

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Tuesday, January 3, 2022**, in the Council Chambers located at 25 High Street, **6:00 pm**.



THE MEETING WILL BE BROADCAST ON SPECTRUM CABLE CHANNEL 8 & 1301 AND THE CITY OF CARIBOU YOUTUBE CHANNEL.

1. Roll Call
2. Invocation/Inspirational Thought
3. Pledge of Allegiance
4. Swearing in of Elected Officials
5. Election of Council Chairperson/Mayor and Deputy Mayor for 2023
6. Public Forum (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 430PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)

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7. Bid Openings, Awards, and Appointments

- a. Drawing for the 2023 City of Caribou dog licensing award by Mayor 04
- b. Appointment of City Administrative Officers 05

- i. City Manager
- ii. City Treasurer
- iii. City Tax Collector
- iv. City Clerk & Registrar of Voters
- v. Overseer of the General Assistance Program
- vi. City Auditor
- vii. Legal Officer(s)

- c. Approval of Administrative Appointments 06

- i. Deputy City Clerk
- ii. Deputy Treasurer

- d. Discussion of Caribou Hospital District Board 07

- e. Appointment of Members to Committees and Advisory Boards 08

These boards and commissions have an equal number of applications and open positions: 09

- i. Caribou Housing Authority Board of Commissioners (3)
- ii. Caribou Utilities District (2)
- iii. Library Board of Trustees (4, three full terms and a two-year term)
- iv. Planning Board (3)
- v. Recreation Commission (2, a full term and a one-year term)
- vi. Zoning Board of Appeals (1)

These committees and boards require a decision (more applicants than open positions): 10-11

- vii. Airport Advisory Committee (1)
- viii. Caribou Riverfront Renaissance Committee (1)
- ix. Cary Medical Center Board of Directors (2)

This board has been suspended and will be discussed at a future meeting, no action required:

- x. Caribou Hospital District Board of Trustees (1)

This board did not receive an application for the open position, no action is required:

- xi. Board of Assessors (1)

Boards with open positions with partial terms (staff will solicit applications) no action required:

- xii. Caribou Utilities District (2-year term)
- xiii. Planning Board (2-year term)

8. New Business & Adoption of Ordinances and Resolutions

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| a. Discussion of City Council member appointments to City Council committees and liaison roles | 16-19 |
| b. Discussion of City Council priorities for 2023 | 20-25 |
| 10. Reports and Discussion by Mayor and Council Members | |
| 11. Executive Session(s) (May be called to discuss matters identified under 1 MRSA §405.6) | |
| a. 1 MRSA §405.6.E Consultation with attorney regarding Caribou Hospital District Board | |
| 12. Next Meeting: TBD (see agenda item 8a) | |
| 13. Adjournment | |

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Danielle Brissette, City Clerk

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Mayoral and Deputy Mayor Election for 2023
DATE: January 3, 2023

As required by the City Charter¹ the Council needs to elect from among the Council members a Chairperson/Mayor and a Deputy Mayor/Chairperson for 2023.

Ballots will be distributed for written submission for the two positions, votes will be counted immediately upon collection and certified by the City Clerk.

¹ Caribou Charter, Section 2.03

MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Dog Licensing Raffle
DATE: January 3, 2023

The City Clerk's office incentivized dog owners to license their dogs before the first of the year by including all licensees in a prize drawing for \$50 of veterinary services. Licensees were told the Council would select the winner during their first meeting in January.

Suggested Action:

The newly elected Mayor will randomly select the \$50 prize winner during the Council meeting.

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointment of Administrative City Officers for 2023
DATE: January 3, 2023

The City Charter requires several city positions to be appointed by the Council². It is recommended that the following individuals be appointed to the following offices for 2023.

Penny Thompson	City Manager ³ (Appointed to an indefinite term per charter)
Carl Grant	City Treasurer ⁴
Carl Grant	Tax Collector ⁵
Danielle Brissette	City Clerk ⁶ and Registrar of Voters
Danielle Brissette	Overseer of General Assistance
Felch & Company LLC	City Auditor ⁷
Solman & Hunter	City Legal Officer ⁸ (General)
Bernstein Shur	City Legal Officer (Personnel and Collective Bargaining)
Scott Susi	Health Officer by State statute ⁹ for a 3-year term

Suggested action:

Move to approve as presented. Second. Vote.

² Caribou City Charter, Section 2.19

³ Caribou City Charter, Section 3.01

⁴ Caribou City Charter, Section 2.19(a)(1)

⁵ Caribou City Charter, Section 2.19(a)(4)

⁶ Caribou City Charter, Section 2.19(a)(2)

⁷ Caribou City Charter, Section 2.19(a)(3)

⁸ Caribou City Charter, Section 4.03

⁹ M.R.S. Title 22. Chapter 153, Section 451.1

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointment of Administrative City Officers for 2023
DATE: January 3, 2023

The City Charter provides that certain positions are to be appointed administratively but receive approval from the City Council. Administration is seeking approval of the City Council for the following administrative appointments in 2023.

Cherie Garman	Deputy City Clerk ¹⁰
Holli Doody	Deputy Treasurer ¹¹

Suggested action:

Move to approve as presented. Second. Vote.

¹⁰ Caribou City Charter, Section 2.07

¹¹ Caribou City Charter, Section 2.19(a)(1)

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Discussion of Caribou Hospital District Board
DATE: January 3, 2023

The Caribou Hospital District Board was suspended at the November 28, 2022 meeting until the Caribou City Council has had the opportunity to review actions taken by the Caribou Hospital District Board at their meeting on November 22, 2022.

The Caribou City Council will meet with legal counsel in executive session tonight. Therefore, no appointments will be made to the Caribou Hospital District Board during this organizational meeting.

Suggested Action:

No action is needed. This is just a clarification in the interest of transparency.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointments to Caribou Boards and Commissions
DATE: January 3, 2023

The following individuals have expressed interest in serving on the following community or advisory boards. The Council may make any appointments it feels appropriate.

CITIZEN BOARDS			
BOARD/COMMISSION	CONTACT PERSON	TERM ENDING 12/31/2022	APPLICATION RECEIVED
Airport Advisory Committee	Penny Thompson	Tom Goetz	
			Andrea Flannery
			Frances "Liz" Mockler
Board of Assessors	Penny Thompson	Michael Quinlan	
Caribou Housing Authority Board of Commissioners	Lisa Plourde	Jay Kamm	Jay Kamm
		James Belanger Jr	James E Belanger Jr.
		Gail Michaud	Gail Michaud
Caribou Utilities District	Hugh Kirkpatrick	Janine Murchison	Janine Murchison
		Nancy Solman	Nancy Solman
		Vacancy - 2 years	
Caribou Riverfront Renaissance Committee	Kenneth Murchison	Andrea Flannery	Andrea Flannery
			David Belyea
Cary Board of Directors	Peggy McAfee	Irene Djuanda	Irene Djuanda, MD
		Carl Soderberg	Luke Dyer
			Samantha Paradis
Caribou Hospital District Trustees	Peggy McAfee	Bryan Cullins	David Martin
			Erica Raymond
			Susan White
Library Board of Trustees	Peter Baldwin	Heather Hale	Heather Hale * 2 Year
		Kathryn Olmstead	Kathryn Olmstead
		Lisa Wilcox	Lisa Wilcox
		Wanda Theriault	Wanda Theriault
Planning Board	Kenneth Murchison		Gail Michaud
		David Corriveau	David Corriveau
		Frank McElwain	Frank McElwain
		Christine Solman	Frances "Liz" Mockler
Recreation Commission	Gary Marquis	Vacancy - 2 years	
		Jane Mavor-Small	Jane Mavor-Small
		Susan White (Resigned) 1 Year term exp 12/31/2023	Andrea Flannery
Zoning Board of Appeals	Kenneth Murchison		
		George Howe	Frances "Liz" Mockler

CARIBOU ADMINISTRATION
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MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointments to Caribou Boards and Commissions
DATE: January 3, 2023

The following individuals have expressed interest in serving on the following community or advisory boards. The Council may make any appointments it feels appropriate.

These boards and commissions have an equal number of applications and open positions:

Caribou Housing Authority Board of Commissioners (3)
Caribou Utilities District (2)
Library Board of Trustees (4, three full terms and a two-year term)
Planning Board (3)
Recreation Commission (2, a full term and a one-year term)
Zoning Board of Appeals (1)

Suggested action:

Motion to appoint the following

Jay Kamm, James Belanger Jr and Gail Michaud to the Caribou Housing Authority Board of Commissioners

Janine Murchison and Nancy Solman to the Caribou Utilities District Board of Trustees

Heather Hale for a two-year term, and, Kathryn Olmstead, Lisa Wilcox and Wanda Theriault for three-year terms on the Caribou Library Board

David Corriveau, Frank McElwain, and Frances “Liz” Mockler to the Caribou Planning Board

Andrea Flannery for a one-year term, and, Jane Mavor-Small for a three-year term on the Recreation Commission.

Frances “Liz” Mockler to the Zoning Board of Appeals

Second. Vote.

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointments to Caribou Boards and Commissions
DATE: January 3, 2023

The following individuals have expressed interest in serving on the following community or advisory boards. Two individuals for the Cary Board of Directors were recommended for Council appointment and that letter of recommendation follows. The Council may make any appointments it feels appropriate.

Suggested action:

For the Airport Advisory Committee, there is one (1) open position. There were two applicants: Andrea Flannery and Frances “Liz” Mockler. Please make a motion to approve one applicant. Second. Vote.

For the Caribou Riverfront Renaissance Committee, there is one (1) open position. There were two applicants: Andrea Flannery and David Belyea. Please make a motion to approve one applicant. Second. Vote.

For the Cary Medical Center Board of Directors, there are two (2) open positions. . There were two applicants: Dr. Irene Djuanda, Luke Dyer and Samantha Paradis. Please make a motion to approve two applicants. Second. Vote.



163 Van Buren Road • Ste. 1 Caribou, ME 04736-2509 • Ph: (207) 498-3111

December 6, 2022

Penny Thompson
City Manager
25 High Street
Caribou, ME 04736

Dear Penny,

At the December 5, 2022 meeting of the Board of Directors at Cary Medical Center, we received a report from the Nominating Committee recommending that the following candidate be recommended to the City Council for appointment to the Cary Medical Center Board of Directors and one member be recommended for reappointment.

The Board of Directors would like to recommend Luke Dyer be appointed to a 3-year term with expiration December 31, 2025. Luke is a resident of Caribou. He was Chief of Police of the Van Buren Police Department for many years until recently accepting the position of Town Manager for Van Buren. The Board feels Luke would be a great addition to Cary's Board of Directors.

The Board of Directors would also like to recommend that Irene Djuanda, MD be reappointed to another 3-year term on the Board of Directors with expiration December 31, 2025.

Again, we would like to thank you and the City Council for your ongoing support and assistance.

Sincerely,

Kris A. Doody, RN, FACHE
Chief Executive Officer

KD/pm

www.carymedicalcenter.org

Accredited by The Joint Commission

Cary Medical Center is an Equal Opportunity Employer and Provider



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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Council Meeting Schedule for 2022
DATE: January 3, 2023

It is proposed that the following regular meeting schedule be utilized by the City Council for 2023. The schedule provides for meetings on the second and fourth Monday each month, except Indigenous Peoples' Day state holiday / Columbus Day federal holiday falls on the second Monday in October so that meeting will be held on Tuesday. Additional special meetings, work sessions or emergency meetings may also be convened in accordance with Maine Open and Public Meeting laws and the Caribou City Charter.

January 9	Monday	Regular Meeting	Draft budget to City Council by January 15
January 23	Monday	Regular Meeting	
February 13	Monday	Regular Meeting	Budget public forum by February 15
February 27	Monday	Regular Meeting	Final budget to City Council by March 1
March 13	Monday	Regular Meeting	Public hearing & vote by March 21, 2022
March 27	Monday	Regular Meeting	(third Monday in March by charter)
April 10	Monday	Regular Meeting	
April 24	Monday	Regular Meeting	
May 08	Monday	Regular Meeting	
May 22	Monday	Regular Meeting	Final Budget Report due May 31
June 12	Monday	Regular Meeting	
June 26	Monday	Regular Meeting	Set rate of taxation by June 30
July 10	Monday	Regular Meeting	
July 24	Monday	Regular Meeting	
August 14	Monday	Regular Meeting	
August 28	Monday	Regular Meeting	
September 11	Monday	Regular Meeting	Historical financial expense update by Sept 15
September 25	Monday	Regular Meeting	
October 10	Tuesday	Regular Meeting	Historical capital expense update by October 15
October 23	Monday	Regular Meeting	Department budgets to manager by Nov 1
November 13	Monday	Regular Meeting	
November 27	Monday	Regular Meeting	
December 11	Monday	Regular Meeting	

All meetings will be held in the Council Chambers at 25 High Street unless otherwise noticed.
The proposed meeting time is 6pm.

Suggested Action:

Move to accept the proposed Council meeting schedule for 2022. Second. Vote.

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Collection of Property Tax Prior to 2023 Commitment
DATE: January 3, 2023

It is proposed that the Council authorize the Tax Collector to accept payments of property tax prior to the 2023 commitment date. State statute, Title 36, Chapter 105, §506 provides that cities may authorize prepayment and pay interest on the payments, “at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid...” We are however obligated to return any excess money paid over the final commitment amount.

Suggested Action:

Move to authorize the Tax Collector to accept early payments of 2023 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

Second. Vote.

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: City Manager Authorization to Sign Warrants
DATE: January 3, 2023

It is proposed that the City Manager, Penny Thompson, be authorized to approve City Treasurer's Warrants for the 2023 calendar year. The city charter already authorizes the manager to be the purchasing agent for the City (See §3.04(11)). However, state code, Title 30-A §5603 requires an annual vote of the municipal officers to authorize warrant approvals pertaining to wages and benefits or disbursement of state fees. If authorization is not granted to the Manager or other designated municipal officer, then the full Council will need to approve all wage and benefit warrants. This would mean the council would need to approve each payroll.

Suggested Action:

Move to authorize the City Manager to review and approve all Treasurer Warrants for 2023.

Second. Vote.

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Provision of a Tax Club for 2023
DATE: January 3, 2023

The Tax Club allows for persons to participate in a program whereby their 2023 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2023 Commitment has been made, the final payment on their actual 2023 commitment, the difference between their 2022 commitment versus their 2023 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November and December as part of the program. Many persons find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

Suggested Action:

Move to authorize a Tax Club for 2023 as previously established. Providing for 12 equal payments of an accounts tax liability with no applied interest in October, November, and December for club participants.

Second. Vote.

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Mayoral Appointment of Council Committees
DATE: January 3, 2023

City Charter, Section 2.03, provides that the Mayor is to appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees. The following are 2022 committee appointments. At the next meeting, the appointments can be finalized. There are also several liaison roles to be filled for the year. This is included in this meeting packet for discussion, if desired by the 2023 Mayor.

Suggested Action:

Please let the Mayor or City Manager know of your committee assignment preferences as soon as possible.

Mayoral appointment of City Councilors for 2022 Committees.

City Charter, Section 2.03 provides, "The Mayor shall, subject to the approval of the City Council, appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees." The following were the appointments of 2022 City Council members on 2021 Committees. According to action of City Council during the January 4, 2021 meeting, all red and green appointments will be considered for the Charter test of 80% attendance at committee meetings to which a Councilor is appointed. Liaison roles will not apply toward the attendance test.

Council Committees by Charter, Statute or Agreement		
Role	Member	Committee Purpose
Capital Budget		
Chair	Jody Smith	Review capital requests as part of the budget process. Multiple meetings prior to budget approval. Deadline: Have recommendation back to Council by February 15 for incorporation into the final 2022 budget (deadline to present to City Council is March 1.)
Member	Courtney Boma	
Member	Joan Theriault	
Staff	City Manager	
CEGC		
Board Member	John Morrill	The CEGC is made up of citizens who manage an economic investment/loan program on behalf of the City. Meets monthly at 7am on the third Thursday
City Rep	City Manager	
Housing Board		
Council Rep	Mark Goughan	Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep	Doug Morrell	
Investment		
Chair	Jody Smith	Conducts annual review of investment policy and considers potential options for economic stimulus funds. Committee may be made up of citizens. Meets as needed.
Member	John Morrill	
Member	Doug Morrell	
Staff	Finance Director	
Staff	City Manager	
NMDC General Board		
Board Member	Jody Smith	Works with NMDC staff to review regional economic development, tourism, and planning initiatives. Meets annually. City Manager is also on the NMDC Executive Board which meets more frequently.
Board Member	City Manager	
Personnel		
Chair	Lou Willey	Discuss Personnel policies with emphasis on policy updates, benefit options, wage surveys. All Councilors are part of this committee unless a smaller citizen’s board is established.
Staff	Finance Director	
Staff	City Manager	
Aroostook Waste Solutions		
Board Member	John Morrill	Meets monthly. Caribou has two voting members on AWS Board of Directors.
Citizen Member	Kenneth Murchison, Jr.	One member is from the City Council. Kenneth Murchison, Jr. has been appointed until 12/31/23. City Manager serves as alternate to voting members.
Alternate	City Manager	

Airport		
Chair	John Morrill	Review airport consultant contract, annual capital master plan and FBO operations. Investigate charter service opportunities and receive reports on lease operations.
Member	Jody Smith	
Member	Joan Theriault	
Staff	PW Director	
Staff	City Manager	
Highway / Protection		
Chair	Joan Theriault	Review work plan with PW Director for annual paving.
Member	Mark Goughan	Consider multi-modal transportation services and improvement projects (e.g. sidewalks, street crossings, bus stations, etc.).
Member	Lou Willey	
Staff	PW Director	Consider new street light locations.
Staff	CEO	Deadline: Review Annual road plan before April 2021
Staff	City Manager	
Labor Relations		
Chair	City Manager	Act as authorized bargaining agents on behalf of the city council in order to prepare tentative agreements for council approval. Deadline: Have recommendation back to full City Council by February 15 for incorporation into the final 2022 budget (deadline to present to City Council is March 1.)
Member	Lou Willey	
Staff	Legal Counsel	
	Respective Dept. Heads	
Municipal Buildings		
Chair	Doug Morrell	Completion of police station design study and fire station renovation project. Additional consideration of asset management systems.
Member	John Morrill	
Member	Mark Goughan	
Staff	City Manager	
Staff	Respective Dept. Heads	
Council Charter Committee		
Chair	Jody Smith	Recommend changes to City Charter to full City Council to go out to the Caribou voters.
Member	Joan Theriault	
Member	Lou Willey	
Staff	City Manager	
Ambulance Committee		
Chair	Doug Morrell	Reviewing transfer cost and viability, review contracts with surrounding communities.
Member	Mark Goughan	
Member	Lou Willey	
Staff	Fire Chief	
Staff	City Manager	
Public Safety Committee		
Chair	Courtney Boma	Evaluate police station and prepare ballot measure.
Member	Joan Theriault	
Member	John Morrill	
Staff	Police Chief	
Staff	Police Sargent	
Staff	City Manager	

Liaison Roles		
Board	Liaison	Committee Purpose
Airport Advisory Committee	Joan Theriault	Meets as needed to discuss operations, policies, community outreach events and fund raising opportunities
Caribou Riverfront Renaissance Committee	Lou Willey	Meets monthly to discuss the best way to identify and prioritize riverfront assets, set goals and ultimately restore and renew commercial, residential and recreational opportunities on the Aroostook River.
Library	Lou Willey	Meets monthly to discuss operations, policies and fund raising opportunities
Nylander Museum	Joan Theriault	Meets monthly to discuss operations, policies and fund raising opportunities
Planning Board	John Morrill	Meets monthly to review development proposals, regulations, zoning and land use matters.
Recreation Board	Courtney Boma	Meets monthly to discuss operations, policies and fund raising opportunities



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: 2023 City Council Priorities
DATE: January 3, 2023

At the next meeting, the 2023 City Council priorities can be finalized. This is included in this meeting packet for discussion, if desired by the 2023 Mayor.

The spreadsheet of 2022 priorities are included for reference. Updates on some 2022 priorities:

Public Safety

Police Station Design & Referendum – Referendum vote passed in June 2022; Chief Gahagan and City Manager Thompson attended a training on constructing police facilities in September 2022; CDS request for \$2.5 million was approved. The Caribou Organization Promoting Public Safety (COPPS) has been formed and officially recognized by the state and IRS as a public non-profit organization. Additionally grant funds can now be sought.

Opioid and Drug Enforcement – The City Council has heard from individuals and families who have been affected by the opioid crisis.

Fire Station Operational Upgrades – using capital budget funds and ARPA funds (including ARPA grant funds from the County of Aroostook), work is ongoing at the fire station. Additionally, a grant was submitted and awarded to replace the generator with a properly sized unit. However, global supply chain issues have delayed installation.

Community Outreach – The Police and Fire department Facebook pages regularly provide timely information to citizens.

Marijuana Retail Establishment Requests – This is ongoing. Several members of the Caribou City Council have attended meetings provided by the Maine Office of Cannabis Policy.

Ambulance Billing Contract – With Caribou's long-time ambulance biller retiring, Caribou is now contracted with a third-party provider, Comstar.

Emergency Preparedness / Resiliency – Currently working out the last details on a resiliency grant from the Governor's Office of Policy Innovation and Future for a digital communication tool at the Fire Department, IAmResponding, and one for citizens, TextMyGov. (Van Buren also has TextMyGov.)

Other priorities in this category still need work.

Administration

Employee Retention – The City Council worked to provide wage increases for all employees starting January 1, 2023. The Fire Union saw their increases start earlier in the year. Fire and Police moved to a retirement plan in line with those offered at other local agencies. Caribou lost some great employees in 2022 and we wish them well in their new careers and are grateful for the contributions made during their time working here.

Grant Administrator / Outreach Coordinator – Caribou is fortunate to be able to have a part-time grant administrator with many years of experience. Successful grants in 2022: County ARPA, CDS for Police Station, Riverfront Renaissance planning grant, Maine Office of Tourism grant and others. A huge project was the submission of the FY2023 Brownfields Grant. Fingers crossed. We have contracted with local firms to handle much of the social media outreach lately due to turnover of staff in the City Manager's office.

Other priorities in this category still need work.

Community Development

Blight removal – This was very successful in 2022. Through the tax acquired property process, the City acquired several nuisance properties that went out to bid and were torn down. More work is needed.

Business Directory & Newsletter – Caribou sent out a business newsletter this summer and hopes to continue this practice.

Branding and Marketing – The Visit Caribou campaign is going well! Grant funds have allowed us to build a page on the City's website to build excitement for Caribou businesses.

2024 Comprehensive Plan update – Successful kick-off in October.

Other priorities in this category still need work.

Infrastructure

Broadband – The Caribou City Council and staff spent a lot of time on this in 2022. ARPA funds were used to fund the project study for an all-fiber network. The CUD charter was changed to allow for a fiber division.

Municipal Buildings Deferred Maintenance – The Municipal Building committee put a lot of effort into crafting a capital expense request to maintain our City assets. Work is ongoing.

Solar Power Purchase Agreement – done. The City should begin seeing a savings in the coming months when the project is online.

Other priorities in this category still need work.

Leisure Services

Recreational Trail Enhancements – Staff worked to connect South Main businesses to the ATV trail. Staff has petitioned the DOT to allow a trail to businesses on the Fort Fairfield Road. Work is ongoing in many areas.

Thursdays on Sweden – A very successful season. The City had a booth on Sweden Street to connect with residents and get their feedback on important issues. Sponsors are lined up for next year to make it bigger and better.

Library Programs – The Caribou Public Library continues to receive praise for its outstanding line-up of programs and services.

Age-Friendly – The Age-Friendly Caribou group has been active this year with a greeting card outreach, Tech Talks, and Senior Santa. Related to this, Caribou reestablish the Boston Post Cane for the oldest citizen and recognition for Caribou Centenarians who are citizens 100 years old and older.

Rehabilitation of the Caribou Mill Pond and Dam – The City of Caribou will be receiving over \$4 million in a CDS request for work on the Caribou Mill Pond and Dam.

Other priorities in this category still need work.

Economic Development

Façade Improvement Grants – Caribou had two successful grant periods in 2022.

Riverfront Redevelopment – The CRRC has been working on zoning and fund raising.

Downtown Revitalization – The City is working with the Department of Transportation on a Village Partnership Initiative to leverage grant funds to revitalize our downtown and improve traffic patterns.

Affordable Child Care barriers – Work is ongoing. There was a listening session held at the Wellness Center this year.

Other priorities in this category still need work.

Note: The City Manager has been attending training courses and conferences to make connections with industry professionals and look for ways to position Caribou as an attractive place to do business. Efforts are paying off with many commercial property sales in recent months.

Suggested Action:

What are some priorities listed that can be removed? What can be added?
Please let the City Manager know ASAP.

Please rank within each group your top five ('1' for your top priority and '5' for your lowest)

PUBLIC SAFETY (Rank top 5)	FINAL SCORE	Jody Smith	Courtney Boma	Joan Theriault	R. Mark Goughan	Doug Morrell	Louella Willey	John Morrill
Police Station Design and Referendum	28	2	1	1	1		2	1
Opioid and Drug Enforcement (Ongoing)	24	1	3	3	2	2	1	
Fire Station Operational Upgrades	13		4		3	1		3
Community Outreach	7	3	2					
Marijuana Retail Establishment Requests	7	4				3		4
Ambulance Billing Contract	7	5				4		2
Ambulatory Service Contracts	6			2		5		5
Emergency Preparedness / Resiliency	4		5				3	
Other:								
Other:								

ADMINISTRATION (Rank Top 5)	FINAL SCORE	Jody Smith	Courtney Boma	Joan Theriault	R. Mark Goughan	Doug Morrell	Louella Willey	John Morrill
Employee Retention	16	3		3			1	1
Grant Administrator/Outreach Coordinator	13		2			5	2	2
Performance Evaluation System	12	1			1			4
Investment Options	9	2				1		
Union Contract Negotiations	8			1				3
Non-Union Compensation Policy	7			2			3	
Tax Acquired Property Strategies	7		1				4	
Health Insurance Changes	6				2	4		
FBO Services at Airport	5		4			3		
Update Procurement Policy	5					2		5
Personnel Policy Update	4	5	3					
Closure of Mobile Home Park	3				3			
ARPA fund use & management	3	4	5					
Citizens University	0							
Chambers AV system	0							
Other:								
Other:								

Please rank within each group your top five ('1' for your top priority and '5' for your lowest)

COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5)	FINAL SCORE	Jody Smith	Courtney Boma	Joan Theriault	R. Mark Goughan	Doug Morrell	Louella Willey	John Morrill
Blight Removal	31	4	1	1	1	1	1	2
Weekly Business Visits (Coffee with ...)	11	1	4		2			
Affordable Housing shortage	10			2	3			3
Chapter 13 Zoning Ordinance Rewrite	9					2		1
Business Directory & Newsletter	8			3		3	4	
Branding & Marketing Campaign	6		3				3	
2024 Comprehensive Plan Update	5						2	5
Beautification Committee	5	5	2					
Create Strategic Plan for Projects	5					4	5	4
Welcome New Residents to Caribou	5	2				5		
Ribbon Cutting Ceremonies	3	3						
Increase Social Media presence	1		5					
Land Use Survey of Community	0							
Other:								
Other:								

INFRASTRUCTURE (Rank top 5)	FINAL SCORE	Jody Smith	Courtney Boma	Joan Theriault	R. Mark Goughan	Doug Morrell	Louella Willey	John Morrill
Broadband Access to the "Last Mile"	18	2	3	2		2	3	
Sidewalks and Pedestrian Safety	12		1			4	1	
Street Light Program	12		2		2		2	
Municipal Buildings Deferred Maintenance	12	5	5	1		1		
Facility Manager Position	9				3	5		1
Capital Vehicles and Equipment Plan	8	1						3
River Road Reconstruction	8			3	1			
Solar Power Purchase Agreement	7	3						2
City Hall Accessibility	4					3		5
Airport Upgrades	4	4	4					
Overlay of Hwys in Urban Compact Zone	2							4
Storm Drain System Inventory	0							
Charging Stations for Electric Vehicles	0							
Other:								
Other:								

Please rank within each group your top five ('1' for your top priority and '5' for your lowest)

LEISURE SERVICE PRIORITIES (Rank top 5)	FINAL SCORE	Jody Smith	Courtney Boma	Joan Therault	R. Mark Goughan	Doug Morrell	Louella Willey	John Morrill
Recreational Trail Enhancements	18	4	2		1	4	5	2
Thursdays on Sweden	17	1	5	1			2	4
Library Programs	12	5	4			5	1	3
Nylander Inventory & Operations	12	2				2	3	5
Age-Friendly Initiatives	11	3		3		3	4	
Rehabilitation of Caribou Mill Pond & Dam	10		1					1
Gateway Enhancements	8		3			1		
Library Business Resource Center	4			2				
Non-Profit Contributions	0							
Other:								
Other:								

ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5)	FINAL SCORE	Jody Smith	Courtney Boma	Joan Therault	R. Mark Goughan	Doug Morrell	Louella Willey	John Morrill
Façade Improvement Grants	15	1			1	4		3
Landbank Creation	15	2			2	3		2
Birdseye Site Cleanup and Master Plan	14	3		1			5	1
Creating "Shovel Ready" Projects	12		3	3		2	4	
Riverfront Redevelopment	10	5	2				1	
Neighborhood redevelopment	9			2		5	2	
Small Business Expansion and Retention	8		5			1		4
Downtown Revitalization	7	4	1					
Affordable Child Care barriers	6				3		3	
Airport Business Development	2		4					
New Branding & Marketing Campaign	1							5
Sure Site Program	0							
Rental Assistance Program	0							
Build Your Business Series	0							
Workforce Development	0							
Other:								
Other:								