

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Tuesday, September 13, 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
- 6. Bid Openings, Awards, and Appointments Pages
 - a. Honoring Vaughn Keaton for 60 years of service to Caribou Scouting 2
- 7. Reports by Staff and Committees Pages
 - a. Manager’s report 3-4
 - b. Acting manager letter when both City Manager & Police Chief are temporarily absent 5-6
- 8. New Business, Ordinances and Resolutions Pages
 - a. Introduction of Ordinance 8 – 2022 Series Amending Chapter 17 General Assistance 7-13
 - b. Set public hearing for liquor license (new application) for Country Host Inn, Inc. 14
 - c. Acceptance of 3-year contract with NEPBA Local 605 15
- 9. Old Business Reports
- 10. Reports and Discussion by Mayor and Council Members 16-27
- 11. Next Regular Meetings: September 26, October 11 & 24
- 12. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6.C)
 - a. Economic Development – Caribou Utilities District, Broadband division
- 13. Adjournment

If you are planning to attend this Public Meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City 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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 13, 2022
Re: Honoring Vaughn Keaton for 60 years of service to Caribou Scouting

This year marks 60 years of service by Vaughn Keaton to Caribou Scouting. Earlier this summer, the Boy Scout Hall was renamed in his honor and is now known as the “Vaughn R. Keaton Scout Hall”.

On behalf of the citizens of Caribou, Mayor Smith and the Caribou City Council would like to commemorate and celebrate his achievement with a plaque.



Economic Projects

River Front - Powerplants	CEO and city manager have had discussions with DEP and EPA about obtaining help/funding to contain and dispose of hazards at this site. More information to come.
Broadband Initiative	On tonight's agenda
CDBG	The CDBG for "Caribou Area Ride Service" (CARS) is now back on track. 2022 CDBG for C&J Service has moved to next stage.
Ogren Dump Solar Project	No new updates
Events and Marketing	Caribou Craft Fair is October 15 & 16. Working on Small Business Saturday details. Dates are set for 2023 Thursdays on Sweden Street: June 1, 15 & 29; July 13 & 27; August 10. Caribou Cares About Kids will be July 27 - 30, 2023.
Landbank	No new updates
Chapter 13 Rewrite	Planning Board is working on the Land Use Table, next workshop 9/22
Federal American Rescue Plan Act	No new updates
Blight Cleanup	CEO has sent out numerous violations
Birdseye Cleanup	No new updates
60 Access Highway	No new updates
River Front - Master Plan	Next meeting is September 20
Façade Improvement Program	Fall application period is now open. Applications need to be returned by September 30, 2022 at 4:30 pm.
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	Cold storage building is up
Business Outreach	The city manager met with the (soon-to-be) new owners of the Caribou Inn and Convention Center this week. This will be a great project.

Other Administrative Projects

Tax Acquired Property Policy	No new updates
Nylander	No new updates
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	Chief Gahagan and the city manager will be attending a IACP training about the planning, designing, funding and constructing the new facility. We will be learning from the experts and touring three recently constructed facilities.
River Road	River road is now paved, still one way traffic in the affected area
Investment Policy	No new updates
Trailer Park Closure	September 1 marked the date when rent would be reinstated for those living at the mobile home park
Fish Hatchery Bridge	Project underway with DEP to promote the fishway. Local contractor Soderberg Construction is doing the work.
Cable Franchise Renewal	No new updates
Airport	No new updates
Personnel Policy	No new updates
New LED Street lights	No new updates
Comp Plan Update	Planning Board has established committees for working on the 2024 Comprehensive Plan. There will be a kick-off for the public in October.
COVID-19 Status	No new updates
Administrative Approvals	There needs to be a public hearing for the new owner of Caribou Inn and Convention Center at the next meeting.
Personnel Changes	The Public Works department is advertising for 2 truck drivers and a mechanic after recent resignations.
Age-Friendly Efforts	Looking for volunteers to help with the senior sand bucket program
Other Updates	Local businessmen Mark & Mike Nadeau of Mark's Towing Service were recently honored with the Order of Towman by American Towman magazine. They were nominated by Caribou Fire Chief Scott Susi.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 13, 2022
Re: Acting city manager letter

By a vote of the City Council at their regular meeting on Monday August 23, 2021, my letter to designate Chief Michael Gahagan to be the acting City Manager was accepted. Since Chief Gahagan and I will both be attending the International Association of Chiefs of Police Planning, Designing, and Constructing Police Facilities Course in Illinois, September 28 – 30, I would like to file an amended letter with the City Clerk which is on the following page.

Suggested Action:

Please make a motion to accept the amended letter. Second the motion and after any discussion, please vote to accept this change.



CITY OF CARIBOU, MAINE

Phone: (207) 493-5961
Fax: (207) 498-3954

Municipal Building
25 High Street
Caribou, Me 04736

September 14, 2022

City of Caribou
City Clerk Danielle Brissette
25 High Street
Caribou Maine 04736

Dear City Clerk Danielle Brissette:

In my temporary absence, I designate Chief Michael Gahagan to be the acting City Manager. This was approved by a vote of the City Council at their regular meeting on Monday August 23, 2021.

If both Chief Michael Gahagan and I are both temporarily absent, I designate Public Works Director David Ouellette to be the acting City Manager. This was approved by a vote of the City Council at their regular meeting on Tuesday September 13, 2022.

This appointment is made pursuant to the Charter of the City of Caribou, Article III, Section 3.03.

Please feel free to contact me if you have any questions.

Sincerely,

Penny Thompson
City Manager

"THE MOST NORTHEASTERN CITY IN THE U.S."
Penny Thompson, City Manager
E-Mail: pthompson@cariboumaine.org

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



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: Ordinance No. 8, 2022 Series, Amending Chapter 17 General Assistance
DATE: September 9, 2022

Each year a new set of General Assistance Maximums are provided by the Maine Welfare Director's Association (MWDA) and Maine Municipal Administration (MMA) and we must make adjustments to our Maximums as set by the state. We do have the option to place higher amounts for the maximums, but at this time it is not believed to be necessary to do so.

Tonight, we need to introduce Ordinance No. 8, 2022 Series, Amending Chapter 17 General Assistance, and then hold a public hearing at a future meeting to accept the new maximums.

Suggested Action:

Please introduce Ordinance Number 8, 2022 Series and set a public hearing date of September 26 at the regular City Council meeting. Second the motion and after any discussion, please vote to send the introduced ordinance to public hearing.

Oct 1, 2022 to Sept 30, 2023

OVERALL MAXIMUMS

Persons in Household

1	2	3	4	5
\$692	\$754	\$881	\$1,185	\$1,353

Household of 6 = \$1,428
* Add \$75 for each additional person

HOUSING MAXIMUMS

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$123	\$528	\$157	\$676
1	\$126	\$541	\$171	\$735
2	\$140	\$604	\$200	\$859
3	\$197	\$846	\$270	\$1,159
4	\$218	\$935	\$308	\$1,323

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

FOOD MAXIMUMS

Persons	Weekly	Monthly
1	\$65.35	\$281
2	\$120.00	\$516
3	\$172.09	\$740
4	\$218.37	\$939
5	\$259.53	\$1,116
6	\$311.40	\$1,339
7	\$344.19	\$1,480
8	\$393.26	\$1,691

Add \$211 per month for each + person

PERSONAL CARE & HOUSEHOLD SUPPLIES

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

*****New - Appendix H Revisions**

Burial Maximum: \$1,475 Cremation Maximum: \$1,025

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

Revised 9/06/22

Ordinance Introduced by Councilor _____
 on _____, 2022

**Ordinance No. 08, 2022 Series
 City of Caribou
 County of Aroostook
 State of Maine**

AN ORDINANCE AMENDING CHAPTER 17 General Assistance

Short Title: An ordinance Amending General Assistance Guidelines

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section I. Amendments to Ordinance

A. Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended to read as follows:

OVERALL MAXIMUMS

County	Persons in Household					
Aroostook	1	2	3	4	5	6
	\$692.00	\$754.00	\$881.00	\$ 1,185.00	\$ 1,353.00	\$ 1,428.00

*Add \$75 for each additional person

B. Appendix B of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2022, those amounts are:

2022-2023 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$63.35	\$281.00
2	\$120.00	\$516.00
3	\$172.00	\$740.00
4	\$218.37	\$939.00
5	\$259.53	\$1,116.00
6	\$311.40	\$1,339.00
7	\$344.19	\$1,480.00
8	\$393.26	\$1,691.00
NOTE: For each additional person add \$211.00 per month.		

c. Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

A listing of the maximum levels of assistance for housing (both heated and unheated)

Number of Bedrooms	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$123	\$528	\$157	\$676
1	\$126	\$541	\$171	\$735
2	\$140	\$604	\$200	\$859
3	\$197	\$846	\$270	\$1,159
4	\$218	\$935	\$308	\$1,323

D. Appendix D of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

NOTE: For an electrically heated dwelling also see Appendix E – Heating Fuel. But remember, an applicant is *not automatically* entitled to the “maximums” established – applicants must demonstrate need.

1) **Electricity Maximums for Household *Without* Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric excluding hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50
NOTE: For each additional person add \$10.50 per month		

2) **Electricity Maximums for Household *With* Electrically Heated Hot Water:** The Maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat.

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50
NOTE: For each additional person add \$14.50 per month		

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1,000 gallons of propane.

E. Appendix H of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality’s obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director’s direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution
- A secured death certificate or obituary
- Embalming
- A minimum casket
- A reasonable cost for necessary transportation
- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery
- A reasonable cost for a burial urn not to exceed \$55
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

This ordinance, being introduced on September 13, 2022, and a public hearing being held on September 26, 2022, was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2022.

Jody Smith, Mayor

Courtney Boma, Deputy Mayor

R. Mark Goughan, Councilor

Doug Morrell, Councilor

John Morrill, Councilor

Joan Theriault, Councilor

Louella Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: September 7, 2022
Subject: New GA Maximums for October 1, 2022

Enclosed please find the following items:

- MMA's new (October 1, 2022–September 30, 2023) “**General Assistance Ordinance Appendices**” (A – G).
- Recovery Residence Housing Maximums (October 1, 2022-September 30, 2023)
- “**GA Ordinance Adoption Form**” which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Updates

Please note that updates have been made to the General Assistance Ordinance, Appendix A (overall maximums), Appendix B (food maximums), Appendix C (housing maximums), Appendix D (electricity maximums) and Appendix G (mileage rate). There is also a new Recovery Residence Housing Maximums guide. We anticipate an updated the Maine Municipal Association (MMA) GA Ordinance will be released soon. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – G

The enclosed Appendices A – G have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 13, 2022
Re: Public Hearing for a liquor license (new application) for Country Host Inn, Inc. 19 Main Street

The Caribou Inn and Convention Center at 19 Main Street is under contract and set to close on Monday September 26, 2022. Since there will be a new owner of the business, there will need to be a public hearing on the initial liquor license.

The Chief of Police, Fire Chief and Code Enforcement Officer have all signed off on the application with no issues noted and have recommended the application be granted to the new owner, Country Host Inn, Inc.

Suggested Action:

Please make a motion to set a public hearing at the September 26 regular City Council meeting. Second the motion and after any discussion, please vote to schedule the public hearing.

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



MEMO

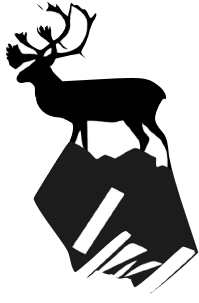
To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 13, 2022
Re: Acceptance of 3-year contract with NEPBA Local 605

Negotiations between the City of Caribou and the NEPBA Local 605 (patrolman's union) have resulted in a temporary agreement which can be accepted by a majority vote of the Caribou City Council this evening.

If there is any discussion needed, this item could be discussed in executive session under MRSA, Title 1 §405.6.B.

Suggested Action:

Please make a motion to accept the contract as presented. Second the motion and after any discussion, please vote to approve.



Caribou Public Library

DIRECTOR'S REPORT

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

The Library's Summer Reading Program ended this month. We had 70 Children sign up, as well as 13 teen and adults. We chose to do the same prizes as we had done last year, as they were such a success. For the Children, we sponsored a magazine Subscription for the top reader in each age group, and provided a gift card to the Top reader in the Teen/Adult age group. This summer was a blast in the library, especially with our new Children's Librarian

This month, Nancy Holmquist from the Cary Medical Center was at the Library to set up displays and talk to individuals about lung issues facing residents of Aroostook County. There were about 25 visitors for this program. Nancy also informed people about her Mediterranean Diet course that will be starting in September and signed up several interested parties.

The Library has entered into a partnership with Thriftbooks. Over the last few months we have been looking for alternative ways to downsize our Book Store, and we began a partnership with Thriftbooks. We are now sending out books to be sold on their nationwide platform. At the end of this month, we have sent 16 boxes, with much more ready to go in September. This partnership will allow us to sell books at a slightly higher cost and retain almost all the profits from their sale.

The Library is getting a new water fountain! The Director approached the Caribou Utilities District about the possibility of getting a water fountain installed for public use. Hugh Kirkpatrick, head of the Utilities District has offered to pay for the fountain and its installation in its entirety. We are excited to be able to offer a new service to the public, and have a drinking fountain return to the library.

The High St. stairs were reported as damaged by the Maine Municipal Association's Inspector. We have had a contractor out to look at the damage and quote some solutions. The inspector has been recontacted to determine what we need done to be considered "up-to-code".

The Knitting group has continued to meet weekly with an average of 3 in attendance per week. Each week those who attend are excited to learn something new about the world of fiber arts. We have used this program in the past to create program materials and prizes, and look forward to doing so again soon!

All of our Children's programs are showing a steady attendance rate. As we have a new Children's Librarian, the schedule now stretches throughout the week, with at least one program happening each day. We have asked the families about the timing of these programs, and the new schedule is working much better as it now includes mornings and afternoons for those who are busy at one time or another.

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	540				
Juvenile books	584	455	662	673	617	626	736	1,082				
Teen/YA books	40	51	55	37	35	82	50	67				
DVDs	122	98	129	128	94	89	132	106				
eBooks/Audiobooks	25	158	177	128	178	128	163	136				
Magazines	36	15	24	19	22	32	57	58				
Interlibrary loans	26	33	29	49	33	33	24	28				
Puzzles	17	1	9	10	5	7	0	0				
STEAM	26	35	17	18	4	17	2	1				
Renewals	434	309	479	472	420	350	385	534				
TOTAL NUMBERS	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	0	0	0	0

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022
Adult books	571	556	589	610	529	729	554	612	509	579	630	518	540
Juvenile books	661	669	611	586	432	584	455	662	673	617	626	736	1,082
Teen/YA books	125	77	58	75	43	40	51	55	37	35	82	50	67
DVDs	248	219	174	210	164	122	98	129	128	94	89	132	106
eBooks/Audiobooks	165	40	27	127	139	25	158	177	128	178	128	163	136
Magazines	38	59	57	96	65	36	15	24	19	22	32	57	58
Interlibrary loans	77	42	33	28	36	26	33	29	49	33	33	24	28
Puzzles	0	1	3	14	8	17	1	9	10	5	7	0	0
STEAM	** See Note	** See Note	** See Note	4	15	26	35	17	18	4	17	2	1
Renewals	592	578	434	496	407	434	309	479	472	420	350	385	534
TOTAL NUMBERS	2,477	2,241	1,986	2,246	1,838	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552

**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	2,552					16,584

CFAD Monthly Report

August 2022

Fire Calls 17_Ambulance Calls 233_Canceled Calls2_ = Total Calls 252_

See Attached Breakdowns:

- Alarms for Fires (33)- 1
- Alarms for Rescues (66) -
- Silent Alarms - 16
- Total Hours Pumped – .25
- Gallons of Water Used – 3,500
- Amt. of Hose used -'
- Ladders Used (in Feet)':
- (75' Aerial)_'
- Thermal Imaging Camera Used -
- Gas Meter Used-
- Rescue Sled & Snowmobile-
- Rescue Boat -
- Jaws Used -
- ALS Calls -123
- BLS Calls - 110
- Amb. Calls Canceled- 2
- Target Calls (Drug Behavioral)- 2
- PIFT Transfers-1
- Long Distance Transfers -3
- Calls Turned Over - 10
- Total Out of Town Calls- 70
- No Transports- 26
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City-
- Total Est. Fire Loss-
- Miles Traveled by All Units – 4,066
- Color Guard Trng./Ceremonies- 4mhrs.
- Total Maintenance Hours - 12
- Total Training Hours – 226.38

MUTUAL AID TO:

- Presque Isle Fire Dept. - F A-
- Fort Fairfield Fire Dept -.F1 A -1
- Limestone Fire Dept..
- Washburn Fire Dept.-
- Stockholm Fire Dept. .
- North Lakes Fire Dept.
- Crown Ambulance
- Van Buren Ambulance -2
- Life Flight - 7

MUTUAL AID FROM:

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

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

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	25/6	1	
Stockholm	1		
Connor	2	3	
New Sweden	2		
Limestone	23/6		
Caswell	6/2		
Fort Fairfield			
Presque Isle	2		
Van Buren	1		
Bangor			
Perham	2		
Mad. Lake Twp.			
Houlton	1		
Hamlin	1		

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)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	1
19. Aid to Ambulance (10-55's) (322)	3
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm) 12	(smoke) 8 (CO) (Alarm) 4
22. Service Calls (500)	
23. Ambulance Calls (300)	233

Canceled Calls-2

Fire/Rescue- 17

Total Calls for the Month_ **252**

Monthly Permit Report

August 2022

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	11	40	9	48
HOMES	1	2	1	3
MOBILE HOMES	0	2	1	3
MULTI-FAMILY	0	0	0	1
COMMERCIAL	0	5	1	13
EXEMPT	0	1	1	4
PLUMBING PERMITS				
INTERNAL	2	11	3	20
EXTERNAL	2	5	2	8
DEMO PERMITS	3	15	3	12
SIGN PERMITS	1	11	1	7

Year-to-Date is January 2022 to August 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	43					348
VAWA Preference	2	0	5	0		7	4	2					20
Veteran's Preference	0	0	0	0		3	4	0					7
Natural Disaster	0	0	0	2		0	0	0					2
Living in Caribou	29	24	31	0		46	48	33					211
Mainstream	5	7	7	7		8	9	6					49

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	193					1544
Total Vouchers Leased	183	181	176	177	178	177	176	177					1425
Port Out Vouchers	0	1	1	1	1	1	1	1					7
Homeownership Vouchers	1	1	1	1	1	1	1	1					8
All Other Housing Choice Vouchers	182	179	174	175	175	175	174	175					1409

YTD Openings	11	13	18	17	17	17	18	17					128
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Applicants Pulled From Waiting List	30	0	0	0		22	30	30					112
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Vouchers Issued	6	24	0	8	3	4	3	1					49
Vouchers Expired	2	7	0	0	3	2	3	1					18
Vouchers on Street	6	6	2	9	9	7	4	3					46

Total HAP Expense	\$ 85,350	\$ 86,716	\$ 84,307	\$ 84,196	\$ 85,825	\$ 85,754	\$ 84,510	\$ 85,172					\$ 681,830
All Other Voucher	\$ 77,820	\$ 77,175	\$ 74,499	\$ 74,582	\$ 74,810	\$ 75,732	\$ 74,901	\$ 75,633					\$ 605,152
Port Out Payments	\$ -	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436					\$ 10,052
Homeownership HAP	\$ 233	\$ 233	\$ 233	\$ 233	\$ 484	\$ 261	\$ 261	\$ 261					\$ 2,199
FSS Escrow, Participants Account	\$ 7,297	\$ 7,872	\$ 8,139	\$ 7,945	\$ 9,095	\$ 8,325	\$ 7,912	\$ 7,842					\$ 64,427

Ave. Per Unit Cost	\$ 466	\$ 479	\$ 479	\$ 476	\$ 482	\$ 484	\$ 480	\$ 481					\$ 478
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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%					92%
HUD Funded -vs- HAP Expense	96%	94%	93%	93%	96%	108%	95%	98%					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	40					320
Total Vouchers Leased	22	24	24	24	26	28	27	28					203
Total HAP Expense	\$ 11,143	\$ 10,945	\$ 11,767	\$ 11,714	\$ 12,286	\$ 13,318	\$ 11,815	\$ 11,964					\$ 94,952
HAP Expense	\$ 11,143	\$ 10,945	\$ 11,572	\$ 10,879	\$ 11,357	\$ 11,967	\$ 10,808	\$ 11,379					\$ 90,050
FSS Escrow, Participants Account	\$ -	\$ -	\$ 195	\$ 835	\$ 929	\$ 1,351	\$ 1,007	\$ 585					\$ 4,902
YTD Openings	18	16	16	16	14	12	13	12					117
Applicants Pulled from Waiting List	6	0	0	10	0	8	30	20					74
Vouchers Issued	6	1	0	1	2	0	4	0					14
Voucher Expired	1	2	0	1	0	0	0	2					6
Vouchers on Street	11	10	6	3	4	2	6	2					44

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					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	15					120
Total Vouchers Leased	8	8	8	8	8	8	14	14					76
Total HAP Expense	\$ 9,751	\$ 11,548	\$ 11,755	\$ 12,834	\$ 13,861	\$ 16,348	\$ 16,552	\$ 16,626					\$ 109,275
YTD Openings	7	5	5	4	4	1	1	1					28
Vouchers Issued	6	1	0	1	3	0	1	1					13
Voucher Expired	1	2	0	1	0	0	0	2					6
Vouchers on Street	9	4	2	6	3	3	3	2					32

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	6					30
Annual Inspection	0	0	0	0	1	5	12	39					57
Tenant/Landlord Requested	0	0	0	0	0	0	1	0					1
No Show	0	0	0	0	0	4	0	0					4
Reinspection(s)	0	0	0	1	0	2	0	3					6
													0
Other, Public Housing Authority Inspections	0	0	0	0	0	0	0	0					0
Total Inspections	5	4	4	1	7	14	0	0					98

HQS Common Deficiencies:

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	\$ 8,139	\$ 7,945	\$ 9,095	\$ 8,325	\$ 7,842	\$ 8,427					\$ 23,308
Number Earning Escrow	62	59	54	56	57	60	60	60					468
FSS Escrow, Participants Account	26	26	27	25	29	23	29	30					215

FSS Famlies, Disbursement	1	1	3	3	1	2	1	1					13
FSS Disbursement Amount	\$ 238.00	\$ 126.00	\$ 3,764.31	\$ 6,317.00	\$ 886.50	\$ 432.00	\$ 1,448.10	\$ 6,039.93					\$ 19,252

FSS Graduate, Families	2	0	0	0	1	0	2	1					6
FSS Graudate, Escrow	\$ 4,950	\$ -	\$ -	\$ -	\$ 1,273	\$ -	\$ 15,783	\$ 3,275					\$ 25,281

FSS Forfeiture, Families	0	1	0	0	0	1	0	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	\$ 3,250	\$ 1,500	\$ 4,500	\$ -	\$ 5,250	\$ 1,500					\$ 21,750
Housing Choice Voucher	1	1	3	0	3	0	3	2					\$ 13
	\$ 750	\$ 750	\$ 2,250	\$ -	\$ 2,250	\$ -	\$ 3,000	\$ 1,500					\$ 10,500
Mainstream	1	2	0	2	3	0	2	0					1
	\$ 750	\$ 1,500	\$ -	\$ 1,500	\$ 2,250	\$ -	\$ 1,500	\$ -					\$ 750
Emergency Housing Voucher	1	1	1	0	0	0	1	0					1
	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 750	\$ -					\$ 752

Security Deposit	\$ 2,149	\$ 2,590	\$ 1,280	\$ 660	\$ 1,343	\$ 740	\$ 3,190	\$ 850							\$ 12,802
Housing Choice Voucher	1	2	2		1	1	2	1							10
	\$ 700.00	\$ 1,380.00	\$ 1,280.00	\$ -	\$ 650.00	\$ 740.00	\$ 1,590.00	\$ 850.00							\$ 7,190.00
Mainstream	1	1	0	1	1	0	1	0							5
	\$ 693.00	\$ 1,210.00	\$ -	\$ 660.00	\$ 693.00	\$ -	\$ 850.00	\$ -							\$ 4,106.00
Emergency Housing Voucher	1	0	0	0	0	0	0	0							1
	\$ 756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750								\$ 1,506

Repair Grants	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -							\$ 6,501
Housing Choice Voucher	1	0	0	0	0	0	1	0							2
	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -							\$ 6,500
Mainstream	0	0	0	0	0	0	0	0							0
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -

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

Grand Total of Incentives	\$ 6,149	\$ 5,984	\$ 4,530	\$ 2,160	\$ 5,843	\$ 740	\$ 13,440	\$ 3,850							\$ 42,696
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Landlord Good To Knows:

GRAND TOTAL OF ASSISTANCE INTO LOCAL	\$ 117,581	\$ 115,319	\$ 116,123	\$ 117,221	\$ 119,974	\$ 116,592	\$ 143,549	\$ 126,927							\$ 973,285
2022 YEAR TO DATE	\$ 117,581	\$ 232,899	\$ 349,023	\$ 466,244	\$ 586,218	\$ 702,810	\$ 846,358	\$ 973,285							

Percentage Increase, 2022 -vs- 2021	68%	69%	71%	71%	71%	73%	73%	73%							71%
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2021 MONTHLY ASSISTANCE	\$ 79,886	\$ 81,885	\$ 85,262	\$ 82,705	\$ 85,133	\$ 98,157	\$ 107,366	\$ 94,126							
YEAR TO DATE	\$ 79,886	\$ 161,771	\$ 247,033	\$ 329,738	\$ 414,871	\$ 513,028	\$ 620,394	\$ 714,520							