

CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, November 14, 2022**, in the Council Chambers located at 25 High Street, **6:00 pm**.

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

1. Roll Call
2. Invocation/Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
5. Minutes Page(s)
 - a. Minutes for the Regular City Council meeting on August 22, 2022 02-05
 - b. Minutes for the Regular City Council meeting on September 13, 2022 06-08
6. Bid Openings, Awards, and Appointments 09-13
 - a. Small Business Saturday 2022 proclamation
7. Reports by Staff and Committees
14-16
17-19
20-22
23-24
 - a. Consideration for the Waiver of Foreclosure on properties
 - b. Tax Acquired property interest – 20 Sincok Street
 - c. Partial abatement of taxes for 2020 & 2021 of account # 1040
 - d. Manager report
8. Public Hearings
25-26
27-34
35-42
 - a. Public hearing for the renewal for Safe Alternatives, Registered Nonprofit Dispensary
 - b. Public hearing for 2022 EPA Brownfields Cleanup Grant
 - c. Public hearing to determine if 15 Prospect Street should be declared a “Dangerous Building” under 17 MRSA §2802 and a “Chronic Nuisance Property” under Chapter 8 Article 5
9. New Business, Ordinances and Resolutions
10. Old Business Reports
11. Reports and Discussion by Mayor and Council Members 43-60
12. Next Regular Meetings: November 28, December 12
13. Special joint meeting with the Planning Board on November 30, 2022 2:00 pm
14. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6.D)
 - a. Update on union negotiations: AFL-CIO (Public Works) & Teamsters (Police Sergeants)
15. 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, August 22, 2022, in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrell, Morrill, and Willey. Councilor Theriault was present via Zoom.

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

Troy Haney, Caribou resident extended his gratitude to Gary and the staff of the Wellness Center for all their help with the Caribou Cares about Kids four-day event. He explained that a one-day event can be a challenge, but that they were able to complete the events seamlessly and did a terrific job.

Councilor Willey read an email from Timothy Stohlberg:

“My name is Timothy Stohlberg. My wife and I reside at 234 Bailey Road. Since our relocation in 2009, we have experienced poor internet services. The consequences of this have been far-reaching. In addition to parish ministry, I do mediation for the Maine Court System. During the COVID Pandemic, mediation was largely done by ZOOM. Because of the poor internet connection at our residence, I was consistently forced to go to my office in Presque Isle to do my mediations. Additionally, when any of our children have come to visit, if they have had any work related business beyond basic emails, they are also forced to go to Presque Isle. The economic challenges facing Caribou are considerable; they will largely go unabated unless all Caribou citizens have access to reliable and business ready internet services. Like a good highway and/or rail system, a good internet infrastructure is absolutely necessary for everyone.

Thank you for considering this important matter.

Timothy P. Stohlberg”

Councilor Morrill read an email from Dave McIntyre:

“Good after noon. My name is Dave McIntyre. I am submitting this letter to the City Council for your upcoming meeting.

The Caribou Utilities District 100% "Last Mile" fiber optic network is a great option! It will provide service for ALL of my 14 properties in Caribou, both benefiting myself as a landlord as well as my tenants; and revenue for Caribou Utilities and City of Caribou. Win Win!

Sincerely, Dave McIntyre”

Mayor Smith read an email from Melissa Swanberg:

“Dear members of the Caribou City Council,

I am writing to express my support for the municipal broadband option.

As the mother of three young children, I have seen firsthand how important it is to have reliable and affordable high speed internet. The need for this service is not going away. In the last few years, my household has relied on our internet connection for remote schooling, remote work, and entertainment. When our internet connection is down, it has often meant that our daughters are unable to connect to their classrooms and that my husband, a family physician, is unable to connect to his patients.

We have lived in several other communities with more competition among internet service providers and have seen the benefits: lower prices and better service. The idea of having municipal broadband with an open access network is extremely appealing. A Harvard study showed that municipal broadband was more affordable than broadband offered by incumbent internet service providers in the vast majority of instances. The cost of municipal broadband tended to be fixed over several years, whereas other companies usually charged low “teaser” rates for the first year which rose drastically after the first 12 months.

I am much more inclined to trust that my local community has my best interests at heart than an incumbent internet service provider who is looking to maximize profits. It is time to help Caribou become a more attractive home for individuals, families, and businesses. Let’s get Caribou completely connected and let’s do it the right way. The benefits are clear and undeniable.

With all of my gratitude and respect,

Melissa Swanberg”

Council Agenda Item #5: Minutes

- a. June 13, 2022 – Regular City Council minutes
- b. June 27, 2022 – Regular City Council minutes
- c. July 25, 2022 – Regular City Council minutes
- d. August 1, 2022 – Special City Council minutes

Motion made by Councilor Morrill, seconded by Councilor Willey to move the slate and accept the 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

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. 2021 Audit Report by Gisele MacDonald of Felch & Company, LLC

Gisele MacDonald of Felch & Company, LLC reviewed the city's audit report from 2021.

b. July 2022 Financials – Finance Director

Carl Grant (Finance Director reviewed the July 2021 Financial report.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the July 2021 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. Election Memo for November 2022 – City Clerk

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to set the start time as 8:00 am and to appoint Danielle Brissette as Election warden, Cherie Garman, and Kristina Drinkall as Deputy Wardens.

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

d. Manager's Report

Manager Thompson reviewed the City Manager's report dated August 22, 2022.

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

There were no items scheduled for discussion.

Council Agenda Item #10: Old Business

a. Broadband Discussion

Tim McAfee of Pioneer Broadband came in the explain their approach of being an open access dark fiber network and that they are going to use an outside in approach, the process of designing and producing a pole licensing application for over two hundred poles and that the project would be completed in 5-6 phases.

Members of the CUD board of Trustees explained why they would like the City's support and that they would just like to get the City's embrace for the project, and that they understand the hesitation of the council. They explained that the discussion has been ongoing for over two years and that they have looked over several scenarios and that this should be looked at as Economic Development for the City.

Council had a brief discussion regarding Broadband regarding their options and feelings of what has been offered and that they will continue the discussion once they learn more regarding grant funding for the project.

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

Councilor Morrill explained that the Planning Board will be asking for Council ideas for the Comprehensive plan and explained that it is a nice working document.

Mayor Smith explained that he was able to attend the Scout Hall where they congratulated Vaughn Keaton for 60 years of service. He also stated he is receiving several comments and great reviews about the Caribou Cares about Kids events that took place. He stated that the broadband discussion has been great with lots of good input regarding the topic.

Council Agenda Item #12: Next Regular Meetings: September 13 & 26

Council Agenda Item #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

Motion made by Councilor Morrill, seconded by Councilor Willey to enter Executive Session under MRSA, Title 1, §405.6.D to discuss union negotiations with NEPBA Local 605.

Councilor Theriault did not enter executive session and was excused from the remainder of the meeting.

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

Council exited executive session at 8:45pm

No action taken.

Motion made by Councilor Morrill, seconded by Councilor Willey to adjourn the meeting at 8:45 pm.

Vote was unanimous.

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on Monday, September 13, 2022, in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrell, Theriault and Willey. Councilor Morrill was present via Zoom.

Manager Thompson was present for the meeting.

Department manager Gary Marquis (Superintendent of Parks and Recreation) was present for the meeting.

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

Troy LaPlante, Caribou Resident.

Mr. LaPlante came to commend the Caribou Police Department for their quick action when his motorcycle was stolen from his home. He stated that they were able to recover it and get it back to him even though it had been painted a different color.

Hugh Kirkpatrick, General Manager of the Caribou Utilities District

Mr. Kirkpatrick came to clear up some of the questions that were addressed in a previous meeting. He explained that he would like to continue the process and that he suggests the city carefully consider the request and that the risk would be taken on by Pioneer.

Matt Till, Spectrum employee

Mr. Till came to state that he does not believe that it is a good idea for the city to get involved with broadband. He explained that the infrastructure will need to be updated in roughly 5 years because it will be outdated. He explained that Spectrum is currently offering speeds of 300mbps to 1 gig and that they are constantly updating their system and he believes that they would be the best option.

Mr. Kirkpatrick stated that the system would not need to be upgraded it can handle up to 10 gigs.

Council Agenda Item #5: Minutes

There were no minutes submitted for approval.

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

a. Honoring Vaughn Keaton for 60 years of service to Caribou Scouting

Mayor Smith presented Vaughn Keaton with a plaque for 60 years of service to Scouting.

Senator Troy Jackson presented Mr. Keaton with an award, State Sentiment, State of Maine and United States Flag in appreciation for his service to Scouting.

Council Agenda Item #7: Reports by Staff and Committees

a. Manager's Report

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

b. Acting Manager letter when both City Manager & Police Chief are temporarily absent

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the amended letter.

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

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

a. Introduction of Ordinance 8, 2022 Series, Amending Chapter 17 General Assistance

Councilor Morrill introduced Ordinance No. 8, 2022 Series, Amending Chapter 17 General Assistance.

Motion made by Councilor Morrill, seconded by Councilor Theriault to set a public hearing for Ordinance 8, 2022 Series, Amending Chapter 17 General Assistance on September 26, 2022.

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

b. Set public hearing for liquor license (new application) for Country Host Inn. Inc.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to set a public hearing for September 26, 2022, in consideration for a liquor license for Country Host Inn, Inc.

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. Acceptance of 3-year contract with NEPBA Local 605

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to accept the 3-year contract with NEPBA Local 605.

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 #10: Reports and Discussion by Mayor and Council Members

Councilor Morrill stated that he is intrigued by the Library Report. He explained that the Planning Board has just gone through the application process with a daycare and that they were given an improper application and that it was not a business-friendly practice. He commended Officer Baker for the new training that she has completed and thanked the citizens that helped an officer in a time of duress.

Council Agenda Item #11: Next Regular Meetings: September 26, October 11, & 24

Council Agenda Item # 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

Motion made by Councilor Morrill, seconded by councilor Theriault to enter executive session at 6:36 pm to discuss Economic Development under MRSA, Title 1, §405.6.C

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 exited executive session at 7:45 pm.

No action taken.

Council Agenda Item #13: Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn the meeting at 7: 45 pm.

Vote was unanimous.

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: November 14, 2022
Re: Small Business Saturday proclamation

From the early pioneer days, Caribou has been supported by the men and women of small business. In the economy today, our Caribou small businesses must contend with online competitors to bring the products we enjoy to our homes and offices. One way we can support the local economy and maintain our tax base is to shop locally all year. With the holiday season upon us, it is even more important to shop small and patronize our local shops.

For several years, the City of Caribou has endeavored to make Caribou a destination on Small Business Saturday with fun activities, giveaways, and increased marketing. In 2022, the Caribou Public Library will have its Author Shop and basket raffle and the Fire Department will welcome back the live reindeer in Lyndon Square. The City of Caribou has once again been named an American Express 2022 Small Business Saturday Neighborhood Champion and has received AMEX swag to be given out during our signature ornament event.

The 2022 ornament was designed by local artist Christina Kane-Gibson. On Saturday November 26 from 9 – 11 am staff will pass out checklists at the Wellness Center and the first 400 shoppers to stop in will receive a free ornament. This year, more shoppers can participate and will have a chance to win a \$1,000 Caribou shopping spree! They will need to visit all businesses on the list and get their checklist punched and return to the wellness center on or before December 9 when a winner will be drawn. If the checklist has all the proper punches, they win!

Suggested Action:

Please make a motion, second and after any discussion please take a vote for the City of Caribou to proclaim Saturday November 26, 2022 as Small Business Saturday in Caribou.

A proclamation to be signed is in your packet.



**SMALL BUSINESS SATURDAY PROCLAMATION
OF THE MEMBERS OF THE CITY COUNCIL
OF THE CITY OF CARIBOU, MAINE**

Whereas, the elected officials of the City of Caribou, Maine, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States; and

Whereas, 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and

Whereas, 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2021; and

Whereas, Caribou, Maine supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, We, the members of the City Council of the City of Caribou, Maine do hereby proclaim, Saturday November 26, 2022, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Mayor Jody Smith

LET'S GO SHOP SMALL[®] ON SMALL BUSINESS SATURDAY[®]



WHAT IS SMALL BUSINESS SATURDAY[®]?

Since its inception in 2010, Small Business Saturday, proudly backed by American Express, has illuminated the significance of supporting small, independently owned businesses across the country. Falling between Black Friday and Cyber Monday, it's a day dedicated to supporting the diverse range of local businesses that help create jobs, boost the economy, and keep communities thriving across the country.

WHY SUPPORT SMALL BUSINESS SATURDAY?

- Demonstrates a conscious commitment to the communities in which we live.
- Creates goodwill within the communities.
- When we support small businesses, we help create jobs and local communities preserve their unique culture.

2021 SMALL BUSINESS SATURDAY FACTS:

- In 2021, U.S. consumers reported spending a record high total of an estimated \$23.3 billion at independent retailers and restaurants on Small Business Saturday.¹
- Elected officials in all 50 states, Washington, D.C., Puerto Rico, and other U.S. territories championed Small Business Saturday.
- Over 700 local governments issued proclamations in support of Small Business Saturday covering all 50 states and Washington, D.C.
- American Express enlisted the support of nearly 100 large companies, known as Corporate Supporters, to help drive excitement for and promote Small Business Saturday.
- The Small Business Saturday Coalition, comprised of national, state and local associations that help coordinate activities for Small Business Saturday with small business owners and consumers, had over 300 organizations help spread the Shop Small[®] message.

¹ The American Express 2021 Small Business Saturday Consumer Insights Survey was conducted by Teneo on behalf of American Express. The study is a nationally representative sample of 2,426 U.S. adults 18 years of age or older. The sample was collected using an email invitation and an online survey. The study gathered self-reported data and does not reflect actual receipts or sales. It was conducted anonymously on November 28, 2021. The survey has an overall margin of error of +/- 2.0%, at the 95% level of confidence. Projections are based on the current U.S. Census estimates of the U.S. adult population, age 18 years and over.

LET'S GO SHOP SMALL[®]

ON SMALL BUSINESS SATURDAY[®]



- According to the 2021 Small Business Saturday Consumer Insights Survey, a majority (79%) of consumers understood the importance of supporting the small businesses in their community on Small Business Saturday in 2021 and 66% reported that the day makes them want to Shop Small all year long.²

JOIN THE COALITION:

Building on the success of previous years, the Coalition of supporters are more committed than ever. This includes support from advocacy organizations that join the initiative to motivate constituents through incentives and offers to not only Shop Small on November 26, 2022 but Shop Small all year long.

The coalition will be led by Women Impacting Public Policy, a business advocacy organization representing small businesses. [Join Us!](#)

Contact Info:

Small Business Saturday Program

Women Impacting Public Policy

Phone: (415) 434-4314 | Email: sbscoalition@wipp.org

²The American Express 2021 Small Business Saturday Consumer Insights Survey was conducted by Teneo on behalf of American Express. The study is a nationally representative sample of 2,426 U.S. adults 18 years of age or older. The sample was collected using an email invitation and an online survey. The study gathered self-reported data and does not reflect actual receipts or sales. It was conducted anonymously on November 28, 2021. The survey has an overall margin of error of +/- 2.0%, at the 95% level of confidence. Projections are based on the current U.S. Census estimates of the U.S. adult population, age 18 years and over.

SHOP SMALL® ON SMALL BUSINESS SATURDAY®



NOV. 26, 2022

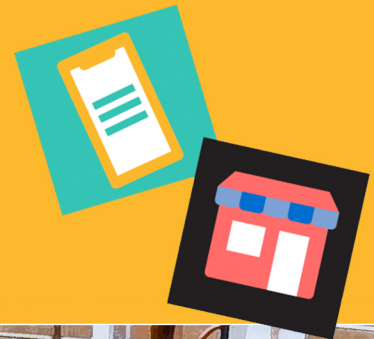
SHOP SMALL IN THE CITY OF
CARIBOU FOR A CHANCE TO WIN A

\$1,000
CARIBOU SHOPPING SPREE!

Stop into the Caribou Wellness Center (55 Bennett Drive) on November 26 from 9 - 11am for a checklist. Shoppers who hit all the shops on the list between November 26 and December 9, 2022 can have a chance at winning the shopping spree! The first 400 participants also receive a free 2022 City of Caribou ornament! Details on the checklist at cariboumaine.org and in the Events section at facebook.com/CityofCaribou.



First 400 participants receive the 2022 ornament for free. Winner will be drawn at 4pm on Dec. 9, 2022. No purchase necessary.



November 26, 2022 :
1pm to 6pm | Tree Lighting at 5pm

November 27, 2022:
9am to 12pm



**City of Caribou
Administration
MEMORANDUM**

DATE: _November 14, 2022_____

TO: ____Caribou City Council Members____

FROM: _Carl Grant, Finance Director_____

SUBJECT: _Purposed Tax Acquired Property 2022 List ____

Attached please find the purposed 2022 tax acquired list on 2020 unpaid taxes. The actual foreclosure date is 11-21-2022, waivers need to be to the registry prior to this date.

Suggested Motion:

To consider waiving properties in Orange, please state Map and Lot numbers of waived properties. Thank you.

11/3/2022

Tax Collector

Assessor

Property Account #	Comment	Original Amount				Projected Lien				Outstanding		Outstanding		Value				In TIF (Y/N)	Address					
		\$	1,200	\$	40,000	\$	1,200	\$	300	\$	400	\$	700	\$	5,900	\$	100,000			\$	-	\$	100,000	In MH Park (Y/N)
7111	Merlin One LLC	\$	158	\$	239	\$	239		239			\$	-	\$	6,700			\$	6,700			n	n	East Presque Isle Road
758	Homestead	\$	384	\$	513	\$	513		513			\$	-	\$	23,300	\$	18,000	\$	41,300			n	n	781 Fort Fairfield Rd
841	Land Only	\$	36	\$	122	\$	122		122			\$	-	\$	1,500			\$	1,500			n	n	Woodland Road
1241	Land Only	\$	1,607	\$	1,104	\$	1,104		1,104			\$	-	\$	17,700	\$		\$	17,700			n	n	42 Grimes Mill Road
1636	MH - Mancos	\$	36	\$	107	\$	107		107			\$	-	\$	1,500			\$	1,500	y	y	n	n	557 Access Highway Lot #3
1707	Land Only	\$	48	\$	74	\$	74		74			\$	-	\$	2,000			\$	2,000			n	n	Belyea Road
1733	Land Only	\$	424	\$	105	\$	105		105			\$	-	\$	18,000			\$	18,000			n	n	808 Access Highway
1740		\$	462	\$	593	\$	593		593			\$	-	\$	19,200	\$	400	\$	19,600			n	n	903 Access Highway
1799	MH - with Land	\$	532	\$	179	\$	179		179			\$	-	\$	19,600	\$	3,000	\$	22,600			n	n	34 Plante Road
1925	Homestead	\$	716	\$	768	\$	768		768			\$	-	\$	18,100	\$	12,300	\$	30,400			n	n	253 Belanger Road
2114		\$	966	\$	1,154	\$	1,154		1,154			\$	-	\$	19,300	\$	21,700	\$	41,000			n	n	1070 Van Buren Road
2199	Homestead	\$	198	\$	297	\$	297		297			\$	-	\$	19,400	\$	14,000	\$	33,400	y		n	n	851 Madawaska Road
2212	Homestead	\$	179	\$	275	\$	275		275			\$	-	\$	18,700	\$	13,900	\$	32,600	y		n	n	18 Nebraska Road
2549	Merlin One LLC	\$	52	\$	127	\$	127		127			\$	-	\$	2,200			\$	2,200			n	n	Lyndon Street
2693	Homestead	\$	307	\$	196	\$	196		196			\$	95	\$	13,100	\$	24,900	\$	38,000			n	n	56 Lower Lyndon Street
2840	Homestead	\$	573	\$	733	\$	733		733			\$	931	\$	11,200	\$	33,200	\$	44,400			n	n	63 Fontaine Drive
3092		\$	1,597	\$	252	\$	252		252			\$	931	\$	14,000	\$	59,800	\$	67,800			n	n	46 Collins Street
3197		\$	1,333	\$	1,636	\$	1,636		1,636			\$	814	\$	9,200	\$	47,400	\$	56,600			n	n	27 Goldfrank Drive
3204	Land Only	\$	132	\$	144	\$	144		144			\$	-	\$	5,600			\$	5,600			n	n	17 Fenderson Street
3620	Land Only	\$	66	\$	143	\$	143		143			\$	-	\$	2,800			\$	2,800			n	n	22 Veronica Street
3630	Homestead	\$	658	\$	845	\$	845		845			\$	151	\$	10,200	\$	42,700	\$	52,900			n	n	21 Veronica Street
3652	Garage	\$	401	\$	533	\$	533		533			\$	-	\$	9,200	\$	7,800	\$	17,000			n	n	208-2 Limestone Street
4049		\$	1,555	\$	1,207	\$	1,207		1,207			\$	821	\$	16,300	\$	49,700	\$	66,000			n	n	8 Shirley Drive
4086		\$	1,929	\$	1,793	\$	1,793		1,793			\$	43	\$	16,400	\$	65,500	\$	81,900			n	n	303 Sweden Street
4109	Homestead	\$	726	\$	912	\$	912		912			\$	178	\$	11,300	\$	44,500	\$	55,800			n	n	149 Limestone Street
4308		\$	3,366	\$	4,020	\$	4,020		4,020			\$	297	\$	45,800	\$	97,100	\$	142,900			n	n	93 Bennett Drive
4531	Land Only	\$	248	\$	97	\$	97		97			\$	-	\$	10,500			\$	10,500			n	n	765 Van Buren Road
5045	MH - Johndro	\$	147	\$	236	\$	236		236			\$	-	\$	6,200			\$	6,200	y	y	n	n	590 Access Highway Lot 49
5121	MH - Murphy	\$	59	\$	135	\$	135		135			\$	-	\$	2,500			\$	2,500	y	y	n	n	557 Access Highway Lot #10
		\$	18,893	\$	18,539	\$	18,539		18,539			\$	-	\$										

Accounts to be waived

City of Caribou
Administration
MEMORANDUM

DATE: _November 14, 2022_____

TO: ____Caribou City Council Members____

FROM: _Carl Grant, Finance Director_____

SUBJECT: _Tax Acquired Property Interest____

We have received the attached offer on Map 28 Lot 139 – A, 20 Sincock Street. This property has been put out to bid, with no bids previously received, with minimum bid set at \$24,200. There are back CUD costs of 3,952.00 and back taxes of 6,982.55 on the books, taxes lost for 2022 are 1,898.13.

Suggested Motion:

To consider/accept this offer to Nicholas Cyr for \$15,000.00 for Map 28 Lot 139 – A, at 20 Sincock Street.

**RE Account 2897 Detail
as of 11/14/2022**

Name: WESSON, BRUCE E
Location: 20 SINCOCK STREET
Acreage: 0.37 Map/Lot: 028-139-A
Book Page: B1504P352

Land: 14,200
Building: 66,400
Exempt 80,600
Total:

2022-1 Period Due:

Ref1:
Mailing 25 HIGH STREET
Address: CARIBOU ME 04736

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2022-1 R				0.00	0.00	0.00	0.00
2021-1 L *				1,898.13	129.70	55.66	2,083.49
2020-1 L *				1,898.13	326.90	65.74	2,290.77
2019-1 L *				1,978.73	564.43	65.13	2,608.29
2018-1 R				0.00	0.00	0.00	0.00
2017-1 L *				0.00	0.00	0.00	0.00
2016-1 L *				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
2008-1 R				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
2006-1 R				0.00	0.00	0.00	0.00
2005-1 R				0.00	0.00	0.00	0.00
2004-1 R				0.00	0.00	0.00	0.00
Account Totals as of 11/14/2022				5,774.99	1,021.03	186.53	6,982.55

Per Diem

2021-1	0.3164
2020-1	0.4218
2019-1	0.4947
Total	1.2328

Exempt Codes: 10 - Municipal

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

To Whom It May Concern,

10/26/22

I Nicholas Cyr would like to put an offer in for \$15,000.00 for map lot 028-139-A/20. Sincoveck St. Canby, Me 04736. I am withdrawing funds from 401K and need documentation to withdraw funds if offer is accepted. I will need 2-3 days if offer is accepted to have funds available. We are looking for a home for our four children that we can be proud of and plan on renovating and updating said home.

Nicholas B Cyr

Any questions please call 207-267-0513

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: November 14, 2022
Re: Partial abatement due to error for account # 1040 for 2020 & 2021

Staff in the tax assessment department has discovered that there has been an error in assessment on account # 1040 since the commitment of values from the revaluation project in 2012.

Under state statute, the Assessors (in Caribou the Board of Assessors) may approve an abatement due to error in assessment for the current year (2022). This has been done.

The Municipal Officers (in Caribou the City Council) may approve an abatement due to error in assessment for errors after one year but within three years (2021 & 2020). This is the limit to what the City can provide for relief under the state statute.

Enclosed are letters from the City of Caribou contract real estate assessor, Joe Salley.

Account 80-01-201-01 is designated for abatements. The processing of these abatements does exceed the balance of available funds in the account. However, if an abatement is due to the taxpayer, it must be paid. In 2022, revenues such as Revenue Sharing have shown a favorable variance to budget.

36 MRS § 506-A states that the municipality must reimburse the amount of overpayment plus interest. The finance department can calculate that amount based on the date paid.

Suggested Action:

Please make a motion, second and after any discussion please take a vote to approve an abatement under 36 MRS § 841 (1) due to "illegality, error or irregularity in the assessment" to P.L. Willey Properties Inc in the amount of \$4,090.64 for the tax year 2020 for account number 1040 which is Map 11 Lot 38.

Please make a motion, second and after any discussion please take a vote to approve an abatement under 36 MRS § 841 (1) due to "illegality, error or irregularity in the assessment" to P.L. Willey Properties Inc in the amount of \$4,090.64 for the tax year 2021 for account number 1040 which is Map 11 Lot 38.



City of Caribou

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

MEMO:

October 25, 2022

To: City of Caribou, City Council
25 High Street
Caribou, ME. 04736

Re: P.L. Willey Properties Inc, Trio Account 1040, Map 011 Lot 038 Building Assessment

Greetings:

Since the revaluation of 2012, this account has been assessed for 4 apartment buildings, when there are actually only 3 apartment buildings on this parcel, with the other being on map 011 lot 038-G, account # 1047, where it is assessed. This means one of the buildings has been assessed twice in error since 2012.

I recommend an abatement as follows for the **April 1, 2020** tax year.

Building Value 173,700
Mil Rate 0.02355
\$4,090.64 Recommended Abatement

Sincerely,

Steven J. Salley
Assessing Agent, City of Caribou



City of Caribou

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

MEMO:

October 25, 2022

To: City of Caribou, City Council
25 High Street
Caribou, ME. 04736

Re: P.L. Willey Properties Inc, Trio Account 1040, Map 011 Lot 038 Building
Assessment

Greetings:

Since the revaluation of 2012, this account has been assessed for 4 apartment buildings, when there are actually only 3 apartment buildings on this parcel, with the other being on map 011 lot 038-G, account # 1047, where it is assessed. This means one of the buildings has been assessed twice in error since 2012.

I recommend an abatement as follows for the **April 1, 2021** tax year.

Building Value 173,700
Mil Rate 0.02355
\$4,090.64 Recommended Abatement

Sincerely,

Steven J. Salley
Assessing Agent, City of Caribou



City Manager's Report
November 14, 2022

Economic Projects

River Front - Powerplants	Public Hearing on EPA TY2023 Brownfields Cleanup Grant is November 14. EPA will be on site November 15.
Broadband Initiative	County Broadband meeting was November 8. NMDC is seeking grant funds from the Maine Connectivity Authority to hire a full-time "digital navigator". The report from Mission Broadband should be out soon.
CDBG	No new updates
Ogren Dump Solar Project	No new updates
Events and Marketing	Small Business Saturday is Saturday November 26. Events will be held at the Wellness Center, the Library and in Lyndon Square.
Landbank	No new updates
Chapter 13 Rewrite	No new updates
Federal American Rescue Plan Act	No new updates
Blight Cleanup	No new updates
Birdseye Cleanup	No new updates
60 Access Highway	No new updates
River Front - Master Plan	No new updates
Façade Improvement Program	No new updates
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	No new updates
Business Outreach	City Manager has met with individuals interested in purchasing a legacy business in town with plans to expand services in the future.

Other Administrative Projects	
Tax Acquired Property Policy	On tonight's agenda
Nylander	No new updates
Fire Structural Work	No new updates
Fire Station Renovations	No new updates
Police Station	No new updates
River Road	No new updates
Investment Policy	No new updates
Trailer Park Closure	Notice to quit a/k/a an eviction notice was served on one tenant for lack of rent payment in September and October
Fish Hatchery Bridge	No new updates
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	There was a well attended kick-off event was held on October 27. Staff needs to keep the momentum going.
COVID-19 Status	No new updates
Administrative Approvals	Special Amusement permit for the Caribou Bowl-A-Drome and Jade Palace approved by staff
Personnel Changes	Public Works down 4 employees, Police Department is down one employee, opening in the Parks department and the City Manager's office
Age-Friendly Efforts	Meeting held on November 2
Other Updates	Municipal elections were held on November 8. Many thanks for our City Clerk department staff and all election workers.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: November 14, 2022
Re: Public Hearing for Safe Alternatives License Renewal

Safe Alternatives is a Registered Nonprofit Dispensary licensed under the state of Maine and located at 1137 Presque Isle Road. The Safe Alternatives operating permit expires on November 14, 2022. City licensing procedures require that a public hearing must be conducted by the City Council before a nonprofit dispensary permit can be issued/reissued. City departments have reviewed the requested renewal and have determined that there are no violations of local zoning or land use ordinances, there have been no unreasonable disturbances to businesses or persons residing in the vicinity, there have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism, or other violations of law caused by business patrons or employees, and there have been no violations of record pertaining to state law or the Caribou Code related to the business operations.

Staff recommends the Registered Nonprofit Dispensary License be renewed based on the following findings and condition:

Findings:

1. City departments have reviewed the requested renewal and have determined that there are no known violations of local zoning or land use ordinances,
2. There have been no unreasonable disturbances to businesses or persons residing in the vicinity,
3. There have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism, or other violations of law caused by business patrons or employees, and
4. There have been no violations of record pertaining to state law, or the Caribou Code related to the business operations.

Condition:

1. Safe Alternatives continues to comply with all applicable laws and ordinances including, but not limited to, remaining a licensable dispensary under the State of Maine.

Tonight, the required public hearing will be conducted.

Suggested Action:

Please open the public hearing and urge interested parties to come forward.

After closing the public hearing, please make a motion, second and after any discussion please take a vote to approve the operating permit for Safe Alternatives at 1137 Presque Isle Road.



City of Caribou, Maine

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On Monday, October 31, 2022 Fire Chief Scott Susi, Chief of Police Mike Gahagan and Code Enforcement Officer Ken Murchison conducted an inspection of the Safe Alternatives facility.

According to Chapter 7 Licenses and Permits, Article IX Registered Nonprofit Dispensaries and Registered Cultivation Facilities, sections 7 and 8:

7. Term of License: A permit shall be valid for only one (1) year from the date of first issuance and shall be subject to meeting all requirements as set forth in this Chapter for subsequent renewal.
8. Annually, within 30 days prior to the license renewal date; the dispensary shall be inspected by Code Enforcement, Fire Chief and Police Chief to ensure that the dispensary is in compliance for Zoning, Fire Safety and Security requirements.

A dialogue was created with the facility manager and the general conditions of the facility were discussed followed by a tour of the building. The Registered Nonprofit Dispensary facility was found to be in excellent shape with no violations in Zoning, Fire Safety or Security.

Faithfully submitted:

Caribou Fire Chief Scott Susi

Caribou Chief of Police Michael Gahagan

Caribou Code Enforcement Officer Ken Murchison



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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: November 14, 2022
Re: Public Hearing, EPA Brownfields Cleanup Grant

Through the automatic lien foreclosure process, the City of Caribou acquired the Merlin One, LLC parcel on the Aroostook River which is home to the former diesel plant and associated buildings that were previously used in the power generation process in the region.

The cost for the remediation and reuse of these buildings far exceeds what the City of Caribou can allocate for that purpose. The City of Caribou is working with the DEP, EPA, University of Connecticut, and local companies to apply for an EPA TY2023 Brownfields Cleanup Grant.

One of the best parts of this process has been the collaboration between these governmental agencies and private sector partners. Staff has had very productive meetings with local businesses like County Environmental Engineering, County Abatement, Soderberg Construction, Versant Power and Incline – the new owner of the dam. Everyone involved can see how the revitalization of this area can be the catalyst for a riverfront renaissance.

Part of the application process is to seek public comment and a public hearing is required.

Suggested Action:

Please open the public hearing and urge interested parties to come forward with comments on the application or ABCA.

After closing the public hearing, please make a motion, second and after any discussion please take a vote for the City of Caribou to apply for an EPA TY2023 Brownfields Cleanup Grant to request funding for the remedial activities for the diesel plant and associated outbuildings located at 142 Lower Lyndon Street, Caribou.



County Environmental Engineering, Inc.

November 14, 2022

Penny Thompson
City of Caribou
25 High Street
Caribou, Maine 04736

Re: Draft Analysis of Brownfields Cleanup Alternatives
Diesel Plant and Outbuildings, 142 Lower Lyndon Street, Caribou, Maine

Dear Penny:

This draft analysis of Brownfields cleanup alternatives (ABCA) was prepared for the diesel plant and outbuildings (Site) located at 142 Lower Lyndon Street in Caribou, Maine. The purpose of this ABCA is to evaluate remedial alternatives for waste oil, hazardous substances, asbestos-containing materials (ACM) and hazardous waste at the Site. Remedial alternatives evaluated for waste oil and hazardous substances include No Action and Removal. Remedial alternatives evaluated for identified ACM and hazardous waste include No Action and Abatement.

Site Location and History

As shown on the attached Location Map (Figure 1), the Site is located on the west bank of the Aroostook River near the Caribou dam. As shown on the attached Site Map (Figure 2), the Site consists of the former Caribou Generating Station diesel plant, diesel pump house, oil tank building, north storage building, oil storage building, pump station, and south storage building. The total building footprint for the Site is approximately 17,300 square feet (0.40 acre). The surrounding area consists of the former hydroelectric plant and filter plant to the north, bulk plant to the west, and steam plant to the south.

The Caribou dam and former hydroelectric plant were constructed in 1889 and operated by the Caribou Water, Light and Power Company through the 1940s. The Site was acquired by Maine Public Service Company (Emera Maine, Versant Power) in 1943 and the diesel plant was constructed in 1949. The Site was acquired by PDI New England (WPS New England, Algonquin Northern Maine Gen Co) in 1999. The diesel plant was deactivated in 2012 and Merlin One LLC acquired the Site in 2013. The Site has been vacant for several years and recently vandalized by trespassers. The Site is currently owned by the City of Caribou through automatic lien foreclosure and the buildings are in poor repair.

Previous Environmental Investigations

A Phase I Environmental Site Assessment (ESA) was completed at the Site on August 5, 2021. Recognized environmental conditions identified in the Phase I ESA include: fossil fuel electric power generation; bulk plant; polychlorinated biphenyls; significant diesel releases; discharge outfalls; underground storage tanks; tanks, drums and oil-filled operational equipment; pesticide release; and railroad tracks. A Phase II ESA was completed at the Site on May 14, 2022. Sixteen soil samples, six groundwater samples and three porewater samples were collected at the Site and surrounding area for the Phase II ESA. Petroleum and hazardous substances were detected in site soils, but below regulatory guidelines.

A hazardous building materials survey was completed at the Site on May 8, 2022, including an inventory of universal and hazardous wastes, lead-based paint screening and asbestos identification survey. As summarized on the tables below, approximately 11,320 gallons of petroleum products and hazardous substances were inventoried at the Site.

Diesel Plant Tanks, Drums and Containers			
Description	Contents	Size	Quantity
Diesel Plant Used Oil Tank	waste oil	275 gal	275 gal
Diesel Plant Unit #2 Day Tank	diesel	320 gal	320 gal
Diesel Plant Unit #3 Day Tank	diesel	320 gal	320 gal
Diesel Plant Unit #4 Day Tank	diesel	230 gal	230 gal
Diesel Plant Unit #5 Day Tank	diesel	320 gal	320 gal
Engine Lube Oil System Unit #2	lube oil	1,375 gal	1,375 gal
Engine Lube Oil System Unit #3	lube oil	1,375 gal	1,375 gal
Engine Lube Oil System Unit #4	lube oil	550 gal	550 gal
Engine Lube Oil System Unit #5	lube oil	550 gal	550 gal
Oil/Water Separator	waste oil	unknown	~100 gal
Dirty Oil Tank	waste oil	1,000 gal	1,000 gal
Clean Oil Tank	waste oil	1,800 gal	1,800 gal
Waste Oil Drums (6) and pails	waste oil	55 gal	~350 gal
Chemical Drums (6)	water treatment	55 gal	~350 gal
Miscellaneous Drums (3)	anti-freeze, lube oil	55 gal	~100 gal
Empty Drums (5)	transformer oil, unknown	55 gal	residual

Oil Storage Building Drums			
Description	Contents	Size	Contents
Waste Oil Drums (19)	waste oil	55 gal	~1,000 gal
Anti-Freeze Drums (18)	anti-freeze	55 gal	~1,000 gal
Miscellaneous Drum (1)	degreaser/solvent	55 gal	55 gal
Empty Drums (31)	unknown	55 gal	residual

Oil Tank Building Tank			
Description	Contents	Size	Quantity
Tank #4, ~6 inches of product	diesel	15,000 gal	~250 gal

As summarized on the tables below, ACM ($\geq 1\%$ asbestos) was identified in roofing, window glaze, floor tile and mastic at the diesel plant, roofing at the diesel pump house, stored material in the south storage building, and window glaze at the north storage building, oil storage building and pump station. All window glaze at the Site is significantly deteriorated and should be considered friable material. Gaskets and electrical wire coating are presumed positive for asbestos.

Diesel Plant Asbestos-Containing Building Materials			
Description	Est. Quantity	Location	Sample ID
ACM black roof material	12,200 square feet	Roof perimeter and penetrations	TGR29, TGR30
ACM window glazing	1,400 square feet	Exterior windows	WG26
ACM 9x9 black floor tile with adhered ACM black mastic	600 square feet	Second floor lab, file room and hallway	FT24A
ACM gaskets	not quantified	Piping connections, stored material	presume positive
ACM electrical wire coating	not quantified	Electrical wiring	presume positive

Diesel Pump House Asbestos-Containing Building Materials			
Description	Est. Quantity	Location	Sample ID
ACM black roof material	270 square feet	Roof perimeter	TGR19B

South Storage Building Asbestos-Containing Materials			
Description	Est. Quantity	Location	Sample ID
ACM white board insulation	not quantified	Stored material	WBI16

Pump Station, Oil Storage Building and North Storage Building Asbestos-Containing Building Materials			
Description	Est. Quantity	Location	Sample ID
ACM window glazing*	200 square feet	Exterior windows	WG21A

*Trace asbestos ($<1\%$ asbestos) was detected in window caulk at the pump station.

Lead-based paint was identified at the diesel plant, oil storage building and north storage building. Potential lead-containing glass block windows are located at the diesel plant (500 square feet) and diesel pump house (75 square feet). Light fixtures with potential PCB-containing ballasts and several mercury-containing fixtures and components were noted throughout the facility, including mercury switches on equipment, temperature-control switches and fluorescent light bulbs. Approximately seventy-five (75) batteries were inventoried at the diesel plant. Several paint cans, aerosol cans, retail-sized containers of miscellaneous products, and e-waste (e.g., computer monitors) were observed at the facility.

Evaluation of Remedial Alternatives for Waste Oil and Hazardous Substances

The cleanup goal for the Site in regards to waste oil and hazardous substances is to eliminate the risk of a release to the environment. For this ABCA, waste oil refers to diesel, lube oil, waste oil, waste oil-contaminated water and sludge. The primary routes of contaminant migration include surface flow and floor drains in the diesel plant with discharge outfalls at the Aroostook River. Potential exposure routes include dermal contact and inhalation of vapors. Potential receptors include future site workers and the Aroostook River.

No Action Alternative

The Site would remain unchanged with the No Action alternative. The No Action alternative is not protective of human health or the environment. The potential for a release to the environment would continue to exist at the Site. The No Action alternative is not consistent with the cleanup goal for waste oil and hazardous substances at the Site.

Removal Alternative

All waste oil and hazardous substances at the Site would be removed for off-site disposal by a Maine licensed Hazardous Waste Transporter under the Removal alternative. The Removal alternative provides adequate protection of human health and the environment. The Removal alternative would meet the cleanup goal for waste oil and hazardous substances at the Site. The cost for the Removal alternative is \$200,000.00.

Evaluation of Remedial Alternatives for Asbestos-Containing Materials and Hazardous Waste

The cleanup goal for the Site in regards to identified ACM and hazardous waste is to eliminate the risk of human contact to asbestos, mercury, lead, PCBs and other hazardous materials. The primary route of contaminant migration is release into the air, buildings or environment by disturbance of ACM and hazardous waste. Potential exposure routes include direct contact, ingestion and inhalation of vapors and asbestos fibers. Potential receptors include future site workers and the Aroostook River.

No Action Alternative

The Site would remain unchanged with the No Action alternative. The No Action alternative is not protective of human health or the environment. The potential for exposure to asbestos and hazardous waste would continue to exist at the Site. The No Action alternative is not consistent with the cleanup goal for identified ACM and hazardous waste at the Site.

Abatement Alternative

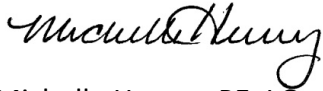
All identified ACM and hazardous waste at the Site would be removed for off-site disposal by a Maine licensed Asbestos Abatement Contractor under the Abatement alternative. Removal of ACM roofing at the diesel plant and diesel pump house would include demolition of the building. The Abatement alternative provides adequate protection of human health and the environment. The Abatement alternative would meet the cleanup goal for identified ACM and hazardous waste at the Site. The cost for the Abatement alternative is \$400,000.00.

Conclusion and Recommendations

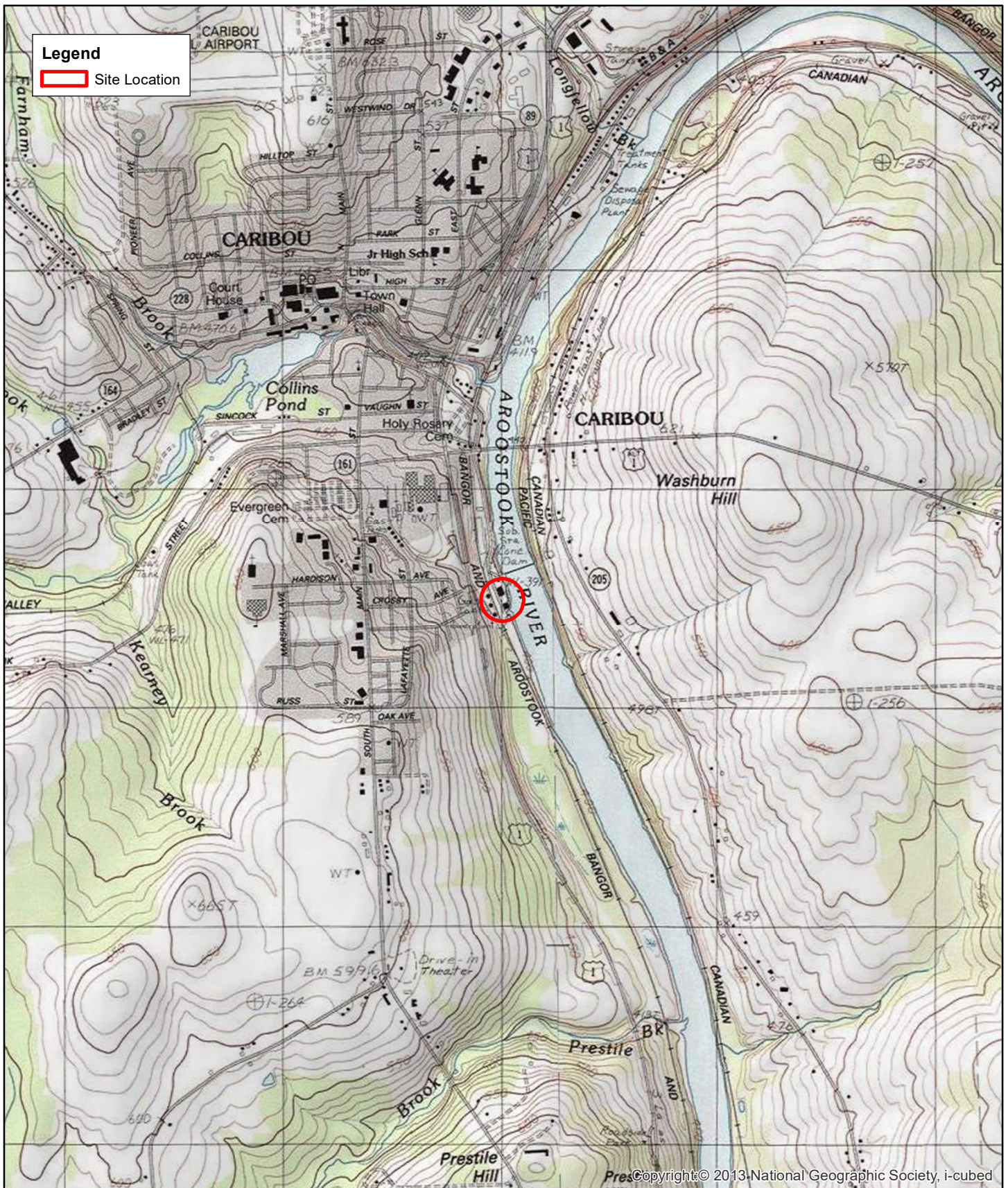
Remedial alternatives evaluated for waste oil and hazardous substances at the Site include No Action and Removal. The Removal alternative would address the current risk of a release to the environment. The No Action alternative does not meet the cleanup goal for the Site in regards to waste oil and hazardous substances. We recommend the Removal alternative for waste oil and hazardous substances at the Site.

Remedial alternatives evaluated for identified ACM and hazardous waste at the Site include No Action and Abatement. The Abatement alternative would address the current risk of exposure to asbestos and hazardous waste. The No Action alternative does not meet the cleanup goal for the Site in regards to identified ACM and hazardous waste. We recommend the Abatement alternative for identified ACM and hazardous waste at the Site.

Respectfully Submitted,
County Environmental Engineering, Inc.

A handwritten signature in black ink, appearing to read "Michelle Hersey".

Michelle Hersey, PE, LG
President



Location Map

0 1,000 2,000 4,000 Feet

Analysis of Brownfields Cleanup Alternatives
 Diesel Plant and Outbuildings
 142 Lower Lyndon Street, Caribou
 Aroostook County, Maine

Figure 1

Scale: 1:24,000

Project: 227-07

Drawn By: MDH
 Date: 11/01/2022

N



	<p align="center">Site Map</p>	<p align="center">0 40 80 160 Feet</p>		
	<p align="center">Analysis of Brownfields Cleanup Alternatives Diesel Plant and Outbuildings 142 Lower Lyndon Street, Caribou Aroostook County, Maine</p>	<p align="center">Figure 2</p> <p align="center">Scale: 1:1,000</p>	<p align="center">Project: 227-07</p>	<p align="center">N</p>
			<p align="center">Drawn By: MDH Date: 11/01/2022</p>	

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: November 14, 2022
Re: Public Hearing for declaration of 15 Prospect Street as a nuisance/dangerous building

The property at 15 Prospect Street, Map 31 Lot 9, has had a long history of deficiencies, unanswered Notices of Violation, and a mounting number of incident reports at the property. The Code Enforcement department advises that the property at 15 Prospect Street, Map 31 Lot 9, be declared a nuisance/dangerous building as defined by 17 MRS § 2851.

Furthermore, this property is in violation of the City of Caribou Code and Ordinances, Chapter 8, Article 5, Nuisance Property Ordinance which was adopted by the City Council on February 23, 2015. The declaration of this property as a chronic nuisance is also a step towards imposing a civil penalty as allowed in the ordinance.

If the property is declared a nuisance, it is the intent of the Code Enforcement department to notify the owner, John Barretto, and if required, request an Administrative Warrant to be issued by the District Court to allow inspection of this property and proceed with any further action required to remedy the nuisance and dangerous nature of the building and occupants.

Tonight, the required public hearing will be conducted.

Suggested Action:

Please open the public hearing and urge interested parties to come forward.

After closing the public hearing, please make a motion, second and after any discussion please take a vote to declare 15 Prospect Street in Caribou, further described as map 31 lot 9 in the municipality of Caribou as a dangerous building as defined 17 MRS § 2851.

Please make a motion, second and after any discussion please take a vote to declare 15 Prospect Street in Caribou, further described as map 31 lot 9 in the municipality of Caribou as a public nuisance and a chronic nuisance property as defined Chapter 8 Article 5 of the City of Caribou Code and Ordinances.

§2851. Dangerous buildings

The municipal officers in the case of a municipality or the county commissioners in the case of the unorganized or deorganized areas in their county may after notice pursuant to section 2857 and hearing adjudge a building to be a nuisance or dangerous, in accordance with subsection 2-A, and may make and record an order, in accordance with subsection 3, prescribing what disposal must be made of that building. The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal pursuant to section 2852 is not filed or, if an appeal pursuant to section 2852 is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. After recording an attested copy of the notice required by section 2857 in the registry of deeds located within the county where the building is situated, the municipality or the county may seek a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. [PL 2019, c. 557, §1 (AMD).]

For the purposes of this subchapter, "building" means a building or structure or any portion of a building or structure or any wharf, pier, pilings or any portion of a wharf, pier or pilings thereof that is or was located on or extending from land within the boundaries of the municipality or the unorganized or deorganized area, as measured from low water mark, and "parties in interest" has the same meaning as in Title 14, section 6321. [PL 2017, c. 136, §1 (NEW).]

1. Notice.

[PL 2017, c. 136, §1 (RP).]

2. Notice; how published.

[PL 2017, c. 136, §1 (RP).]

2-A. Standard. To adjudge a building to be a nuisance or dangerous, the municipal officers or county commissioners must find that the building is structurally unsafe, unstable or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property.

[PL 2017, c. 136, §1 (NEW).]

3. Recording of the order. An order made by the municipal officers or county commissioners under this section must be recorded by the municipal or county clerk, who shall cause an attested copy to be served upon the owner and all parties in interest in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. If the name or address cannot be ascertained, the clerk shall publish a copy of the order in the same manner as provided for notice in section 2857.

[PL 2017, c. 136, §1 (AMD).]

4. Proceedings in Superior Court. In addition to proceedings before the municipal officers or the county commissioners, the municipality or the county may seek an order of demolition by filing a complaint in the Superior Court situated in the county where the building is located. The complaint must identify the location of the property and set forth the reasons why the municipality or the county seeks its removal. Service of the complaint must be made upon the owner and parties in interest in accordance with the Maine Rules of Civil Procedure. After hearing before the court sitting without a jury, the court shall issue an appropriate order and, if it requires removal of the building, it shall award costs as authorized by this subchapter to the municipality or the county. The municipality or the county may petition the court for a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. Appeal from a decision of the Superior Court is to the law court in accordance with the Maine Rules of Civil Procedure.

[PL 2019, c. 557, §2 (AMD).]

SECTION HISTORY

PL 1965, c. 284 (RPR). PL 1967, c. 401, §1 (AMD). PL 1973, c. 143, §1 (AMD). PL 1979, c. 27, §§1-3 (AMD). PL 1997, c. 6, §1 (AMD). PL 2017, c. 136, §1 (AMD). PL 2019, c. 557, §§1, 2 (AMD).

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ARTICLE IV FALSE SECURITY ALARMS

The following fees shall be charged for response to false alarms for any business, private residence, commercial, or public facility whose alarm systems are connected directly, by second party notification, or automated systems to the Caribou Police or Fire and Ambulance Departments for response. If, upon responding, the Caribou Police Department determines the alarm was a false alarm, then the fees shall apply. Alarm systems may be tested with prior notification to the Police Department without cause for charge.

False Alarms (per Year)

3	No Charge
After 3	\$25.00 each

Historical Note: adopted May 8, 1989; Amended October 25, 2010

ARTICLE V NUISANCE PROPERTY ORDINANCE

501. Purpose; Legislative Findings.

The purpose of this Nuisance Property Ordinance is to protect the health, safety, and welfare of the residents of the City of Caribou by reducing the recurrence of nuisance conduct in dwellings that disturbs the peace and tranquility of others. The City has a substantial and compelling interest in protecting neighborhoods affected by conduct that unlawfully disturbs the peace and/or constitutes a nuisance, because such conduct adversely affects the health, safety, and welfare of residents, and diminishes the quality of life in neighborhoods where it occurs. Such nuisance conduct, and its impact, should be abated. This Nuisance Property Ordinance is required because other prohibitions and penalties under state law and the City Code have not adequately eliminated or controlled chronic, disorderly or nuisance activity in the City. The enactment of this ordinance is intended to alleviate the deleterious impact of chronic, unlawful or nuisance activity in dwelling places and neighborhoods by authorizing early and constructive intervention by the City's Police Department. The goal of the City of Caribou is to provide a framework for property owners and the City to work collaboratively to address nuisance issues in the community.

502. Definitions.

As used in this Ordinance, the following terms have the following meanings:

"Authorized agent" means the person or entity identified by the Owner as the Owner's authorized agent in the Caribou Property Management Designation Form on file with the City of Caribou.

"Chronic nuisance property" means any property at which five (5) or more nuisance activities have occurred in any sixty (60) day period, or ten (10) or more nuisance activities have occurred in any one (1) year period.

“Hotel”, “bed & breakfast”, “rooming house” and “apartment building” shall have the same meanings as set forth in the Caribou Code.

“Nuisance activity” or “Nuisance conduct” means-

- a) any activity which constitutes a crime or civil infraction under either federal, state or local law;
- b) illegal sale, distribution or consumption of alcoholic beverages;
- c) disorderly conduct as defined in Title 17-A MRSA §501;
- d) illegal sale, manufacture, storing, use, possession or distribution of narcotics or other controlled substances or drug paraphernalia;

For the purpose of this ordinance, calls related to domestic violence complaints shall not be considered a nuisance activity or nuisance conduct.

For the purpose of this ordinance, calls related to a chronically ill person who has repeated visits by emergency services shall not be considered a nuisance activity or nuisance conduct.

“Owner” means any person or entity with legal title to the property or the beneficial interest in a property as recorded in the tax records of the City of Caribou or Aroostook Registry of Deeds.

“Police Chief” means the acting Chief of Police of the City of Caribou or other official of the Police Department as may be designated by the Police Chief.

“Residential property” means (a) a parcel of land on which a residential building or a building of mixed occupancy in which there is at least one residential occupancy, including, single and multi-family dwellings, apartment buildings and multi-family housing developments.

503. Administration; Notice; Meeting with Property Owner(s).

- a. The Police Department shall document and monitor the occurrence of nuisance conduct at properties in the City of Caribou.
- b. When any occurrence of nuisance conduct has taken place, it will be recorded by the Police Chief or his/her designee who shall provide written notice of the occurrence to the property owner and the authorized agent in accordance with Section 509.
- c. Each written notice of nuisance conduct shall identify the property, describe the nuisance conduct and advise that subsequent nuisance conduct may result in the property being classified as a chronic nuisance property. The notice shall request that the property owner (or the owner’s duly authorized agent) contact the Police Chief within ten (10) days to discuss the nuisance incident and develop a plan to abate the nuisance and prevent a recurrence.

- d. An owner wishing to appoint an agent with the authority to act on the owner's behalf must complete the City of Caribou Property Management Designation Form. Only agents duly appointed through the approved Property Management Designation process shall be authorized to act on behalf of the Owner. If an owner has completed a Property Management Application Form with the City office, all written notices will be mailed to the authorized agent in addition to the owner.

504. Declaration of a Chronic Nuisance Property

- a. If there have been five (5) or more documented occurrences of nuisance conduct at any property in any sixty (60) day period, or ten (10) or more occurrences of nuisance conduct in the preceding year, the property shall be classified as a chronic nuisance property.
 - i. For purposes of calculating the number of occurrences of nuisance conduct which have occurred at a particular property, the following rules shall apply:
 - 1. All occurrences of nuisance conduct which occur at a single family residence, multi-family residence of 1-4 units, bed and breakfast, hotel, motel, or rooming house shall be counted against the property as a whole regardless of the number of units;
 - 2. With respect to apartment buildings with 5 or more units, a property will only be classified as chronic nuisance property if any individual apartment unit exceeds the specified limit. By way of example, a 30 unit apartment complex will only be classified as a chronic nuisance property if there are 5 or more occurrences of nuisance conduct at the same apartment unit in any 60 day period or 10 or more occurrences at the same unit in any one year period.
- b. Whenever a property is classified as a chronic nuisance property, the City shall cause the owner of the property to be notified, in writing, of such classification and of the events which form the basis for that designation. The notice shall require the owner or owner's agent to meet with the Police Chief or his designee(s) within ten (10) business days from the date of delivery of the written notification to identify ways to prevent additional nuisance conduct at the property.
- c. At the time of the nuisance property meeting required under section 504 (b), the owner or his/her designee shall be obligated to provide to the city the following documentation:
 - i. A copy of the names of all tenants or other persons authorized to reside or presently residing in the building(s) on the property` and the units they occupy;
 - ii. Copies of all leases with tenants residing in the building(s) on the property; and

- iii. Contracts with any property manager or other person responsible for the orderly operation of the property;

In addition, the owner or his/her designee must agree to take effective measures to abate the nuisance activity which measures shall be memorialized in a written remediation agreement at the conclusion of the meeting with the City. The written agreement shall be signed by both parties and be implemented by the owner within seven 7 days of said meeting unless another date is agreed upon.

505. Duration of Chronic Nuisance Property Classification.

The chronic nuisance property classification shall be removed from the property by the Chief of Police upon the Chief's determination that:

- a. The passage of 180 days without any nuisance conduct at the property;
- b. Payment of all civil penalties and costs arising from enforcement;
- c. Satisfactory implementation of the remediation agreement agreed upon between the City and owner.

506. Declaration of Public Nuisance

A chronic nuisance property is hereby declared to be a public nuisance.

The owner of residential property shall provide sufficient control, oversight, monitoring and management of the property to prevent the same from becoming a chronic nuisance property.

The owner of a chronic nuisance property shall be responsible for taking all necessary measures to abate or eliminate the public nuisance.

507. Violations

- a. No owner of property shall maintain or allow to be maintained a chronic nuisance property as defined in this Ordinance. Each and every day that a nuisance activity occurs on a property after it has been classified as a chronic nuisance property shall constitute a separate offense.
- b. It is a further violation of this Ordinance for any owner to:
 - i. refuse to meet with the Police Chief or other authorized City official as required by Section 504 (b), or to have the owner's duly authorized agent meet with the Chief; or
 - ii. refuse to enter into a written remediation agreement as required by Section 504 (c); or
 - iii. fails to fully implement the remediation agreement in compliance with the timetable specified in the agreement; or
 - iv. fails to abate or eliminate the public nuisance caused by a chronic nuisance property.

508. Civil Penalty

Any person who is found in violation of any provision of this Ordinance shall be subject to a civil penalty of not less than \$250.00 and not more than \$2,500.00. Each violation of a separate provision of this Ordinance and each day of violation shall constitute separate offenses.

In addition, if the City is the prevailing party in any enforcement action, said Owner shall also be liable for all reasonable expenses incurred by the City in enforcement, including City of Caribou staff time, attorney fees and costs. All civil penalties shall inure to the benefit of the City of Caribou.

509. Notices

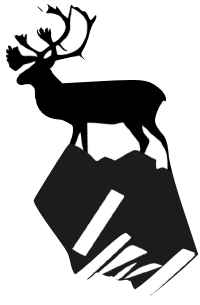
Any notice authorized or required within this section shall be deemed delivered to the owner as follows:

- a. if notice is provided by certified mail, return receipt requested, the date the owner signs the receipt; or
- b. the date the owner is personally served by a Caribou police officer; or
- c. the date the owner is personally served by another person authorized to effect service of process.

510. Other Remedies

In addition to a civil penalty, the City may seek injunctive relief in any legal action to enforce this Ordinance and to abate the public nuisance.

Historical Note: Adopted by the City Council on February 23, 2015.



Caribou Public Library

DIRECTOR'S REPORT

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

A Special and Spectacular October was had at the Library this month. The staff found themselves in the spirit to all work towards a festive holiday season complete with special programs and, approximately, 1 truckload of candy. Our Children's Librarian held a Special Storytime for kids on the Saturday before Halloween, and played Halloween movies in the Children's Room. Alyssa Singer put her best foot forward to decorating a trunk for "Trunk or Treat", creating a masterpiece that the library could be proud of. She created a Cinema that included candy, popcorn, and a children's movie that played the entire event, and the staff dressed in theme! On Halloween day, we had 36 Trick-or-Treaters that we handed candy out to.

This month, the Library Director has been hard at work creating Press for our upcoming "Small Business Saturday" events. We will be doing Small Business Baskets again, the value of which is currently at over \$1000. The Library Board of Trustees has been working incredibly hard to solicit donations from local businesses and get them to the Library. The tickets will be on sale at the Library starting November 3rd.

The Director has also been speaking to local authors about doing an event at the Library on Small Business Saturday as well. We will have several local authors signing, selling, and discussing their books at the library. More info forthcoming as we continue to sign up more authors!

Our new Library Cards have finally arrived! We now have Library Cards that come with preprinted barcodes and a key fob for patron use. These new stylish Library Cards are already loved by our patrons, and we have 2,500 more to give out.

We have begun a massive purge of our Young Adult collection. Young Adult titles are popular but we do not have the space to accommodate all the titles we wish to have.

As such, Wwes and the volunteers have been working to cull this section down to ensure we have enough space to place our newer books, with a little room too grow.

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	652	556		
Juvenile books	584	455	662	673	617	626	736	1,082	815	832		
Teen/YA books	40	51	55	37	35	82	50	67	91	66		
DVDs	122	98	129	128	94	89	132	106	137	109		
eBooks/Audiobooks	25	158	177	128	178	128	163	136	142	151		
Magazines	36	15	24	19	22	32	57	58	69	69		
Interlibrary loans	26	33	29	49	33	33	24	28	33	40		
Puzzles	17	1	9	10	5	7	0	0	2	1		
STEAM	26	35	17	18	4	17	2	1	8	6		
Renewals	434	309	479	472	420	350	385	534	348	387		
TOTAL NUMBERS	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	0	0

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022
Circulation	2,116	2,246	1,838	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217
Library Visitors	3,799	4,213	3,782	3,248	3,046	3,890	3,610	3,775	3,487	3,936	4,339	3,884	3,803
Wi-Fi access	**See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note
Books added	149	173	227	138	93	165	133	103	149	115	161	120	137
Books withdrawn	8	70	321	655	18	48	25	228	222	43	254	119	186
Program Participation	2,814	2,407	2,092	1,462	1,507	2,040	2,243	2,271	2,001	1,652	2,435		
New patrons	12	12	19	16	13	43	19	17	29	23	32	35	47
Archives (# of users)	41	37	24	31	29	43	52	32	28	34	41	58	42

**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	2,297	2,217			21,098

Monthly Permit Report

October 2022

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	4	49	2	60
HOMES	0	2	0	4
MOBILE HOMES	0	2	0	3
MULTI-FAMILY	0	0	0	1
COMMERCIAL	2	7	1	18
EXEMPT	0	1	0	4
PLUMBING PERMITS				
INTERNAL	1	12	1	22
EXTERNAL	1	7	2	14
DEMO PERMITS	0	16	1	15
SIGN PERMITS	1	13	3	10

Year-to-Date is January 2022 to October 2022

CFAD Monthly Report

October 2022

Fire Calls 24_Ambulance Calls 187 _Canceled Calls 2 _= Total Calls _213

See Attached Breakdowns:

- Alarms for Fires (33)- 3
- Alarms for Rescues (66) -
- Silent Alarms -21
- Total Hours Pumped –2.5 .
- Gallons of Water Used – 2,300
- Amt. of Hose used -650 '
- Ladders Used (in Feet)':
- (75'Aerial)_'
- Thermal Imaging Camera Used -2
- Gas Meter Used-4
- Rescue Sled & Snowmobile-
- Rescue Boat -
- Jaws Used -
- Miles Traveled by All Units –4,217
- Color Guard Trng./Ceremonies- .

- ALS Calls - 99
- BLS Calls - 88
- Amb. Calls Canceled- 2
- Target Calls (Drug Behavioral)-7
- PIFT Transfers-2
- Long Distance Transfers -4
- Calls Turned Over -11
- Total Out of Town Calls- 78
- No Transports-31
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City-
- Total Est. Fire Loss-
- Total Maintenance Hours -
- Total Training Hours – 175.54

MUTUAL AID TO:

Presque Isle Fire Dept. - F1 A-
Fort Fairfield Fire Dept -.F A -
Limestone Fire Dept.. 1
Washburn Fire Dept.-
Stockholm Fire Dept. .
North Lakes Fire Dept.
Crown Ambulance
Van Buren Ambulance -
Life Flight - 3

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	9/4	2	
Stockholm	4		
Connor	4/2	1	
New Sweden	5/1	2	
Limestone	40/3	1	
Caswell	2/1		
Fort Fairfield			
Presque Isle	1	1	
Van Buren	3/1		
Bangor			
Perham	1		
Mad. Lake Twp.			
Westmanland			
Washburn			
Houlton	2		

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)	1				
10. Storage (111)					
11. Vacant Buildings or being Built (111)					
12. Fires outside structure w/value (crops, timber, etc.) (171)					
13. Fires Highway Vehicles (131)	2				
14. Other Vehicles (planes, trains, Ski Doo etc.) (132)	1				
15. Fires in brush, grass w/no value (140)					

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	2
19. Aid to Ambulance (10-55's) (322)	1
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm)	(smoke) 1 (CO) 3 (Alarm) 8
22. Service Calls (500)	5
23. Ambulance Calls (300)	187

Canceled Calls- 2

Fire/Rescue- 24

Total Calls for the Month_213

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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	67	75			490
VAWA Preference	2	0	5	0		7	4	2	3	3			26
Veteran's Preference	0	0	0	0		3	4	0	0	0			7
Natural Disaster	0	0	0	2		0	0	0	0	0			2
Living in Caribou	29	24	31	0		46	48	33	45	31			287
Mainstream	5	7	7	7		8	9	6	14	13			76

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	193	193			1930
Total Vouchers Leased	183	181	176	177	178	177	176	177	176	169			1770
Port Out Vouchers	0	1	1	1	1	1	1	1	1	0			8
Homeownership Vouchers	1	1	1	1	1	1	1	1	1	1			10
All Other Housing Choice Vouchers	182	179	174	175	175	175	174	175	174	168			1751

YTD Openings	11	13	18	17	17	17	18	17	18	25			171
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Applicants Pulled From Waiting List	30	0	0	0		22	30	30	0	0			112
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Vouchers Issued	6	24	0	8	3	4	3	1	4	6			59
Vouchers Expired	2	7	0	0	3	2	3	1	1	2			21
Vouchers on Street	6	6	2	9	9	7	4	3	3	6			55

Total HAP Expense	\$ 85,350	\$ 86,716	\$ 84,307	\$ 84,196	\$ 85,825	\$ 85,095	\$ 84,627	\$ 85,172	\$ 84,264	\$ 83,681			\$ 849,233
All Other Voucher	\$ 77,820	\$ 77,175	\$ 74,499	\$ 74,582	\$ 74,810	\$ 75,073	\$ 75,018	\$ 75,633	\$ 76,502	\$ 77,100			\$ 758,212
Port Out Payments	\$ -	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ -			\$ 11,488
Homeownership HAP	\$ 233	\$ 233	\$ 233	\$ 233	\$ 484	\$ 261	\$ 261	\$ 261	\$ 284	\$ 284			\$ 2,767
FSS Escrow, Participants Account	\$ 7,297	\$ 7,872	\$ 8,139	\$ 7,945	\$ 9,095	\$ 8,325	\$ 7,912	\$ 7,842	\$ 6,042	\$ 6,297			\$ 76,766

Ave. Per Unit Cost	\$ 466	\$ 479	\$ 479	\$ 476	\$ 482	\$ 481	\$ 481	\$ 481	\$ 479	\$ 495			\$ 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%	91%	88%			92%
HUD Funded -vs- HAP Expense	96%	80%	93%	93%	89%	108%	96%	98%	97%	96%			95%

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	40	40			400
Total Vouchers Leased	22	24	24	24	26	28	27	28	28	28			259
Total HAP Expense	\$ 11,009	\$ 10,895	\$ 11,717	\$ 11,057	\$ 12,196	\$ 12,921	\$ 11,815	\$ 11,620	\$ 11,181	\$ 12,159			\$ 116,570
HAP Expense	\$ 11,009	\$ 10,895	\$ 11,522	\$ 10,222	\$ 11,267	\$ 11,570	\$ 10,808	\$ 11,035	\$ 10,510	\$ 11,488			\$ 110,326
FSS Escrow, Participants Account	\$ -	\$ -	\$ 195	\$ 835	\$ 929	\$ 1,351	\$ 1,007	\$ 585	\$ 671	\$ 671			\$ 6,244
YTD Openings	18	16	16	16	14	12	13	12	12	12			141
Applicants Pulled from Waiting List	6	0	0	10	0	8	30	20	0	0			74
Vouchers Issued	6	1	0	1	2	0	4	0	0	0			14
Voucher Expired	1	2	0	1	0	0	0	2	0	1			7
Vouchers on Street	11	10	6	3	4	2	6	2	2	5			51

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	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	15	15			150
Total Vouchers Leased	8	8	8	8	8	8	14	14	14	14			104
Total HAP Expense	\$ 9,751	\$ 11,548	\$ 11,755	\$ 12,834	\$ 13,861	\$ 16,348	\$ 16,552	\$ 16,626	\$ 16,626	\$ 15,314			\$ 141,215
YTD Openings	7	5	5	4	4	1	1	1	1	1			30
Vouchers Issued	6	1	0	1	3	0	1	1	0	3			16
Voucher Expired	1	2	0	1	0	0	0	2	0	1			7
Vouchers on Street	9	4	2	6	2	2	3	2	2	5			37

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	6	5			41
Annual Inspection	0	0	0	0	1	5	12	39	30	35			122
Tenant/Landlord Requested	0	0	0	0	0	0	1	0	0	1			2
No Show	0	0	0	0	0	4	0	0	1	3			8
Reinspection(s)	0	0	0	1	0	2	0	3	2	2			10
Other, Public Housing Authority Inspections	0	0	0	0	0	0	0	0	16	5			21
Toal Inspections	5	4	4	1	7	14	15	48	55	51			204

HQS Common Deficiencies: Inoperable GFCI outlets, missing/inoperable smoke detectors, cracked windows, cluttered/dirty units.

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	\$ 6,042	\$ 6,713	\$ 6,713			\$ 23,308
Number Earning Escrow	62	59	54	56	57	24	55	53	55	55			530
FSS Escrow, Participants Account	26	26	27	25	29	23	26	29	26	26			263
FSS Families, Disbursement	1	1	3	3	1	2	1	1	3	0			16
FSS Disbursement Amount	\$ 238.00	\$ 126.00	\$ 3,764.31	\$ 6,317.00	\$ 886.50	\$ 432.00	\$ 1,448.10	\$ 6,039.93	\$ 3,172.56	\$ -			\$ 22,424
FSS Graduate, Families	2	0	0	0	1	0	2	1	1	0			7
FSS Graduate, Escrow	\$ 4,950	\$ -	\$ -	\$ -	\$ 1,273	\$ -	\$ 15,783	\$ 3,275	\$13,730.18	\$ -			\$ 39,011
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	\$ 3,750	\$ -	\$ 1,500			\$ 25,500
Housing Choice Voucher	1	1	3	0	3	0	3	4	0	1			\$ 16
	\$ 750	\$ 750	\$ 2,250	\$ -	\$ 2,250	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 750			\$ 12,750
Mainstream	1	2	0	2	3	0	2	1	0	1			1
	\$ 750	\$ 1,500	\$ -	\$ 1,500	\$ 2,250	\$ -	\$ 1,500	\$ 750	\$ -	\$ 750			\$ 750
Emergency Housing Voucher	1	1	1	0	0	0	1	0	0	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	\$ 1,372	\$ 700			\$ 14,874
Housing Choice Voucher	1	2	2		1	1	5	1	1	1			15
	\$ 700.00	\$ 1,380.00	\$ 1,280.00	\$ -	\$ 650.00	\$ 740.00	\$ 1,590.00	\$ 850.00	\$ 742.00	\$ 700.00			\$ 8,632.00
Mainstream	1	1	0	1	1	0	1	0	1	0			6
	\$ 693.00	\$ 1,210.00	\$ -	\$ 660.00	\$ 693.00	\$ -	\$ 850.00	\$ -	\$ 630.00	\$ -			\$ 4,736.00
Emergency Housing Voucher	1	0	0	0	0	0	0	0	1	0			2
	\$ 756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ -	\$ -			\$ 1,506
Repair Grants	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -			\$ 6,501
Housing Choice Voucher	1		0	0	0	0	1	0	0	0			2
	\$ 1,500		\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -			\$ 6,500
Mainstream	0	0	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	0	0			1
	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -			\$ 1,500
Mainstream	0	1	0	0	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	\$ 6,100	\$ 1,372	\$ 2,200			\$ 48,518
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GRAND TOTAL OF ASSISTANCE INTO LOCAL	\$ 117,447	\$ 115,269	\$ 116,073	\$ 116,564	\$ 119,884	\$ 115,536	\$ 143,666	\$ 128,833	\$ 130,346	\$ 113,354	#		\$ 1,216,971
2022 YEAR TO DATE	\$ 117,581	\$ 232,715	\$ 348,789	\$ 465,353	\$ 585,237	\$ 700,773	\$ 844,438	\$ 973,271	\$ 1,103,617	\$ 1,216,971	#		

Percentage Increase, 2022 -vs- 2021	77.1%	74.7%	72.7%	72.1%	72.0%	72.5%	71.0%	71.1%	70.7%	71.8%			72.6%
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2021 MONTHLY ASSITSTANCE	\$ 90,601	\$ 83,129	\$ 79,687	\$ 81,970	\$ 86,061	\$ 86,610	\$ 91,375	\$ 92,632	\$ 88,078	\$ 93,348	#	#	
YEAR TO DATE	\$ 90,601	\$ 173,730	\$ 253,417	\$ 335,387	\$ 421,448	\$ 508,058	\$ 599,433	\$ 692,065	\$ 780,143	\$ 873,491	#	#	



Board of Directors
October 3, 2022
5:30 p.m.

55

Present:

Doug Plourde, Chairman; Chris Bell, Vice Chairman; Penny Thompson, Neal Griffitheth, Carl Soderberg, Mike Quinlan, Kevin Barnes, Dr. Shawn Laferriere, Mike Gahagan, Jane McCall, Dr. Irene Djuanda, 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; Norm Collins, PHS, Chip Holmes, QHR and Peg McAfee

Welcome:

Doug Plourde, Chairman, Board of Directors welcomed Norm Collins, PHS; and Chip Holmes, QHR.

Education:

Leslie Anderson, COO, provided an overview of Customer Satisfaction and the Press Ganey customer survey process.

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 5:55 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of September 12, 2022 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the September 12, 2022 meeting minutes as presented.	
3. Report of Chief of Staff	Dr. Irene Djuanda provided the following updates from the September 21 st MSEC and GMS Meetings: Appointment Consulting Staff- Michael Bloss, MD (Tele-Radiology): The complete appointment application and provider profile of Michael Bloss, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment of Michael Bloss, MD to the Consulting Medical Staff with privileges as requested through December 31, 2023. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for review and approval. Appointment Consulting Staff – Mohamed Shokr, MD; Dr. Djuanda reported that Dr. Shokr was approved by the Medical Staff Executive Committee, however since that time Dr. Shokr's Certificate of Insurance expired 10/1/22. The file is currently incomplete due to the expired COI.	Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented. Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Michael Bloss to the Consulting Staff. Informational.	

Board of Directors
October 3, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Consulting Staff – Alison Robinette, MD (Tele-Radiology): The complete appointment application and provider profile of Alison Robinette, MD reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained one medical malpractice payment settlement report which was reported on the application. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Alison Robinette, MD, to the Consulting Medical Staff with privileges as requested through December 31, 2023. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for review and approval.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Alison Robinette to the Consulting Staff.</p>	
	<p>Resignation – Cloe Shelton, MD - The resignation of Cloe Shelton, MD was received. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Cloe Shelton, MD effective August 10, 2022 as requested. This was forwarded to the Board of Directors for review and approval.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Dr. Cloe Shelton.</p>	
	<p>Resignation - William Wong, MD - The resignation of William Wong, MD was received. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of William Wong, MD effective August 15, 2022 as requested. This was forwarded to the Board of Directors for review and approval.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Dr. William Wong.</p>	
	<p>The Revised Tele-Radiology Delineation of Privilege Form was approved by the Medical Staff Executive Committee and the General Medical Staff.</p>	<p>Informational.</p>	
	<p>Department of Emergency Medicine Report – The department reviewed quality indicators, VRad turnaround time and nursing staffing challenges with increased patient volume.</p>		
	<p>Department of Medicine Report – The department reviewed quality indicators, discussed nursing ratios, completion of consent forms and some policies.</p>		
	<p>Department of Rad/Path Report – The new CT scanner is scheduled to be installed in January 2023. A mobile unit will be on site during the transition for approximately 8-12 weeks. New procedures will be coming with the new scanner.</p>		

Board of Directors
October 3, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Department of Surgery – The department’s meeting is scheduled for next week. Quality indicators are doing well. The endoscope equipment order is in progress. Estimated time of arrival will be provided from the vendor.		
4. Quality Management Committee, Patient Safety Committee, Dashboard	<p>Dr. Regen Gallagher reported the following from the September QM Committee Meeting:</p> <p>Old Business included: US Echo Conclusivity, VRad Emergent and Non-Emergent TAT’s and Optimal CPTA Reports.</p> <p>Utilization and Case Management reports reviewed included: Case Management Dashboard, Delays in Stay (Internal and External) and Readmission Rates.</p> <p>Patient Safety Reports included: Infection Control, QHIP (Blue Cross Report) 2021 and Quality Reports (Mortality Rates, ED Visits post Colonoscopy/Chem/MSPB/Readmission Rates/HAC). Cary’s QHIP score is 91 which translates that Cary will received the full amount of money as a result of the quality score.</p> <p>QM Compliance Indicators reviewed were: Rehab, Radiology, OR, Nutritional Services and Health Information.</p> <p>Patient Safety Committee – The September 14th Patient Safety Committee Minutes were included in the packet for review.</p> <p>2022 Dashboard – Dr. Gallagher shared that no new information had been added to the dashboard for reporting purposes.</p> <p>Customer Satisfaction – This information was reviewed during the educational session at the beginning of the meeting.</p> <p>Doug Plourde provided the following updates:</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	
5. Report of Chairman, Board of Directors – Doug Plourde, Chairman	Doug Plourde provided the following updates:	Informational.	
a. Report from Board Members – PHS	Pines Health Services – Dr. Irene Djuanda reported she was unable to attend the meeting. Norm Collins reported it was a productive meeting. Pines financials are looking good. The EMR transition is progressing.		
MSEC & GMS	MSEC & GMS – Mike Quinlan shared the dialogue at the meeting is impressive, especially how the		

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p align="center">Strategic Planning Updates Q2 2022</p> <p>Employee Recognition Event</p>	<p>physicians hold each other accountable regarding quality reports.</p> <p>Strategic Planning Q2 2022 Updates – Kris provided an overview of the Q2 2022 updates to the Strategic Plan.</p> <p>Employee Recognition Event – Doug Plourde shared his gratitude to the HR Staff for another successful event. Thank you to Penny Thompson who wrote a personal note to each employee that was recognized. Congratulations to Kris Doody for her 40th year at Cary Medical Center.</p>		
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment</p> <p>b. COVID – 19</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"> Hem/Onc – Dr. Elena Vagia has signed a contract with plans to begin full-time at the Jefferson Cary Cancer Center at the end of 2022. OB/GYN – Dr. Karen Bossie, Caribou native and OB/GYN, provided weekend call coverage September 10th. She will be providing ongoing coverage. A working site visit was scheduled with Dr. Coletta Hargis, an experienced OB/GYN September 28th through October 4th however she was unable to provide coverage. Dr. Josette Chamberlain is here to cover September 28th through October 4th. Dr. Hargis will be scheduled for a working site visit in November. There are a couple new leads that are being pursued. Emergency Medicine – Dr. Kourosh Yazdani completed a site visit with his fiancé, Tara. Dr. Yazdani is a 2023 ER Resident looking for a full-time position. A letter of intent was extended to Dr. Yazdani. Dr. Comfort Hines, an experienced ER physician was at Cary for a site visit September 28th and 29th. Dr. Hines and her husband live in Arizona but have a home in Maine. They are interested in returning to Maine year round. Dr. Hines will be extended an offer this week. Hospitalist – There currently is a Hospitalist vacancy. A couple leads are being pursued to fill the vacancy. Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN, emergency medicine and anesthesia (CRNA). <p>COVID – 19 – Dr. Gallagher reported that the CDC updates healthcare guidelines for COVID on a regular basis. Cary's guidelines are updated according to the community level. Caribou's community level has been red for more than a year. There are some changes on testing, no changes with masking. It is recommended that full N95's be used. Once the community is out of the red category, there will be some discretion on what Cary does and doesn't do.</p>	<p>Informational.</p>	

Board of Directors
October 3, 2022
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>c. Projects – Maternal/Child Renovations</p> <p>d. Air Handling Update</p> <p>e. CMS COVID-19 Demand Letter</p>	<p>Maternal/Child Renovations – Leslie Anderson reported that renovations on Maternal/Child are nearing completion. Staff are working on the punch list. The final punch list includes installing shelves, minor painting, etc.</p> <p>Air Handling Project – Leslie reported the project is ongoing and is scheduled to be completed in the next 2-4 months.</p> <p>CMS COVID-19 Demand Letter – Chelsea Desrosiers reported this money was advanced to Cary for use during the COVID pandemic. CMS is now requesting that a portion of the funds received be refunded as anticipated. Cary did not use the money, thus a check for the requested balance of \$1.7M was returned to CMS. There is no impact to the P&L.</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. August Financials</p>	<p>Chelsea Desrosiers and Carl Soderberg provided the following updates:</p> <p>August Financials - Chelsea Desrosiers provided an overview of the August 2022 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for August. 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 nursing services.</p> <p>COVID Matrix Review – The matrix was included in the packet for review.</p> <p>2021 Plan Year Retirement Contribution – The Finance & Personnel Committee reviewed the information for a contribution for 2021 retirement plan year. Discussion ensued at the Board of Directors whether to provide the contribution to the participants in the Retirement Plan or review options to provide a small wage increase to the entire staff. Members of Administration will continue to review options and provide an update to the Board of Directors.</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 provided a verbal quarterly report from L'Acadie.</p> <ul style="list-style-type: none"> There are currently 8 residents (one resident has been added since July and L'Acadie is looking for another resident to occupy the total of nine available beds). Staffing requires filling two vacancies for CNAs. There have been no travelers since June. L'Acadie's new license was received in August for another year, this includes a waiver for a part-time DON. Staff are currently working on preparing for the State Survey which is expected between now and year-end. 	<p>Upon motion duly made and seconded, it was so VOTED to approve the L'Acadie Quarterly Report as presented.</p>	



Board of Directors
October 3, 2022
5:30 p.m.

09

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
9. Quorum Health Resources Updates	Chip Holmes provided the following comments: <ul style="list-style-type: none">• Congratulations were offered on the recent employee recognition for Cary and Pines where several employees were recognized, including employees with 40 years of service.• Comments were provided regarding the increase in Top Box Scores as there were lower numbers due to issues with quietness in the hospital.• The Q2 2022 quarterly Strategic Plan updates.• Cary's risk assessment will be completed virtually with staff• Leslie Anderson and Jonathan Anderson have been working with the supply chain for Lab and Materials Management for efficiencies.	Informational.	
10. Other, Adjournment & Next Meeting	Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:34 p.m. Next Meeting -The next meeting of the Board of Directors is scheduled for Monday November 7, 2022, 5:30 p.m.	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB
Chief Executive Officer