

CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, May 9, 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** Pages
 - a. April 25, 2022 – Regular City Council meeting 02-08
6. **Bid Openings, Awards, and Appointments** 09-10
 - a. Proclamation: May 8 – 14, 2022 – Hospital Week in Caribou
7. **Public Hearings and Possible Action Items** 11-13
 - a. Public Hearing – Ordinance 4, 2022 Series “An ordinance to amend City Code and Ordinances Chapter 2 – Administration to add ‘Juneteenth’ to the list of observed holidays and to change the name of the observed holiday ‘Columbus Day’ to ‘Indigenous Peoples Day’”
8. **Reports by Staff and Committees**
 - a. Report by Elizabeth Singer regarding “Age Friendly Caribou Action Plan 2022” 14-38
 - b. First Read: Report on Riverfront Development District (CEO Ken Murchison) 39-40
 - c. Manager’s report 41-42
9. **New Business, Ordinances and Resolutions** 43-45
 - a. Discussion / Possible Introduction: Ordinance 5 “An Ordinance to Amend Chapter 5, Fire Prevention, to clarify the responsibility for snow removal from the hydrants located within the City of Caribou”
 - b. Discussion / Possible Action: Resolution 05-01-2022 “ARPA Conflict of Interest Policy” 46-49
 - c. Formal resolution acknowledging the City’s grant application to the Libra Foundation requesting a planning grant for the Caribou Riverfront Renaissance Committee 50-51
 - d. Acceptance of City Manager’s 6-month evaluation / satisfaction of probation period 52-53
 - e. First read: Re-establish Boston Post Cane / Oldest Caribou citizen recognition 54
 - f. First read: Request to convey the east half of Violette Street extension where it adjoins Lot 46 55
 - g. First read: Request by Caleb Trombley to Opt-In to Retail Marijuana in Caribou 56-78
10. **Old Business**
 - a. Report on Home Occupations (CEO Ken Murchison) 79-89
 - b. Brief discussion of Tax Increment Financing (TIF) Districts 90-118
11. **Reports and Discussion by Mayor and Council Members**
12. **Next Regular Meetings:** May 23, June 13 & 27 Reports
13. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6.A) 119-132
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, April 25, 2022, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrell, Morrill, Theriault and Willey.

Penny Thompson, City Manager was present at the meeting.

Department Managers Kenneth Murchison (CEO/Zoning Administrator), Gary Marquis (Parks & Recreation Superintendent), Scott Susi (Fire Chief), Carl Grant (Finance Director) and Dave Ouellette (Public Works Director) were present at the meeting.

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

Council Agenda Item #2: Invocation/Inspirational Thought

Reverend Ron Rosser 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 by the public.

Council Agenda Item #5: Minutes

a. April 11, 2022 – Regular City Council meeting

Motion made by Councilor Theriault, seconded by Councilor Willey to accept the April 11, 2022 minutes 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)

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

a. Public Works bid results (Public Works Director)

Dave Ouellette, Public Works Director reviewed the bid results that were received for Culverts, Street Paint, Shim & Patch, Country Paving, Sand, Intown Paving and Bennett Drive MPI. He explained that the prices are higher than they have been in the past.

Bid Results - Culverts 2022				
EJ Prescott	Gardiner, ME	207.582.2006	Tyler Wing	\$18,156.00
Paris Farmers	South Paris, ME	800.639.3603	Matt Bracket	xxxx
Bid Results - Street Paint 2022				
Franklin Paint	Franklin, MA	800.486.0304	Norma Resley	\$15,507.25
Sherwin Williams	Cleveland, OH	800.597.2929	Joanna Carr	xxxx
PPG Paints	Portland Me.	772.6236	Fred Shaw	xxxx
Haneys Building Supply	Caribou Me.		Troy	\$16,095.20
Bid Results - Shim & Patch 2022				
Lane Construction	Presque Isle, ME	207.764.4137	Wayne Berry	\$85.00
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$96.00
Soderberg Const.	Caribou Me.	207.498.6300	Carl soderberg	xxxx
Country Paving 2022				
Lane Construction	Presque Isle, ME	207.764.4137	Wayne Berry	\$99.95
Soderberg Const.	Caribou Me.	207.498.6300	Carl Soderberg	xxxx
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$96.85
Bid Results - Sand 2022				
Soderberg Construction	Caribou, ME	207.498.6300	Carl Soderberg	xxxx
Glen Theriault	Fort Kent			\$17.87
O'Neal	Limestone, ME	506.273.0597	Michael Murphy	\$15.75
North East Paving	Presque Isle ME	207.551.7702	Chip Sheldon	xxxx
Trombly Industries	Limestone, ME		Craig Trombley	\$15.00
IN Town Paving 2022				
Lane Construction	Presque Isle, ME	207.764.4137	Chip Sheldon	\$118.05
Soderberg Const.	Caribou Me.	207.498.6300	Carl Soderberg	xxxx
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$97.25
Bennett Dr. 2022				
Lane Construction	Presque Isle, ME	207.764.4137	Chip Sheldon	\$273,908.20
Soderberg Const.	Caribou Me.	207.498.6300	Carl Soderberg	xxxx
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$241,641.35

Council had a brief discussion regarding the upcoming season for road repairs.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the bid of \$18,156.00 from EJ Prescott of Gardiner, ME for Culverts.

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)

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the bid of \$16,095.20 from Haney's Building Supply for Street Paint, pending review by Dave Ouellette for the quality.

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)

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to accept the bid of \$85.00 for Shim & Patch from Lane Construction.

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)

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the bid of \$96.85 from Trombley Industries for Country Paving.

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)

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the bid of \$15.00 a yard from Trombley Industries for Sand, pending further review by Dave Ouellette on the quality of the sand for where it comes from.

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)

Motion made by Mayor Smith, seconded by Deputy Mayor Boma to accept the bid of \$97.25 from Trombley Industries for In Town Paving.

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)

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the bid of \$241,641.35 from Trombley Industries for Bennett Drive MPI.

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. Proclamation – Municipal Clerks' Week

Mayor Smith read a proclamation declaring May 1 to May 7, 2022, as Professional Municipal Clerk's Week.

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

a. Public Hearing – Application for ARPA County funds

Open Public Hearing: 6:41 p.m.

There were four letters of support received, they came in from Beth Collamore, M.D., Town of Stockholm, Tara Henderson of the Town of Limestone, the Town of New Sweden, and Scott Dow, Selectman of Woodland.

Scott Dow, President of the Caribou Professional Firefighters Local 5191 came to speak on behalf of the 15 union members. He came in to talk about the endorsement as a union, for the medical equipment and station upgrades the City is applying for from the grant. He explained that not only will this positively affect our local firefighters, paramedics, and volunteers, it will positively affect the communities that surround them now and in the future. The Local 5191, hopes the application proceeds forward, and are excited to work with the city members, local communities, and County administration on progressing their safety.

Closed Public Hearing: 6:45 p.m.

Motion made by Councilor Morrill, seconded by Councilor Willey to proceed with the application to the County of Aroostook in regard to the ARPA funding.

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: Reports by Staff and Committees

a. March Financials (Finance Director)

Carl Grant (Finance Director) reviewed the March 2022 Financial Report.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the March Financial report 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. CDBG grant Letter of Intent – C&J Service Center

Manager Thompson explained that the City has provided lots of outreach had a lot of people contact with their needs, but they didn't meet the parameters of the program. There was one person that reached out today, but they would need it to be completed by Friday. The City needs to apply on the behalf of the business, and can only do so for one business.

Motion made by Councilor Morrill, seconded by Councilor Morrell to allow the City Manager to sign the letter of intent for the grant process for C&J's Service center.

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. Blight Update (CEO)

Kenneth Murchison, Zoning Administrator/CEO explained that as the snow recedes that more items start to pop up around the community. The recent tax acquired bid list from February 22, 2022 had properties listed at the bottom that were blighted. Mr. Murchison is suggesting that the property #55, 64, and 65 get put to bid for demolition. They city has already approved the contractor for the demolition at 37 Home Farm Road.

We are also in the final phase of the Caribou Trailer Park Closer and the CEO also suggests getting legal involved for the final eviction process, and hopefully to utilize the Public Works

Department to dispose of the remaining and abandoned mobile homes and begin the reuse planning for the park property.

The City is also still working to contact the owner of record for West Gate Villa for a similar cleanup project, and has not received any response to the certified mail notice that was sent. Another project is to work on the list of burnt-out buildings in the city. There are at least two that were destroyed on the Van Buren Road, one on the Access Highway, Limestone Street, Lower Lyndon Street, Washburn Street and on the Old Washburn Road. While the City does not want to visit with a notice of violation right after someone has experienced a devastating fire event, many of the properties have been neglected for years and these sites represent a blight and even a danger to the neighborhoods.

Motion made by Councilor Morrill, seconded by Councilor Morrell to go forward with the demolition of the building at 37 Home Farm Road and to assess the demolition fees back to the owner.

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. Manager's Report

Manager Thompson reviewed the City Manager's Report dated April 25, 2022.

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

a. Main PERS – Fire employee buy back from Cary Medical Center

Manager Thompson explained that there is an employee that would like to purchase credit toward their Caribou Fire & Police plan for time worked at Cary Medical Center. This would be at the employee's expense, according to Maine PERS, the City of Caribou did this for another employee in 2016.

Council had a brief discussion regarding the process of the research and how to purchase time back.

Motion made by Councilor Morrill, seconded by Councilor Willey that we proceed with this request from Main PERS for this person to calculate their Maine PERS cost and eligibility for time worked at Cary Medical Center.

Motion made by Councilor Morrill, seconded by Councilor Willey

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. Discussion about snow removal from fire hydrants

Manager Thompson explained that the discussion has been back and forth for years regarding the snow removal for the fire hydrants. During the previous meeting there was a discussion and tonight there are representatives from the Utilities District, Public Works, and the Fire Department present at the meeting.

Council had a brief discussion regarding the rental fee of \$325,000 that is paid for the fire hydrants and what is included with that. They discussed the fact that the banter has gone back

and forth for years and there has been no formal agreement made, just opinions shared of who should be doing the work. They discussed the idea that an agreement or ordinance needs to be in writing that outlines who would be responsible for the snow removal from the fire hydrants at the Council's discretion.

Manager Thompson stated that she would reach out to MMA Legal for advice regarding the topic.

Council Agenda Item #10: Old Business

a. Revenue Budget 2022

Manager Thompson explained that in years past all the budgets were passed at the same time even though the complete budget was not due until the end of May. Revenues can always be adjusted higher, but expenses can only be reduced.

Council had a brief discussion regarding the 2022 Revenue budget.

Motion made by Councilor Morrill, seconded by Councilor Willey to pass the revenue budget as presented.

Council had a brief discussion regarding the proposed 2022 Revenue budget

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)

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

Councilor Morrell asked about maintenance on the storm drains.

Dave Ouellette, Public Works director explained that the drains on the main drags in and out of town are owned by the DOT including the infrastructure. Anything inside the compact zone is Caribou's responsibility for the maintenance. He explained that the catch basins should be cleaned out and has not been done for quite some time. He stated that they now have the equipment available to clean them out.

Council Agenda Item #12: Next Regular Meetings: May 9 & 23

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

a. 1 MRSA §405.6.C Real Estate Matter – Hospital District Board

Mayor Smith stated this item has been removed from the agenda.

b. 1 MRSA §405.6.A Personnel Matters – Assignments & Duties

Motion made by Councilor Theriault, seconded by Councilor Morrill to enter executive session at 7:46 p.m. to discuss Personnel Matters under 1 MRSA §405.6.A.

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)

Council exited executive session at 8:10 p.m.

April 25, 2022

22-11 Pg. 7

No action taken.

Council Agenda Item #14: Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn the meeting at 8:10 p.m.

Vote was unanimous.

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: Hospital Week Proclamation 2022 Proclamation

The Caribou City Council has been asked to proclaim May 8 – 14, 2022 as Hospital Week in the City of Caribou. The Proclamation is included in the packet.

Suggestion Action:

Please read the proclamation and vote to proclaim May 8 – 14, 2022, as Hospital Week in the City of Caribou.

Please circulate and sign two copies of the proclamation – one for the City Clerk and one for Cary Medical Center.



CARIBOU CITY COUNCIL

2022 HOSPITAL WEEK PROCLAMATION

WHEREAS, National Hospital Week celebrates hospitals and the healthcare providers who, day in and day out, support the health of our communities through compassionate care, constant innovation and unmatched dedication; and

WHEREAS, individuals across the United States will be celebrating this time-honored event; and

WHEREAS, the City of Caribou is honored to join the many National Hospital Week partners in celebrating Cary Medical Center and the people who are on the front lines working tirelessly to help others in their greatest time of need; and

WHEREAS, the City of Caribou recognizes that the hardworking people who make up Cary Medical Center deserve universal regard and appreciation for keeping our community healthy; and

NOW, THEREFORE, be it resolved that the Caribou City Council, fully support and do hereby proclaim May 8-14, 2022, as Hospital Week in the City of Caribou and call upon all citizens to observe the week by offering special recognition to Cary Medical Center for its invaluable contributions to our community.

IN WITNESS WHEREOF, we have here unto set our hands and caused to be affixed the Seal of the City of Caribou on this 9th day of May.

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: May 9, 2022
Re: New federal and state holiday, "Juneteenth"

Ordinance 4 was introduced at the April 11, 2022 Caribou City Council meeting which would amend the City Code and Ordinances Chapter 2 – Administration to add “Juneteenth” to the list of observed holidays and update the verbiage passed by the state of Maine from “Columbus Day” to “Indigenous Peoples Day”. This year, the state will observe the holiday on Monday June 20. Police and fire unions have already incorporated the holiday into their contract.

Suggested action:

Please hold the public hearing. If the outcome is favorable, please move and second a motion to approve Ordinance 4, 2022 Series “An ordinance to amend City Code and Ordinances Chapter 2 – Administration to add ‘Juneteenth’ to the list of observed holidays and to change the name of the observed holiday ‘Columbus Day’ to ‘Indigenous Peoples Day’”

Here is an excerpt from Maine Municipal Association Town & City July 2021:

Juneteenth: A New Holiday

Maine Town & City - July, 2021

Question: How does the new holiday Juneteenth affect local governments?

Answer: Juneteenth (a blend of the words “June” and “nineteenth”) is the new paid federal and state holiday commemorating the emancipation of enslaved African-Americans. The date derives from June 19, 1865, when formerly enslaved residents of Galveston, Texas, learned belatedly of President Abraham Lincoln’s signing of the Emancipation Proclamation almost two and a half years earlier. President Biden on June 17, 2021, signed the new federal law making Juneteenth a paid holiday for federal employees. Maine Governor Mills did the same for state employees on June 10, 2021. The new state law (PL 2021, c. 140) declaring Juneteenth a paid holiday for state employees was not enacted as an emergency, however, so it will not be officially observed until June 19, 2022. Juneteenth joins a list of more familiar federal and state holidays on the calendar, from New Year’s Day to Christmas Day plus all the others in between. But no federal or state law mandates that municipalities recognize them or close their offices or pay their staff for any of these holidays. Although most federal and state holidays are recognized and paid locally as well, whether and to what extent municipalities do so is a local decision that should be incorporated one way or the other in their personnel policies and operating budgets. For more on this topic, see “Legal Holidays & Commemorations,” Maine Town & City, Legal Notes, February 2021. (By R.P.F.)

Introduced by Deputy Mayor Boma
on April 11, 2022

ORDINANCE No. 4, 2022 Series

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

“An ordinance to amend the City Code and Ordinances Chapter 2 – Administration to add ‘Juneteenth’ to the list of observed holidays and to change the name of the observed holiday ‘Columbus Day’ to ‘Indigenous Peoples Day’”

Short Title: An Ordinance Amending Chapter 2 to add “Juneteenth” to the list of observed holidays

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

WHEREAS, the City of Caribou has adopted as part of its ordinances and regulations Chapter 2 - Administration; and

WHEREAS, the City of Caribou has a list of observed holidays among the benefits provided to employees; and

WHEREAS, the Caribou City Council has determined that “Juneteenth” should be added to the list of observed holidays; and

WHEREAS, the Caribou City Council has determined that the Columbus Day holiday should be changed to reflect that Maine now observes “Indigenous Peoples Day”; 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, does ordain the following:

Chapter 2 - Administration, Benefits Section, Holidays Subsection

The following revision will be made:

HOLIDAYS

~~Eleven (11)~~ Twelve (12) holidays are observed throughout the calendar year. They are:

1. New Year’s Day
2. Martin Luther King Jr. Day
3. Presidents Day
4. Patriot’s Day

5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. ~~Columbus Day~~ Indigenous Peoples Day
10. Veterans Day
11. Thanksgiving Day
12. Christmas Day

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 April 11, 2022 and a public hearing being held on May 9, 2022 was duly passed by the City Council of the City of Caribou, Maine, this 9th day of May, 2022. This ordinance shall become effective 30 days after adoption by the Council.

Jody Smith, Mayor

Courtney Boma, Deputy Mayor

Joan Theriault, Councilor

R. Mark Goughan, Councilor

Doug Morrell, Councilor

Lou Willey, Councilor

John Morrill, Councilor

Attest: _____
Danielle Brissette, City Clerk

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: Age Friendly Caribou Action Plan 2022

Elizabeth Singer from Cary Medical Center and the Program Director for Age-Friendly Caribou is here to share the Age-Friendly Caribou Action Plan. After receiving your support, the action plan will be sent to AARP for their approval so that Caribou can remain a certified "Age-Friendly Community".

Suggestion Action:

If you have edits, please share those.

When the Caribou City Council is satisfied with the action plan, please vote to sign the letter of support for the Age-Friendly Caribou Action Plan.



Age Friendly Caribou Action Plan





Table of Contents

Mission	1
Vision	1
About Us	1
Committee Members & Partner Organizations	2
Executive Summary	3
Community Profile	4
Connecting to Our Work Plan	6
Work Plan	9
Work Plan Strategy Charts	10
Evaluation Matrix	16
Appendix 1 – Programs Underway	

Age Friendly Caribou Action Plan

Draft April 2022

Mission:

To explore challenges and identify and implement ways to create a community where people can age in place, stay connected to the community, and remain independent and meaningfully engaged throughout their later years.

Vision:

Caribou is an Age-Friendly Community that supports active aging in a city that maintains quality of life and well-being for everyone.

About Age Friendly Caribou:

By exploring common challenges and solutions across the eight domains of livability by AARP – transportation, housing, outdoor spaces and buildings, community support and health services, respect and social inclusion, communication and information, and civic participation and employment – we are looking to improve the quality of life in Caribou by creating an accessible, equitable and inclusive community for all residents.

We have a committee of people who represent local government, experts on aging and community advocates. We continue to include more people on our committee and are doing more to reach out to local civic groups to help build a network of community support.

How to reach us:

Website: <http://www.cariboumaine.org/index.php/living-in-caribou/age-friendly/>

Facebook – www.facebook.com/agefriendlycaribou

Elizabeth Singer, Program Director

esinger@carymed.org

207-498-1632





Committee Members & Partner Organizations

Name	Organization
Lisa Plourde	Caribou Housing Authority
Ken Murchison	Caribou City
Dottie McDuff	Citizen
Diane Parent	Citizen
Don Ross	Cary Volunteer
Lou Willey	Citizen
Dot Wakem	Cary Volunteer
Nancy Bergin	Cary Medical Center Seniority program
Mark Putnam	AAA on Aging
Trisha House	Senator Collins
Christina Kane-Gibson	Caribou Rec
April Caron	Remax Realty
Dave Corriveau	Citizen
Peter Baldwin	Caribou Library
Chief Mike Gahagan	Caribou Police
Chief Scott Susi	Caribou Fire
Christina Kane-Gibson	Events & Marketing
Angel Murchison	Caribou Ride Share
Penny Thompson	City Manager
Kim Rohn	Congressman Goldman
Darylen Cote	Citizen
Christy Morin	Citizen/home health
Cindy Blanchette	Cary Medical Center RN and Community Relations

Executive Summary

"A livable community is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services." - AARP

Caribou is designated as an AARP Age-Friendly Community, and is now part of a network of more than 370 communities across the nation that are dedicated to making communities more livable for residents of all ages.

Our city is the second largest in Aroostook County, and is the hub for several surrounding towns like Woodland, New Sweden and Stockholm. After the closing of Loring Air Force Base in 1994 the population of Caribou has dramatically declined, and the median age is older than most U.S. cities at 47.9. Access to resources and support for healthy aging and aging in place are limited. To help, Age Friendly Caribou has completed a community survey to identify needs and has started implementing programs to meet these needs.

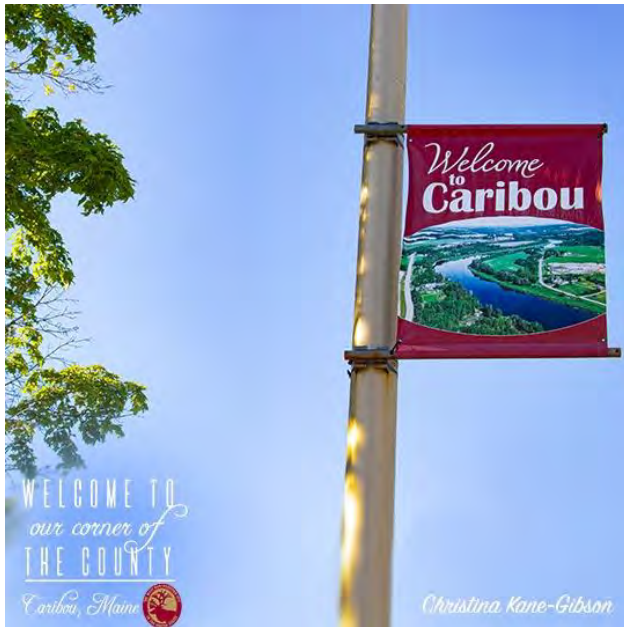
When asked "How would you rate your community as a place for people to live as they age?" 46% of respondents rated Caribou as 'Good'. The committee hopes to increase the rating to 'Excellent' in the future. Most people responding have lived in the community for more than 45 years, but the next largest group have been in Caribou for 5 to 15 years. The committee felt that this potentially shows that people are moving to Caribou and staying.

The data also showed that people in the community feel that being able to stay in their own home or having access to affordable housing is extremely important. Even though most people responded that they drive themselves, they rated access to transportation for people with disabilities and older adults as extremely important.

Access to healthcare received the highest response for being 'Extremely Important'. There is currently access to quality health care in the area, but several of the open-ended comments mentioned difficulty getting treatment with specialists. Recently, the pandemic has also made access to healthcare difficult with elective procedures and surgeries like joint replacements being delayed. Resources at local hospitals and health centers had to be redirected to better support patients with COVID-19. The pandemic did also highlight the need to enhance access to telemedicine and support for educating older adults on technology.

The next step for Age Friendly Caribou is to take this information and develop detailed programs and partnerships to help meet some of these needs. By exploring challenges and solutions the committee is looking to improve livability in Caribou for all residents.

Community Profile



Caribou Informatics:

- Population: 7,710
- Settled: 1824 Incorporated City: Feb. 23, 1967
- City Council with seven members
- Sites of interest: Caribou Library, Caribou Historical Society, Caribou Recreation Center
- Education: RSU #39 includes Caribou Community School (Grades Pre-k – 8) and Caribou High School
- Hub for local towns including Woodland, New Sweden, Stockholm, and Connor
- Home to the only Municipally-Owned hospital in Maine, Cary Medical Center. Cary Medical Center was founded in 1924 by Jefferson Cary, MD.

Caribou is the most northeastern city in the United States. It is a favorite spot to venture from when heading out on Maine's interconnected snowmobile trail system to access the 1,600 miles of trails in Aroostook County. Winter comes early to Caribou and stays late, so we have to enjoy all that it offers with cross country skiing, snow shoeing, winter carnivals and more.

Things to Do in Caribou

Caribou features areas for golfing, biking, hunting, fishing, hiking, and climbing. World famous snowmobile and ATV trails pass through Caribou, which is a huge tourist draw. In the winter, you can also try skiing or snowshoeing. There's plenty of local shops, farms, and amazing sightseeing.

The City offers events like Thursday's on Sweden Street (a summer street festival that takes place every other Thursday throughout the season), Caribou Cares for Kids festival, craft fairs, farmers markets and much more.

The city also boasts walking trails, a brand new school for preK-8, a dog park, and an active parks and recreation program with a community recreation center that is free for residents to use. The parks and recreation department also hosts a variety of programs throughout the year for children and adults.

Caribou is also a service center for the agricultural and tourism industries, and the location of a National Weather Service Forecast Office.

In Caribou and throughout Aroostook County, the two major agricultural crops are potatoes and broccoli. Area farmers annually plant approximately 60,000 acres of potatoes. The potato crop is used for seed, table stock, and processed potato products. Aroostook County is the largest grower of broccoli on the East Coast.

History



Lumbermen and trappers first set up camps in the area in the 1810s. The first settlers came to what is now Caribou in the 1820s.

Between 1838 and 1840, the undeclared Aroostook War flared between the United States and Canada, and the Battle of Caribou occurred in December 1838. The dispute over the international boundary delayed settlement of the area until after the signing of the Webster-Ashburton Treaty in 1842.

With peace restored, European settlers arrived in gradually-increasing numbers beginning in 1843. From Eaton Plantation and part of half-township H, Caribou was incorporated in 1859 as the town of Lyndon on April 5. On February 8, 1877, Caribou was finally confirmed as the town's permanent name.

Caribou was the "jumping off" point for a large influx of settlers who emigrated directly from Sweden in 1870–1871, and settled the nearby "Swedish colony." The small town grew throughout the late 19th century, and with the coming of the Bangor and Aroostook Railroad in the 1890s, agricultural exports exploded. This began a boom period which lasted well into the 1960s. Caribou became the largest potato shipping hub in the world, and had many related industries.

Nearby to the northeast, Loring Air Force Base opened in the early 1950s near Limestone, with bomber and tanker aircraft of the Strategic Air Command. It provided a major economic boost to the area, with construction starting in 1947 on "Limestone Army Air Field." Caribou was incorporated as a city in 1967 on February 23rd, but the area's boom period leveled off in the 1970s as a result of difficulties in its traditional potato industry. That, along with closure of the base in 1994, contributed to a decline in population in the 1980s and 1990s.

In September 1984, Caribou was the lift-off location of the first successful solo balloon crossing of the Atlantic Ocean by Colonel Joseph Kittinger. This flight is memorialized at the Rosie O'Grady Balloon of Peace Park one mile (1.6 km) south of the city on Main Street. This site includes a large replica of Kittinger's balloon.

Connecting to Our Work Plan

The Age Friendly Caribou committee completed the community survey and focus groups that allowed us to get a better picture of the needs and priorities of older adults in our community.

Some highlights include (note some answer taken verbatim):

1. What do you love about Caribou?

- My family and friends are here. Easy community to get around. Lived in other places, but still love Caribou. There is a lot to do if you look for it. A wonderful rec department. Find that people are moving here – the reason they give is that they did their research and found that Caribou is quiet, safe and the small population is a bonus. Support for the young people, especially with little league. Supportive businesses of the sports and service groups. Kids stay in school longer because of the sports and extra-curricular activities.

2. What is needed for the future?

- Transportation – is desperately needed, senior transportation especially. Need more information on ARTS, etc. Need people who can drive seniors or others to appointments, and around town.
- Neighborhood systems – where people watch out for each other. Visiting angels – volunteer to check on people and visit. Mentorship with kids and older adults.
- Housing – assisted living is a serious need. Elderly housing – long wait to get into housing. Pocket neighborhoods – 55 and older with circle of houses that are low maintenance. Assisted living with a pay for what you need option to help keep costs lower. In Caribou, there are homes in trust funds that aren't being lived in – maybe incentivize a way to sell or buy these homes.
- More shopping - a store that will offer a variety of things since people will not or cannot travel to Presque Isle for Walmart.

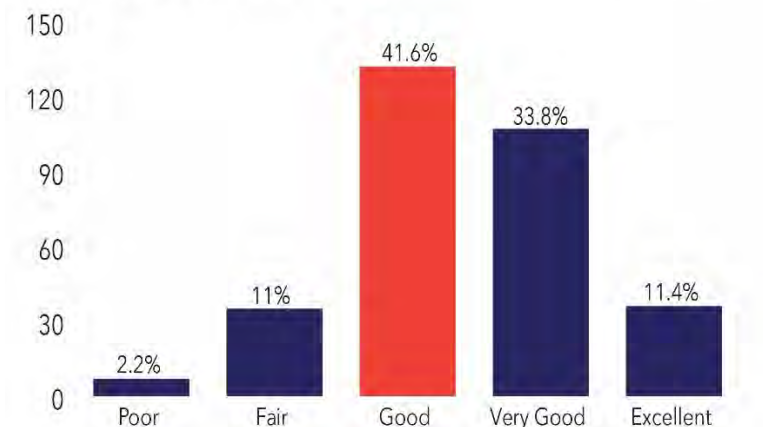
- Taking care of someone is also very costly, and can deplete your income and then you are left with nothing
- Other comments: Sidewalks widened, more help and info to prevent scammers, hospital needs to connect people to resources that will help them as they are discharged – more follow-through for patients when they get home.

3. What needs to work better in our community?

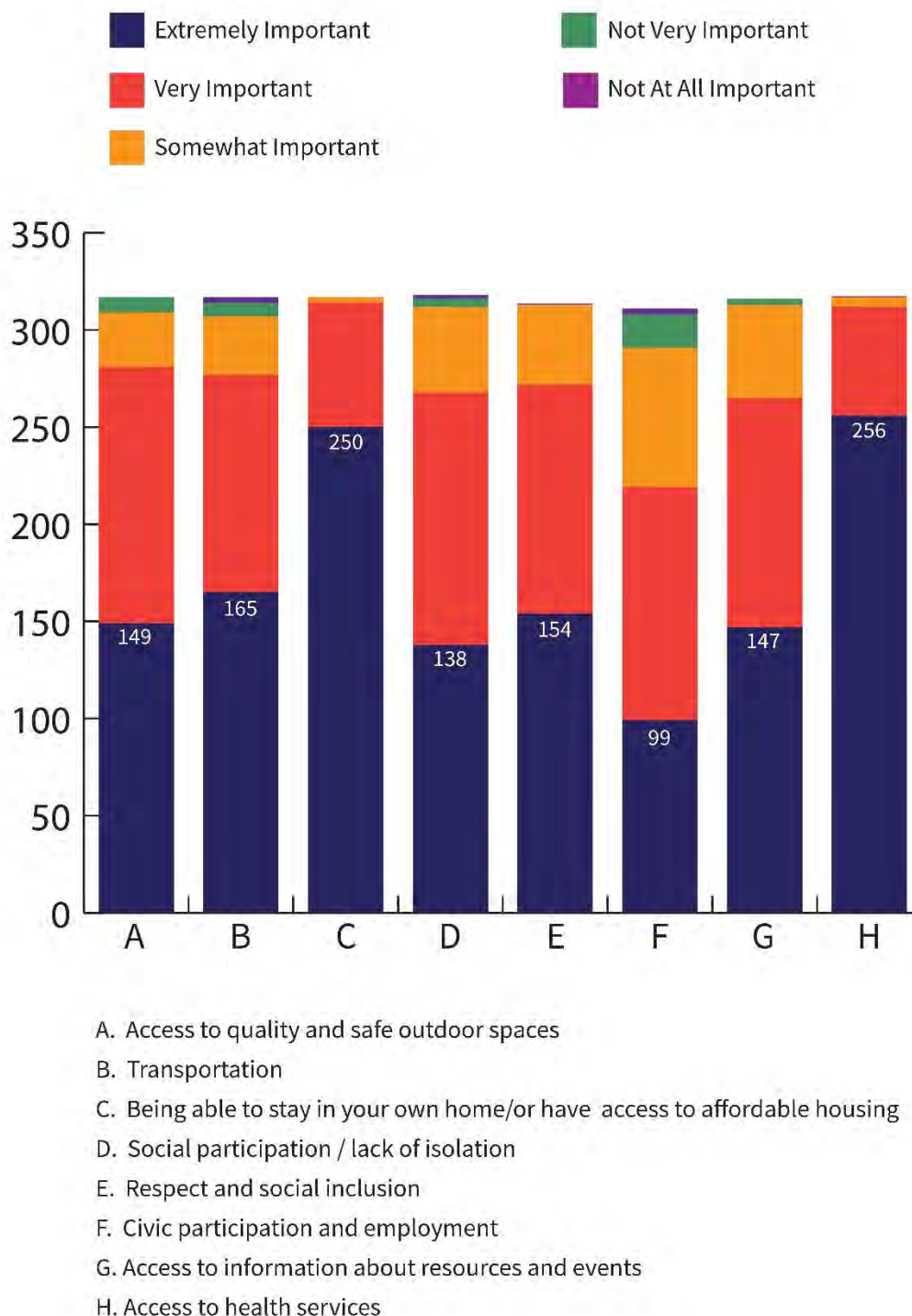
- Informing community on what we have to offer, a lot of people don't know what is going on.
- Senior calendar that is mailed every two months – (Saco has it through their parks and rec, participants pay \$20 a year for program info. They offer a variety of programs like a surprise luncheon, yoga, walking, and trips.
- More telehealth, especially for specialists and or check in visits. Need more support groups for diabetes, Parkinson, mental health.
- Organization that comes to your home to help you prepare to downsize and live in a more age friendly place (catholic charities).
- Place that offers retrofitting for helping people stay in their homes longer.
- Caribou needs a welcome info packet for new people.
- Mentors for kids, the school needs to ask for more help from the community, there needs to be more focus on music and arts for kids. It's the children, the old people need help, but without the children you've got nothing.

Pulled from the data analysis of the survey:

1. How would you rate your community as a place for people to live as they age?



8. The following items can have a significant impact on the quality of life for older residents. How important are these to you?*

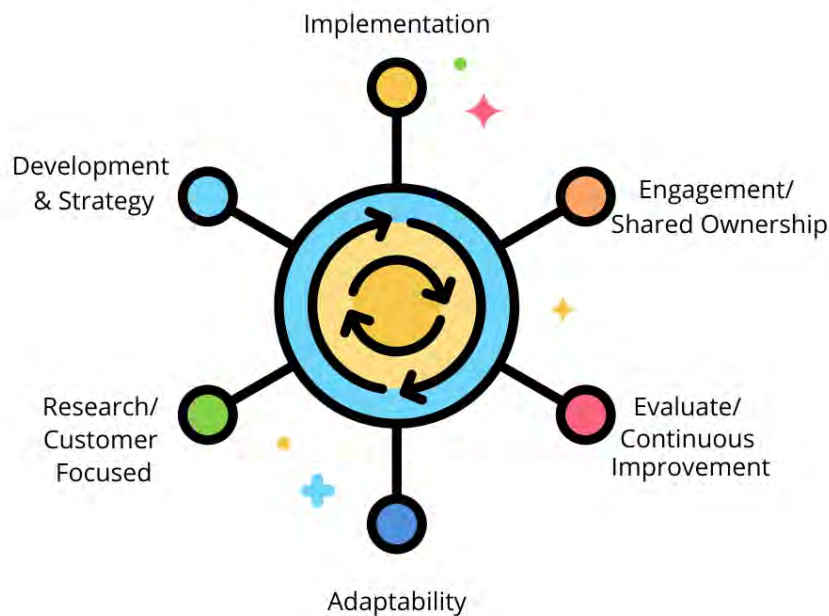


Based on the comments and survey results we understand that we need to address items like aging in place, access to healthcare and especially access to information. There are many programs and organizations offering resources to meet some of the needs addressed, but connecting the people to the resources is noted as a challenge.

Work Plan

Programs and activities outlined in the work plan help address the needs of our community. The method used for implementing the program includes continuous cycles of research, development, implementation, evaluation and more. This helps ensure we are using our time effectively and meeting the needs of the community.

We will also work to promote local resources like the Aroostook County Action Plan winterization and fuel assistance, food commodity boxes, Friendly programs with the Agency on Aging, and more. There are so many resources, that it is more affective to partner and promote, rather than create new programs.



1. Items to note

- a. Timelines may be adjusted based on availability of volunteers/staff, funding and if there is an emergent need.
- b. We will evaluate during program implementation to ensure programs are meeting community needs and adjust as needed.

2. Acronyms or shortened names used in Work Plan

- a. AFC – Age Friendly Caribou
- b. AAA – Aroostook Agency on Aging
- c. Cary – Cary Medical Center
- d. Rec – Caribou Parks and Recreation
- e. TIOS – Take it Outside Series
- f. AFHS – Age Friendly Health System

Work Plan Strategy Charts

Domain/Initiative: Access to Health Services

Activities	Resources and support available/needed		Potential barriers or resistance	Responsibility & Timeline	Metrics
Telemedicine and access to free tablets	Tablets that were donated, headphones, and library staff to troubleshoot	More education on the availability and how to best use telemedicine. Grant to purchase new equipment and possible permanent site to host.	Not tech savvy, cost of equipment	Library and Cary Medical Center. Tablet program in place, but new resources will be available at the library. Promote when new resources avail.	<ul style="list-style-type: none"> Number of people using the resource Feedback from participants
Healthy Aging Events & Pop-up events	Location, vendors, presenters, give-a-ways, promotion		Getting people to attend and then take action from advice offered	Healthy You Program Director and Age Friendly Program Director First program fall 2022	<ul style="list-style-type: none"> Number of programs offered Number of participants
Promotion of specialty clinics and programs @ partner healthcare orgs	More advertising and education on specialist available	More telemedicine opportunities and possible partnerships	Providers already over booked	Age Friendly Program Director and Cary PR Promotion can start summer 2022, new program 2023	<ul style="list-style-type: none"> Advertising and social media reach New partnerships for telemedicine
Healthy Living for ME classes	Trained staff, supplies, locations, promotion		Getting participants and being able to host in-person	Cary staff trained to teach. Classes hosted at least every three months over the next 2 years.	<ul style="list-style-type: none"> Participants numbers Evaluations
Safe Home Meds & suicide prevention	Brochures, advertising, host seminars, promote resources	Certified educators for suicide prevention programs	Suicide is a tough subject.	Cary Community Relations enhance and launch education programs by Dec. 2022	<ul style="list-style-type: none"> Social media engagement Program participants

Age Friendly Health System partnership	Cary is a AFHS, look at new programs like home check-ins	Partnership between program directors on programs and support	Staff numbers for program support	Kate Callicott AFHS director and Age Friendly Program Director. Establish programs by 2023/24	<ul style="list-style-type: none"> Development of new partnership and new programs
Advance Care Planning	Documents, health center participation, promotion, locations for events	Trained ACP and financial planning people to present, hospital campaign to promote Advance care directives for all people	Education on the differences between ACD, DNRs, and medical directives	AFC program director, lawyers or new partners Start program summer or fall 2022, with possible hospital campaign launch	<ul style="list-style-type: none"> Participation at events Media coverage Social media reach

Domain/Initiative: Stay in home / access to services and housing

Activities	Resources and support available/needed		Potential barriers or resistance	Responsibility & Timeline	Metrics
Sand Buckets and Snow Shovel Program	Source for sand, promotion	Volunteers, more buckets, shovels (if needed)	Need reliable volunteers to deliver the buckets or show up to shovel	AFC Snow subcommittee. Start recruiting and promotion Sept. 2022. Continue each winter.	<ul style="list-style-type: none"> Number of people using the resource Feedback from participants Volunteers
AAA Friendly Helpers partnership & Friendly Callers	Good relationship with AAA, promotion, also include Sheriff's call program	More volunteers from Caribou area	Volunteer recruitment	AAA and AFC director. Start recruitment and promotion July 2022. Ongoing	<ul style="list-style-type: none"> Volunteers Number of participants
Fire Safety – lock box and file of life promotion	Good relationship with the fire department, location to host programs, promotion	Grant to fund lock boxes and file of life, volunteers or fire fighters to help install	Funding	AFC committee and Caribou FD. April or May Coffee Talk, additional programs early 2023.	<ul style="list-style-type: none"> Number of Participants

Domain/Initiative: Transportation

Activities	Resources and support available/needed		Potential barriers or resistance	Responsibility & Timeline	Metrics
Caribou Area Ride Service – help promote and support new program	Promotion resources		Volunteer drivers	CARS is a program that we will be supporting, but is managed by a local non-profit through a grant. Launching May 2022	<ul style="list-style-type: none"> • Number of people using the resource • Feedback from participants • Volunteers

Domains/Initiatives: Respect & Social Inclusion & Participation

Activities	Resources and support available/needed		Potential barriers or resistance	Responsibility & Timeline	Metrics
Host Reframing Aging Trainings for community, with focus on local businesses	Partnership with AAA and their trainers, partnership with Chamber of Commerce, location, promotion	Coordination of the people involved to host program	Participation	AFC program director Timeline early 2023	<ul style="list-style-type: none"> • Participants • Feedback • Media coverage • Social Media reach
Coffee Talks	Location, presenters, coffee donations, promotion	Lining up presenters	Participation and engaging presenters	AFC program director and committee Timeline start April/May 2022	<ul style="list-style-type: none"> • Number of participants • Evaluations

Tech Talks (one-on-one technology training)	Established program with great success. Location, supplies, promotion	Promotion for more participants and need more volunteers	Volunteers to help	Partner more with AAA with their Friendly Techie program. AFC program director. Ongoing – new times each month	<ul style="list-style-type: none"> • Participation • Evaluation • Volunteer recruitment
Senior Senior Prom	Promotion, print design, band, location,	Food, decoration, volunteer team, places to sell tickets, photographer, sponsorships	Volunteers and sponsorships	AFC Sub-committee September 2022	<ul style="list-style-type: none"> • Participation • Comments from participants • Sponsors
Resource Magnet and Guide	Already printed and distributed. A popular resource.	Need to update with new numbers and resources, cost to print, look at more detailed guide or 2-1-1 promo	N/A	AFC program director and local organizations that help distribute ongoing	<ul style="list-style-type: none"> • Number distributed • Feedback
Senior Santa - gift tree and distribution of gifts to local seniors in need	A successful program hosted for 2 years. Promotion, distribution,	Donations, volunteers, updated lists of recipients	N/A	AFC Program Director, Sub-committee, meals on wheels team, local senior housing Nov. – Dec. each year	<ul style="list-style-type: none"> • Number of donations • Media coverage • Response from recipients
Senior Smiles Card Program – distribute cards on holidays throughout the year	Promotion, distribution lists	Volunteers, materials to make cards if needed		AFC sub-committee Launch for 4 th of July 2022, and continue for established holidays	<ul style="list-style-type: none"> • Cards distributed • Volunteer participation
Thursday's on Sweden Street Booth (Old Timers Advice, Pop-up Tech Talk)	Table, tent, chairs, give-a-ways, promotion from City for event	Register the booth, volunteers to man the booth	Volunteers	AFC Committee Set TOS dates for summer 2022	<ul style="list-style-type: none"> • Number of people engaged at event • Volunteers that help

Domain/Initiative: Outdoor Spaces

Activities	Resources and support available/needed		Potential barriers or resistance	Responsibility & Timeline	Metrics
Community Garden or Seed Library	Small amount of funding, promotion resources, partnership with Rec	Someone to build or loan boxes, materials, location to host garden, volunteers to manage	Volunteers, finding best location, permission from City for land use	Planning – AFC program director, volunteer from committee to lead Possible summer 2023 or later	<ul style="list-style-type: none"> • Usage • Volunteers
Rec program partnership	TIOS program, pickle ball, other rec exercise programs, promotion resources,	Research ideas and meet with Rec on how we can partner on these programs to support each other		AFC Program Director / committee, Rec program coordinator Start summer 2022 for ongoing relationship	<ul style="list-style-type: none"> • Participation • Partner Program Development
Dog Park Meet-ups	Dog park, promotion	Liability and rules outlined, sponsor for treats	participants	AFC committee Possible start summer 2022 or Fall 2022 depending on volunteers	<ul style="list-style-type: none"> • Participants • Volunteers • Sponsors
Trail maps and walking events	Promotion resources, walking trails in town, Cary support	Development of new trail maps, volunteers, possible Boy Scout partnership	Volunteers, printing map cost	AFC Program Director, Cary Healthy You Director, Volunteers Summer 2023	<ul style="list-style-type: none"> • Event participants • Map distribution • Media coverage

Domain/Initiative: Civic Participation

Activities	Resources and support available/needed		Potential barriers or resistance	Responsibility & Timeline	Metrics
Rides to Vote	CARS partnership, promotion	Volunteer drivers, established drive times, maybe be able to use Rec van?	Volunteers to drive	AFC committee, CARS Election day	<ul style="list-style-type: none"> Usage Volunteers
Host Legislator and Community Leader Q&As	Promotion, access to legislators, location, snack/drink donations	Maybe use CARS for rides to event or Zoom options, community leader participation	Participation	AFC director, committee Late summer early fall before elections 2022. Host annually.	<ul style="list-style-type: none"> Participation Media coverage Social media metrics

Domain/Initiative: Access to Information

Activities	Resources and support available/needed		Potential barriers or resistance	Responsibility & Timeline	Metrics
Website and Facebook pages	Already have FB page and web page on City website	Need to update website on a more frequent basis and promote		AFC Program Director and volunteer to update ongoing	<ul style="list-style-type: none"> Usage Volunteers
Local Access TV programming and media partnerships	We have established relationships with local media and can get programming on local access	To ensure we send press releases and information on programs to keep them informed		AFC Program Director ongoing	<ul style="list-style-type: none"> Participation Media coverage Social media metrics

Evaluation Matrix

Program Strengths	Weaknesses	Opportunities	Metrics Recorded
For evaluation purposes we will address the strengths of each program	Weaknesses will be identified	Opportunities for improvement or change to better reach audience or enhance program	Metrics identified will be recorded for each program
Tech Talk			
Strengths: great feedback from participants, location is good, advertising and support from library is working	Need more volunteers and have had a lull in participation	Enhance advertising to reach more participants. Launch volunteer recruitment	22 participants for an average of 2 participants a month. Some participants came multiple times which increases the average to 4 a month.

Each program will be entered into the evaluation matrix to ensure goals are being met and to address any weaknesses and opportunities.

Appendix I

Programs Implemented or On-going



Book Donation to the Caribou Library



Sand Buckets & Senior Santa



You Are Not Alone

"You have a community of people who can be there for you, even if they aren't with you,"
Dr. Nirav Shah, Director of the Maine CDC

- If you have questions or concerns about COVID-19 call: 211
- If you are in crisis or are concerned about someone else, call the 24-hour crisis hotline. The Lifeline provides free and confidential support for people in distress, prevention and crisis resources for you or your loved ones.




MAINE CRISIS HOTLINE 888-568-1112

Isolation & Suicide Prevention



Thursdays on Sweden Street (we partnered with Fort Fairfield to promote their home repair program)



Caribou Resources
Age Friendly
Caribou

Emergency – 911

Police Department (non-emergency) – 207-493-3301
Fire Department – 207-493-4204
Maine’s 24/7 Information line – Dial 211

City of Caribou
www.cariboumaine.org
Town Office – 207-493-3324
Library 207-493-4214
Post Office 207-492-0080
Parks and Recreation – 207-493-4224
Public Works – 207-493-4211
Utilities 207-496-0911
Cary Medical Center – 207-498-3111
Emera – 207-973-2000
Aroostook Area Agency on Aging – 207-764-3396 /
Food Support Program – 207-764-6185
ARTS (Aroostook Regional Transportation System)–
207-764-1290
Town Taxi – 207-498-3146
Meals on Wheels – 207-498-8197
Heating Assistance & Electricity Lifeline Program –
800-965-5762
Adult/Elder Abuse/Neglect – 800-624-8404
Legal Services for the Elderly – 800-750-5353
ACAP (Aroostook County Action Program) – 207-496-7681
Age Friendly Caribou – facebook.com/agefriendlycaribou

TELEHEALTH @ YOUR LIBRARY



Caribou Public Library's Telehealth Program

**Have a telehealth appointment with
your doctor? No internet at home?
WE CAN HELP!**

**Call the library to reserve your date & time.
We have tablets with cameras and
headphones to help you meet with your
provider!
Call us today!**



Caribou Public Library
30 High Street
Caribou, Maine 04736 | (207) 493-4214
www.cariboupubliclibrary.org





Age Friendly *Caribou* Tech Talk

One-on-One Technology Training and Support

- Do you have a cell phone, tablet, or laptop and have questions on how to use it?
- Do you want to learn more about using social media to stay connected with family and friends?
- How about learning how to use video chat for meetings, telemedicine, and chatting with friends?
- Want to learn where to download apps and discover apps that can provide entertainment, keep your schedule, and more?

Our team of volunteers can help you answer questions about using your technology. Make an appointment to have a one-on-one chat with your Tech Talk Pal!

**Wednesday, April 21,
4:00 to 6:00 PM**

**Tuesday, April 27
11:00 AM - 1:00 PM**

At the Caribou Library

**Make your appointment today!
Call Elizabeth at 498-1632 or
email esinger@carymed.org**



***Safety precautions in place!
Masks required.***



The first Tech Talk program



City of Caribou

Office of the Caribou City Council

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-5961
Fax (207) 498-3954
www.cariboumaine.org

May 9, 2022

Noël Bonam AARP Maine State Director
53 Baster Blvd
Portland ME 04101

Dear Mr. Bonam,

On behalf of the City of Caribou, I am pleased to submit the Age Friendly Caribou Action Plan. Caribou recognizes the importance of encouraging and promoting age-friendly planning and policies to address changing demographics and to enhance independent living. We are also committed to a process of continual improvement to support active and healthy aging.

Caribou is a warm and friendly community and we recognize the needs of our growing older adult population. It is our desire to engage our community and implement this robust plan to help older adults enjoy the wonderful environment we share and to remain active and engaged members of our community.

As part of our involvement and commitment, we conducted an assessment that helped drive the priority programs, and we will continue to involve older residents deeply in the planning, implementation and evaluation of our plan.

We understand that this action plan is a valuable resource for community members, organizations and stakeholders, as this will allow them to keep track of our goals and get involved with programs that they can best support. We look forward to working together more to celebrate older adults and promote healthy living, active lifestyles and endless adventures!

Sincerely,

Jody R. Smith, Mayor

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



MEMO

TO: Caribou Planning Board
FROM: Kenneth Murchison, Zoning Administrator/CEO
RE: Caribou Riverfront Development District
DATE: February 17, 2022

The Riverfront Redevelopment Stakeholders Group was convened on September 23, 2020 and became an Official Committee of the City in September of 2021, titled the Caribou Riverfront Renaissance Committee (CRRC).

The CRRC has been working diligently to identify and prioritize riverfront assets, set goals, and ultimately restore interests of renewed commercial, residential, and recreational opportunities while celebrating the riverfront as vital part of our community and the CRRC, at the February 15, 2022, meeting voted to recommend to the Caribou Planning Board the formation and designation of a Riverfront Development Overlay District.

Work on a Land Use Table and Zoning unique to this district to be applied to the Riverside Development District is ongoing by the Caribou Planning Board and assisted by the Riverfront Renaissance Committee and will ultimately approved to Ordinance by the Caribou City Council.

The first step in defining the land use and proposed zoning for this area of the city is to agree on the area impacted by these refinements, and so, the actual designation of the Riverfront Development District.

Recommendation from the Riverfront Renaissance Committee,

At this time the Caribou Riverfront Renaissance Committee would like to introduce the Riverfront Development District as envisioned by the committee and to seek council input on the designation of the district. See the attached.

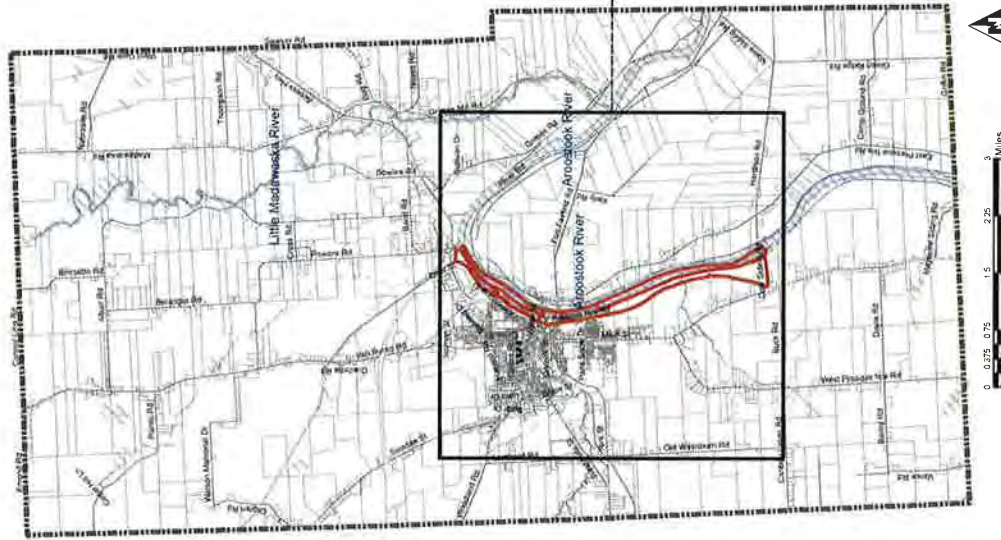
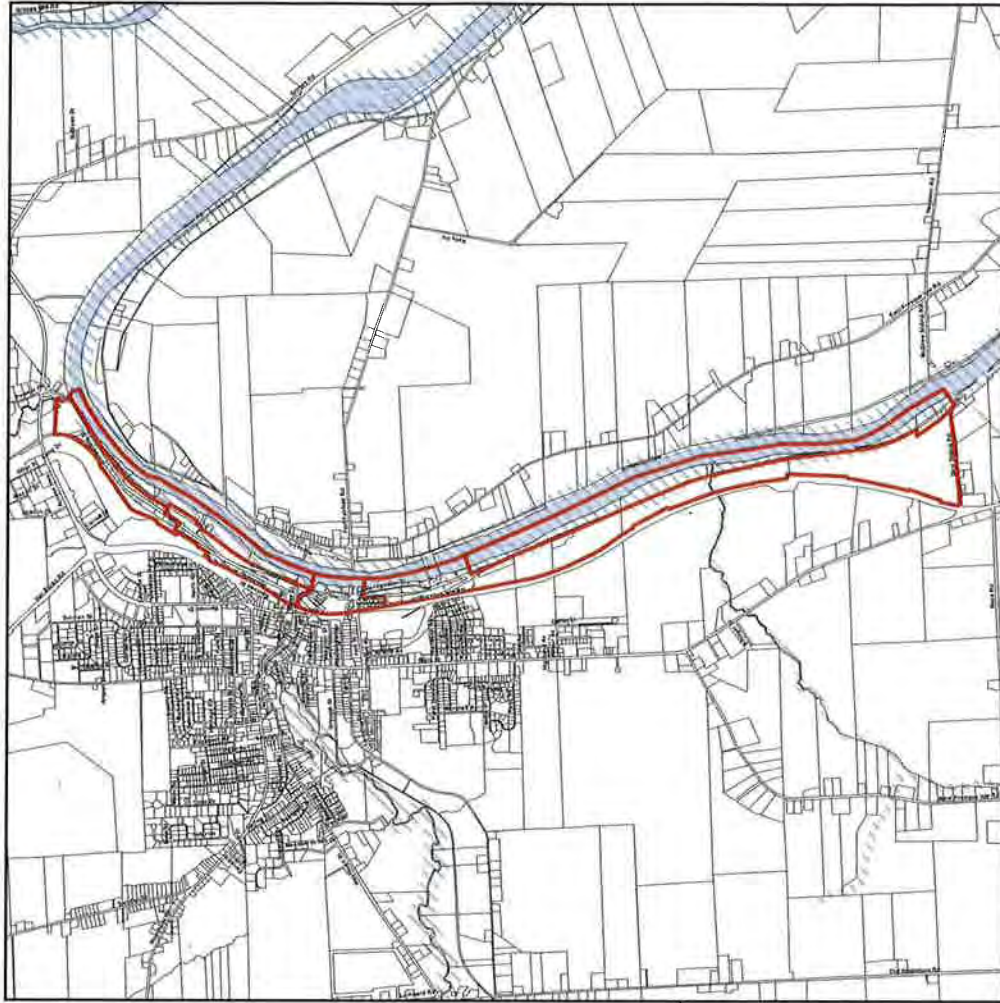


City of Caribou **Riverfront Redevelopment District Map**

- Legend**
- Riverfront Redevelopment District
 - Township Boundaries
 - Caribou 2019 Update Final
 - Rivers and Water Bodies
 - Shoreland Zone

Produced June 15, 2021, by Caribou Planning and Zoning Administrator
 Data: All data derived from Caribou GIS digital maps
 Software: ESRI ArcMap 10.8

This map is for general reference purposes only. No warranty of data or representation of such relative to Real world conditions is given. Any questions or disputes about the information conveyed on this map should be directed to Caribou City Planning and Zoning Administrator Office located at 25 High Street, Caribou, ME 04736





City Manager's Report
May 9, 2022

Economic Projects

River Front - Powerplants	I reached out to Mr. Marker for his recollections about the history of the project. He has responded and I am working through the information he provided.
Broadband Initiative	More information is coming out all the time. There was a webinar from PretiFlaherty Friday May 6 about some of the new developments and I am hoping that some points will be clarified.
CDBG	Letter of Intent for C&J submitted on time. C&J worked with Graham Warne from NMDC.
Ogren Dump Solar Project	No new updates
Events and Marketing	City-Wide Yard sale is this weekend! Thursdays on Sweden, Caribou Cares about Kids and the Craft Fair all in the works.
Landbank	No new updates
Chapter 13 Rewrite	No new updates
Federal American Rescue Plan Act	Application for the County ARPA funds was submitted on time. Still have not received resolution on web permissions from the Department of Treasury to complete the report that was due 4/30. The required conflict of interest policy is on the agenda tonight.
Blight Cleanup	CEO Murchison is working on notices of violation.
Birdseye Cleanup	No new updates
60 Access Highway	Final resolution: The only party not to pay their obligation was County Bag. Attorney Solman said that County Bag has been administratively dissolved and therefore the City will not be able to collect.
River Front - Master Plan	Staff would like to apply for a planning grant from the Libra Foundation (on tonight's agenda).
Façade Improvement Program	No new updates
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	A permit has been issued for additional cold storage units.
Business Outreach	Attended the ribbon cutting ceremony at "Thrive Body Spa".

Other Administrative Projects	
Tax Acquired Property Policy	We did have an inquiry from an abutting land owner with interest in a piece of land. Staff is working to determine the best course of action in keeping with state statute and our tax acquired property policy.
Nylander	No new updates
Fire Structural Work	No new updates
Fire Station Renovations	No new updates
Police Station	There will be a vote on the June ballot. I have had conversations with USDA/RD about their Community Facilities loan program should the question be passed. She expects the interest rate to increase in July.
River Road	No new updates
Investment Policy	There was an investment committee meeting and it was agreed to renew the certificates of deposit for a shorter term as interest rates are forecasted to rise.
Trailer Park Closure	Three families still in the park.
Fish Hatchery Bridge	No new updates
Cable Franchise Renewal	No new updates
Airport	No new updates
Personnel Policy	No new updates
Procurement Policy	No new updates
New LED Street lights	The online tool is not working but we are able to report outages by email.
Comp Plan Update	No new updates
COVID-19 Status	COVID-19 community levels still high in Aroostook County
Administrative Approvals	City Clerk Business Licenses renewed: Caldwell's Sanitation
Personnel Changes	The two new employees in the Public Works department (one full-time, one part-time) are working out well
Age-Friendly Efforts	Age-Friendly meeting held 5/4. The Age-Friendly Caribou Action Plan is on tonight's agenda.
Other Updates	Meetings this week: Penny will be out of the office 5/11 to 5/13.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: Sample ordinance on snow removal from hydrants

This issue was brought up at the last meeting.

Staff was requested to bring back a sample ordinance for City Council consideration.

During the budget process, it was noted that CUD charges the City of Caribou \$325,000 annually for hydrant rental and the PUC rules would allow a charge of \$355,000. If the CUD was required to clear the snow from the hydrants, it would most likely result in a higher charge.

As discussed at the last meeting, I contacted MMA about any potential liability on the City's part and was given this answer from Richard P. Flewelling, Senior Staff Attorney from MMA:

"My anecdotal impression is that in most municipalities, it's either the fire department or the public works department that clears snow from fire hydrants regardless of whether the hydrants are owned by the municipality or a separate water or utilities district. You might be able to gather some more direct information about this by using the MTCMA's listserv to ask your counterparts in other municipalities.

With respect to potential municipal liability for failure to clear fire hydrants of snow, I doubt there is any. Specifically, I cannot identify any exception to the general grant of immunity under the Maine Tort Claims Act (14 M.R.S. Sections 8101-8118) that would include fire hydrants rendered unusable due to snow or ice."

I also asked on the MTCMA ListServ and received many varied responses ranging from the Water District, a paid contractor, to a joint effort by the Fire Department and Public Works.

Suggestion Action:

If the City Council wants to proceed with this course of action then it would need to be introduced for a public hearing at the June 13, 2022 Caribou City Council meeting.

Ordinance Introduced by _____
on _____, 2022

ORDINANCE No. 5, 2022 Series

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

An Ordinance To Amend Chapter 5, Fire Prevention to clarify the responsibility for snow removal from the hydrants located within the City of Caribou

Short Title: An Ordinance to Amend Chapter 5, Fire Prevention

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

WHEREAS, the City of Caribou has adopted as part of its ordinances the regulations contained within Chapter 5, Fire Prevention; and

WHEREAS, it has only been assumed and not defined that the City of Caribou Public Works department would remove the snow from the hydrants located within the City of Caribou; and

WHEREAS, the Caribou City Council desires to clarify the responsibility for snow removal from the hydrants located within the City of Caribou; and

WHEREAS, the Caribou Utilities District owns and maintains the fire hydrants within the City of Caribou and the City of Caribou pays an annual lease for these hydrants as allowed by the Public Utilities Commission; and

WHEREAS, the Caribou Utilities District has on occasion, removed the snow from said hydrants, and going forward shall be responsible for the snow removal from all hydrants within the City of Caribou; 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

Chapter 5 Fire Prevention, Article VII Fire Protection Equipment shall be amended as follows:

5-703 Snow Removal from Fire Hydrants

The Caribou Utilities District will remove all snow from fire hydrants within the City of Caribou after each storm as to have a path cleared in the event of a fire.

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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: ARPA Conflict of Interest Policy

It was brought to the City Council at a previous meeting that, in a legal update received from Maine Municipal Association, all municipalities must adopt a conflict-of-interest policy to spend their ARPA funds in compliance with U.S. Treasury regulations.

Maine Municipal Association has provided a sample uniform federal grant guidance conflict of interest policy. City Legal Counsel has reviewed and approved the sample language.

Suggestion action:

Please move, second and vote to approve Resolution 05-01-2022 "ARPA Conflict of Interest Policy"



Resolution 05-01-2022

A Resolution of the Caribou City Council Adopting the ARPA Conflict of Interest Policy

WHEREAS, The Caribou City Council has received ARPA NEU funds, and

WHEREAS, The Caribou City Council desires to use these funds in a manner consistent with the guidelines set forth by the federal government, and

WHEREAS, The Maine Municipal Association has produced, and the City of Caribou legal counsel has approved the attached 2-page Conflict of Interest Policy, and

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL, that the city will adopt and follow the attached 2-page Conflict of Interest Policy

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 9th day of May, 2022.

Jody R. Smith, Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]

Municipality of Caribou
Conflict of Interest Policy for Local Fiscal Recovery Fund Projects
2 CFR § 200.318

I. Purpose

The purpose of this policy is to establish conflict of interest guidelines that meet requirements under 2 C.F.R. § 200.318(c)(1) for procuring goods, services, and construction or repair projects funded in whole or part by federal Local Fiscal Recovery Funds received pursuant to the American Rescue Plan Act (“ARPA”)(Pub. L. No. 117-2, March 11, 2021).

II. Policy

This policy applies when the municipality procures goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal Local Fiscal Recovery Funds received pursuant to the American Rescue Plan Act (ARPA). This policy also applies to any subrecipient of the ARPA funds.

The employee(s) or official(s) responsible for managing the ARPA award shall review the notice of award to identify any additional conflict of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, officials and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. No officer, official, employee, or agent of the municipality may participate directly or indirectly in the selection, award, or administration of a contract supported by ARPA funding if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, official or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, official, employee or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor or, in the case of a board member, shall make disclosure to at a duly noticed board meeting. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable U.S. Treasury (awarding agency) policy.

B. Gifts. Officers, officials, employees, and agents of the municipality are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25 which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets.

Any officer, official, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor, or in the case of a board member, to the board.

III. Violation

Employees or appointed officials violating this policy will be subject to discipline consistent with applicable policy, charter, ordinance or law, which may include termination or removal from office. Elected officials violating the policy may be subject to censure or other penalty consistent with any municipal charter. Violation of this policy by a contractor or subrecipient may result in breach or termination of the contract and will impact the contractor's eligibility for future contract awards.

Adopted by the Municipal Officers on _____, 2022.

Attest: _____
Danielle Brissette, City Clerk

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: Libra Foundation planning grant for the Caribou Riverfront Renaissance Committee

Karen Gorman has been working to find grants to fund community projects. She has found that the Libra Foundation has awarded grants for projects like what is needed to develop a strategic plan to further the mission of the Caribou Riverfront Renaissance Committee.

This grant requires no matching funds. One requirement is that the filing request (grant application) has been authorized by the Board of Directors (the Caribou City Council).

One thing that has been learned during my time as City Manager is that to get grant funds, the project needs to be “shovel ready” and that begins with having a strategic plan.

Suggestion Action:

Please make a motion, second and vote to approve and sign the attached resolution authorizing staff to proceed with the filing request.



Resolution 05-02-2022

A Resolution of the Caribou City Council Authorizing a Charitable Grant Application to the Libra Foundation

WHEREAS, The revitalization of the Caribou riverfront area has been a stated priority for many years and is incorporated into current planning documents such as the 2008 Downtown District Plan and 2014 Comprehensive Plan, and

WHEREAS, The Caribou City Council desires to take positive actions to identify riverfront assets, set goals and ultimately restore the riverfront as a vital part of the community through the work of the Caribou Riverfront Renaissance Committee, and

WHEREAS, The Libra Foundation supports activities, operations and purposes for charitable organizations within the State of Maine, and

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL, that the city will authorize staff to submit a charitable grant application to the Libra Foundation for the purposes of funding a planning grant to determine a physically possible and financially feasible course of action consistent with the goals of the Caribou Riverfront Renaissance Committee, all applicable statutes, and the natural resources available.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 9th day of May, 2022.

Jody R. Smith, Mayor

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: May 9, 2022
Re: City Manager 6-month evaluation and satisfaction of probation period

On October 18, 2021, the Caribou City Council entered into a contract with Penny Thompson for the position of Caribou City Manager.

Chapter 2 – Administration of the City of Caribou ordinances outlines that newly hired employees will be subject to a probationary period of six (6) months.

Penny Thompson was given a favorable 6-month evaluation by a majority of the Caribou City Council in executive session after the April 25, 2022 meeting.

The Personnel Policy requires that “The Council Personnel Committee jointly with the Mayor shall complete the evaluation on the City Manager. This evaluation shall be approved by the City Council , with the final vote taken in public session. The evaluation report will be signed by the Mayor and/or Chairman of the Personnel Committee and maintained in a confidential file ...”

Suggestion Action:

Please make a motion, second and vote to approve and sign the attached resolution accepting the 6-month evaluation and satisfaction of the City Manager’s 6-month probation period and the authorizing the Mayor to sign the evaluation report.



Resolution 05-03-2022

A Resolution of the Caribou City Council Accepting the 6-month evaluation report of the City Manager

WHEREAS, The Caribou City Council has entered into a contract with Penny Thompson on October 18, 2021 for the position of City Manager for an indefinite term, and

WHEREAS, Chapter 2 – Administration of the City of Caribou ordinances outlines that newly hired employees will be subject to a probationary period of six (6) months, and

WHEREAS, Chapter 2 – Administration of the City of Caribou ordinances requires that “The Council Personnel Committee jointly with the Mayor shall complete the evaluation on the City Manager. This evaluation shall be approved by the City Council , with the final vote taken in public session. The evaluation report will be signed by the Mayor and/or Chairman of the Personnel Committee and maintained in a confidential file ...”, and

WHEREAS, Penny Thompson has been given a favorable 6-month evaluation report by a majority of the Caribou City Council, and

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL, that Penny Thompson has satisfied the probationary period for the position of Caribou City Manager.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 9th day of May, 2022.

Jody R. Smith, Mayor

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: May 9, 2022

Re: Re-establish the tradition of honoring the oldest citizen in Caribou with the transmittal of the Boston Post Cane

May is Older Americans Month. As part of this celebration, I would like to re-establish the tradition of honoring the oldest citizen in Caribou with the transmittal of the Boston Post Cane.

I have asked other members of staff including Library Director Peter Baldwin and City Clerk Danielle Brissette for assistance and while we can not find Caribou's original Boston Post Cane, my research has led me to a source to procure a replica cane.

Once the oldest citizen can be contacted, the City Council can officially transmit the honor at a later meeting.

Suggestion Action:

Please make a motion, second and vote to approve the recommendation to re-establish the tradition of honoring the oldest citizen in Caribou with the transmittal of the Boston Post Cane.

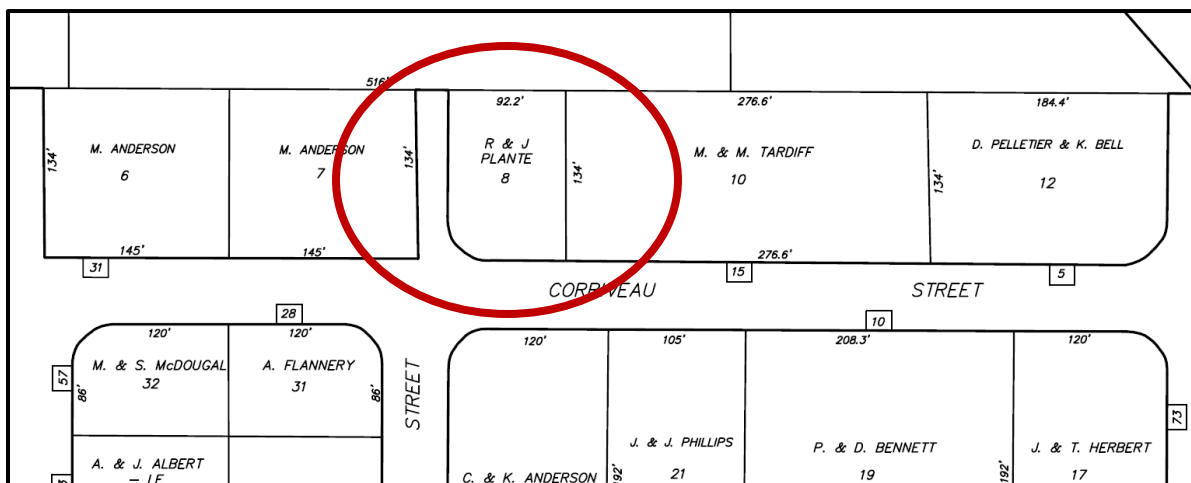
CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: Request to convey the east half of Violette Street extension where it adjoins Lot 46

On October 29, 2021, J&A, LLC purchased a parcel of property, City of Caribou Map 41 Lot 8 from Roger and Jennifer Plante:



On the map, it indicates that the west half of Violette Street extension where it meets Lot 45 was incorporated into Map 41 Lot 7. Further research establishes that on October 15, 2004, the City of Caribou conveyed this (and another section) from the survey and plan of the Walter J. and Rose Marie Corriveau Subdivision by A.H. Rheinlander, Surveyor, which plan was projected August 14, 1956, and recorded at the Southern Aroostook Registry of Deeds in Volume 14, Page 31 and notes, 'this conveyance is to parts of paper streets that are shown on the aforesaid survey and plan but never developed as streets'.

The deed referenced above, Book 4039 Page 25, was prepared by a local attorney and not staff.

The new owner, Jeremiah Flannery has contacted the City about conveying the east half of Violette Street extension where it adjoins Lot 46 (Lot 46 of the subdivision is Map 41 Lot 8).

Suggestion Action:

This could be a first read or if you approve, please make a motion, second and vote to convey the east half of Violette Street extension where it adjoins Lot 46 (Lot 46 of the subdivision is Map 41 Lot 8) to J&A, LLC with the understanding that all costs for the transfer be paid by J&A, LLC and that the conveyed parcel will be combined with Book 6245 Page 238, Plante to J&A LLC.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: Request received by Caleb Trombley to Opt-in to Retail Marijuana in Caribou

Caleb Trombley, on behalf of Wicked Kind Farmacy, has requested that the City of Caribou “opt-in of all forms of retail medical marijuana stores in the city”. His request is attached.

MMA has regularly offered legal updates municipal marijuana regulation due to the frequent changes in the law. I have attached some of the recent resources.

Staff has attended legal updates and the overwhelming sentiment is that municipalities must proceed with caution. Any process would need citizen input and significant work from the Planning Board and City Council after consultation with legal counsel. Other area communities who have opted-in should be contacted to determine what municipal services are impacted with this type of business (i.e. are there more calls for service from police and EMS to or related to the establishments) and what lessons were learned during the roll-out of adding the operations.

The question about marijuana did go to Maine voters and Caribou voters voted 62% against the question’s passage. Therefore, if the City Council would like to act on this request, a good first step would be a vote to determine the support of the citizens to opt-in.

The feedback to staff from the community has been against opening retail stores within the City of Caribou.

The Town of Lebanon (population 6,469) has ordinances regulating: adult use marijuana business, medical marijuana business and registered caregiver licensing. The Lebanon Medical Marijuana Business Ordinance is included in the packet. It was approved by voters August 3, 2021, by a vote of 327 to 319 with 1 blank.

Suggestion Action:

This is brought forward due to Mr. Trombley’s request. Much work would need to be done to bring this back as an actionable item to take to voters.

Wicked Kind Farmacy

Caribou, ME

(207) 479-7620

calebt.wkf@aol.com

Opt-In Request

14th March 2022

OVERVIEW

This is a formal request from I, Caleb Trombley on behalf of Wicked Kind Farmacy, to the city of Caribou for the opt-in of all forms of retail medical marijuana stores in the city. Ideally, the current state laws would be amended but we understand the council and planning board has some worries about this section. We would recommend that the council takes what reasonable measures they deem necessary to not cause these various issues to arise.

While there are currently options available, the verbiage of the laws that are in place conflict with the current state laws, which make it impossible to execute our business plan in this community.

We are a young, experienced, driven team that plans on working as cooperatively and transparently with the council as possible to change this for the members of the community.

GOALS

- 1.
- 2.
3. Provide quality medicine to our patients in a clean, safe, and welcoming environment.
- 4.
- 5.
- 6.
7. Educate the public on the various different types and forms of medicine we provide.
- 8.
- 9.
- 10.
11. Create new funding avenues for the city of Caribou.
- 12.
- 13.
- 14.
15. Create a community of caregivers, patients, and consultants alike.
- 16.
- 17.
- 18.
19. End the stigma that's been cast over this industry for years.
- 20.

ABOUT US

Being from the Caribou-Woodland area, I've developed a relationship with many of the community members along the course of my life. After moving to the Bangor area after graduating high school and quickly getting to work in this industry, I realized this is what I wanted to do.

After doing so, a common trend I noticed among my peers is a lack of affordable, quality medicine in the Caribou area. Now that we are in a position to change that, we and the citizens would greatly appreciate it if the council members could find the time to make this a reality. It's going to be a lot of work, but we are more than willing to do what it takes to get this done.

Many thanks,

Caleb

Founder

Authorized Medical Marijuana Activity Flow Chart

Does the individual have a state-issued registry identification card? (CEO can verify with OMP)

Yes

No

Does individual qualify as an unregistered caregiver?

Yes

No

Is the registered caregiver operating a store, manufacturing facility, testing facility or dispensary?

Yes

No

Activity authorized subject to state limitations (municipalities cannot directly regulate unregistered caregivers)

NOT AUTHORIZED

Has municipality opted-in to that type of establishment?

Yes

No

Was establishment in operation before 12/13/2018?

No

Yes

Does municipality have regulations directly regulating registered caregivers? (Municipalities cannot prohibit or limit number of caregivers, but can regulate them)

Yes

No

Has municipality imposed limits on the number or types of establishments?

Yes

No

Did it receive **specific** municipal approval before 12/13/2018?

No

Yes

Is registered caregiver compliant with all local land use, zoning, or business regulations?

Yes

Authorized subject to state registration and generally applicable local ordinance requirements.

No

NOT AUTHORIZED

Do opt-in limits on number or type of establishments allow for additional establishment?

No

Yes

NOT AUTHORIZED

Authorized subject to state registration and local ordinance requirements.

NOT AUTHORIZED

Maine Marijuana Statutes Cheat Sheet (Current as of October 27, 2021)

Prepared by MMA Legal Services. For more information on marijuana and municipalities, please contact our office at 800-452-8786, or visit our Member Center website at www.memun.org.

Marijuana Legalization Act (or Adult Use Marijuana Law) – 28-B M.R.S. §§ 101-1504

- Legalizes the use and commercial sale of marijuana for recreational (adult use) purposes
- Personal use and cultivation allowed state-wide – can grow up to 3 mature plants, 12 immature plants and unlimited seedlings
- Establishes state licensing process for 4 types of adult use marijuana establishments: cultivation facilities (including nurseries), retail stores, products manufacturing facilities, and testing facilities – **NO** social clubs
- **Default is prohibition** – municipality must vote to “opt in” to operation of adult use marijuana establishments within the municipality (if it wants to allow them)
- State licensing through Office of Marijuana Policy (OMP), conditioned on municipal approval – commercial sale and production began October 9, 2020
- Municipalities may regulate adult use marijuana establishments locally
- Municipalities may regulate home cultivation, but may not generally prohibit, zone, or license the activity
- State collects 10% sales tax on retail sales and excise tax on weight or quantity of marijuana and marijuana products– **no state-municipal revenue sharing or local option taxation**

Maine Medical Use of Marijuana Act – 22 M.R.S. §§ 2421-2430-H

- Legalizes the use and distribution of marijuana for medical purposes by qualifying patients, medical providers, caregivers, dispensaries, manufacturing facilities, and testing facilities
- Establishes registration requirements through OMP for medical marijuana caregivers, dispensaries, manufacturing facilities, and testing facilities
- Authorizes registered caregivers to operate medical marijuana retail stores (“**retail store**” now defined by statute)
- Allows 6 additional registered dispensaries, and unlimited dispensaries after 2021
- Local code enforcement officers can verify caregiver registration information with OMP
- Municipalities may regulate registered caregivers, registered caregiver retail stores, registered dispensaries, testing facilities, and manufacturing facilities, except municipalities cannot prohibit or limit number of caregivers
- **Default is prohibition** – municipality must vote to “opt in” to operation of registered caregiver retail stores, registered dispensaries, testing facilities, and manufacturing facilities (if it wants to allow them)
- Medical marijuana establishments already in operation with “municipal approval” as of December 13, 2018 are grandfathered – “municipal approval” means examination/approval of use of premises for medical marijuana purposes
- Most medical marijuana products sold by registered caregivers and dispensaries subject to 5.5% sales tax. Edible marijuana products subject to 8% sales tax – **no state-municipal revenue sharing or local option taxation**

Hemp & CBD – 7 M.R.S. § 2231

- Allows individuals to “plant, grow, harvest, possess, process, sell and buy hemp” if they hold a state license
- Municipal regulation of hemp not addressed – Maine Agriculture Protection Act (7 M.R.S. Ch.6) may apply
- **New legislation**, effective 3/27/19, redefines “hemp” to include all derivatives, namely cannabidiol (CBD), and intends to allow production and sale of hemp and hemp-derived products in *intrastate* commerce with hemp license
- **New legislation**, effective 9/12/19, overhauls hemp licensing process and amends definitions of “marijuana” in both marijuana laws to exclude hemp as defined by the hemp statute
- **Hemp and hemp-derived CBD regulated by hemp statute only. Maine’s marijuana statutes do not apply**
- Under federal law sale of CBD in *interstate* commerce still restricted.



Local Regulation

➔ Municipal Opt-in

The MMUMA prohibits the operation of any new registered caregiver retail stores, registered dispensaries, testing facilities, and manufacturing facilities after December 13, 2018, unless the municipal legislative body has voted to allow the operation of these types of facilities within the municipality. 22 M.R.S. § 2429-D(3). In other words, such facilities are prohibited by default unless a municipality's legislative body has voted to "opt in" to their operation. This municipal authorization is similar to the municipal "opt-in" authorization required before adult use marijuana establishments may operate under the Adult Use Marijuana Act ([28-B M.R.S. §§ 101-1504](#)).

There is one significant caveat to this default prohibition: municipalities may not prohibit registered caregiver retail stores, dispensaries, testing facilities, or manufacturing facilities in operation with municipal approval prior to December 13, 2018. This means that all such facilities already operating **with municipal approval** may continue to operate even if the legislative body does not vote to "opt in" to the operation of new commercial medical marijuana establishments in general. Additionally, "municipal approval" means approval of the particular medical marijuana-related use, it does not mean an approved business license or land use permit that does not address the use of the facility or structure for a medical marijuana-related activity (22 M.R.S. § 2429-D(2)).

Note that the default prohibition applies to registered caregiver **retail stores**, not to registered caregivers generally. Under the MMUMA, municipalities are expressly precluded from prohibiting or limiting the number of registered caregivers within their jurisdiction (22 M.R.S. § 2429-D(1)).

➔ Home Rule Authority to Regulate

The MMUMA expressly recognizes municipal home rule authority to regulate registered caregivers, registered caregiver retail stores, registered dispensaries, marijuana testing facilities, and manufacturing facilities (22 M.R.S. § 2429-D). By ordinance, municipalities have the authority to directly regulate registered caregiver activities through means such as permitting, performance standards, or local licensing and reasonable licensing fees, as long as such regulation does not prohibit or limit the number of registered caregivers in the municipality. Municipalities can prohibit or limit the number of caregiver retail stores, dispensaries, testing facilities or manufacturing facilities. They may also impose permitting, performance standards, or licensing requirements on some or all types of such commercial medical marijuana establishments.

➔ Municipal Access to Caregiver Information

The MMUMA protects as confidential the information provided to the state in a caregiver registration application (22 M.R.S. § 2425-A(12)). However, upon request by a local code enforcement officer (or if a municipality does not employ a code enforcement officer, a municipal officer), the state Office of Marijuana Policy ("OMP") is required to verify the registry identification card and conduct of a caregiver, including the location of the caregiver's operations. The OMP must disclose this information within 2 business days of the request,



without disclosing more information than is reasonably necessary to verify authenticity of the registry identification card. The CEO or municipal officers must keep any information received confidential except as necessary to verify whether the registry identification card is valid and whether the conduct is authorized.

➔ **Enforcement**

Violations of the MMUMA (e.g., the distribution of medical marijuana or marijuana products without the required state registration or without opt-in authority from the municipality) are subject to civil and/or criminal penalties that must be enforced by OMP and/or state/local law enforcement (22 M.R.S. § 2430-F). If a municipal official becomes aware of such violations, they should be reported to OMP or the state/local police. The municipality is only responsible for enforcing violations of municipal land use or licensing regulations, to the extent such regulations have been enacted and are applicable.

LEBANON MEDICAL MARIJUANA BUSINESS ORDINANCE

§1. Title.

This ordinance shall be known and cited as the “Medical Marijuana Business Ordinance” and will be referred to hereinafter as “this Ordinance.” This Ordinance prescribes definitions of Medical Marijuana Businesses; provides for licensing and regulation of Medical Marijuana Businesses; and provides standards for Medical Marijuana Businesses.

§2. Authority.

This Ordinance is enacted pursuant to authority granted under the Maine Medical Use of Marijuana Act, 22 M.R.S. §2421 et seq.; the Town’s home rule authority under Article VIII, Part 2, Section 1 of the Maine Constitution 30-A M.R.S. §3001 et seq., and 30-A M.R.S. §4301 et seq.

§3. Purpose.

It is the purpose of this Ordinance to regulate Medical Marijuana Businesses, to provide procedures and standards relating to the operation of these businesses and to require their annual licensing in order to promote the health, safety, and general welfare of the citizens of Lebanon.

§4. Conflict with Other Ordinances; Severability.

Whenever a provision of this Ordinance conflicts with or is inconsistent with other provisions of this Ordinance, or of any other ordinance, regulation or standard, the more restrictive provision shall apply. In cases where this Ordinance conflicts with the Lebanon Drug Paraphernalia Ordinance, this Ordinance shall take precedence for Registered Caregiver Retail Stores only.

If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

§5. Effective Date.

The effective date of this Ordinance, and the licensing of the establishment or operation of any Medical Marijuana Manufacturing Facility, Medical Marijuana Testing Facility, or Registered Caregiver Retail Store, shall be the date of adoption by the voters at Town Meeting.

§6. Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings.

Adult Use Marijuana Business: "Adult Use Marijuana Business" means an "Adult Use Marijuana Cultivation Facility," "Adult Use Marijuana Products Manufacturing Facility," "Adult Use Marijuana Store," or "Adult Use Marijuana Testing Facility" licensed under the Town's Adult Use Marijuana Business ordinance.

Disqualifying Drug Offense: "Disqualifying Drug Offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; (2) An offense that consisted of conduct that would have been permitted under the Maine Adult Use Marijuana Act; or (3) An offense that consisted of conduct that would have been permitted under the Maine Medical Use of Marijuana Act.

Exempt Caregiver: "Exempt Caregiver" means a natural person who cultivates Marijuana for no more than two family members or members of the Caregiver's household, is exempt from registration pursuant to 22 M.R.S § 2423-A(3)(C), and may not possess more than 8 pounds of Marijuana.

Existing Resident Medical Marijuana Business: "Existing Resident Medical Marijuana Business" means an individual or entity that was operating in the Town of Lebanon with the Town's knowledge as of January 1, 2020 and whose current State-issued caregiver registration lists an address in Lebanon with frontage on Carl Broggi Highway.

Home Cultivation of Marijuana: "Home Cultivation of Marijuana" means cultivation for personal adult use by a person 21 years of age or older, and is limited to cultivation of three (3) mature marijuana plants, twelve (12) immature marijuana plants, and an unlimited number of seedlings by each person 21 years of age or older who is domiciled on a parcel or tract of land.

Large Marijuana Manufacturing Facility: Any facility used for marijuana manufacturing with 250 square feet or more used for marijuana manufacturing. The space will be measured to include the total square footage of any room used in the manufacturing process.

Small Marijuana Manufacturing Facility: Any facility used for marijuana manufacturing with less than 250 square feet used for marijuana manufacturing. The space will be measured to include the total square footage of any room used in the marijuana manufacturing process.

Marijuana: "Marijuana" means the leaves, stems, flowers and seeds of a marijuana plant, whether growing or not. "Marijuana" includes marijuana concentrate but does not include hemp as defined in Title 7, section 2231, subsection 1-A, paragraph D or a Marijuana Product.

Marijuana Cultivation: "Marijuana Cultivation" means the planting, propagation, growing, harvesting, drying, curing, grading, trimming or other processing of marijuana for use or sale. "Cultivation" or "cultivate" does not include manufacturing, testing or marijuana extraction.

Marijuana Manufacturing or Manufacture: "Manufacturing" or "manufacture" of marijuana means the production, blending, infusing, compounding or other preparation of marijuana and marijuana products, including, but not limited to, marijuana extraction or

preparation by means of chemical synthesis. "Manufacturing" or "manufacture" does not include cultivation or testing.

Marijuana Product: "Marijuana Product" means a product composed of marijuana or marijuana concentrate and other ingredients that is intended for use or consumption. "Marijuana Product" includes, but is not limited to, an edible marijuana product, a marijuana ointment and a marijuana tincture. "Marijuana Product" does not include marijuana concentrate or a product containing hemp as defined in Title 7, section 2231, subsection 1-A, paragraph D.

Mature Marijuana Plant: "Mature Marijuana Plant" means a marijuana plant that is flowering. "Mature Marijuana Plant" does not include marijuana concentrate or a product containing hemp as defined in Title 7, section 2231, subsection 1-A, paragraph D.

Medical Marijuana Business: "Medical Marijuana Business" means a Medical Marijuana Manufacturing Facility, Medical Marijuana Testing Facility, or Registered Caregiver Retail Store required to be licensed under this Ordinance.

Medical Marijuana Testing Facility: "Medical Marijuana Testing Facility" means a public or private laboratory authorized under state law to test medical marijuana for contamination, potency or cannabinoid profile.

Medical Marijuana Manufacturing Facility: "Medical Marijuana Manufacturing Facility" means a manufacturing facility authorized under state law to manufacture marijuana products for medical use or to engage in marijuana extraction for medical use, including a Large Marijuana Manufacturing Facility and a Small Marijuana Manufacturing Facility as defined in this Ordinance.

Plant Canopy: "Plant Canopy" means the total surface area within a cultivation area that is dedicated to the cultivation of Mature Marijuana Plants. The surface area of the Plant Canopy must be calculated in square feet and measured using the outside boundaries of the area and must include all of the area within the boundaries. If the surface area of the Plant Canopy consists of noncontiguous areas, each component area must be separated by identifiable boundaries. If a tiered or shelving system is used in the cultivation area, the surface area of each tier or shelf must be included in calculating the area of the Plant Canopy. Calculation of the area of the Plant Canopy may not include the areas within the cultivation area that are used to cultivate immature marijuana plants and seedlings and that are not used at any time to cultivate Mature Marijuana Plants.

Qualifying Patient: "Qualifying Patient" means a person who possesses a valid written certification regarding medical use of Marijuana in accordance with 22 M.R.S. § 2423-B.

Registered Caregiver: "Registered Caregiver" means a caregiver who is required to be registered by the State Registration Authority pursuant to 22 M.R.S. § 2425-A, as amended, and its successor provisions.

Registered Caregiver Retail Store: "Registered Caregiver Retail Store" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients that operates a retail store to sell medical marijuana to qualifying patients.

State Registration Authority: “State Registration Authority” means the authority created or designated by the state for the purpose of regulating and controlling registration for medical marijuana establishments.

Town Appointed Officer: An individual appointed by the Select Board who has the authority to inspect Medical Marijuana Businesses and enforce provisions of this and any other marijuana-related ordinances.

§7. Establishments allowed; Licenses required.

Pursuant to 22 M.R.S. §2429-D, the operation of medical marijuana establishments is allowed, subject to the restrictions of this Ordinance and applicable state and local law.

No person shall operate a Medical Marijuana Business, nor shall any property owner permit the use of his or her premises to be operated as a Medical Marijuana Business, without a valid license issued by the Town. A separate license must be obtained for each Medical Marijuana Business located on the same premises.

Whenever a license expires and is not renewed, or the Town declines to renew a license, other license applications may be reviewed. The cap of licenses per each category shall be maintained.

Exempt Caregivers, Qualifying Patients, and individuals engaged in Home Cultivation of Marijuana, as defined by this Ordinance, are not required to register with the Town or obtain a license.

§8. Distribution of licenses; Priority licensing period

There shall be an initial “priority licensing period” available for Existing Resident Medical Marijuana Businesses as defined by this Ordinance. If there are more Existing Resident Medical Marijuana Business applicants than there are available licenses as outlined in Section 9 below, all Existing Resident Medical Marijuana Businesses that meet the licensing criteria will receive licenses, and no additional licenses will be issued. Once the number of licensed businesses drops below the maximum number of licenses for a particular category, the licenses will become available according to the allotment in Section 9.

All Existing Resident Medical Marijuana Businesses must submit their applications during the one-week priority licensing period, which will be announced following the enactment of this Ordinance. In order to qualify for the priority licensing period, the applicant for the license must be the individual or entity listed on the Registered Caregiver card issued by the State Registration Authority, or the individual or entity listed on the Registered Caregiver card must have an ownership interest in the entity applying for the license. Failure to submit a completed application during this time will result in a loss of this priority.

Following the priority licensing period, any applicant requesting an application for a license shall select one lottery number between one (1) and sixty nine (69), inclusive. Once a number has been selected by an applicant, it will not be available to other applicants of the same license type.

There shall be a second “priority licensing period” available for Registered Caregivers as defined by this Ordinance. In order to qualify for the priority licensing period, the applicant for the license must be the individual or entity listed on the Registered Caregiver card issued by the

State Registration Authority, or the individual or entity listed on the Registered Caregiver card must have an ownership interest in the entity applying for the license. Monday and Tuesday will be reserved for Registered Caregivers who have been registered in Lebanon for at least 5 years consecutively prior to the date of application, and Thursday and Friday will be reserved for Registered Caregivers who have been registered in Lebanon for at least 3 years consecutively prior to the date of application. Registered Caregivers may apply for any type of Marijuana License (adult use and/or medical) outlined in Section 9 below provided licenses are available. This priority licensing period is subject to lottery as outlined in section 9 if required.

All Registered Caregivers must submit their applications during the one-week priority licensing period, which will be announced following the enactment of this Ordinance. Failure to submit a completed application during this time will result in a loss of this priority.

Applications will be processed in order of receipt of the completed application, including all applicable documentation and certified funds (cashier's check, bank check, or money order). If a lottery is required under Section 9, then applications subject to the lottery will not be processed until after the lottery is completed. Only applicants selected through the lottery process will be authorized to submit completed applications to the Town.

§9. Limitation on licenses; Lottery.

A. Number of licenses available.

The list below outlines the total number of licenses that will be available for each category of Medical Marijuana Business in Lebanon. In the event that a greater number of valid license applications are submitted than can be issued within these limitations after the initial priority licensing period, a lottery shall be conducted to randomly determine which qualified applicants shall receive licenses.

Lottery Category

Medical Marijuana Manufacturing Facility:	1
Medical Marijuana Testing Facility:	2
Registered Caregiver Retail Store	2*

*There will be two (2) additional marijuana retail store licenses in addition to the number of licenses listed for Registered Caregiver Retail Stores in this section that can be obtained for either a Registered Caregiver Retail Store under this Ordinance or an Adult Use Marijuana Store under the Adult Use Marijuana Business Ordinance, depending on the applicant's preference. This results in a total of six (6) marijuana retail licenses in the Town.

B. Lottery process.

If there are more applications requested than licenses available for the particular business type, the Town Appointed Officer shall notify the Select Board that a lottery is needed. The lottery shall proceed as follows:

- i. The Select Board shall arrange for a public notice to appear at least seven (7) days prior to the date of the scheduled lottery.
- ii. Lottery winners shall be determined by the Maine Powerball Number that is drawn on the scheduled lottery date.
 - a. The power ball drawing numbers used will be those from the first power ball drawing that occurs after the Public Notice.
 - b. The first number drawn will determine the first Application recipient. The holder of the number closest to the Powerball drawn will be deemed the winner.
 - c. In the event of a tie (two applicants are equidistant from the Powerball drawn)
 - i. If there are two or more licenses available, both applicants will receive an application.
 - ii. If there is only one license available, the lower number of the tied applicants will be the winner
- iii. Lottery drawings will continue until all available applications have been granted.

§10. Application.

Applicants authorized under Section 8 or Section 9 above, as applicable, shall complete and file an application on the form provided by the Town Appointed Officer along with the following supporting materials:

- a) Evidence of all state approvals or conditional approvals required to operate the Medical Marijuana Business.
- b) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lebanon to obtain criminal records and other background information related to the individual.
- c) Evidence of compliance with the requirements of this Ordinance.

Applicants will pay a non-refundable deposit of 10% of their license fee upon submission of their application. The applicant will pay the balance of the license fee at the time the license is issued.

Applicants will have ninety (90) days to complete their application, and submit it to the Town. If an applicant wished to extend this period by 90 days, they may do so by paying their license fee in full. This payment is non-refundable.

An applicant may request an additional extension by appealing to the Select Board. Additional extensions may not exceed a total of one (1) year from the date of the original application.

If an applicant fails to submit a completed application within ninety (90) days, or purchases an extension and fails to complete the application during the extra ninety (90) days, the application will be considered to be abandoned, and the license will be available to other applicants.

If the Town Appointed Officer determines that a submitted application is not complete, the Town Appointed Officer shall notify the applicant within ten (10) business days of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the Town Appointed Officer's request, the application may be denied.

§11. Action on application.

Public hearing. The Town Appointed Officer, upon receipt of a completed application, shall schedule a public hearing at a regular or special meeting of the Select Board and shall arrange for public notice of the public hearing to appear in the newspaper of general circulation within the Town of Lebanon at least seven days prior to the date of the scheduled public hearing. Costs of the hearing notice shall be paid out of the license and processing fee.

Select Board Action. The Select Board, after notice and public hearing, shall determine whether the applicant complies with the requirements of this article. Upon such determination by the Select Board, the Town Appointed Officer shall be authorized to issue the license. The Select Board shall have the authority to impose any conditions on a license that may be necessary to insure compliance with the requirements of this Ordinance or to address concerns about operations that may be resolved through the conditions. The failure to comply with such conditions shall be considered a violation of the license.

§12. Display of licenses; Required notices.

State and local licenses and registrations shall be displayed in a conspicuous location within the Medical Marijuana Business for which the licenses and registrations are issued.

The Medical Marijuana Business must post a notice with the following text: "Use of or allowed on-site consumption of marijuana is illegal; Open and public consumption of marijuana in the State of Maine is illegal; The use of marijuana or marijuana products may impair a person's ability to drive a car or operate machinery; No one permitted without a current medical marijuana card or registration; Loitering prohibited."

The required licenses, registrations, and notices must be in posted in a location that is highly visible to the public or, if the Medical Marijuana Business is not open to the public, in a location where they are readily visible to employees and staff.

§13. Duty to update information.

Any licensee issued a license under this Ordinance shall have the duty to maintain updated and accurate information regarding all of the information provided pursuant to the application process within ten days of any change of status. Failure to provide and maintain current and accurate information may result in revocation of the applicant's license.

§14. Standards for approval, denial, revocation.

A license application for a Medical Marijuana Business shall be denied by the Select Board, and an existing license may be suspended or revoked by the Select Board after notice and hearing, if the applicant, or any owner of the applicant or licensee:

- a) Fails to meet the requirements of this Ordinance, including any applicable building and life safety code requirements.
- b) Is not at least twenty-one (21) years of age.
- c) Has had a license or registration for a marijuana establishment or medical marijuana establishment revoked by a municipality or by the state.
- d) Has not acquired all necessary state and local approvals prior to issuance of the license.
- e) Has been convicted of a Disqualifying Drug Offense.
- f) Has provided false or misleading information in connection with the license application.

In suspending, revoking, or refusing to renew a license for a Medical Marijuana Business, the Select Board may take into consideration:

- a) Number and types of complaints law enforcement received and/or investigated.
- b) Citizen complaints.
- c) Failing to correct or abate a violation that the Town is authorized to enforce.
- d) Failing to correct or abate any violation of this or state marijuana ordinances, rules, or regulations.

§15. Transferability of licenses.

No license issued under this Ordinance may be assigned or transferred to another individual or entity. The licensee may transfer ownership interests in the license to the extent authorized under state law. The licensee must complete an application to transfer ownership interests and provide a copy of the local authorization form and/or any other documentation required by the state to the Town.

Licenses are limited to the premises for which they are issued and are not transferable to another location. A licensee who seeks to move a licensed Medical Marijuana Business to a new location shall acquire a renewal of the local license for the new location. When a licensee proposes both a relocation and any change in ownership interests, the licensee shall be required to fulfill all requirements of an application for a new license and will be subject to the limitation on the number of licenses as provided in this Ordinance.

§16. Operating requirements.

In order to obtain a license pursuant to this Ordinance, the applicant shall demonstrate to the Select Board that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

A. Fixed location.

- i. All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.
- ii. All Medical Marijuana Business locations must be approved by the Select Board.
- iii. All Large Marijuana Manufacturing Facilities, Medical Marijuana Testing Facilities, or Registered Caregiver Retail Stores must have frontage on Carl Broggi Highway.

- iv. No Medical Marijuana Business shall be located inside a building containing residential units, including transient housing such as lodging, group homes, hotels, motels and boarding houses.

B. No visibility to public from exterior.

- i. Outdoor Marijuana Cultivation and/or outdoor storage of Marijuana, Marijuana Products, or related supplies is prohibited.
- ii. Marijuana, Marijuana Products, and related paraphernalia shall not be visible from outside the building in which the Medical Marijuana Business is located.

C. Setbacks.

- i. Medical Marijuana Businesses may not be located on property within two thousand (2,000) feet of the property line of a school, preexisting child care facility, place of worship, or a municipal “safe zone” per 30-A M.R.S. §3253. For purposes of this section, the term “school” means a “public school” as that term is defined in Title 20-A M.R.S. § 1(24), as may be amended; a “private school” as that term is defined in Title 20-A M.R.S. § 1(22), as may be amended; and/or a “public preschool program” as that term is defined in Title 20-A M.R.S. § 1(23-A), as may be amended. The term “child care facility” means a “child care facility” as that term is defined in Title 22 M.R.S. § 8301-A (1-A) (B), as may be amended, and/or a “family child care provider” as that term is defined in Title 22 M.R.S. § 8301-A (1-A) (C), as may be amended.
- ii. Required setbacks shall be measured as the most direct, level, shortest, without regard to the intervening structures or objects, straight-line distance between the property line and the property line of the parcel of land on which the Medical Marijuana Business is located. Presence of a town, county, or other political subdivision boundary within the state of Maine shall be irrelevant for purposes of calculating and applying the distance requirements of this Section.
- iii. More than one Medical Marijuana Business may be located on the same parcel, provided all state and local requirements are met.

D. Security.

Security measures at all Medical Marijuana Business premises shall include, at a minimum, the following:

- i. Security surveillance cameras installed and operating twenty-four (24) hours a day, seven (7) days a week, with thirty (30) day video storage, to monitor all entrances, along with the interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises.
- ii. Door and window combination video and motion detector intrusion system with audible alarm and smart phone monitoring, maintained in good working condition.

- iii. A locking safe permanently affixed to the premises that is suitable for storage of all marijuana, marijuana products, and cash stored overnight on the licensed premises.
- iv. Exterior lighting that illuminates the exterior walls of the licensed premises during dusk to dawn, that is either constantly on or activated by motion detectors.
- v. Deadbolt locks on all exterior doors and any other exterior access points, excepting windows which shall have locks.
- vi. Methods to ensure that no person under the age of twenty-one (21) shall have access to Marijuana and Marijuana Products.

E. Odor mitigation.

- i. All Medical Marijuana Businesses shall provide odor control measures so that odor generated on site is mitigated at the property line of the lot containing the Medical Marijuana Business. Applications must demonstrate appropriate measures, such as carbon filtration, ventilation and exhaust systems, facility plans or other additional practices adequate to mitigate odors for the scale of operations for the uses proposed.
- ii. An odor mitigation/ventilation plan shall be included for Medical Marijuana Businesses that provides for adequate ventilation so as to prevent pesticides, insecticides or other chemicals used in the cultivation or processing of marijuana or marijuana related products from being dispersed or released outside the premises. The plan shall further provide for resulting smoke, vapor, fumes, gases and particulate matter from marijuana or its processing or cultivation to be effectively confined to the premises.

F. Signs

- i. Only one sign is allowed per site. Multiple Medical Marijuana Businesses may share a sign.
- ii. All signs used by, and all marketing and advertising conducted by or on behalf of the Medical Marijuana Business, may not involve advertising or marketing that has a high likelihood of reaching persons under 21 years of age or that is specifically designed to appeal particularly to persons under 21 years of age. Medical Marijuana Businesses are prohibited from making any health or physical benefit claims through their signs, marketing, or advertisements.
- iii. All signage shall meet the requirements of Town's Advertising Ordinance and may not use an image or images of the marijuana plant or plants, or parts thereof or pictorial representations of other marijuana products, by-products, or paraphernalia associated with the use or distribution of retail marijuana.
- iv. Portable signs or sandwich board signs located in the public right-of-way are prohibited.

G. Labeling

All Marijuana and Marijuana Products shall be labeled with the Marijuana Universal Symbol adopted by the State of Maine and shall comply with all applicable state laws and regulations.

H. Hours of Operation

Medical Marijuana Businesses shall only be open to members of the public between the hours of 8:00 am and 11:00 pm.

I. Knox Boxes

Due to fire, explosion, and other hazards inherent in Medical Marijuana Manufacturing Facilities and Medical Marijuana Testing Facilities, including, but not limited to, heavy electrical loads, hot lighting fixtures, CO2 enrichment, extraction solvents (acetone, butane, propane, ethanol, heptane, isopropanol, CO2, etc.), high-pressure extraction methods (CO2, etc.), and flammable contents, the owners of all such facilities shall agree to be inspected annually by the Lebanon Fire Department and have a Knox Box installed at the structure's exterior entrance for emergency access. Knox Boxes shall be obtained and installed in coordination with the Lebanon Fire Department.

J. Compliance with requirements of state and local law.

A Medical Marijuana Business shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing medical marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

§17. Performance Standards for Medical Marijuana Manufacturing Facilities and Medical Marijuana Testing Facilities

A. Insurance requirements.

Any Large Marijuana Manufacturing Facility or Medical Marijuana Testing Facility shall carry an insurance rider or bond naming the Town of Lebanon as the beneficiary in the amount of \$1,000,000.00 to provide for payment of any site remediation needed should the business fail.

B. Signs.

Exterior signage must be attached to the building where the Medical Marijuana Manufacturing Facility or Medical Marijuana Testing Facility is sited, and may include only the business name, address, and contact information. Signs are limited to a maximum of 6 inches tall by 18 inches wide.

C. Waste disposal plan.

Medical Marijuana Manufacturing Facilities and Medical Marijuana Testing Facilities must implement a waste disposal plan that shall be approved by the Town. The waste disposal plan must cover, at a minimum, the following:

- i. Wastewater management and disposal;
- ii. Hazardous waste management and disposal; and
- iii. Plant waste management and disposal.

§20. Performance Standards for Registered Caregiver Retail Stores

A. Site Requirements

- i. Registered Caregiver Retail Stores may not be operated from a Registered Caregiver's primary residence.
- ii. No more than one Registered Caregiver Retail Store shall be located on a single parcel of land.
- iii. All Registered Caregiver Retail Stores must have frontage on Route 202 (Carl Broggi Highway).
- iv. No Registered Caregiver Retail Store shall be located inside a building containing residential units, including transient housing such as lodging, group homes, hotels, motels, and boardinghouses.

B. Fixed hours of operation.

Registered Caregiver Retail Stores must have fixed hours of operation. In no event may Registered Caregiver Retail Stores be open to the public earlier than 8:00 am or later than 11:00 pm.

C. Prohibited activities.

The following activities are expressly prohibited:

- i. Vending machines for sales; and
- ii. Drive through sales or delivery windows.

D. Signs.

- i. Registered Caregiver Retail Stores must have a clearly visible one (1) foot by one (1) foot sign attached to the building outside all entrances stating: "No Admittance without a Valid Medical Marijuana Card."
- ii. Registered Caregiver Retail Stores may opt to have additional entrance restrictions included on the mandatory sign attached to the building outside any entrance with Code Officer approval.
- iii. Any signage is limited to displaying the following information: name of business; logogram of business; and business's address, hours of operation, and contact information. Other than the foregoing information, no advertising for Marijuana or Marijuana Products shall be displayed on any sign in a publicly visible location.
- iv. Electronic message center and internally illuminated signs are prohibited.

§21. License fees.

If an application is approved, the following license fees must be paid before the Town will issue a license.

A. Initial license fees.

The initial license fees shall be as follows:

Large Marijuana Manufacturing Facility:	\$6,400.00
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Medical Marijuana Testing Facility:	\$5,000
Registered Caregiver Retail Store	
Up to 850 square feet of total floor space	\$19,100.00
Greater than 850 square feet of total floor space	\$19,100

A Medical Marijuana Caregiver Business licensed under the Town's Registered Caregiver Licensing Ordinance may obtain an add-on license for a Small Marijuana Manufacturing Facility under this Ordinance in accordance with the following fee schedule:

1-6 Mature Marijuana Plants (add-on manufacturing license)	\$24.00
7-12 Mature Marijuana Plants (add-on manufacturing license)	\$48.00
13-18 Mature Marijuana Plants (add-on manufacturing license)	\$72.00
19-24 Mature Marijuana Plants (add-on manufacturing license)	\$96.00
25-30 Mature Marijuana Plants (add-on manufacturing license)	\$120.00
31-36 Mature Marijuana Plants (add-on manufacturing license)	\$144.00
37-42 Mature Marijuana Plants (add-on manufacturing license)	\$168.00
43-48 Mature Marijuana Plants (add-on manufacturing license)	\$192.00
49-54 Mature Marijuana Plants (add-on manufacturing license)	\$216.00
55-60 Mature Marijuana Plants (add-on manufacturing license)	\$240.00
Up to 500 square feet of Plant Canopy (add-on manufacturing license)	\$1,000.00

B. Discounts for multiple licenses.

In the event an individual purchases more than one license, the following discounts shall apply:

- i. One license: no discount
- ii. Two licenses: lower cost license receives a 10% discount
- iii. Three or more licenses
 - a. Most expensive: no discount;
 - b. Second most expensive: 10% discount;
 - c. Any additional licenses: 15% discount

C. Conversion from a Medical Marijuana Business license to an Adult Use Marijuana Business license or vice versa.

To change an existing Medical Marijuana Business license to an Adult Use Marijuana Business license or vice versa, the applicant only pays the difference between the one time and annual fee for their current license and the fee for the upgraded license. Annual Fees are prorated on a

quarterly basis. Conversion from a Medical Marijuana Business to an Adult Use Marijuana Business, or vice versa, in the same category of use (Cultivation, Retail/Store, Manufacturing, or Testing) will be treated as a renewal rather than as a new application. Conversion of a license to another license in the same category of use (i.e. registered caregiver retail store to adult use marijuana store) is only possible if there is a license currently available in the category of license to which the business will be converted. An existing Medical Marijuana Business or Adult Use Marijuana Business only qualifies for conversion if the Town issued a license to the business under the Town's Adult Use Marijuana Business Ordinance or Medical Marijuana Business Ordinance. Other forms of municipal approval for the business (including, but not limited to, a building permit or any other written or oral approval from a Town official or appeals board) are not sufficient to apply for conversion under this section.

D. Annual renewal fees.

Annual renewal fees for each type of license shall be as follows:

Large Marijuana Manufacturing Facility:	\$3,900.00
Medical Marijuana Testing Facility:	\$3,000.00
Registered Caregiver Retail Store	
Up to 850 square feet of total floor space	\$11,500.00
Greater than 850 square feet of total floor space	\$12,700.00

The annual renewal fee for a Small Manufacturing Facility add-on license will correspond to the number of plants or plant canopy on the renewal application, as outlined in section 21 of this Ordinance.

Non-lapsing account: Fees collected pursuant to this ordinance shall be maintained in a separate non-lapsing account from which appropriations may be made for costs associated with the administration and enforcement of this ordinance, including without limitation, staff time and legal fees.

§23. Term of license; Renewals.

A. Term of license.

The term of any license shall end one year from the date of issuance.

B. Renewals.

Renewals shall be subject to the same review standards as applied to the initial issuance of the license. However, renewals shall not require site plan review.

All applications and renewals require a public hearing and approval of the Select Board. As part of the application/renewal process, the Select Board shall consider compliance from prior years, and based upon that review, may add conditions to any future license to correct, abate, or limit past problems.

Licenses shall be renewed by appropriate application and payment of fee within sixty (60) days prior to expiration date of license. Any person failing to renew any annual license required by the provisions of this Ordinance within thirty (30) days after the expiration or renewal date, and continuing to operate are in violation of this ordinance. Failure to renew any annual license required by the provisions of this Ordinance within thirty (30) days after the expiration or renewal date will result in loss of said license.

§24. Right of access; Inspections

Every Medical Marijuana Business shall allow law enforcement officers, the Town Appointed Officer, or any other town officers as authorized by the Select Board, Code Enforcement Office, and/or Fire Department to enter the premises at reasonable times for the purpose of checking compliance with all applicable state laws and local ordinances and regulations. All Medical Marijuana Businesses shall be subject to mandatory annual inspections by the fire department and any designated town officers to ensure compliance. The Town Appointed Officer may perform inspections on a monthly basis at the discretion of the Select Board, Code Enforcement Office, and/or Fire Department.

Medical Marijuana Businesses are responsible for providing any isolation/protective gear needed to allow inspectors to access any of the businesses facilities. Failure to have such gear available is not a valid reason for refusing an inspection.

Refusing to allow an inspector to access any part of a Medical Marijuana Business is a violation of this ordinance, and is grounds for revocation of license.

§25. Violations; Penalties.

In addition to revocation or suspension of a Medical Marijuana Business license as provided in this Ordinance, any person, including but not limited to, a Medical Marijuana Business owner, a property owner where such business is located, or any agent or contractor for same, who orders or conducts any activity in violation of this Ordinance, or fails to comply with any of its requirements, shall be penalized in accordance with 30-A M.R.S. §4452.

Commencement of any Medical Marijuana Business without a Town license for same shall be a violation of this Ordinance. Any party committing such a violation shall immediately cease operations, whether of a construction, renovation, or business nature, upon notification by the Code Enforcement Officer (CEO). Upon such CEO notification, the Town can pursue fines and/or penalties under 30-A M.R.S. §4452.

Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. In addition to such penalty, the Town may enjoin or abate any violation of this Ordinance. All fines and penalties, together with costs of prosecution of violations, which shall include the Town's cost and attorney's fees, shall inure to the benefit of the Town. This section shall be enforced by the Lebanon Code Enforcement Officer, the Town Appointed Officer, and/or their designees.

§26. Indemnification.

By accepting a license issued pursuant to this Ordinance, the licensee waives and releases the Town, its officers, elected officials, employees, attorneys, and agents from any liability for

injuries, damages, or liabilities of any kind that result from any arrest or prosecution of any Medical Marijuana Business owners, operators, employees, clients, or customers for a violation of local, State or federal laws, rules, or regulations.

By accepting a license issued pursuant to this Ordinance, the licensee agrees to indemnify, defend, and hold harmless the Town, its officers, elected officials, employees, attorneys, agents, and insurers against all liability, claims, and demands on account of any injury, loss or damage, including without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of a licensed Medical Marijuana Business.

§27. Appeals.

An aggrieved party may appeal any final licensing, denial, suspension, or revocation decision of the Board under this Ordinance to Superior Court in accordance with 30-A M.R.S. § 4482-A and the provisions of Rule 80B of the Maine Rules of Civil Procedure.

Adopted by the Town of
Lebanon Voters on
August 3, 2021 by a vote
of YES: 327 NO: 319.
Blank: 1

A True Attest Copy


Town Clerk

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



MEMO

TO: Caribou City Council Members
FROM: Kenneth Murchison, Zoning Administrator/CEO
RE: Introduction of Proposed Amendments to Sec. 13-713
Home Occupations

DATE: May 3, 2022

January 13, 2022, Caribou Planning Board held a public hearing regarding proposed amendments to Sec.13-713 Home Occupations of the Caribou Code. No Public comment was offered and with the exception of minor formatting adjustments, the Planning Board approved the amendments to the Home Occupation ordinance by unanimous decision. In approving the amended language staff is authorized to forward this document to Caribou City Council for their consideration as an act of ordinance. See the attached amended Sec.13-713 Home Occupations.

At the February 14, 2022, Caribou City Council Meeting a public hearing was held on Ordinance Number 3, 2022 Series, Amending Chapter 13 Land Use Ordinance (Home Occupations). During the Public Hearing several concerns were brought to the attention of the Council. Upon the closing of the hearing the Council chose to return Sec.13-713 Home Occupations to the Planning Board for further review and to address the concerns discussed at the Council Public Hearing.

Attached find the "Planning Board Responses to Public Hearing Input on Home Occupation Amendment", also attached is the revised Chapter 13 Sec.13-713 Home Occupations for Council consideration.

Sec. 2.11 Action Requiring an Ordinance.

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

Recommendation from the Caribou Planning Board,

Please move to approve Ordinance Number 3, 2022 Series, Chapter 13 Land Use Ordinance Sec.13-713 Home Occupations as amended.

Planning Board Responses to Public Hearing Input on Home Occupation Amendment

Item D2 No more than one employee. Why limit? We have many businesses that are home based with more than 1 now.

Previous version of the ordinance did not allow any non-resident employees or volunteers. This change removes that limitation and allows one non-resident employee/volunteer, which the Planning Board felt would be a good place to start to see how it goes. If the need arises in the future, we can always revisit the issue and increase the allowed number. Alternatively, we could have different allowances for Cat I and Cat II (i.e. Cat I: none, Cat 2: no more than 2, or something like that). **Planning Board**

Recommendation: no action at this time

Item 5 signage at 2 sf. Why so small? I believe when I was on the board it was 2'x2'. Maybe I'm wrong but 1'x2' seem very small. Can we increase?

This limitation is unchanged from the previous version of the ordinance. Allowed sign dimensions are intended to be small, to reduce the impact to residential communities. There is no compelling argument to relax this limitation to allow larger signs. Planning Board feels that minimizing impacts to residential areas is a more important concern than a home business advertising their business. **Planning Board**

Recommendation: no action at this time.

Item F2 A two cars per hour or 8 cars per day. How would this be policed? Again many home based businesses could be more than this.

This is a Cat I (low impact) criteria. Cat II (higher impact) criteria are more relaxed and allow greater traffic flow. The intent was to assess impact by levels of anticipated traffic flow, since historically, this has been one of the most frequent issues raised in front of the Planning Board by affected neighbors during our public hearings. In the absence of other “good” criteria to separate Cat I and Cat II home occupations, the Planning Board decided to use anticipated traffic flow as a separating point. The intent was never to monitor and enforce traffic flow, but simply to have a criteria to assess the application and bin the application as either Cat I or Cat II. However, the Planning Board recognizes the difficulty in monitoring and enforcing this limitation; in addition, the Planning Board wants to avoid imposing greater restrictions than absolutely necessary. So, we will look at it and try to come up with some other way to stratify low-impact vs higher-impact situations. **Planning Board Recommendation: explore alternatives to using traffic flow as a criterion to determine whether an application is Cat I or Cat II, propose updates to the amendment as appropriate.**

Item F2 B Deliveries limited to 23,000lbs Why limit this so low as large trucks are needed to make deliveries. As mentioned some businesses need common carriers to be able to deliver just as regular homeowners do. This is a Cat I criteria. There is no limit on size of delivery vehicles for Cat II. So the amendment does not restrict tractor trailers from making deliveries to home occupations – it only requires that such home occupation be treated as Cat II, requiring greater scrutiny and review. The Planning Board felt that this was a good criterion to separate Cat I and Cat II. The limit of 23,000 lbs was proposed, based on typical weights of medium-sized panel/cargo trucks typically seen making consumer-based deliveries throughout the neighborhood (e.g. Lowe's, Collins, Plourdes, etc.). Deliveries like this are considered low impact, and thus, a reasonable and appropriate limitation to qualify as a Cat I home occupation. **Planning Board Recommendation: no action at this time**

Item G1 A single family dwellings. Why this limitation? What about folks that have a rental with in their home while operating a small business in their garage as an example.

This is a Cat II requirement. The intent of this limitation was to prevent someone from setting up a higher-impact home occupation in multi-family home situations. Due to the very close proximity of neighbors, the Planning Board felt that it was not appropriate to subject those neighbors to the increase in traffic and noise that could result from the business. This limitation would not apply to the example raised during the public hearing, as renting out a room or basement apartment within a single-family dwelling is not considered a multi-family dwelling, by the City's current definitions. **Planning Board Recommendation: no action at this time**

Item G1 C Maximum of 12 cars per day. Again how do we limit this? Who polices?

This is a Cat II requirement. See response to Item F2A. **Planning Board Recommendation: explore alternatives to using traffic flow as a criterion to determine whether an application is Cat I or Cat II, propose updates to the amendment as appropriate.**

Another question to consider. Home based business, does this include a Farm Stand? If so a farm stand would have larger than a 2 sf sign and have more than 12 cars a day. How can they function under these rules?

Farm stands are not currently regulated by the City. Farm stands typically exist in the rural areas, and are located on or near the road. None or only a small component of the business is conducted within the residence; so, farm stands are not considered home occupations. **Planning Board Recommendation: no action at this time**

What about Air BNB rentals is that a home based business? Would they need a \$90 permit each year?

Air BNB rentals are most accurately categorized as "Bed and Breakfast" businesses and are regulated separately from home occupations, as stated in the text already (item H.8). **Planning Board Recommendation: no action at this time**

(Rewritten as follows) Section 13-700.13 - Home Occupations.

- A. *Purpose.* The purposes of this section are to:
1. Provide an opportunity for Home Occupations to be conducted as an accessory use when they are compatible with the neighborhoods in which they are located.
 2. Guide certain business activities that are not compatible with neighborhoods to other, more appropriate commercial zones.
 3. Safeguard peace, quiet, and domestic tranquility within all residential neighborhoods. Protect residents from the adverse effects of noise, nuisance, traffic, fire hazards, and other possible business uses that create significant impacts on a neighborhood.
 4. Provide a means to regulate and enforce Home Occupations.
- B. *Scope.* All Home Occupations must adhere to the standards and qualifications listed in this section and those imposed under the authority of the Planning Board in accordance with this ordinance.
- C. *Permit Required.* All Home Occupations shall obtain annually a Home Occupation Permit from the Code Enforcement Officer.
- D. *Home Occupation General Standards.* All Home Occupations shall comply with the following standards at all times:
1. *Bona Fide Resident.* The Home Occupation business shall be owned and operated solely by a bona fide resident of the home. If the applicant for a Home Occupation license rents or leases the property wherein the Home Occupation is intended to be conducted, the applicant must provide a letter of acknowledgment and consent from the property owner as an attachment to the application for a Home Occupation permit.
 2. *Employees.* No more than one full-time or full-time equivalent nonresident may be employed, volunteer, or work on the premises where the Home Occupation business is located.
 3. *Accessory Use on the Property.*
 - a. For residential purposes, the Home Occupation shall be clearly secondary and incidental to the primary use of the dwelling unit.
 - b. The Home Occupation must maintain or improve the external residential appearance of the principal structure, attached or detached garage, or accessory structure.
 - c. The Home Occupation applicant must designate the portion of the home, accessory structure, or attached or detached garage to be used as the location for business activities.
 - d. The Home Occupation shall not involve the use of any open and publicly-visible yard space for storage or display of supplies, inventory, or equipment when such use is in conjunction with the sales, service, or production of goods, unless specifically stored within trailers or accessory structures as allowed herein.
 4. *Business Vehicles and Parking*
 - a. All business-related vehicles that park at the location of the Home Occupation must use off-street parking. This provision excludes stops made by delivery vehicles. Customers or Clients may utilize on-street parking along the home frontage in accordance with street parking standards.

- b. Business Vehicles exceeding a Gross Vehicle Weight (GVW) of 8,000 pounds, trailers, and related equipment must be stored to the side or rear of the home.
- c. No parking is permitted on landscaped areas of the property.
5. **Signage.** A single sign is permitted, provided such sign is non-illuminated and does not exceed two feet in any dimension.
6. **Conformity with Health and Safety Codes.** The Home Occupation shall conform to all fire, building, plumbing, electrical, and all other City, County, State, and Federal codes.
7. **Neighborhood Disruptions Not Permitted.** The Home Occupation shall not interfere or disrupt the peace, quiet, and domestic tranquility of the neighborhood. The Home Occupation shall not create, be associated with, or produce odor, smoke, dust, heat, fumes, light, glare, noises or vibrations, excessive traffic, or other nuisances, including interferences with radio and television reception, or any other adverse effects within the neighborhood.
8. **State Licenses.** Any business required to be licensed by the State of Maine, including but not limited to caregivers, day care facilities, food preparation services, etc. must provide the City with proof of current licensure through the appropriate State agency.
9. **Maximum Floor Space.** No more than 50 percent of the dwelling unit shall be utilized for the Home Occupation, and up to 100 percent of any accessory structure on the same lot as the dwelling unit may be utilized for the Home Occupation.
- E. **Categories of Home Occupation Permits.** Home Occupation businesses are classified as Category I, Permitted Home Occupations, or Category II, Conditional Use Home Occupations. A Category I, Permitted Home Occupation requires review and approval by the Code Enforcement Officer. A Category II, Conditional Use Home Occupation requires review and approval by the Planning Board. All Home Occupations that require State of Maine Licensure are considered Category II, Conditional Use Home Occupations.
- F. **Category I Qualifications.** In addition to the general standards set forth in Paragraph D above, all Category I Home Occupation businesses must comply with the qualifications outlined below. If a business cannot ~~comply fully~~ with all of the Category I Qualifications set forth below, the applicant may pursue approval as a Category II, Conditional Use Home Occupation (see Paragraph G below).
1. **Hours.** No visitors in conjunction with the Home Occupation (clients, patrons, employees, volunteers, students, pupils, etc.) shall be permitted between the hours of 10:00 p.m. and 7:00 a.m.
 2. **Traffic.** Vehicular traffic from business-related visitors and customers shall not exceed that which normally and reasonably occurs in the neighborhood and shall not produce excessive noise or parking nuisances. Category I Home Occupations may be serviced by occasional delivery vehicles, limited to the shipment or receipt of merchandise, goods, or supplies, so long as the frequency of those deliveries do not create a nuisance to surrounding residents.
- G. **Category II, Conditional Use Permit Required.** If a Home Occupation is able to comply with all of the general standards in Paragraph D above but is unable to comply with all of the Category I qualifications established in Paragraph F, or if the Home Occupation requires State of Maine Licensure, the proposed business is subject to review by the Planning Board. In addition, any application proposing two or more Home Occupation permits, and associated with the same

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<#>¶
<#>Home Occupation can be serviced by occasional heavy truck traffic limited to the shipment or receipt of merchandise, goods, or supplies.¶
<#>The receipt or delivery of merchandise, goods, or supplies for use in a Home Occupation shall be limited to vehicles with a Gross Vehicle Weight (GVW) of 23,000 pounds or less.¶

dwelling unit, shall be reviewed by the Planning Board, to ensure that the cumulative impacts of the proposed Home Occupations comply with city ordinances. The following standards or business types shall be reviewed by the Planning Board for approval.

1. *General.* In addition to any conditions established by the Planning Board at the time of its review, all Category II Home Occupations must comply with the following:
 - a. All Category II Home Occupations shall be conducted only from single-family dwellings.
 - b. Proposed uses may be determined to be appropriate as Home Occupations only if they are judged to be compatible with residential neighborhoods by the Planning Board conditional use review.
 - c. Vehicular traffic from business-related visitors and customers shall not exceed that which normally and reasonably occurs in the neighborhood, except as provided for in Item 2. "Child Day Care and Other Group Child Activities" below. Traffic from Category II Home Occupations shall not produce excessive noise or parking nuisances and may be serviced by occasional delivery vehicles, limited to the shipment or receipt of merchandise, goods, or supplies, so long as the frequency of those deliveries do not become a nuisance to surrounding residents.
2. *Child Day Care and Other Child Group Activities.* Refer to Section 13-760 "Daycare Facilities" of the City of Caribou Code and 10-148 CODE OF MAINE RULES CHAPTER 32 to comply with State of Maine licensing requirements. All home-based child day care and group activities licensed by the State of Maine are considered Category II, Conditional Use Home Occupations.
3. *Adult Day Care.* Refer to MRS Title 22 Chapter 1679 Adult Day Care Program Subsections 8601-8606. Any home-based Adult Day Care that exceeds two individuals 60 years of age or older, or more than 12 hours per day of operation requires State of Maine licensure, and is therefore considered a Category II, Conditional Use Home Occupation.
4. *Dangerous Home Occupations.* Any proposed Home Occupation that uses explosives, incendiary products and devices, flammable materials, or hazardous chemicals in amounts greater than typical household quantities is considered a Category II, Conditional Use Home Occupation.

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H. *Prohibited Home Occupations.* The following uses, by nature of the occupation, substantially impair the use and value of residentially-zoned areas for residential purposes and are, therefore, prohibited:

1. Mortuary, crematorium, columbarium, or mausoleum.
2. Animal hospital or veterinary service, except in the R-3 zone with a Category II, Conditional Use Home Occupation permit.
3. Clinic, dental office, medical office, chiropractic office, or hospital, except in the R-3 zone with a Category II, Conditional Use Home Occupation permit.
4. Junkyard, auto wrecking yard, or salvage yard within the urban compact area. Any Junkyard, auto wrecking yard, or salvage yard outside of the urban compact area must comply with separate local and state licensing procedures.
5. Stable, kennel, pet store, or any other commercial animal breeding business or similar activity, except in the R-3 zone with a Category II, Conditional Use Home Occupation permit.
6. Storage, service, repair, or sales of ambulances, tow trucks, recreational vehicles, watercraft, automobiles, ATVs, or other motorized vehicles within the urban compact area. Home Occupations desiring to conduct these types of activities in the R-3 zone may be permitted,

subject to a Site Design Review by the Planning Board and must be at least 300 feet from any neighboring dwelling.

7. Use of specified chemicals, pesticides and flammable/combustible materials, including any other process or business where current adopted Building and Fire Codes requires an operational permit.
8. Bed and breakfast facilities. (Regulated under separate rules – see Section 13-700.4)

Section 13-900 Definitions

Home Occupation: An occupation or profession that is conducted for financial gain on a dwelling site or in the associated dwelling unit by a member of the family residing in the unit, and which is clearly incidental to and compatible with the primarily residential use of the property and surrounding residential uses. A Home Occupation shall not be construed to mean an employee working in his/her home in the service of an employer, whose principal place of business is at another location.

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dwelling unit, shall be reviewed by the Planning Board, to ensure that the cumulative impacts of the proposed Home Occupations comply with city ordinances. The following standards or business types shall be reviewed by the Planning Board for approval.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 9, 2022
Re: Brief Discussion of Tax Increment Financing (TIF) Districts

For the Thursday April 28, 2022 Investment Committee meeting, Mayor Smith asked staff to compile some basic information about TIF Districts. After the meeting, he asked that this information be presented to all Council members.

The information is included in this packet.

Suggestion Action:

I would be happy to answer any questions.

Tax Increment Financing (TIF) Overview

1. State Economic Development Tools for TIF (the Why)

<https://www.maine.gov/decd/business-development/tax-incentives-credit/municipal-tax-increment-financing>

“Municipal Tax Increment Financing (TIF) Tax Increment Financing is a flexible finance tool used by municipalities, plantations and unorganized territories to leverage new property taxes generated by a specific project or projects within a defined geographic district. Any portion of the new taxes may be used to finance public or private projects for a defined period of time for up to 30 years.”

2. Municipal Framework (the What)

Information about Caribou’s TIF Districts can be found in Chapter 10 “Planning”, Article II “Tax Increment Financing” (enclosed)

Also: captured value within the TIF Districts is “sheltered valuation” so it does not increase the County Tax or decrease the amount of Municipal Revenue Sharing or State Aid to Education

3. Maps of Current Districts (the Where) and (the When)

Enclosed are the maps from the application for the Hilltop TIF District and other applications. They show the existing TIF Districts in Caribou:

Downtown TIF District – (2006) expires March 29, 2036

RC-2 TIF District – (2012) expires March 28, 2042

Bouchard TIF District – (2013) expires March 28, 2043

Hilltop TIF District – (2018) expires December 31, 2048

4. Current Credit Enhancement Agreements (the Who)

Important: JOBS - JOBS – JOBS The creation and retention of jobs is important when evaluating projects.

Caribou Management (DHHS) – Downtown TIF District (100% DHHS portion ends 2036)

Neal Griffeth (NAPA) – Downtown TIF District (Sliding scale 50% to 10% ends 2022)

Bouchard Farms – Bouchard TIF District (Sliding scale 95% to 25% ends 2032)

Caribou Senior Living – Hilltop TIF District (95% captured value expires 2048)

5. Efforts to educate & engage our citizens (the How)

Guidance can be found online at the City of Caribou website (enclosed):

<https://www.cariboumaine.org/wp-content/uploads/2022/02/General-TIF-and-CEA-Information.pdf>

Developer request and Credit Enhancement Agreement application on the website:

<https://www.cariboumaine.org/wp-content/uploads/2022/02/Developer-Request-and-TIF-CEA-Application.pdf>

Staff has also developed and presented a “Business Friendly Roadmap” (a few pertinent slides are enclosed)

Chapter 10
Planning

ARTICLE I PLANNING BOARD

Section	
10-101	Planning and Code Enforcement Offices

ARTICLE II TAX INCREMENT FINANCING

10-201	Introduction
10-202	Purpose
10-203	Definitions
10-204	General Considerations
10-205	Basic Provisions
10-206	Mandatory Guidelines
10-207	Guidelines that Determine Level of Municipal Participation
10-208	Standard Operating Procedure

Chapter 10 Planning

ARTICLE I PLANNING BOARD

Sec. 10-101 Planning and Code Enforcement Offices

To assist in carrying out the policies of the Planning Board, there shall be an office with appropriate staffing to provide planning and code enforcement. These objectives may be accomplished by one or more staff persons.

Historical Note: formerly Chapter 6, 1956 Code; replaced June 4, 1980; amended July 11, 1988; January 7, 1991; November 22, 1993; June 24, 1996; April 13, 1998; Section 10-102 adopted by City Council on May 9, 2011; Section 10-102 Community & Economic Development was repealed by City Council on November 27, 2012.

Historical Note: Section 10-103 adopted by City Council on May 9, 2011; Section 10-103 Chamber of Commerce repealed by City Council November 25, 2013, effective December 31, 2013.

ARTICLE II TAX INCREMENT FINANCING

Sec. 10-201 Introduction

State of Maine law establishes Tax Increment Financing (TIF) as one of the few tools cities can use to assist in economic development activities. TIFs provide partnering opportunities between private developers and local government to realize greater economic benefits for the community. These efforts may include new developments, redevelopment, or expansion of existing business operations. While TIFs provide the potential for cash influx to projects, other tools may also be beneficial and should be seriously considered when requests for TIF designation are made. These other tools may include changing zoning or land use regulations, streamlining review processes, helping to get funding through other economic agencies, private funding or city revolving loan funds, utility services programs, etc.

The City of Caribou will generally consider use of TIFs for all areas zoned for commercial development in an effort to build community and economic growth through public-private partnerships with both existing and new businesses. Special consideration will be given to projects proposed in the Downtown District.

Sec. 10-202 Purpose

The purpose of these guidelines is to outline standards that the City of Caribou will use in considering applications for tax increment financing. These guidelines are intended to be consistent with State laws, as they may be updated from time to time. State laws shall be utilized when any specific conflict between the two occurs. Notwithstanding these guidelines, the creation of a TIF agreement is a policy decision made on a case-by-case basis by the Caribou City Council and the Maine Department of Economic & Community Development. Tax Increment Financing is not a right under Maine law and meeting these guidelines should not be interpreted as creating any rights or entitlements in any application.

Sec. 10-203 Definitions

The following terms, as may be used within this Article, shall have the following meanings. Those terms which are not included herein, but which are found in Maine Revised Statutes, Title 30-A, pertaining to Development Districts within Municipalities, shall have the same meaning as provided in the state statutes.

Commercial and Industrial Zones: Those land use zones adopted by the City of Caribou which allow for uses of a primarily non-residential nature.

Retail: Those establishments identified as Retail Trade and Wholesale Trade under the 2017 North American Industry Classification System

Sec. 10-204 General Considerations

Economic development projects are eligible for consideration when they meet the following standards:

- Would not occur otherwise;
- Create or retain employment opportunities;
- Expand significantly the City's tax base; and
- Conform to the quality and types of development sought by the City as outlined in the Zoning ordinance, Comprehensive Plan, and other policies enacted by the City Council

Sec. 10-205 Basic Provisions

Once a TIF district is created, the City of Caribou can utilize increment funds in two ways; first, the City may bond for and install public infrastructure to be paid for with any generated tax increment funds, and second, the City may return tax increment funds directly to the investing business to cover project costs. This second option is formalized through a Credit Enhancement Agreement (CEA) between the City and the benefiting parties. Because of the potential risk to the City in either of these cases, special consideration needs to be given to the following:

1. Tax Increment Financing shall be revenue neutral, or better, to the City over the life of the district.
2. Applicants must provide all documentation deemed necessary by the City to substantiate the TIF requirements and protect the City's economic and financial position.
3. The applicant is obligated to apply for any State reimbursement programs for personal property and/or real estate taxes.
4. All applicants will be required to sign a Professional Fee Consent Form agreeing to reimburse the City for all out-of-pocket expenses including outside professional consulting costs (e.g. legal, accounting and advertising) and expenses related to calling special Council meetings, printed documents, travel, postage, etc., which may be incurred as a result of the Tax Increment Financing proposal. Such reimbursement is to occur whether or not Tax Increment Financing is approved.

5. If Tax Increment Financing is approved, an annual Administrative Fee, equal to 1% of the incremental taxes reallocated back to the project, will be charged.
6. Credit Enhancement Agreements must provide for a recapture of the benefits if the project should move to another municipality. Assignments will be allowed only for conventional, commercial financing purposes or where the proposed assignee agrees to be bound by the same terms and conditions as the original applicant.
7. Invoices, cancelled checks, lien waivers, and other documents supporting cost reimbursement proportional to the captured value, must be substantiated with documentation from non-affiliated companies.
8. Tax Increment Financing Agreements of five years or less are highly preferred by the City when structured as a CEA. Increased duration may be considered depending upon the magnitude of increased tax value, job creation, or economic benefits. Projects involving bonds for public infrastructure may be considered for the maximum time allowed by law (30 years).
9. The City will not entertain requests from retail enterprises for Credit Enhancement Agreements as a means of tax increment financing for onsite activities within a TIF district unless such businesses or developments will create a minimum of 10 new Full Time Equivalent (FTE) jobs which pay 100% of the area median income; the City may however, at its sole discretion, consider requests from all retail enterprises for Credit Enhancement Agreements to assist in the financing of necessary off-site public infrastructure improvements, installed by the investing business and for which detailed financial documentation is provided.
10. The City will not return to any investing business under any Credit Enhancement Agreement more than eighty (80) percent in any one (1) given year.
11. The City may deviate from provisions 8-10 when working with a project that will redevelop or repurpose properties held by a non-taxed entity for at least 5 years immediately prior to application for TIF designation (e.g. tax acquired properties, school sites, state holdings, etc.).

Sec. 10-206 Mandatory Guidelines

In all instances, applicants for tax increment financing must demonstrate that the City of Caribou's participation is economically necessary, and that participation is needed to undertake the project. Such justification is demonstrated by:

1. A need to offset infrastructure costs unique to the site; or
2. A need to offset economic advantages available to a corporate entity if it should develop a project (or expand operations) outside of Caribou; or
3. A lack of sufficient private or other public funding sources to meet the full capital investments needed to undertake a project.
4. If the project creates significant new tax value equal to or greater than \$50,000 dollars and creates or retains jobs throughout the City's planned development, commercial, industrial zones and Pine Tree Zones, including projects located in the Downtown District. Retail projects must demonstrate a new tax value equal to or greater than \$1.5Million dollars.

5. The developer is financially capable to undertake the project.
6. The developer is compliant with all statutory and regulatory guidelines of the City of Caribou and the State of Maine.

Sec. 10-207 Guidelines that Determine Level of Municipal Participation

In addition to the above guidelines, the City will use the following criteria to determine the level and duration of participation by the City of Caribou:

1. The project assists an established business in the City of Caribou, thus retaining existing employment opportunities;
2. The project creates long-term, permanent and quality employment opportunities which will provide wages exceeding the area median income;
3. The project contributes to the revitalization of the Downtown District, Commercial and Industrial Zones, designated Growth Areas or Pine Tree Zone District.
4. The project improves a blighted building or site in need of rehabilitation;
5. The project creates public infrastructure facilities that have application beyond the particular development such as improvements to utilities, telecommunications, traffic patterns, parking facilities, green space, etc.;
6. The project supports or will support community projects, provides job training, provides student internships, supports local contractors and suppliers; and
7. The project supports or will support local efforts and programs that assist those who are under-employed or low to moderate income (LMI).
8. The developer has a responsible history with personal properly tax payment and pledges the continued responsibility.
9. The project helps stimulate other business(es) within the City or offers presently unavailable economic benefits;
10. The project does not require direct borrowing by the City, and tax increment revenues are not obligated or pledged as collateral for third-party project financing but simply are reimbursed to the project;
11. Projects seeking Credit Enhancement Agreements conform to the business categories established for the State of Maine's Pine Tree Business Zone program, i.e., manufacturing businesses, financial services business, and the targeted technology business (composite materials, biotechnology, aquaculture and marine technology, environmental technology, information technology, advanced technologies for forestry and agriculture, and precision manufacturing technology;

Sec. 10-208 Standard Operating Procedure

The City of Caribou will coordinate all activities regarding applications for tax increment financing. Working with applicants, the City will undertake the following steps when reviewing applications:

- A. Preliminary Evaluation
 1. Provide information on tax increment financing to potential business/developers;
 2. Discuss project proposals and accept preliminary applications; (applications for tax increment financing will be provided by the Department of Community

Development). All applicants must pay a \$250.00 non-refundable application fee at the time of submission.

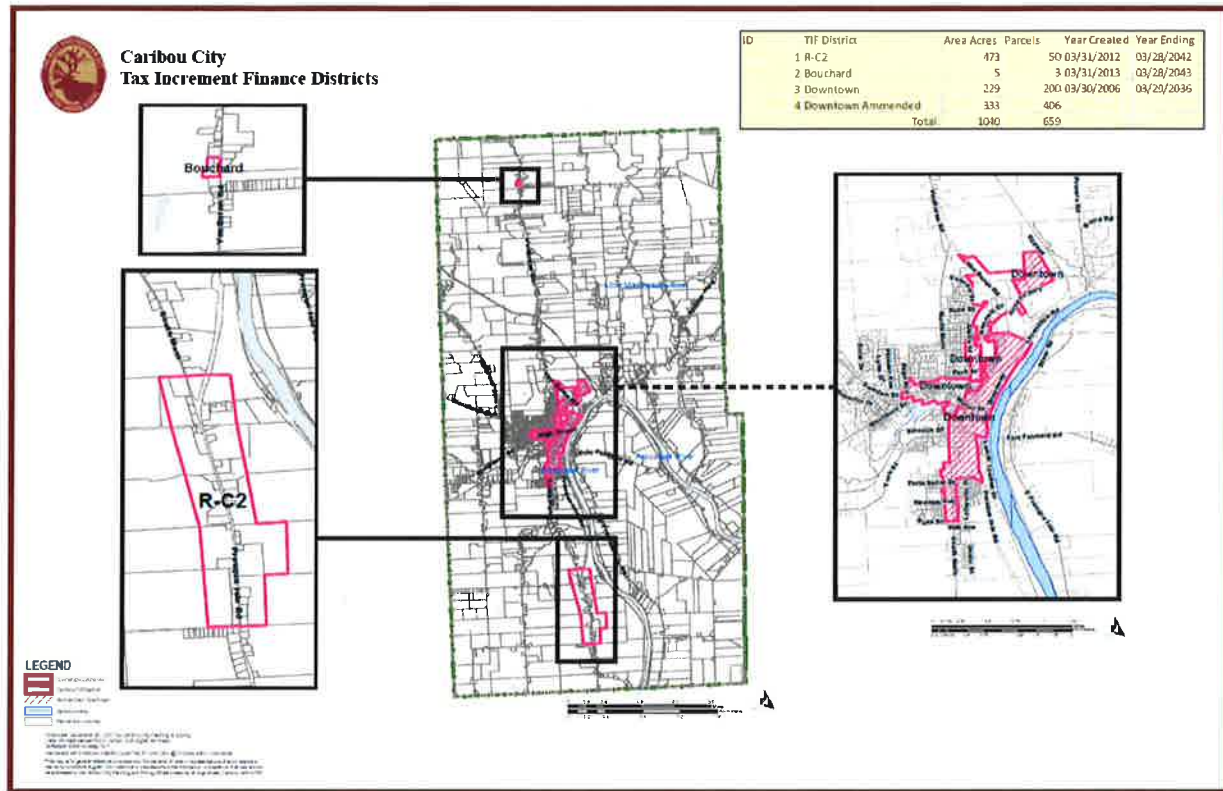
3. Review preliminary applications based on policy guidelines with the City Manager, Tax Assessor, Code Enforcement Officer, Director of Community Development, Director of Public Works; Director of Public Safety, Utilities District or other applicable departments.
4. Advise applicants on the findings of city staff.
5. The City staff will review applications and makes recommendations to the Caribou City Council. The City Council will determine the appropriateness of the request and provide direction to staff for continued evaluation under Final Review.

B. Final Review

1. Based on the City Council's direction, the City staff will coordinate with the business/developers to determine full compliance with all basic and mandatory review criteria. Staff will prepare credit enhancement agreements and/or agreements for consideration by the Council.
2. The City Council will review and grant approval for any agreements to be associated with the TIF. Such approval must be contingent upon final acceptance and approval of the TIF plan and documents by the State of Maine.
3. City staff will prepare and submit applications for tax increment financing to the State of Maine and will monitor ongoing public and private investments in the particular development project.

Historical Note: Article II adopted by Ordinance No. 1, 2018 Series on May 14, 2018; effective June 13, 2018. Current ordinance replaced original ordinance adopted September 13, 2004.

City of Caribou Existing TIF Districts



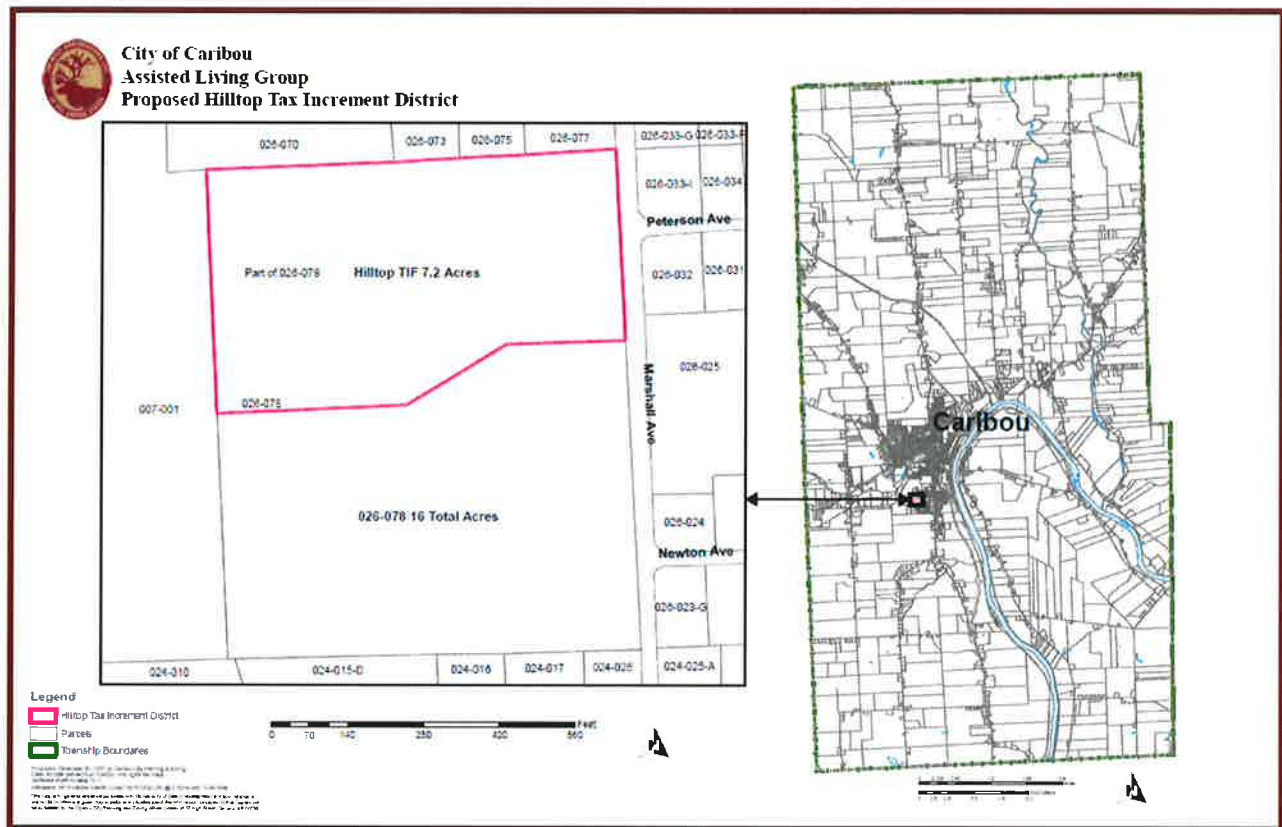
Note: Maps are available in separate format and in larger scale.

EXHIBIT A

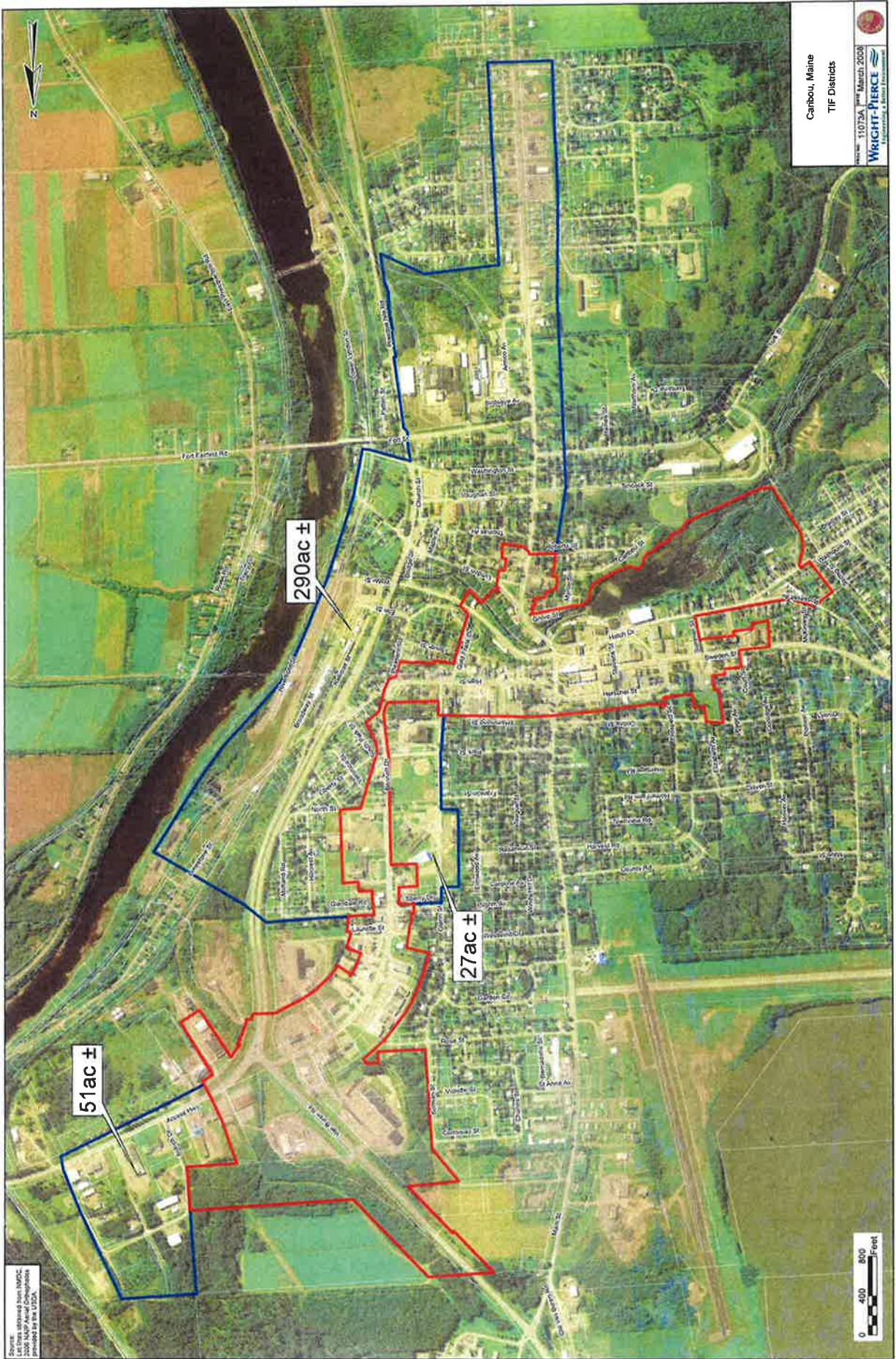
TIF District Maps

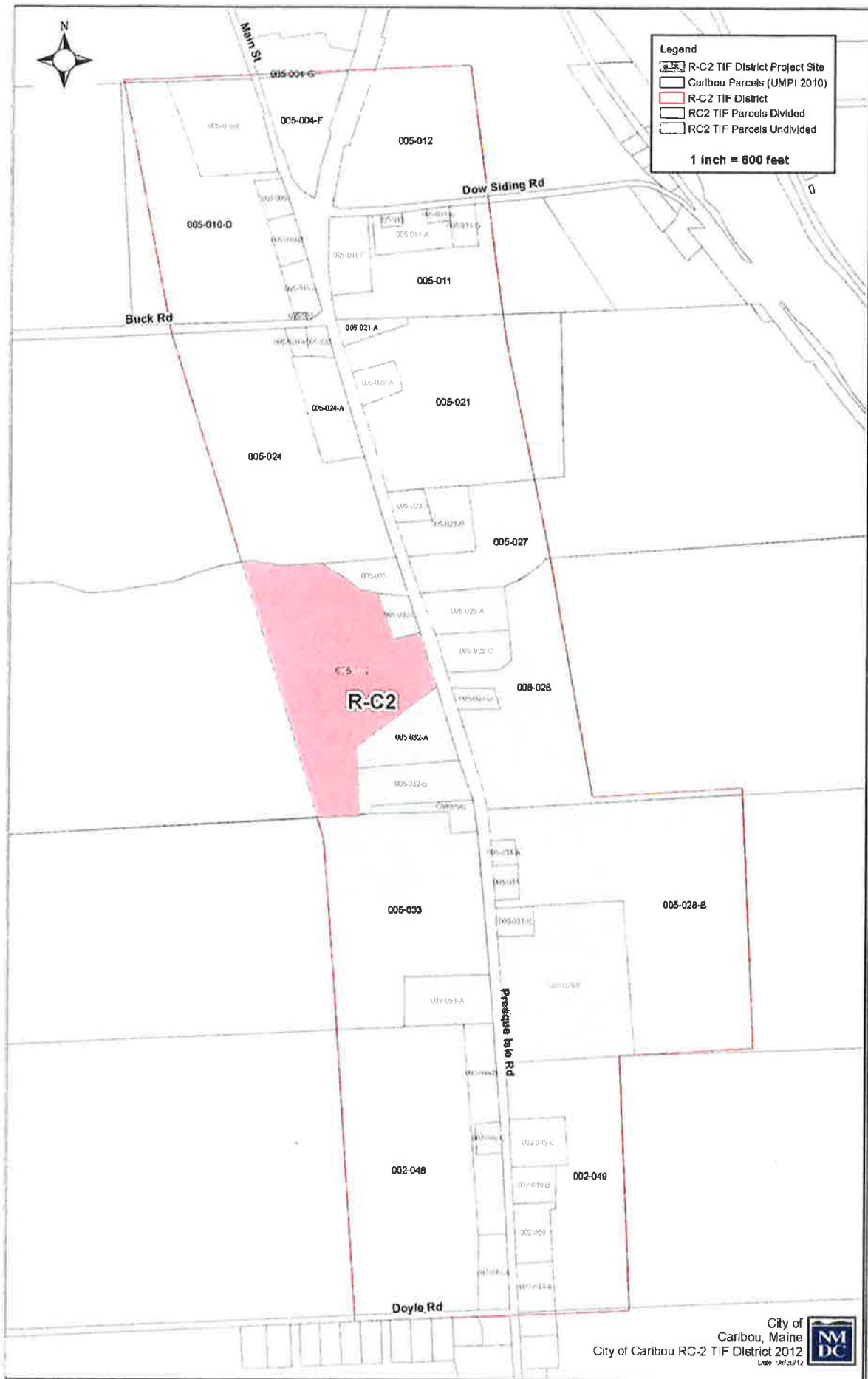
Total Land Area: 7.26 Acres

City Map with Proposed District Highlighted



Note: Maps are available in separate format and in larger scale.







PROCESS

I. INTRODUCTION

“Municipal Economic Development

A municipality may elect to provide financial assistance to local economic development projects – from infrastructure improvements to business expansions – by using new property taxes that result from the commercial investment and corresponding increase in property value. The state program that guides and encourages this local economic development activity is called municipal tax increment financing (TIF). TIF is predominantly a ‘real estate based’ tax incentive program.” (State of Maine, DECD Municipal Tax Increment Financing publication dated March 8, 2010)

Tax Increment Financing (TIF) is a tool that a city can use to participate in local project financing by using some or all the new property taxes generated by capital investment within a geographic district. TIF is one of the few techniques authorized under state law to promote economic development projects by cities and towns. In the City of Caribou, applications for tax increment financing will be considered in the mixed-use districts, the commercial districts, and the industrial districts. Projects proposed in those areas of city receive special consideration with regard to the goals established through the Comprehensive Plan and by the City of Caribou. The City may consider projects outside these areas on a case-by-case basis. Projects under consideration will directly or indirectly have a positive impact on the city.

Program Example

Land in a designated area (TIF district) is assessed at (original assessed value)	\$500,000
A developer builds a building on that land that is assessed at	\$1,000,000
The tax rate in Caribou per thousand dollars of assessed value is	\$20.50
The total property tax per year on this land and building is	\$30,750
The property tax per year on the new building only (Increment) is	\$20,500

All - or a portion - of the property tax of \$20,500 can be used to support the TIF district’s eligible development program and financial plan for as long as 30 years.

Not only can the \$20,500 per year be designated for eligible programs, that same amount can be “sheltered” from the computation of state subsidies (Revenue Sharing and General Purposed Aid to Education) and the payment of county taxes. As the city’s total value **increases** the city will realize a **decrease** in Revenue Sharing and Education subsidies and an increase in County tax payments.

	Taxes Sheltered in TIF	Without TIF Shelter – taxes to general fund
Taxes from new building (Example above)	\$20,500	\$20,500
Portion paid to County*		\$68.47
State Revenue Sharing Reduction*		\$2,111.79
State Education Aid Reduction*		\$9,000
Net to Caribou	\$20,500	\$9,319.74

*Please note that these figures are adjusted annually and may change based on the adjustment.

The Sheltered tax amount of \$20,500 (all or a portion) may be designated for eligible economic development programs including reimbursement to a developer for business or development project costs (via a Credit Enhancement Agreement).

Economic development projects will be eligible to apply for TIF funding when they meet at least three of the following objectives:

- The projects receiving TIF funding assistance are public infrastructure projects in support of the development that would typically be projects the community might fund through the general fund, or capital fund, but was unable to do so
- The project proceeds complete a public infrastructure project identified as needed by the community or an identified public benefit for the community
- The project cannot move forward without the infrastructure support
- The project itself will create or retain significant and sustainable employment opportunities

The purpose of this policy is to outline standards and processes that the City of Caribou will use in initiating or considering applications for Tax Increment Financing (TIF). Notwithstanding this policy the creation of a TIF agreement is a decision made on a case-by-case basis by the Caribou City Council and the Maine Department of Economic & Community Development (Maine DECD). Tax Increment Financing is not a right under Maine law and meeting these policies should not be interpreted as creating any rights or entitlements in any application.

II. BASIC PROVISIONS

Applications for Tax Increment Financing (whether initiated by the City or requested by a developer or business) will be considered by City staff and the City Council, with all final approvals vested with the Caribou City Council and the Maine DECD. Applications for Affordable Housing TIFs and Amendments to existing TIFs will follow this process. The terms and specific details of each TIF agreement will be developed on a case-by-case basis. The City Manager and the Manager's designated departments will negotiate for the City based on the merits of the project and this policy, following the process laid

out in the Application Requirements Section IV. In developing the application, the applicant (the City or the developer) shall meet the following basic provisions, as well as the policies and requirements stipulated in subsequent sections.

Affordable Housing TIFs are submitted using a special application form and are approved at the state level by the Maine State Housing Authority. The local review process is the same but unique criteria are used for evaluation. Separate documentation is available from the Maine State Housing Authority.

TIF Agreements. TIF is a tool that permits a municipality to participate in local project financing by using some or all the new property taxes from a capital investment within a designated geographic district. The City has the right to retain TIF proceeds for public infrastructure improvements or TIF eligible expenses. The municipality has the option of using the “incremental” taxes to retire bonds it has issued for the project, fund eligible municipal economic development activities, or reimburse a developer or business for development project costs (via a Credit Enhancement Agreement).

TIF districts may be designated for up to 30 years and bonds may be issued for up to 20 years. The designation of a TIF district requires proper notice, a local public hearing, the majority vote of the municipal legislative body, and state approval.

- Eligible Expenses. Eligible TIF expenses include construction, design, and permitting of necessary infrastructure to support the proposed project. Other eligible expenses are defined by the State of Maine in its TIF Publication and Statutes (which may be amended from time to time). The City Council will consider proposals that further economic development goals endorsed by the community.

- Documentation. The applicant is required to provide all documentation associated with the application. This documentation becomes the basis by which the project’s implementation is reviewed for compliance with final approvals.

- Geographic Boundaries. The City reserves the right, during the application process, to establish the size of the district necessary to meet the needs of the applicant or to meet the needs of infrastructure improvements deemed necessary by the community.

- Personal Property. Personal property shall not be included in the calculations for the TIF.

- Excess Funds. TIF agreements that include a CEA shall include a provision that directs any excess funds after the CEA is satisfied to be directed to economic development uses.

THE FOLLOWING 4 ITEMS APPLY TO TIFs THAT INCLUDE CREDIT ENHANCEMENT AGREEMENTS ONLY

Credit Enhancement Agreement

If the TIF funds are to be used to reimburse a developer or business for development project costs, a Credit Enhancement Agreement (CEA) is created. The CEA, or contract between the municipality and developer or business, is a mechanism to assist the development project by using all, or a percentage of, the tax revenues generated by the new investment to pay certain authorized project costs with payments made directly to the developer or business.

- Amount of Funds. The TIF funds reimbursed/returned to the developer (via a CEA) will not exceed, over time, the amount of funds agreed to in the TIF document. The applicant is required to submit all documentation that will justify the expenditure to be reimbursed as estimated in the TIF agreement.
- Terms. Terms shall be negotiated between the City and the applicant on a case-by-case basis.
 - Agreements can extend between 1 and 30 years; and 20% to 100% of the incremental value can be captured depending upon the merits of the project
 - These terms are consistent with state statute.
- Suspension and Recapture of Benefits. The Credit Enhancement Agreements shall contain provisions for the suspension, termination, and/or recapture of benefits to the applicant. These actions will occur when the applicant does not meet the compliance standards outlined in this document. This would also include any statements or representations made by the applicant which would have a bearing on the City Council's decision to participate in a TIF and at what level. The agreements shall also provide for the termination and/or recapture of benefits from the applicant if the applicant relocates all or a substantial portion of the Caribou operation outside the project, during the term of the agreement.
- Level of Funding Adjustments. During the application process and during the life of the TIF (and CEA), the applicant shall demonstrate that the funds are being used at appropriate levels for the purpose intended. If the level of funds the applicant receives exceeds the projected need, the amount returned to the applicant shall be adjusted.

III. LEVEL OF MUNICIPAL PARTICIPATION

The City will use various criteria to determine participation including those listed below:

- The *value* of the proposed public infrastructure

- The project creates public infrastructure facilities that have application beyond the development, such as improvements to traffic patterns, parking facilities, access to water, the incorporation of sustainable technologies, green space, or environmental remediation
- The project is consistent with goals and actions stated in the City's Comprehensive Plan
- The project assists an established business in the City of Caribou, thus retaining existing employment opportunities
- The project brings a new business to the community that is consistent with one of the business sectors identified below
- The project supports, or will support, local efforts and programs that assist in the development of the following business sectors: manufacturing, the agriculture economy, technology industry, retail industry, lodging, tourism or the State's targeted industries consistent with Pine Tree Zone standards (manufacturing, advanced technologies for forestry & agriculture, aquaculture & marine technology, biotechnology, composite materials technology, environmental technology, financial services, information technology)
- The project creates long-term, permanent, and quality employment opportunities
- The project contributes to the unique quality of the City, commercial and industrial districts, or other areas in need of redevelopment
- The project improves a blighted building site that will benefit from rehabilitation
- The project supports or will support community projects, provides job training, provides student internships, supports local contractors and suppliers

IV. APPLICATION REQUIREMENTS

For projects that include a Credit Enhancement Agreement

Applicants for a Credit Enhancement Agreement should demonstrate that the City of Caribou's participation is economically necessary, and that participation is needed to undertake the project. Such justification is demonstrated by:

- The financial need to offset public infrastructure costs unique to the project or site
- The project is one that conforms to the Caribou Comprehensive Plan, in its capital improvement program, or in other supporting documents recognized by the community

- The developer demonstrates the financial capacity to undertake the project and provides evidence in support of this capacity. Evidence will include but is not limited to:
 - Development budget and pro-forma
 - Financial commitments of project lenders
 - A project implementation plan and schedule

All such information shall be kept confidential. City staff and City Council will agree to a non-disclosure agreement, if deemed necessary.

- The project creates incremental tax value equal to or greater than \$500,000, excluding personal property
- The developer is compliant with all statutory and regulatory guidelines of the City of Caribou and the State of Maine

V. APPLICATION PROCESS

The City of Caribou will coordinate all activities regarding applications for Increment Financing, possible CEAs, Affordable Housing TIFs and TIF Amendments. It is understood that the TIF process can precede other local approvals; however, the final TIF approval can have receiving such approvals as a condition. Collaborating with applicants, the Departments will coordinate the following process

- Phase 1: The Caribou City Staff will provide information on Caribou's Tax Increment Financing program to the applicants and discuss the merits of the project proposal(s). Where appropriate, the staff will reach out to obtain preliminary input from City departments, including, but not limited to the Tax Assessor, City Attorney, Codes Enforcement Officer, Director of Public Works, and advise applicants on the findings of City staff.
- Phase 2: The applicant shall file a preliminary application with the City. The City Manager, or his designee, shall review the application for completeness and then submit the application to the City Council for their preliminary review and comments.
- Phase 3: The City Manager will schedule a workshop meeting with the City Council and to review the proposal. The meeting should result in the creation of a determination as to whether the application is an appropriate use of TIF funding or not. At that meeting:
 - The applicant shall provide an overview of the project
 - The City Manager shall provide any preliminary input from staff, and

- The City Council members shall provide comment, as appropriate
 - There should be a preliminary discussion of terms including those involved with a CEA
 - There should be a discussion of policy waivers requested, if any
- Phase 4: Using the comments from that meeting, the applicant may apply for final application approval (the application is a separate document). The Manager shall proceed with the following:
 - Meet and obtain input from appropriate department heads
 - For those TIF applications in which a Credit Enhancement Agreement may be involved or anticipated, negotiate with the developer on the conditions under which a CEA agreement may be reached, including waivers and the rationale behind their need
 - Develop a findings of fact from the City Council
 - Unless otherwise specified by the City Council in Phase 3, the applicant shall obtain any necessary local permits such as site plan review, design review, traffic, and parking review
 - Vet the Findings of Fact with City Council, revise, and renegotiate with the applicant as necessary, and
 - Finalize the findings of fact and forward the findings, with a recommendation, to the City Council.
 - Phase 5: Present the Findings of Fact to the City Council for their action.
 - Phase 6: Based on the City Council's direction and approval, designated staff shall prepare and submit the application for Tax Increment Financing to the State of Maine.
 - Phase 7: During implementation, the designated departments will monitor ongoing public and private investments in the development project to ensure their compliance with Findings of Fact and the policies contained herein.

Application Fee

All developer or business applicants are required to:

- Reimburse the City of Caribou for all legal, staff, and consulting costs and any additional expenses whether an application is approved.
- At the time of final application submission, a deposit of \$1,000 will be made by the applicant into a fund to be used to reimburse the City for staff time and any other direct expenses like required legal fees. Any funds not used during that time may be returned when the construction project is completed.
- Applications will be provided by the City Manager's Office, Caribou City Hall, 25 Street, Caribou, Maine 04032.

VI. WAIVER PROVISIONS

The City Council may waive the provisions of this policy. The decision to do so shall be made by applying the intent of the following guidelines to ensure that the project remains within the general parameters of Caribou's economic and community development vision. Criteria to be considered when granting the waiver include:

- Consistency with the Caribou Comprehensive Plan
- Consistency with the City's economic and community development vision
- Consistency with other local, state, and federal rules
- Evidence of need, and,
- Capacity to conduct the project

Business Friendly Roadmap

City of Caribou Maine

Code Enforcement

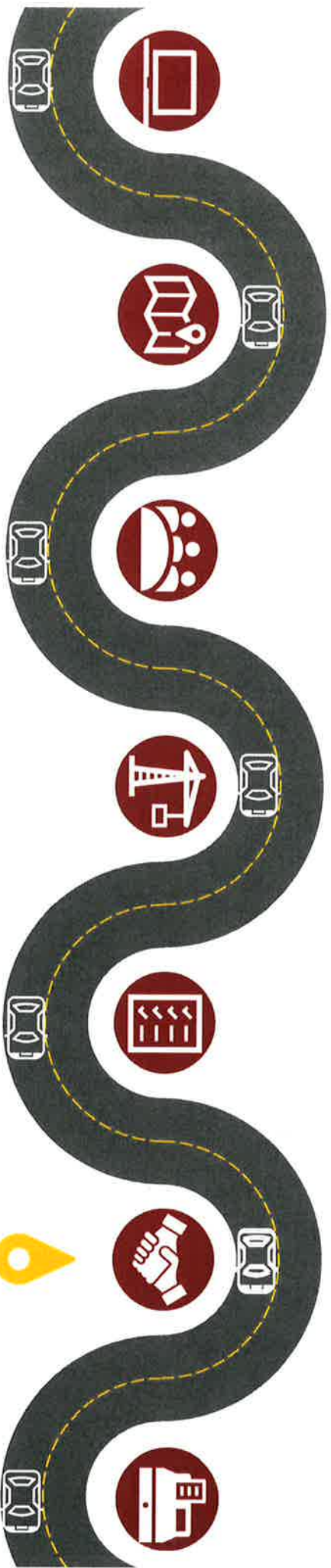
- Zoning / Land Use
- Site Design / Permits

Building Official

- Building Permits & Information
- Certificate of Occupancy

Economic Development

- City Manager
- Caribou City Council



Online Resources

- Cariboumaine.org

Planning Board

- Site Design Review

City Clerk

- Licensing

Tax Assessment

- Business Personal Property
- Tax Relief Programs

www.cariboumaine.org > Departments > Economic Development



Tax Increment Financing is ...

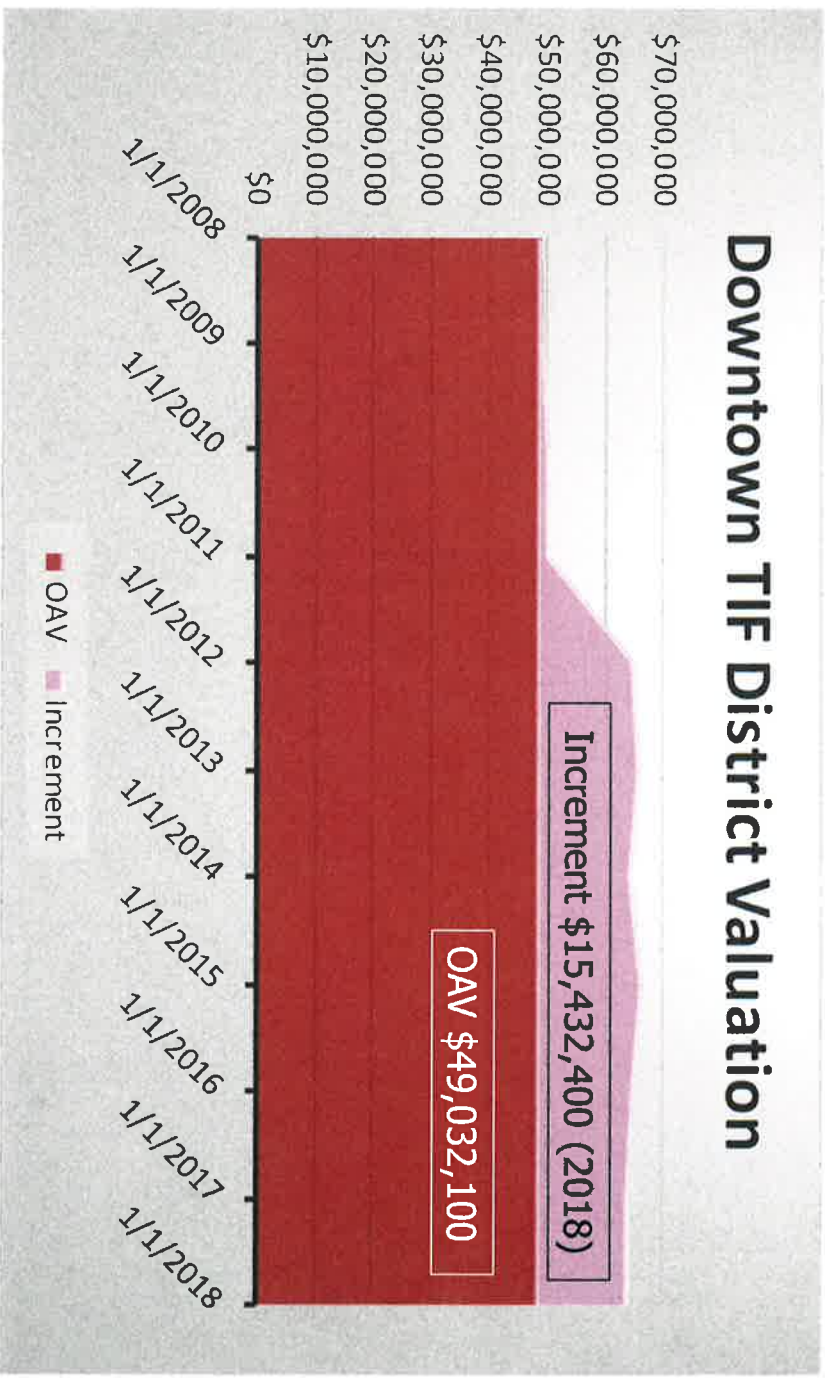
An economic development tool

Used in many municipalities (including Caribou)

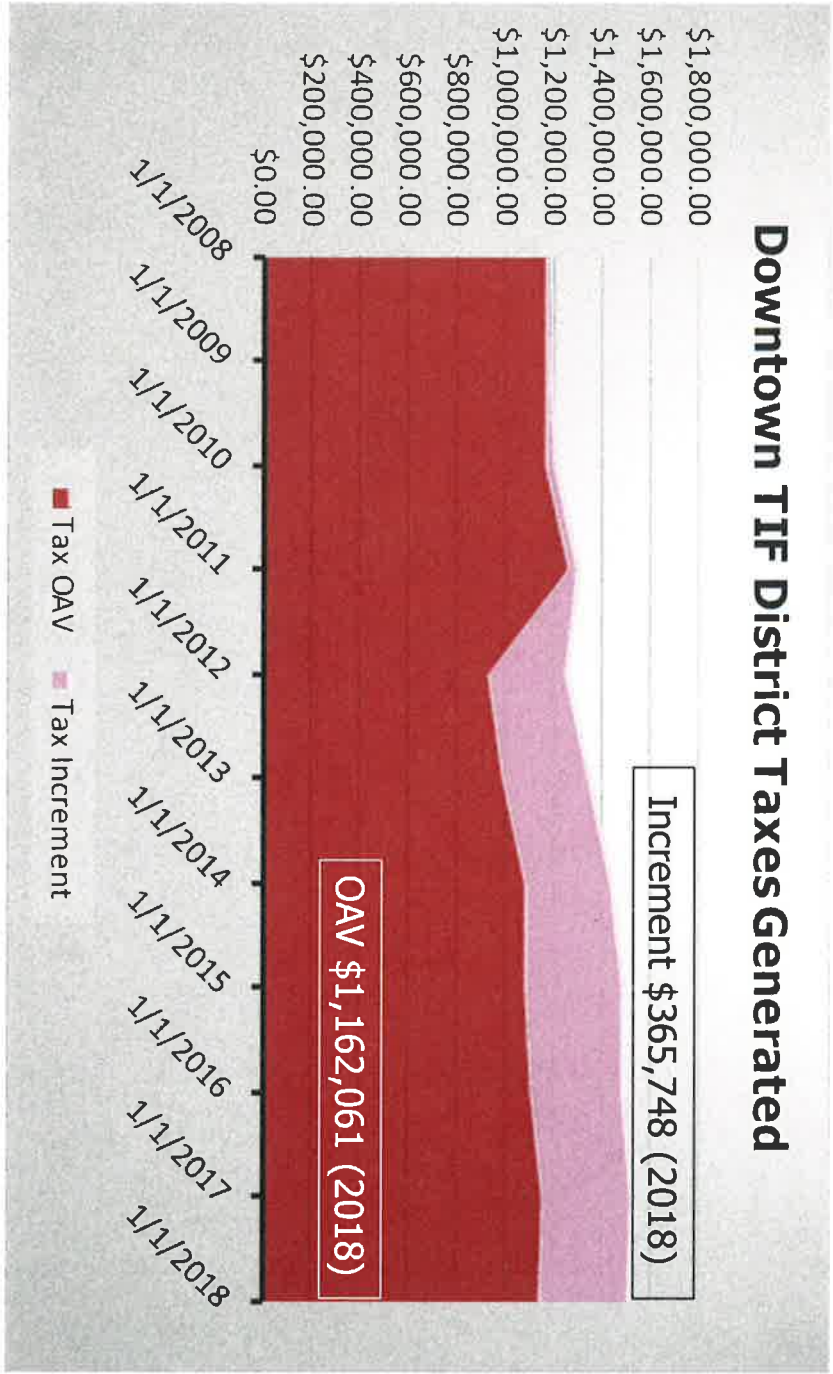
Promotes economic projects

Sanctioned under state law

Tax Increment Financing – Captured Value



Tax Increment Financing – Captured Value



Tax Increment Financing – Advantages

	Taxes Sheltered in TIF	Without TIF Shelter – taxes to general fund
Taxes from new building (Example above)	\$20,500	\$20,500
Portion paid to County*		\$68.47
State Revenue Sharing Reduction*		\$2,111.79
State Education Aid Reduction*		\$9,000
Net to Caribou	\$20,500	\$9,319.74



www.cariboumaine.org > Departments > Economic Development



Tax Increment Financing tools available include ...

Low Interest Loans (CDBG)

Manufacturing Space (former Mecon Bldg)

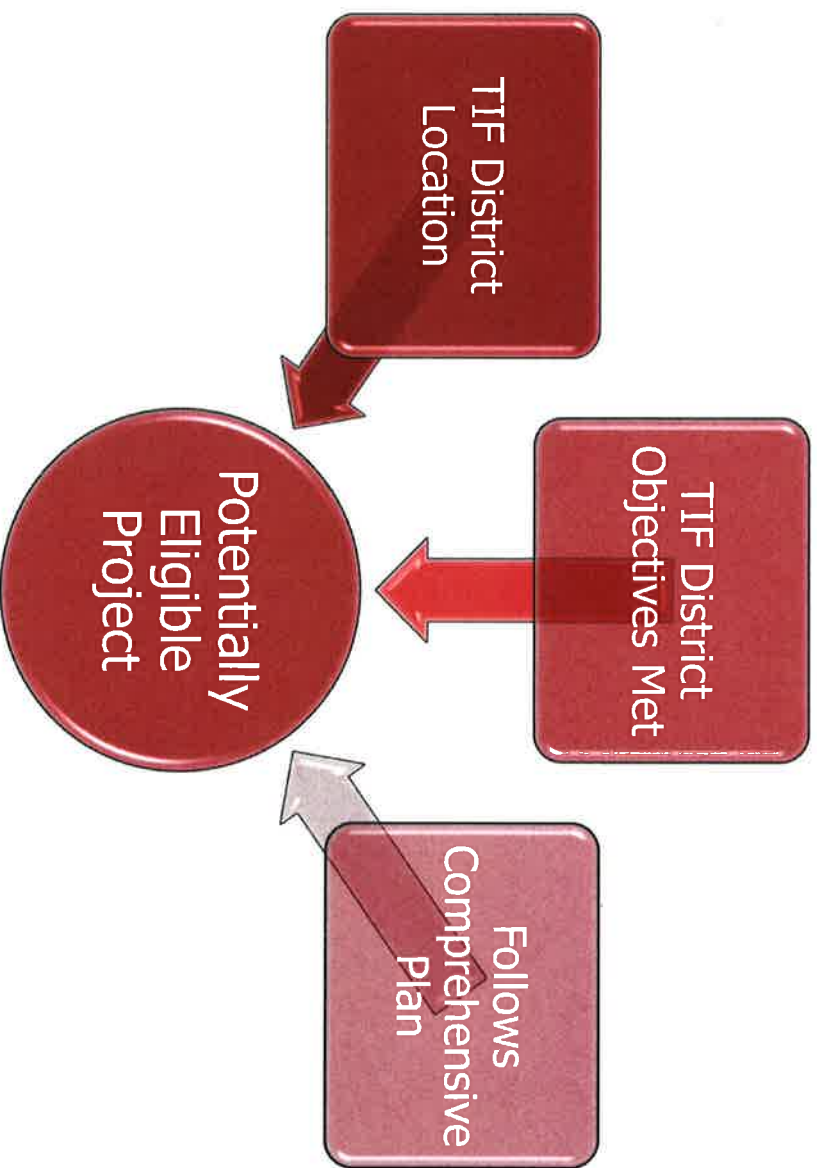
Slum & Blight Removal Grant

Credit Enhancement Agreement

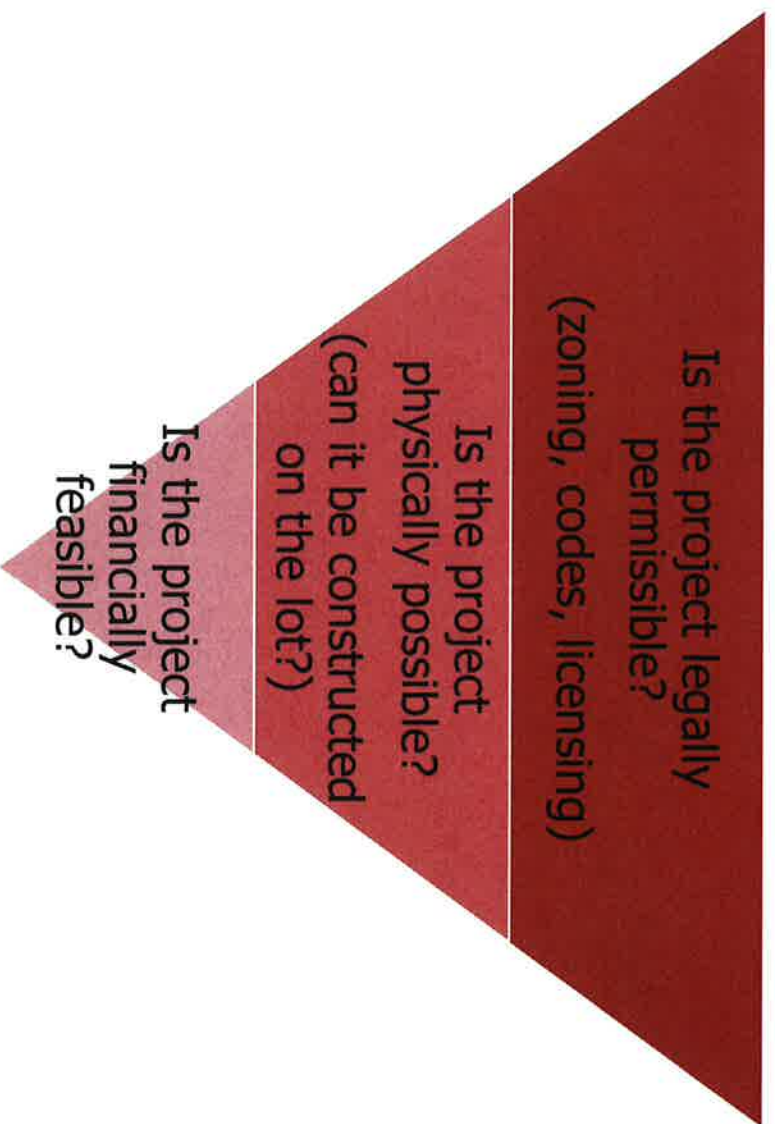
(can aid developer in lowering some project costs)

Contact the City Manager's office for more information

Tax Increment Financing – Project Support



Tax Increment Financing – Project Support



CFAD Monthly Report

April 2022

Fire Calls 6_Ambulance Calls 177_Canceled Calls 3_ = Total Calls 186_

See Attached Breakdowns:

- Alarms for Fires (33)-1
- Alarms for Rescues (66) -
- Silent Alarms - 5
- Total Hours Pumped -
- Gallons of Water Used -
- Amt. of Hose used -'
- Ladders Used (in Feet):'
- (75' Aerial)_'
- Thermal Imaging Camera Used -1
- Gas Meter Used-
- Rescue Sled & Snowmobile-
- Rescue Boat -
- Jaws Used -
- Miles Traveled by All Units – 2,274
- Color Guard Trng./Ceremonies
- ALS Calls - 99
- BLS Calls - 78
- Amb. Calls Canceled- 3
- Target Calls (Drug Behavioral)- 9
- PIFT Transfers-
- Long Distance Transfers -3
- Calls Turned Over -13
- Total Out of Town Calls- 47
- No Transports- 31
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City-
- Total Est. Fire Loss-
- Total Maintenance Hours -18
- Total Training Hours – 115.5

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 -7

MUTUAL AID FROM:

Presque Isle Fire Dept.-
Fort Fairfield Fire Dept -
Limestone Fire Dept.-
Washburn Fire Dept.-
Stockholm Fire Dept.-
North Lakes Fire Dept.-
Van Buren 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	1	
Connor	5		
New Sweden	2		
Stockholm	1		
Limestone	25		
Caswell	1		
Fort Fairfield	1		
Presque Isle			
Van Buren			
Bangor			
Perham	1		
Mad. Lake Twp.			
Houlton			

Fire Breakdowns

Situation Found			# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	1				
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)					
14. Other Vehicles (planes, trains, Ski Doo etc.) (132)					
15. Fires in brush, grass w/no value (140)					

Other Incidents

16. Haz-Mat (400)	1
17. False Calls (740)	
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm)	(smoke) (CO) (Alarm) 3
22. Service Calls (500)	1
23. Ambulance Calls (300)	177

Canceled Calls- 3

Fire/Rescue- 6

Total Calls for the Month_186

Monthly Permit Report

April 2022

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	4	5	9	17
HOMES	0	0	1	1
MOBILE HOMES	0	0	0	1
MULTI-FAMILY	0	0	0	0
COMMERCIAL	2	3	2	7
EXEMPT	0	0	0	1
PLUMBING PERMITS				
INTERNAL	1	3	0	5
EXTERNAL	0	0	2	2
DEMO PERMITS	1	1	3	5
SIGN PERMITS	0	1	1	3

Year-to-Date is January 2022 to April 2022



Caribou Public Library

DIRECTOR'S REPORT

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

Spring is certainly in the air at the library. Throughout our side yard you can see the blossoming flowers and all the various types of birds who have finally returned to us. But with spring comes more open programming for the library as well.

This month, the Library has shifted into more in-person programming for Children. Over the last two years, we have only offered a Storytime virtually through Facebook and YouTube. As of April, the library will now be offering a Preschool Storytime in person, as well as a Mother Goose Storytime for our young audience. We have had 37 people attend these programs since we began on April 13th.

The library is also excited to announce our upcoming Telehealth Program! In partnership with the Maine State Library, the Caribou Public Library will now be offering specialized and dedicated technology for Telehealth appointments. We received the Equipment on April 28th, and will begin advertising in May. This program is designed to aid those who need to telecommunicate with medical professionals or specialists. We now have a dedicated computer with specialized privacy software to ensure patron privacy. This set up is also located in a specific room to allow any user the comfort of solitude for their appointment.

This month, the library has been on the hunt for a new staff member. We are lucky enough to have had wonderful applicants all with unique specializations and backgrounds that will only benefit the Library. We are still conducting interviews at present, but are sure to be making a decision soon, and welcome our new Staff in May.

The Caribou Public Library was also selected this month to be the receiver of donations from the Caribou Hannaford's "Bloomin' 4 Good" program. The Hannaford's will begin selling bouquets in May with red stickers on them. Each of these that is

purchased will result in a \$1 donation to the library! Make sure to stop by and pick up some flowers for Mother's Day and help out your local library at the same time!

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	612	509								
Juvenile books	584	455	662	673								
Teen/YA books	40	51	55	37								
DVDs	122	98	129	128								
eBooks/Audiobooks	25	158	177	128								
Magazines	36	15	24	19								
Interlibrary loans	26	33	29	49								
Puzzles	17	1	9	10								
STEAM	26	35	17	18								
Renewals	434	309	479	472								
TOTAL NUMBERS	2,039	1,709	2,193	2,043	0	0	0	0	0	0	0	0

CIRCULATION STATISTICAL COMPARISON													
MATERIAL TYPE	APR 2021	MAY 2021	JUNE 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022
Adult books	432	462	582	553	571	556	589	610	529	729	554	612	509
Juvenile books	458	421	738	640	661	669	611	586	432	584	455	662	673
Teen/YA books	62	45	99	85	125	77	58	75	43	40	51	55	37
DVDs	186	175	170	197	248	219	174	210	164	122	98	129	128
eBooks/Audiobooks	355	261	205	172	165	40	27	127	139	25	158	177	128
Magazines	36	15	30	27	38	59	57	96	65	36	15	24	19
Interlibrary loans	51	28	34	47	77	42	33	28	36	26	33	29	49
Puzzles	14	10	0	1	0	1	3	14	8	17	1	9	10
STEAM	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	4	15	26	35	17	18
Renewals	676	530	593	555	592	578	434	496	407	434	309	479	472
TOTAL NUMBERS	2,270	1,947	2,451	2,277	2,477	2,241	1,986	2,246	1,838	2,039	1,709	2,193	2,043

**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	2,193	2,043									7,984



Board of Directors

April 4, 2022
5:30 p.m.

Present: Doug Plourde, Chairman, Kevin Barnes, Dr. Irene Djuanda, Dr. Shawn Laferriere, Mike Gahagan, Penny Thompson, Neal Griffith, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Leslie Anderson, COO, Jenn Plant, CNO, Paula Parent, HR Director, Penny Wickstrom, HR; Jon Holabird, PHS; Chip Holmes, QHR; Mike Whitten and Mary Jalbert, Berry Dunn and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Jon Holabird, PHS, Chip Holmes, QHR; Mike Whitten and Mary Jalbert, Berry Dunn.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
EDUCATION	Cary Medical Center Audited Financials – Cary Medical Center's 2021 audited financials were presented by Mary Jalbert, CPA, Principal and Michael Whitten, CPA, Senior Manager of Berry, Dunn via ZOOM. Information including the management letter, description letter, combined financial statements was uploaded to BoardEffect. Chelsea Desrosiers, CFO; her staff and members of the Administrative Team were congratulated on another successful audit.		
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:57 p.m.	Upon motion duly made and seconded, it was so VOTED to approve the 2021 Audited Financials as presented.	
2. Review and Approval of Minutes	The minutes of March 7, 2022 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the March 7, 2022 meeting minutes as presented.	
3. Report of Chief of Staff	Dr. Flynn provided the following updates from the March 23 rd Medical Staff Executive Committee and General Medical Staff Meeting: Appointment Consulting Medical Staff – Beth Ann Cureton, MD (Radiology): The complete appointment application and provider profile of Beth Ann Cureton, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Beth Ann Cureton, MD to the Consulting Medical Staff with privileges as requested through June 30, 2023. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented. Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Beth Ann Cureton, MD to the Consulting Medical Staff.	

Board of Directors
April 4, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Consulting Medical Staff – Marsha Naydich, MD (Radiology): The complete appointment application and provider profile of Marsha Naydich, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Marsha Naydich, MD to the Consulting Medical Staff with privileges as requested through June 30, 2023. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Eugene Kim, MD (Radiology): The complete appointment application and provider profile of Eugene Kim, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained one medical malpractice payment settlement report which was reported on the application. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Eugene Kim, MD to the Consulting Medical Staff with privileges as requested through June 30, 2023. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>New Privilege Request – Cloe Shelton, MD (Radiology): Cloe Shelton, MD has requested the following additional privileges: Mammography, Breast Ultrasound (cancer screening), Breast MRI. There is one malpractice claim currently pending. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the additional privileges as requested to Cloe Shelton, MD. This will expire with her current appointment which is through June 30, 2023. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Ann Marie Pierce, MD - The resignation of Ann Marie Pierce, MD was received effective December 31, 2021. Upon motion duly made and seconded it was so VOTED to recommend approving the resignation of Ann Marie Pierce, MD as presented. This was forwarded to the Board of Directors for action.</p> <p>Update on Endoscopes – It was reported by Dr. Bawa at the MSEC Meeting that a vendor will be on site in April to have surgeons trial their endoscopes.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Marsha Naydich, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Eugene Kim, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the additional privilege request for Cloe Shelton, MD.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Ann Marie Pierce, MD.</p> <p>Informational.</p>	

Board of Directors
April 4, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Patient Safety Plan – The MSEC approved the Patient Safety Plan as presented.</p> <p>Education at the General Medical Staff Meeting – Kris Doody provided an overview of Team STEPPS which was developed to enhance performance and patient safety. Steve Johnson, Esquire provided an education session on EMTALA.</p> <p>2022 Quality Indicators - The following departments are looking for new quality indicators to report on in 2022: Department of Emergency Medicine, Department of Medicine, Department of Rad/Path and the Department of Surgery.</p> <p>2022 Physician Recruitment Plan – The Medical Executive Committee recommended to the General Medical Staff approval of the 2022 Physician Recruitment Plan with the addition of 1 OB/GYN and 1 Pathologist. This was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the 2022 Physician Recruitment Plan with the addition of 1 OB/GYN and 1 Pathologist.</p>	
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regen Gallagher reported the following from the March QM Committee Meeting:</p> <p>Old Business included: MRSA Surveillance, Joint Commission Survey, High Risk Meals and Antibiotic Protocol for Colon Cases.</p> <p>Utilization and Case Management reports reviewed included: Case Management Dashboard noting as of Friday, April 1st there were 4 patients on letter of denial; Readmission Rates, CDI Compliance, Delays in Stay and QIO Hospital Care Transitions Report.</p> <p>QM Compliance Indicators reviewed were: Nutritional Services, OR, Patient Registration, Jefferson Cary Cancer Center, Rehab Services and Radiology.</p> <p>QM Plans – There are two QM Plans for review that will be brought to the April QM Committee Meeting, L'Acadie and Wound Ostomy.</p> <p>Patient Safety Committee – The March 9th Patient Safety Committee Minutes were included in the packet for review.</p> <p>2021 & 2022 Dashboards – Dr. Gallagher reported that the 2021 dashboard is complete. The 2022</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	



Board of Directors
April 4, 2022
5:30 p.m.

130

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	dashboard has recently been uploaded for data input. Customer Satisfaction – Leslie Anderson provided a brief overview of the 2022 Customer Service initiatives to include: communication about medication, care transitions, meals and quietness. She noted that the data reported for One Day Survey from Press Ganey is one quarter behind, thus, Q4 2021 is being reported as the current period. Patient Complaints – There were eight patient complaints for the Q1 2022. All complaints were resolved.		
5. Report of Chairman, Board of Directors – Doug Plourde, Chairman a. Report from Board Members – PHS MSEC & GMS Departmental Leadership Other	<p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – No report was provided.</p> <p>MSEC & GMS – No report was provided.</p> <p>Departmental Leadership – Dr. DiJuanda reported on the interaction of the managers at the meeting.</p> <p>Other – Doug Plourde noted that he received a request for information from a member of the City Council. Doug shared information with the Board of Directors indicating on July 2, 2018 the Board voted that the City Manager would be the liaison for the City Council. The Board would respond to requests that are made from the City Council as a whole. Discussion ensued. Doug reported that a letter with this information will be provided to Penny Thompson, City Manager.</p> <p>Board Meeting Dates – Doug Plourde shared that the Board of Directors would be willing to change Board Meeting dates to accommodate Penny Thompson, City Manager's ability to attend. There are four months throughout the year: January, February, July and September that Cary's Board Meetings are on the second Monday of the month. This schedule conflicts with the City Council Meetings scheduled on the second and fourth Monday's of each month. Discussion ensued. Penny Thompson shared that it was not necessary to change the meetings of the Board of Directors.</p>	Informational.	

Board of Directors
April 4, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p> <p>b. COVID – 19</p> <p>c. Maternal/Child Renovation</p> <p>d. Air Handling Update</p> <p>e. MVH Update</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Pediatrics – Dr. Jain Jyotibala's H1B Visa has been approved and issued. Dr. Jain will begin practicing at Women's & Children's in May. A site visit is being planned in April with Dr. Wu, Pediatrician. Hem/Onc – A site visit was completed with Dr. Elena Vagia for permanent placement. She is currently visiting in Greece. Several Zoom interviews have been completed with several strong leads for permanent Hematologist/Oncologists. Family Medicine – Kirsten Darrell, PA-C, originally from Fort Fairfield, has 15 years experience working for an FQHC in Hawaii and is interested in coming home. An agreement has been reached and Kirsten's start date is August 2022. Ongoing Recruitment – Recruitment is ongoing for pediatrics, internal medicine, orthopedics, OB/GYN, emergency medicine, anesthesia (CRNA) and hematology/oncology. <p>COVID – 19 – Dr. Gallagher reports Cary's visitor policy has not changed. Cary follows CDC guidelines. Cary and Pines utilize the facility level and community spread of COVID in decision making and changing guidelines.</p> <p>Maternal/Child Renovations – Leslie Anderson reported the Letter of Occupancy has been received for the nearby renovated space. There are some final items yet to arrive before the labor and delivery rooms can be used. Construction has begun on rooms 501-505. Room 505 is almost completed. The break room and kitchenette will be completed soon. The entire project is scheduled to be completed by the end of June.</p> <p>Air Handling Update – Leslie reported the update to the air handling system began today. The project should be completed within 3 months with a new control system up and running in the fall.</p> <p>Maine Veterans Homes Updates – Kris Doody provided an update on the recent work to keep the Caribou and Machias Veterans Homes open. Senator Collins' office called to report that the MVH Board of Directors had voted to close these homes, however, the original vote has been turned around due to the work of several people including local legislators, local Veterans and members of the local community that have family members in these homes. Governor Mills will be in the County for a ceremonial signing of the bill to acknowledge the outstanding efforts of County</p>	<p>Informational.</p>	



Board of Directors
April 4, 2022
5:30 p.m.

132

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Veterans in helping to save the Caribou Maine Veterans Home. She will be joined by State Senate President, Troy Jackson who was the original sponsor of the bill to save the homes in Caribou and Machias and possibly Senator Craig Hickman, the Committee Chairman.		
7. Report of Finance & Personnel Committee a. February Financials	Chelsea Desrosiers and Carl Soderberg provided the following updates: February Financials - Chelsea Desrosiers provided an overview of the February 2022 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for February. COVID Matrix Review – The matrix was included in the packet for review.	Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.	
8. Quorum Health Resources Updates	Chip Holmes provided updates on the following: <ul style="list-style-type: none">• Chip shared that Sam would not be in attendance tonight.• Compliments to Chelsea and staff for another clean audit, including tracking all the information necessary during COVID.• Plans are for a Compliance Risk Assessment on site in September.• The Fiscal HFR: Contractual & Bad Debt Analysis is scheduled for June.• The Community Health Needs Assessment (CHNA) is pending for 2022. More information to be provided when a date has been scheduled.	Informational.	
9. Other, Adjournment & Next Meeting	Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:58 p.m. Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, May 2, 2022, 5:30 p.m.	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer