

CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, August 22, 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. June 13, 2022 – Regular City Council minutes 02-07
 - b. June 27, 2022 – Regular City Council minutes 08-10
 - c. July 25, 2022 – Regular City Council minutes 11-14
 - d. August 1, 2022 – Special City Council minutes 15-17
6. **Bid Openings, Awards, and Appointments**
7. **Public Hearings and Possible Action Items**
8. **Reports by Staff and Committees**
 - a. 2021 audit report by Gisele MacDonald of Felch & Company, LLC 18
 - b. July 2022 Financials – Finance Director 19-35
 - c. Election Memo for November 2022 – City Clerk 36
 - d. Manager's report 37-38
9. **New Business, Ordinances and Resolutions**
10. **Old Business**
 - a. Broadband discussion 39-45
11. **Reports and Discussion by Mayor and Council Members** **Reports**
12. **Next Regular Meetings:** September 13 & 26 46-65
13. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6.D)
 - a. Update on union negotiations with NEPBA Local 605
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, June 13, 2022, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrell, Morrill, and Theriault. Councilor Willey was present via Zoon.

Penny Thompson, City Manager was present at the meeting.

The meeting was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

David Belyea of Caribou came to express his gratitude to the Public Works Department and the Council and thanked them for the cleanup and sweeping the sidewalks.

Council Agenda Item #5: Minutes

a. May 23, 2022 – Regular City Council meeting

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to accept the May 23, 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. Proclamation: Amateur Radio Week June 19 – 25, 2022

Mayor Smith read the proclamation proclaiming the week of June 19 – 25, 2022 to be Amateur Radio Week in the City of Caribou.

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

a. Public Hearing – Ordinance 5, 2022 Series “An Ordinance to amend City Code and Ordinances Chapter 5 – Fire Prevention to clarify the responsibility for snow removal from the hydrants located within the City of Caribou”

Open Public Hearing: 6:09 p.m.

David Belyea, Caribou Resident and Trustee of the CUD off and on since 1996. Mr. Belyea explained that their top priority is to keep the citizens in mind. He explained that each separate entity has different things that they care for, Fire Protection/Suppression is the Fire Department, Utility District is operating and maintaining utilities, and for Public Works it is maintaining Highways and other roadway infrastructures including snow removal. Highway takes care of snow removal, they have the equipment, and experience to do snow removal as the Utility District does not. In the past the Public Works

department has removed snow from the hydrants. He stated that he is not sure why an ordinance is needed, when the three City departments just need to get together to work it out together.

Councilor Theriault explained that this discussion has been taking place for several years about who's responsibility it would be. The highway department has been doing it in the wintertime when it is also their busier time, and their priority is the streets before they can get to the hydrants. There has never been an official document or legal agreement, the responsibility has just been assumed. This winter there was a fire and they hydrant had not been cleared of snow and when the Fire Department arrived on scene there was a kid shoveling out the hydrant. With the wintertime being the busiest time for public works, and the Fire and Ambulance Department are also busy at these times. She stated that she feels that we need an ordinance, and it would take the responsibility off the city.

Councilor Morrell stated that he would like to put it out to bid and deduct the work from the Public Works budget, then it would be done.

Councilor Morrill stated that he agrees with Councilor Theriault. He stated that what bothers him is that it is supposed to be all for one and one for all. The only one that is going to suffer in the long run is the citizens of Caribou. If the ordinance passes, then the CUD may increase the rates to the customers to cover the cost. He would like to see everyone come together to help fix a common problem.

Councilor Goughan told a story about a time when he and his father had driven for 36 hours just to come into town and remember that it was election day. They drove past their homes and went to vote. Once at the election from the time that they gave their name, went in the booth, came out and even when they were walking out at least $\frac{3}{4}$ of the wardens went up to his father and consoled him. When they went back to the car his dad said, "You know Mark, this is what hometowns are all about." That day he was so proud of this small town. Arguing on social media is just the opposite of small town. He stated that he feels that the Political side of Facebook is very anti-small town.

Garth Kinney-Lombard of Caribou stated that he has lived in this town for approximately 10 years now and worked here longer than that. He stated that he does not always see eye to eye with Councilor Goughan, but he has a valid point of, "what the hell is this?" Legality is everything, that being said, why is this becoming such a big thing? Mr. Kinney-Lombard stated that personally he believes that the CUD should be doing it, because it is a rental. He explained that his main problem with all of this is that arguing is not going to solve the problem. It should never be the concern of a child to clean the hydrants out. A solution should be easy, decide which one takes it, vote, get it done and over with. Find who is responsible for it and take care of it.

Mayor Smith explained that hydrants serve the rural areas as well. In the winter, the trucks go to the hydrants to get water to bring to the fires.

Manager Thompson explained that in the past the task of removing snow from the hydrants has been as time allows and tries to limit the amount of overtime to the department.

Closed Public Hearing: 6:32 p.m.

Motion made by Councilor Morrell to go to bid and whatever the dollar amount is to deduct it from Public Works.

Motion failed for lack of a second.

Motion made by Councilor Theriault, seconded by Councilor Morrill to go forward with the ordinance number 5 for the Caribou Utilities to be responsible for the cleaning of the hydrants.

Council had a discussion regarding legality on if they have the authority to pass the responsibility to an entity other than the City and to seek more clarification.

Manager Thompson explained that information received at this point was that most municipalities it's either the fire department or the public works department that clears the snow from fire hydrants regardless of whether they are owned by the municipality or a separate water or utilities district.

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

Council Agenda Item #8: Reports by Staff and Committees

a. Tax Acquired memo regarding Map 15 Lot 30-A

Carl Grant (Finance Director) explained that earlier in the spring the property was put to bid and it received no bids. Mr. Amador has sent in the minimum bid of \$700 to purchase the property located at Map 15, Lot 30-A.

Motion made by Councilor Morrell, seconded by Councilor Morrill to accept it.

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. Tax Acquired memo regarding Map 31 Lot 157

Carl Grant (Finance Director) explained that the sale had been previously approved; however, the motion didn't include a map and lot number.

Motion made by Councilor Morrill, seconded by Councilor Theriault to make the motion to set the minimum bid of \$1,500 for Map 31 Lot 154, 41 Water Street.

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. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated June 13, 2022.

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

a. First read: Veteran's Memorial Park Association

Mayor Smith read an email that was received by Manager Thompson:

"As the president of the Veterans Memorial Park Association I would like to offer a donation of the Park to the City of Caribou and its citizens that have supported it over the last 13 years. Unfortunately our numbers are thinning and we can no longer function. If you would, would you present this to the Council and if they are receptive we will take care of the legal aspects of the transfer. We do have a small amount left in the treasury that we would like to establish a reserve to help support the maintenance of the grounds also. There

will be two convinces also one would be preferably not to construct anything else but if something is that it be of stone or masonry products keeping with the theme currently in place. And the other would be to maintain the grounds to the same standard that we have. Feel free to contact me if you have questions. At the time we purchased the property from the city there was no survey on file or any history at the registry of deeds. We had it surveyed and it is on file with Mr. Blackstone and I have a copy here. Thanks and have a nice day. Phil"

Council had a brief discussion regarding the transfer of the memorial park association to the city. The general consensus of the council is that they would be in favor of the transfer of the property to the city.

b. Janitorial RFP for Municipal Building, Police Department & Library

Manager Thompson explained that we have recently advertised a Request for Proposals (RFP) for janitorial services at the Caribou Municipal Building: City offices & Caribou Police Department, and Caribou Public Library. This included some items that would be done on an annual or semi-annual basis, such as washing walls, shampooing rugs, etc.

There were two bids received:

	B&P Cleaners	Honestly Clean, LLC
2022 – for remaining 7 months	\$21,070	\$27,573
2023 – for 12 months	\$36,120	\$47,268
2024 - for 12 months	\$36,120	\$49,644

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to approve the bid for B&P Cleaners for 2022 with the option for 2023 for twelve months and 2024 for twelve months.

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

Council Agenda Item #10: Old Business

a. Finalize Credit Enhancement Agreement with Irving Farms, Inc.

Motion made by Deputy Mayor Boma seconded by Councilor Theriault to authorize City Manager, Penny Thompson, to execute the Credit Enhancement agreement on behalf of the City.

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

b. Finalize Credit Enhancement Agreement with North State Transport, LLC

Motion made by Mayor Smith, seconded by Deputy Mayor Boma to authorize City Manager Penny Thompson to execute the Credit Enhancement Agreement on behalf of the City.

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

c. Discussion on loan for capital projects approved during budget process

Council had a brief discussion regarding the borrowing of money for capital projects approved during the budget process. They discussed that the Capital Budget Committee agreed with a list of projects from the Municipal Building Committee and approved other capital expenses as well not related to municipal buildings. This included amounts for equipment and program reserves. The total amount of approved capital in the 2022 budget is \$1,951,110 and the Capital budget committee recommended borrowing \$1,500,000 in 2022. If the money is not used it would not be borrowed.

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to approve borrowing the original borrow the \$1.5 million from Aroostook County Savings and Loan suggested by the Capital budget Committee and Authorizing the City Manager for finalize the paperwork for this transaction.

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 Willey stated that the library just had their annual plant sale.

Councilor Morrill congratulated Angela the newest paramedic, and a shout out to the Caribou Police Department for their quick response to the incident that occurred at the high school.

Deputy Mayor Boma reminded everyone to go vote tomorrow.

Gary Marquis (Superintendent of the Parks & Recreation Department) that they have received 4.5 million for the Mill Pond project. They have received 33 thousand dollars from the ATV program for trail repairs, 73 thousand dollars for grooming reimbursement, and 15 thousand dollars reimbursement for diesel. He has also been writing grants through other places such as Polaris, Yamaha, and Bombardier.

Mayor Smith explained that there was a recent article and he wanted to clarify that the City has not invested into any broadband as far as funding. They have sent a letter of support for the CUD to get a Charter change and that is all that has been done.

Council Agenda Item #12: Next Special Meeting: June 22 for a public hearing on the CDBG application for C&J Service Center

Council Agenda Item #13: Next Regular Meetings: June 17, July 25, August 22

Council Agenda Item #14: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

Council did not enter executive session.

Council Agenda Item #15: Adjournment

Motion made by Councilor Morrell, seconded by Deputy Mayor Boma to adjourn the meeting at 7:23 p.m.

Vote was unanimous in favor to adjourn.

Danielle Brissette, secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on Monday, June 27, 2022, in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrell, Morrill, Theriault, and Willey.

Manager Thompson was present for the meeting.

Department Managers Carl Grant (Finance Director) and Gary Marquis (Superintendent of Parks and Recreation) were present for the meeting.

The meeting was covered by Melissa Lizotte of the Aroostook Republican and broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Robert Kerber of Caribou came to express his concern regarding the partially collapsed and unsafe structures as well as homes that have burned years ago that are still a mess.

Council Agenda Item #5: Minutes

a. June 22, 2022 Special City Council meeting

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the minutes from the June 22, 2022 meeting 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

There were no items scheduled for discussion.

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

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

a. Update on 2022 Tax Commitment – Assessors Agent

Manager Thompson explained that The Caribou City Charter states that, “The City Council will set the rate of taxation for the City based on the approved budget of the City, County and RSU39 on or before the 30th of June each year.”

Mrs. Thompson explained as with many communities in Maine, the City will be certifying at less than 100 % in 2022 due to the ratio of sales price to the assessed value. In 2022, Caribou will certify at 95% and all exemptions will be factored by this amount. In March the Council authorized Manager Thompson

to execute a contract with Steven Salley for Real Estate assessment services for the 2022 tax year. The contract was executed after a period of several months when the City was without a full-time assessor. Staff completed tasks needed for various functions of the position but also realized the need for a full-time commitment to real estate assessment.

Joseph Salley who has been contracted to work on the real estate assessing for the City provided an update stating that they have processed 400-500 deed transfers, all veteran and homestead exemptions, use applications, deaths, and many other items. Trio has been set to a 95% certification for the year. Mr. Salley stated that this is his third day in the City doing field work, he has about 65 more stops to make and should have all of the Real Estate work completed in approximately 3-4 weeks.

b. May 2022 Financials

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

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the May 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)

c. Bid on tax-acquired property at 20 Sincock Street – Finance Director

Carl Grant (Finance Director) stated that they had received a bid, but the person has withdrawn the offer.

d. Manager's Report

Manager Thompson reviewed the City Manager's report dated June 27, 2022.

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

a. Aroostook County ARPA Grant contract

Mayor Smith explained that the City of Caribou was successful with the application to the County Commissioners of Aroostook County for \$150,000 towards the Fire Department equipment and renovations.

Motion made by Councilor Morrell, seconded by Councilor Theriault to accept the Aroostook County ARPA Contract 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. Finalize Credit Enhancement Agreement with Gagnon's Rental Properties, LLC

Mayor Smith explained that in the previous meeting they were able to secure a \$1.5 million loan for repairs and now they would like to place it out to bid.

Motion made by Councilor Morrill, seconded by Councilor Morrell to send out the RFQ schedule as presented by Manager Thompson.

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

Council Agenda Item #10: Old Business

a. Veteran's Memorial Park Association

Mayor Smith explained that at the last meeting they had received information regarding the Veteran's Memorial Park and that it was discussed at the last meeting.

Motion made by Councilor Theriault, seconded by Mayor Smith to accept the ownership and maintenance of the Veteran's Memorial Park shown on Map 31 Lot 199 by accepting the deed prepared by attorney Rick Solman and upon the dissolution of the Veterans Memorial Park Association, the City of Caribou will accept any remaining funds and place in a reserve account for the future maintenance of the Veteran's Memorial Park.

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. Finalize Credit Enhancement Agreement with Gagnon's Rental Properties, LLC

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to authorize City Manager Penny Thompson to execute the attached Credit Enhancement Agreement on behalf of the City.

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

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

Councilor Morrill explained some of the recent changes that will be happening with fees at AWS, changes will be happening in conjunction with the State of Maine. Mr. Morrill continued to congratulate Jesse Taggett who finished third in the Countries Welding competition. He also stated that he would entertain learning more about school security and what precautions are being put into place to keep everybody safe.

Manager Thompson added that as of July 1st Plywood will no longer be allowed on the burn pile. The recycling igloos were recently overflowing because the truck that AWS uses to empty them was broken. She also stated that she believes that school officials were planning on attending the conference in Windham.

Council Agenda Item #12: Next Regular Meetings: July 25, August 22, September 12 & 26

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

Council did not enter Executive Session.

Council Agenda Item #14: Adjournment

Motion made by Councilor Willey, seconded Councilor Theriault to adjourn the meeting at 7:00 p.m.

Vote was unanimous to adjourn the meeting.

Danielle Brissette, secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on Monday, July 25, 2022, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrell, Theriault and Willey. Councilor Morrill was absent and excused.

Manager Thompson was present at the meeting.

Department Managers Gary Marquis (Superintendent of Parks & Recreation) and Carl Grant (Finance Director) were present for the meeting.

The meeting was covered by Melissa Lizotte of the Aroostook Republican and broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

There were no comments made by the public.

Council Agenda Item #5: Minutes

There were no minutes submitted for approval.

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

a. Proclamation celebrating the 100th birthday of Old Engine One

Mayor Smith read the proclamation declaring August 2022 as “Old Engine One Month” in Caribou.

b. Municipal Buildings Committee RFP for repair projects

The City of Caribou municipal buildings committee has recommended areas of deferred maintenance on sever municipal buildings. At the last meeting, staff was directed to put out an RFP for repairs. Bids for the work were due Thursday, July 21. The committee met on Friday, July 22 to discuss the bids and make recommendations.

They have suggested approving the following list for approval:

Public Works Salt shed roof	A.M. Construction & Roofing Inc.	\$118,300
Public Works 6-bay garage	A.M. Construction & Roofing Inc.	\$ 14,100 metal roof
Caribou Wellness Center siding	A.M. Construction & Roofing Inc.	\$113,800
Isolate old air handling Fire Station	Patrick St. Peter & Sons Inc	\$ 2,472
Install water softener Fire Station	Patrick St. Peter & Sons Inc	\$ 4,152
Isolate old pellet boiler Fire Station	Patrick St. Peter & Sons Inc	\$ 2,472

Install water softener City Office	Patrick St. Peter & Sons Inc	\$ 4,152
Install new propane boiler City Office	Patrick St. Peter & Sons Inc	\$ 27,872

Motion made by Councilor Morrell, seconded by Councilor Boma to move the slate and accept the bids as provided from the building committee.

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

c. Bids on Water Street property

Carl Grant (Finance Director) explained that they have received the bid results for Map 31, Lot 157 (41 Water Street) The property had gone out to bid with a minimum bid price of \$1,500, and that it is suggested to sell it to the highest bidder.

Motion made by Councilor Morrell, seconded by Councilor Willey to accept the bid of \$4,650 from Christopher Poirier for Map 31 Lot 157, 41 Water Street.

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

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

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

a. June 2022 Financials – Finance Director

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

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to accept the June 2022 Financial Report as presented.

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

b. Update on 2022 Tax Commitment

Manager Thompson provided an update regarding the 2022 Tax Commitment. She stated that after several delays she has received the personal property valuation as on Friday, July 22nd and the real estate valuation should be completed by the close of business on Monday, July 25th. It will still take a couple days to finalize the numbers for commitment (reimbursements, TIF districts etc.)

It has been suggested to schedule a special City Council meeting for August 1 to finalize the 2022 tax commitment motions to send to the Board of Assessors for a possible tax commitment date of August 5th. If this can take place this would mean that the tax bills would be mailed on or about August 10th.

Motion made by Councilor Willey, seconded by Councilor Theriault to schedule a special meeting for August 1 to finalize the 2022 tax commitment.

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

c. Manager's Report

Manager Thompson reviewed the City Manager's report dated July 25, 2022.

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

a. MMA Annual Election

There was no action taken for the 2022 MMA Annual Election.

b. Charter Committee recommendation

Councilor Theriault introduced Ordinance 7, 2022 Series.

Councilor Morrell stated that this has come about because he had requested information from the Cary Board and his request has never been fulfilled. He stated that he believed it to be a failure to comply and is against his constitutional rights and he thinks that the city should seek legal counsel.

Councilor Willey stated that she believed that it is not the place of the council to create more work for someone who is already so busy.

Councilor Theriault explained that several years ago there was a policy that was put into place and that Council needed to have a majority to be able to approve the request.

Deputy Mayor Boma stated that they should have something in writing, and that chair calling is irresponsible.

Councilor Goughan stated he is curious to know what it means by "on matters beyond the scope of the City Manager". He stated that this just causes more problems.

Councilor Morrell stated that the Chair of a board speaks on behalf of a board.

Council Agenda Item #10: Old Business

a. Broadband discussion

Manager Thompson explained that she is providing the information to keep the Council informed. Funding may become available this fall and she is going to continue to work towards getting the grants and information.

Council had a brief discussion regarding the Broadband options and stated that the discussion will be continued at a future meeting.

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

Councilor Theriault thanked everyone involved for the planning of the upcoming Caribou Cares about Kids events.

Gary Marquis explained that to register for the parade you can call the Wellness Center and it will run from the Skyway Plaza to the Court House.

Council Agenda Item #12: Next Regular Meetings: August 22, September 12 & 26

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

July 25, 2022

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Council did not enter executive session.

Council Agenda Item #14: Adjournment

Motion made by Councilor Theriault, seconded by Councilor Willey to adjourn the meeting at 7:12 p.m.

Vote was unanimous to adjourn the meeting.

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a Special City Council Meeting on Monday, August 1, 2022, in the 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 Manager Gary Marquis (Superintendent of Parks and Recreation) was present at the meeting.

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

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

There were no comments made by the public.

Council Agenda Item #5: New Business, Ordinances, and Resolutions

a. Resolution 08-01-2022, Establishing the 2022 Property Tax Rates and Related Deadlines

Manager Thompson explained that the proposed tax rate is the same as 2021, but many property tax bills will be higher. This is because, based on recent sales of property in Caribou that have been higher than the assessments, Maine Revenue Service will only allow the City of Caribou to certify at 95%. All business personal property and renewable energy equipment was also factored by 95% to make the real estate and personal property assessments equitable. Additionally, all exemptions must be factored by 95%. This means that the \$25,000 Homestead Exemption will be worth \$23,750 and the Veteran Exemption of \$6,000 will reduce your taxable valuation by only \$5,700. At the proposed tax rate of .02355 (no change from 2021), a taxpayer with both a Homestead Exemption and a Veteran Exemption will pay an extra \$36.50 in taxes for 2022.

1. Set a tax rate for the commitment of 2022 property taxes.

Motion made by Councilor Theriault, seconded by Councilor Willey to set the 2022 mil rate at .02355 the same as 2022.

Councilor Morrell asked about the Tax relief fund from last year and stated it could be used to offset the mil rate by approximately a half of mil.

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

2. Set the date of commitment for the 2022 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1).

Motion made by Councilor Theriault seconded by Deputy Mayor Boma to set the commitment date to August 5, 2022.

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)

3. Established a date that the 2022 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2).

Motion made by Councilor Willey, seconded by Councilor Morrill to set the due date for the 2022 taxes as August 24, 2022.

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)

4. Established a date for interest to begin accruing on any delinquent 2022 property taxes, pursuant to MRSA Title 36, §505 (4).

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to set the date interest begins as Saturday October 1, 2022.

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)

5. Established a rate of interest to be charged on delinquent 2022 property taxes, pursuant to MRSA Title 36, §505(4).

Motion made by Councilor Theriault, seconded by Councilor Morrill to et the rate of interest on delinquent taxes at 4%.

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)

6. Established a rate of interest for the overpayment and or abatement of property taxes for 2022, pursuant to MRSA Title 36 § 506-A.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to set the rate of interest on overpayment and or abatement of property taxes at 0%.

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)

7. Additionally, in speaking with the software provider – Trio – it is recommended that municipal offices close early on the last business day of the year to allow ample time to finish all year-end process while the Trio support line is available. Staff Recommendation: Close the city office at 1:00 pm on Friday December 30, 2022, so staff can complete year end. NOTE: For the next two years, the last business day of the year will NOT be December 31 because of the New Year’s Day holiday. By deciding now to close the office early, staff can print this on the tax bills and alert taxpayers to the early closure. This was done last year and the increased communication about the closure was appreciated by taxpayers.

Motion made by Councilor Morrill, seconded by Councilor Theriault to close the city office at 1:00 p.m. on Friday, December 30, 2022.

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

8. The changes to the revenue lines would be as follows:

Line Number	Description	Original Budget	Amended Budget (.02355)
R10-01-32	Property Taxes	\$ 3,347,344	\$ 3,615,848.26
R10-01-34	Overlay	\$ 0	\$ 1,572.32
R11-01-01	Economic Development (TIF)	\$ 315,000	\$ 512,919.31
R22-01-04	Homestead Exemption	\$ 830,000	\$ 824,124.41
R22-01-05	BETE Reimbursement	\$ 180,000	\$ 176,567.84

Motion made by Mayor Smith, seconded by Councilor Theriault to make the changes to the revenue lines as presented.

Council had a brief discussion about the overlay account, what it was, and if it was a revenue or expense line and where the figures come from.

Manager Thompson explained that the overlay account is used for rounding so that you would not need to go multiple decimal places when doing the figures.

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 Deputy Mayor Boma to accept Resolution 08-01-2022, Establishing the 2022 Property Tax Rates and Related Deadlines.

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

Council Agenda Item #6: Reports and Discussion by Mayor and Council Members

Councilor Morrill wanted to say that the crews are doing a great job on Bennett Drive, and also to thank Manager Thompson and the department heads for working at cutting the budget.

Councilor Willey stated that the Library Board is having a raffle for LL Bean bags full of supplies.

Council Agenda Item #7: Next Regular Meetings: August 22, September 13 & 26

Manager Thompson explained to the Council that in September she has a meeting with Cary which is the same day as there is a scheduled Council meeting. By charter she is supposed to attend. She suggested moving the meeting to Tuesday the 13th so that she could attend both meetings.

Motion made by Councilor Morrill, seconded by Councilor Willey to move the September 12th meeting to Tuesday, September 13th.

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

Motion made by Councilor Morrill, seconded by Councilor Willey to adjourn the meeting at 6:33 p.m.

Vote was unanimous to adjourn the meeting.

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 22, 2022
Re: Presentation of the 2021 municipal audit

This evening, Gisele MacDonald of Felch & Company, LLC will present highlights from the 2021 Independent Auditor's Report.

The complete 2021 audit (along with prior years) can be found online:

<https://www.cariboumaine.org/wp-content/uploads/2022/08/Municipal-Audit.pdf>

From the website, www.cariboumaine.org, click on the "Government" tab, then select "Audits".

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund	4,406.30	0.00	0.00	30,316,274.61	30,316,274.61	0.00
Assets	11,073,934.32	11,008,315.66	-49,974.83	10,347,345.72	13,353,989.95	8,001,671.43
101-00 CASH (BANK OF MACHIAS)	6,142,727.37	6,167,147.14	-181,762.35	6,117,576.21	8,863,919.03	3,420,804.32
102-00 RECREATION ACCOUNTS	29,570.42	51,620.01	0.00	0.00	0.00	51,620.01
103-00 NYLANDER CHECKING	1,826.31	1,826.39	0.08	0.55	0.00	1,826.94
110-00 SECTION 125 CHECKING FSA	15,050.98	15,071.58	-1,367.25	14,397.34	8,233.50	21,235.42
110-07 2021 SECTION 125 CHECKING HRA	68,742.83	61,577.23	-14,348.28	14,348.28	75,925.51	0.00
110-08 2022 SECTION 125 CHECKING HRA	0.00	0.00	-2,331.94	129,747.45	40,011.96	89,735.49
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	241,970.39	83,008.06	-739.22	569,727.10	17,436.51	635,298.65
117-00 RLF #10 INVESTMENT	80,678.16	80,691.92	81.52	159,652.43	0.00	240,344.35
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	-6,226.03	8,031.30	-9,925.44	223,977.75	201,741.45	30,267.60
124-00 GAS INVENTORY	10,496.16	13,701.60	-11,574.40	70,720.00	79,104.28	5,317.32
125-00 ACCOUNTS RECEIVABLE	59,266.39	85,832.40	21,190.72	511,107.84	551,794.76	45,145.48
126-00 SWEETSOFT RECEIVABLES	298,075.09	298,075.15	-16,154.15	371,246.59	554,220.38	115,101.36
130-00 COMSTAR RECEIVABLES	0.00	0.00	237,718.47	356,051.63	188,054.22	167,997.41
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	47,666.98	47,666.98	0.00	0.00	0.00	47,666.98
180-00 DR. CARY CEMETERY INVESTMENT	1,078.74	1,079.16	0.00	0.81	0.00	1,079.97
181-00 HAMILTON LIBRARY TR. INVEST	1,876.49	1,880.81	0.00	8.53	0.00	1,889.34
182-00 KNOX LIBRARY INVESTMENT	10,295.77	10,324.82	0.00	57.51	0.00	10,382.33
183-00 CLARA PIPER MEM INV	673.74	674.00	0.00	0.51	0.00	674.51
184-00 JACK ROTH LIBRARY INVEST	18,044.55	18,160.88	0.00	201.99	0.00	18,362.87
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,548.68	7,552.48	0.00	9.06	0.00	7,561.54
187-00 DOROTHY COOPER MEM INV	51,426.00	51,465.75	0.00	76.62	0.00	51,542.37
189-00 MARGARET SHAW LIBRARY INV	13,112.40	13,120.66	0.00	16.29	0.00	13,136.95
190-00 GORDON ROBERTSON MEM INV	11,562.23	11,566.60	0.00	8.60	0.00	11,575.20
191-00 MEMORIAL INVESTMENT	6,198.47	6,202.43	0.00	7.82	0.00	6,210.25
192-00 G. HARMON MEM INV	6,809.52	6,812.10	0.00	5.07	0.00	6,817.17
193-00 BARBARA BREWER FUND	5,582.55	5,591.00	0.00	16.66	0.00	5,607.66
194-00 RODERICK LIVING TRUST	16,536.62	16,547.19	0.00	21.98	0.00	16,569.17
196-00 PHILIP TURNER LIBRARY INV	8,855.72	8,863.49	-100.00	13.20	100.00	8,776.69
198-00 TAX ACQUIRED PROPERTY	162,181.12	146,913.21	0.00	0.00	31,552.75	115,360.46
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	7,995.61	7,995.61	0.00
198-20 TAX ACQUIRED PROPERTY 2020	0.00	0.00	0.00	11,492.44	11,492.44	0.00
198-21 TAX ACQUIRED PROPERTY 2021	0.00	0.00	0.00	16,772.35	16,772.35	0.00
198-22 TAX ACQUIRED PROPERTY 2022	0.00	0.00	0.00	376.29	376.29	0.00
200-21 2021 TAX RECEIVABLE	711,328.14	712,472.67	0.00	470.34	712,943.01	0.00
200-22 2022 TAX RECEIVABLE	-83,711.79	-83,711.79	-50,604.74	1,372.92	299,231.37	-381,570.24
205-16 2016 LIENS RECEIVABLE	9.29	9.29	0.00	0.00	9.29	0.00
205-17 2017 LIENS RECEIVABLE	569.72	569.72	0.00	0.00	569.72	0.00
205-18 2018 LIENS RECEIVABLE	177.75	177.75	0.00	0.00	177.75	0.00
205-19 2019 LIENS RECEIVABLE	316.71	316.71	0.00	0.00	0.00	316.71
205-20 2020 LIENS RECEIVABLE	71,234.16	72,378.69	-1,637.40	0.00	28,966.24	43,412.45
205-21 2021 LIENS RECEIVABLE	0.00	0.00	-13,036.33	251,622.20	95,089.84	156,532.36
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	0.00	201.06
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	521.10	4,645.51
210-13 2013 PP TAX RECEIVABLE	5,467.93	5,467.93	-148.75	0.00	530.95	4,936.98
210-14 2014 PP TAX RECEIVABLE	6,210.55	6,210.55	0.00	0.00	0.00	6,210.55
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43

General Ledger Summary Report

Fund(s): ALL
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-17 2017 PP TAX RECEIVABLE	10,954.95	10,954.95	0.00	0.00	6.39	10,948.56
210-18 2018 PP TAX RECEIVABLE	11,926.49	11,926.49	0.00	0.00	476.37	11,450.12
210-19 2019 PP TAX RECEIVABLE	12,744.96	12,744.96	0.00	0.00	5.70	12,739.26
210-20 2020 PP TAX RECEIVABLE	16,138.82	16,138.82	-103.21	0.00	1,278.83	14,859.99
210-21 2021 PP TAX RECEIVABLE	27,987.77	27,987.77	-89.88	0.00	12,958.85	15,028.92
210-22 2022 PP TAX RECEIVABLE	-67.73	-67.73	-29.02	0.00	269.10	-336.83
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	230,172.83	230,172.83	0.00
304-00 FICA W/H	18.26	18.26	0.00	303,842.32	303,842.32	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	71,060.78	71,060.78	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	99,693.41	99,693.41	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	73,263.97	73,263.97	73.65
307-01 MSRS EMPLOYER	-140.08	-140.10	-0.09	103,076.53	103,077.23	-140.80
308-00 AFLAC INSURANCE	-1.84	0.00	-0.17	4,947.32	4,948.51	-1.19
309-00 DHS WITHHOLDING	0.00	0.00	0.00	3,461.00	3,461.00	0.00
312-00 HEALTH INS. W/H	-24,820.25	-24,600.71	510.07	150,834.50	152,276.56	-26,042.77
314-00 UNITED WAY W/H	0.00	0.00	0.00	90.00	90.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	2,108.00	2,108.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	6,425.40	6,425.40	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,340.00	2,340.00	0.00
318-00 MMA INCOME PROTECTION	-7,836.47	-7,836.47	-483.92	22,187.74	22,356.00	-8,004.73
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	19,591.00	19,591.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	102,589.01	102,589.01	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	19,031.11	19,031.11	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	8,492.57	8,492.57	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,010.67	-2,010.67	-113.47	5,297.90	5,341.22	-2,053.99
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	900.00	900.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	21,489.90	21,489.90	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	3,495.28	3,495.28	0.00
329-00 SALES TAX COLLECTED	-104.40	-104.40	48.06	152.46	48.06	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-2,837.00	0.00	-3,751.00	159,699.00	166,138.75	-6,439.75
331-00 BOAT REG FEE INLAND FISHERIES	-144.00	0.00	-1,103.87	12,185.69	16,567.81	-4,382.12
332-00 SNOWMOBILE REG (F&W)	-14,704.23	0.00	0.00	22,226.50	22,226.50	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-2,294.12	29,251.53	46,479.66	-17,228.13
335-00 PLUMBING PERMITS (ST. OF ME)	-2,006.35	-141.35	-132.50	0.00	302.50	-443.85
336-00 CONCEALED WEAPON PERMIT	-300.00	-300.00	0.00	435.00	255.00	-120.00
338-00 CONNOR EXCISE TAX	-104.24	-104.24	1,528.15	28,068.95	31,695.57	-3,730.86
339-00 CONNOR BOAT EXCISE	69.80	69.80	-48.40	77.80	160.20	-12.60
340-00 DOG LICENSES (ST. OF ME)	-702.00	0.00	44.00	1,800.00	1,819.00	-19.00
341-00 FISHING LICENSES (ST. OF ME)	-289.00	0.00	394.00	3,556.00	3,929.00	-373.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,953.00	0.00	390.00	3,702.25	3,856.25	-154.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	2,700.00	2,700.00	0.00
Liabilities	7,250,695.03	7,396,071.39	-356,624.92	2,751,486.09	1,097,746.91	5,742,332.21
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,250,695.03	7,396,071.39	-356,624.92	2,751,486.09	1,097,746.91	5,742,332.21
352-00 NYLANDER MUSEUM RESERVE	-8,197.97	-8,197.97	0.00	0.00	17,688.83	9,490.86
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
360-01 AMERICA RESCUE PLAN ACT-NEU'S	241,970.39	241,970.39	-987.40	9,162.23	402,272.73	635,080.89
360-02 RIVERFRONT COMMITTEE RESERVE	0.00	0.00	7,000.00	0.00	7,000.00	7,000.00
362-00 RLF #10 RESERVE	80,678.16	80,691.92	81.52	0.00	159,652.43	240,344.35
365-01 COMMUNITY POOL IMPROVEMENT	2,566.19	2,566.19	0.00	0.00	0.00	2,566.19
365-02 REC CENTER IMPROVEMENTS	2,414.06	2,414.06	0.00	0.00	755.50	3,169.56

General Ledger Summary Report

Fund(s): ALL
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-03 LAND ACQUISITIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	22,493.76	22,493.76	-1,628.81	2,138.42	20,000.00	40,355.34
365-05 PARK IMPROVEMENT RESERVE	3,766.31	3,766.31	0.00	0.00	965.40	4,731.71
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	12,595.44	12,595.44	0.00	0.00	0.00	12,595.44
365-12 CRX/TOS RESERVE	1,932.82	1,932.82	-644.91	2,539.21	4,462.73	3,856.34
365-13 RECREATION - COLLINS POND	10,921.50	10,921.50	0.00	0.00	0.00	10,921.50
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	5.14	5.14	0.00	0.00	0.00	5.14
365-20 SKI TRAIL PROGRAM	277.00	277.00	0.00	0.00	120.00	397.00
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	13,112.71	12,008.09	0.00	2,859.39	1,240.00	10,388.70
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	27,967.08	27,967.08	0.00	0.00	0.00	27,967.08
365-27 PARK VEHICLE RESERVE	4,730.00	4,730.00	0.00	0.00	0.00	4,730.00
366-00 ASSESSMENT RESERVE	-360.00	-360.00	0.00	0.00	180.00	-180.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	0.00	0.00	0.00	29,191.03
366-02 LIBRARY MEMORIAL FUND	42,542.80	42,542.80	-95.06	2,039.63	478.04	40,981.21
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-01 POLICE DONATED FUNDS	27,683.44	27,567.81	-327.89	7,690.07	112.50	19,990.24
367-02 POLICE DEPT EQUIPMENT	59,673.59	61,497.41	-477.38	5,036.25	35,934.85	92,396.01
367-03 POLICE CAR RESERVE	1,719.21	1,719.21	0.00	0.00	8,855.60	10,574.81
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,349.39	16,349.39	-120.00	2,136.77	1,535.82	15,748.44
367-06 PD COMPUTER RESERVE	8,388.22	8,388.22	0.00	3,830.00	0.00	4,558.22
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,622.49	43,622.49	0.00	0.00	0.00	43,622.49
367-09 NEW POLICE STATION	6,336.02	6,336.02	0.00	4,500.00	0.00	1,836.02
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	0.00	0.00	54,000.00
367-11 SOP DEVELOPMENT/CONSULTATION	0.00	0.00	0.00	3,750.00	0.00	-3,750.00
368-01 FIRE EQUIPMENT RESERVE	-115,030.29	-115,030.29	0.00	0.00	0.00	-115,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	4,988.00	0.00	18.25
368-03 FIRE DEPT FOAM RESERVE	1,443.50	1,443.50	0.00	1,001.00	0.00	442.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	4,164.90	4,164.90	0.00	1,368.00	0.00	2,796.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	0.00	0.00	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	36,974.08	36,974.08	0.00	0.00	0.00	36,974.08
368-12 FIRE/AMB UNIFORM RESERVE	308.00	4,566.59	-284.01	1,980.44	0.00	2,586.15
369-01 AMBULANCE SMALL EQUIP RESERVE	14,320.27	14,320.27	0.00	0.00	0.00	14,320.27
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	2,454.67	2,454.67	0.00	0.00	0.00	2,454.67
370-03 PW EQUIPMENT RESERVE	109,155.16	109,155.16	0.00	0.00	0.00	109,155.16
370-04 STREETS/ROADS RECONSTRUCTION	106,696.35	106,696.35	0.00	0.00	0.00	106,696.35
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-59,533.75	-29,633.30	496.14	0.00	7,838.08	-21,795.22
370-07 PW BUILDING RESERVE	34,546.39	34,546.39	0.00	0.00	0.00	34,546.39
370-09 RIVER ROAD RESERVE	-55,881.75	-55,881.75	0.00	0.00	0.00	-55,881.75

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48
371-01 ASSESSMENT REVALUATION RESERV	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	-204.50	-204.50	0.00	0.00	0.00	-204.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
372-01 AIRPORT RESERVE	74,939.89	74,939.89	0.00	22,300.30	0.00	52,639.59
372-04 AIRPORT HANGER SECURITY DEPOS	1,430.00	1,430.00	0.00	180.00	370.00	1,620.00
372-06 AIRPORT CARES ACT	0.00	0.00	-7,657.96	14,232.16	31,000.00	16,767.84
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	104,188.62	90,997.12	0.00	1,948.20	0.00	89,048.92
373-04 VITAL RECORDS RESTORATION	776.50	776.50	0.00	0.00	0.00	776.50
373-05 BIO-MASS BOILERS	1,037.51	1,037.51	0.00	113,175.00	0.00	-112,137.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	46,160.88	46,160.88	14,348.28	14,348.28	28,696.56	60,509.16
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-12 NBRC BIRDS EYE	-59,203.55	-27,203.55	0.00	0.00	0.00	-27,203.55
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	0.00	0.00	0.00	116,601.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	0.00	0.00	0.00	21,102.81
373-21 2021 HRA RESERVE	68,742.83	61,577.23	-14,348.28	75,925.51	14,348.28	0.00
373-22 2022 HRA RESERVE	0.00	0.00	-2,331.94	38,811.96	128,547.45	89,735.49
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	0.00	0.00	36,415.42
380-01 CAPTS CDBG	-0.64	-0.64	0.00	1,400.00	0.00	-1,400.64
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	15,569.33	15,569.33	0.00	6,893.07	0.00	8,676.26
388-00 HILLTOP TIF	4,732.12	4,732.12	0.00	0.00	0.00	4,732.12
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	29,570.42	51,620.01	0.00	0.00	0.00	51,620.01
399-00 PARKING LOT MAINTENANCE RES	56,366.51	56,366.51	0.00	0.00	0.00	56,366.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	392,968.39	392,968.39	0.00	0.00	0.00	392,968.39
406-00 TRAILER PARK RESERVE	44,753.41	57,262.18	-2,470.63	6,104.47	240.00	51,397.71
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00
415-00 LIONS COMMUNITY CENTER RESERV	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	83,485.66	83,485.66	0.00	25,235.89	3,972.10	62,221.87
419-00 DUE FROM CDC (1280)	47,666.98	47,666.98	0.00	0.00	0.00	47,666.98
421-00 DEFERRED TAX REVENUE	859,755.36	905,895.88	0.00	0.00	0.00	905,895.88
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,548.68	7,552.48	0.00	0.00	9.06	7,561.54
423-00 DR. CARY CEMETERY TRUST FUND	1,078.74	1,079.16	0.00	0.00	0.81	1,079.97
424-00 HAMILTON LIBRARY TRUST FUND	1,876.49	1,880.81	0.00	0.00	8.53	1,889.34
425-00 KNOX LIBRARY MEMORIAL FUND	10,295.77	10,324.82	0.00	0.00	57.51	10,382.33
426-00 CLARA PIPER MEM FUND	673.74	674.00	0.00	0.00	0.51	674.51
427-00 JACK ROTH LIBRARY MEM FUND	18,044.55	18,160.88	-1,179.66	2,680.23	201.99	15,682.64
429-00 BARBARA BREWER FUND	5,582.55	5,591.00	0.00	0.00	16.66	5,607.66
430-00 D. COOPER MEM FUND	51,426.00	51,465.75	0.00	2,000.00	76.62	49,542.37
432-00 MARGARET SHAW LIBRARY MEMORI	13,112.40	13,120.66	0.00	0.00	16.29	13,136.95
433-00 GORDON ROBERTSON MEM FUND	11,562.23	11,566.60	0.00	0.00	8.60	11,575.20
434-00 MEMORIAL INVESTMENT	6,198.47	6,202.43	0.00	0.00	7.82	6,210.25
435-00 RODERICK LIVING TRUST	16,536.62	16,547.19	0.00	0.00	21.98	16,569.17
436-00 AMBULANCE REIMBURSEMENT	19,267.07	19,267.07	0.00	2,524.59	1,541.43	18,282.91

General Ledger Summary Report

Fund(s): ALL
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
437-00 DEFERRED AMBULANCE REVENUE	433,982.22	298,075.15	0.00	0.00	0.00	298,075.15
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,855.72	8,863.49	0.00	0.00	13.20	8,876.69
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	0.00	0.00	188,540.10
456-00 TAX REFIEF FUNDS 2021	0.00	194,790.77	0.00	0.00	0.00	194,790.77
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-805.82	-805.82	0.00	1,557.97	1,185.00	-1,178.79
461-00 CRAFT FAIR	6,480.19	6,480.19	0.00	0.00	0.00	6,480.19
462-00 CDBG HOUSING REHABILITATION	3,921.87	3,921.87	0.00	0.00	0.00	3,921.87
463-00 MISC EVENTS	-251.87	-251.87	0.00	0.00	0.00	-251.87
465-00 THURSDAYS ON SWEDEN	-41.36	-41.36	0.00	0.00	0.00	-41.36
465-01 STORY OF CARIBOU	732.00	732.00	0.00	0.00	0.00	732.00
465-02 CARIBOU CARES ABOUT KIDS	0.00	0.00	4,940.00	60.00	10,000.00	9,940.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
469-00 DENTAL INSURANCE	2,122.85	2,122.85	0.11	11,043.36	11,519.42	2,598.91
470-00 EYE INUSRANCE	577.68	577.68	-0.35	1,907.44	1,960.75	630.99
471-00 RC2 TIF	111,599.42	111,599.42	-5,125.00	5,125.00	0.00	106,474.42
472-00 ANIMAL WELFARE	13,587.21	13,655.21	31.00	50.00	2,336.00	15,941.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	0.00	0.00	0.00	88,575.53
478-00 G. HARMON MEM FUND	6,809.52	6,812.10	0.00	0.00	5.07	6,817.17
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	837,346.46	837,346.46	270.00	0.00	83,085.26	920,431.72
483-03 DUE TO FUND 3	813,456.89	821,692.91	6,326.53	0.00	43,949.96	865,642.87
483-04 DUE TO FUND 4	406,290.10	406,290.10	5,265.92	0.00	31,595.52	437,885.62
483-05 DUE TO FUND 5	3,531,343.23	3,531,343.31	18,980.27	0.00	26,102.88	3,557,446.19
484-02 DUE FROM FUND 2	-793,962.35	-796,149.74	-2,309.68	61,878.80	0.00	-858,028.54
484-03 DUE FROM FUND 3	-696,922.70	-697,738.65	-8,444.11	54,428.25	0.00	-752,166.90
484-04 DUE FROM FUND 4	-377,711.29	-377,820.67	-4,953.21	27,674.32	0.00	-405,494.99
484-05 DUE FROM FUND 5	-2,901,682.68	-2,947,470.64	-48,184.74	111,964.29	0.00	-3,059,434.93
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-1,500.70	-1,500.70	0.00	2,420.00	0.00	-3,920.70
490-00 T/A PROPERTY REMEDIATION RES	20,487.90	20,487.90	0.00	0.00	5,942.74	26,430.64
493-00 RSU 39 COMMITMENT	-1,082,828.12	-1,082,828.12	-312,899.27	2,089,132.79	0.00	-3,171,960.91
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	64.00	0.00	3.20	460.40	552.40	92.00
497-00 DEATH RECORDS STATE FEE	183.20	0.00	127.20	809.60	1,020.80	211.20
498-00 MARRIAGE RECORDS STATE FEE	21.60	0.00	-24.80	194.80	243.20	48.40
Fund Balance	3,818,832.99	3,612,244.27	306,650.09	17,217,442.80	15,864,537.75	2,259,339.22
500-00 EXPENDITURE CONTROL	0.00	0.00	-793,072.79	5,279,665.75	11,836,438.97	6,556,773.22
510-00 REVENUE CONTROL	0.00	0.00	1,099,722.88	10,203,255.05	4,028,098.78	-6,175,156.27
600-00 FUND BALANCE	3,818,832.99	3,612,244.27	0.00	1,734,522.00	0.00	1,877,722.27
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	207,002.06	207,002.06	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	35,459.53	37,646.92	9.68	89,725.26	144,338.80	92,200.46

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	35,459.53	37,646.92	9.68	89,725.26	144,338.80	92,260.46
365-11 TRAIL MAINTENANCE RESERVE	78,843.64	78,843.64	-2,030.00	6,640.00	82,460.00	154,663.64
483-01 DUE TO FUND 1	793,962.35	796,149.74	2,309.68	0.00	61,878.80	858,028.54
484-01 DUE FROM FUND 1	-837,346.46	-837,346.46	-270.00	83,085.26	0.00	-920,431.72
Fund Balance	-35,459.53	-37,646.92	-9.68	117,276.80	62,663.26	-92,260.46
500-00 Expense Control	0.00	0.00	-9.68	55,238.80	62,098.71	6,859.91
510-00 Revenue Control	0.00	0.00	0.00	62,038.00	564.55	-61,473.45
600-00 Fund Balance	-35,459.53	-37,646.92	0.00	0.00	0.00	-37,646.92
3 - Housing Department	0.00	0.00	0.00	229,877.21	229,877.21	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-55,138.01	-62,558.08	2,117.58	43,949.96	54,428.25	-52,079.79
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-55,138.01	-62,558.08	2,117.58	43,949.96	54,428.25	-52,079.79
409-00 HOUSING RESERVE	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	696,922.70	697,738.65	8,444.11	0.00	54,428.25	752,166.90
484-01 DUE TO FUND 1	-813,456.89	-821,692.91	-6,326.53	43,949.96	0.00	-865,642.87
Fund Balance	55,138.01	62,558.08	-2,117.58	185,927.25	175,448.96	52,079.79
500-00 Expense Control	0.00	0.00	-8,444.11	54,428.25	125,499.00	71,070.75
510-00 Revenue Control	0.00	0.00	6,326.53	131,499.00	43,949.96	-87,549.04
600-00 Fund Balance	55,138.01	62,558.08	0.00	0.00	6,000.00	68,558.08
4 - FSS	0.00	0.00	0.00	122,460.84	122,460.84	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-28,578.81	-23,469.43	-312.71	31,595.52	27,674.32	-27,390.63
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-28,578.81	-23,469.43	-312.71	31,595.52	27,674.32	-27,390.63
409-00 HOUSING RESERVE	0.00	5,000.00	0.00	0.00	0.00	5,000.00
483-01 DUE TO FUND 1	377,711.29	377,820.67	4,953.21	0.00	27,674.32	405,494.99
484-01 DUE FROM FUND 1	-406,290.10	-406,290.10	-5,265.92	31,595.52	0.00	-437,885.62
Fund Balance	28,578.81	23,469.43	312.71	90,865.32	94,786.52	27,390.63
500-00 Expense Control	0.00	0.00	-4,953.21	27,674.32	52,419.00	24,744.68
510-00 Revenue Control	0.00	0.00	5,265.92	63,191.00	31,595.52	-31,595.48
600-00 Fund Balance	28,578.81	23,469.43	0.00	0.00	10,772.00	34,241.43
5 - ECONOMIC DEV	0.00	0.00	0.00	500,093.17	500,093.17	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-382,619.46	-336,831.58	46,872.66	26,102.88	136,724.02	-226,210.44
and Fund	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger Summary Report

Fund(s): ALL
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
Balances	-382,619.46	-336,831.58	46,872.66	26,102.88	136,724.02	-226,210.44
473-00 DOWNTOWN TIF	-6,356.70	-6,356.70	0.00	0.00	0.00	-6,356.70
474-00 TRAIL GROOMER RESERVE	3,245.83	3,245.83	17,668.19	0.00	20,759.73	24,005.56
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
477-01 CEA GAGNON'S RENTAL PROPERTY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
477-02 CEA IRVING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
477-03 CEA PELLETIER ENTERPRISES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
477-04 CEA NORTH STATE TRANSPORT	0.00	0.00	0.00	0.00	1,000.00	1,000.00
483-01 DUE TO FUND 1	2,901,682.68	2,947,470.64	48,184.74	0.00	111,964.29	3,059,434.93
484-01 DUE FROM FUND 1	-3,531,343.23	-3,531,343.31	-18,980.27	26,102.88	0.00	-3,557,446.19
Fund Balance	382,619.46	336,831.58	-46,872.66	473,990.29	363,369.15	226,210.44
500-00 Expense Control	0.00	0.00	-46,872.74	111,964.29	363,368.60	251,404.31
510-00 Revenue Control	0.00	0.00	0.08	315,000.00	0.55	-314,999.45
600-00 Fund Balance	382,619.46	336,831.58	0.00	47,026.00	0.00	289,805.58
Final Totals	4,406.30	0.00	0.00	31,375,707.89	31,375,707.89	0.00

Expense Summary Report

Fund: 1
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	791,567.00	71,761.39	453,714.99	337,852.01	57.32
17 - HEALTH & SANITATION	257,578.00	21,000.00	152,040.00	105,538.00	59.03
18 - MUNICIPAL BUILDING	74,790.00	2,778.08	42,705.93	32,084.07	57.10
20 - GENERAL ASSISTANCE	41,071.00	1,701.86	12,740.42	28,330.58	31.02
22 - TAX ASSESSMENT	209,159.00	24,739.63	114,041.46	95,117.54	54.52
25 - LIBRARY	231,669.00	17,249.33	124,060.18	107,608.82	53.55
31 - FIRE/AMBULANCE DEPARTMENT	2,622,708.00	213,698.79	1,437,966.30	1,184,741.70	54.83
35 - POLICE DEPARTMENT	1,763,342.00	151,859.39	983,622.73	779,719.27	55.78
38 - PROTECTION	367,000.00	28,854.79	202,081.97	164,918.03	55.06
39 - CARIBOU EMERGENCY MANAGEMENT	13,594.00	232.13	5,659.03	7,934.97	41.63
40 - PUBLIC WORKS	2,475,356.00	149,689.85	1,143,828.38	1,331,527.62	46.21
50 - RECREATION DEPARTMENT	566,616.00	56,978.58	330,691.02	235,924.98	58.36
51 - PARKS	181,930.00	20,027.66	104,357.60	77,572.40	57.36
60 - AIRPORT	100,135.00	21,180.06	69,426.45	30,708.55	69.33
61 - CARIBOU TRAILER PARK	12,650.00	749.38	5,914.07	6,735.93	46.75
65 - CEMETERIES	6,850.00	1,000.00	5,250.00	1,600.00	76.64
70 - INS & RETIREMENT	91,376.00	8,840.18	38,973.32	52,402.68	42.65
75 - CONTRIBUTIONS	7,648.00	0.00	0.00	7,648.00	0.00
80 - UNCLASSIFIED	31,275.00	731.69	13,576.93	17,698.07	43.41
85 - CAPITAL IMPROVEMENTS	1,951,110.00	0.00	0.00	1,951,110.00	0.00
Final Totals	11,797,424.00	793,072.79	5,240,650.78	6,556,773.22	44.42

Expense Summary Report

Fund: 2
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	62,038.00	9.68	55,178.09	6,859.91	88.94
Final Totals	62,038.00	9.68	55,178.09	6,859.91	88.94

Expense Summary Report

Fund: 3
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	125,499.00	8,444.11	54,428.25	71,070.75	43.37
Final Totals	125,499.00	8,444.11	54,428.25	71,070.75	43.37

Expense Summary Report

Fund: 4
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	52,419.00	4,953.21	27,674.32	24,744.68	52.79
Final Totals	52,419.00	4,953.21	27,674.32	24,744.68	52.79

Expense Summary Report

Fund: 5

July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	308,853.00	45,634.23	98,063.59	210,789.41	31.75
12 - NYLANDER MUSEUM	53,173.00	1,238.51	12,558.10	40,614.90	23.62
Final Totals	362,026.00	46,872.74	110,621.69	251,404.31	30.56

Revenue Summary Report

Fund: 1
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,774,015.00	424,219.72	2,471,466.93	4,302,548.07	36.48
18 - MUNICIPAL BUILDING	2,000.00	0.00	0.00	2,000.00	0.00
20 - GENERAL ASSISTANCE	20,000.00	1,208.56	4,783.75	15,216.25	23.92
22 - TAX ASSESSMENT	1,045,000.00	193,531.00	194,161.00	850,839.00	18.58
23 - CODE ENFORCEMENT	10,025.00	1,272.50	3,737.50	6,287.50	37.28
25 - LIBRARY	5,100.00	433.75	2,127.15	2,972.85	41.71
31 - FIRE/AMBULANCE DEPARTMENT	1,855,543.00	452,160.63	1,032,435.22	823,107.78	55.64
35 - POLICE DEPARTMENT	87,220.00	4,210.00	56,532.33	30,687.67	64.82
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	600.00	1,800.00	25.00
40 - PUBLIC WORKS	200,699.00	0.00	65,699.00	135,000.00	32.74
50 - RECREATION DEPARTMENT	6,600.00	432.50	9,068.75	-2,468.75	137.41
51 - PARKS	300.00	50.00	50.00	250.00	16.67
60 - AIRPORT	44,000.00	6,181.22	31,061.10	12,938.90	70.59
70 - INS & RETIREMENT	10,000.00	16,023.00	16,023.00	-6,023.00	160.23
Final Totals	10,062,902.00	1,099,722.88	3,887,745.73	6,175,156.27	38.63

Revenue Summary Report

Fund: 2
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	62,038.00	0.00	564.55	61,473.45	0.91
Final Totals	62,038.00	0.00	564.55	61,473.45	0.91

Revenue Summary Report

Fund: 3
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	131,499.00	6,326.53	43,949.96	87,549.04	33.42
Final Totals	131,499.00	6,326.53	43,949.96	87,549.04	33.42

Revenue Summary Report

Fund: 4
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	63,191.00	5,265.92	31,595.52	31,595.48	50.00
Final Totals	63,191.00	5,265.92	31,595.52	31,595.48	50.00

Revenue Summary Report

Fund: 5
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	315,000.00	0.00	0.00	315,000.00	0.00
12 - NYLANDER MUSEUM	0.00	0.08	0.55	-0.55	----
Final Totals	315,000.00	0.08	0.55	314,999.45	0.00



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: November 8, 2022 Election
DATE: August 22, 2022

The Clerk's Office is preparing for the November 8, 2022 General Election, and Municipal Election and is requesting Council approval for the following.

1. Approval of and 8:00 a.m. opening Time for November 8, 2022 Election
2. Appointment of Danielle Brissette as Election Warden, Cherie Garman and Kristina Drinkall as Deputy Wardens for the November 8, 2022 Election

Recommended Motion:

Move to set the start time as 8:00 a.m. and to appoint Danielle Brissette as Election Warden, Cherie Garman and Kristina Drinkall as Deputy Wardens for the November 8, 2022 Election.



City Manager's Report
August 22, 2022

Economic Projects

River Front - Powerplants	No new updates
Broadband Initiative	On tonight's agenda
CDBG	The CDBG for "Caribou Area Ride Service" (CARS) is now back on track. No answer on 2022 CDBG for C&J Service.
Ogren Dump Solar Project	No new updates
Events and Marketing	Come hungry! Thursday August 25 will be the final Thursdays on Sweden Street with "Soundstage Music with Keith Ouellette" and "Par & Grill" beverage service under the lights on Sweden Street.
Landbank	New state-imposed \$3/ton fee on construction and demo debris will fund the Landbank initiative.
Chapter 13 Rewrite	Planning Board is working on this
Federal American Rescue Plan Act	No new updates
Blight Cleanup	Tax-acquired property at 28 Goldfrank has been torn down.
Birdseye Cleanup	No new updates
60 Access Highway	No new updates
River Front - Master Plan	No new updates, monthly meeting tomorrow
Façade Improvement Program	A lot of interest shown. We will have a fall application period.
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	No new updates
Business Outreach	Approximately 300 business outreach newsletters were mailed to our local businesses and other stakeholders.

Other Administrative Projects

Tax Acquired Property Policy	No new updates
Nylander	Working on gathering information for a future meeting.
Fire Structural Work	No new updates
Fire Station Renovations	Need to get engineering work done for heat & ventilation system. Siemen's interested in looking at the work.
Police Station	Work in progress: USDA represenatives have visited site and are assisting with financing documents. City Council committee has met regarding the RFQ that went out in 2019.
River Road	No new updates
Investment Policy	No new updates
Trailer Park Closure	No new updates.
Fish Hatchery Bridge	No new updates
Cable Franchise Renewal	No new updates
Airport	No new updates
Personnel Policy	No new updates
Procurement Policy	No new updates
New LED Street lights	No new updates
Comp Plan Update	Planning Board and staff working out a plan.
COVID-19 Status	No new updates
Administrative Approvals	Special Amusement licenses: Caribou Country Club & Par and Grill; Liquor licenses for Bowl-A-Drome / Sports Inn & Northern Maine Brewing Company
Personnel Changes	No new updates
Age-Friendly Efforts	No new updates
Other Updates	The City Received a check for \$5,000 from Sital as a reibursement for TIF dollars from 2016. Manager has been away at training off and on and therefore is behind on many tasks & appreciates your patience.



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 22, 2022
Re: Broadband discussion

One ongoing issue under consideration by the Caribou City Council is the discussion of Broadband. Tonight, Broadband is on the agenda again so that any interested Caribou citizens can weigh in on available options and is an opportunity to receive new information.

Staff has been asked to provide additional information. No action is required at this time.

(1) Grant Funding

The Maine Connectivity Authority website has information about upcoming funding programs:

Connect The Ready - \$70M Capital Projects Fund (design, fund & build projects in eligible areas)

Get Ready - \$30M Technical assistance and capacity for regional partnerships

Enable Middle Mile Partnerships - \$30M Funding and public private partnership to expand middle mile infrastructure to enable last mile broadband

Reach Me - \$20M Capital Projects Fund (line extension incentives)

New programs and initiatives will launch in October 2022. More details at the website:

<https://www.maineconnectivity.org/all-in>

(2) A comparison of available programs with: Cost to the City, Time Frame, Coverage & Material

Provider	Cost to the City	Time Frame	Coverage	Material
CUD	Previous investments Will seek available grant funding	18 – 78 mo	Last Mile Unserved & underserved built first	All fiber
Charter/Spectrum	\$857,133 Will seek available grant funding and/or the use of City/County ARPA funds	12 – 18 mo	All unserved	New=fiber
Consolidated / Fidium	Unknown Will seek available grant funding	6 – 9 mo	All of Caribou	All fiber

Dear Caribou City Councilors.

Spectrum is committed to improving the communities we serve and where our customers and employees live and work. We offer low-cost broadband service to eligible households and invest billions of dollars each year to continue to extend our network and expand connectivity from coast to coast.

Caribou is no exception.

Although some time has passed since my March 14th presentation, Spectrum remains committed to ensuring all residents in Caribou who currently do not have access to broadband get the connectivity they need, including those last mile residents.

That is why Spectrum has proposed a public-private partnership with Caribou, offering our own investment of over \$580,000 to build 74 miles of infrastructure which will ensure all residents in the community that have no access to broadband today are not left behind.

This commitment is part of Spectrum's longstanding record of identifying and connecting unserved areas and communities in Maine. In fact, in 2021, Spectrum's high-speed internet service was extended to reach an additional 14,000 homes and small businesses in Maine, many in small towns and rural areas just like Caribou.

Our company is proud to deliver high-quality products and services, and we invest billions every year to expand and upgrade our network infrastructure and technology

- Gigabit speeds available across our entire footprint and *starting* speeds for our flagship Spectrum Internet® service are now 300 Mbps in all markets.
- 10 Gbps connections available to businesses, schools, and libraries.
- Spectrum **exceeded advertised download and upload speeds** for all tiers measured — even during peak weeknight usage between 7 and 11 p.m. — according to the FCC's most recent "Measuring Broadband America Fixed Broadband Report" issued in December 2021.
- **No Data Caps, No Modem Fees, No Contracts**
- Our **nationwide pricing structure** means rural customers receive the same pricing as other highly-competitive areas in the state.
 - And customers can save up to 60% on their wireless bills by switching to **Spectrum Mobile** – the fastest-growing mobile provider in the country.
- **Excellent customer service 24/7** from our **in-house, on-shored workforce** (all of whom make at least \$20 per hour with great benefits)
 - The operation, maintenance and upgrades of the internet system will be Spectrum's responsibility and we are very well equipped to restore services quickly in the event of an outage (i.e. storm, fallen tree, accident, etc.).
 - We employ nearly 700 people in Maine, with 24 employees living in Aroostook County and eight who live in Caribou.

Spectrum's Ongoing Investments in Our Network

- From 2017-2021 alone, Spectrum invested over \$40 billion in infrastructure and technology – contributing significantly to the U.S. economy.
 - In just 2021 alone, Spectrum invested \$68 million in Maine.
- Our investments are paying off:
 - Spectrum Internet has been consecutively ranked as a **top internet service provider** by *U.S. News & World Report*
 - Spectrum Internet earned the **highest rating** in the *U.S. News & World Report* Best Internet Service Providers for **Rural Areas** survey

Spectrum is committed to adoption and affordability.

- Ensuring high-speed internet service is available is a critical step – but we can't achieve 100% connectivity until we also have 100% adoption. That's why Spectrum offers a number programs to help low-income families get online:
- Spectrum was a **day one participant** in the **FCC's Affordable Connectivity Program (ACP)**, which offers eligible households a discount of up to \$30 per month toward broadband service (and up to \$75 for qualifying Tribal lands)
- **Spectrum Community Solutions** provides high-quality internet service to affordable housing units and in low-income areas across the country
- To make broadband more accessible for low-income learners and seniors, we've offered **Spectrum Internet Assist (SIA)**, a high-speed (30/4 Mbps), low-cost broadband service for qualified customers

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We continue to believe that the best way to ensure universal broadband access is to focus government resources on areas without service instead of spending taxpayer dollars to duplicate services in places that already have broadband from one or more providers. There are possibilities of government owned networks failing, where the network is eventually shut down or sold for pennies on the dollar, leaving taxpayers saddled with nothing but debt. It doesn't make sense to put taxpayers at risk when Spectrum can connect the remaining unserved homes much faster and for a fraction of the cost of building a duplicative government-owned network. Spectrum's proposal allows the City to use public resources to focus on delivering other critical community services, like education, public safety, roads and parks.

As we have done elsewhere in Maine we hope to collaborate with Caribou to expanded broadband services and look forward to working with the City to foster this potential public-private partnership. We stand ready to start the expansion project immediately upon an agreement being finalized which will result in broadband services being activated within 12-18 months after receiving all of the pole permits. This is the most efficient and fastest path forward for the City to get land line broadband services to these unserved locations.

I would welcome the opportunity to continue previous discussions on how Charter can work with the City to leverage additional funds through the newly formed Maine Connectivity Authority or ARPA funding the City/County have received. In the meantime, please feel free to reach out to me at any time so that I may answer any questions you may have.

Sincerely,

Melinda Kinney

Senior Director of Government Affairs

I will answer the questions as best as I can but I would say that with costs I would need some type of commitment from Caribou before I could take engineering resources to figure it out. We have an idea as we have done some vetting but it would need to be tweaked a bit before we were ready to apply for a grant (not a heavy lift with the data we have put together already).

Cost to the City:

- CCI would seek grants from the MCA to cover the majority of costs for the build. We believe that there will be a cost share between the City and any ISP per grant requirements depending on density and completion of grant rules. We would write the grant and handle all of the work required for the grant. We have an experienced team who have successfully submitted both State and Federal grants in the past. We also have a good working relationship with the MCA (Maine Connectivity Authority). We also believe that partnering with neighboring Towns would be important as the MCA is looking for larger scale projects to fund.

Time Frame:

- Penny this would depend on the funding used but our timelines to build are generally 6-9 months but that depends on when funding is provided, contracts are signed, and engineering is completed.

Coverage:

- Any grant that we would pursue would be for all of Caribou. There would be no area left out from the build as I believe that is part of the grant requirements. Speeds would also not be affected by those who are on the outskirts of Town.

Material/Network:

- We propose using our Fiber-to-the-Premise (FTTP) network technology (100% fiber – no copper) initially capable of delivering 2G symmetrical service with capability to scale to 10G symmetrically to all locations in Caribou.
- The fiber-to-the-premises technology will offer faster, highly reliable, broadband connectivity, which will significantly boost the Internet speeds currently available in the town.
- It will provide high speed internet access to the locations identified in the RFP utilizing XGS PON technology capable of delivering services up to 10G symmetrically.
- As initially rolled out, the proposed network will offer residential locations services up to 2G/2G symmetrical to meet the current demand for bandwidth, but also provides the capacity for 10G service and positions the Town's residents to fulfill their growing future bandwidth demands.
- Consolidated engineers and builds its network to fulfill future bandwidth demands for all proposed customers at all locations at the speed levels below. This provides growth for the useful life of the fiber network which is typically 20-25 years.
- The network will provide high reliability with no data caps or throttling of data
- Over-the-Top video and phone options will also be available.

I am also attaching our pricing sheet below. Note that we do not have contracts or installation fees for the 1Gig and below service tiers. We are also working on bringing a 50/50Mbps service to the market that would be completely free to eligible Affordable Connectivity Program (ACP) participants.

Home fiber Internet plans

2 Gigs
\$165/mo
1-year rate lock (\$190/mo after)
Installation is \$199
No contract
Futuristic

1 Gig
\$70/mo
1-year rate lock (\$95/mo after)
FREE Installation
No contract
Supreme

Most Popular

250 Mbps
\$65/mo
1-year rate lock (\$85/mo after)
FREE Installation
No contract
Advanced

50 Mbps
\$35/mo
1-year rate lock (\$65/mo after)
FREE Installation
No contract
Essential

- All plans include:**
- WiFi 6 gateway**
to enable faster speeds and wider coverage
 - WiFi extenders**
we provide 2, plus additional extenders if needed
 - Whole-home WiFi app**
to put you in control
 - Proactive network monitoring**
to help resolve any issues
 - Professional installation**
for speeds up to 1 Gig (\$199 for 2 Gigs)
 - \$5 discount with subscription**
to Paperless Billing and AutoPay

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I think that we would be the cheapest cost for a purely fiber optic network and we can build it quicker than anyone else.

Happy to meet with folks for specific questions if that helps.

Thanks, Simon

Simon C. Thorne | Senior Manager - Government Affairs
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Simon.Thorne@consolidated.com
consolidated.com | NASDAQ: CNSL



CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager, Clerk
Russell Plourde
Water Operator
Paul Rossignol
Wastewater Operator

WATER & WASTEWATER
PO Box 879 ~ 176 Limestone Street
Caribou ME 04736
(207) 496-0911 ~ (207) 496-0921 fax

TRUSTEES
Nancy Solman
President
Jay Kamm
Treasurer
Janine Murchison PE
David Belyea PE
John Swanberg

August 22, 2022

Penny Thompson
City Manager
City of Caribou Maine
(207) 493 – 5961 (direct line)
pthompson@cariboumaine.org

RE: Broadband discussion for the August 22, 2022 Council Meeting

Penny:

For purpose of discussion at the August 22, 2022 Council Meeting, I wanted to re-state the attributes of the public-private partnership, 100% fiber optic network we are building here in Caribou.

- We are not requiring additional funding from the City. Any funding the City *may* provide in the future to this project would be voluntary, could come from grants and would be considered additional buy-in subject to future revenue sharing.
- The \$159,000 *and* land on Sincock Street the City has currently provided should be considered a buy-in subject to future revenue sharing already.
- This network will be 100% fiber, providing the same level of service regardless of where a home or business is located in Caribou and built to the last mile or last premises.
- This network will allow customers to choose between at least two internet service providers (ISPs) for \$59.95 per month or less. Both of these ISPs (GWI and Pioneer) are headquartered in Maine. Competition between two or more ISPs on the same network will require them to compete for customers in Caribou, keeping monthly subscription fees lower over time and providing price stability.
- The CUD charter amendment was written to allow surrounding communities to join. This has long term economic development and revenue implications that will greatly benefit Caribou as a growing service hub.
- The local / regional / State economy will benefit indefinitely by the CUD patronizing nearby businesses, like Oak Leaf Systems, MMA, Katahdin Trust, Machias SB, Aroostook Federal S&L, County Electric, RL Todd, Lajoie Electric, County Quick Print, Levesque Office Supply and SW Collins to assist in administering the functions of the network.
- The monthly revenue generated by operating a publicly owned network stays here in the State of Maine, either in Caribou (CUD), Houlton (Pioneer) or Biddeford (GWI).

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

Thank you for your careful consideration of these complicated proposals. As always, we are available anytime to answer further questions or concerns.

Sincerely,
Hugh A. Kirkpatrick
General Manager
Caribou Utilities District

CFAD Monthly Report

July 2022

Fire Calls 18 _ Ambulance Calls 214 _ Canceled Calls 1 _ = Total Calls 233 _

See Attached Breakdowns:

- Alarms for Fires (33)- 2
- Alarms for Rescues (66) -
- Silent Alarms - 16
- Total Hours Pumped – 2.25
- Gallons of Water Used – 18,500
- Amt. of Hose used -250’
- Ladders Used (in Feet):
- (75’ Aerial) _ ’
- Thermal Imaging Camera Used - 6
- Gas Meter Used- 3
- Rescue Sled & Snowmobile-
- Rescue Boat -
- Jaws Used - 1
- Miles Traveled by All Units – 3,598
- Color Guard Trng./Ceremonies- 7mhrs.
- ALS Calls - 105
- BLS Calls - 109
- Amb. Calls Canceled- 1
- Target Calls (Drug Behavioral)- 5
- PIFT Transfers-
- Long Distance Transfers -1
- Calls Turned Over - 16
- Total Out of Town Calls- 63
- No Transports- 53
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City-
- Total Est. Fire Loss-
- Total Maintenance Hours -7
- Total Training Hours – 170.27

MUTUAL AID TO:

- Presque Isle Fire Dept. - F A-
- Fort Fairfield Fire Dept -.F 1 A -
- Limestone Fire Dept..
- Washburn Fire Dept.- 1
- Stockholm Fire Dept. .
- North Lakes Fire Dept.
- Crown Ambulance
- Van Buren Ambulance -1
- Life Flight - 12

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	12/3	1	
Stockholm	5/4		
Connor	2/1	1	
New Sweden	6		
Limestone	29/11		
Caswell	2		
Fort Fairfield		1	
Presque Isle	1		
Van Buren	1		
Bangor			
Perham			
Mad. Lake Twp.	1		
Houlton			
Washburn		1	

Scott Susi, CFAD Chief

Fire Breakdowns

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

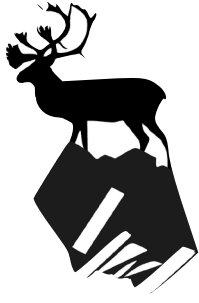
Other Incidents

16. Haz-Mat (400)	1
17. False Calls (740)	
18. Mutual Aid Calls (571)	2
19. Aid to Ambulance (10-55's) (322)	3
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm)	(smoke)4 (CO) 2 (Alarm) 5
22. Service Calls (500)	
23. Ambulance Calls (300)	214

Canceled Calls- 1

Fire/Rescue- 18

Total Calls for the Month_ **233**



Caribou Public Library

DIRECTOR'S REPORT

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

The Library's Summer Reading Program continued this month, with some exciting children's events! We held a "Under the Sea Tea Party", which had 9 children in attendance. Children created their own formal hat wear and discussed the intricacies of High Tea. There were also fun games, like Fish Bingo where the winners received a crocheted Sea Creature to take home. There were themed snacks involved as well, like blue jello cups, and goldfish. We have received an overwhelming amount of positive feedback, and have decided to hold an event like this again soon.

The library has had a change lately in its puzzles. We had previously been cataloging and storing puzzles in their original boxes, storing them in our Young Adult room. However, this inefficient system has been replaced. Headed up by Alyssa Singer, we have created a new way to store our puzzles. Our Teen Room now has a 9-cube organizer that contains all of our puzzles in very durable sealed bags. The puzzles now look much better while saving space.

This also brought the state of our board games to our attention. The library's board games were exceptionally used and dirty. We receive visits every day from families and social workers whose children love to play with our board games. We have removed all of our board games from the library and ordered replacements. The games are now in much better condition, and have been getting used more frequently. We made sure to keep the classics like Monopoly and Uno, while integrating some newer games like Exploding Kittens.

The circulation desk has been reorganized to accommodate another desk. With the recent added staff there has been made known a need for an additional workspace. There

is now a second desk and a third computer available for use to give the staff more space to work.

The Knitting Group started up again this month, now being run by the Director. We have seen consistent turnout for these, as there is always an interest in fiber arts. We have had a few beginners who have come to learn, as well as a few who brought their almost finished items. Most of our attendees are either new to the area, or visiting family and happened to see the groups advertisement. The director will continue running this program until there is no longer a need.

The preschool, elementary school, and mother goose programs have been doing well. The new Preschool Programming time appears to be working well, with an average of 10 children in attendance each week. Our Children's Librarian has also chosen to hold a Preschool Play Group each Friday, which the parents have enjoyed attending. The library and its patrons are glad to see children's programs continuing along. The Middle and Highschool Book Groups are also changing next month, as they will be reunified going forward. As some of our attendants have moved out of the area this year, we will be merging the book groups again to ensure productive and insightful discussion.

The Library has continued to play host for some local groups like Recovery Aroostook, Age Friendly Caribou, and more. We also were the meeting place for the Aroostook Retired Employees Assoc. (AREA), and the Aroostook Council for Healthy Families. We have also been contacted by AARP and NaviTour for meeting options. We are always excited to have these groups meet here to use the space and services of the library.

Next month, the Cary Medical Center will be at the Library on August 24th & 25th to discuss health concerns facing those in Aroostook County. The Cary Medical Center filmed an advertisement in our building this month, and though it a good space to disseminate pinformation for public benefit.

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	579	630	518					
Juvenile books	584	455	662	673	617	626	736					
Teen/YA books	40	51	55	37	35	82	50					
DVDs	122	98	129	128	94	89	132					
eBooks/Audiobooks	25	158	177	128	178	128	163					
Magazines	36	15	24	19	22	32	57					
Interlibrary loans	26	33	29	49	33	33	24					
Puzzles	17	1	9	10	5	7	0					
STEAM	26	35	17	18	4	17	2					
Renewals	434	309	479	472	420	350	385					
TOTAL NUMBERS	2,039	1,709	2,193	2,043	1,987	1,994	2,067	0	0	0	0	0

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022
Adult books	553	571	556	589	610	529	729	554	612	509	579	630	518
Juvenile books	640	661	669	611	586	432	584	455	662	673	617	626	736
Teen/YA books	85	125	77	58	75	43	40	51	55	37	35	82	50
DVDs	197	248	219	174	210	164	122	98	129	128	94	89	132
eBooks/Audiobooks	172	165	40	27	127	139	25	158	177	128	178	128	163
Magazines	27	38	59	57	96	65	36	15	24	19	22	32	57
Interlibrary loans	47	77	42	33	28	36	26	33	29	49	33	33	24
Puzzles	1	0	1	3	14	8	17	1	9	10	5	7	0
STEAM	** See Note	** See Note	** See Note	** See Note	4	15	26	35	17	18	4	17	2
Renewals	555	592	578	434	496	407	434	309	479	472	420	350	385
TOTAL NUMBERS	2,277	2,477	2,241	1,986	2,246	1,838	2,039	1,709	2,193	2,043	1,987	1,994	2,067

**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	1,987	1,994	2,067						14,032

Monthly Permit Report

July 2022

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	9	29	8	39
HOMES	0	1	0	2
MOBILE HOMES	2	2	1	2
MULTI-FAMILY	0	0	1	1
COMMERCIAL	1	5	1	12
EXEMPT	1	1	1	3
PLUMBING PERMITS				
INTERNAL	4	9	5	17
EXTERNAL	2	3	1	6
DEMO PERMITS	2	12	2	9
SIGN PERMITS	1	10	0	6

Year-to-Date is January 2022 to July 2022



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

WAITING LIST STATISTICS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Applicants in Jurisdiction	44	37	44	54	N/A	58	68						305
VAWA Preference	2	0	5	0		7	4						18
Veteran's Preference	0	0	0	0		3	4						7
Natural Disaster	0	0	0	2		0	0						2
Living in Caribou	29	24	31	0		46	48						178
Mainstream	5	7	7	7		8	9						43

HOUSING CHOICE VOUCHER PROGRAM

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
HUD Allocated Vouchers	193	193	193	193	193	193	193						1351
Total Vouchers Leased	183	181	176	177	178	177	176						1248
Port Out Vouchers	0	1	1	1	1	1	1						6
Homeownership Vouchers	1	1	1	1	1	1	1						7
All Other Housing Choice Vouchers	182	179	174	175	175	175	174						1234

YTD Openings	11	13	18	17	17	17	18						111
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Applicants Pulled From Waiting List	30	0	0	0		22	0						52
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Vouchers Issued	6	24	0	8	3	4	3						48
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Vouchers Expired	2	7	0	0	3	2	3						17
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Vouchers on Street	6	6	2	9	9	7	4						43
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	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Total HAP Expense	\$ 85,350	\$ 86,716	\$ 84,502	\$ 85,031	\$ 85,825	\$ 86,446	\$ 85,517						\$ 599,387
All Other Voucher	\$ 77,820	\$ 77,175	\$ 74,499	\$ 74,582	\$ 74,810	\$ 75,073	\$ 74,901						\$ 528,860
Port Out Payments	\$ -	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436						\$ 8,616
Homeownership HAP	\$ 233	\$ 233	\$ 233	\$ 233	\$ 484	\$ 261	\$ 261						\$ 1,938
FSS Escrow, Participants Account	\$ 7,297	\$ 7,872	\$ 8,334	\$ 8,780	\$ 9,095	\$ 9,676	\$ 8,919						\$ 59,973

Ave. Per Unit Cost	\$ 466	\$ 479	\$ 480	\$ 480	\$ 482	\$ 488	\$ 486						\$ 480
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Lease Up Rates	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
HUD Allocated -vs- Leased	95%	94%	91%	92%	92%	92%	91%						92%
HUD Funded -vs- HAP Expense	96%	94%	93%	94%	96%	108%	96%						97%

MAINSTREAM VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	40	40	40	40	40	40	40						280
Total Vouchers Leased	22	24	24	24	26	28	27						175
Total HAP Expense	\$ 11,143	\$ 10,945	\$ 11,572	\$ 10,879	\$ 11,357	\$ 11,967	\$ 10,808						\$ 78,671

YTD Openings	18	16	16	16	14	12	13						105
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Applicants Pulled from Waiting List	6	0	0	10	0	8	20						44
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Vouchers Issued	6	1	0	1	2	0	4						14
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Voucher Expired	1	2	0	1	0	0	0						4
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Vouchers on Street	11	10	6	3	4	2	6						42
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PORT IN / FOSTER YOUTH TO INDEPENDENCE

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

EMERGENCY HOUSING VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	15	15	15	15	15	15	15						105
Total Vouchers Leased	8	8	8	8	8	8	14						62
Total HAP Expense	\$ 9,751	\$ 11,548	\$ 11,755	\$ 12,834	\$ 13,861	\$ 16,348	\$ 16,486						\$ 92,583

YTD Openings	7	5	5	4	4	1	1						27
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Vouchers Issued	6	1	0	1	3	0	1						12
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Voucher Expired	1	2	0	1	0	0	0						4
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Vouchers on Street	9	4	2	6	3	3	3						30
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HOUSING QUALITY STANDARDS INSPECTIONS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Initial Inspection	5	4	4	0	6	3	2						24
Annual Inspection	0	0	0	0	1	4	14						19
Tenant/Landlord Requested	0	0	0	0	0	0	1						1
No Show	0	0	0	0	0	0	1						1
Reinspection(s)	0	0	0	1	0	2	4						7
													0
Other, Public Housing Authority Inspections	0	0	0	0	0	0	0						0
Total Inspections	5	4	4	1	7	9	22					0	52

HQS Common Deficiencies: The most common items that have failed in 2022 have been - inoperable bathroom exhaust fan, exposed wiring, broken step/deck boards and inoperable

SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Number of Participants	\$ 7,297	\$ 7,872	\$ 8,334	\$ 8,780	\$ 9,095	\$ 9,676	\$ 8,919						\$ 23,503
Number Earning Escrow	62	59	54	56	57	60	60						408
FSS Escrow, Participants Account	26	26	27	25	29	23	29						185
FSS Families, Disbursement	1	1	3	3	1	2	1						12
FSS Disbursement Amount	\$ 238.00	\$ 126.00	\$ 3,764.31	\$ 6,317.00	\$ 886.50	\$ 432.00	\$ 1,448.10						\$ 13,212
FSS Graduate, Families	2	0	0	0	1	0	2						5
FSS Graduate, Escrow	\$ 4,950	\$ -	\$ -	\$ -	\$ 1,273	\$ -	\$ 15,783						\$ 22,006
FSS Forfeiture, Families	0	1	0	0	0	1	0						\$ 2
FSS Forfeiture, Escrow	\$ -	\$ 2,056	\$ -	\$ -	\$ -	\$ 296	\$ -						\$ 2,352

LANDLORD INCENTIVE PROGRAM

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Signing Bonus	\$ 2,500	\$ 3,250	\$ 2,500	\$ 1,500	\$ 2,250	\$ -	\$ 3,750						\$ 15,750
Housing Choice Voucher	1	1	2	0	1	0	3						8
	\$ 750	\$ 750	\$ 1,500	\$ -	\$ 750	\$ -	\$ 3,000						\$ 6,750
Mainstream	1	2	0	2	2	0	0						1
	\$ 750	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -						\$ 750
Emergency Housing Voucher	1	1	1	0	0	0	1						1
	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 750						\$ 752
Security Deposit	\$ 2,149	\$ 2,590	\$ 1,280	\$ 660	\$ 650	\$ 740	\$ 3,000						\$ 11,069
Housing Choice Voucher	1	2	2	0	1	1	2						9
	\$ 700.00	\$ 1,380.00	\$ 1,280.00	\$ -	\$ 650.00	\$ 740.00	\$ 2,250.00						\$ 7,000.00
Mainstream	1	1	0	1	0	0	0						3
	\$ 693.00	\$ 1,210.00	\$ -	\$ 660.00	\$ -	\$ -	\$ -						\$ 2,563.00
Emergency Housing Voucher	1	0	0	0	0	0	0						1
	\$ 756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750						\$ 1,506
Repair Grants	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000						\$ 6,500
Housing Choice Voucher	1	0	0	0	0	0	1						2
	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000						\$ 6,500
Mainstream	0	0	0	0	0	0	0						0
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Damage Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 0
Housing Choice Voucher	0	0	0	0	0	0	0						0
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Mainstream	0	0	0	0	0	0	0						0
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Grand Total of Incentives	\$ 6,149	\$ 5,840	\$ 3,780	\$ 2,160	\$ 2,900	\$ 740	\$ 11,750						\$ 33,319

Landlord Good To Knows: To date in 2022, Caribou Housing Authority has added 12 new Property Owners to our Voucher Programs

GRAND TOTAL OF ASSISTANCE INTO LOCAL	\$ 117,581	\$ 115,175	\$ 115,373	\$ 117,221	\$ 116,102	\$ 115,933	\$ 141,793						\$ 839,177
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AROOSTOOK WASTE SOLUTIONS
Board of Directors Meeting
June 24, 2022

MINUTES

CALL TO ORDER: The meeting was called to order by President Thompson at 8:34 am.
MEMBERS PRESENT: Penny Thompson, Ken Murchison, John Morrill, Stev Rogeski, Andrea Powers, Jesse Philbrick, Tara Henderson, Dana Fowler, Kevin Freeman, Martin Puckett
OTHERS PRESENT: Sharon Raymond, Mark Draper

1. Review and approve the minutes of the May 27, 2022 meeting.

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

2. Review and approve the financial statements for the period ending May 31, 2022.

Mark reviewed the financial notes provided in the Board packet. **A motion was made by Ken Murchison; and was seconded by Dana Fowler; to approve the financial statements as presented. The motion was carried unanimously.**

3. Review and approve the warrant for checks numbered 26649 to 26745.

A motion was made by John Morrill; and was seconded by Ken Murchison; to approve the warrant as presented. The motion was carried unanimously.

4. Solid Waste Director's report

Mark reported on the following:

- a. Annual hauler's meeting: This meeting was held on June 8th. Unfortunately, it was not well-attended, with just 3 of the 12 companies represented. Information was provided

on the timing and plan for ceasing operations at the Presque Isle Landfill; a residential transfer station in Presque Isle; capacity and construction of new cells at TCL; and the DEP-mandated cessation of burning plywood and similar materials at TCL.

- b. Landfill inspections: both landfills are scheduled to be inspected by the Maine Department of Environmental Protection on July 12th.
- c. New hire: Michael Taylor from Fort Fairfield has been hired as a Truck Driver/Equipment Operator at TCL. He will be operating the recycling igloo truck, along with other trucks and equipment at the TCL site. He had worked for many years at the Pineland Farms feedlot.
- d. Fort Fairfield short-term loan: As authorized by the Board at the previous meeting; a loan in the amount of \$275,000 was issued to the Town of Fort Fairfield for a period of 6 months, at an interest rate of 1.00%. A copy of the signed Promissory Note was included in the Board packet.
- e. Solar projects: Mark has contacted solar projects that are being developed in Caribou, Fort Fairfield, and Presque Isle seeking information on how AWS might subscribe. The Fort Fairfield project is fully subscribed, the developer of the Presque Isle project said he would get back to us, and the Caribou project developer (Nordic) sent a request for data that has been completed by Versant and sent back to Nordic. No specific offer has come forth yet.

5. Set implementation date for new \$1/ton State fee on MSW disposal

Mark referenced his memo and a letter from the Maine DEP in the meeting packet. The State fee on the disposal of MSW in a landfill is being increased from \$1 to \$2/ton; effective August 8, 2022. Mark provided the estimated monthly cost of this fee increase. After a brief discussion, **a motion was made by John Morrill; and was seconded by Ken Murchison; to increase the tipping fee for disposal of MSW at the AWS landfills by \$1/ton, effective August 8, 2022. The motion was carried unanimously.**

6. Review and approve an updated post-PILF operating plan

Mark reviewed an updated draft of the plan for post-PILF operations. It outlines the key aspects of a transfer station operation at the PILF; management of the closed landfill in PI; potential traffic impacts at TCL; and overall staffing needs. Kevin Freeman provided the Board with information he obtained from touring a facility in Epping, New Hampshire. Discussion centered mostly around the type of equipment needed for a transfer station in PI, the hours of operation of that proposed facility, and staffing. No action was taken by the Board. The plan will continue to be updated as more information becomes available.

7. Update on timber harvesting plan at PILF property and designate purpose for revenue

Mark reminded the Board that the Forest Management Plan that was developed for the PILF property called for harvesting of "Site 1" areas in 2022. The consultant forester has secured a contractor to do the work. Apparently, stumpage prices are high right now, but the recent rains

have made the site difficult to access, so the total expected revenue is a bit difficult to predict right now. Mark also reminded the Board that previous discussions suggested that the unbudgeted revenue from timber harvesting activities should be designated by the Board for specific purposes, rather than for routine landfill operations. Mark presented three options for the Board's consideration: (1) to replant the harvested area; (2) to re-mark the property line; and/or (3) for the Property & Equipment Capital Reserve. Following discussion, **a motion was made by John Morrill; and was seconded by Dana Fowler; to utilize revenue from the 2022 timber harvesting to re-blaze the property boundary of the PILF property, with any remainder to be designated to the Property & Equipment Reserve towards purchase of equipment for the PI transfer station. The motion carried unanimously.**

8. Schedule next meeting

The next meeting of the Board was scheduled for **August 19, 2022**. Due to scheduling conflicts, there will be no meeting in July.

9. Other business

Mark referred to the Tonnage Reports for each landfill provided in the Board meeting packet, and noted that the goal of reducing the tonnage being disposed at the PILF by half appears to have been met by diverting waste loads from Pine Tree Waste to the TCL facility. Hopefully this will extend the life of the remaining constructed capacity at the PILF until next summer.

With no further business to discuss, the meeting was adjourned at 10:41 am.

Respectfully submitted,

Martin Puckett, Secretary



Board of Directors

July 11, 2022

5:30 p.m.

09

Present: Doug Plourde, Chairman; Chris Bell, Vice Chairman; Dr. Iene Djuanda, Penny Thompson, Neal Griffith, Carl Soderberg, Dr. Shawn Laferriere, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Leslie Anderson, COO, Jenn Plant, CNO, Paula Parent, RN, HR Director; Penny Wickstrom, HR Manager; Sam Brown, QHR; Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Sam Brown, QHR.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:30 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of June 6, 2022 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the June 6, 2022 meeting minutes as presented.	
3. Report of Chief of Staff	<p>Dr. Flynn provided the following updates from the June 22nd Medical Staff Executive Committee and General Medical Staff Meetings noting that Mike Gahagan was present as the Board of Directors Representative:</p> <p>Endoscope Trials – The Olympus vendor was on site. Leadership is researching other vendors before a final decision.</p> <p>Use of Patient Restraints Policy – The Medical Staff Executive Committee reviewed and approved the policy as presented.</p> <p>Adverse Occurrence Policy – The Medical Staff Executive Committee reviewed and approved the policy as presented.</p> <p>Contract Listing – The Medical Staff Executive Committee reviewed and approved the Contract Listing policy as presented.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p>	
	<p>Appointment Active Medical Staff – Jyotibala Jain, MD (Pediatrics); The complete appointment application and provider profile of Jyotibala Jain, 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 Jyotibala Jain, MD to the Active Medical Staff with privileges as requested through June 30, 2023. Dr. Karunasiri was appointed as proctor during the provisional appointment. This recommendation was</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Jyotibala Jain, MD to the Active Medical Staff.</p>	



Board of Directors
July 11, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>forwarded to the Board of Directors for action.</p> <p>Peer Review Summaries – The 1st quarter 2022 peer review summaries were reviewed. There were 442 cases reviewed with 5 recommendations.</p> <p>Department of Emergency Medicine – Quality indicators were reviewed.</p> <p>Department of Medicine – Quality indicators were reviewed. An update was provided on the selection of a new indicator for blood thinner usage.</p> <p>Summer BBQ – Discussions have begun to plan a summer BBQ for medical staff, administration and the board of directors to introduce the new Tufts Medical students.</p>		
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regen Gallagher reported the following from the June QM Committee Meeting:</p> <p>Old Business included:</p> <ul style="list-style-type: none"> • Antibiotic protocol for colon cases • Appropriate discharge code for inpatients <p>Utilization and Case Management reports reviewed included:</p> <ul style="list-style-type: none"> • CDI query rate • Delays in stay (internal and external) • Star Rating CMS (Medicare Spending Per Beneficiary) – Cary’s score is very good at .83, noting scores below 1 are good. <p>QM Compliance Indicators reviewed were:</p> <ul style="list-style-type: none"> • Jefferson Cary Cancer Center • Nutritional Services • OR • Health Information Services <p>QM Plan – The UR/Case Management Program policy was reviewed and approved. The plan was sent to the Medical Staff Executive Committee for review and approval in August. Once approved by MSEC the policy will be provided to the Board of Directors for review and approval.</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
July 11, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – PHS</p> <p>MSEC & GMS</p> <p>Departmental Leadership</p> <p>Other</p>	<p>Patient Safety Committee – The June 8th Patient Safety Committee Minutes were included in the packet for review.</p> <p>2022 Dashboard – Dr. Gallagher reported missed sepsis, elective delivery cases and fibrinolytic therapy received within 30 minutes will be reviewed.</p> <p>Customer Satisfaction – Leslie Anderson reviewed the inpatient patient satisfaction results. Discussion ensued regarding the reported results. She noted that discharge planning and no visitors due to COVID have attributed to the reported results. One Day Surgery patient satisfaction remains very strong.</p> <p>Patient Complaints – Leslie Anderson reported most complaints are for perception of care from ER patients due to what they expect during their ER visit.</p> <p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – Neal Griffith reports the meeting was very informative and Norm Collins was Acting Chair. Pines is on budget financially. The new EMR system, EPIC transition began the end of June.</p> <p>MSEC & GMS – No report was provided.</p> <p>Departmental Leadership – No report was provided.</p> <p>Other – Doug shared that Senator Troy Jackson has reached out to request use of a quote from Kris Doody for his re-election campaign. Discussion ensued. Two suggested quotes were provided via Zoom for review by the Board members. It was noted that Cary Medical Center appreciates Senator Jackson's involvement in halting the closure of the Caribou and Machias Maine Veterans' Homes and sponsoring a bill to address the issue. The board appreciates the work of Senator Jackson, the administration, the committee and the House and Senate.</p>	<p>Informational.</p> <p>A motion was made to approve a quote to be used by Senator Jackson's campaign. Three voted in favor, three opposed, one abstention. Due to the outcome of the vote the quote will not be provided to Senator Jackson for use in his campaign.</p>	

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. Projects</p>	<p>Discussion ensued regarding the need for a policy or language added to the Bylaws to address these types of requests.</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 has arrived in Caribou and has begun orientation at Pines Health Services. Hem/Onc – A site visit was completed with Dr. Elena Vaglia for permanent placement. Discussions are ongoing for a full-time, permanent position at Jefferson Cary Cancer Center. Several Zoom interviews have been completed with several strong leads for permanent Hematologist/Oncologists. Family Medicine – Kirsten Darrell, PA-C, will begin working full time in August 2022. OB/GYN – Dr. Josette Chamberlain is here this week providing locum coverage. Dr. Karen Bossie, has signed a per-diem contract to provide coverage on weekends beginning in August. A lead for a permanent OB/GYN has been provided by Dr. Salerno, Dr. Coletta Hargis is an experienced OB/GYN in California. A site visit is planned for the end of July. Emergency Medicine – Dr. Kouroush Yazdani completed a site visit last week with his fiancé, Tara. Dr. Yazdani is a 2023 ER Resident looking for a full-time position. Pathology – There is a good lead for a pathologist. A Zoom call will be scheduled. Ongoing Recruitment – Recruitment is ongoing for pediatrics, internal medicine, orthopedics, OB/GYN, emergency medicine, anesthesia (CRNA) and hematology/oncology. <p>COVID – 19 – Dr. Regen reported a new booster will be available in Fall 2022. There is no relief in sight currently due to the new variants. Monkey Pox is now considered a pandemic. There are no reported cases in Maine.</p> <p>Maternal/Child Renovations – Leslie Anderson reported that renovations are ongoing with work on rooms 501 & 502 and the end of the hallway. Renovations on the Maternal/Child Unit should be complete within the next two months. A press release and filming will be created once renovations are completed.</p>	<p>Kris Doody will review language options with the hospital attorney to address this type of request. Draft language will be reviewed by the full Board.</p> <p>Informational.</p>	



Board of Directors

July 11, 2022

5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>d. Air Handling Update</p> <p>e. Other</p>	<p>Air Handling Update – Leslie reported that the air handling control work is ongoing through 2022.</p> <p>Other – Kris reported that Pines is in transition with the new EMR, EPIC. Clinically this provides a much better patient record and interfaces with the hospital's EMR. Cary will also switch to EPIC in the future. Pines received \$330K from the class action lawsuit with Greenway, the old Pines EMR.</p> <p>Chelsea Desrosiers and Carl Soderberg provided the following updates:</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. May Financials</p>	<p>May Financials - Chelsea Desrosiers provided an overview of the April 2022 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for May. Discussion ensued regarding oncology revenue vs. expenses. It was noted this is payor and treatment driven. The major issue driving increased expenses is the use of travelers or temporary staff, especially in the nursing services.</p> <p>COVID Matrix Review – The matrix was included in the packet for review.</p> <p>Workforce Data Review – Paula Parent provided an overview of the Workforce and Benefit Update. Information included: separations, new hires, retention, turnover, medical cost to budget, demographics, headcount, labor costs, benefits updates, paylocity for human resources and employees.</p> <p>Paula reported review has begun for health insurance and pharmacy savings. The high cost of medications will be reviewed the beginning of August. Cary and Pines have requested an RFP from Lincoln Financial for changes to the fee structure and fund line-up. Paylocity is ongoing with training for Smartlink to go live in the next 30-60 days.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p>	
<p>8. L'Acadie Quarterly Report</p>	<p>L'Acadie Quarterly Report – Paula Parent, RN provided a review of the following items:</p> <ul style="list-style-type: none"> L'Acadie is a nine-bed intermediate care facility for adults with intellectual disabilities located in Van Buren. Currently there are 7 residents, 2 recently passed away. The youngest resident is 40 and the oldest is 77. Residents are able to engage in community activities with the support of staff. Outings include visits to restaurants, shopping, swimming at an indoor pool, bingo, sporting events, festivals, parades and fairs. Some residents choose to participate in community support programs provided by other agencies for part of their day to strengthen habilitation skills 	<p>Upon motion duly made and seconded, it was so VOTED to approve the L'Acadie Quarterly Report as presented.</p>	



**Board of Directors
July 11, 2022
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>and receive vocational training.</p> <ul style="list-style-type: none"> There are currently 25 employees and no travelers. Licensing is renewed annually as well as the waiver to have a part-time Director of Nursing. Costs reports are completed by Fiscal Services. A settlement was reached in May for 2020 for \$4,000. State Surveys – a fundamental survey is conducted annually with 3-5 surveyors from the State of Maine, Division of Licensing. Surveyors have described the exceptional care the residents of L'Acadie are provided. Preparation for the next surveyor is ongoing throughout the year. 		
<p>9. Quorum Health Resources Updates</p>	<p>Sam Brown provided the following updates:</p> <ul style="list-style-type: none"> Cary's CHNA (Community Health Needs Assessment) is underway, key stakeholder interviews will be completed with community members. Once the survey is complete it will be presented to the Board of Directors for review and approval. The Compliance Risk Assessment is scheduled for September 21st. The Trustee Webinar: "Leading Quality Today" is scheduled for July 12th The FOR (Financial Operational Review) is underway Many hospitals across the nation have the worst margin this year, worse than last year. The Kaufman Hall report provides industry margin information including the labor crisis and use of costly travelers. 	<p>Informational.</p>	
<p>10. Other, Adjournment & Next Meeting</p>	<p>Other – Doug Plourde thanked everyone for their attendance at all of the Board and Committee Meetings. He reported there will not be a Finance or Board Meeting in August. However, a packet of information will still be provided to the Board.</p> <p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:03 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, September 12, 2022, 5:30 p.m.</p>	<p>Informational.</p>	

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer