

CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, March 14, 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 **Page #**
 - a. December 13, 2021 – Regular City Council meeting 02-07
 - b. February 14, 2022 – Regular City Council meeting 08-10
 - c. February 22, 2022 – City Council Workshop 11-15
6. Bid Openings, Awards, and Appointments 16-17
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 - a. 2022 Municipal Budget Public Hearing
8. Reports by Staff and Committees 19
 - a. Memo regarding status of West Gate Villa (Code Enforcement Officer)
 - b. Manager's report 20-21
9. New Business, Ordinances and Resolutions 22-23
 - a. Broadband presentation: Charter / Spectrum 24-29
 - b. Snow Removal Contract with County of Aroostook 30-31
 - c. Resolution updating Fire/EMS Union Retirement Plan
10. Old Business 32-33
 - a. Tax Acquired property (Finance Director)
11. Reports and Discussion by Mayor and Council Members
12. Next Special Meeting: March 21 (2022 Budget) **Reports**
13. Next Regular Meetings: March 28, April 11 & 25 34-45
14. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6.C)
 - a. Credit Enhancement Agreement – RC2 TIF District (Economic Development)
 - b. Credit Enhancement Agreement – Downtown TIF District (Economic Development)
15. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6.C)
 - a. Maine Veterans' Home – Caribou , next steps/real estate discussion with Cary Administration
 - b. Maine Veterans' Home – Caribou , next steps/real estate discussion with Hospital District Board
16. 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, December 13, 2021, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Ayer, Councilors Boma, Goughan, Morrell, Theriault, and Willey.

Penny Thompson, City Manager was present at the meeting.

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

David Diminno of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4:

There were no public comments.

Mayor Smith presented Deputy Mayor Ayer with a clock and thanked him for his time and serving on the Council.

Council Agenda Item #5: Minutes-

a. City Council Regular Meeting – November 29, 2021

Motion made by Deputy Mayor Ayer, seconded by Councilor Boma to accept the minutes from November 29, 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

a. Ordinance No. 20, 2021 Series, Amend Chapter 13 Section 700 Subsection 6 Campgrounds

Open Public Hearing: 6:03 p.m.

No Comments were made by the public.

Closed Public Hearing: 6:04 p.m.

b. Ordinance No. 21, 2021 Series, Repeal & Replace Chapter 15 Nylander Museum

Open Public Hearing: 6:04 p.m.

Councilor Willey read the following letter:

“Dear Honorable Mayor and Caribou City Councilmembers,

The Caribou Public Library Advisory Board members would like to address the proposed ordinances concerning the Nylander Museum.

With respect to the council's proposition to regard the Nylander Museum as a special collection of the Caribou Public Library- The CPL Advisory Board disagrees that this is an appropriate use of this designation. The designation of a "special collection" is frequently afforded to collections that are not freely open to the public, whereas the Nylander Museum was established to ensure the collections would be maintained for the use of the public and area school children, per chapter 15 of the city charter.

With the dissolution of the Nylander Museum Board, the City of Caribou will be losing significant expertise in programming, especially youth programming, and there would be no expectation that the current outreach and education opportunities provided by the Nylander Museum Board will be maintained.

It has historically been the work of the CPL Advisory Board to assist the library in its objectives to provide Caribou residents with appropriate technology and resources, continually identify community needs and provide programming appropriate to meet these needs, and serve as a community center for reliable information. The preservation of northern Maine natural history is outside the scope of the work of the library. The current Library Board and Director have found great success this year in achieving the Library's vision of serving the residents of Caribou. Recently expanded community programming such as the Tech Talk Program with Age Friendly Caribou, new outreach programs to aid families in addiction and recovery, and a developing alliance with the Central Aroostook Chamber of Commerce have contributed to the Library's recent recommendation to Bendable Maine to designate the Library as a Hub library, which will further increase Caribou Public Library's footprint in the community. The addition of the Nylander special collection to the Library would significantly change the scope of the library board's functions. The time presently spent on expanding our community reach would be diverted to the detriment of our current and future programming.

There would be budgetary complications resulting from the implementation of either of the proposed ordinances due to the fact that the Friends of the Nylander group funds are unavailable to the Library and Friends of the Library groups, and even the maintenance of the museum building at this critical time of recovering the water-damaged collection would be mired as these two entities work to establish a collaboration. The scope and duties of these two funding groups do not have a natural overlap of responsibilities.

The CPL Advisory Board members wholeheartedly believe that Library Director Peter Baldwin is capable of taking on the additional duties proposed in these ordinances, but it is of note that Mr. Baldwin is still in his probationary period of employment with the city, and as such should be considered disempowered to deny the additional job duties proposed. It is the opinion of the CPL Advisory Board that assuming a second directorship exceeds the scope as written in his current job description; the addition of the Nylander directorship is not covered by "develops cultural initiatives with the Nylander Museum", nor "other duties as assigned by the City Manager."

In his short time as Library Director, Mr. Baldwin has brought the library to new recognition in the community, and it should be expected that if he were to assume the duties of the Nylander Director, he would bring the same energy that he brings to the library. As such, the Nylander would be expected to quickly become a very active museum, and the volume of work serving as the director of both entities would quickly outpace what is achievable with a single full-time position, contributing to burnout. Passing either proposed ordinance would ultimately put both the Caribou Public Library and the Nylander Museum at risk of losing a highly qualified, motivated, community-oriented director. These

proposed ordinances also create a future logistical challenge in which any future hiring for the Library Director position will require a person qualified both as a librarian and as a museum director and curator. This would be a difficult position to fill.

It is for the reasons stated above that The Caribou Public Library Advisory Board members would like to respectfully voice our opposition to both of the proposed ordinances modifying Chapter 15 Nylander Museum.”

Gail Hagelstein explained that the majority of the Nylander Board of Trustees only have one thing to say regarding the ordinances and the respective public hearings. They strongly suggest that the Council help resolve any issues that have been plaguing the Nylander Museum and its board for years. That is the lack of funding and communication from the former Friends of the Nylander now known as the Olaf O Nylander Foundation. There is an obligation to protect and understand what has happened to the donations given to the Friends of the Nylander to be used for the programming and growth of the City Department as stated in assorted interviews, letters, and Facebook posts. Donors live in our community in our area, in our state and across the country. There is approximately \$35,000 and multiple thousands in memorials to be used for display cases. There has not been even with multiple funding requests any monies received from this group for almost three years even with multiple funding requests. It is time to learn why there has been no activity not communication with a group now known as the Olaf O Nylander Foundation. Questions are being asked by donors wanting to know what has happened to their donations since they are not being used as promised. We have no information to give. With this possible transition, now is the time to let everyone know what the rights of donors are regarding their donations. This needs to be resolved before any action is taken regarding these ordinances. As other 501C 3 make public their financials in minutes, we request full transparency from the former friends by making the bank statements and their minutes public so everyone can see the activities if there are any that have occurred, otherwise we strongly suggest they answer donor’s questions in these chambers as to why no funding happened in almost three years from the former friends group. We don’t believe that getting rid of the board or not and moving the administration to the library or not will resolve the issue. It is not in the best interest of anyone involved to have this matter given to our Library Director to resolve. It has plagued us for years, now is the time to get this taken care of. We need your help Councilors, and now is the best time. Respectfully the majority of the Board of Trustees of the Nylander Museum.

Closed Public Hearing: 6:14 p.m.

c. Ordinance No. 22, 2021 Series, Amend Chapter 15 Nylander Museum

Open Public Hearing: 6:14 p.m.

No comments were made by the public.

Closed Public Hearing 6:15 p.m.

a. Ordinance No. 20, 2021 Series, Amend Chapter 13 Section 700 Subsection 6 Campgrounds

Motion made by Councilor Morrell, seconded by Deputy Mayor Ayer to approve Ordinance No. 20, 2021 Series, Amend Chapter 13 Section 700 Subsection 6 Campgrounds 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)

b. Ordinance No. 21, 2021 Series, Repeal & Replace Chapter 15 Nylander Museum

Motion made by Deputy Mayor Ayer, seconded by Councilor Morrell to abolish the Nylander Board.

Councilor Theriault expressed concern and does not think anything should be voted on tonight. She believes that they should hire a director and or an employee and continue with the board. She stated that she worries that if the board is abolished it may be the end of the Nylander.

Councilor Willey stated that she agrees with Councilor Theriault and that the board is a working board, she believes that we should protect what they have.

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

c. Ordinance No. 22, 2021 Series, Amend Chapter 15 Nylander Museum

There was no discussion or action taken on Ordinance No. 22, 2021 Series, Amend Chapter 15 Nylander Museum

Council Agenda Item #7: Reports by Staff and Committees

a. Manager’s Report

Manager Thompson reviewed the Manager’s Report dated December 10, 2021.

Council Agenda Item #8: New Business, Ordinances and Resolutions

a. Broadband discussion and presentation by Simon Thorne of Consolidated Communications

Simon Thorne of Consolidated Communications gave a presentation about Fiber to the Home that they have currently going on within the state. They are using a new name for the Fiber to the Home product called Fidium. Currently Consolidated has over 46,000 fiber route miles, they are a top 10 provider with over 3,600 employees. He explained that they do build the dense population areas first and build out. He explained that lots of times they like to partner with the towns to build out to the rural areas.

b. Revision of Downtown Tax Increment Financing District

No action taken.

c. Shawn Pelletier of CS Management – Update on 60 Access Highway CEA Request

He explained that at the time of purchasing the location he didn’t have lots of plans for the location. He was approached by an individual that had been looking at doing a bowling alley and was not able to make it happen. It was in the planning stages for about a year. The facility will be state of the art, it is about a 4.3-million-dollar project. It will employ 60 people and will be a PBA sanctioned 121-lane 10-pin bowling alley. It is going to have a 3,000 sq ft arcade in it, 74 TV’s, an 8 by 15 TV wall that can be made into one large TV or 10 TV’s. It will have a 40 by 50 patio outside with a built-in propane heater and a 16 by 50-foot glass wall that will look outside. It will have 2 inside propane fireplaces with seating areas. There will also be an outside fenced in cornhole area, and there would be actual leagues in the summertime, just as there will be bowling leagues in the wintertime. It has been a difficult project so far due to COVID and the cost of building, and the availability of labor. There has also been shortage of building supplies. They have had to expand the building because there was not enough room for the freezer and refrigerator. He stated that the projected opening date is July 1, but it is constantly a moving target. This is the goal that has been set.

Manager Thompson explained that there had been talk regarding taking the Light Industrial Park out of the current downtown TIF District and creating a new TIF District with those boundaries. If that happens the clock restarts at 30 years. There has been interest in the Light Industrial Park that people have shown interest in and that is where the tax base can be grown. This program is to help to offset some of the development cost.

Councilor Theriault explained that this is a project that she is in favor of it is a big investment, but it is a good investment.

d. Consideration of 2022 contract with Oak Leaf Systems, Inc.

Motion made by Deputy Mayor Ayer, seconded by Councilor Theriault to renew the contract with Bob Sowers at Oakleaf Systems, Inc.

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)

e. Business Investment Group – Broadband materials proposal

John Swanberg from The Business Investment Group (BIG) explained that they have finally gotten a number to run the dark fiber from one end of the town to another. The cost of the fiber came in at about 1.2 million plus some other components. The lead time on the fiber is somewhere around 54 weeks or longer and other components could take longer. Tonight they want to plant the seed, as they continue to work through the CUD process and the Charter change, would it be possible for the BIG to be the proxy for the CUD and be able to take some of the three million dollars that are sitting in the CD and provide a loan to BIG for up to a million and half dollars up to one percent, interest only for a period of a few years as they continue to get the funding in place. He said that he believes that what everyone wants to achieve is to have broadband available to every household in the community. At this point broadband for our people to communicate with the outside has become a public good from an economic standpoint.

Councilor Willey asked who would perform the installation if the product was ordered.

It was explained that Pioneer Broadband would do the installation.

Council Agenda Item #9: Old Business

There were no items scheduled for discussion.

Council Agenda Item #10: Reports and Discussion by Mayor and Council Members

Councilor Morrell would like information regarding monies spent for detainees, dates removed, the towns they were from and the amounts that were invoiced to the towns that brought them in.

Deputy Mayor Ayer stated the with the abolishment of the Nylander Board all the members need to turn in their keys with in 48 hours of the closure of the Board.

Councilor Boma explained that they are planning to have a Public Safety Building Committee Meeting on Monday.

Councilor Goughan wanted to give a shout out to John and Erica Raymond of Gary's Yamaha for their 28 years of service to the community. He explained that they have made a substantial investment and they are better today then yesterday and that it is great to have them.

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Council Agenda Item #11: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

Council did not enter executive session.

Council Agenda Item #12: Next Regular Meeting: January 3, 2022

Council Agenda Item#13: Adjournment

Motion made by Councilor Willey, seconded by Councilor Boma to adjourn the meeting at 7:57 p.m.

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

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, February 14, 2022, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Morrell, Morrill, Theriault and Willey. Councilor Goughan was present via Zoom.

Penny Thompson, City Manager was present at the meeting.

Department Managers Kenneth Murchison (CEO/Zoning Administrator), Lisa Plourde (Housing Director), Peter Baldwin (Library Director) were present at the meeting.

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

Council Agenda Item#2: Invocation/Inspirational Thought

Reverend Troy Heald of the Woodland Baptist Church offered the 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. October 04, 2021 – Regular City Council meeting
- b. October 18, 2021 – Regular City Council meeting
- c. January 10, 2022 – Regular City Council meeting
- d. January 24, 2022 – Regular City Council meeting

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to approve the minutes as presented for October 04, 2021, October 18, 2021, January 10, 2022, January 24, 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)

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

- a. American Red Cross Month: 2022 Proclamation

Mayor Smith read the American Red Cross Month: 2022 Proclamation

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

There were none scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

- a. December 2021 Financials (Finance Director)

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

Motion made by Councilor Theriault, seconded by Councilor Willey to accept the December 2021 Financials as presented.

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)

b. Taxes paid on properties acquired through automatic lien process (Finance Director)

Carl Grant, Finance Director explained that the property on the Access Highway owned by Dwayne Blackwell has been paid in full on February 1, 2022, one day late per the City tax acquired policy.

Motion made by Councilor Goughan, seconded by Councilor Morrell to accept the payment by Dwayne Blackwell and issue a quitclaim for Map 11 Lot 42-B.

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

c. Manager's Report

Manager Thompson reviewed the City Manager's Report dated February 11, 2022.

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

a. Discussion and possible action on Caribou Professional Firefighters, IADD Local 5191 3-yr contract

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to accept the terms of the collective bargaining agreement with Caribou Professional Firefighters, IAFF Local 5191 as was presented and agreed upon as of the ratification date.

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

b. Ordinance Number 3, 2022 Series, Amending Chapter 13 Land Use Ordinance (Home Occupation)

Mayor Smith introduced Ordinance Number 3, 2022 Series, Amending Chapter 13 Land Use Ordinance (Home Occupation)

c. Resolution to allow employees to retain up to 40 hours of 2021 unused vacation time

Mayor Smith read Resolution 02-01-2022 regarding allowing employees to bank up to 40 hours of vacation time from the previous year.

Manager Thompson explained that at the meeting January 24th they had a first read of Resolution 02-01-2022, and that it was passed in 2021 as a one-time occurrence due to the pandemic. She explained that the community and workforce are still dealing with the same issues as last year and the pandemic has stretched on longer than anyone had predicted causing some members of staff not to be able to take time off and use their earned vacation time.

The agenda item is to ask if the Council would consider allowing those employees with unused 2021 vacation time to roll up to 40 hours into 2022. All time off would still need to be approved in accordance with the policies set forth by the City of Caribou personnel policies and the best interest of the departments as not to create overtime. Council discussed the importance of employees using their vacation time and taking time for themselves. They also explained that this is a one-time occurrence and would not look to seeing it again in the future.

Motion made by Councilor Willey, seconded by Councilor Theriault to approve Resolution 02-01-2022 allowing employees to retain up to 40 hours of vacation time from 2021.

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)

d. 2022 Priorities and Goals Discussion

Manager Thompson explained that she is trying to get a feeling of what the Council would like to be the focuses for 2022. She has explained that she has learned from researching different grants that the City needs to have formal priorities and community goals that line up with the grants, making this exercise very important. From a previous conversation, Manager Thompson asked to please give a “1” to an item you feel most strongly about moving forward with in 2022 up to a maximum of five goals.

e. Letter of Intent for Aroostook County ARPA Funds

Manager Thompson explained that the deadline for submitting the Letter of Intent for Aroostook County ARPA Funds is tomorrow, Tuesday, February 15th.

Motion made by Councilor Willey, seconded by Councilor Theriault to allow City Staff to submit a letter of intent on behalf of the City.

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 #10: Old Business

There were no items scheduled for discussion.

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

Mayor Smith read a letter of support that is being submitted by Manager Thompson regarding the Aroostook Band of Micmac’s economic venture to expand their fish hatchery.

Councilor Goughan asked when the broadband meeting was going to be held.

Mayor Smith stated that the Broadband meeting will be held February 22nd at 6:00 p.m. in the Council Chambers.

Council Agenda Item #12: Next Regular Meetings: February 28, March 14 & 28

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

Council did not enter Executive Session.

Council Agenda Item #14: Adjournment

Motion made by Councilor Theriault, seconded by Councilor Willey to adjourn the meeting at 7:52 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

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Workshop on Tuesday, February 22, 2022, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Morrell, Morrill, Theriault, and Willey. Councilor Goughan was present via Zoom.

Penny Thompson, City Manager was present at the meeting.

Department Manager Kenneth Murchison (CEO/Zoning Administrator) was present at the meeting.

The meeting 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

No comments were made.

Council Agenda Item #5: New Business

a. Discussion on Caribou Utilities District “Public Option” for Broadband

i. What is it that the CUD is trying to accomplish

Hugh Kirkpatrick, District Manager for the Caribou Utilities District provided the following information and presented it to the Council:

- A long-term solution to the problem of all citizens having access to high-speed internet.
- Giving our citizens a choice of ISPs where they all have to compete on a neutral platform.
- Keeping the majority of the telecom revenues and labor resources within local control.
- Establishing a powerful economic development tool for Caribou.
- Providing an additional revenue source for the CUD (and perhaps the City or others).

According to the FCC, the definition of broadband internet is a minimum of 25 Mbps download and 3 Mbps upload speeds. Broadband provides high speed internet access via multiple types of technologies including fiber optics, wireless, cable, DSL and satellite.

It is the philosophy of the Caribou Utilities District (CUD), Business Investment Group, and Pioneer Broadband that all 5,150 premises, or potential users, throughout Caribou require a minimum of symmetrical 100 (Mega-bits/sec) speed and available a maximum symmetrical 1 (Gigabits/sec) speed with options for 10 (Gigabits/sec) access speeds in the future.

Councilor Morrill asked for clarification on what is considered to be underserved.

From the audience: Underserved is considered to be not having speeds of 100 down 20 up

ii. An update for the Caribou City Council on status of CUD project

Hugh Kirkpatrick, District Manager for the Caribou Utilities District provided the following information and presented it to the Council:

Late winter/spring 2022

Maine 130th Legislature approves CUD Charter amendment.

Start applying for grants (this will continue throughout the duration of the project).

After the Charter amendment goes through, they will begin working on obtaining financing (\$1.2m - \$1.5m) to order the fiber optic cable (38-58 weeks lead time).

Summer/Fall/Winter 2022, Winter 2023 Continue applying for grants.

Late winter/spring 2023

Depending on number of grants obtained, final lead time/delivery of fiber, construction environment, inflation, etc. CUD decides of when to move forward with construction of the network.

Councilor Morrill asked what happened to the \$159,000 grant that was received for the study

All of the money has changed hands and BIG will be paying Pioneer at this time, but he has been told that the construction package is almost complete.

iii. Building a fiber network for today and the next 30 years

Hugh Kirkpatrick, District Manager for the Caribou Utilities District provided the following information and presented it to the Council:

This project is entirely fiber. More specifically, a single strand of fiber is dedicated from the central office (on Sincock Street) to each customer premises. The project design calls for 25% extra strands of fiber be available in the backbone of the network to support future growth.

A future-proof fiber network:

Designed so it will be useful and successful in the future; unlikely to become obsolete.

***“Fiber is glass, and it’s basically the speed of light,” said Tim Herzog (Ting Internet). “To this day, no one has pushed enough data through fiber to max its capacity, so it’s only limited by the electronics that provide the light through the glass. It’s unlimited in its potential.”

Fiber-optic lines use pulses of light to transmit information. This process ensures, no matter how high future Internet speeds get, fiber will always be at the forefront of Internet technology. While it’s hard to predict when and how speeds will increase, we haven’t even come close to maxing out fiber’s potential.**

This investment will give everyone in the community the internet speed that they will need in the future.

We are proposing to build out a dark fiber network which has the capacity to handle the long-term needs of connecting every home, business, non-profit organization, or industry in Caribou to the world for the next 30 years and beyond. This will be a state-of-the-art fiber optic network with one strand of fiber from a central office on Sincock Street to each specific customer, not a patch work of fiber and coaxial cable nodes.

Councilor Morrill asked if in the study would they give information regarding the take rate.

Mr. Kirkpatrick stated that the figure that they currently have for a take rate was not from the study it is a number from the CUD.

Councilor Morrill asked if it was going to require any additional staffing at the CUD.

Mr. Kirkpatrick stated that they will not require any additional staffing.

Councilor Morrill asked if there was going to be an installation fee for the customers.

Mr. Kirkpatrick answered that installation fees would depend on the provider that they are connecting with.

Councilor Willey asked who would own the dark fiber.

Mr. Kirkpatrick explained that the dark fiber that is currently in Caribou is owned by a company called First Light.

Councilor Willey asked if the CUD was going to incur any cost to hook to the current dark fiber that is in place.

Mr. Kirkpatrick stated that the question would best be for Tim. The bill that is sent to customers monthly has the cost of the traffic needed built in.

Councilor Willey asked about the fact that the CUD is going to push it out to the current customers, but most of the people that do not receive services on the fringe of town are on their own well and septic.

Mr. Kirkpatrick stated that he believed that based on the 2,900 customers that are outside of the existing utility area that they would get no less than 60% of them to connect, although it will take more of a robust marketing strategy to get to them. He explained that it would not be as easy as reaching the current CUD customers who they communicate with each month.

Councilors Theriault and Morrill expressed concerns regarding maintenance of the lines, for example if one of the poles breaks, who will repair and move the line.

Mr. Kirkpatrick explained that it will either be County Electric or RL Todd that goes out to put the Fiber back together. The CUD will not own any poles, they will pay a rental fee to have the lines connected to them.

Deputy Mayor Boma asked about how many service providers that are out there would be willing to connect to somebody else's fiber.

Mr. Kirkpatrick stated that Pioneer is willing to, GWI acts in a similar capacity in the costal part of Maine. He also stated that he has not had a formal conversation with GWI that if they built it would they come on. Consolidated stated that they would not be interested in signing on.

Mayor Smith asked how many providers would be potentially hooked on if everyone agreed to use the fiber.

Mr. Kirkpatrick stated that it is up to the providers if they would connect to the fiber or not.

iv. The importance of working together as a community

Hugh Kirkpatrick, District Manager for the Caribou Utilities District provided the following information and presented it to the Council:

Since the Chamber of Commerce, in its various forms, was finally abolished in the early 2010's, the community has not had a cohesive nor comprehensive plan to spearhead economic development.

What this broadband project could accomplish is to restart and re-establish an economic development plan for Caribou.

By partnering with the CUD, the City, and perhaps other community stakeholders, could use this open network and future revenue established by this project to either assist in the preservation of existing infrastructure or creating an economic development strategy or both.

The private telecom companies cannot and will not offer this partnership, revenue sharing or an economic development strategy to the City or any other institution in the community.

Councilor Morrill stated that he has a very good point, and it is very important. The biggest thing is that any time you establish a partnership is what we're asking to do here, they can go one of two ways. Most partnerships usually fail, and it usually has to do with family members or friends. The more successful ones are the ones where people bring everything to the table, and everyone has an equal share. The important thing in a partnership is that when everyone sits down at the table, they are all at the same level, with the same mutual respect. If a project like this is to go forward, a partnership needs to go forward, and it needs to be equal. The City would have a huge financial risk involved.

Mr. Kirkpatrick explained that the more grant money the project can bring in the less that has to be borrowed. The less that has to be borrowed, the less risk and the lower the take rates need to be to break even. Any participation from the City beyond the \$159,000 and a piece of land is welcome, because it helps to either lower the amount that needs to be borrowed and lowering the break even rate, but it is not absolutely necessary.

Councilor Morrill asked if the City did not participate would the project still go forward.

Mr. Kirkpatrick stated yes, it would.

Councilor Morrell stated that he thinks that it is a good investment. He stated that he believes that payments could be set up or maybe even partner long term so when the investments yields are gotten there's something for the people.

Councilor Theriault stated that there is nobody in the room that does not believe that every person should have broadband as soon as possible. There are other ways that will be less risky and less expensive, and they need to be looked at before this. This is a risky deal for the City and for the Tax Payers. She believes that we need to look at other options as they have been, and until they know that the other choices not going to work and would be more expensive than they would need to consider the options.

Councilor Willey explained that she does not like spending other people's money. She stated that they would like to have the City to provide \$1.5 million for fiber and may need other funds as requested up to \$500,000. The numbers are just scary, and she just doesn't know how it will be done.

Councilor Morrell stated that Consolidated stated that they would not necessarily reach all of the outer limits of the City.

Councilor Morrill asked what guarantee they will have that the CUD won't try to absorb the revenues from this project quicker into their own operation, and not necessarily return the money back to the city. In other words, your operational accounts cost goes up quite regularly, what benefit do we have to know that it won't continue, and they'll be applied accordingly.

Mr. Kirkpatrick explained that operational costs are not never going to go up.

From the audience: The revenue from the broadband would not subsidize the other two utilities.

Mr. Kirkpatrick explained that in the annual audit shows that all of the divisions are run separately, and the budgets do not run together, if they added a division this would not change.

Councilor Morrell stated that as partners – if they entered into an agreement to work together, they would first off need to trust each other and also the audits would be obviously auditing the company on behalf of the City and it would be reported to the City each year as it is now.

Councilor Morrill stated that he was surprised that with the Charter amendment they did not ask for any support from the City.

Councilor Goughan would like to thank the CUD for their presentation and their effort in working on this project. He stated that Broadband is becoming more of a utility and needed by everyone. He stated that he feels confident and encourages the CUD to go forward with or without the City's help. He said he finds that the CUD's goals are noble and that is why he wants to invest in it.

Mayor Smith thanked the members of the Caribou Utilities District (CUD), members of the Business Investment Group (BIG) and Chairman Dan Bagley of the Planning Board for their presence and time to present at the meeting.

Council Agenda Item #6: Old Business

There were no items scheduled for discussion.

Council Agenda Item #7: Reports and Discussion by Mayor and Council Members

There was no discussion.

Council Agenda Item #8: Next Regular Meetings: February 28, March 14 & 28

Council Agenda Item #9: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1 §405.6)

Council did not enter Executive Session.

Council Agenda Item #10: Adjournment

Mayor Smith closed the workshop at 7:30 p.m.

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 14, 2022
Re: Brain Injury Awareness Day: 2022 Proclamation

The Caribou City Council has been asked to proclaim March 16 2022 as Brain Injury Awareness Day in Caribou. The Proclamation is included in the packet.

Pamela J. Searles, Neuro-Rehabilitation Services Manager at the Center for Integrated Neuro Rehab, located at 159 Bennett Drive, Suite 1 in Caribou has also invited members of the Caribou City Council to attend a Brain Injury Awareness Day event at their facility on Wednesday March 16 at 10:00 am.

Suggestion Action:

Please read the proclamation and vote to proclaim March 16 2022 as Brain Injury Awareness Day in Caribou.

Please circulate and sign two copies of the proclamation – one for the City Clerk and one for the Center for Integrated Neuro Rehab, a division of AMHC. (I can take it on Wednesday.)



CARIBOU CITY COUNCIL

2022 BRAIN INJURY AWARENESS DAY PROCLAMATION

WHEREAS, 2.5 million Americans, children, and adults, sustain a traumatic brain injury (TBI) each year; and

WHEREAS, a traumatic brain injury is a contributing factor to a third of all injury-related deaths in the United States; and

WHEREAS, these injuries are largely the result of motor vehicle crashes, falls, assaults, sporting-related injuries or occupational injuries; and

WHEREAS, traumatic brain injury is the signature injury of the war in Iraq and Afghanistan, presenting new challenges for members of the military and their families; and

WHEREAS, an injury that happens in an instant can bring a lifetime of physical, cognitive, and behavior challenges, and

WHEREAS, early, equal and adequate access to care will greatly increase overall quality of life and will enable individuals to return home, school, work, and community; and

WHEREAS, family members, friends and members of this community can play a central role in enhancing the lives of our citizens with traumatic brain injury; and

WHEREAS, the Center for Integrated Neuro Rehab, a division of AMHC, offers education and support to families and individuals with traumatic brain injury with community integration and to live as independently as possible; and

WHEREAS, March has been designated as Brain Injury Awareness Month by the Brain Injury Association of America, to promote public awareness on the extent, causes, consequences, treatment and prevention of traumatic brain injury; and now, therefore,

NOW, THEREFORE, be it resolved that the Caribou City Council, fully support and do hereby proclaim March 16, 2022, as **Brain Injury Awareness Day** and call upon all citizens to observe the month by offering special recognition to the **Center for Integrated Neuro Rehab** for its invaluable contributions to assist families and individuals with traumatic brain injury; and, we encourage the citizens of Caribou to seek information on traumatic brain injury.

IN WITNESS WHEREOF, we have here unto set my hand and caused to be affixed the Seal of the City of Caribou on this 14th day of March.

Mayor Jody Smith

Attest: Danielle Brissette, City Clerk

[City Seal]

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 14, 2022
Re: 2022 Municipal Budget Public Hearing

Tonight the 2022 Municipal Budget Public Hearing is on the agenda.

Here is where we are on the timeline:

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.

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.

Tonight the Public Hearing on the 2022 Municipal Budget.

There will be a Special Meeting of the Caribou City Council on Monday March 21, 2022 (the third Monday in March) for additional discussion and possible action.

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



MEMO

TO: Caribou City Council
FROM: Code Enforcement Department
RE: West Gate Trailer Park dangerous properties
DATE: March 14, 2022

Re: West Gate Trailer Park issues for Council Report

Councilors,

A 2014 State of Maine Inspection Report regarding West Gate Trailer Park found the facility to be deficient in all aspects.

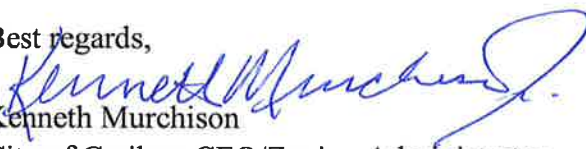
Over time the remaining units have been abandoned. The city has decided not to acquire these structures due to nonpayment of taxes and has removed all assessed value from these trailers (9 in total). Ownership is still retained by private individuals.

Tahoe Gaming, LLC. owns the park land property and is current on their taxes.

For a park clean-up project, separate action would need to be taken on each unit and then on the Park Property owner as well. Code Enforcement advises to declare each of these abandoned mobile home units as dangerous buildings as defined by the State of Maine M.R.S.A Title 17: CRIMES, Chapter 91: NUISANCE, Subchapter 4: DANGEROUS BUILDINGS.

A Public Hearing to determine whether these mobile homes at West Gate Villa Mobile Home Park 188 Westgate Road Lot 2 are dangerous or nuisance could be held March 28, 2022.

Best regards,


Kenneth Murchison
City of Caribou CEO/Zoning Administrator



City Manager's Report
March 14, 2022

Economic Projects

River Front - Powerplants	No new updates
Broadband Initiative	Charter / Spectrum will present tonight
CDBG	No new updates
Ogren Dump Solar Project	No new updates
Events and Marketing	Winter Carnival is March 19 - 20. City staff is working on plans for Thursdays on Sweden and Caribou Cares. We have magnets available as a reminder of the #TOSS dates.
Landbank	No new updates
Chapter 13 Rewrite	No new updates
Federal American Rescue Plan Act	The County of Aroostook has notified the City of Caribou that we have been invited to submit a full application for the County ARPA funding.
Blight Cleanup	No new updates
Birdseye Cleanup	No new updates
60 Access Highway	No new updates
River Front - Master Plan	No new updates
Façade Improvement Program	Deadline is 3/15 for applications.
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	No new updates
Business Outreach	No new updates.

Other Administrative Projects

Tax Acquired Property Policy	On tonight's agenda
Nylander	No new updates
Fire Structural Work	Another leak on Tuesday 3/8/2022.
Fire Station Renovations	Mechanical Services has given a quote for work at the work at the fire station.
Police Station	The City of Caribou has been receiving letters of support from area law enforcement officers for the police station project.
River Road	No new updates
Investment Policy	No new updates
Trailer Park Closure	No new updates
Fish Hatchery Bridge	No new updates
Cable Franchise Renewal	No new updates
Airport	Had a zoom meeting with Stantec about the additional funding to be received over the next five years.
Personnel Policy	No new updates
Chambers AV System	No new updates
Procurement Policy	No new updates
New LED Street lights	No new updates
Comp Plan Update	No new updates
COVID-19 Status	No new updates
Administrative Approvals	No new updates
Personnel Changes	Currently advertising for multiple positions - without success.
Age-Friendly Efforts	There was a meeting on March 2.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 14, 2022
Re: Broadband Discussion – Charter Communications

Tonight, Melinda Kinney and Kate Foye from Charter Communications will be at the meeting to discuss a Broadband solution from Charter / Spectrum.

City of Caribou Broadband Expansion

Summary of project

- Total miles of infrastructure: 74 miles
- Total estimated cost to construct: \$1.4M
- Estimated City contribution: \$798,000
- Timeline to build:
 - Process can begin within 2-3 weeks of signing agreement
 - Project to be completed within 12 – 18 months from the date of receipt of all pole attachment approvals, licenses and permits
- Maine workforce 680 employees

**Proposed Project
Unserved homes**
294

Fiber to the Premise

Architecture for project area

**Broadband
Speeds of**
1000x500 Mbps

Current Network Coverage

4,474 homes/businesses

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 14, 2022
Re: County of Aroostook – three (3) year Snow Removal Contract Agreement

On March 1, staff received a proposed three (3) year contract from the County of Aroostook for snow removal services in the Unorganized Territory of Connor Township. This covers the period July 1, 2021 to June 30, 2024.

Recommended Action:

If the contract, which includes a 3% annual increase, is to the satisfactory to the members of the Caribou City Council, please make a motion to accept the three-year contract and City Clerk Danielle Brissette will present the contract for your signatures after the meeting.

County of Aroostook
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

March 01, 2022

Penny Thompson, City Manager
City of Caribou
25 High Street
Caribou, ME 04736-2710

Dear Mrs. Thompson:

As per our recent conversation and meeting, enclosed please find the proposed new three (3) year Snow Removal Contract Agreement from the County of Aroostook to the City of Caribou for snow removal services in the Unorganized Territory of Connor Township.

This agreement represents the three (3) year period of **July 01, 2021 to June 30, 2024**. I would ask that you review the proposal and submit to your City officials for their review. Should all be in approval, please have the agreement signed and dated where indicated and return to my office. I will then make a recommendation to the County Commissioners for their approval, followed by the County Administrators signature. A copy of the completed agreement will then be mailed back to your attention.

Should you have any questions, please do not hesitate to contact me at 493-3318 or by e-mail at paul@aroostook.me.us.

Sincerely,

Paul Bernier
Community Services Director

Cc: File

Encl: Contract

SNOW REMOVAL CONTRACT

Township

Connor

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of **Connor** hereinafter referred to as the "County", enters into an agreement with the **City of Caribou** in accordance with the vote of said Municipal Officials at a regular meeting held on _____, 2022, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
Madawaska Road	SA 4	1.07
Beaulieu Road	SA 5	3.85
West Gate/Haney Roads	T.W. #534	3.27
Madawaska Road	T.W. #421	1.28
Cote Road	T.W. #409	1.32
Sheen Road	T.W. #602	0.65
Dubay Pit Road	T.W. #624	0.29
Adams Road	T.W. #2209	<u>0.27</u>
TOTAL MILES		12.00

2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
3. The Contractor shall perform the duties required in this contract from the beginning of snow 2021 to the end of snow 2024.
4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a maximum depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road,
 - A. Maximum gradation of sand shall be one (1) inch, and all sand will be screened to that size prior to use on the road.
 - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.

- C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
- D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.
- E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.
- F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.
- G. The Contractor to prewet the salt and sand mixture with a 32% liquid calcium solution (*or approved equivalent*) over paved areas of the roads when the air temperature falls below 10 degrees Fahrenheit. The liquid should be applied at a rate of 5 to 6 gallons per cubic yard of salt and sand.

6. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts, or in accordance with the Maine Tort Claims Act, if applicable:

Compensation Insurance:		As required by law
General Liability:	Bodily Injury	\$1,000,000.00
	Property Damage	\$1,000,000.00
Vehicle Liability:	Single Occurrence	\$1,000,000.00
➤ Workers' Compensation:	Each Accident	\$500,000.00 (or)
➤ Workers' Compensation State of Maine Approval Predetermination Status		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless

the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

7. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.
8. In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor the annual sum, for the **12** total miles of road covered by this contract;

July 01, 2021 to June 30, 2022	\$65,699.00
July 01, 2022 to June 30, 2023	\$67,667.00
July 01, 2023 to June 30, 2024	\$69,697.00

9. This agreement shall be in effect for three (3) years from **July 1, 2021 to June 30, 2024**. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Contractor, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party. At any given time during the term of the contract, in cases of unforeseen circumstances that may have a negative impact on either the Contractor or the County, this contract can be terminated by either the County or the Contractor by vote of their respective officials upon ninety (90) days written notice to the other party.
10. A payment schedule of six (6) separate monthly installments shall be paid annually, beginning in **November 2021** and ending in **April** of the ensuing year, for the term of the three (3) year contract. Payments shall be made in November, December, January, February, March, and April as part of the regular Unorganized Territory warrant schedule, typically on the third Wednesday of the month. Copies of the warrant schedule can be made available if requested.

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the _____ day of _____ 2022.

WITNESS

OFFICIALS OF CARIBOU

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2022

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 14, 2022
Re: Change to its Caribou Fire and Police MainePERS Plan

On February 14, 2022, the Caribou City Council approved a 3-year contract with the Caribou Professional Firefighters, IAFF Local 5191. A component of that contract was a change in retirement benefits to Special Plan 3C.

MainePERS has sent sample language that has been incorporated into a resolution for the Caribou City Council to approve so that the City Manager can sign the amended agreement between the City of Caribou and the Maine Public Employees Retirement System.

Suggested action:

Please make a motion to approve the resolution. If approved, City Clerk Danielle Brissette will have it signed at the end of the meeting.

Resolution 03-01-2022
A Resolution of the Caribou City Council
Regarding the Change to its Caribou Fire and Police MainePERS Plan

WHEREAS, The City of Caribou desires to change its current Caribou Fire MainePERS Plan effective April 1, 2022 for future service only, and

WHEREAS, Caribou Fire & Police agrees to:

- a) Provide Special Plan 3C to its full-time firefighters who work at least 40 hours per week, 52 weeks per year, for service rendered after March 31, 2022. Service rendered prior to April 1, 2022 remains under Special Plan 2N.
- b) Continue to provide Special Plan 2N to its full-time police officers who work at least 40 hours per week, 52 weeks per year.
- c) All other employees, including city council members, are excluded from membership.
- d) To authorize Penny Thompson, Caribou City Manager to sign the Amended Agreement between Caribou Fire & Police and the Maine Public Employees Retirement System.

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL that the members of the Caribou City Council send this resolution to authorize Penny Thompson, City Manager of the City of Caribou to sign the Amended Agreement between Caribou Fire & Police and the Maine Public Employees Retirement System. This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 14th day of March 2022.

Jody R. Smith, Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]

**City of Caribou
Administration
MEMORANDUM**

DATE: March 14, 2022

TO: Caribou City Council Members

FROM: Carl Grant, Finance Director

SUBJECT: Tax Acquired Bid List

Attached please find the tax acquired bid list from properties acquired through the automatic foreclosure process. We are at the time of setting the minimum bid amounts for these properties to be listed for sale by bid.

The bottom section is considered blight properties and is not recommend for bid, however taxes remain on the books for these properties and would need to be abated if further development is pursued.

Suggested Motion:

Move to accept suggested minimum bids as presented. See yellowed column in spreadsheet.

City of Caribou
Bid list
As of March 3, 2022

Acct. #	Taxpayer	Map	Lot	Location	Assessed Value	Tax Amount On Books	Occupied	Amount Owed to CUD	Minimum Sale	Lot Size (acres)	Building Details	# Years on list	Zone
1	84 Webber, Shawn	2	040-A	1284 Presque Isle Road	\$ 35,500.00	\$ 1,737.47	YES	\$ -	8,900.00	1.00	Land/Building	0	R-3
2	2473 Philip Michaud & Betty Dubay	25	66	15 Nancy Street	\$ 6,000.00	\$ 833.99	L/O	\$ -	7,600.00	0.16	Land Only	4	R-1
3	1019 White, Joey - DEC	11	031-B	274 Access Highway	\$ 10,000.00	\$ 716.50	L/O	\$ -	2,500.00	1.00	Land Only	0	R-3
4	1585 White, Joey - DEC	15	030-A	Access Highway	\$ 2,500.00	\$ 179.14	L/O	\$ -	700.00	1.00	Land Only	0	R-3
5	1758 Griffin, Kip A	15	70	960 Access Highway	\$ 51,300.00	\$ 3,267.38	YES	\$ -	12,900.00	2.50	Land/Building	0	R-3
6	1822 Murphy, Leola A	16	20	Watson Memorial Drive	\$ 38,700.00	\$ 2,772.87	L/O	\$ -	9,700.00	33.30	Land Only	0	R-3
7	2086 Muniz, Michael	19	5	1317 Van Buren Road	\$ 17,400.00	\$ 1,369.46	YES	\$ -	4,400.00	0.25	Land/Building	0	R-3
8	2897 Wesson, Bruce	28	139-A	20 Sincok Street	\$ 80,600.00	\$ 5,774.99	YES	\$ 3,787.67	24,200.00	0.37	Land/Building	0	R-1
11	3765 Swenson, Marilyn A	35	117	29 Park Street	\$ 84,100.00	\$ 3,409.42	YES	\$ 619.41	25,300.00	0.37	Land/Building	0	R-2
12	3930 Drost, Cheryl & Drost, Scott	36	52	20 Pioneer Ave	\$ 38,600.00	\$ 2,888.44	YES	\$ 1,193.03	11,600.00	0.31	Land/Building	0	R-1
13	4781 Madore, Amber	9	020-B	607 Fort Fairfield Rd	\$ 52,000.00	\$ 3,797.90	YES	\$ -	13,000.00	3.00	Land/Building	0	R-3
14	5027 Furze Nona C	25	119-A	Katahdin Ave	\$ 3,400.00	\$ 243.61	L/O	\$ -	900.00	0.20	Land Only	0	R-1
48	3622 Tracy, Galen R.	34	138	25 Liberty Street	\$ 5,600.00	\$ -	L/O	\$ 1,275.37	24,600.00	0.14	Land Only	1	R-2
63	2875 Dube, Judy	28	119	66 York Street	\$ 25,900.00	\$ 1,792.12	NO	\$ 438.32	3,200.00	0.13	Land Only	1	R-1
LISTED AS BLIGHT													
9	3203 Doak, Ricky	31	152	28 Goldfrank Drive	\$ 8,100.00	\$ 580.38	YES	\$ 1,848.13	2,900.00	0.09	Land/Building	0	R-2
10	3560 Compound Holdings	34	63	20 Hillcrest Ave	\$ 4,400.00	\$ 315.26	L/O	\$ -	1,100.00	0.15	Land Only	0	R-2
51	3551 Dwayne Blackwell	34	51	7 Hillcrest Ave	\$ 46,300.00	\$ 3,324.35	YES	\$ 1,921.78	6,100.00	0.15	Land/Building	0	R-2
52	3553 Dwayne Blackwell	34	53	3 Hillcrest Ave	\$ 29,800.00	\$ 2,139.64	YES	\$ 302.45	3,200.00	0.15	Land/Building	1	R-2
53	3557 Dwayne Blackwell	34	58	8 Hillcrest Ave	\$ 41,700.00	\$ 2,994.07	YES	\$ 1,736.45	5,600.00	0.29	Land/Building	1	R-2
55	4186 Jeff Cook	39	108	827 Main St (Tear down)	\$ 17,200.00	\$ 6,979.64	NO	\$ 570.27	17,800.00	0.94	Land/Building	1	R-2
62	1072 Linwood Willard	11	48	River Rd	\$ 3,100.00	\$ 216.46	L/O	\$ -	700.00	1.00	Land Only	1	R-2
64	2696 Larson, Nathan	27	51	29 Patten Street	\$ 19,600.00	\$ 1,279.10	NO	\$ 1,634.82	4,000.00	0.14	Land Only	1	I-2
65	2705 Rannney, Nicole & Dana	27	63	32 Patten Street	\$ 15,800.00	\$ 1,011.17	NO	\$ 638.36	2,600.00	0.10	Land Only	1	I-2
	1942 Wilson, Ann & Cyr Brian	17	033-C	375 Belanger Road	\$ 36,600.00	\$ 3,147.76	YES	\$ -		15.00	Land/Building	0	R-3
	3536 Tracy, Galen	34	30	6 Midland Street	\$ 60,200.00	\$ 4,313.33	YES	\$ -		0.36		0	R-2



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

WAITING LIST STATISTICS

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Applicants in Jurisdiction	44	22											66
VAWA Preference	2	1											3
Veteran's Preference	0	0											0
Natural Disaster	0	0											0
Living in Caribou	29	15											44
Mainstream	5	3											8

HOUSING CHOICE VOUCHER PROGRAM

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
HUD Allocated Vouchers	193	193											386
Total Vouchers Leased	183	181											364
Port Out Vouchers	0	1											1
Homeownership Vouchers	1	1											2
All Other Housing Choice Vouchers	182	179											361

YTD Openings	11	13											24
Vouchers on Street	6	6											12

Total HAP Expense	\$ 85,350	\$ 86,716											\$ 172,066
All Other Voucher	\$ 77,820	\$ 77,175											\$ 154,995
Port Out Payments	\$ -	\$ 1,436											\$ 1,436
Homeownership HAP	\$ 233	\$ 233											\$ 466
FSS Escrow, Participants Account	\$ 7,297	\$ 7,872											\$ 15,169

Ave. Per Unit Cost	\$ 466	\$ 479											\$ 473
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Lease Up Rates	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
HUD Allocated -vs- Leased	95%	94%											94%
HUD Funded -vs- HAP Expense	100%	86%											93%

MAINSTREAM VOUCHERS

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	40	40											80
Total Vouchers Leased	22	24											46
Total HAP Expense	\$ 12,303	\$ 10,895											\$ 23,198

YTD Openings	18	16											34
Vouchers on Street	11	10											21

Applicants Pulled from Waiting List	0	30											30
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PORT IN / FOSTER YOUTH TO INDEPENDENCE

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Vouchers Leased	0	0											0
FYI HAP	\$ -	\$ -											\$ -

EMERGENCY HOUSING VOUCHERS

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	15	15											30
Total Vouchers Leased	8	8											16
Total HAP Expense	\$ 9,751	\$ 11,548											\$ 21,299
YTD Openings	7	5											12
Vouchers on Street	9	9											18

HOUSING QUALITY STANDARDS INSPECTIONS

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Initial Inspection	3	3											6
Annual Inspection	0												0
Tenant/Landlord Requested	0												0
No Show	0												0
Reinspection(s)	0	2											2
Other, Public Housing Authority Inspections	0												0
Total Inspections	3	5											8

SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Number of Participants	\$ 7,297	\$ 7,872											\$ 15,169
Number Earning Escrow	62	59											121
FSS Escrow, Participants Account	26	26											52
FSS Families, Disbursement	1	1											2
FSS Disbursement Amount	\$ 238.00	\$ 493.50											\$ 732
FSS Graduate, Families	2	0											2
FSS Graduate, Escrow	\$ 4,950	\$ -											\$ 4,950
FSS Forfeiture, Families	0	1											1
FSS Forfeiture, Escrow	\$ -	\$ 2,056											\$ 2,056

LANDLORD INCENTIVE PROGRAM

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Signing Bonus	\$ 1,500	\$ 3,000											\$ 4,500
Housing Choice Voucher	1	2											\$ 3
	\$ 750	\$ 1,500											\$ 2,250
Mainstream	1	2											3
	\$ 750	\$ 1,500											\$ 2,250
Emergency Housing Voucher	2												2
	\$ 1,000												\$ 1,000

Security Deposit	\$ 2,779	\$ 1,890											\$ 4,669
Housing Choice Voucher	1	1											2
	\$ 700.00	\$ 680.00											\$ 1,380.00
Mainstream	1	1											2
	\$ 693.00	\$ 1,210.00											\$ 1,903.00
Emergency Housing Voucher	2	0											2
	\$ 1,386	\$ -											\$ 1,386

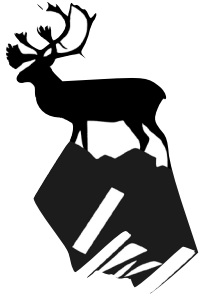
Repair Grants													
Housing Choice Voucher	0	0											0
	\$ -	\$ -											\$ -
Mainstream	0	0											0
	\$ -	\$ -											\$ -

Damage Reimbursements	\$ 1,500	\$ 144											\$ 1,644
Housing Choice Voucher	1	1											2
	\$ 1,500	\$ 144											\$ 1,644
Mainstream	0												0
	\$												\$

Grand Total of Incentives	\$ 5,779	\$ 5,034											\$ 10,813
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GRAND TOTAL OF ASSISTANCE INTO LOCAL	\$ 118,371	\$ 114,686											\$ 233,057
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Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Penny Thompson, City Manager**
From: Peter Baldwin, Library Director
February 2022 Report

The library has continued in its efforts to bring about new change this year. We have started work with Bendable Maine, the Maine State Library, and have continued our work with the NDEC and more! All of these efforts have not gone unnoticed, as we have even been notified by Susan Collin's Office of her desire to meet with the library this year due to our continuing efforts to engage with the community.

This month we have continued our History of Caribou Picture Book Project. We did an interview with WAGM and the radio to discuss the project to garner public interest. We have had a lot of people ask after the project, and have had several participants get a story to begin writing about. We have one gentleman who actually has his own stories about a prolific family he was close with growing up, some salacious history that even our Archivist doesn't know!

I met with the heads of Bendable Maine this month, to officially apply to become a Hub Library. This would mean that the content generated for Northern Maine would be geared towards the needs of our patrons specifically. Christina Kane-Gibson is the Bendable Fellow for this region, which puts the collection at an even greater position to meet the wide ranging needs of our community.

The Maine State Library has held weekly meetings to discuss their new Telehealth Pilot that the library will be a part of. This pilot is designed to give patrons not only access to technology and a private room for telehealth meetings, but also provide resources for health treatment and providers as well. This is a large improvement over the previous program, and the Maine State Library will even be providing technology specific to this program.

We were contacted by a Author Jamie Hogan this month, who sent us a free copy of her book and stated her willingness to come read to children. This event will be

happening the first of March, but will be recorded so those who do not wish to attend in person may do so virtually.

I have been contacted by Susan Collins office, as she herself would like to schedule a visit this year. Not only is Caribou her home, but our library is becoming quite well known in the state. They have asked us to pick an event that we are doing and request her attendance and she will be there. I believe this is something our patrons and community may find exciting.

I spent this month also working on our 2021 Annual report for the Maine State Library. It still needs a little polishing, but it is ready to go for the April Deadline.

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

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON												
MATERIAL TYPE	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022
Adult books	729	554										
Juvenile books	584	455										
Teen/YA books	40	51										
DVDs	122	98										
eBooks/Audiobooks	25	158										
Magazines	36	15										
Interlibrary loans	26	33										
Puzzles	17	1										
STEAM	26	35										
Renewals	434	309										
TOTAL NUMBERS	2,039	1,709	0	0	0	0	0	0	0	0	0	0

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUNE 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022
Adult books	935	1,123	432	462	582	553	571	556	589	610	529	729	554
Juvenile books	846	1,208	458	421	738	640	661	669	611	586	432	584	455
Teen/YA books	150	154	62	45	99	85	125	77	58	75	43	40	51
DVDs	466	507	186	175	170	197	248	219	174	210	164	122	98
eBooks/Audiobooks	406	404	355	261	205	172	165	40	27	127	139	25	158
Magazines	175	168	36	15	30	27	38	59	57	96	65	36	15
Interlibrary loans	90	101	51	28	34	47	77	42	33	28	36	26	33
Puzzles	22	12	14	10	0	1	0	1	3	14	8	17	1
STEAM	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	4	15	26	35
Renewals	620	757	676	530	593	555	592	578	434	496	407	434	309
TOTAL NUMBERS	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,241	1,986	2,246	1,838	2,039	1,709

**As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. STEAM Kits made available in November 2021 **

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
2022	2,039	1,709											3,748

Monthly Permit Report

February 2022

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	1	1	4	8
HOMES	0	0	0	0
MOBILE HOMES	0	0	0	1
MULTI-FAMILY	0	0	0	0
COMMERCIAL	1	1	3	5
EXEMPT	0	0	1	1
PLUMBING PERMITS				
INTERNAL	1	2	2	5
EXTERNAL	0	0	0	0
DEMO PERMITS	0	0	0	0
SIGN PERMITS	0	1	0	1

Year-to-Date is January 2022 to February 2022

CFAD Monthly Report

February 2022

Fire Calls 14 + Ambulance Calls 186 + Canceled Calls 2 = Total Calls 202

See Attached Breakdowns:

- Alarms for Fires (33)-3
- Alarms for Rescues (66) -1
- Silent Alarms - 10
- Total Hours Pumped -3.5
- Gallons of Water Used – 16,350
- Amt. of Hose used -250’
- Ladders Used (in Feet):’
- (75’ Aerial) - 3
- Thermal Imaging Camera Used - 3
- Gas Meter Used- 3
- Rescue Sled & Snowmobile-1
- Rescue Boat-
- Jaws Used -
- ALS Calls - 100
- BLS Calls - 86
- Amb. Calls Canceled- 2
- Target Calls (Drug Behavioral)- 5
- PIFT Transfers- 1
- Long Distance Transfers - 3
- Calls Turned Over - 8
- Total Out of Town Calls-63
- No Transports- 27
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City
- Total Est. Fire Loss -
- Miles Traveled by All Units – 3,586
- Color Guard trng/Ceremonies – .
- Total Maintenance Hours - 10
- Total Training Hours – 123.4

MUTUAL AID TO:

Presque Isle Fire Dept. - F A-
Fort Fairfield Fire Dept -.F1 A -
Limestone Fire Dept..
Washburn Fire Dept.-
Stockholm Fire Dept. .
North Lakes Fire Dept.
Crown Ambulance
Van Buren Ambulance -1
Life Flight -

MUTUAL AID FROM:

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

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

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	11	3	1.85
Connor	3	1	28.5
New Sweden	2	.	
Stockholm	3	1	
Limestone	27		
Caswell	4		
Fort Fairfield		1	51.03
Presque Isle			
Van Buren	1		
Bangor			
Perham	5		
Mars Hill	1		
Washburn			

Fire Breakdowns

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

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	1
19. Aid to Ambulance (10-55's) (322)	4
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm)	(smoke) 1 (CO)1 (Alarm) 3
22. Service Calls (500)	
23. Ambulance Calls (300)	186

Canceled Calls- 1

Fire/Rescue- 14

Total Calls for the Month_201