

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, December 13, 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 –
 - a. City Council Regular Meeting – November 29, 2021 Page 2-7
6. Public Hearings and Possible Action Items
 - a. Ordinance No. 20, 2021 Series, Amend Chapter 13 Section 700 § 6 Campgrounds Page 8-13
 - b. Ordinance No. 21, 2021 Series, Repeal & Replace Chapter 15 Nylander Museum Page 14-16
 - c. Ordinance No. 22, 2021 Series, Amend Chapter 15 Nylander Museum Page 17-19
7. Reports by Staff and Committees
 - a. Manager's report Page 20-21
8. New Business, Ordinances and Resolutions
 - a. Broadband presentation by Simon Thorne of Consolidated Communications Page 22
 - b. Revision of Downtown Tax Increment Financing District Page 23-27
 - c. Shawn Pelletier of C S Management – update on 60 Access Highway CEA Request Page 28
 - d. Consideration of 2022 contract with Oak Leaf Systems, Inc. Page 29-35
 - e. Business Investment Group – Broadband materials proposal Page 36-38
9. Old Business
10. Reports and Discussion by Mayor and Council Members Dept Reports
11. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6) Page 39-56
Other Reports
12. Next Regular Meetings: January 3, 2022 Page 57-66
13. Adjournment

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting on Monday, November 29, 2021, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Ayer, Councilors Boma, Goughan, Morrell, Theriault, and Willey.

Penny Thompson, City Manager was present at the meeting.

Department managers Kenneth Murchison (CEO/Zoning Administrator), Scott Susi (Fire Chief), Carl Grant (Finance Director), and Peter Baldwin (Library 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

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4:

There were no public comments.

Council Agenda Item #5: Minutes-

There were no minutes submitted for approval.

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

a. Field Delivery Presentation

Fire Chief Scott Susi read the following letters and presented stork pins with Dr. Collamore to the individuals that assisted in delivering the baby.

Mayor, Councilors and Manager Thompson

I am pleased and humbled to stand before you this evening with this incredible group of professionals. I only have a story to tell about this particular group that I have much respect and admiration for.

On November 7th in the wee hours of the morning, our Service was called to respond to a home, a ways out in our coverage area, for a woman with abdominal pain. Upon arrival, Firefighter/Paramedic's Dickinson and Hall, found the woman to be pregnant and possibly in labor as she was not sure of the term and had no prenatal care. The patient was brought from the home in a stair chair, placed on the stretcher and into the ambulance. Regular care continued for this patient, IV cardiac monitor and history obtained, as the crew made their way to the hospital until the patient stated her pain had increased started contracting and a second ambulance was called to assist. Within a very short time the baby decided this was the day he wanted to see Northern Maine. The patient started to crown and delivery was imminent. The ambulance was pulled to the side of the road and Dickinson and Hall delivered a healthy baby boy as Firefighter/Paramedic's Cyr and Thornton arrived to assist.

As you can well imagine and most know childbirth can be stressful and can take many hands. This group of professionals carried out this incredible task in the back of the ambulance, beside the road and at the end of their 24hour rotation that had been very busy all throughout the night. This skill may never be seen or done, other than in clinical rotation for school, by medics. Its been more than 25 years since our Service has delivered a baby in the field so as you can well imagine how extremely proud I am to stand before you with them.

Tonight, I would like the Caribou City Council to witness these individuals receiving stork pins, something most will never receive in a career, from the State of Maine EMSC (emergency medical services for children) department. The pins are sent to the Departments once medical review on the call has been performed at the State level.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Scott Susi', with a stylized flourish extending to the right.

Scott Susi, Chief ME/CFOI



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
152 STATE HOUSE STATION
AUGUSTA, MAINE
04333



MICHAEL SAUSCHUCK
COMMISSIONER

J. SAM HURLEY
DIRECTOR

November 10, 2021

Dann Cyr, Paramedic
Caribou Fire & Ambulance Department
121 High Street
Caribou, ME 04736

In 1904, Bessie Anderson Stanley wrote "To know even one life has breathed easier because you have lived. This is to have succeeded". In these words, Maine EMS and the Maine EMS for Children program would like to recognize the high quality of patient care and exemplary service during a recent EMS response. On November 7, 2021, at approximately 05:38, Caribou Fire & Ambulance responded to a woman in active labor. During the course of this EMS response, you successfully delivered a newborn baby boy, providing continued EMS care, and transported the baby and mother to Cary Medical Center for further evaluation and treatment

The care, forward thinking, and assurance of safe transport represent all of the ideals of Emergency Medical Services professionals. In recognition of this, Maine EMS awards you a stork pin to help remember your efforts and success.

Thank you for your efforts and dedication to improving the health of children throughout the State of Maine.

Sincerely,

Marc A. Minkler
Program Manager
EMS for Children
Maine Emergency Medical Services
152 State House Station
45 Commerce Drive, Suite 1
Augusta, Maine 04333
207-626-3860
207-287-6251 – Fax
marc.a.minkler@maine.gov

PHONE: (207) 626-3860

TTY: (207) 287-3659
www.maine.gov/cms

FAX: (207) 287-6251



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
152 STATE HOUSE STATION
AUGUSTA, MAINE
04333



MICHAEL SAUSCHUCK
COMMISSIONER

J. SAM HURLEY
DIRECTOR

November 10, 2021

Scott Susi, Chief
Caribou Fire & Ambulance Department
121 High Street
Caribou, ME 04736

Dear Chief Susi,

Maine EMS and the Maine EMS for Children program would like to recognize the high quality of patient care and exemplary service during a recent EMS response. On November 7, 2021, at approximately 05:38, Caribou Fire & Ambulance responded to a woman in active labor. During the course of this EMS response, the crews successfully delivered a newborn baby boy, providing continued EMS care, and transported the baby and mother to Cary Medical Center for further evaluation and treatment.

The care, forward thinking, and assurance of safe transport represent all the ideals of Emergency Medical Services professionals. In recognition of this, Maine EMS awards a stork pin to the following individuals:

Eric Dickinson, Paramedic
Ryan Hall, Paramedic
Dann Cyr, Paramedic
John Thornton, Paramedic

Congratulations on the successful delivery and for your commitment to improving the care of children and the system of Emergency Medical Services in Maine.

Sincerely,

Marc A. Minkler
Program Manager
EMS for Children
Maine Emergency Medical Services
152 State House Station
45 Commerce Drive, Suite 1
Augusta, Maine 04333
207-626-3860
207-287-6251 – Fax
marc.a.minkler@maine.gov

PHONE: (207) 626-3860

TTY: (207) 287-3659
www.maine.gov/ems

FAX: (207) 287-6251

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

Kenneth Murchison, CEO/Zoning Administrator explained the reason for the introduction of the proposed amendments to Section 13-706.

Deputy Mayor Ayer introduced Ordinance No. 20, 2021 Series, An Ordinance to Amend Chapter 13 Section 700 §6

Council Agenda Item #8: Reports by Staff and Committees

a. October Financial Reports – Finance Department

Carl Grant, Finance Director reviewed the October 2021 Financial Report.

Motion made by Councilor Theriault, seconded by Councilor Boma to accept the October Financial report as presented.

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

b. MPI Agreement for Bennett Drive (DOC to Van Buren Road) – Public Works Department

Public Works Director David Ouellette explained the previous agreement with Maine DOT on Bennett Drive from DOC to the Van Buren Road for a two-inch mill & fill. He explained that the project has not yet been completed and they were looking to work on it in the upcoming season. This is a 50/50 cost share with the department providing in-kind services to help offset the cost. There was \$50,000 put into an account during the last budget season. The account has a current balance of \$106,696.35.

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to move forward with the project and the partnership (MPI).

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

c. Manager's Report

Manager Thompson reviewed the City Manager's report dated November 26, 2021.

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

a. Nylander Discussion

Deputy Mayor Ayer introduced Ordinance No. 21, 2021 Series, An Ordinance to Repeal and Replace Chapter 15 Nylander Museum.

Councilor Willey introduced Ordinance No. 22, 2021 Series, An Ordinance to Amend Chapter 15 Nylander Museum.

Council Agenda Item #10: Old Business

a. OSHA ETS Update

Manager Thompson explained she is bringing this up so that everyone is aware that it is on the radar and being monitored. There are currently no orders for the new mandates to be enforced.

The next steps would be to consider that if the OSHA ETS does become enforceable, which path to compliance the City will take. Option one would be to mandate that all employees are vaccinated and option two would require weekly testing and mandatory masking for unvaccinated employees. The City would also need to consult legal counsel on what the penalty would be for failing to comply with the federal mandate if it is required to be enforced.

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

Councilor Willey stated that Small Business Saturday is coming up and there are going to be lots of activities including raffles at the library.

Councilor Goughan gave a shout out to Meagan Bossie of Northern Maine Dental and to Anthony Pressler who has purchased Family Dental Care, he extended his gratitude to the young professionals in the private sector investing in our community.

Deputy Mayor Ayer explained that there are elderly in the community that are in need of assistance and wanted to know if there was someone that assisted with helping to shovel snow or other activities.

Council Agenda Item #12: Next Regular Meetings: December 13, January 3

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 (Downtown TIF District)

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to enter executive session at 7:12 p.m. to discuss Real Estate and Economic Development under §405.6.C.

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

Council exited executive session at 7:22 p.m.

No action taken.

b. Personnel Matter under §405.6.A (Exit Interviews)

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to enter executive session at 7:24 p.m. to discuss personnel matters under §405.6.A

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

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

No action taken.

Council Agenda Item #14: Adjournment

Motion made by Councilor Theriault, seconded by Councilor Boma to adjourn the meeting at 8:04 p.m.

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

Danielle Brissette, Secretary

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



MEMO

TO: Caribou City Council Members
FROM: Kenneth Murchison, Zoning Administrator/CEO
RE: Introduction of Proposed Amendments to Sec. 13-706
Campground and or Recreational Vehicle Park

DATE: November 29, 2021

November 10, 2021, Caribou Planning Board held a public hearing regarding proposed amendments to Sec.13-706 Campground and/or Recreational Vehicle Park of the Caribou Code. No Public comment was offered and with the exception of minor formatting adjustments, the Planning Board approved the amendments to the Campground and or RV Park ordinance by unanimous decision. In approving the amended language staff is authorized to forward this document to Caribou City Council for their consideration as an act of ordinance. See the attached amended Sec.13-706 Campground and/or Recreational Vehicle Park.

Sec. 2.11 Action Requiring an Ordinance.

In addition to other acts required by law or by specific provisions of this Charter to be done by ordinance, those acts of the City Council shall be by ordinance which: (1) Adopt or amend an administrative code or establish, alter, or abolish any City department, office, or agency.

Sec. 2.12 Ordinances in General.

- (a) Adoption notice. The City Council shall pass such municipal ordinances as they think necessary and proper, governed by the authority which cities have to enact ordinances under the State of Maine, Title 30-A, statutes and amendments thereto; provided that any such ordinances shall be properly adopted if a public hearing has been held thereon after not less than seven (7) days' notice thereof, which notice need only contain the title of the proposed ordinance and a brief summary of its contents together with the time and place of said hearing.
- (b) Existing ordinances. All existing ordinances of the City of Caribou shall be retained as active ordinances under this City Charter.
- (c) Procedure. An ordinance may be introduced by any member at any regular or special meeting of the Council providing it is in writing in the form required for final adoption and contains only one subject which is clearly expressed in its title and upon introduction of an ordinance, the City Clerk shall distribute a copy to each Council member and to the City Manager, shall file a reasonable number of copies in the office of City Clerk and such other public places as the Council may designate, and shall publish the ordinance together with notice setting out the time and place for a public hearing which shall follow the publication by at least seven days, may be held separately or in connection with a regular or special council meeting and may be adjourned from time to time; all persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the ordinance with or without 9 amendment or reject it, but if it is amended as to any matter of substance, the Council may not adopt it until the ordinance, or its amended sections have been subjected to all the procedures hereinbefore required in the case of a newly introduced ordinance. As soon as practicable after adoption of any ordinance, the City Clerk shall have it published again together with a notice of its adoption.
- (d) Effective date. Except as otherwise provided in this Charter, every adopted ordinance shall become effective at the expiration of 30 days after adoption or at any later date specified therein.
- (e) "Publish" defined. As used in this section, the term "publish" means to print in one or more newspapers of general circulation in the City, in addition to be posted to the City's website and public access station, when available: (1) the ordinance or a brief summary thereof, and (2) the places where copies have been filed and the times when they are available for public inspection.

Exhibit A

6. Campground and/or Recreational Vehicle Park.

A campground and/or recreational vehicle (RV) park shall conform to the minimum requirements imposed under State licensing procedures of 10-144 DEPARTMENT OF

HEALTH AND HUMAN SERVICES Chapter 205: RULES RELATING TO

CAMPGROUNDS and the following (in case of possible conflict, the stricter rule shall apply). For the purposes of this Section "RV" shall include travel RV, pick-up coach, motor home, camping trailer, dependent RV, and self-contained RV.

A. General.

1. A campground and/or RV park shall have no less than three (3) acres in the R-2 District no less than seven (7) acres in the R-3 District. All R.V. and tents shall be located at least 25 feet (7.6 m.) from boundary lines, and 100 feet (30.5 m.) from the normal high water mark of a great pond classified GPA or a river flowing to a great pond classified GPA, and 75 feet (22.9 m.) from the normal high-water line of other water bodies, tributary streams, or the upland edge of a wetland subject to the 250-foot (76.2 m.) Shoreland Zoning requirements and 200 feet from any residence, exclusive of the residence belonging to the owner.
2. Sites in the R-2 district shall be laid out and screened in such a manner that none are within view from public roads or existing residence. Any combination of evergreen planting landscaped earthen berms, or solid fencing may be used to achieve this screening standards, when sites would otherwise be visible from the locations described above. No screening required in the R-3 District.
3. No trailers or mobile homes, other than RVs, shall be permitted within any campground and/or RV park, temporarily or otherwise.
4. Bunkhouses that are part of a licensed campground or recreational camp are not considered lodging places. For further information regarding Lodging Places see 10-144 DEPARTMENT OF HUMAN SERVICES BUREAU OF HEALTH DIVISION OF HEALTH ENGINEERING Chapter 206 RULES RELATING TO LODGING ESTABLISHMENTS.
5. Tent sites and RV sites shall be laid out so that the density of each developed acre of land shall not exceed the standards below (in terms of sites per acre of land, excluding circulation roads). Land supporting wetland vegetation, and land below the normal highwater line of a water body shall not be included in calculating land area per site.

Non-Shoreland	Shoreland Areas	
Tent Sites	14 per acre	8 per acre
RV and Travel Trailer Sites	11 per acre	7 per acre

B. Minimum lot sizes.

1. Sites shall contain a minimum of 1000 square feet (92.9 sq. m.) (not including roads and streets) for each R.V. and tent site, except that in areas subject to the 250-foot (76.2 m.) mandatory Shoreland Zoning Act, there shall be a minimum of 5,000 square feet (464.5 sq. m.) of suitable land, (not including roads and streets,) for each site. The minimum frontage of a tent site or RV site along any shoreline of a waterbody shall be 50 feet.
2. Use of tent sites or RV sites located within the 100-year floodplain shall be prohibited between March 1 and May 31 and during seasonal flooding events.

3. Recreational Vehicles located within Zones A1-30, as indicated on the National Flood Insurance Program Rate Maps (FIRM) shall either:
 - a. Be on the site for fewer than 180 consecutive days.
 - b. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions; or
 - c. Meet the permit requirements of elevation and anchoring requirements for “manufactured home” in Flood Hazard Area regulations 13-606. H. a & b.

C. Parking and Circulation.

1. A minimum of three hundred (300) square feet of off-street parking plus maneuvering space shall be provided for each tent site or RV site. RVs shall be parked in spaces so that:
 - a. There shall be a minimum of 50 feet between vehicles; and
 - b. There shall be a minimum of 75 feet between all RVs and tents, and all public rights-of-way located inside the boundaries of the campground.
2. Roads and streets: All parking areas shall be provided with safe and convenient vehicular access from abutting public streets or roads to each R.V. site. Alignment and gradient shall be properly adapted to topography.
 - a. Surfacing and maintenance: Surfacing and maintenance shall provide a smooth, hard, and dense surface which shall be well drained.
 - b. Access to sites: Access to R.V. sites shall be designed to minimize congestion and hazards at the entrance or exit and allow free movement of traffic on adjacent streets.
3. Standards for the construction of roads and/or driveways and drainage systems, culverts, and other related features applicable in the Shoreland Zone can be found in Sec. 13-500 Shoreland Zoning Ordinance. 15. Land Use Standards H. Roads and Driveways. D. Health and Safety.
 1. A campground and/or RV park shall provide water and sewerage disposal systems, sanitary facilities, and convenience facilities in accordance with the regulations of 10-144

DEPARTMENT OF HUMAN SERVICES Chapter 205 RULES RELATING TO

CAMPGROUNDS and the Maine Subsurface Wastewater Disposal Rules 144A CMR 241. All RV sites shall be equipped with water and sewage hook-ups and connected to approved distribution or disposal systems.

E. Planning and Review.

1. Roads, parking, sites, and required facilities shall be planned in accordance with the basic principles outlined below and shall be shown on the proposed plan which is submitted for review and approval.
 - a. A logical sequence of entry and circulation should be created: entrance, administration, storage, parking, sites, toilets, laundry, playing fields, or shoreline.
 - b. Sites should be clustered in groups according to intensity of use (low density, medium density, etc.) and also related to common support service areas (laundries, play areas, etc.) serving a number of site clusters. The purpose is to minimize road length, increase accessibility, and preserve open space.

- c. Footpaths and roads should follow "desired lines" of pedestrian and vehicular movement between sites and all jointly used facilities.
 - d. Access roads shall be laid out as loops to the greatest extent practicable, although "cul-de-sacs" or "dead ends" may be allowed to serve up to twenty (20) campsites.
2. Best management practices shall be employed for soil erosion and sedimentation control and a Storm Water Runoff Plan shall be submitted. In addition to data on soils, slopes, and drainage, a vegetation map showing the following items may be required:
- a. The major types of vegetation should be identified and described (as to age, height, openness or density, and pattern, either natural or reforested).
 - b. New plantings tolerant to existing and proposed site conditions, and blending compatible with existing natural vegetation should be selected to provide screening and shelter.
 - c. All vegetative clearing should avoid creating straight line edges between open land and surviving stands.
 - d. Areas of activity and/or traffic should be sited to avoid wildlife areas (such as thickets for birds and small mammals, or deer yards and trails).

Historical Note: Section 13-700 §6 as amended June 14, 2021.

ORDINANCE No. 20, 2021 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance Amending Chapter 13 Section 700 Subsection 6 Campground and/or Recreational Vehicle Park Development Standards

Short Title: An Ordinance to Amend Chapter 13 Section 700 Subsection 6

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

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

WHEREAS, a request has been made to amend Title 13, Land Use Ordinances to facilitate the more beneficial use of land and properties for economic advancement within the community; and

WHEREAS, the City Planning Board conducted a public hearing on November 10, 2021 to receive comment on the proposal, which hearing was preceded by the notification and the general public in accordance with city notification procedures, and

WHEREAS, the City Planning Board has forwarded a positive recommendation to the City Council for the proposed Title 13 revisions.

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

Section I. Title 13 Revisions

Section 13-700 subsection 6. Campground and/or Recreational Vehicle Park standards is amended as follows on Exhibit A.

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 November 29, 2021 and a public hearing being held on December 13, 2021 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2021. This ordinance shall become effective 30 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

Lou Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

ORDINANCE No. 21, 2021 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance To Repeal and Replace Chapter 15 – Nylander Museum

Short Title: An Ordinance to Repeal and Replace Chapter 15

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine; and

WHEREAS, the City of Caribou has adopted Chapter 15, Nylander Museum as part of its ordinances and regulations, which outlines the organization and duties of the Nylander Museum Board of Trustees; and

WHEREAS, the Caribou City Council is required by the City Charter Section 2.11 (1) to adopt by ordinance to “adopt or amend an administrative code or establish, alter, or abolish any City department, office or agency; and

WHEREAS, the Nylander Museum is a City department, located in a building owned by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, with a collection of artifacts owned by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, currently without any regular full-time or part-time staff employed by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, with a volunteer advisory board organized under Chapter 15 of the City of Caribou ordinances; and

WHEREAS, the Nylander Museum is a City department, and the City Council of the City of Caribou desires to alter the organization of the Nylander Museum by abolishing the Nylander Board of Trustees of the Nylander Museum; and

WHEREAS, the Nylander Museum is a City department and the City Council of the City of Caribou desires to alter the organization of the Nylander Museum by regarding the Nylander Museum a special collection of the Caribou Public Library; and

WHEREAS, the Nylander Museum is a City department and the City Council of the City of Caribou desires to alter the organization of the Nylander Museum so that the Library Director of the Caribou Public Library shall be responsible for the budget and staff resources that will support the mission of the Nylander Museum; and

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(1), does ordain the following:

Section I. Chapter 15 Revisions

Chapter 15 and its related exhibits are hereby amended as indicated in the attached Exhibit A.

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 November 29, 2021 and a public hearing being held on December 13, 2021 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2021. This ordinance shall become effective thirty (30) 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

Lou Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

Exhibit A

Chapter 15 Nylander Museum

ARTICLE I GENERALLY Sec. 15-101 ~~Board of Trustees Established; Appointment; Term; Purpose~~

ARTICLE I GENERALLY Sec. 15-101 Nylander Museum, department structure

~~Whereas, it is desirable and necessary that all of the collections sold by the late Olof Nylander to the City of Caribou and all other collections donated by others and kept in the Nylander Museum be properly cared for, preserved, added to, and maintained for the use of the public, and for the public good, and for the maintenance, upkeep, and repair of the Nylander Museum, for which said collections are maintained.~~

~~That there be established a board of trustees of the Nylander Museum to manage and control all its affairs, composed of at least five (5) voting members and one non-voting member, ex-officio, who shall be elected by the City Council of the City of Caribou within thirty (30) days after the acceptance of this ordinance by the City Council of the City of Caribou, as hereinafter provided, but none of such members of the Caribou City Council shall be eligible for such office of trustees, and whenever any of said trustees becomes a member of said City Council, he shall automatically cease to be such trustee.~~

~~As soon as convenient after the members of said board have been appointed, said trustees shall hold a meeting in the City of Caribou, and organize by the election of a President and Clerk, and, when necessary, all other needful officers and agents.~~

~~Whenever a vacancy occurs in the office of President, Treasurer, or Clerk, it shall be promptly filled by said Board of Trustees. The City Council shall appoint trustees of the Board in the following manner: Two (2) trustees for a period of one year; two (2) trustees for a period of two (2) years; three (3) trustees for a period of three (3) years. The City Council shall appoint a member of the City Council or the City Manager to serve as a non-voting member, ex-officio, in addition to the seven (7) voting trustees, who shall serve at the City Council's pleasure. The respective terms of the trustees shall expire with the end of the municipal year, and whenever a trustee's term shall terminate for any reason before his term shall have expired, the City Council shall appoint a new trustee to finish the unexpired term.~~

~~The Board of Trustees shall ordain and establish such by-laws as are necessary for their own convenience and the proper management of the affairs of the Nylander Museum. Members of the Board shall be eligible to any office under the Board and shall be sworn into office by a Justice of the Peace, Notary Public, or the City Clerk of the City of Caribou.~~

The Nylander Museum shall be regarded as a special collection of the Caribou Public Library. The Library Director of the Caribou Public Library shall be responsible for the budget and staff resources that will support the mission of the Nylander Museum. In doing so, the Library Director shall make regular updates to the Caribou City Council and the City Manager.

ORDINANCE No. 22, 2021 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance To Amend Chapter 15 – Nylander Museum

Short Title: An Ordinance to Amend Chapter 15

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine; and

WHEREAS, the City of Caribou has adopted Chapter 15, Nylander Museum as part of its ordinances and regulations, which outlines the organization and duties of the Nylander Museum Board of Trustees; and

WHEREAS, the Caribou City Council is required by the City Charter Section 2.11 (1) to adopt by ordinance to “adopt or amend an administrative code or establish, alter, or abolish any City department, office or agency; and

WHEREAS, the Nylander Museum is a City department, located in a building owned by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, with a collection of artifacts owned by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, currently without any regular full-time or part-time staff employed by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, with a volunteer advisory board organized under Chapter 15 of the City of Caribou ordinances; and

WHEREAS, the Nylander Museum is a City department and the City Council of the City of Caribou desires to alter the organization of the Nylander Museum by regarding the Nylander Museum a special collection of the Caribou Public Library; and

WHEREAS, the Nylander Museum is a City department and the City Council of the City of Caribou desires to alter the organization of the Nylander Museum so that the Library Director of the Caribou Public Library shall be responsible for the budget and staff resources that will support the mission of the Nylander Museum; and

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(1), does ordain the following:

Section I. Chapter 15 Revisions

Chapter 15 and its related exhibits are hereby amended as indicated in the attached Exhibit A.

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 November 29, 2021 and a public hearing being held on December 13, 2021 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2021. This ordinance shall become effective thirty (30) 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

Lou Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

Exhibit A

Chapter 15 Nylander Museum

ARTICLE I GENERALLY Sec. 15-101 Board of Trustees Established; Appointment; Term; Purpose

Whereas, it is desirable and necessary that all of the collections sold by the late Olof Nylander to the City of Caribou and all other collections donated by others and kept in the Nylander Museum be properly cared for, preserved, added to, and maintained for the use of the public, and for the public good, and for the maintenance, upkeep, and repair of the Nylander Museum, for which said collections are maintained.

That there be established a board of trustees of the Nylander Museum to ~~manage and control all~~ advise on its affairs, composed of at least five (5) voting members and one non-voting member, ex-officio, who shall be elected by the City Council of the City of Caribou within thirty (30) days after the acceptance of this ordinance by the City Council of the City of Caribou, as hereinafter provided, but none of such members of the Caribou City Council shall be eligible for such office of trustees, and whenever any of said trustees becomes a member of said City Council, he shall automatically cease to be such trustee.

As soon as convenient after the members of said board have been appointed, said trustees shall hold a meeting in the City of Caribou, and organize by the election of a President and Clerk, and, when necessary, all other needful officers and agents.

Whenever a vacancy occurs in the office of President, Treasurer, or Clerk, it shall be promptly filled by said Board of Trustees. The City Council shall appoint trustees of the Board in the following manner: Two (2) trustees for a period of one year; two (2) trustees for a period of two (2) years; three (3) trustees for a period of three (3) years. The City Council shall appoint a member of the City Council or the City Manager to serve as a non-voting member, ex-officio, in addition to the seven (7) voting trustees, who shall serve at the City Council's pleasure. The respective terms of the trustees shall expire with the end of the municipal year, and whenever a trustee's term shall terminate for any reason before his term shall have expired, the City Council shall appoint a new trustee to finish the unexpired term.

The Board of Trustees shall ordain and establish such by-laws as are necessary for their own convenience ~~and the proper management of the affairs of the Nylander Museum.~~ All by-laws must be approved by affirmative vote of the Caribou City Council. Members of the Board shall be eligible to any office under the Board and shall be sworn into office by a Justice of the Peace, Notary Public, or the City Clerk of the City of Caribou.

The Nylander Museum shall be regarded as a special collection of the Caribou Public Library. The Library Director of the Caribou Public Library shall be responsible for the budget and staff resources that will support the mission of the Nylander Museum. In doing so, the Library Director shall make regular updates to the Caribou City Council, the Nylander Board of Trustees, and the City Manager.



City Manager's Report

December 10, 2021

Economic Projects

River Front - Powerplants	Contacted by DEP regarding mandatory inspections of tank # 21622. This is a 25-year old 15,000 gallon diesel fuel tank. Last inspection was in 2019 so the City of Caribou is not in compliance. Action to resolve the issue: Underground piping has been removed by County Environmental.
Broadband Initiative	NMDC has been contacted and there have been no grant specifications released for infrastructure - yet. At the 12/13 meeting, the City Council will hear from Consolidated Communications and the Business Investment Group.
CDBG	The draft of the 2022 CDBG Program is online at the DECD website, along with projected program timeframes.
Ogren Dump Solar Project	Working to set up a conference call with those involved with the project as they prepare to gear up for construction.
Events and Marketing	The library has many holiday events happening. There is also a "Senior Santa" tree at the Wellness Center.
Landbank	Legislature will take up the State Land Bank language in coming session.
Chapter 13 Rewrite	Mr. Murchison is coordinating with Mr. Kamm from NMDC about possible dates to discuss Chapter 13 rewrite options.
Federal American Rescue Plan Act	Unfortunately, there are no new updates.
Blight Cleanup	30 North Street is down. Mr. Murchison is working to connect with a process server in California to make Dr. Bielinski aware that 37 Home Farm Road presents an immediate hazard and will be torn down next.
Birdseye Cleanup	CES has prepared documents so the work remaining at the site can go out for bid.
60 Access Highway	On tonight's agenda.
River Front - Master Plan	There will be another meeting on 12/14 featuring a zoom with Nate Moulton of Maine DOT, office of Freight and Passenger Services
Façade Improvement Program	Work has started at the Bennett Drive Redemption location.
Aldrich ATV/Snowmobile Storage	This property would be part of the new TIF District being discussed tonight.
Jarosz Storage - Limestone St	Nearing completion.
Business Outreach	Channel X ads to encourage shopping at local Caribou businesses.

Other Administrative Projects

Tax Acquired Property Policy	Finance department has sent out notices to inform residents that the property has been acquired and they have until 01-31-2022 to pay all taxes, costs and interests for all years if they wish to have ownership restored.
Nylander	On the agenda tonight.
Fire Structural Work	There was another leak on 12/6. Jan Murchison of Sewall is working on this.
Fire Station Renovations	No new updates.
Police Station	There was a committee meeting on Monday 12/6.
River Road	Dr. Chomka called this week looking for an update.
Investment Policy	No new updates.
Trailer Park Closure	Caribou Housing Agency is working with four of the remaining families.
Fish Hatchery Bridge	No new updates.
Cable Franchise Renewal	No new updates.
Airport	No hangar space currently available. FAA is updating their NOTAM system. Fuel has been ordered as we must place an order every nine months to refresh the fuel in the tank.
Personnel Policy	No new updates.
Chambers AV System	No new updates.
Procurement Policy	No new updates.
New LED Street lights	Received word that the light on Donie Street is now working. Other issues have been reported to RealTerm. Police officers are looking for dark areas of town during their patrols.
Comp Plan Update	Mr. Murchison is coordinating with Mr. Kamm from NMDC about possible dates to discuss 2024 Comprehensive Plan rewrite options.
COVID-19 Status	I received a call from a citizen who is concerned about the spread of COVID in the Caribou community and would like the City Council to consider making mask wearing mandatory regardless of vaccination status.
Administrative Approvals	No administrative approvals since last meeting.
Personnel Changes	Offer was made and accepted for the Assistant City Clerk position from a field of very highly qualified candidates.
Age-Friendly Efforts	Met with Elizabeth Singer and she will work to coordinate with Caribou High School and Area on Aging about mobilizing some helpers with snow shoveling for seniors.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 12/13/2021
Re: Broadband Discussion – Simon Thorne Consolidated Communications

Tonight, Simon Thorne from Consolidated Communications will be at the meeting to discuss a Broadband solution from Consolidated Communications.

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



MEMO

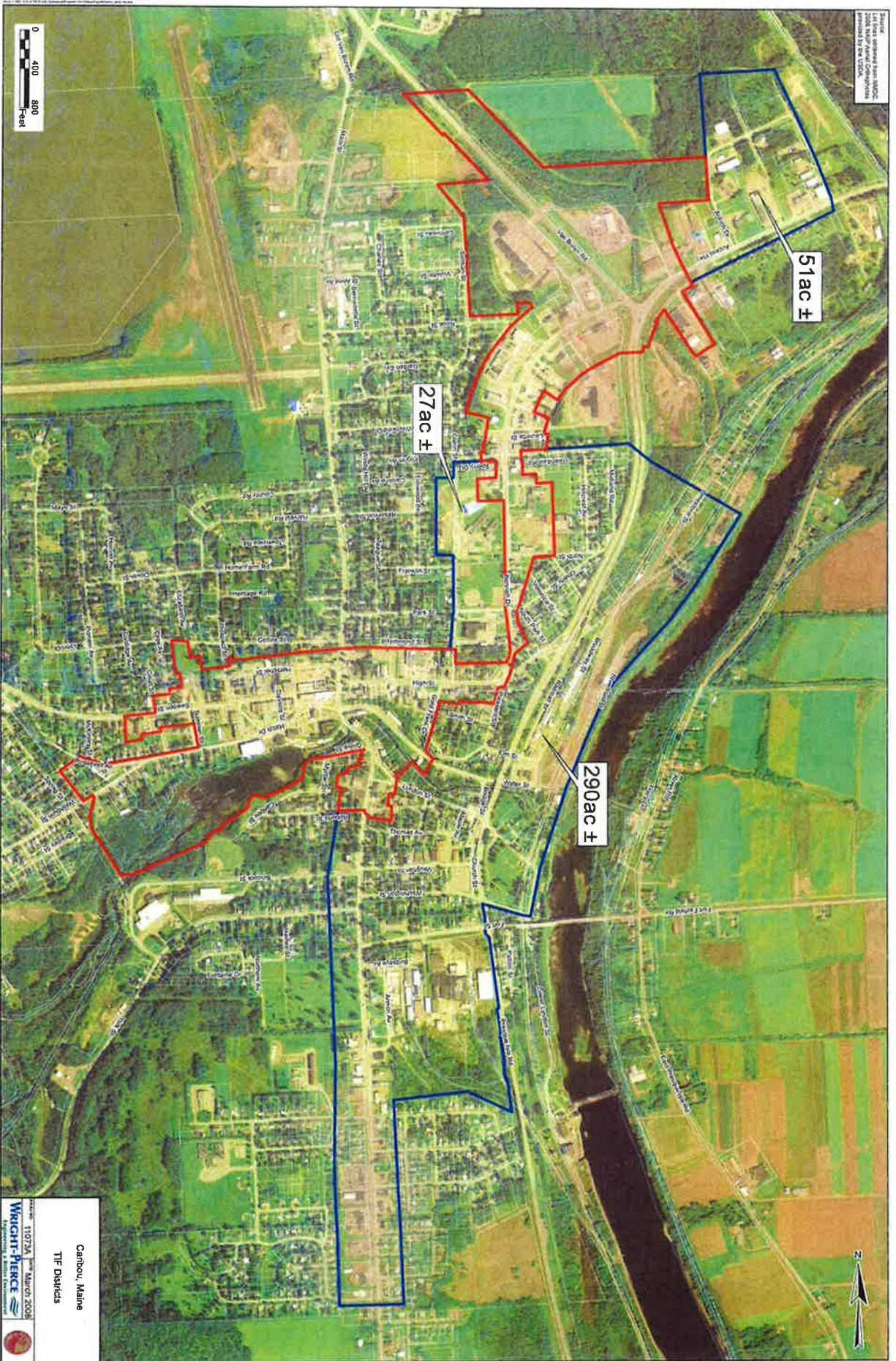
To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 12/13/2021
Re: Revision of Downtown Tax Increment Financing District

The area known in Caribou as the Light Industrial Park was added to the Downtown Tax Increment Financing (TIF) District during the process of the first district amendment in 2008. While some areas in the District had specific plans and goals, there was not a narrative given for that area and therefore was not given the attention needed to fully develop the Light Industrial Park.

The City of Caribou is now in the second half of the Downtown Tax Increment Financing District. There are projects currently permitted in the Light Industrial Park which will result in new value added to the tax base and we hope that trend continues. One tool that can be used is to amend the current Downtown TIF to remove those parcels in the Light Industrial Park and create a new District and restart the 30-year clock on development opportunities.

Additionally, when the original district was created some neighboring commercial properties were not included: the parcel where “The Warehouse” and also “The Par & Grill” are located. Those could be included in the reimagined district, so the properties are eligible for developer incentives.

The following pages show the boundaries of the proposed new TIF District.



currently in
New to TTF



PROPOSED NEW DOWNTOWN TIF DISTRICT

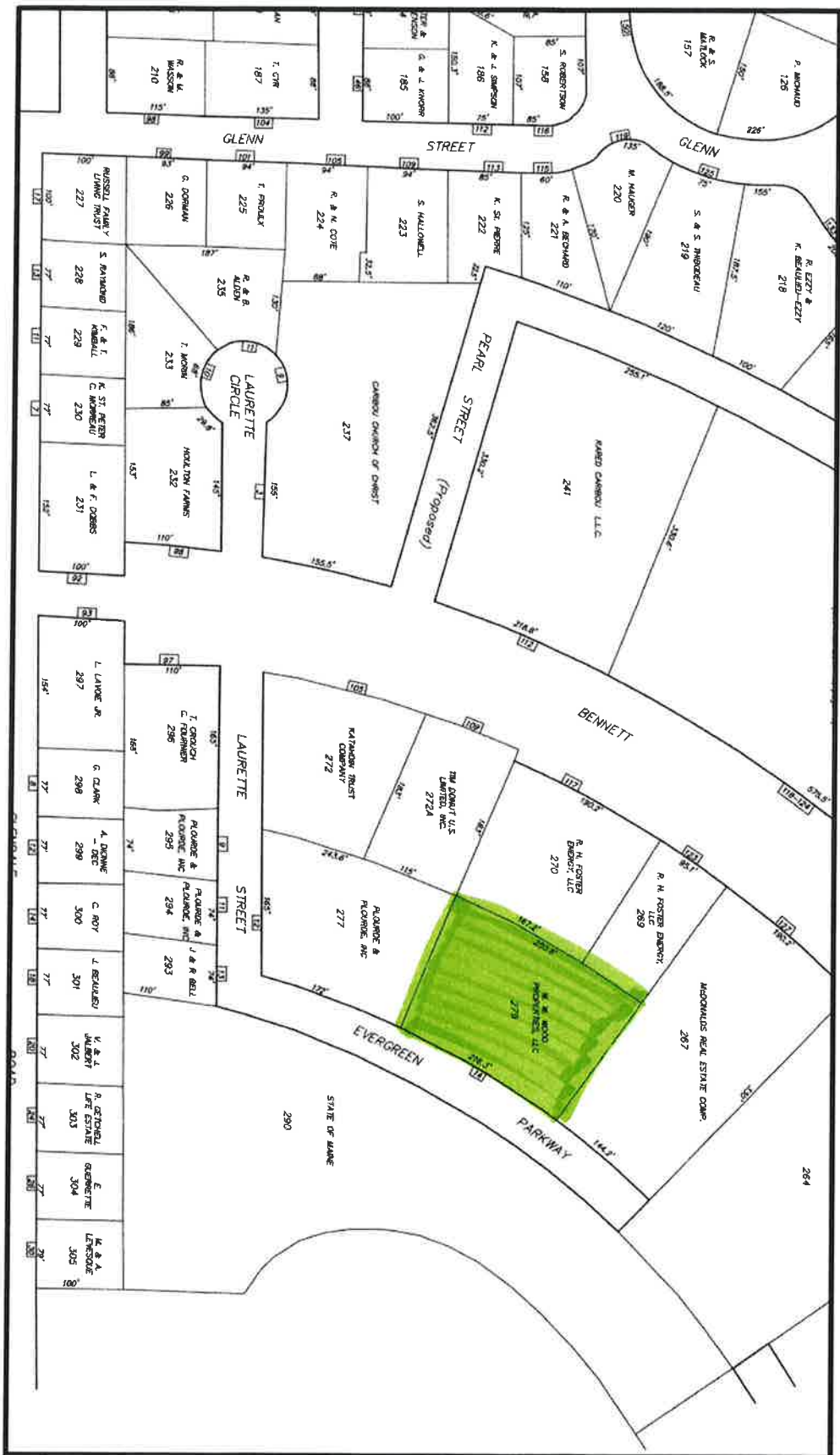
4-1-2022

26

Acct #	Owner	Map / Lot	OAV 4/1/2005	Prev Yr Value	Prev Yr Capture	Current Yr Value	Diff Prev Yr to Current	Diff OAV to Current
937	SOLMAN HOLDINGS, LLC	011-002	\$25,600	\$59,900	\$34,300	\$59,900	\$0	\$34,300
938	GRIFFETH, NEAL J	011-003	\$663,000	\$731,500	\$68,500	\$731,500	\$0	\$68,500
5099	GRIFFETH, NEAL J	011-003-001	\$0	\$547,900	\$547,900	\$547,900	\$0	\$547,900
939	JAROSZ, DANIEL S	011-004	\$0	\$0	\$0	\$32,400	\$32,400	\$32,400
941	GAGNON'S RENTAL PROPERTIES, LLC	011-004-B	\$1,038,200	\$690,200	-\$348,000	\$690,200	\$0	-\$348,000
4590	CASSIDY, DANA	011-004-C	\$1,061,200	\$1,236,600	\$175,400	\$1,236,600	\$0	\$175,400
943	CALVARY BAPTIST CHURCH	011-004-D	\$0	\$0	\$0	\$0	\$0	\$0
944	DOODY, KENNETH D	011-004-E	\$151,000	\$193,000	\$42,000	\$193,000	\$0	\$42,000
945	SOUCY, JIMMY J	011-004-G	\$63,200	\$60,000	-\$3,200	\$60,000	\$0	-\$3,200
4642	PINES HEALTH SERVICES	011-004-H	\$0	\$0	\$0	\$0	\$0	\$0
4613	COLE, BRYAN E	011-004-J	\$63,000	\$47,800	-\$15,200	\$47,800	\$0	-\$15,200
949	C S MANAGEMENT INC	011-004-K	\$0	\$0	\$0	\$181,700	\$181,700	\$181,700
951	HERBERT, JACK	011-004-M	\$49,900	\$71,200	\$21,300	\$71,200	\$0	\$21,300
952	PLOURDE& PLOURDE INC	011-004-MM	\$92,400	\$122,800	\$30,400	\$122,800	\$0	\$30,400
953	GAGNON'S RENTAL PROPERTIES, LLC	011-004-P	\$80,100	\$185,700	\$105,600	\$185,700	\$0	\$105,600
954	TIME WARNER CABLE, LLC	011-004-R	\$5,800	\$19,300	\$13,500	\$19,300	\$0	\$13,500
955	C. RAY MANAGEMENT, LLC	011-004-S	\$22,200	\$40,800	\$18,600	\$40,800	\$0	\$18,600
956	PTP HOLDINGS	011-004-T	\$238,900	\$370,300	\$131,400	\$371,000	\$700	\$132,100
4541	180 SEALCOATING INC	011-004-V	\$55,400	\$90,000	\$34,600	\$90,000	\$0	\$34,600
4672	AROOSTOOK FRIENDS FOR SCOUTS	011-004-VV	\$0	\$0	\$0	\$0	\$0	\$0
959	BRESCIA, STANLEY F	011-004-W	\$12,800	\$337,100	\$324,300	\$337,100	\$0	\$324,300
960	BRESCIA, STANLEY F	011-004-X	\$0	\$4,800	\$4,800	\$4,800	\$0	\$4,800
961	GAGNON'S RENTAL PROPERTIES, LLC	011-004-Y	\$355,000	\$290,500	-\$64,500	\$290,500	\$0	-\$64,500
962	GAGNON'S RENTAL PROPERTIES, LLC	011-004-Z	\$478,200	\$435,000	-\$43,200	\$435,000	\$0	-\$43,200
968	GUERRETTE FARMS CORP.	011-005-B	\$140,700	\$37,900	-\$102,800	\$188,600	\$150,700	\$47,900
969	G.F. MARKETING, INC.	011-005-C	\$321,300	\$367,400	\$46,100	\$367,400	\$0	\$46,100
			\$4,917,900			\$6,305,200		\$1,387,300
970	GUERRETTE, BRIAN	011-005-E					\$	244,300
4788	C. RAY MANAGEMENT	011-005-H					\$	373,500

Current assessed value: \$ 280,500
Acct # 4302
14 Evergreen Parkway

Map 39



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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 12/13/2021
Re: 60 Access Highway project update / CEA Request

The property at 60 Access Highway is an example of a project that has recently applied for and received a building permit for a major remodel in the Light Industrial Park which will result in new value added to the tax base. One tool in the City's Economic Development Tool-Kit is the Credit Enhancement Agreement. The developer will speak to the City Council about plans to transform the property into a business that will be a popular venue with locals and visitors alike.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: 12/13/2021
Re: 2022 contract with Oak Leaf Systems, Inc.

The IT services for the City of Caribou are provided by Oak Leaf Systems, Inc. on a contract basis. Bob Sowers, the owner of Oak Leaf Systems, Inc. has maintained the same pricing for 2022.

Bob provides excellent and timely assistance, intelligent answers to our questions and always service delivered with patience and no judgement when we ask or do something embarrassing. There has never been an instance when Bob has not exceeded my expectations with his knowledge and professionalism.

Contract for Computer Network Support Services

This agreement for Professional Services, is by and between Oak Leaf Systems, Inc., a corporation, with its principal office at 128 Sweden Street, Caribou, Maine (hereinafter "Oak Leaf Systems"), and the City of Caribou, a municipality, with its principal office at 25 High Street, Caribou, Maine (hereinafter "City").

WHEREAS, the City finds that Oak Leaf Systems is qualified and willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS Oak Leaf Systems and the City wish to enter into agreement to describe the framework under which services will be provided.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1.0 Services

1.1 Computer and Network Services

Computer Support and Maintenance

The annual maintenance contract includes troubleshooting and support services for the City's existing network devices, seven firewall devices, and three (3) servers located at the City Office, Caribou Public Library, Public Works office, Parks and Recreation department, Fire Department, Police Department and Ambulance Billing Department. Furthermore, support services shall be provided for City owned computers in their offices throughout Caribou. Support services will include setup and configuration, file and printer access, Internet access, e-mail, general network support and general computer support.

IT Management Services

Oak Leaf will provide IT and Project Management services as needed as part of this contract to plan for necessary systems and infrastructure to support business objectives. In addition, our management services will include maintenance and monitoring of existing systems, including developing a thorough understanding of the City's business processes so appropriate technology can be selected and recommended. Part of this will include proactive recommendations of technology that could help improve various processes, and/or provide more robust reliable systems required to support day to day operations.

Hardware

Oak Leaf will also provide services to diagnose and repair defective hardware on all computers and network devices. When applicable, Oak Leaf will work with the City to obtain all parts under any manufacturer's warranty still in effect. If no warranty is in effect on the failed equipment, the City will be responsible for the cost of replacing the equipment as needed.

Software

Oak Leaf will provide support services for the following software: Windows 10, 8, 7, 2012 Server and Office 365 services and applications. In addition, we will work with City staff and software vendors for proprietary or non-standard software to obtain support for those products, including TRIO, Amazon/Ortivus and HaPPy.

Antivirus

Antivirus service will be included free of charge for City-owned PC and Mac computers as part of this agreement going forward.

Infrastructure Maintenance

Oak Leaf will also provide preventative network maintenance, which includes general preventative maintenance for the servers, hubs and switches, firewalls, and cabling in the aforementioned offices. Oak Leaf will provide network mapping of the entire network and track IP addressing throughout the wide area network to ease identification of location for addition and removal of networked devices. Preventative maintenance includes regular inspection of physical devices and environment, and review of pertinent systems logs.

New Installations

In addition to supporting existing computer hardware and software, we will also provide installation services for new computer equipment as part of this agreement. Installation of new equipment/software shall be limited to no more than ten (10) new desktop computers during the duration of this agreement. New equipment shall be defined as equipment not owned by the City at the starting date of this agreement.

Network Security Checks

Oak Leaf will provide a security risk assessment of the City's network on a quarterly basis. As part of this, we will provide detailed quarterly examination of the server for application of necessary security fixes, and other known threats. In addition, we will update firewall software with vendor supplied updates on a quarterly basis to address any security holes in it. Finally, we will assess the latest available fixes and patches for the various desktop computers in the office and make recommendations about which one(s) to apply for security reasons.

General IT Consulting

Oak Leaf will provide general consulting services to City management to help design, develop, and implement various technologies and plans to support the business plans and objectives of the City. Furthermore, we will work with City staff to provide additional expertise about information technology when required for procurement of outside funding or when required for documentation of systems by various entities.

Exceptions

In general, Oak Leaf will provide information technology related support services to the City to support its business needs and objectives. Under the terms of this agreement, installation or running of cable for network or other use is not included and shall be governed by a separate agreement. In addition, web development, web hosting, and application development services are also not included in this agreement and shall be governed by a separate contract.

1.2 Service Level Agreement (SLA)

Oak Leaf Systems will provide timely response to support issues, system failures and maintenance tasks to maintain functional computer and telephone systems.

Response Times

Oak Leaf will provide support through a combination of telephone, on-site and remote administration services for City offices. Oak Leaf guarantees the following response times:

- **System Down Emergency** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Urgent Support Call** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Non-Critical Issues** - Non-critical issues will be scheduled according to Oak Leaf staff availability. In most cases, that will be provided as a next business day service.

The City will be entitled to one (1) network support professional responding to problem(s) at a time under the terms of this agreement. In the event multiple simultaneous critical issues arise, the City will be responsible for prioritizing issues and Oak Leaf staff will fix the issues as quickly as possible according to the prioritization given. Oak Leaf shall not be responsible for delays in correcting issues resulting from shipping or other delays with replacement of hardware by a third party, whether Oak Leaf staff arrange for replacement and/or shipping of failed equipment or not.

Coverage

This service level agreement is for the following coverage.

Option	Coverage
12 x 5	This SLA will be available Monday through Friday between 7:00 a.m. and 7:00 p.m., excluding holidays.

Definitions

The following definitions shall apply to all support calls.

System Down Emergency

A system down emergency is defined as a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact more than one (1) computer.

An example of system down emergency is the inability of more than one computer to send/receive e-mails.

Urgent Support Call

An urgent support call is defined as:

- 1) a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact one (1) computer.
- 2) A problem or problems that is/are impacting normal use of more than one (1) computer

Examples of urgent support calls include the inability of one computer to send/receive e-mail while all other computers are working properly, inability of one computer to access the file server while all others are working properly.

Non-critical Issues

All other support issues are defined as non-critical.

Examples of non-critical issues include installation of new software, equipment, or implementation of new features on any computer to enable features not previously used, user needs assistance learning new functions, or computer needs to have latest service pack installed for maintenance of up to date systems.

SLA Terms and Conditions

SLA terms and conditions require that the City notify Oak Leaf about critical system emergencies that require emergency response as defined above using Oak Leaf's SLA Response Method. That response method currently is to call in to Oak Leaf's voice mail system and leave a message in the designated mailbox. Oak Leaf on call staff will automatically be notified of the waiting message and will respond according to the terms outlined above. Oak Leaf reserves the right to change the notification method at any time, but will provide thirty (30) days advance written notice before any change is made.

Penalty

Oak Leaf guarantees response times according to the aforementioned conditions and methods of response. If Oak Leaf staff do not respond in the time specified, the City will be entitled to a credit of one percent (1%) of the monthly contract fee for the month in which the service call was initiated for every thirty (30) minutes late the initial response is provided, up to a maximum of fifteen (15) percent of the total monthly contract amount aggregated on all calls in any one month.

Client is responsible for providing written notification of late service call within thirty (30) days of incident and providing documentation to support claim.

Limitation of Liability

In no event will Oak Leaf Systems, its licensors, officers, employees or suppliers have any liability to CUSTOMER for any damages, including but not limited to lost profits, loss of business, loss of use or of data, any unauthorized access to, alteration, theft, or destruction of CUSTOMER'S computers, computer systems, data files, programs or information, or costs of procurement of substitute goods or services, or for any indirect, special, or consequential damages however caused. The parties agree that the terms in this LIMITATION OF LIABILITY section represent a reasonable allocation of risk. The foregoing LIMITATION OF LIABILITY and exclusion of certain damages shall apply, regardless of the success or effectiveness of other remedies.

CUSTOMER'S sole remedy arising out of or related to this agreement shall be limited to a refund of fees paid by CUSTOMER for the services giving rise to the liability during the one year period immediately preceding the date the alleged liability arose.

1.3 Force Majeure

Acts of God, or of the public enemy, acts of government, fires, flood, epidemics, labor disputes, unavoidable material delays, or freight embargo which may cause Vendor not to perform under this agreement shall constitute an excusable delay.

2.0 Cost and Schedule

See attached Schedule A.

3.0 COMPLETE AGREEMENT

This agreement, including any attachments, constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications, representations, understandings, and agreements, either oral or written between the parties of any official or representative thereof. This agreement shall be modified only by an instrument in writing and signed by duly authorized representatives of the parties.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year indicated below.

The City of Caribou, Maine

OAK LEAF SYSTEMS, INC.

Penny Thompson

Robert S. Sowers

City Manager

DATE: _____

DATE: _____

Schedule A Contract Costs, Term, and Payments

1.0 Computer and Network Support

Oak Leaf Systems will provide computer and network support services as described herein for a fee of \$31,200.

7.0 TERM

This contract shall be effective for a period of twelve (12) months from the date indicated below.

Effective Date: January 1, 2022

8.0 Payment Schedule

All fees contained herein shall be billed in twelve (12) equal monthly invoices.

Business Investment Group Proposal
City Council Meeting
December 13, 2021

Broadband Project Start Up

Introduction

With our assessment and engineering work with Pioneer Broadband finally complete, the Business Investment Group working together with the City of Caribou and the Caribou Utilities District wish to move forward with our shovel ready Broadband project with the acquisition of needed material to insure the most expedient rollout.

The challenge will be to bring contracted services together with material and begin our build out. This is an ambitious project, and the challenge is amplified when coupled with the current supply chain issues prevalent across the United States. Materials ordered today may take as long as 58 weeks to fulfill so if our Broadband project is to see a 2023 completion, we will need to order these vital materials immediately.

Proposal

This is an essential element of this Broadband effort and the next milestone in the creation of this Broadband Network. We are trying to complete the project by working on various aspects all at the same time.

1. We have the CUD charter change. The Caribou Utilities District is working to change its charter and a bill has been sponsored by Troy Jackson for the early 2022 Legislature Calendar to be approved.
2. We hope to finance the project through a series of grants to reduce the overall cost of the project for the CUD realizing that access of Recovery Act Funding has not started since the State and County are still working to develop their grant application processes.
3. Coordinate with contractors for the ultimate Broadband build out.

In the meantime, we as a group would like to order some of the essential components that are required like the wire where there availability and lead times are difficult. We have attached a list of fiber we need to purchase to wire the complete City from edge to edge. In addition, we are trying to get a list from Pioneer Broadband for any other components we need to order.

The Board of Directors for the Business Investment Group voted last night to request a loan from the City of Caribou in the amount not to exceed \$1,500,000 at an interest rate of 1% for a term no longer than 3 years. The loan would be structured monthly interest only payments and a balloon payment at the end of the three year term. The Business Investment Group would act as the proxy for the CUD while they are getting their approvals and funding in place.

We understand this is a large request. However, if we are going to get this project off the ground and completed in a reasonable time frame, we need to think outside of the box. With any project, there is a certain amount of risk. The Legislature might not approve the charter change which would require additional work to the CUD Charter, or it may prove difficult to receive enough grant funding to complete the project, if so, we will then need to work with the CEGC, Pioneer Broadband, Connect Maine, County of Aroostook, and other grant/lending sources such as the Northern Border Regional Commission to develop an alternate plan to build and fund the project.

Summary

We understand the City has met with Spectrum and Consolidated. Our goal is a dark fiber network providing at minimum 100 mbps up and a 100 mbps down to every business, residence, and non-profit in the City of Caribou. They might be offering a plan that accomplishes what we are trying to build. Our belief is that Broadband should be a public utility in the digital age, just like water and sewer was in 1895 as the City was being formed.

It is up to the City Council to make the decision on how to proceed. Do you want to work with national for profit corporations or work with a local alternative where the profits are then reinvested in the community.

Thank you in advance for your consideration.

Sincerely,

John Swanberg

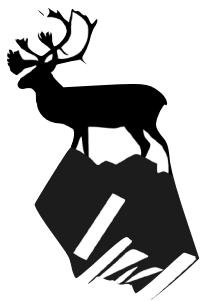
John Swanberg, President
Business Investment Group

FIBER - ENTIRE PROJECT

Name	Qty	Unit Price	Total price
1728 ct singlemode fiber cable	21,781	\$12.01	\$261,630.97
864 ct singlemode fiber cable	37,273	\$5.62	\$209,324.27
576 ct singlemode fiber cable	29,985	\$8.67	\$259,958.96
288 ct singlemode fiber cable	57,234	\$2.01	\$114,899.73
144 ct singlemode fiber cable	63,455	\$1.09	\$68,920.48
96 ct singlemode fiber cable	102,020	\$0.74	\$75,924.42
72 ct singlemode fiber cable	11,917	\$0.57	\$6,816.42
48 ct singlemode fiber cable	111,258	\$0.41	\$45,584.63
24 ct singlemode fiber cable	201,141	\$0.28	\$57,283.25
12 ct singlemode fiber cable	89,714	\$0.23	\$20,337.63
Sno-Shoe 12.25"	61	\$66.92	\$4,082.36
Sno-Shoe 17"	21	\$39.21	\$823.37

Subtotal

\$1,125,586.49



Caribou Public Library

DIRECTOR'S REPORT

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

November has come and gone, and yet the month was so full it seems to continue. We started this month by planing for special events, and it became so much more than that. We unveiled our new STEAM and Education Kits and continued our Digital Literacy Courses. As promised, the library has officially beaten its Circulation statitics for the past 5 years, meaning people are using the library now more than ever! We have also been playing host to several community group for teens, recovery, and board members. This month has not gone by quick, though the time change has made it seem as such.

We will begin this month with our STEAM and Education Kits. The STEAM Kits were funded by the ARPA grant and put together by Erin and myself as educational aids for children afes 5-14. We released 9 kits this month (approx. 2/week) that have all been checked out at least once. We have had a total usage of 11, with 9 unique families participating. We have another 11 STEAM kits that we are putting together, and we are exited to see them continue to go out. The families have told us how much their children have enjoyed them and how well they accompany educational topics.

We acted as a meeting space this month for the C.A.R.L. Project, a Youth Advocacy Group, the Nylander Board, and the Aroostook County Geneological Society. All of these groups have enjoyed being able to use the comfortable space in the ibrary. We are happy to aid the Nylander while they deal with their current flooding issues, and love having people use the library. The C.A.R.L. Project and the Youth Advocacy Group have been meeting weekly at the library, and plan to continue doing so.

I was approached by LaNeice Sirois from the Chamer of Commerceabout a possible partnership with the Library. This would bring a lot of advertisement for our programs, as well as support from the business of the community. We look forward to working with the Chamber in the future, as well as the businesses of Caribou.

We have continued our NDEC courses this month, having dedicated classes for basic computer and software use. We have had several interested parties not only attend,

but ask for more classes in the future. We are excited to provide these classes, and hope to expand on them in later years. We had 7 participants this month in our classes, and that number seems to only grow.

We updated our website this month to reflect the recent changes in the Children's Room. As we are now partnered with the NDEC and have created STEAM Kits, we needed a spot for our patrons to easily disseminate the events and information for both. We have created brand new sections for both of these, hopefully permanent, installations.

Now we come to the Big Events, like everything we did that led to Small Business Saturday. I met with the Library Board this month to discuss fundraising events and general library events. The Board came to the idea of doing Raffle Baskets themed after Aroostook County, and one that was sponsored by small businesses. The Board and myself also worked out the Shoppers' Breakfast fundraiser that would take place the same day. I spent the next two weeks making flyers, adverts, and anything I could think of to get the word out about the libraries events. I went to all the businesses who contributed to the Small Business Raffle Basket and personally met with the owners to thank them for their donations.

On Small Business Saturday, the Library Board ran the Shoppers Breakfast fundraiser at the Rec Center, selling pastries and hot beverages. I spent most of my day at the library meeting local authors, talking to news crews, handing out ornaments, and selling our Raffle tickets. It was incredible to meet so many people from the community, and hear how much they love the library. City Manager Penny Thompson joined me at 2pm to draw our winners, which we streamed live to Facebook. When I called the winners, they both screamed in my ear with excitement. We loved doing this event, and look forward to doing it again next year. We will have more than two winners next year, so make sure you all buy tickets!

The library will spend the month of December recuperating from these events, and hosting some brand new ones. We will have a special Storytime with Mrs. Claus, and the Children's Holiday Shoppe in the second week of December. We have more exciting things planned for 2022, so come by anytime to learn about all of them!

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	610	
Juvenile books	1,007	846	1,208	458	421	738	640	661	669	611	586	
Teen/YA books	159	150	154	62	45	99	85	125	77	58	75	
DVDs	355	466	507	186	175	170	197	248	219	174	210	
eBooks/Audiobooks	270	406	404	355	261	205	172	165	40	27	127	
Magazines	139	175	168	36	15	30	27	38	59	57	96	
Interlibrary loans	79	90	101	51	28	34	47	77	42	33	28	
Puzzles	34	22	12	14	10	0	1	0	1	3	14	
STEAM	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	4	
Renewals	604	620	757	676	530	593	555	592	578	434	496	
TOTAL NUMBERS	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,241	1,986	2,246	0

** STEAM and Education Kits first released in November 2021.

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUNE 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021
Circulation	3,063	3,525	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116	2,246
Library Visitors	2,573	2,819	2,641	2,534	3,023	2,851	2,824	3,700	3,686	3,860	3,709	3,799	4,213
Wi-Fi access	10,256	6,235	8,673	8,810	7,252	7,454	**See Note	**See Note	**See Note	**See Note	**See Note	**See Note	** See Note
Books added	144	154	163	141	184	190	125	184	190	136	147	149	173
Books withdrawn	6	282	15	16	48	49	20	5	92	3	28	8	70
Program Participation	1,615	8,443	1,926	1,571	2,517	2,209	1,974	1,537	1,503	1,854	2,448	2,814	2,407
New patrons	8	1	14	18	8	6	18	19	21	22	13	12	12
Archives (# of users)	39	23	31	37	44	43	37	40	33	42	38	41	37

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

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	2,246		30,145

CFAD Monthly Report

November 2021

Fire Calls 17 _ Ambulance Calls 242 _ Canceled Calls = Total Calls 259 _

See Attached Breakdowns:

- Alarms for Fires (33)-2
- Alarms for Rescues (66) -
- Silent Alarms - 15
- Total Hours Pumped –.75
- Gallons of Water Used – 7,000
- Amt. of Hose used -300’
- Ladders Used (in Feet):24’
- (75’ Aerial)_50’
- Thermal Imaging Camera Used - 5
- Gas Meter Used-
- Rescue Sled & Snowmobile-
- Rescue Boat-
- Jaws Used -
- ALS Calls -116
- BLS Calls - 126
- Amb. Calls Canceled-
- Target Calls (Drug Behavioral)-6
- PIFT Transfers-2
- Long Distance Transfers -7
- Calls Turned Over - 9
- Total Out of Town Calls- 77
- No Transports-48
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City
- Total Est. Fire Loss -
- Miles Traveled by All Units – 6,088
- Color Guard trng/Ceremonies – .
- Total Maintenance Hours - 12
- Total Training Hours – 103.25

MUTUAL AID TO:

Presque Isle Fire Dept. - F A-
Fort Fairfield Fire Dept. -F A -
Limestone Fire Dept..
Washburn Fire Dept.- 1
Stockholm Fire Dept. .
North Lakes Fire Dept.
Crown Ambulance
Van Buren Ambulance - 4
Life Flight - 11

MUTUAL AID FROM:

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

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

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	15	1	
Connor	5		
New Sweden	4	1	
Stockholm	7		
Limestone	32		
Caswell	5		
Fort Fairfield	1		
Presque Isle	1		
Van Buren	4		
Bangor	1		
Perham	1		
Mapleton	1		
Washburn		1	12

Scott Susi, CFAD Chief

Fire Breakdowns

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

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	1
19. Aid to Ambulance (10-55's) (322)	3
20. Aid to Police (551)	1
21. Investigation (Smoke, CO ₂ , or Alarm) 10	(smoke) 4 (CO ₂) 1 (Alarm) 5
22. Service Calls (500)	
23. Ambulance Calls (300)	242

Canceled Calls-

Fire/Rescue- 17

Total Calls for the Month_259

CHA Bulletin

Published by Caribou Housing Authority for Voucher Participant and Landlords

Fall 2021



Caribou Housing Authority
25 High Street
Caribou ME 04736

www.caribouhousing.org

Lisa Plourde
Housing Director
lplourde@cariboumaine.org

Sue Ouellette
FSS & Homeownership
Coordinator
souellette@cariboumaine.org

Telephone:
(207) 493-4234

Fax:
(207) 376-0178

Hours:
Monday – Friday
8:00 AM – 4:30 PM



2022 PAYMENT STANDARDS

HOUSING CHOICE VOUCHER PROGRAM & MAINSTREAM VOUCHER PROGRAM PAYMENT STANDARDS

Effective January 1, 2022

In an effort to stay in line with the current rental market the Caribou Housing Authority will be increasing the payment standards for all bedroom sizes. Effective January 1, 2022, CHA will be implementing the below new payment standards when calculating the rent portion and determining the initial approval of a rental unit.

Zero-Bedroom (**0 BR**) payment standard shall be set at 110% of the \$519 FMR limit | **\$570**

One-Bedroom (**1 BR**) payment standard shall be set at 110% of the \$630 FMR limit | **\$693**

Two-Bedroom (**2 BR**) payment standard shall be set at 110% of the \$781 FMR limit | **\$859**

Three-Bedroom (**3 BR**) payment standard shall be set at 110% of the \$1046 FMR limit | **\$1150**

Four-Bedroom (**4 BR**) payment standard shall be set at 110% of the \$1230 FMR limit | **\$1353**

Please note that the rent for a unit still needs to be determined rent reasonable and these new payment standards do not indicate a rent at these amounts will be approved. For in-place tenants, the new payment standards do not take effect until the family's annual review date.

Holiday Hours...



Friday, Dec. 24th - Closed
Thursday, Dec. 30th - Building/Public Closing at 1 PM
Friday, Dec. 31st - Closed

11 WAYS TO GET YOUR RENTAL PROPERTIES READY FOR WINTER



Since extreme winter temperatures and winds can take a major toll on buildings in cold weather regions, it is important that property managers take the necessary steps to winterize rental properties before the first snowfall of the season. Doing this will ensure that you will have to spend less time and money on plumbing, roofing, and other repairs come spring. If you need a little help getting started, have a look at our list of the top things to do to get your rental properties ready for winter.

1. Leave the Heat On

Remind your tenants to maintain a minimum temperature of 55 degrees Fahrenheit when they go on vacation. This will prevent the pipes from freezing and bursting due to the cold temperatures.

2. Inspect Your HVAC Systems

Inspect the heating systems in your units to make sure they are running efficiently. Arrange for the filters to be replaced if necessary.

3. Watch Your Pipes

Completely drain out the outdoor pipes and sprinkler/fountain systems to ensure they don't freeze in sub-zero temperatures. As an added precaution, winterize exterior plumbing and pipes in unheated parts of the property or common areas by covering them with inexpensive foam pipe insulation.

4. Look for Cracks

It's important to inspect the edges of doors and windows and the exterior walls of your properties for gaps or cracks through which heat loss can occur. Replace caulking or sealant as needed.

5. Inspect the Roof

Check the roof and chimney for broken or cracked shingles that can come loose during a storm. Since blocked gutters can cause snow dams and ceiling leaks on warmer days, make sure that the gutters and downspouts are completely clear and free of dirt and debris. You can also hire a qualified roofing contractor

to perform a complete check of the roofing and do necessary repairs.

6. Prepare for Snow and Ice Removal

If you have contracted snow and ice removal to a vendor, confirm that your contract is current and valid. Now is also the time to call and shop around for rates.

If you have your own personnel to handle snow removal, make sure you have all essential supplies such as salts, shovels and properly functioning snow blowers on hand. Don't wait until bad weather comes knocking to take action!

7. Prevent Falling Branches

Check for any weak tree branches (or trees!) that can fall due to high winds or snow accumulation and cause property damage, or worse, injure your tenants.

8. Clean Your Chimneys

If your property has wood-burning fireplaces, hire a professional chimney sweep to clean them and inspect them for any sign of damage or obstruction.

9. Test Alarms and Detectors

If maintenance of the smoke alarms and carbon monoxide detectors in the property is your responsibility as per the lease agreement, now would be a good time to test the devices and replace the batteries.

10. Check Vacant Properties

Conduct periodic inspections of vacant properties throughout the winter. If you are responsible for taking care of a vacation home that will be empty for the season, you may want to completely turn off the water supply, drain the pipes and toilets, and put non-toxic antifreeze in the toilet bowls.

Of course, this is only a basic list of things that you need to do to get your rental properties ready for winter. Depending on the age, location and condition of the properties under your care, there may be other steps you need to take to prepare for the coming cold weather.

REPORTING CHANGES

Participants of any Voucher Program are required to submit all changes in writing within **10 business days** (2 weeks) to the Housing Authority. These changes may include loss of employment, new employment updated phone numbers, and change in student status. They also include household composition. changes

What is a household composition change? A household composition change occurs when the family size changes. Family size could change with the addition of a newborn child, when someone moves in or when an adult or child moves out. There are several reasons a family size could change. As a participant you must report the change in writing within 10 business days.

Families receiving assistance are required to contact both the landlord and the Housing Authority to begin the process to add anyone into the household. Updated household information is vital in emergency situations as well as keeping your voucher participation in good standing. The voucher size is based on household composition. Families receive deductions for dependent. It is very importation to keep this updated.

Landlords who are award of an unauthorized individual residing in the home should contact the Housing Authority immediately. Landlords should also document any action or conversation held with the tenant. It is important that landlords understand their obligation in enforcing the lease agreement and work the Housing Authority to prevent any act of fraud. Violation from either party can be seen as an act of fraud.

With the holidays, there may be times that a family member may come to visit and stay for a few days. A visitor is permitted to reside in the home for up to 10 consecutive days. Anyone residing in the home after 10 days is considered unauthorized household member. If you have family or friends visiting you, it is best to communicate this to your landlord.

Anyone who is residing in the home that is not listed in the household is considered an unauthorized individual. Allowing an unauthorized individual to reside in your home is a direct violation of your family obligation. Failure of Family Obligations may cause your voucher to terminate.

DO YOU HAVE A VACANT UNIT?

We can help you advertise

If you have a vacant unit suitable for the voucher program and are interested in making it available to eligible households, contact us directly for an internal listing at: (207) 493-4234 or lplourde.cariboumaine.org.

Caribou Housing does not refer program participants to you specifically. Rather, we provide the families with a list of known available units. If the family is interested in your unit, they will contact you directly.

It is up to the owner to conduct a suitability check.

‘TIS THE SEASON FOR**MOLD!**

Cool weather keeps us inside with the heat turned up. Some tips to prevent the growth of mold in your home:

- **Keep areas clean!** Clean & vacuum regularly (don't forget behind & underneath) and pay special attention to cleaning the bathroom and windowsills.
- **Air circulation**...use exhaust fan or window when cooking, showering/bathing, and washing the dishes.
- **Storing stuff**.... do not store paper, books, clothes or other sources of "food" for mold in humid areas of your home (i.e., bathroom, laundry room)
- **Report a leak**...immediately! Minor or major, water leaks, need to be reported to your landlord

Remember, the growth of mold requires, MOISTURE, WARMTH and FOOD

LANDLORDS' CORNER

When and how can I request a rent increase?

In accordance with the Department of Housing and Urban Development (HUD) regulations, you must provide a 60-day written advance notice to your tenant and the Housing Authority to increase your rent. ***In addition, such increases can only be requested after the first 12-months lease ends; and only once per year.***

To submit a rent increase, please contact the Housing Authority for a Rent Increase Form.

Remember: All rents must be reasonable and comparable to the rents of the like properties in the neighborhood. The CHA will review each request and determine if it can be approved based on specific comparable data and HUD's rent reasonableness criteria. It is also important to remember that an increase in the total rent may have a direct impact upon the tenant's share of rent.

CHA will promptly notify if you if your requested rent cannot be approved. Otherwise, your new rent will be included in a revised calculation of both the tenant portion of rent and the CHA's Housing Assistance Payment. You will receive a document reflecting those changes.

A FAMILY SELF-SUFFICIENCY STORY

Once a upon a time, in 2015 a young family, let's call him "John", walked into the Caribou Housing Authority looking for help to pay his monthly rent, part-time employment was just not cutting it. After applying and found eligible for a voucher, began receiving rental assistance, things started looking up for him. One day when he came into the CHA office, Sue Ouellette, the FSS Coordinator told him about a special program - the Family Self-Sufficiency Program.

Two features of the FSS Program were: (1) case management and (2) financial incentive. Under the financial incentive, if John had more hours or received a higher pay at work, and paid a higher rent he would receive a deposit into an escrow account that he could receive in five years. Come on, this sounded too good to be true; but he signed up for the program and was glad that he did.

Within a couple of months, his hours at work increased, and CHA deposited \$157.00 into an escrow account. As time went on, John worked even harder with perseverance being rewarded with increased hours and pay increases and the escrow deposits grew to \$192.00 per month, in the first year.

During the next five-years, his share of rent had continued to grow due to increases in his income, but so did his escrow deposits. At the end of his fifth year of participation and close to graduation, he found out that he could receive more training and a better job position. This meant more work hours and additional responsibilities so under the program rules, an FSS extension was granted for good cause.

By the next recertification COVID 19 was raging and with a waiver from the Housing and Urban Development (HUD) another extension was granted.

On August 18, 2021, John was paying full rent and was gainfully employed. He is a Family Self Sufficiency success and graduated from the program with a whopping **\$20,681** in the escrow account that can be used to achieve his long-range goals, whether it be to purchase a car, take a dream vacation, or purchase a future house of his very own.



If you would like to know more about CHA's Family Self Sufficiency Program contact **Sue Ouellette, Family Self-Sufficiency / Homeownership Coordinator** via email at souellette@cariboumaine.org or by phone at (207) 493-5977.

LANDLORD PARTICIPATION INCENTIVE PROGRAMS

For Housing Choice Voucher and Mainstream Vouchers

Signing Bonus:

To incent landlords to participate in the voucher program, CHA will pay landlords \$750 Signing Bonus for each newly leased voucher tenant.

Criteria for the Program:

- Rental rates are affordable within voucher program guidelines
- The rental unit passes a Housing Quality Standards (HQS) inspection.
- Landlords enter a one-year lease with a new tenant and sign a contract with CHA before funding is exhausted
- The **\$750** is paid on or around the time of the first monthly payment.

Repair Grants:

To help landlord participating in CHA's voucher program make repairs for certain failed items identified during the initial inspection. CHA's goal in offering reimbursement program is to assist voucher landlords who do not have other funds readily available to complete the repairs.

Criteria for Program:

- Only failed inspection items qualify.
- The landlord pays the first \$250 toward the repair.
- CHA's reimbursement to the landlord **will not exceed \$5,000 a year**
- The unit is required to pass HQS inspection before payment can be made.
- A one-year lease and Housing Assistance Payment (HAP) Contract will need to be executed before payment is disbursed.

Qualifying failed items are (but not limited to) the following:

- Bedroom windows that do not meet egress
- Deteriorated paint
- Installation of hard-wired smoke detectors
- Roofing
- Tie downs

Damage Reimbursement Grant:

To help landlords participating in the voucher program make repairs for damages caused by a family who has vacated their unit, CHA will offer the Damage Reimbursement Grant Program.

Landlord **may request up to \$1,500** from this fund for physical damages to the unit that are:

- Above and beyond normal wear and tear as defined by Maine State Law §6031; AND
- The cost to fix the damages is greater than the security deposit collected.

Landlords must supply the following to access the grant fund:

- Date stamped pictures of the specific damages they are requesting reimbursement for AND
- Copies of receipts from cost of repair(s) of damages.

For Emergency Housing Vouchers

In July 2021, Caribou Housing Authority received 15 Emergency Housing Vouchers to assist individuals and families who are:

- Homeless,
- Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking,
- At risk-of homelessness,
- Were recently homeless or have a high risk of housing stability.

For every newly leased tenant, after a HAP Contract and lease is executed, CHA will pay to the landlord **\$1,000 Signing Bonus**.

BE A PART OF THE SOLUTION –
Help us in leasing up voucher families
today!

HOARDING

Hoarding – you’ve seen it on TV and heard about it in the news, but it is hard to imagine until you see it up close and personal.



While hoarding is not common – only about 2 out of every 100 people may develop it – the consequences of having a hoarding tenant are extreme.

One of the most serious consequences of hoarding is the resulting fire danger. Even if a fire started in another unit, the heaps of debris from a tenant’s hoarding will quickly drive the blaze out of control. Because hoarding is considered a mental illness, it is possible that a tenant will argue that they are disabled, and entitle to a reasonable accommodation. HUD agrees that, to the extent it is possible, the hoarder may be entitled to accommodation.

Preparation is the best tool for a landlord should a tenant become a hoarder. Make sure your lease and house rules carve out specific limitations on the number of animals, require that access routes be kept clear, balconies/decks/porches are free from debris, trash is picked up, and that any increased exposure to pest or other unsanitary conditions is labeled a nuisance. Also make sure that if the rules are not followed, the tenant is subject to eviction. Local animal, building and fire codes can serve as guidelines.

Reasonable accommodation generally does not entail forcing the landlord to break the law, allowing the tenant to risk the health or safety of others, or causing undue financial hardship through property damage. If you find yourself with a hoarder, be sure to document everything.

HOW TO BECOME A HOMEOWNER IN THE SECTION 8 PROGRAM

Many individuals dream of owning their very own home. CHA provides a way to achieve dreams of homeownership through the Section 8 Housing Choice Voucher Homeownership Program.

To participate in the program, individuals must first qualify for assistance through CHA’s Section 8 Program, have already received a voucher, and be a current participant for a minimal of one-year.

Individuals must also meet certain income requirements to qualify for the Homeownership Program. An individual must have worked full time (at least 30 hours per week) for at least one year. Two part-time jobs may meet this requirement. Secondly, an individual’s earned income must total at least \$18,500.

There are a few exceptions to the income requirements. If the head of household or spouse is more than 62 years old or receives disability income, the requirement for working does not apply. However the disability income must be at least \$9,396 per year.

The next step is to address credit issues. It is important for individuals to know what is on their credit report. Credit counselors can help individuals look at their credit and know what needs to be done to help them prepare to obtain a mortgage loan.

Once an individual has met the income requirements and cleared any credit issues, a homebuyer education class must be taken. The CHA can assist the family in locating a local homebuyer education class.

Individuals who have completed the homebuyer education class will be scheduled to meet with CHA’s Homeownership Coordinator to receive a homeownership voucher and more information about the homebuying process, such as selecting a lender, getting pre-qualified for a loan, and finding a real estate agent.

Individuals ready to learn more about owning a home should contact Sue Ouellette, Homeownership Coordinator, at (207) 493-5977 or souellette@cariboumaine.org.

DID YOU KNOW?

Federal disability laws explained

A definition of a disabled person:

A person with a disability is an individual who has a physical or mental impairment that substantially limits one or more major life activities or who has a record of having such an impairment or who is regarded as having a physical or mental impairment.

Under federal law, housing providers must allow disabled individuals to make any “reasonable modifications” necessary for their full enjoyment of the premises. These modifications include structural alterations like installing grab bars in bathrooms, widening doorways, lowering kitchen cabinets, and building wheelchair ramps. Under most circumstances, tenant must pay for these modifications themselves. If the housing provider receives certain types of governmental assistance, however, he or she must pay for the modifications that would constitute an under administrative and financial burden. In cases where the tenant pays, the housing provider is also entitled to condition permission for the modification on the tenant’s promise to restore the premises to their prior condition.

Federal law also mandates that landlords must make “reasonable accommodations” in their rules, policies, practices or services to afford disabled tenants “equal opportunity to use and enjoy a dwelling.” To obtain such an accommodation, the tenant must first request it. If the housing provide asks, the tenant may then have to produce a physician’s documentation verifying that the accommodation is necessary due to the tenant’s disability.

Reasonable Modifications” include:

- Door widening for wheelchair access.
- Access ramps for wheelchairs/walkers.
- Grab bar installation around the toilet, in the shower, or along the hallway.
- Removing or lowering kitchen or bathroom cabinets.
- Wrapping kitchen or bathroom sink pipes with insulation.

“Reasonable Accommodations” include:

- Allowing service animals, even a no-pet building, at least as long as the animal’s behavior does not violate any provisions of the lease. Note: *A housing provider must allow a deaf or emotionally disturbed tenant to have a service animal if that animal is necessary to allow the tenant to fully enjoy the housing opportunity.*
- Moving a tenant to the ground floor for easier mobility.
- Reminding a tenant with a cognitive disability when rent is due.
- Reserving or assigning parking closer to the building for a person with mobility impairment.
- Allowing a representative payee or a co-signer for a disabled tenant.
- Waiting a rule against non-tenant using the laundry facilities to allow a friend or tenant with a disability to do the tenant’s laundry.
- Allowing a tenant with a mental disability to terminate a lease early.
- Postponing the eviction of a tenant hospitalized due to a mental disability.

As a housing provider you can:

- Ask for the accommodation or modification request in writing.
- Ask for the verification of disability and need for accommodation or modification.
- Disallow an accommodation or modification what would impose an undue financial or administrative burden, or constitute a fundamental alternation in the service provided.
- Condition permission of a modification on restoration of the interior of the unit to its’ original state if the modification would interfere with the use and enjoyment of future occupants.



GIVE KINDNESS THIS CHRISTMAS!

Christmas is a wonderful time to spread kindness.

You can make someone's holiday special without spending lots of money! Perhaps you can:

- Take food to a shut-in,
- Send a card to an elderly person,
- Give up your spot in line,
- Donate old towels to animal shelter,
- Volunteer to help wrap gifts,
- Help someone load/unload groceries,
- Leave a treat for your mailman,
- Hold the door open for someone,
- Give a compliment,
- Call to check in on someone, or
- Tell family members you love them.

Acts of kindness go a long way!





CARIBOU HOUSING AUTHORITY
- HOUSING CHOICE VOUCHER -
- MAINSTREAM PROGRAM -
- FOSTER YOUTH PROGRAM -
- EMERGENCY HOUSING VOUCHER PROGRAM-
FAMILY SELF-SUFFICIENCY PROGRAM

WAITING LIST STATISTICS

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sept. -21	Oct'21	Nov-21	YTD
Applicants in Jurisdiction	25	31	9	26	11	16	8	28	38	54	32	278
VAWA Preference	0	0	2	4	0	0	0	0	7	8	1	22
Veteran's Preference	0	0	0	0	0	0	0	0	1	0	0	1
Natural Disaster	0	0	0	0	0	0	0	0	0	2	0	2
Living in Caribou	14	18	4	19	8	13	6	16	27	38	21	184
Mainstream	4	5	1	2	0	0	0	0	4	7	3	26

HOUSING CHOICE VOUCHER PROGRAM

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct'21	Nov-21	YTD
HUD Allocated Vouchers	193	193	193	193	193	193	193	193	193	193	193	1930
Total Vouchers Leased	183	186	185	184	183	187	189	191	192	187	190	1868
Port Out Vouchers	3	3	3	3	3	3	3	3	3	0	0	30
Homeownership Vouchers	1	1	1	1	1	1	1	1	1	1	1	11
All Other Housing Choice Vouchers	179	182	181	180	179	183	185	187	188	186	189	1830

YTD Openings	11	8	9	10	11	7	5	3	2	7	4	73
Vouchers on Street	0	0	0	12	10	4	10	12	10	7	3	68

Total HAP Expense	\$ 77,871	\$ 79,960	\$ 80,040	\$ 79,631	\$ 80,956	\$ 83,288	\$ 85,092	\$ 84,633	\$ 86,815	\$ 87,543	\$ 88,358	\$ 914,187
All Other Voucher	\$ 71,491	\$ 72,576	\$ 72,553	\$ 72,254	\$ 73,959	\$ 77,052	\$ 78,262	\$ 77,291	\$ 78,165	\$ 79,854	\$ 79,565	\$ 833,022
Port Out Payments	\$ 1,144	\$ 1,161	\$ 1,199	\$ 1,199	\$ 1,199	\$ 1,199	\$ 1,199	\$ 1,199	\$ 1,259	\$ -	\$ -	\$ 10,758
Homeownership HAP	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 233	\$ 233	\$ 233	\$ 3,099
FSS Escrow, Participants Account	\$ 4,936	\$ 5,923	\$ 5,988	\$ 5,878	\$ 5,498	\$ 4,737	\$ 5,331	\$ 5,843	\$ 7,158	\$ 7,456	\$ 8,560	\$ 67,308

Ave. Per Unit Cost	\$ 426	\$ 430	\$ 433	\$ 433	\$ 442	\$ 445	\$ 450	\$ 443	\$ 452	\$ 468	\$ 465	\$ 442
---------------------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

Lease Up Rates	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	YTD
HUD Allocated -vs- Leased	95%	95%	95%	95%	95%	95%	95%	95%	99%	97%	98%	97%
HUD Funded -vs- HAP Expense	81%	85%	84%	100%	102%	104%	101%	98%	100%	75%	87%	78%

MAINSTREAM VOUCHERS

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	YTD
Allocated Vouchers	40	40	40	40	40	40	40	40	40	40	40	480
Total Vouchers Leased	2	4	4	5	7	8	11	11	15	17	21	105
Total HAP Expense	\$ 1,169	\$ 1,925	\$ 2,222	\$ 3,110	\$ 4,177	\$ 4,869	\$ 5,524	\$ 5,743	\$ 7,174	\$ 7,991	\$ 9,362	\$ 53,266

YTD Openings	38	74	110	145	178	210	239	268	293	316	335	2,514
Vouchers on Street	0	0	2	2	5	10	15	21	13	13	9	90

Applicants Pulled from Waiting List	1	0	34	0	45	15	4	17	15	10	10	151
-------------------------------------	---	---	----	---	----	----	---	----	----	----	----	-----

PORT IN / FOSTER YOUTH TO INDEPENDENCE

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	YTD
Vouchers Leased	1	1	1	1	0	0	0	0	0	0	0	4
FY1 HAP	\$ 583	\$ 583	\$ 583	\$ 583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,749

EMERGENCY HOUSING VOUCHERS (Started 7/1/2021)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	YTD
Allocated Vouchers	15	15	15	15	15	75
Total Vouchers Leased	0	0	0	1	1	2
Total HAP Expense	\$ -	\$ -	\$ -	\$ 341	\$ 1,389	\$ 1,730

YTD Openings	15	15	15	14	14	# 88
Vouchers on Street	0	2	9	14	15	40

HOUSING QUALITY STANDARDS INSPECTIONS

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	YTD
Initial	0	0	0	0	0	1	1	11	10	1	4	28
Annual Inspection	0	0	0	0	0	0	31	4	6	25	16	82
Tenant/Landlord Requested	0	0	0	0	0	0		1	0	1	0	2
Other, Public Housing Authority Inspections	0	0	0	0	0	0	0	0	10	1	0	11
Total Inspections	0	0	0	0	0	1	32	16	26	28	20	123

SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	YTD
Number of Participants	42	44	43	43	43	43	42	45	48	50	57	129
Number Earning Escrow	15	17	19	19	18	18	17	18	23	24	26	51
FSS Escrow, Participants Account	\$ 4,936	\$ 5,923	\$ 5,988	\$ 5,878	\$ 5,498	\$ 4,737	\$ 5,331	\$ 5,843	\$ 7,158	\$ 7,456	\$ 8,560	\$ 67,308
FSS Families, Disbursement	1	0	0	0	0	0	2	1	0	1	2	7
FSS Disbursement Amount	\$ 215.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 852.00	\$ 300.00	\$ -	\$ 200.00	\$ 1,225.54	\$ 2,793
FSS Graduate, Families	1	0	2	0	2	0	0	0	1	0	0	5
FSS Graduate, Escrow	\$ 6,430	\$ -	\$ 11,234	\$ -	\$ 5,595	\$ -	\$ -	\$ -	\$ 20,108.29	\$ 0.00	\$ 0.00	\$ 43,368
FSS Forfeiture, Families	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
FSS Forfeiture, Escrow	\$ 1,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,174	\$ -	\$ -	\$ -	\$ 1,688

Monthly Permit Report

November 2021

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	1	61	7	50
HOMES	0	4	1	6
MOBILE HOMES	0	3	1	1
MULTI-FAMILY	0	1	0	0
COMMERCIAL	1	19	0	15
EXEMPT	0	4	3	4
PLUMBING PERMITS				
INTERNAL	0	22	4	14
EXTERNAL	1	15	1	19
DEMO PERMITS	1	16	1	16
SIGN PERMITS	0	10	0	6

Year-to-Date is January 2021 to November 2021



AROOSTOOK WASTE SOLUTIONS
Board of Directors Meeting
October 29, 2021

MINUTES

CALL TO ORDER: The meeting was called to order by President Powers at 8:34 am.

MEMBERS PRESENT: Martin Puckett, Dana Fowler, Kevin Freeman, Penny Thompson, Ken Murchison (late), Stev Rogeski, Andrea Powers, Jesse Philbrick, Tara Henderson

MEMBERS ABSENT: Tom Ayer

OTHERS PRESENT: Mark Draper, Sharon Raymond

It was noted that Penny Thompson would vote in the absence of Tom Ayer.

1. Review and approve the minutes of the September 24, 2021 meeting

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

2. Review and approve the financial statements for the period ending September 30, 2021

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

3. Review and approve the warrant for checks numbered 25919 to 26000

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

4. Solid Waste Directors report

Mark reported on the following:

- a. TCL Septic System: this project was completed by Aviest Engineering (Shane McDougall); with a complete septic system; including tank, pump station, and leach field, replacing a holding tank.
- b. Disposition of Selco baler: Atlantic Recycling Equipment has agreed to purchase the conveyor feeding the Selco baler for \$5,000. Mark noted that Tri-Community purchased the conveyor in the early-1990's for \$9,000. The baler itself has no value beyond scrap, so Mark will make an arrangement with a contractor to have it removed for scrap value.
- c. TCL Scale Attendant: Gary Bard has been hired to work in the Scale House on Saturday's; and Lisa St. Peter has been hired for Monday through Friday. Each is still training, but becoming more independent.
- d. PFAS update: Mark reviewed some Powerpoint slides from a Maine DEP presentation regarding the evolving issue of PFAS contamination; particularly as it relates to landfills and septage/sludge spreading sites. DEP is primarily in a data-collection phase right now; with little understanding of what the data will eventually be used for.
- e. Upcoming landfill inspections: DEP will be conducting inspections at both landfills on November 15 and 16.
- f. Google reviews: just for interesting information, Mark reports that TCL has had 15 reviews and a 4.9-star rating; and the PILF has had one review and a 5-star rating.
- g. Deschaine Sanitation contract: Todd has agreed to renew the contract for the Van Buren trash for an additional 5 years.

5. Ratify Solid Waste Director's tipping fee quote for disposal of ground railroad ties

Mark explained that he received a call from a contractor looking for a price to dispose of a large quantity of ground-up railroad ties. He provided a quote of \$45/ton; which is roughly half the price of unground demolition debris. Since that price is not on the approved list, Mark asked the Board to confirm that quote. After a discussion, **a motion was made by Stev Rogeski; and was seconded by Kevin Freeman; to ratify the Solid Waste Director's quote of \$45/ton to dispose of ground railroad ties. The motion carried unanimously.**

6. Discussion of 2022 budget considerations

Mark noted that typically they would have a first-draft budget prepared for the October Board meeting, but that recent workload issues have prevented that. However, he and Sharon have identified a number of key considerations for which they would like to have some direction from the Board; and hope to have a draft of the budget ready for review and possible approval at the November meeting. The Board discussed the following with regard to the 2022 budget: \$1/ton State fee on the disposal of municipal solid waste; a \$10/ton State fee on the disposal of certain sludges; landfill permit costs; and an annual COLA for employees. Mark and Sharon will incorporate the results of these discussions into the budget for presentation at the November meeting.

7. Schedule next meeting

The next meeting was scheduled for **November 19, 2022.**

The meeting was adjourned at 11:15 am.

Respectfully submitted,

Mark Draper, Solid Waste Director/Treasurer



Board of Directors
November 1, 2021
5:30 p.m.

Present:

Doug Plourde, Chairman, Kevin Barnes, Dr. Irene Djuanda, Carl Soderberg, Dr. Shawn Laferriere, Chris Bell, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Dr. Carl Flynn, COO; Leslie Anderson, COO, Penny Wickstrom, HR; Jenn Plant, CNO, Paula Parent, HR Director, Kristie Moir, PHS, Chip Holmes and Sam Brown, QHR; and Peg McAfee

Welcome:

Doug Plourde, Chairman, Board of Directors welcomed Kristie Moir, PHS; Chip Holmes and Sam Brown, QHR.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:30 p.m.	Informational.	
2. Review and Approval of Minutes	Upon motion duly made and seconded, it was so VOTED to approve the October 4, 2021 meeting minutes as presented.	Informational.	
3. Report of Chief of Staff	<p>Dr. Flynn provided the following updates from the October 27th Medical Staff Executive Committee Meetings:</p> <p>Peer Review Summaries – Q2 & Q3 2021 – The Q2 & Q3 summaries were in the packet for review.</p> <p>Nominating Committee – Dr. Flynn reported candidates for all open positions have been identified. The Departments will be electing their Chiefs in November and then the slate of candidates will be presented to the MSEC committee in November for a vote and forwarded to the December General Medical Staff.</p> <p>Ultrasound Machines for ER and Mat/Child – Dr. Flynn noted this item will be kept on the Medical Staff Executive Committee Meeting agenda until resolved. Updates will be provided in November.</p> <p>Appointment Courtesy Staff – Elizabeth Connelly, DO (Hematology/Oncology): The complete appointment application and provider profile of Elizabeth Connelly, DO was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Elizabeth Connelly, DO to the Courtesy Medical Staff with privileges as requested through June 30, 2023. Dr. Dumont was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Staff – Manoel Moraes, MD (Hematology/Oncology): The complete appointment application and provider profile of Manoel Moraes, MD was reviewed with no</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so</p>	

**Board of Directors
November 1, 2021
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>discrepancies. The explanations for time gaps between hospital affiliations were reviewed with no significant concerns. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Manoel Moraes, MD to the Consulting Medical Staff with privileges as requested through June 30, 2023. Dr. Dumont was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Staff – William Taylor, MD (Hematology/Oncology): The complete appointment application and provider profile of William Taylor, MD was reviewed with no discrepancies. Dr. Taylor retired in 2019 and has been providing outpatient coverage only. Dr. Taylor reported one malpractice claim with a pre-trial settlement which was reviewed with no significant concerns. The report from the National Practitioner's Data Bank contained one malpractice settlement payment for the claim with the pre-trial settlement. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of William Taylor, MD to the Consulting Medical Staff with privileges as requested through June 30, 2023. Dr. Dumont was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Staff – Harvey Zimble, MD (Hematology/Oncology): The complete appointment application and provider profile of Harvey Zimble, MD was reviewed with no discrepancies. Dr. Zimble reported two malpractice claims, one was dropped before court date was ever set and the other claim is an "intent to file a claim" no actual claim has been filed at this point. The claims were reviewed with no significant concerns. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Harvey Zimble, MD to the Consulting Medical Staff with privileges as requested through June 30, 2023. Dr. Dumont was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Department of Emergency Medicine – It was reported that ED staff have requested access to the Pines electronic record. IT is working on getting ED staff access and training on the system.</p> <p>Department of Radiology/Pathology – It was reported the new 3D tomo/mammo is up and running well.</p> <p>Medical Education, Ethics & Research Committee – The committee is requesting what options</p>	<p>VOTED to approve the provisional appointment of Manoel Moraes, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of William Taylor, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Harvey Zimble, MD to the Consulting Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>patients in the area have for palliative care. The committee recommended this be considered with the recruitment plan. This item to be reviewed with the Administrative Team for further discussion and review.</p> <p>Medical Staff Meeting Attendance – Dr. Flynn is preparing a letter to be sent to the medical staff regarding the importance of meeting attendance.</p>		
4. Quality Management Committee, Patient Safety Committee, Dashboard	<p>Dr. Regen Gallagher reported the following from the October QM Committee Meetings :</p> <p>Old Business included: ISMP 2020-2021 Targeted Medication Safety Best Practices for Hospitals Survey Results, Review of Antibiotic Selection List, Best Practices, Order Sets to establish a form for Surgeons Use.</p> <p>Utilization and Case Management reports reviewed included: CDI Compliance, Denial Management, Readmission Rates and MOON Notice.</p> <p>QM Compliance Indicators reviewed were: Jefferson Cary Cancer Center, Pulmonary & Cardiac Rehab, Environment of Care, OR/PACU, Health Information Services, Nutritional Services and Radiology.</p> <p>FMEA – A Failure Mode Effectiveness Analysis (FMEA) is reviewing wound care and pressure ulcers.</p> <p>Patient Safety Committee – The Patient Safety Committee did not meet in October.</p> <p>2021 Dashboard – Dr. Gallagher reviewed Inpatient Care Measure Sepsis. Compliance is 55% for Q3 2021. Medical Staff Quality Indicators, including: Department of Emergency Medicine and Department of Medicine and Departmental Quality Indicators.</p> <p>Customer Satisfaction - Leslie Anderson reported overall scores are good. Lower satisfaction continues with quietness of hospital environment, communication about medicine, and care transitions. One Day Surgery rates vary. Work is ongoing to address issues. Some patient dissatisfaction comes from the design of the entrance to One Day Surgery.</p> <p>Leapfrog – Information will be released after November 10th on the latest Leapfrog scores. Cary has moved from an “A” rating to a “C”. The algorithm was changed to establish ratings. Dr. Gallagher reported that background data will be collected and reviewed regarding the new rating.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</p> <p>a. Report from Board Members – PHS</p> <p>MSEC</p> <p>Departmental Leadership</p> <p>Nominating Committee</p>	<p>Doug Plourde provided the following updates: a reminder to vote tomorrow, November 2, 2021. Also, please take a moment to visit the Maternal/Child Construction Project.</p> <p>PHS Meeting – Mike Gahagan was not available to report on the meeting.</p> <p>MSEC – Neal Griffith was not available to report on the meeting.</p> <p>Departmental Leadership – Penny Thompson was not available to report on the meeting.</p> <p>Nominating Committee – Doug Plourde reported that Dr. Shawn Laferriere, Chris Bell and Neal Griffith have each agreed to be nominated for another 3-year term on the Board of Directors. Sue White has completed three-3 year terms and the slot needs to be filled. The Nominating Committee will meet and review the ongoing list of candidates for a recommendation to the City Council. Please feel free to contact us if you have someone you would recommend.</p>	<p>Informational.</p>	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Pathology – Dr. Bhunesh Maheshwari had his Visa stamped by the Canadian Consulate. He starts his new position in December and is looking for a house to rent in the Caribou area. Pediatrics – A site visit occurred this weekend with Dr. Mohamed Elgendy. He is available Summer/Fall 2022. Dr. Elgendy was extended an offer prior to his departure. He will provide contact information for his best friend, a 2023 Hematology/Oncology candidate. Dr. Jain Jyotibala is working through the immigration process. Dr. Jain should receive her J-1 Visa in the next 30-60 days and then start working soon after. Anesthesia (CRNA) – Zoom interviews continue to be scheduled with CRNA's for permanent positions. Contracts have been executed with two CRNA's for independent contractor positions, one agreement is a two-year and the other agreement is a one-year. Hem/Onc – Zoom interviews continue to be scheduled with potential candidates. OB/GYN – Dr. Kural has resigned her position as her husband, Mehmet is looking for a permanent position. Departure is in 2022. Candidates are being reviewed. Ongoing Recruitment – Recruitment is ongoing for pediatrics, internal medicine, 	<p>Informational.</p>	

**Board of Directors
November 1, 2021
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>b. COVID – 19</p>	<p>orthopedics, OB/GYN, anesthesia (CRNA) and hematology/oncology.</p> <p>COVID – 19 – Dr. Gallagher provided an overview of COVID. There have been some hospitalizations, most patients are unvaccinated and are very sick. The Delta variant is very infectious. Cary has been providing booster doses for the COVID vaccine. A COVID vaccine clinic is being held in the Chan Center, November 2nd, 3-5 p.m. for “our kids”, children of Cary and Pines employees, ages 5-11 years old. November 12th a vaccine clinic is being offered at S. W. Collins from 11 a.m. to 1 p.m. for those 18 years old and up. Janssen COVID vaccines, boosters and flu vaccines will be offered. Dr. Gallagher is working with local schools to provide on-site vaccination clinics for students ages 5-11 and a mass clinic is being planned.</p>		
<p>c. Maternal/Child Renovation</p>	<p>Maternal/Child Renovations – Leslie Anderson reported that construction is ongoing. Sheetrock is currently being installed. Please stop by for a walk-through of the construction site.</p>		
<p>d. Air Handling Review</p>	<p>Air Handling Review – Leslie Anderson reported Cary work is ongoing on the system. Control panels will be switched out in late 2021, early 2022. The project dates moved due to staffing issues with Maine Control Systems.</p>		
<p>e. Other</p>	<p>Other – A reminder that the virtual Cary and Pines Joint Strategic Planning Retreat Session is on Thursday, November 4th from 4-8 p.m.</p>		
<p>7. Report of Finance & Personnel Committee</p>	<p>Chelsea Desrosiers and Carl Soderberg provided the following updates:</p>		
<p>a. September Financials</p>	<p>September Financials - Chelsea Desrosiers provided an overview of the September 2021 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for September and year-to-date.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p>	
<p>b. Wage Adjustments/ Benefit Review</p>	<p>Wage Adjustments/Benefit Review – Data on the New England and Maine market wages was reviewed. The Administrative Team is recommending wage adjustments. Finance & Personnel Committee has discussed the information and in a unanimous vote recommended to move forward with the recommendation for wage adjustments as presented by Administration. Finance and Personnel Committee is forwarding the recommendation for vote to the Board of Directors.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the recommendation by the Finance and Personnel Committee for wage adjustments.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
c. SCH Appeal/340b Update	SCH Appeal/340b Update – Chelsea Desrosiers noted that Cary awaits feedback from CMS Boston Office on Sole Community Hospital status for Cary Medical Center. The SCH would allow Cary to qualify for 340b status. Ms. Desrosiers continues to review the appeal and has a meeting scheduled with Mike Donahue, QHR Consultant.		
8. Safety Quarterly Report	<p>COVID Matrix Review – The matrix was included in the packet for review.</p> <p>Safety Quarterly Report - Leslie Anderson provided the following updates for Q2 & Q3 2021:</p> <ul style="list-style-type: none"> • 2021 Environment of Care (EOC) Goals • Fire Drills • Safety Management • Life Safety Management • Emergency Management • Security Incidents 2020-2021 • Aggressive Incidents • Non-Aggressive Situations • MEMIC Employee Claims 	Upon motion duly made and seconded, it was so VOTED to approve the Safety Quarterly Report as presented.	
9. MRHC Quarterly Report	<p>MRHC Quarterly Report – Kris Doody provided the following report:</p> <ul style="list-style-type: none"> • TPA & Health Insurance – Paula Parent and Penny Wickstrom are working on these items with the Collaborative. • As the result of several meetings negotiating rates, Cary Medical Center employees will not see an increase in health insurance premiums for 2022. • The Board of Managers Meeting is December 2nd in Bangor. Kris is Chairman of the Board of Managers currently. MRHC members will have the choice of attending the meeting in person or virtually. More details will be provided. 	Informational.	
10. Quorum Health Resources Updates	<p>Chip Holmes and Sam Brown provided updates on the following:</p> <ul style="list-style-type: none"> • Chip Holmes reported that many weeks of planning has taken place to prepare for the November 4th Strategic Planning Retreat scheduled from 4 p.m. to 8 p.m., virtually. Lindsay Marietti sent an email today with a pre-read packet of information that needs to be reviewed before the retreat. Included in the email was a pre-retreat survey link. Please take a moment to complete the pre-retreat survey. Chip and Sam shared they are looking forward to joining everyone at the Retreat via Zoom. 	Informational.	



Board of Directors
November 1, 2021
5:30 p.m.

99

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
11. Other, Adjournment & Next Meeting	<u>Adjournment</u> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:37 p.m. <u>Next Meeting</u> –The next meeting of the Board of Directors is scheduled for Monday, December 6, 2021, 5:30 p.m.	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer