

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, January 10, 2022**, in the Council Chambers located at 25 High Street, **6:00 pm**.

THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY'S YOUTUBE CHANNEL.



1. Roll Call
2. Invocation/Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
5. Minutes –
 - a. September 20, 2021, Regular City Council meeting Page 2 - 5
 - b. November 15, 2021, Regular City Council meeting Page 6 - 9
 - c. January 3, 2022, Regular City Council organizational meeting Page 10 - 15
6. Bid Openings, Awards, and Appointments
7. Public Hearings and Possible Action Items
8. Reports by Staff and Committees
 - a. November Financial Report – Finance Director Page 16 - 32
 - b. Abatement of property taxes on mobile homes – Finance Director Page 33 - 38
 - c. Manager's report Page 39 - 40
9. New Business, Ordinances and Resolutions
 - a. Ordinance Number 1, 2022 Series, Amend City Ordinance Chapter 2 – Administration Page 41 - 44
 - b. Ordinance Number 2, 2022 series, Amend the Downtown TIF District Page 45 - 49
 - c. City Council member appointments to City Council committees and Liaison roles Page 50 - 53
 - d. 2022 City Council priorities Page 54 - 55
 - e. Establish timeline to present and discuss the 2022 Municipal Budget Page 56
10. Old Business **Reports**
11. Reports and Discussion by Mayor and Council Members Pages 57 - 66
12. Next Regular Meetings: January 24, February 14 & 28
13. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)
 - a. Personnel items under §405.6.A (Manager Expectations)
14. Adjournment

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting on Monday, September 20, 2021, in the Council Chambers with the following members present: Mayor Smith, Deputy Mayor Ayer, Councilors Boma, Goughan, Morrell, Theriault, and Willey.

Penny Thompson, Interim City Manager was present at the meeting.

Department managers Kenneth G Murchison (CEO/Zoning Administrator), Carl Grant (Finance Director), and Scott Susi (Fire Chief) were present at the meeting.

Hannah Catlin of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the pledge of allegiance.

Council Agenda Item #4: Public Forum

There were no comments made.

Council Agenda Item #5: Minutes

- a. City Council Regular Meeting August 23, 2021
- b. City Council Regular Meeting September 7, 2021
- c. City Council Special Meeting September 14, 2021

Motion made by Councilor Morrell, seconded by Deputy Mayor Ayer to approve the meeting minutes from August 23, September 7 and September 14, 2021, as presented.

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)

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

Motion made by Councilor Theriault, seconded by Councilor Willey to appoint Kristen Henry to fill the vacancy on the Nylander Board of Trustees.

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)

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

- a. Ordinance No. 16, 2021 Series, Chapter 20 Riverfront Development Committee

Open Public Hearing: 6:06 p.m.

Kenneth G Murchison (CEO/Zoning Administrator) explained why they were wanting to create the Riverfront Development Committee and have it as an official committee of the City.

There were no comments made by the public.

Closed Public Hearing: 6:06 p.m.

Motion made by Councilor Theriault, seconded by Councilor Boma to approve Ordinance No. 16, 2021 Series, Chapter 20 Riverfront Development Committee.

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)

Council Agenda Item #8: Reports by Staff and Committees

a. Financial Reports for August 2021

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

Motion made by Councilor Theriault, seconded by Councilor Willey to accept the August 2021 Financials 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. Dangerous Buildings List

Kenneth G Murchison (CEO/Zoning Administrator) explained that the new list has been comprised by Penny Thompson, Tony Michaud, and himself. The properties all have structural issues and are considered dangerous.

Councilor Goughan would like to know a timeframe on when they needed to complete items like the last time they were done.

Councilor Willey would like to see the process to get started and get the ball rolling.

c. Manager's Report

Interim Manager Penny Thompson reviewed the City Manager's Report dated September 17, 2021.

d. Municipal Building Committee: update on Nylander Museum water damage

Councilor Morrell explained that he was able to tour the building with Dave Ouellette, public works director. He explained that there needs to be work done with the sprinkler system, paint, electrical and the floors refinished. He recommended that the city get quotes on the priorities.

e. Police Station Committee

Councilor Boma explained that the committee had met on Friday and had discussions with Carl Grant (Finance Director), Sargent Gahagan and the Bond Bank. She stated that the citizens should be able to vote on this topic.

Motion made by councilor Theriault, seconded by Councilor Willey to let the citizens vote on a non-binding survey question for the citizens which asks "Do you favor borrowing money to provide an amount not to exceed \$10,000,000 to pay costs of expenditures for the construction and equipping of a new police station for the City of Caribou provided that the money is authorized by Caribou City Council and a referendum approved as specified in the Charter?"

Councilor Morrell stated that he can't see this going forward.

Councilor Goughan explained that this could mean a 2 mil increase to the taxpayers and should be on the question. He is in opposition of the question and that this is a representative form of government, and he was elected to make a decision.

Mayor Smith explained that he is not opposed to a new police station and agrees to take it to the community for a vote.

Councilor Theriault explained that what we are trying to find out is if the taxpayers want this and if it is something that should be continued with or not.

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

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

a. Introduction of Ordinance No. 19, 2021 Series, Chapter 21 Remote Participation Policy

Deputy Mayor Ayer Introduced Ordinance No. 19, 2021 Series, Chapter 21 Remote Participation Policy.

b. City Council consent agreement with Troy Haney re: Kacie's Place Campground

Council signed the consent agreement from the special meeting regarding Kacie's Place Campground at the end of the meeting.

Council Agenda Item #10: Old Business

There were no items of discussion.

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

Mayor Smith stated that there are public hearings coming up regarding the supermajority ordinance, remote participation policy and general assistance.

Councilor Willey stated that she attended a Library Board meeting, they seem very organized, and she got to learn that there are kids from both the Middle and High School age levels. The board is working to come up with funding so that the kids can keep the books once they have read them with the group. She also thanked Christina for her work and dedication to the city.

Councilor Morrell would like to discuss the Ambulance Transfer Committee and the goals of the committee. He is requesting a list of positions and annual gross pay & benefits.

Council Agenda Item #12: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6.)

a. Caribou Professional Fire Fighters Association, AIFF Local 5191, request for impact bargaining (Personnel item under §405.6.A)

Motion made by Deputy Mayor Ayer, seconded by Councilor Willey to enter executive session at 7:39 p.m. to discuss the Caribou Professional Fire Fighters Association, AIFF Local 5191, request for impact bargaining (Personnel item under §405.6.A).

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

Council exited executive session at 8:20 p.m.

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to reject the proposal presented by the Caribou Professional Firefighters Local 5191.

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

b. Caribou City Manager contract

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to enter executive session for a personnel item under MRSA Title 1, §405.6 for the purpose of discussing the Caribou City Manager Contract.

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)

Council exited executive session at 9:25

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to continue negotiations for Caribou City Manager position with Penny Thompson and extend interim City Manager contract to December 31, 2021 noting that Thompson has full authority of a permanently appointed City Manager.

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)

Council Agenda Item #13: October 4 & 18, November 1, 15 & 29

Council Agenda Item #14: Adjournment

Motion made by Deputy Mayor Ayer to adjourn the meeting, seconded by Councilor Boma.

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

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on Monday, November 15, 2021, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Ayer Councilors Goughan, Morrell (via Zoom), Theriault, and Willey. Councilor Boma was absent and excused.

Penny Thompson, City Manager was present at the meeting.

Department managers Kenneth Murchison (CEO/Zoning Administrator) were present for the meeting.

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

Council Agenda Item #2: Invocation / Inspirational Thought

Pastor Sid Kear from the Living Water Apostolic Church of Caribou led an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item#4: Public Forum

There were no public comments.

Council Agenda Item #5: Minutes

a. November 1, 2021, Regular City Council Meeting

Motion made by Councilor Theriault, seconded by Councilor Willey to accept the November 1, 2021, meeting minutes as presented.

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)

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

a. Field Delivery Presentation

The presentation has been moved to the November 29, 2021 meeting.

b. Airport RFQ – award for contract for engineering services

Councilor Theriault explained that the Airport Committee recommends Stantec Consulting Services Inc. of Portland.

Motion made by Deputy Mayor Ayer, seconded by Councilor Willey to accept an agreement with Stantec Consulting Services Inc. of Portland.

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

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

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

a. Abatement of property taxes on 16 Sincock Street – Finance Department

Mayor Smith explained that this is a property that was conveyed at the last meeting to Dale Johnson and now they needed to abate the remainder of the taxes.

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to abate the taxes for 16 Sincock Street.

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

b. Tax Acquired Property – Finance Department

Mayor Smith explained that at the last meeting the Council was given a memo for a first read of properties subject from the automatic lien foreclosure process. Some of the properties have been removed from the list because the payment has been received for the full payment on the 2019 taxes and related expenses. Tonight, the Council needs to vote to waive foreclosure on any property that they wish to stop the automatic lien foreclosure process.

Manager Thompson explained that there is a memo from the finance department for four properties that were paid off today: 96 Main St., 34 W. Presque Isle Rd., 898 Van Buren Rd, and 22 Veronica Street. There are also two mobile homes that have no land, and it is suggested that they waive the foreclosure on them. The one located at 375 Belanger Road is the one that the finance director had talked about in the last meeting that the foreclosure was waived last year, and there is quite a lot of taxes owed on the property.

Motion made by Councilor Theriault, seconded by Councilor Willey to waive foreclosure on 577 Access Highway Lot 3 (RE Account 1636) and 557 Access Highway Lot 10 (RE Account 5121)

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

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to waive the foreclosure of the Merlin One LLC properties Account 711 0 East Presque Isle Road - Map 8 Lot 71, and Account 2549 0 Lyndon Street - Map 25 Lot 148

Roll Call Vote: T. Ayer – 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 12, 2021

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

There were no items scheduled for discussion.

Council Agenda Item #10: Old Business

a. Ordinance No. 17, 2021 Series, Charter Amendment

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to approve Ordinance No. 17, 2021 Series, Charter Amendment.

Councilors Theriault and Willey expressed their concern and being in opposition of the vote. They believe that people have the right to choose whether they come to vote or not and that it should just be a majority rule.

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

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

Councilor Morrell expressed his gratitude to Danny Raymond and the EMS staff, CPD & Cary Medical for the professional services rendered to his wife.

Councilor Willey reminded that the library is selling raffle tickets for baskets of items, one of which is county-based items and will be raffled off during Small Business Saturday.

Councilor Goughan gave a shout out to Lucas Roy of Luke’s Small Engine & Repair on the Van Buren Road for being courteous and professional.

Council Agenda Item #12: Next Regular Meetings: November 29 & December 13

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 (Steam Plant)

Motion made by Councilor Theriault, seconded by Councilor Willey to enter executive session at 6:52p.m. to discuss Real Estate and Economic Development under §405.6.C

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

Council exited executive session at 7:14 p.m.

No action taken.

b. Real Estate and Economic Development under §405.6.C (Downtown TIF District, CEA inquiry)

Motion made by Councilor Morrell, seconded by Deputy Mayor Ayer to enter executive session at 7:15 p.m. to discuss matters related to real estate and economic development under MRSA Title §405.6.C

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

Council exited executive session at 7:45 p.m.

No action taken.

c. Real Estate and Economic Development under §405.6.C (Downtown TIF District, attorney information)

Motion made by Deputy Mayor Ayer, seconded by Mayor Smith to enter executive session at 7:48 p.m. to discuss matters related to real estate and economic development under MRSA Title §405.6.C for attorney information concerning Downtown TIF District.

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

Council exited executive session at 7:55 p.m.

No action taken.

Council Agenda Item#14: Adjournment

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to adjourn the meeting at 8:03 p.m.

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

Danielle Brissette, secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held an Organizational Meeting, Monday, January 3, 2022, at 6:00 p.m. in Council Chambers with the following members present Councilors Boma, Goughan, Morrell, Morrill, Smith, Theriault, and Willey.

Penny Thompson, City Manager was also present.

Department managers Kenneth Murchison (CEO/Zoning Administrator) and Gary Marquis (Supt. Of Parks and Recreation) were present for the meeting.

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

Council Agenda Item #2: Invocation/inspirational thought

Councilor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

The council led the Pledge of Allegiance.

Council Agenda Item #4: Swearing in of Elected Officials

The City Clerk administered the oath of office to John Morrill and Jody Smith for a term of three years.

Council Agenda Item #5: Election of Council Chairperson/Mayor and Deputy Mayor for 2022

Motion made by Councilor Theriault, seconded by Councilor Willey to nominate Jody Smith for Council Chairperson/Mayor for 2022.

Motion made by Councilor Morrell, seconded by Councilor Goughan to nominate R. M. Goughan for Council Chairperson/Mayor for 2022.

Jody Smith was elected Council Chairperson/Mayor for 2022 by secret ballot with a vote of five for Smith and two for Goughan.

Motion made by Councilor Theriault, seconded by Councilor Willey to nominate Councilor Boma for Council Deputy Chairperson/Deputy Mayor for 2022. No other councilors were nominated. Councilor Boma was elected Council Deputy Chairperson/Deputy Mayor by unanimous vote.

Council Agenda Item #6: Public Forum

There were no public comments.

Council Agenda Item #7: Bid Openings, Awards, and Appointments

a. Drawing for the 2022 City of Caribou dog licensing award by Mayor

Mayor Smith picked the winning tag number from a tote containing the tag numbers of the dogs that were licensed by December 31, 2021 for the upcoming year. The winner of the drawing is William and Susie Sealander for their dog Daisy. A \$50.00 gift certificate for veterinary services will be sent to their local veterinarian.

b. Appointment of City Administrative Officers

Motion made by Councilor Morrill, seconded by Councilor Theriault to appoint City Administrative Officers

- i. City Manager: Penny Thompson
- ii. City Treasurer: Carl Grant
- iii. City Tax Collector: Carl Grant
- iv. City Clerk & Registrar of Voters: Danielle Brissette
- v. Overseer of the General Assistance Program: Danielle Brissette
- vi. City Auditor: Felch & Company, LLC
- vii. Legal Officer(s): Rick Solman (General)
Bernstein Shur (Personnel & Collective Bargaining)

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

c. Approval of Administrative Appointments

Motion made by Councilor Morrell, seconded by Deputy Mayor Boma to approve the Administrative Appointments

- i. Deputy Treasurer: Holli Doody
- ii. Deputy City Clerk: Cherie Garman

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

d. Appointment of Members to Community Advisory Boards

- i. Airport Advisory Committee

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to appoint John Gibson, Dr. John Karod, and David Barbosa to the Airport Advisory Committee for a term of 3 years.

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

- ii. Board of Assessors

Motion made by Councilor Morrell, seconded by Councilor Willey to reappoint John Weeks to the Board of Assessors for a term of three years.

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

- iii. Caribou Housing Authority Board of Commissioners

Motion made by Deputy Mayor Boma, seconded by Councilor Morrell to reappoint Heather Bartlett to the Caribou Housing Authority Board of Commissioners for a term of three years.

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

iv. Caribou Utilities District

Motion made by Councilor Morrell, seconded by Councilor Theriault to appoint Jay Kamm and John Swanberg to the Caribou Utilities District for a term of 3 years.

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

v. Cary Medical Center Board of Directors

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to appoint Christopher Bell, Dr. Shawn Laferriere, Jane White-McCall, and Neal Griffeth to the Cary Medical Center Board of Directors for a term of three years.

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

vi. Caribou Hospital District Trustees

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to appoint Doug Plourde to the Caribou Hospital District Trustees for a term of three years.

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

vii. Library Board of Trustees

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to appoint Heather Hale to the Library Board of Trustees for a term of one year. (7 Yes)

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

viii. Planning Board

Motion made by Councilor Willey, seconded by Councilor Theriault to reappoint Daniel Bagley and Amanda Jandreau to the Planning Board for a term of three years.

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

ix. Recreation Commission

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to reappoint Troy Barnes and Kyle Corrigan to the Recreation Commission Board for a term of three years.

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

x. Zoning Board of Appeals

Motion made by Councilor Theriault, seconded by D. Morrell to appoint Travis Michaud to the Zoning Board of Appeals for a term of three years.

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

xi. Voter Registration Board of Appeals

Motion made by Councilor Willey, seconded by Councilor Theriault to appoint Gary Sanfacon and Christopher Lydon to the Voter Registration Board of Appeals for a term of 2 years.

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

Council Agenda Item #8: New Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action regarding the 2022 Council Meeting Calendar

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the proposed meeting schedule for 2022.

January 10	Monday	Regular Meeting Draft budget to City Council by January 15
January 24	Monday	Regular Meeting
February 14	Monday	Regular Meeting Budget public forum by February 15
February 28	Monday	Regular Meeting Final budget to City Council by March 1
March 14	Monday	Regular Meeting Public hearing & vote by March 21, 2022
March 28	Monday	Regular Meeting (third Monday in March by charter)
April 11	Monday	Regular Meeting
April 25	Monday	Regular Meeting
May 09	Monday	Regular Meeting
May 23	Monday	Regular Meeting Final Budget Report due May 31
June 13	Monday	Regular Meeting
June 27	Monday	Regular Meeting Set rate of taxation by June 30
July 11	Monday	Regular Meeting
July 25	Monday	Regular Meeting
August 08	Monday	Regular Meeting
August 22	Monday	Regular Meeting
September 12	Monday	Regular Meeting Historical financial expense update by Sept 15
September 26	Monday	Regular Meeting
October 11	Tuesday	Regular Meeting Historical capital expense update by October 15
October 24	Monday	Regular Meeting Department budgets to manager by Nov 1
November 14	Monday	Regular Meeting
November 28	Monday	Regular Meeting
December 12	Monday	Regular Meeting

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

All meetings will be held in the Council Chambers at 25 High Street unless otherwise noticed.
The proposed meeting time is 6pm.

b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2022 Commitment Date

Motion made by Councilor Morrell, seconded by Deputy Mayor Boma to authorize the Tax Collector to accept early payments of 2022 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

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

c. Discussion and Possible Action Regarding Manager Authorization to Approve Treasurer Warrants

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to authorize the City Manager to review and approve all Treasurer Warrants for 2022.

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

d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2022

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to authorize a Tax Club for 2022 as previously established. Providing for 12 equal payments of an account's tax liability with no applied interest in October, November, and December for club participants.

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

e. Discussion of City Council member appointments to City Council Committees and liaison roles

Mayor Smith explained that appointments will be made at the next regular Council meeting, please send information of interested positions to him or the City Manager.

f. Discussion of City Council priorities 2022

Will be discussed at a future meeting.

Council Agenda Item #9: Reports and Discussion by Mayor and Council Members

Councilor Morrell would like information and a copy of minutes from a Cary Board meeting from 2019 regarding a \$3M loan.

Councilor Morrill thanked the citizens of Caribou for electing him to serve on the Council and gave praise to the Kenworth Dealership and to the Irving Farms family for their businesses here in Caribou.

Councilor Theriault expressed her appreciation for the police, ambulance, fire department, and hospital here in Caribou for all of their hard work during the pandemic.

Council Agenda Item #10: Executive Session(s) (May be called to discuss matters identified under 1 MRSA §405.6)

Council did not enter executive session.

Council Agenda Item #11: Next Meeting

January 10

Council Agenda Item #12: Adjournment

January 3, 2022

22-01 Pg. 6

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to adjourn the meeting at 6:37 p.m.

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

Danielle Brissette, Secretary

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	3,541.25	372,050.00	0.00	59,824,046.66	60,196,096.66	0.00
Assets	10,264,792.01	10,268,861.14	-357,833.60	29,471,351.30	28,028,640.81	11,711,571.63
101-00 CASH (BANK OF MACHIAS)	5,400,523.60	5,261,992.83	-21,280.49	15,885,993.85	14,978,876.96	6,169,109.72
102-00 RECREATION ACCOUNTS	37,575.67	29,570.42	0.00	0.00	0.00	29,570.42
103-00 NYLANDER CHECKING	1,565.95	1,566.02	-34.92	395.13	134.84	1,826.31
110-00 SECTION 125 CHECKING FSA	14,660.47	14,696.61	-1,048.19	14,572.89	12,892.00	16,377.50
110-06 2020 SECTION 125 CHECKING HRA	69,828.56	61,808.57	0.00	0.00	61,808.57	0.00
110-07 2021 SECTION 125 CHECKING HRA	0.00	0.00	-7,271.38	131,292.14	55,417.47	75,874.67
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	0.00	0.00	0.00	400,970.39	0.00	400,970.39
117-00 RLF #10 INVESTMENT	238,918.03	239,019.23	13.64	645.72	159,000.00	80,664.95
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	9,190.38	-5,501.00	-12,078.37	132,092.60	132,817.63	-6,226.03
124-00 GAS INVENTORY	1,264.75	-3,998.00	-8,389.32	76,754.00	77,739.84	-4,983.84
125-00 ACCOUNTS RECEIVABLE	13,870.37	94,191.44	-16,295.05	655,248.49	678,467.07	70,972.86
126-00 SWEETSOFT RECEIVABLES	359,062.27	433,982.22	-4,598.05	1,227,338.28	1,319,300.01	342,020.49
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	53,953.03	53,953.03	0.00	0.00	0.00	53,953.03
180-00 DR. CARY CEMETERY INVESTMENT	1,106.71	1,107.42	-29.95	1.27	29.95	1,078.74
181-00 HAMILTON LIBRARY TR. INVEST	1,829.10	1,841.06	0.00	35.43	0.00	1,876.49
182-00 KNOX LIBRARY INVESTMENT	10,165.65	10,202.03	0.00	100.01	6.27	10,295.77
183-00 CLARA PIPER MEM INV	672.54	672.96	0.00	0.78	0.00	673.74
184-00 JACK ROTH LIBRARY INVEST	20,504.15	20,636.76	0.00	347.18	0.00	20,983.94
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,527.27	7,535.92	0.00	12.76	0.00	7,548.68
187-00 DOROTHY COOPER MEM INV	53,114.05	53,204.69	-2,000.00	221.31	2,000.00	51,426.00
189-00 MARGARET SHAW LIBRARY INV	13,064.63	13,087.92	0.00	24.48	0.00	13,112.40
190-00 GORDON ROBERTSON MEM INV	11,533.98	11,541.25	0.00	20.98	0.00	11,562.23
191-00 MEMORIAL INVESTMENT	6,180.11	6,186.12	0.00	12.35	0.00	6,198.47
192-00 G. HARMON MEM INV	6,793.11	6,798.25	0.00	11.27	0.00	6,809.52
193-00 BARBARA BREWER FUND	5,549.16	5,557.56	0.00	24.99	0.00	5,582.55
194-00 RODERICK LIVING TRUST	16,492.54	16,505.18	0.00	31.44	0.00	16,536.62
196-00 PHILIP TURNER LIBRARY INV	9,121.15	9,143.11	-318.21	399.03	368.21	9,173.93
198-00 TAX ACQUIRED PROPERTY	115,302.97	144,639.43	47,677.64	49,150.92	31,609.23	162,181.12
198-12 TAX ACQUIRED PROPERTY 2012	0.00	0.00	0.00	1,731.21	1,731.21	0.00
198-13 TAX ACQUIRED PROPRTY 2013	0.00	0.00	0.00	1,838.85	1,838.85	0.00
198-14 TAX ACQUIRED PROPERTY 2014	0.00	0.00	0.00	2,000.31	2,000.31	0.00
198-15 TAX ACQUIRED PROPERTY 2015	0.00	0.00	0.00	7,672.94	7,672.94	0.00
198-16 TAX ACQUIRED PROPERTY 2016	-1,845.74	0.00	0.00	176.33	176.33	0.00
198-17 TAX ACQUIRED PROPERTY 2017	-198.37	0.00	0.00	608.98	608.98	0.00
198-18 TAX ACQUIRED PROPERTY 2018	9,434.09	0.00	0.00	8,079.84	8,079.84	0.00
198-19 TAX ACQUIRED PROPERTY 2019	12,375.71	0.00	0.00	26,257.61	26,257.61	0.00
198-20 TAX ACQUIRED PROPERTY 2020	9,570.77	0.00	0.00	33,196.20	33,196.20	0.00
198-21 TAX ACQUIRED PROPERTY 2021	-2.42	0.00	0.73	30,702.26	30,702.26	0.00
200-20 2020 TAX RECEIVABLE	606,154.36	606,154.36	0.00	2,982.35	609,136.71	0.00
200-21 2021 TAX RECEIVABLE	-49,510.04	-49,512.46	-226,174.31	7,956,318.77	6,855,338.80	1,051,467.51
200-22 2022 TAX RECEIVABLE	0.00	0.00	-2,104.74	4,358.96	76,941.60	-72,582.64
205-16 2016 LIENS RECEIVABLE	9.29	9.29	0.00	0.00	0.00	9.29
205-17 2017 LIENS RECEIVABLE	741.80	741.80	0.00	0.00	172.08	569.72
205-18 2018 LIENS RECEIVABLE	1,572.83	1,572.83	-1,395.08	0.00	1,395.08	177.75
205-19 2019 LIENS RECEIVABLE	135,856.52	135,856.52	-34,812.97	1,144.53	136,684.34	316.71
205-20 2020 LIENS RECEIVABLE	0.00	0.00	-22,863.32	190,927.43	110,962.43	79,965.00
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	621.78	0.00

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	-121.50	0.00	668.16	201.06
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61
210-13 2013 PP TAX RECEIVABLE	5,467.93	5,467.93	0.00	0.00	0.00	5,467.93
210-14 2014 PP TAX RECEIVABLE	6,210.55	6,210.55	0.00	0.00	0.00	6,210.55
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	10,634.58	10,634.58	0.00	0.00	36.64	10,597.94
210-17 2017 PP TAX RECEIVABLE	11,373.23	11,373.23	0.00	0.00	203.18	11,170.05
210-18 2018 PP TAX RECEIVABLE	12,417.57	12,417.57	0.00	0.00	299.11	12,118.46
210-19 2019 PP TAX RECEIVABLE	16,183.53	16,183.53	-37.44	0.00	3,224.98	12,958.55
210-20 2020 PP TAX RECEIVABLE	33,762.08	33,762.08	-0.38	918.45	18,205.81	16,474.72
210-21 2021 PP TAX RECEIVABLE	-82.06	-82.06	-5,870.04	315,884.11	262,014.99	53,787.06
210-22 2022 PP TAX RECEIVABLE	0.00	0.00	0.00	0.00	62.50	-62.50
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	376,251.65	376,251.65	0.00
304-00 FICA W/H	18.26	18.26	0.00	473,921.66	473,921.66	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	110,835.86	110,835.86	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	156,357.13	156,357.13	0.00
307-00 M.S.R.S. W/H	88.95	73.65	0.00	103,447.24	103,447.24	73.65
307-01 MSRS EMPLOYER	-152.44	-152.39	-0.09	116,473.31	116,461.00	-140.08
308-00 AFLAC INSURANCE	-1.70	0.00	-0.17	9,209.53	9,211.20	-1.67
309-00 DHS WITHHOLDING	0.00	0.00	0.00	5,472.00	5,472.00	0.00
312-00 HEALTH INS. W/H	-23,180.57	-23,180.57	-19,928.92	231,784.21	232,458.15	-23,854.51
314-00 UNITED WAY W/H	0.00	0.00	0.00	144.00	144.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	9,367.80	9,367.80	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	4,762.13	4,762.13	0.00
318-00 MMA INCOME PROTECTION	-6,861.65	-6,861.65	-2,843.83	35,480.11	35,895.61	-7,277.15
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	27,413.02	27,413.02	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	131,577.60	131,577.60	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	28,350.57	28,350.57	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	12,872.51	12,872.51	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,088.69	-2,088.69	-702.27	8,877.79	8,685.27	-1,896.17
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,344.00	1,344.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	36,601.66	36,601.66	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	8,673.31	8,673.31	0.00
329-00 SALES TAX COLLECTED	-36.24	-36.24	0.00	107.28	175.44	-104.40
330-00 VEHICLE REG FEE (ST. OF ME)	-3,206.00	0.00	-6,349.00	262,602.25	268,951.25	-6,349.00
331-00 BOAT REG FEE INLAND FISHERIES	-84.00	0.00	0.00	21,484.47	21,484.47	0.00
332-00 SNOWMOBILE REG (F&W)	-13,091.06	0.00	-1,885.00	19,187.88	21,072.88	-1,885.00
333-00 ATV REGISTRATION (F&W)	-45.00	0.00	0.00	51,030.38	51,030.38	0.00
335-00 PLUMBING PERMITS (ST. OF ME)	-1,786.35	-33.85	-77.50	0.00	1,790.00	-1,823.85
336-00 CONCEALED WEAPON PERMIT	-305.00	-145.00	-155.00	805.00	960.00	-300.00
338-00 CONNOR EXCISE TAX	-104.24	-104.24	-6,334.12	46,562.53	52,896.65	-6,438.36
339-00 CONNOR BOAT EXCISE	5.80	5.80	0.00	164.60	100.60	69.80
340-00 DOG LICENSES (ST. OF ME)	-1,050.00	993.00	-193.00	2,877.00	4,226.00	-356.00
341-00 FISHING LICENSES (ST. OF ME)	-600.00	0.00	0.00	5,638.00	5,638.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,866.75	0.00	-333.00	6,723.00	7,056.00	-333.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	4,455.00	4,455.00	0.00
Liabilities	7,506,560.45	7,165,162.11	-237,363.22	6,370,565.09	6,956,004.86	7,750,601.88
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,506,560.45	7,165,162.11	-237,363.22	6,370,565.09	6,956,004.86	7,750,601.88
352-00 NYLANDER MUSEUM RESERVE	14,185.99	14,185.99	-2,604.99	8,086.07	0.00	6,099.92
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
360-01 AMERICA RESCUE PLAN ACT-NEU'S	0.00	0.00	0.00	159,000.00	400,970.39	241,970.39
362-00 RLF #10 RESERVE	238,918.03	239,019.23	13.64	159,000.00	645.72	80,664.95
365-01 COMMUNITY POOL IMPROVEMENT	50,939.52	50,939.52	0.00	48,373.33	0.00	2,566.19
365-02 REC CENTER IMPROVEMENTS	6,205.53	1,205.53	0.00	11,791.47	13,000.00	2,414.06
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	22,745.76	22,745.76	-40.00	5,829.42	0.00	16,916.34
365-05 PARK IMPROVEMENT RESERVE	39,415.38	39,415.38	-2,874.83	41,914.17	6,265.10	3,766.31
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	21,095.44	21,095.44	0.00	8,500.00	0.00	12,595.44
365-11 TRAIL MAINTENANCE RESERVE	3,066.11	3,066.11	0.00	3,066.11	0.00	0.00
365-12 CRX/TOS RESERVE	4,091.66	4,091.66	-256.38	4,621.72	2,888.04	2,357.98
365-13 RECREATION - COLLINS POND	20,921.50	10,921.50	0.00	0.00	0.00	10,921.50
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	0.14	0.14	0.00	0.00	5.00	5.14
365-20 SKI TRAIL PROGRAM	1,404.29	0.00	0.00	0.00	277.00	277.00
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	9,297.21	8,926.26	2,466.26	1,282.10	4,540.00	12,184.16
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	10,250.00	289,110.54	0.00	284,403.46	23,260.00	27,967.08
365-27 PARK VEHICLE RESERVE	0.00	0.00	0.00	0.00	4,730.00	4,730.00
366-00 ASSESSMENT RESERVE	-205.00	-205.00	-155.00	155.00	0.00	-360.00
366-01 LIBRARY BUILDING RESERVE	25,920.09	25,920.09	0.00	9,329.06	12,600.00	29,191.03
366-02 LIBRARY MEMORIAL FUND	34,982.76	34,976.82	2,372.55	5,118.29	9,642.10	39,500.63
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-01 POLICE DONATED FUNDS	24,687.18	24,687.18	-453.59	1,053.74	4,050.00	27,683.44
367-02 POLICE DEPT EQUIPMENT	59,520.17	56,243.82	2,212.67	25,002.95	28,760.26	60,001.13
367-03 POLICE CAR RESERVE	-11,819.88	-11,819.88	0.00	956.94	51,308.03	38,531.21
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	17,251.32	17,073.76	-275.77	22,704.02	21,979.65	16,349.39
367-06 PD COMPUTER RESERVE	15,222.22	15,222.22	0.00	7,434.00	600.00	8,388.22
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	44,372.49	44,372.49	0.00	750.00	0.00	43,622.49
367-09 NEW POLICE STATION	-27,111.32	-25,574.78	0.00	18,089.20	50,000.00	6,336.02
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	0.00	0.00	54,000.00
368-01 FIRE EQUIPMENT RESERVE	-115,030.29	-115,030.29	0.00	0.00	0.00	-115,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	0.00	0.00	5,006.25
368-03 FIRE DEPT FOAM RESERVE	1,443.50	1,443.50	0.00	0.00	0.00	1,443.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	4,164.90	4,164.90	0.00	0.00	0.00	4,164.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	0.00	0.00	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	202,489.29	241,502.32	0.00	270,198.24	65,670.00	36,974.08
368-12 FIRE/AMB UNIFORM RESERVE	0.00	1,855.00	0.00	1,547.00	0.00	308.00
369-01 AMBULANCE SMALL EQUIP RESERVE	14,150.32	14,150.32	-9,086.00	9,086.00	9,255.95	14,320.27
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	95,881.67	95,881.67	0.00	0.00	34,118.00	129,999.67
370-03 PW EQUIPMENT RESERVE	122,369.36	122,369.36	0.00	89,074.80	79,860.60	113,155.16
370-04 STREETS/ROADS RECONSTRUCTION	56,696.35	56,696.35	0.00	0.00	50,000.00	106,696.35

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-68,555.34	-67,779.66	749.96	870.00	9,115.91	-59,533.75
370-07 PW BUILDING RESERVE	-15,733.28	-15,453.61	0.00	0.00	50,000.00	34,546.39
370-09 RIVER ROAD RESERVE	-65,681.75	-65,681.75	-1,200.00	1,200.00	11,000.00	-55,881.75
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	445.50	445.50	0.00	650.00	0.00	-204.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	-216.91	-216.91	0.00	1,250.00	1,466.91	0.00
372-01 AIRPORT RESERVE	61,468.24	61,468.24	0.00	6,528.35	20,000.00	74,939.89
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	340.00	360.00	1,030.00
373-01 GEN GOVT COMPUTER RESERVE	4,262.97	4,262.97	0.00	0.00	2,400.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	40,975.64	40,975.64	0.00	6,087.02	69,300.00	104,188.62
373-04 VITAL RECORDS RESTORATION	776.50	776.50	0.00	0.00	0.00	776.50
373-05 BIO-MASS BOILERS	1,037.51	1,037.51	0.00	109,440.00	109,440.00	1,037.51
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	19,539.20	0.00	7,500.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	38,436.23	38,436.23	0.00	0.00	7,724.65	46,160.88
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-11 NASIFF CLEAN UP	-8,072.55	-8,072.55	0.00	0.00	0.00	-8,072.55
373-12 NBRC BIRDS EYE	-59,203.55	-59,203.55	0.00	0.00	0.00	-59,203.55
373-17 LADDER ENGINE TRUCK 2016	116,700.80	116,700.80	0.00	116,999.60	116,900.00	116,601.20
373-19 2020 HRA RESERVE	69,828.56	61,808.57	0.00	61,808.57	0.00	0.00
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	37,950.84	33,844.59	-527.50	10,473.03	0.00	23,371.56
373-21 2021 HRA RESERVE	0.00	0.00	-7,271.38	55,417.47	131,292.14	75,874.67
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	0.00	0.00	36,415.42
380-01 CAPTS CDBG	-4,211.00	-4,211.00	0.00	13,986.64	18,197.00	-0.64
380-02 CDBG PORVAIR	0.68	0.68	0.00	9,564.68	9,564.00	0.00
385-00 COMMUNITY DEVELOPMENT MATCH	8,423.52	8,423.52	0.00	0.00	24,250.78	32,674.30
387-00 BOUCHARD TIF	10,348.30	10,348.30	0.00	4,518.07	12,985.47	18,815.70
388-00 HILLTOP TIF	1,438.06	1,438.06	0.00	62,587.07	65,881.13	4,732.12
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	37,575.67	29,570.42	0.00	0.00	0.00	29,570.42
399-00 PARKING LOT MAINTENANCE RES	42,866.51	32,866.51	0.00	0.00	23,500.00	56,366.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	360,961.54	386,682.34	0.00	0.00	0.00	386,682.34
406-00 TRAILER PARK RESERVE	49,254.77	50,833.41	0.00	5,190.00	0.00	45,643.41
407-00 COUNTY TAX	2.13	2.13	0.00	552,757.60	552,757.60	2.13
414-00 CEMETARY RERSERVE	0.00	0.00	0.00	0.00	200.00	200.00
415-00 LIONS COMMUNITY CENTER RESERVA	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	118,314.25	118,314.25	-3,543.82	21,909.53	25,000.00	121,404.72
419-00 DUE FROM CDC (1280)	53,953.03	53,953.03	0.00	0.00	0.00	53,953.03
421-00 DEFERRED TAX REVENUE	1,100,860.53	859,755.36	0.00	0.00	0.00	859,755.36
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,527.27	7,535.92	0.00	0.00	12.76	7,548.68
423-00 DR. CARY CEMETERY TRUST FUND	1,106.71	1,107.42	0.00	29.95	1.27	1,078.74
424-00 HAMILTON LIBRARY TRUST FUND	1,829.10	1,841.06	0.00	0.00	35.43	1,876.49
425-00 KNOX LIBRARY MEMORIAL FUND	10,165.65	10,202.03	0.00	6.27	100.01	10,295.77
426-00 CLARA PIPER MEM FUND	672.54	672.96	0.00	0.00	0.78	673.74
427-00 JACK ROTH LIBRARY MEM FUND	20,428.13	20,636.76	-142.62	2,489.57	347.18	18,494.37
429-00 BARBARA BREWER FUND	5,549.16	5,557.56	0.00	0.00	24.99	5,582.55

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
430-00 D. COOPER MEM FUND	53,114.05	53,204.69	0.00	2,000.00	221.31	51,426.00
432-00 MARGARET SHAW LIBRARY MEMORI	13,064.63	13,087.92	0.00	0.00	24.48	13,112.40
433-00 GORDON ROBERTSON MEM FUND	11,533.98	11,541.25	0.00	0.00	20.98	11,562.23
434-00 MEMORIAL INVESTMENT	6,180.11	6,186.12	0.00	0.00	12.35	6,198.47
435-00 RODERICK LIVING TRUST	16,492.54	16,505.18	0.00	0.00	31.44	16,536.62
436-00 AMBULANCE REIMBURSEMENT	14,574.45	14,402.11	-493.92	11,323.35	15,300.71	18,379.47
437-00 DEFERRED AMBULANCE REVENUE	572,816.11	433,982.22	0.00	0.00	0.00	433,982.22
438-00 PHILIP TURNER LIBRARY MEMORIAL	9,121.15	9,143.11	-318.21	318.21	30.82	8,855.72
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	440,480.10	212,065.10	0.00	23,525.00	0.00	188,540.10
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-988.84	-988.84	0.00	1,301.98	1,485.00	-805.82
461-00 CRAFT FAIR	9,208.95	9,208.95	-903.80	3,258.76	1,130.00	7,080.19
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	42.00	3,921.87
463-00 MISC EVENTS	644.90	-558.87	0.00	0.00	307.00	-251.87
465-00 THURSDAYS ON SWEDEN	-241.36	-241.36	0.00	0.00	200.00	-41.36
465-01 STORY OF CARIBOU	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-35,721.53	-35,721.53	5,453.29	20,584.12	23,803.29	-32,502.36
469-00 DENTAL INSURANCE	2,413.09	2,413.09	1,316.36	17,568.23	17,264.68	2,109.54
470-00 EYE INUSRANCE	639.98	639.98	262.40	3,230.63	3,188.50	597.85
471-00 RC2 TIF	73,212.69	73,212.69	0.00	9,185.00	47,571.73	111,599.42
472-00 ANIMAL WELFARE	11,513.21	11,741.21	228.00	229.00	1,707.00	13,219.21
473-00 DOWNTOWN TIF	0.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	0.00	0.00	0.00	0.00	200.00	200.00
477-00 LED STREET LIGHTS	60,385.84	78,575.53	0.00	0.00	10,000.00	88,575.53
478-00 G. HARMON MEM FUND	6,793.11	6,798.25	0.00	0.00	11.27	6,809.52
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	598,566.20	598,566.20	99,500.00	0.00	199,981.26	798,547.46
483-03 DUE TO FUND 3	693,103.74	706,934.80	7,755.63	0.00	97,037.71	803,972.51
483-04 DUE TO FUND 4	339,269.80	348,844.10	0.00	0.00	33,510.19	382,354.29
483-05 DUE TO FUND 5	3,131,289.65	3,163,435.58	0.00	0.00	364,661.28	3,528,096.86
484-02 DUE FROM FUND 2	-565,362.46	-566,131.05	-17,582.02	216,678.25	0.00	-782,809.30
484-03 DUE FROM FUND 3	-587,634.92	-592,405.27	-8,074.68	96,648.18	0.00	-689,053.45
484-04 DUE FROM FUND 4	-324,090.65	-331,238.46	-3,451.12	41,968.37	0.00	-373,206.83
484-05 DUE FROM FUND 5	-2,497,800.83	-2,585,979.05	-4,616.63	295,994.09	0.00	-2,881,973.14
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	825.87	-1,374.13	0.00	126.57	0.00	-1,500.70
490-00 T/A PROPERTY REMEDIATION RES	17,502.89	17,502.89	0.00	117.60	3,102.61	20,487.90
493-00 RSU 39 COMMITMENT	-1,082,828.16	-1,082,828.16	-296,038.92	3,375,790.04	3,671,829.00	-786,789.20
494-00 TRI COMMUNITY/AWS	0.00	0.00	0.00	0.00	324,082.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	70.00	0.00	78.80	936.80	1,015.60	78.80
497-00 DEATH RECORDS STATE FEE	182.40	0.00	100.80	1,270.80	1,371.60	100.80
498-00 MARRIAGE RECORDS STATE FEE	36.40	0.00	37.60	539.60	577.20	37.60
Fund Balance	2,754,690.31	2,731,649.03	-120,470.38	23,982,130.27	25,211,450.99	3,960,969.75
500-00 EXPENDITURE CONTROL	0.00	0.00	-513,698.32	8,735,453.54	9,891,488.27	1,156,034.73
510-00 REVENUE CONTROL	0.00	0.00	393,227.94	15,246,676.73	14,890,691.72	-355,985.01
600-00 FUND BALANCE	2,754,690.31	2,731,649.03	0.00	0.00	429,271.00	3,160,920.03
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	473,349.51	473,349.51	0.00

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	37,449.56	38,218.15	-1,807.98	378,058.53	413,000.02	73,159.64
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	37,449.56	38,218.15	-1,807.98	378,058.53	413,000.02	73,159.64
365-11 TRAIL MAINTENANCE RESERVE	70,653.30	70,653.30	80,110.00	178,077.27	196,321.77	88,897.80
483-01 DUE TO FUND 1	565,362.46	566,131.05	17,582.02	0.00	216,678.25	782,809.30
484-01 DUE FROM FUND 1	-598,566.20	-598,566.20	-99,500.00	199,981.26	0.00	-798,547.46
Fund Balance	-37,449.56	-38,218.15	1,807.98	95,290.98	60,349.49	-73,159.64
500-00 Expense Control	0.00	0.00	-692.02	40,600.98	54,736.95	14,135.97
510-00 Revenue Control	0.00	0.00	2,500.00	45,100.00	5,612.54	-39,487.46
600-00 Fund Balance	-37,449.56	-38,218.15	0.00	9,590.00	0.00	-47,808.15
3 - Housing Department						
Assets	0.00	0.00	0.00	296,068.89	296,068.89	0.00
Liabilities	-51,072.64	-53,133.35	319.05	97,037.71	96,648.18	-53,522.88
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-51,072.64	-53,133.35	319.05	97,037.71	96,648.18	-53,522.88
409-00 HOUSING RESERVE	54,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	587,634.92	592,405.27	8,074.68	0.00	96,648.18	689,053.45
484-01 DUE TO FUND 1	-693,103.74	-706,934.80	-7,755.63	97,037.71	0.00	-803,972.51
Fund Balance	51,072.64	53,133.35	-319.05	199,031.18	199,420.71	53,522.88
500-00 Expense Control	0.00	0.00	-8,074.68	96,648.18	102,383.00	5,734.82
510-00 Revenue Control	0.00	0.00	7,755.63	100,000.00	97,037.71	-2,962.29
600-00 Fund Balance	51,072.64	53,133.35	0.00	2,383.00	0.00	50,750.35
4 - FSS						
Assets	0.00	0.00	0.00	132,924.56	132,924.56	0.00
Liabilities	-15,179.15	-17,605.64	3,451.12	33,510.19	41,968.37	-9,147.46
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-15,179.15	-17,605.64	3,451.12	33,510.19	41,968.37	-9,147.46
483-01 DUE TO FUND 1	324,090.65	331,238.46	3,451.12	0.00	41,968.37	373,206.83
484-01 DUE FROM FUND 1	-339,269.80	-348,844.10	0.00	33,510.19	0.00	-382,354.29
Fund Balance	15,179.15	17,605.64	-3,451.12	99,414.37	90,956.19	9,147.46
500-00 Expense Control	0.00	0.00	-3,451.12	41,968.37	52,330.00	10,361.63
510-00 Revenue Control	0.00	0.00	0.00	57,446.00	33,510.19	-23,935.81
600-00 Fund Balance	15,179.15	17,605.64	0.00	0.00	5,116.00	22,721.64
5 - ECONOMIC DEV						
	0.00	0.00	0.00	1,014,047.37	1,014,047.37	0.00

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-324,877.05	-283,539.51	4,616.63	461,256.73	353,548.58	-391,247.66
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-324,877.05	-283,539.51	4,616.63	461,256.73	353,548.58	-391,247.66
473-00 DOWNTOWN TIF	20,545.33	5,850.58	0.00	41,595.45	37,223.14	1,478.27
474-00 TRAIL GROOMER RESERVE	37,914.48	37,914.48	0.00	55,000.00	20,331.35	3,245.83
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	2,497,800.83	2,585,979.05	4,616.63	0.00	295,994.09	2,881,973.14
484-01 DUE FROM FUND 1	-3,131,289.65	-3,163,435.58	0.00	364,661.28	0.00	-3,528,096.86
Fund Balance	324,877.05	283,539.51	-4,616.63	552,790.64	660,498.79	391,247.66
500-00 Expense Control	0.00	0.00	-4,581.71	209,263.80	347,143.00	137,879.20
510-00 Revenue Control	0.00	0.00	-34.92	324,576.84	313,355.79	-11,221.05
600-00 Fund Balance	324,877.05	283,539.51	0.00	18,950.00	0.00	264,589.51
Final Totals	3,541.25	372,050.00	0.00	61,740,436.99	62,112,486.99	0.00

Expense Summary Report

Fund: 1
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	799,765.00	39,985.33	682,793.20	116,971.80	85.37
17 - HEALTH & SANITATION	255,671.00	20,650.00	232,106.00	23,565.00	90.78
18 - MUNICIPAL BUILDING	64,000.00	3,147.47	46,791.41	17,208.59	73.11
20 - GENERAL ASSISTANCE	52,604.00	1,604.76	27,739.51	24,864.49	52.73
22 - TAX ASSESSMENT	272,981.00	7,980.51	211,589.74	61,391.26	77.51
25 - LIBRARY	222,119.00	11,933.76	183,436.94	38,682.06	82.58
31 - FIRE/AMBULANCE DEPARTMENT	2,350,449.00	169,239.45	2,079,624.32	270,824.68	88.48
35 - POLICE DEPARTMENT	1,621,457.00	103,730.53	1,502,541.61	118,915.39	92.67
38 - PROTECTION	365,000.00	28,783.55	333,425.23	31,574.77	91.35
39 - CARIBOU EMERGENCY MANAGEMENT	13,238.00	0.00	8,647.39	4,590.61	65.32
40 - PUBLIC WORKS	2,191,691.00	84,955.64	1,856,152.47	335,538.53	84.69
50 - RECREATION DEPARTMENT	508,051.00	29,374.55	467,862.19	40,188.81	92.09
51 - PARKS	154,615.00	8,400.07	129,565.38	25,049.62	83.80
60 - AIRPORT	66,661.00	1,325.89	49,470.57	17,190.43	74.21
61 - CARIBOU TRAILER PARK	20,170.00	390.42	9,147.31	11,022.69	45.35
65 - CEMETERIES	6,850.00	500.00	6,729.47	120.53	98.24
70 - INS & RETIREMENT	93,960.00	0.00	86,235.09	7,724.91	91.78
75 - CONTRIBUTIONS	4,600.00	0.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	32,250.00	1,696.39	21,639.44	10,610.56	67.10
85 - CAPITAL IMPROVEMENTS	745,758.00	0.00	745,758.00	0.00	100.00
Final Totals	9,841,890.00	513,698.32	8,685,855.27	1,156,034.73	88.25

Expense Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	54,690.00	692.02	40,554.03	14,135.97	74.15
Final Totals	54,690.00	692.02	40,554.03	14,135.97	74.15

Expense Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	102,383.00	8,074.68	96,648.18	5,734.82	94.40
Final Totals	102,383.00	8,074.68	96,648.18	5,734.82	94.40

Expense Summary Report

Fund: 4
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	52,330.00	3,451.12	41,968.37	10,361.63	80.20
Final Totals	52,330.00	3,451.12	41,968.37	10,361.63	80.20

Expense Summary Report

Fund: 5
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	324,042.00	3,152.53	197,218.73	126,823.27	60.86
12 - NYLANDER MUSEUM	19,350.00	1,429.18	8,294.07	11,055.93	42.86
Final Totals	343,392.00	4,581.71	205,512.80	137,879.20	59.85

Revenue Summary Report

Fund: 1
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,928,998.00	265,133.90	6,892,096.28	36,901.72	99.47
18 - MUNICIPAL BUILDING	4,000.00	0.00	1,999.98	2,000.02	50.00
20 - GENERAL ASSISTANCE	19,800.00	535.03	9,811.38	9,988.62	49.55
22 - TAX ASSESSMENT	872,950.00	0.00	865,741.81	7,208.19	99.17
23 - CODE ENFORCEMENT	7,790.00	257.50	10,430.00	-2,640.00	133.89
25 - LIBRARY	5,100.00	173.95	4,502.22	597.78	88.28
31 - FIRE/AMBULANCE DEPARTMENT	1,705,195.00	120,949.01	1,589,420.87	115,774.13	93.21
35 - POLICE DEPARTMENT	88,715.00	1,716.72	43,217.69	45,497.31	48.72
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	2,400.00	200.00	92.31
40 - PUBLIC WORKS	204,263.00	0.00	42,796.60	161,466.40	20.95
50 - RECREATION DEPARTMENT	6,900.00	1,127.50	3,852.50	3,047.50	55.83
51 - PARKS	300.00	0.00	314.00	-14.00	104.67
60 - AIRPORT	46,500.00	3,334.33	39,367.66	7,132.34	84.66
61 - CARIBOU TRAILER PARK	6,000.00	0.00	8,760.00	-2,760.00	146.00
70 - INS & RETIREMENT	0.00	0.00	28,415.00	-28,415.00	----
Final Totals	9,899,111.00	393,227.94	9,543,125.99	355,985.01	96.40

Revenue Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	45,100.00	2,500.00	5,612.54	39,487.46	12.44
Final Totals	45,100.00	2,500.00	5,612.54	39,487.46	12.44

Revenue Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	100,000.00	7,755.63	97,037.71	2,962.29	97.04
Final Totals	100,000.00	7,755.63	97,037.71	2,962.29	97.04

Revenue Summary Report

Fund: 4
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	57,446.00	0.00	33,510.19	23,935.81	58.33
Final Totals	57,446.00	0.00	33,510.19	23,935.81	58.33

Revenue Summary Report

Fund: 5
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	324,042.00	0.00	312,960.66	11,081.34	96.58
12 - NYLANDER MUSEUM	400.00	-34.92	260.29	139.71	65.07
Final Totals	324,442.00	-34.92	313,220.95	11,221.05	96.54

**City of Caribou
Administration
MEMORANDUM**

DATE: _January 10, 2022_____

TO: ____Caribou City Council Members____

FROM: _Carl Grant, Finance Director_____

SUBJECT: _West Gate TP Lot # 53,66,69,52, and 36____

These properties at West Gate Trailer Park, lot # 53,66,69,52, and 36 are either gone or damage beyond repair. The City has waived foreclosure on these properties and has not even assessed taxes on these properties because they have no value to them. Total tax abatement on these five trailers is 1,747.35.

Suggested Motion:

Move to abate the remaining taxes and fees associated with these trailers in West Gate trailer park, lots # 53,66,69,52, and 36 out E 80-01-201-01

RE Account 2068 Detail
as of 01/10/2022

Name: GIGGEY, LENA

Location: 200 WEST GATE ROAD LOT#053

Acreage: 0 Map/Lot: 018-031-053

Book Page: B5166P321

2021-1 Period Due:

Land: 0
Building: 0
Exempt: 0

Total:

Ref1:
Mailing P O BOX 784
Address: CARIBOU ME 04736

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2021-1 R				0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 L *				35.55	9.46	64.50	109.51
2017-1 L *				225.96	106.44	64.14	396.54
2016-1 R				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 L *				0.00	0.00	0.00	0.00
2010-1 L *				0.00	0.00	0.00	0.00
2009-1 L *				0.00	0.00	0.00	0.00
2008-1 L *				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
2006-1 R				0.00	0.00	0.00	0.00
2005-1 L *				0.00	0.00	0.00	0.00
2004-1 R				0.00	0.00	0.00	0.00
Account Totals as of 01/10/2022				261.51	115.90	128.64	506.05

Per Diem

2018-1	0.0079
2017-1	0.0439
Total	0.0518

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

RE Account 2073 Detail
as of 01/10/2022

Name: BRAGDON, MORRIS E & BRAGDON, DEBRA C

Land: 0

Location: 200 WEST GATE ROAD LOT#066

Building: 0

Acreage: 0 Map/Lot: 018-031-066

Exempt 0

Book Page: B5620P91

Total:

2021-1 Period Due:

Ref1:

Mailing 3502 NE 272ND AVE

Address: OLD TOWN FL 32680

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2021-1 R				0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 L *				35.55	9.46	64.50	109.51
2017-1 L *				53.88	37.04	64.14	155.06
2016-1 R				0.00	0.00	0.00	0.00
2015-1 L *				0.00	0.00	0.00	0.00
2014-1 L *				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
2008-1 R				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
2006-1 R				0.00	0.00	0.00	0.00
2005-1 R				0.00	0.00	0.00	0.00
2004-1 R				0.00	0.00	0.00	0.00
Account Totals as of 01/10/2022				89.43	46.50	128.64	264.57

Per Diem

2018-1	0.0079
2017-1	0.0105
Total	0.0184

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

**RE Account 4566 Detail
as of 01/10/2022**

Name: GRANT, MICHELLE

Land: 0

Location: 200 WEST GATE ROAD LOT#069

Building: 0

Acreage: 0 Map/Lot: 018-031-069

Exempt: 0

Book Page:

Total:

2021-1 Period Due:

Ref1:

Mailing Address: 12 HILLCREST AVENUE
CARIBOU ME 04736

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2021-1 R				0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 L *				35.55	9.46	64.50	109.51
2017-1 L *				94.99	39.43	64.14	198.56
2016-1 L *				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 L *				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
2008-1 R				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
2006-1 R				0.00	0.00	0.00	0.00
2005-1 R				0.00	0.00	0.00	0.00
2004-1 R				0.00	0.00	0.00	0.00
Account Totals as of 01/10/2022				130.54	48.89	128.64	308.07

Per Diem

2018-1	0.0079
2017-1	0.0185
Total	0.0264

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

RE Account 4716 Detail
as of 01/10/2022

Name: FORTIN, LINDA & GRAY, KIMBERLEY
Location: 200 WEST GATE ROAD LOT#052
Acreage: 0 Map/Lot: 018-031-052
Book Page:

Land: 0
Building: 0
Exempt: 0

Total:

2021-1 Period Due:

Ref1:
Mailing 63 FONTAINE DRIVE
Address: CARIBOU ME 04736

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2021-1 R				0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 L *				35.55	9.46	64.50	109.51
2017-1 L *				167.30	50.84	64.14	282.28
2016-1 L *				9.29	3.42	16.34	29.05
2015-1 L *				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
2013-1 L *				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 L *				0.00	0.00	0.00	0.00
2010-1 L *				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
2008-1 L *				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
2006-1 R				0.00	0.00	0.00	0.00
2005-1 R				0.00	0.00	0.00	0.00
2004-1 R				0.00	0.00	0.00	0.00
Account Totals as of 01/10/2022				212.14	63.72	144.98	420.84

Per Diem

2018-1	0.0079
2017-1	0.0325
2016-1	0.0018
Total	0.0422

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

RE Account 4794 Detail
as of 01/10/2022

Name: SOUCIER, CHRIS

Land: 0

Location: 194 WEST GATE ROAD LOT#036

Building: 0

Acreage: 0 Map/Lot: 018-031-036

Exempt 0

Book Page:

Total:

2021-1 Period Due:

Ref1:

Mailing 39B MANSER DRIVE
Address: LIMESTONE ME 04750

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R					0.00	0.00	0.00	0.00
2020-1 R					0.00	0.00	0.00	0.00
2019-1 R					0.00	0.00	0.00	0.00
2018-1 L *					35.55	9.46	64.50	109.51
2017-1 L *					27.59	26.44	84.28	138.31
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 L *					0.00	0.00	0.00	0.00
2012-1 L *					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 L *					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 L *					0.00	0.00	0.00	0.00
2006-1 L *					0.00	0.00	0.00	0.00
2005-1 L *					0.00	0.00	0.00	0.00
Account Totals as of 01/10/2022					63.14	35.90	148.78	247.82

Per Diem

2018-1	0.0079
2017-1	0.0054
Total	0.0133

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



City Manager's Report

January 7, 2022

Economic Projects

River Front - Powerplants	Reached out to Attorney Solman regarding time frame to allow contractor to work in building. The advice was to hold off on demolition work until the environmental plan has been completed. The City has received an update from County Environmental which has been forwarded to City Council members.
Broadband Initiative	Consolidated Communications made a presentation at the 12/13 City Council meeting. Spectrum has emailed that they are still interested in a partnership. More information is becoming available on various state broadband infrastructure programs.
CDBG	The 2022 CDBG Program is online at the DECD website, along with projected program timeframes. First deadline is February 25 for a Letter of Intent to Apply.
Ogren Dump Solar Project	No new updates
Events and Marketing	City staff is starting to work on Thursdays on Sweden Street plans.
Landbank	Legislature will take up the State Lank 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	The City received an additional \$465.86 in funding. The County has sent information about their program as well.
Blight Cleanup	No new updates. Blight remediation will begin again in the spring.
Birdseye Cleanup	A master plan for the site is the next step in completing the cleanup and preparing for future development.
60 Access Highway	A third amendment to the Downtown TIF District is on the agenda tonight. This property is part of the Caribou Light Industrial Park.
River Front - Master Plan	The meeting on 12/14 featured a zoom with Nate Moulton of Maine DOT, office of Freight and Passenger Services. Next meeting is January 18, 2022 at 6:00 pm.
Façade Improvement Program	Looking ahead to the 2022 program.
Aldrich ATV/Snowmobile Storage	A third amendment to the Downtown TIF District is on the agenda tonight. This property is part of the Caribou Light Industrial Park.
Jarosz Storage - Limestone St	No new updates
Business Outreach	Staff has spoken to owner of New England Kenworth who is moving into the former Grant's Dairy building on the Presque Isle Road.

Other Administrative Projects

Tax Acquired Property Policy	Property owners who lost properties in November 2021 have until 01-31-2022 to pay all taxes, costs and interests for all years if they wish to have ownership restored.
Nylander	The building has been re-keyed. Work continues on cataloging.
Fire Structural Work	There was another leak on 1/5. Jan Murchison of Sewall is working on this. Kevin Smith is sending someone.
Fire Station Renovations	No new updates.
Police Station	There was a committee meeting on Tuesday 1/4. Documents are on the City website. Artifex is working on a design that includes a basement.
River Road	No new updates.
Investment Policy	No new updates.
Trailer Park Closure	Caribou Housing Agency is working with four of the remaining families. Another family has moved out of the park. Progress is slow but steady.
Fish Hatchery Bridge	No update on the bridge project but MeDOT staff has met with residents about the old railroad bridge / culverts in an effort to improve the stream channel to the Aroostook River.
Cable Franchise Renewal	No new updates.
Airport	Fuel has been delivered. Dead River has been called to address an issue with one of the boilers.
Personnel Policy	No new updates.
Chambers AV System	There were issues during the 1/3/2022 organizational meeting. One issue is the YouTube streaming failure. Since that is a free service, we have no recourse. Bob Sowers/Oak Leaf is working on the microphone issue.
Procurement Policy	No new updates.
New LED Street lights	Staff had a brief conversation with R L Todd about lights and plans to have a longer conversation soon.
Comp Plan Update	NMDC has given an estimated figure of \$32,000 to update the 2024 Comprehensive Plan for submission.
COVID-19 Status	Aroostook County is still experiencing HIGH levels of community transmission per the CDC website. The Maine Board of Occupational Safety and Health (BOSH) will hold a meeting January 18, 2022 @ 9am to consider rule adoption of OSHA ETS.
Administrative Approvals	Liquor license for Bechard's Grille; Special Amusement for Access 89 and Henry B Pratt American Legion Post 15.
Personnel Changes	The Deputy Tax Collector / Finance Assistant has resigned & the position has been posted.
Age-Friendly Efforts	Age-Friendly group met on Wednesday 1/5. They are looking for volunteers who want to roll up their sleeves and help improve the quality of live of seniors in Caribou.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 7, 2022
Re: Amend City Code and Ordinances Chapter 2 - Administration

The Caribou Code and Ordinances includes Chapter 2 – Administration, which outlines personnel policies for employees of the City of Caribou including details of the benefits available for employees classified as Regular Part Time. The chapter states that, “Regular part-time employees are eligible, on a pro rata basis, for vacation and retirement benefits, subject to the terms, conditions and limitations of each benefit program.”; and “Paid holidays will be provided to regular part time employees on a pro-rata basis.”; and “Regular part time employees are eligible to accumulate vacation based on the average number of hours worked in the past year. The average number of hours is calculated at the number of years of service.”; and that phrase has been strictly interpreted as meaning “hours worked in the past year” does not include the vacation or holiday benefit hours in the calculation for vacation hours to be used in the following year. Effectively, this penalizes Regular Part-Time employees for using their earned time.

Note: Full-time employees are not penalized for using earned time.

Using one employee’s example: a person working a schedule of a 28-hour workweek who has had 10 years of service, in simple terms, this means 84 hours (28 X 3) of vacation. However, if this employee was paid for the 28-hour schedule for 52 weeks but took those 84 hours of vacation, the calculation for the next year would only show 1372 “hours worked in the past year” so the employee would receive 79.15 hours of vacation that following year. (The personnel policy allows for paid holidays on a pro-rata basis for regular part-time employees. Those hours are difficult to calculate what this theoretical employee would earn because it depends on the schedule worked.)

In contrast, if you are a full-time employee of 10 years, you have 3 workweeks of vacation (120 hours), 11 holidays (88 hours), 12 sick days (96 hours) to use during the course of the 52-week calendar year. This amounts to over 7 weeks (a total of 304 hours) of paid time off per year (for a full-time employee with 10-years of service) in addition to the other benefits of full (versus part-time) employment.

Our city would not be able to function without our regular part-time employees.

I have incorporated that into Ordinance 1, 2022 series on the following pages and request that this become effective for the time to be used in the 2022 year based on hours from the 2021 year.

ORDINANCE No. 1, 2022 Series

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

An Ordinance To Amend the Caribou Code, Chapter 2 Administration, for the calculation of the Regular Part-Time Employee Vacation hours

Short Title: An Ordinance to Amend Chapter 2 Administration

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

WHEREAS, the City of Caribou has adopted the Caribou Code; and

WHEREAS, the Caribou Code includes Chapter 2 – Administration, which outlines personnel policies for employees of the City of Caribou; and

WHEREAS, this chapter outlines the benefits available for employees classified as Regular Part Time; and

WHEREAS, the chapter states that, “Regular part-time employees are eligible, on a pro rata basis, for vacation and retirement benefits, subject to the terms, conditions and limitations of each benefit program.”; and

WHEREAS, the chapter states that, “Paid holidays will be provided to regular part time employees on a pro-rata basis.”; and

WHEREAS, the chapter states, “Regular part time employees are eligible to accumulate vacation based on the average number of hours worked in the past year. The average number of hours is calculated at the number of years of service.”; and

WHEREAS, a strict interpretation of the phrase “hours worked in the past year” does not include the vacation or holiday benefit hours in the calculation for vacation hours to be used in the following year; and

WHEREAS, the Caribou City Council desires to amend Chapter 2 and the method for the calculation of vacation hours for regular part time employees so that regular part time employees are not penalized for using the earned benefit time; 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. Revisions

The 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 the ____ day of _____ 2022 and a public hearing being held on the ____ day of _____ 2022 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2022. This ordinance shall become effective thirty (30) days after adoption by the Council.

Jody Smith, Mayor

Courtney Boma, Deputy Mayor

R. Mark Goughan, Councilor

Doug Morrell, Councilor

John Morrill, Councilor

Joan Theriault, Councilor

Lou Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

ORDINANCE No. 1, 2022 Series

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

Exhibit A

Caribou Code, Chapter 2 – Administration, Vacations:

Regular part time employees are eligible to accumulate vacation based on the average number of hours worked, holiday hours, and vacation hours per week in the past year. The average number of hours is then calculated at the number of years of service. Effective for the 2022 calendar year, based on hours from the 2021 calendar year.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 7, 2022
Re: Revision of Downtown Tax Increment Financing District

This was an agenda item from the previous meeting.

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 (TIF) District. There are projects with approved permits in the Light Industrial Park which will result in new value added to the tax base and we hope that trend continues.

The conversation started because of a Credit Enhancement Agreement (CEA) that was sent to Maine Department of Economic and Community Development (DECD) and rejected because the Current Assessed Value (CAV) is lower than the Original Assessed Value (OAV).

One of the things we discussed was that if the 15-year TIF district expires but the Caribou City Council decides that area developers still require assistance with development costs, a new TIF District could be created but the OAV would be the CAV at that time i.e. the OAV from the first amendment would not be "locked in" for the new TIF. 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.

Over the past few months, we have discussed several options. There needs to be a consensus among the Caribou City Council members on how to move forward. I need to know the Council's wishes so that an ordinance can be brought forward to a public hearing.

Time is of the essence because all changes must be approved by Maine DECD by 3/31/2022.



Currently in downtown
New to TIF



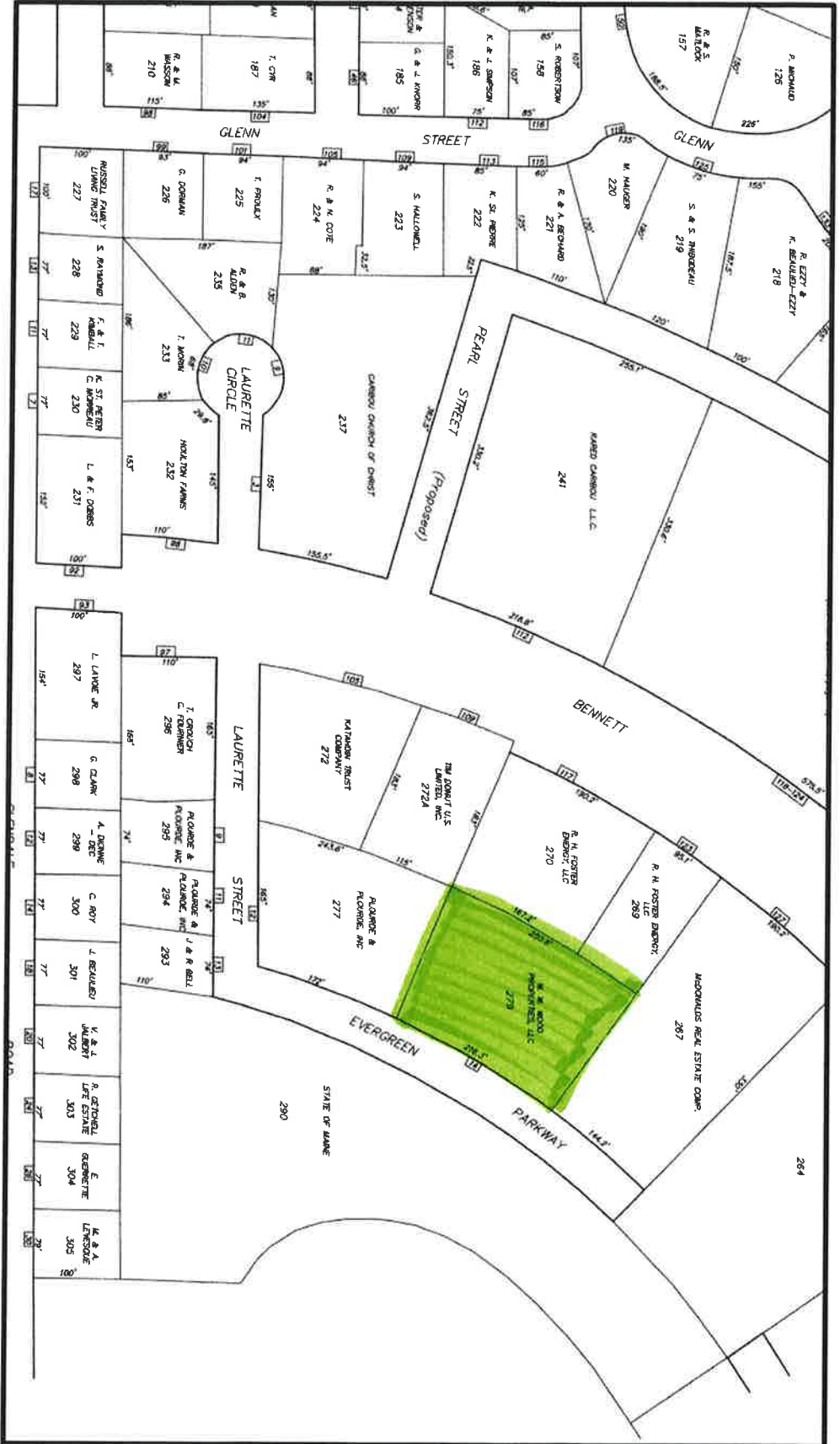
Map 11

PROPOSED NEW DOWNTOWN TIF DISTRICT
4-1-2022



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
970	GUERRETTE, BRIAN	011-005-E	\$4,917,900	\$6,305,200	\$1,387,300	\$6,305,200	\$0	\$1,387,300
4788	C. RAY MANAGEMENT	011-005-H					\$	244,300
							\$	373,500

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



Map 39

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Mayoral Appointment of City Council Committees
DATE: January 7, 2022

City Charter, Section 2.03, provides that the Mayor is to appoint all City Council Committees, name the Chairperson of said Committees and determine the duties of said Committees.

Mayor Smith has spoken to City Council members and has made the following appointments for 2022.

Mayoral appointment of City Councilors for 2022 Committees.

City Charter, Section 2.03 provides, "The Mayor shall, subject to the approval of the City Council, appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees." The following were the appointments of 2022 City Council members on 2021 Committees. According to action of City Council during the January 4, 2021 meeting, all red and green appointments will be considered for the Charter test of 80% attendance at committee meetings to which a Councilor is appointed. Liaison roles will not apply toward the attendance test.

Council Committees by Charter, Statute or Agreement		
Role	Member	Committee Purpose
Capital Budget		
Chair	Doug Morrell	Review capital requests as part of the budget process. Multiple meetings prior to budget approval. Deadline: Have recommendation back to Council by February 15 for incorporation into the final 2022 budget (deadline to present to City Council is March 1.)
Member	Courtney Boma	
Member	Mark Goughan	
Staff	City Manager	
CEGC		
Board Member	John Morrill	The CEGC is made up of citizens who manage an economic investment/loan program on behalf of the City. Meets monthly at 7am on the third Thursday
City Rep	City Manager	
Housing Board		
Council Rep	Mark Goughan	Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep	Doug Morrell	
Investment		
Chair	Jody Smith	Conducts annual review of investment policy and considers potential options for economic stimulus funds. Committee may be made up of citizens. Meets as needed.
Member	John Morrill	
Member	Doug Morrell	
Staff	City Manager	
Staff	Finance Director	
NMDC General Board		
Board Member	Jody Smith	Works with NMDC staff to review regional economic development, tourism, and planning initiatives. Meets annually. City Manager is also on the NMDC Executive Board which meets more frequently.
Board Member	City Manager	
Personnel		
Chair	Lou Willey	Discuss Personnel policies with emphasis on policy updates, benefit options, wage surveys. All Councilors are part of this committee unless a smaller citizen's board is established.
Staff	City Manager	
Staff	Finance Director	
Aroostook Waste Solutions		
Board Member	John Morrill	Meets monthly. Caribou has two voting members on AWS Board of Directors. One member is from the City Council. Kenneth Murchison, Jr. has been appointed until 12/31/23. City Manager serves as alternate to voting members.
Citizen Member	Kenneth Murchison, Jr.	
Alternate	City Manager	

Airport		
Chair	John Morrill	Review airport consultant contract, annual capital master plan and FBO operations. Investigate charter service opportunities and receive reports on lease operations.
Member	Jody Smith	
Member	Joan Theriault	
Staff	PW Director	
Staff	City Manager	
Highway / Protection		
Chair	Joan Theriault	Review work plan with PW Director for annual paving. Consider multi-modal transportation services and improvement projects (e.g. sidewalks, street crossings, bus stations, etc.). Consider new street light locations. Deadline: Review Annual road plan before April 2021
Member	Mark Goughan	
Member	Lou Willey	
Staff	PW Director	
Staff	CEO	
Staff	City Manager	
Labor Relations		
Chair	City Manager	Act as authorized bargaining agents on behalf of the city council in order to prepare tentative agreements for council approval. Deadline: Have recommendation back to full City Council by February 15 for incorporation into the final 2022 budget (deadline to present to City Council is March 1.)
Member	Lou Willey	
Staff	Legal Counsel Respective Dept. Heads	
Municipal Buildings		
Chair	Doug Morrell	Completion of police station design study and fire station renovation project. Additional consideration of asset management systems.
Member	John Morrill	
Member	Mark Goughan	
Staff	City Manager	
Staff	Respective Dept. Heads	
Council Charter Committee		
Chair	Jody Smith	Recommend changes to City Charter to full City Council to go out to the Caribou voters.
Member	Joan Theriault	
Member	Lou Willey	
Staff	City Manager	
Ambulance Committee		
Chair	Doug Morrell	Reviewing transfer cost and viability, review contracts with surrounding communities.
Member	Mark Goughan	
Member	Lou Willey	
Staff	Fire Chief	
Staff	City Manager	
Public Safety Committee		
Chair	Courtney Boma	Evaluate police station and prepare ballot measure.
Member	Joan Theriault	
Member	John Morrill	
Staff	Police Chief	
Staff	Police Sargent	
Staff	City Manager	

Liaison Roles

Board	Liaison	Committee Purpose
Library	Lou Willey	Meets monthly to discuss operations, policies and fund raising opportunities
Nylander Museum	Joan Theriault	Meets monthly to discuss operations, policies and fund raising opportunities
Planning Board	John Morrill	Meets monthly to review development proposals, regulations, zoning and land use matters.
Recreation Board	Courtney Boma	Meets monthly to discuss operations, policies and fund raising opportunities
School Board	Courtney Boma	Meets monthly to discuss operations, policies and budget for RSU#39.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: 2022 City Council Priorities
DATE: January 7, 2022

At the last meeting, the 2022 City Council priorities were introduced. This is included in this meeting packet for discussion, if desired by Mayor Smith.

The 2021 priorities are included for reference. Updates on some 2021 priorities:

Police Station Design & Referendum – Committee was formed, non-binding referendum on 11-02-2021 ballot
Ambulatory Service Contracts – New contracts created based on 2020 census numbers.
Street Light Program – Police department is currently looking for dark areas of town.
Teague Park Splash Pad Improvements – This project is complete.
Maine 2020 Storytelling Festival – This has been cancelled.
Union Contract Negotiations – Only one contract to negotiate in 2022.
Closure of Mobile Home Park – In process.
Chambers AV System – This has been working.
Auditor RFQ – This will need to be put out for competitive bid this year per charter.
Waterfront Redevelopment – The CRRC has been formed and compiling information.
Façade Improvement Grant – Two successful projects completed in 2021.
Blight Removal – Progress made with city blight removal.
Comprehensive Plan Update – Planning board is working on this.
Zoning regulations rewrite – Planning board is working on this.
Ribbon cutting ceremonies – Central Aroostook Chamber has scheduled several in Caribou in 2021.

Some items to consider including for 2022:

“Last Mile” broadband access
ARPA funds – how to maximize ROI
What projects should be “shovel ready” for available grant funds?
Downtown TIF District updates
Recreational Trail improvements
Age-Friendly community projects
Economic Development priorities / projects
Non-profit support priorities – several requests have been received.

2021 City Council Priorities and Goals Survey

City staff compiled a list of on-going projects or focus areas for the City Council to consider for 2020 priorities. Councilors were invited to pick their top projects within each category and then rank them. A Councilor's top project in each category is indicated by a score of 5 points, their second highest priority received 4 points, etc. The final score is a total of priority points given. The "Councilor Votes" column summarizes the number of Councilors giving points to the particular project. The number of votes is the primary indicator of priority with the final score being second. This means that if a majority of Councilors voted for a project, that fact would be more important than one or two Councilors having another project as a high priority.

	Final Scoring /100	Councilor Votes	2020 Votes						
			Smith	Ayer	Boma	Goughan	Morrell	Theriault	Willey
PUBLIC SAFETY PRIORITIES (Rank top 3)									
Opioid and Drug Enforcement (Ongoing)	71.5	7	3	1	5	2	3	2	1
Police Station Design and Referendum	65.78	6	2	3	2	2		1	3
Ambulatory Service Contracts	60.06	6	5	2	1	1	2	4	
Fire Station Operational Upgrades	54.34	6	4	4	3		1	3	2
Community Outreach	35.75	4	1	1.5	4			5	
Other:	0	0							

Infrastructure (Rank top 5)									
Street Light Program	48.62	6	5		2	1	4	2	5
Capital Vehicles and Equipment Plan	51.48	5	2	3			1	3	3
River Road Reconstruction	48.62	5	3	1	4			1	4
Sidewalks and Pedestrian Safety	40.04	5	4		1		5	5	1
Overlay of Hwys in Urban Compact Zone	28.6	3	1	4			3		
Storm Drain System Inventory	17.16	3		5	5		2		
City Hall Accessibility	20.02	2							2
Facility Manager Position/Building Maintenance	17.16	2		2				4	
Other:	0	0							

LEISURE SERVICE PRIORITIES (Rank top 5)									
Teague Park Splash Pad Improvements	80.08	6	1	1	3	1	1		1
Library Programs	34.32	6	5	4	5		4	2	4
Thursdays on Sweden	45.76	5	2	5	4			1	2
Library Business Resource Center	34.32	4		2			3	4	3
Collins Pond Dam & Trail System	25.74	3		3	1			5	
Gateway Enhancements	22.88	2			2		2		
Nylander Inventory & Operations	14.3	2	4					3	
Winter Carnival	8.58	1	3						
Maine 2020 Storytelling Festival	2.86	1					5		
Other:	0	0							

ADMINISTRATION PRIORITIES (Rank top 4)									
Non-Union Compensation Policy	51.48	6	2	2	4		4	2	4
Union Contract Negotiations	60.06	5	1	5	1			1	1
Closure of Mobile Home Park	28.6	4	3		3			5	3
Performance Evaluation System	28.6	4	5	1	5			3	
Tax Acquired Property Strategies	34.32	3		3	2		1		
Health Insurance Changes	20.02	3	4				3	4	
Chambers AV system	22.88	2					2		2
FBO Services at Airport	8.58	2		4			5		
Auditor RFQ	0	0							
Citizens University	0	0							
Other:	0	0							

ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5)									
Small Business Expansion and Retention	62.92	6	1	1	5		2	3	2
Birdseye Site Cleanup and Master Plan	34.32	4	2				4	1	5
Downtown Revitalization	34.32	4	4	4	1				3
Neighborhood redevelopment	28.6	4		5	3	3	3		
Landbank Creation	31.46	3		2			1	4	
Waterfront Redevelopment	20.02	3			2		5		4
New Branding & Marketing Campaign	17.16	3	3		4			5	
Rental Assistance Program	25.74	2						2	1
Façade Improvement Grants	11.44	2	5	3					
Other: Defining the term "Economic Development"	14.3	1				1			
Other: Economic Progress Metrics	11.44	1				2			
Build Your Business Series	0	0							
Sure Site Program	0	0							

COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5)									
Blight Removal	82.94	6	1	2	1		1	1	1
Weekly Business Visits (Coffee with ...)	40.04	5	3		3	1	5		4
Land Use Survey of Community	34.32	5		4	5		2	2	5
Complete General Plan Update	25.74	4	5	3			4		3
Zoning Regulations Rewrite	31.46	3		1			3	3	
Beautification Committee	28.6	3			2			4	2
New Branding & Marketing Campaign	14.3	3	4		4			5	
Business Directory & Newsletter	14.3	2		5		2			
Ribbon Cutting Ceremonies	11.44	1	2						
Other:	0	0							



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: 2022 City Budget
DATE: January 7, 2022

Per the City Charter, Section 5.06 Budget

The budget process shall be divided into three processes: Expense Budget, Capital Expense Budget and Income Budget.

A. Expense Budget

- On or before January 15: The City Manager shall submit to the City Council a draft budget report detailing operation expenses for the fiscal year.
- On or before February 15: The City Manager will have each City Department Head present a detailed Expense Budget Report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- On or before March 1: The City Manager will provide the City's final written detailed Expense Budget Report for the ensuing year to the City Council.
- On or before the third Monday in March: The City Manager will hold a public hearing and vote on the City's final detailed expense budget for the ensuing year.

B. Capital Expense Budget

- On or before January 15: The City Manager shall submit to the City Council a capital budget report detailing capital needs for the fiscal year.
- On or before February 15: The City Manager will have each City Department Head present their written detailed Capital Expense Report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- On or before March 1: The City Manager will provide the City's final detailed Capital Expense Budget Report for the ensuing year to the City Council.
- On or before the third Monday in March: The City Manager will hold a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.

C. Income Budget

- ⊗ On or before January 15: The City Manager will provide detailed Income Estimate Report to the City Council for current year.
- ⊗ On or before February 15: The City Manager shall provide a written estimated Income Budget for the current year to the City Council and Caribou's citizens. This estimated Income Budget must provide the following detailed income information for each main general ledger account and each general ledger sub-account: three year average of actual income, previous year's income budget, previous year's actual income, proposed current year income budget, and proposed level of taxation for municipal budget based on previous year valuation.

D. Complete City Budget

On or before May 31: The City Manager will finalize the complete City Budget for the current year including all three elements: expense, capital expense, and income. The City Council has the opportunity to reduce the expense or capital expense budget if needed based on the current income budget, but cannot increase the expense or capital expense budget.

E. Set the Rate of Taxation

The City Council will set the rate of taxation for the City based on the approved budgets of the City, County and RSU 39 on or before the 30th of June each year.

Monthly Permit Report

December 2021

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	1	62	5	55
HOMES	1	5	1	7
MOBILE HOMES	0	3	0	1
MULTI-FAMILY	0	1	0	0
COMMERCIAL	0	19	3	18
EXEMPT	0	4	0	4
PLUMBING PERMITS				
INTERNAL	3	25	0	14
EXTERNAL	0	15	1	20
DEMO PERMITS	1	17	3	19
SIGN PERMITS	0	10	0	6

Year-to-Date is January 2021 to December 2021

CFAD Monthly Report

December 2021

Fire Calls 16 _Ambulance Calls 182_Canceled Calls = Total Calls 198_

See Attached Breakdowns:

- Alarms for Fires (33)- 4
- Alarms for Rescues (66) -
- Silent Alarms - 12
- Total Hours Pumped -5
- Gallons of Water Used - 97,000
- Amt. of Hose used -1250'
- Ladders Used (in Feet):'
- (75' Aerial)_'
- Thermal Imaging Camera Used - 2
- Gas Meter Used-1
- Rescue Sled & Snowmobile-
- Rescue Boat-
- Jaws Used - 1
- ALS Calls - 91
- BLS Calls - 91
- Amb. Calls Canceled-
- Target Calls (Drug Behavioral)- 9
- PIFT Transfers- 1
- Long Distance Transfers - 3
- Calls Turned Over - 9
- Total Out of Town Calls- 50
- No Transports- 47
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City
- Total Est. Fire Loss -
- Miles Traveled by All Units - 3,590
- Color Guard trng/Ceremonies - .
- Total Maintenance Hours - 31
- Total Training Hours - 21

MUTUAL AID TO:

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

MUTUAL AID FROM:

Presque Isle Fire Dept.- 2
Fort Fairfield Fire Dept. - 1
Limestone Fire Dept.- 1
Washburn Fire Dept.- 1
Stockholm Fire Dept.-2
North Lakes Fire Dept.-1
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	5/1		
Connor	5/1		
New Sweden	4/3	1	53.46
Stockholm	1		
Limestone	31/6		
Caswell	1		
Fort Fairfield			
Presque Isle	1		
Van Buren	2/1		
Bangor			
Perham			
Mapleton			
Washburn	1		

Fire Breakdowns

Situation Found			# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	4				
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)					
11. Vacant Buildings or being Built (111)					
12. Fires outside structure w/value (crops, timber, etc.) (171)					
13. Fires Highway Vehicles (131)	2				
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)	1
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	1
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ , or Alarm)	(smoke) 2 (CO ₂) 1 (Alarm) 5
22. Service Calls (500)	
23. Ambulance Calls (300)	182

Canceled Calls-

Fire/Rescue- 16

Total Calls for the Month_198

**CFAD YEARLY REPORT
2021**

**Fire Calls 183__ Ambulance Calls 2279__ Canceled Calls __25
Vaccinations Given __209_ = Total Calls _____2696**

See Attached Breakdowns:

-Alarms for Fires (33) - 27
 -Alarms for Rescues (66)-2
 -Silent Alarms -154
 Total Hours Pumped- 30.5
 Gallons of Water Used-322,687.5
 Amt. of Hose used-5300'
 Ladders Used (in Feet)-224'
 (75' Aerial)-90'
 Thermal Imaging Camera Used-32
 Gas Meter Used-8
 Rescue Sled & Snowmobile-3
 Rescue Boat-
 Jaws Used-2

- ALS Calls-
 - BLS Calls-
 - PIFT Transfers-33
 - Long Distance Transfers-92
 -No Transports-443
 - Amb Calls Canceled - 25
 -Calls Turned Over-140
 -Total out of Town Calls-651
 -Target Calls (Drug Behavioral)-56
 Est. Fire Loss Caribou-
 Est. Fire Loss out of City-
 Total Est. Fire Loss-

Miles Traveled by all Units-61,437
 Color Guard Trng/Ceremonies – 14 mhrs

Total Maint. Hours-92.5
 Total Training Hours-1984.68
 Vaccinations Given- 209

MUTUAL AID TO:

Presque Isle Fire Dept. F-4 A- 2
 Fort Fairfield Fire Dept. F-1 A-
 Limestone Fire Dept. 2
 Washburn Fire Dept. 5
 Stockholm Fire Dept. 1
 North Lakes Fire Dept.
 Crown Ambulance -
 Van Buren Ambulance - 10
 Life Flight- 62

MUTUAL AID FROM:

Presque Isle Fire Dept. F-9 A-
 Fort Fairfield Fire Dept.-1
 Limestone Fire Dept.- 5
 Washburn Fire Dept.- 3
 Stockholm Fire Dept.- 3
 North Lakes Fire Dept.- 1
 Crown Ambulance-

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

LOCATION	# of Amb. Resp./N/T's	# of Fire	Man Hrs.
Woodland	103/13	10	
Connor	41/8	3	
New Sweden	58/16	5	53.46
Stockholm	45/7	1	
Limestone	288/51	2	
Madawaska Lake			
Caswell	38/9	1	
Fort Fairfield	3/1		
Presque Isle	8/1	4	
Van Buren	27/7		
Westmanland			
Washburn	1	3	12

Scott Susi, CFAD Chief

**BREAKDOWN OF FIRES
For 2021**

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

Other Incidents

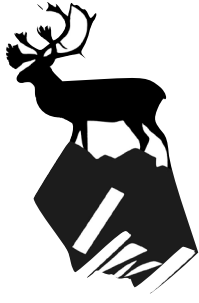
16. Haz-Mat (400)	1		
17. False Calls (740)	4		
18. Mutual Aid Calls (571)	12		
19. Aid to Ambulance (10-55's) (322)	29		
20. Aid to Police (551)	6		
21. Investigation (Smoke, CO ₂ or Alarm) (730)		Smoke-23	Alarms-47 CO ₂ -8
22. Service Calls (500)	15		
23. Ambulance Calls (300)	2279		

Vaccinations Given-209

Calls Canceled- -25

Fire/Rescue Calls-183

Total Calls for the Year: 2696



Caribou Public Library

DIRECTOR'S REPORT

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

December has been a wonder to experience. There is so much joy in the air and snow on the ground! With that said, there is still much to do indoors. We had lots of programs running in December, and set up new ones for next year.

This month, our biggest event was our Children's Holiday Shop. On December 9th, 10th, and 11th we invited to communities youth to come to the library to shop for their families. We had an impressive turnout of over 150 people which brought in a little over \$400 for the library. Almost all of the items were donated by CKG Creative and other members of the vommunity. The Friends of the Library all volunteered their time as well to wrap gifts and exchange money with excited kids. This event was an extreme success and we hope to do it again in 2022. I'm sure the parents who came are eager to bring their kids back again.

The Childrens library has continued to produce S.T.E.A.M. and Education Kits for kids of all ages. We released 5 of them this month, and have had a total of 15 kits checked out. We have 13 STEAM kits currently active, and have more on the way. Miss Erin plans to meet with the Homeschooling Community in January and show them our new kits and services.

We hosted a "Drive-in" movie night for preschoolers at the beginning of this month. The 3 in attendance were encouraged to create cars made of cardboard boxes and bring them to the library for their movie. Miss Erin read "Pete the Cat's Groovy Imagination" and they watched an episode of "Blaze and the Monster Machines". The children were really excited about this, and with their own cars it was easy to manage social distancing.

We did a special storytime for children on December 21st. Mrs. Claus was going to come to the library to read to children some of her favourite holiday stories. However, the job of Mrs. Claus is more than baking cookies and she was unable to be in attendance.

Instead Miss Erin, acting as her helper, read those stories to the children. She read them several stories including “What does Mrs. Claus Do?” to show the importance of her job.

The library has continued its partnership with the NDEC, and offered 4 classes this month. We had 3 people in attendance for every class. There has been a lot of traction for continuing education in the community, especially where it involves digital literacy. We will be continuing these courses for the foreseeable future.

The library played host to a number of groups this month. Weve had several new social workers, the Central Aroostook Association, the Girl Scouts, and the C.A.R.L. Project all come this month to use our rooms for various meetings and needs. It has been a pleasure seeing the library being used more frequently and being able to meet the needs of anyone in our community.

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

Peter Baldwin



CIRCULATION STATISTICAL COMPARISON												
MATERIAL TYPE	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021
Adult books	1,203	935	1,123	432	462	582	553	571	556	589	610	529
Juvenile books	1,007	846	1,208	458	421	738	640	661	669	611	586	432
Teen/YA books	159	150	154	62	45	99	85	125	77	58	75	43
DVDs	355	466	507	186	175	170	197	248	219	174	210	164
eBooks/Audiobooks	270	406	404	355	261	205	172	165	40	27	127	139
Magazines	139	175	168	36	15	30	27	38	59	57	96	65
Interlibrary loans	79	90	101	51	28	34	47	77	42	33	28	36
Puzzles	34	22	12	14	10	0	1	0	1	3	14	8
STEAM	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	4	15
Renewals	604	620	757	676	530	593	555	592	578	434	496	407
TOTAL NUMBERS	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,241	1,986	2,246	1,838

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUNE 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021
Adult books	1,020	1,203	935	1,123	432	462	582	553	571	556	589	610	529
Juvenile books	992	1,007	846	1,208	458	421	738	640	661	669	611	586	432
Teen/YA books	86	159	150	154	62	45	99	85	125	77	58	75	43
DVDs	310	355	466	507	186	175	170	197	248	219	174	210	164
eBooks/Audiobooks	261	270	406	404	355	261	205	172	165	40	27	127	139
Magazines	160	139	175	168	36	15	30	27	38	59	57	96	65
Interlibrary loans	97	79	90	101	51	28	34	47	77	42	33	28	36
Puzzles	41	34	22	12	14	10	0	1	0	1	3	14	8
STEAM	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	4	15
Renewals	558	604	620	757	676	530	593	555	592	578	434	496	407
TOTAL NUMBERS	3,525	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,241	1,986	2,246	1,838

**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	1,838	31,983