezra James Briggs Family Trust Fund. I have reached out to the surviving family to see if there is a way the library could use this money to best honor the memory of their loved one.

I was approached by Vaughn C. Hardacker, a local author, who was interested in doing an Author Talk at the library. This will take place on November 10th, and is free to the public to attend.

The Library Board of Trustees has been hard at work for the library this month. The Library Board has been working on setting up a Shoppers Breakfast, complete with juice/coffee and muffins, to hand out on Small Business Saturday. The Board has also been gathering donations from local businesses this month to create baskets to raffle off as a fundraiser for the library. We have had many of the local Caribou businesses contribute, and now have a total of ~\$440 worth of prizes to raffle off. The baskets created by the board will be raffled off on Small Business Saturday. This will take place in conjunction with another event on the same day.

Christina Kane-Gibson, a member of Bendable Maine, has contacted the library about a special event on Small Business Saturday as well. This event would bring local authors to the library to sell their books.

There is a lot going on at the library, and some more exciting events on the way. Stop on by to learn more about all the hard work the staff is putting in to drive the library towards the needs of our community.

That's all for us at the Library, tune in next month for more Library fun!

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON												
MATERIAL TYPE	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021
Adult books	1,203	935	1,123	432	462	582	553	571	556	589		
Juvenile books	1,007	846	1,208	458	421	738	640	661	669	611		
Teen/YA books	159	150	154	62	45	99	85	125	77	58		
DVDs	355	466	507	186	175	170	197	248	219	174		
eBooks/Audiobooks	270	406	404	355	261	205	172	165	40	27		
Magazines	139	175	168	36	15	30	27	38	59	57		
Interlibrary loans	79	90	101	51	28	34	47	77	42	33		
Puzzles	34	22	12	14	10	0	1	0	1	3		
Renewals	604	620	757	676	530	593	555	592	578	434		
TOTAL NUMBERS	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,241	1,986	0	0

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUNE 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021
Circulation	3,278	3,063	3,525	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116
Library Visitors	3,570	2,573	2,819	2,641	2,534	3,023	2,851	2,824	3,700	3,686	3,860	3,709	3,799
Wi-Fi access	16,833	10,256	6,235	8,673	8,810	7,252	7,454	**See Note	**See Note	**See Note	**See Note	**See Note	**See Note
Books added	210	144	154	163	141	184	190	125	184	190	136	147	149
Books withdrawn	9	6	282	15	16	48	49	20	5	92	3	28	8
Program Participation	6,289	1,615	8,443	1,926	1,571	2,517	2,209	1,974	1,537	1,503	1,854	2,448	
New patrons	15	8	1	14	18	8	6	18	19	21	22	13	12
Archives (# of users)	29	39	23	31	37	44	43	37	40	33	42	38	41

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	26,435
2021	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116			27,899

**As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. **

CFAD Monthly Report

October 2021

Fire Calls 19_Ambulance Calls 195_Canceled Calls 2 = Total Calls 216_

See Attached Breakdowns:

- Alarms for Fires (33)- 2
- Alarms for Rescues (66) -
- Silent Alarms - 17
- Total Hours Pumped –1.75
- Gallons of Water Used – 930
- Amt. of Hose used -500’
- Ladders Used (in Feet):14’
- (75’Aerial)_’
- Thermal Imaging Camera Used - 2
- Gas Meter Used-1
- Rescue Sled & Snowmobile-
- Rescue Boat-
- Jaws Used -
- ALS Calls -
- BLS Calls -
- Amb. Calls Canceled- 2
- Target Calls (Drug Behavioral)- 14
- PIFT Transfers- 1
- Long Distance Transfers - 5
- Calls Turned Over - 15
- Total Out of Town Calls- 59
- No Transports- 45
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City
- Total Est. Fire Loss -
- Miles Traveled by All Units – 4,253
- Color Guard trng/Ceremonies – .
- Total Maintenance Hours -
- Total Training Hours - 111.79

MUTUAL AID TO:

Presque Isle Fire Dept. - F A-
Fort Fairfield Fire Dept -.F A -
Limestone Fire Dept.. 1
Washburn Fire Dept.-
Stockholm Fire Dept. .
North Lakes Fire Dept.
Crown Ambulance
Van Buren Ambulance - 3
Life Flight - 4

MUTUAL AID FROM:

Presque Isle Fire Dept.-1
Fort Fairfield Fire Dept. -
Limestone Fire Dept.-
Washburn Fire Dept.-
Stockholm Fire Dept.-
North Lakes Fire Dept.
Crown Ambulance

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

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	3/0		
Connor	3/1	1	
New Sweden	10/2	1	
Stockholm	1		
Limestone	33/10	1	
Madawaska Lake			
Caswell	2/1		
Fort Fairfield			
Presque Isle			
Van Buren	3/1		
Washburn			
Perham	1/1		
Houlton			

Scott Susi, CFAD Chief

Fire Breakdowns
October 2021

Situation Found		# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)				\$5,000
2. Apartments (3 or more) (111)				
3. Hotels & Motels (111)				
4. Dormitories & Boarding Homes (111)				
5. Public Assembly (Church, Restaurant) (111)	1			
6. Schools (111)				
7. Institutions (Hospitals, Jails, Nursing Homes) (111)				
8. Stores, Offices (111)				
9. Industry, Utility, Defense (111)				
10. Storage (111)				
11. Vacant Buildings or being Built (111)				
12. Fires outside structure w/value (crops, timber, etc.) (171)				
13. Fires Highway Vehicles (131)	1			
14. Other Vehicles (planes, trains, etc.) (132)				
15. Fires in brush, grass w/no value (140)	1			

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	2
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ , or Alarm 12	(smoke) 5 (CO ₂)1 (Alarm) 6

22. Service Calls (500)	2
23. Ambulance Calls (300)	195

Canceled Calls-2

Fire/Rescue- 19

Total Calls for the Month_216

Monthly Permit Report

October 2021

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	2	60	5	43
HOMES	0	4	0	5
MOBILE HOMES	0	3	0	0
MULTI-FAMILY	0	1	0	0
COMMERCIAL	1	18	1	15
EXEMPT	0	4	1	1
PLUMBING PERMITS				
INTERNAL	1	22	0	10
EXTERNAL	2	14	3	18
DEMO PERMITS	1	15	0	15
SIGN PERMITS	3	10	2	6

Year-to-Date is January 2021 to October 2021