

## CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, December 12, 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](mailto:dbrissette@cariboumaine.org)**)
5. Minutes **Pages**
  - a. Minutes for the Regular City Council meeting on September 26, 2022 02-07
  - b. Minutes for the Regular City Council meeting on October 11, 2022 08-10
  - c. Minutes for the Regular City Council meeting on October 24, 2022 11-13
  - d. Minutes for the Regular City Council meeting on November 28, 2022 14-18
6. Bid Openings, Awards, and Appointments 19
  - a. In appreciation for the City Council service of City Councilor Doug Morrell
7. Public Hearings
8. Reports by Staff and Committees **Reports**
  - a. Bid on Tax Acquired property 20-21
  - b. 2023 Caribou Fire and Ambulance Fee Schedule 22-23
  - c. End of the year financial considerations 24-25
  - d. Manager report 26-27
9. New Business, Ordinances and Resolutions 28-34
  - a. 2023 Contract for Computer Network Support Services with Oak Leaf
10. Old Business **Reports**
11. Reports and Discussion by Mayor and Council Members 35-50
12. Next Regular Meetings: January 3, 2023 organizational meeting
13. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)
  - a. 1 MRSA §405.6.A Personnel matters – Non-Union compensation for 2023
14. Adjournment

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

### Certificate of Mailing/Posting

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

BY: \_\_\_\_\_ Danielle Brissette, City Clerk

**Council Agenda Item #1:** Roll Call

The Caribou City Council held a City Council Meeting on Monday, September 26, 2022, in Council Chambers with the following members present: Deputy Mayor Boma, Councilors Morrell, Goughan, Theriault and Willey. Councilor Morrill was present via Zoom. Mayor Smith was absent and excused.

Manager Thompson was present for the meeting.

Department managers Carl Grant (Finance Director), Dave Ouellette (Public Works Director), Gary Marquis (Superintendent of Parks and Recreation) and Kenneth Murchison (CEO/Zoning Administrator) were present for the meeting.

**Council Agenda Item #2:** Invocation

Deputy Mayor Boma read an invocation.

**Council Agenda Item #3:** Pledge of Allegiance

Deputy Mayor Boma led the Pledge of Allegiance.

**Council Agenda Item #4:** Public Forum

There were no comments made by the public.

**Council Agenda Item #5:** Minutes

There were no minutes submitted for approval.

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

There were no items scheduled for discussion.

**Council Agenda Item #7:** Public Hearings

a. Public hearing for malt liquor, wine & spirit sales for Country Host Inn, Inc. DBA Caribou Inn and Convention Center at 19 Main Street

Open Public Hearing: 6:03 p.m.

Scott LaFleur, president of Country Host Inn, Inc

Mr. LaFleur stated that they were happy to have purchased Caribou Inn today. He said that in terms of operation you will not see any changes in the near future, and they look forward to making improvements in time to the location.

Closed Public Hearing: 6:04 p.m.

Motion made by Councilor Willey, seconded by Councilor Morrell to approve a new liquor license application for Country Host inn, Inc. DBA Caribou Inn and Convention Center 19 Main Street.

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

b. Public hearing for Ordinance 08 – 2022 Series “An Ordinance Amending Chapter 17 General Assistance”

Public Hearing Opened: 6:05 p.m.

There were no comments made by the public.

Closed Public Hearing: 6:06 p.m.

Motion made by Councilor Morrell, seconded by Councilor Willey to approve Ordinance No. 8, 2022 Series, Amending Chapter 17 General Assistance.

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

**Council Agenda Item #8:** Reports by Staff and Committees

a. August 2022 Financial Reports

Carl Grant (Finance Director) presented the August 2022 Financial Report

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the August 2022 financial report as presented.

Councilor Morrell asked about accounts for Cary Medical Center.

Mr. Grant explained that they handle their own books.

Councilor Morrill asked about a rec account and where the money comes from.

Gary Marquis (Superintendent of Parks and Recreation) explained that the funds come from Youth Council, Baseball and the Wellness Account.

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

b. Tax Acquired property out for bid – 28 Goldfrank Drive

Carl Grant (Finance Director) explained that there is interest from abutting landowners for Map 31 Lot 152 also known as 28 Goldfrank Drive. He explained that the property has not been placed out to bid but did have a structure on it that has been recently torn down by Public Works. The disposal fees were \$978.52 with back CUD Cost of \$1,975.63 and back taxes of \$874.26. He suggested a minimum bid amount of \$4,400.

Motion made by Councilor Morrill, seconded by Councilor Willey to put Map 31 Lot 152, 28 Goldfrank Drive out to bid for a minimum bid amount of \$4,400.

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

c. RFP for Audit Services per City Charter section 2.09

Carl Grant (Finance Director) explained that the City has advertised and RFP for the auditing services for 2022-2024 and only received results from Felch & Company, LLC with the following amounts.

2022 - \$28,500, 2023 - \$29,300, 2024 - \$30,200.

Motion made by Councilor Morrill, seconded by Councilor Theriault to accept the proposal for 2022, 2023 and 2024 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 – Absent. (So voted)

d. NBRC grant for Snowmobile Trail Groomer Update

Gary Marquis (Superintendent of Parks & Recreation) came to provide an update regarding the MBRC Grant for the groomer. He explained that he was not successful at receiving that grant. He also explained that he has written a grant to State Capital Equipment program and has been successful with that one in the amount of \$98,000.

As of right now Mountain Grooming Equipment LLC has offered a \$100,000 trade in on the 2015 New Holland Tractor. The tractor has close to 4,400 hours on it and will climb well over 5,000 next year.

Mr. Marquis is asking the Council if they would allow him to use funds from the G1-471-00 RC2 district. He would like the balance of \$34,207 and he is also waiting to hear back from the Caribou Snowmobile Club to see if they may be able to help as well. There are currently fundraisers in place to help to purchase the groomer such as a calendar sale.

Council had a brief discussion with Mr. Marquis regarding who owns the equipment, what kind of shape it is in and roughly how long it would take.

Mr. Marquis explained that the city owns the equipment, that it is in good shape but needs a new front end. The cost to repair the current equipment would be between \$5-8,000. They can get the new equipment within roughly 3 weeks.

Motion made by Councilor Theriault, seconded by Councilor Willey to approve the money to purchase the new groomer.

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

e. Violation notices and blight news from Code Enforcement

Kenneth Murchison (CEO/Zoning Administrator) explained that when notices are sent out people are given a timeline to resolve the violations. Since 2018 the Code Enforcement office has opened 370 property folders which is 3,863 files. Not all the files opened were for notice of violations, some were for Land Use requests, property information, permitting and general information.

Mr. Murchison continued to explain that in 2022 Code has executed 97 actions and 63 of them were Notice of Violations, 26 were due to unsafe structures and failing equipment.

He explained that he is still working on some properties such as West Gate Villa whose ownership has changed hands multiple times and is currently owned by someone in Miami Beach, Florida. He continued with explaining that they have demoed 3 trailers at the Caribou Trailer Park and cleaned up the property at 37 Home Farm Road then assessed the fee back for the demolition of the building.

Council had a brief discussion regarding notices, delivery and if they had any substance behind them for the property owners to need to follow up, or even consequences.

Mr. Murchison explained that there are consequences in the notices, and it can even lead to time in court and legal action.

Councilor Morrill asked if there is a group that meet and discuss different things, like how buildings can be eliminated and how to clean up the community.

Mr. Murchison explained that discussions like that take place with the City Manager, and chiefs as necessary.

Councilor Morrill encouraged the group to meet regularly to discuss the matters.

f. Manager's Report

Manager Thompson reviewed the City Manager's report dated September 26, 2022.

Councilor Morrill asked if when Kurt Magnussen comes to the Fire Station regarding the renovations if they could be made aware so they could visit with him. He also wanted to apologize in regard to the Planning Board for the comments that he had made at the last City Council meeting due to the paperwork and the application process. He said that the board had their act together and that they have been working very hard to streamline the process for new businesses to come into town.

Councilor Morrell stated that he has spoken to Mr. Magnussen and that he would let him know around October 10<sup>th</sup> of when he plans to be at the Fire Station and that he plans to have a proposal ready by the end of October.

Councilor Morrill also stated that there was a great turnout at the Comprehensive plan meeting that was held at the rec.

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

a. Set a public hearing for liquor license (new application) for Pelletier Enterprises, LLC 60 Access Hwy

Deputy Mayor Boma explained that Evergreen Lanes featuring Rendezvous Restaurant is making plans to open their new restaurant soon and the Council needs to set a date for the public hearing. She continued to explain that the Chief of Police, Fire Chief and Code Enforcement Officer have all signed off on the application with no issues noted and have recommended the application be granted to Pelletier Enterprises LLC new establishment, Evergreen Lanes featuring Rendezvous Restaurant.

Motion made by Councilor Morrell, seconded by Councilor Theriault to set a public hearing for October 11, 2022, regular City Council meeting for the initial liquor license for Pelletier Enterprises LLC new establishment "Evergreen Lanes featuring Rendezvous Restaurant at 60 Access Highway.

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

**Council Agenda Item #10:** Old Business

a. Further Broadband discussion

Jan Murchison, member of the CUD Board of Trustees (Caribou Utilities District) came in to explain the process and the information that has been provided to the Council.

Ms. Murchison stated that the documents being used are living documents that are updated any time new information is received. She said that the goals for the Caribou Utilities District open network business plan is to give the Caribou citizens a choice of internet service providers where the providers all have to compete on a neutral platform. This platform would also keep most of the network revenues and labor resources within local control and establish an economic development tool for Caribou.

Ms. Murchison also explained that the city has donated funds to help with the design services as well as a parcel of land on Sincock Street that is worth approximately \$179,000 to help with the broadband project. On March 31<sup>st</sup> Governor Mills also signed the charter amendment for the CUD so that they can work towards getting funding as well.

They will have several funding sources such as community stakeholders, grants, borrowing and wholesale fees. The borrowed funds will be repaid through wholesale fees. The district is working with Pioneer Broadband to provide a construction bond where both parties share the risk in the event that the project economics proved to be more challenging than the conservative approach. She stated that they are asking for encouragement and political support.

The system would be built from the outside in through several phases. Essentially the first four out of five phases would be to address the rural parts of the community where there is a higher likelihood of demand and there would be a subsequent higher take rate doing that way to reduce risk. They are hoping to be able to start phase one by next fall.

Ms. Murchison explained that the estimated cost \$1,333,900 and that they are hoping that approximately one-third of that would come from applied and awarded grants, they are estimating half may come from local grants and they anticipate having to borrow at least twenty percent at potentially 6.5% for ten years. The monthly expenses to operate would be from \$15-19,000.

She stated that the broadband project will create a level playing field across the city where all residents, businesses and agencies will have access to high-speed internet at competitive prices.

Councilor Morrill thanked Ms. Murchison for the presentation. He explained that the major grant funding avenues, being the county and state have not solidified their guidelines of how the grant funding is going to be proposed. He is suggesting that until we have a clear definition of the grant funding, we should put the discussion aside until there is clarification.

Councilor Morrell stated that he had received an email regarding grants and asked Manager Thompson about the grants.

Manager Thompson explained that the emails that were received earlier in the week were through the Maine Reconnect program which require studies before hand regarding wetlands, and animal habitats.

Councilor Morrill stated that we need to know what is true and fact before proceeding. It will make it easier to make a decision once we have the facts.

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

Councilor Willey stated that she was able to attend a meeting about daycares and that there is a daycare crisis in the area. She stated that there is a lack of childcare in the area mainly due to state regulations.

Councilor Morrell stated that he wanted it on the record that as of 9/26/2022, he has still not received the information from the hospital that he has requested.

Councilor Morrill stated that he also attended the daycare meeting and that it is a true crisis in the area.

**Council Agenda Item #12:** Next Regular Meeting: October 11 & 24, November 14 & 28, December 12

**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: ADL-CIO (Public Works) & Teamsters (Police Sergeants)

Motion made by Councilor Willey, seconded by Councilor Theriault to enter executive session at 7:30 p.m. to discuss union negotiations under MRSA, Title 1, § 405.6.D.

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

Council exited Executive Session at 9:00 p.m.

No action taken.

**Council Agenda Item #14:** Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn at 9:00 p.m.

Vote was unanimous.

Danielle Brissette, Secretary

**Council Agenda Item #1:** Roll Call

The Caribou City Council held a City Council Meeting on Tuesday, October 11, 2022, in Council Chambers with the following members present: Deputy Mayor Boma, Councilors Morrell, Morrill, Goughan, Theriault and Willey. Mayor Smith was absent and excused.

Manager Thompson was present for the meeting.

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

**Council Agenda Item #2:** Invocation

Deputy Mayor Boma read an invocation.

**Council Agenda Item #3:** Pledge of Allegiance

Deputy Mayor Boma led the Pledge of Allegiance.

**Council Agenda Item #4:** Public Forum

David White, Caribou Resident

Mr. White came in to speak about his daughter, Hannah. She recently passed away in what he describes as a drug house and was left deceased for days. He explained that he has kicked down doors and pulled his daughter out of several houses, on Sweden Street, Washburn Street and a location known as the Brown House. He explained that there are no social barriers, this can happen to anybody, and any family and he would just like to see something done about the properties with the known issues.

Nicholas Morrill, President, Caribou Snowmobile Club

Mr. Morrill came to introduce himself and put a face to the organization, He explained that the Caribou snowmobile Club is a nonprofit organization comprised of 143 Members, 34 from the greater Caribou area and 9 members that are actively involved. He explained that they are a very busy group of volunteers and like to support the rec with their efforts. They hold different fundraisers such as a Golf Tournament, and they assist in rerouting trails.

Morrill stated that last year they gave approximately \$28,000 to help with the purchase of a new groomer, they have a Larry Doody Scholarship Fund, and assist with Toys for Tots at the Caribou Fire Department. He stated that they meet every third Wednesday at the Par & Grill.

**Council Agenda Item #5:** Public Hearing

a. Public hearing for initial liquor license for Pelletier Enterprises LLC DBA Evergreen Lanes featuring Rendezvous Restaurant at 60 Access Highway.

Open Public Hearing: 6:18 p.m.

Shawn Pelletier explained that they are now planning on opening in November, and he explained the areas of the business, the bowling lanes, restaurant, arcade, pro shop, and bar.

Mark Leuhrs, Caribou Resident

Mr. Leuhrs wanted to know where the business was going to be located in relation to the Crown Park Inn.

Councilor Morrell stated that it is just after the Crown Park Inn.



Closed Public Hearing: 6:25 p.m.

Motion made by Councilor Willey, seconded by Councilor Theriault to approve the initial liquor license for Pelletier Enterprises LLC D/B/A Evergreen Lanes featuring Rendezvous Restaurant.

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

**Council Agenda Item #6:** Reports by Staff and Committees

a. Manager's Update of Mill Pond – Gary Marquis (Superintendent of Parks & Recreation)

Gary Marquis, Superintendent of Parks & Recreation came to provide an update on the Mill Pond Project. He explained that the project will cost an estimated 4.45 million dollars to complete. In 2024 they will be conducting a soil test and if it comes back clean then the material can be used as a beneficial land spread. He stated that he is working with Shane McDougal of Aviest Engineering. Mr. Marquis continued to explain that he is working with Lou Pizutti from DEP, they have dug in the soil and there is roughly one foot of topsoil, then 10-12 inches of clay and they used 7 different test spots which all looked good. They are working to make it a fish way and purchasing a permit by rule for \$77. They are looking at applying for grants through IF&W (Inland Fisheries and Wildlife) to assist with the process as well.

b. Set Public hearing Date for Safe Alternatives, Registered Nonprofit Dispensary application

Motion made by Councilor Willey, seconded by Councilor Morrill to set a public hearing date of November 14, 2022, for the registered Nonprofit Dispensary application for Safe Alternatives.

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

**Council Agenda Item #7:** Old Business

There were no items scheduled for discussion.

**Council Agenda Item #8:** Reports and Discussion by Mayor and Council Members

Councilor Morrell asked if the Police Chief can start making the Council aware of when we suffer a loss in the community.

Councilor Morrill would like to follow up with a discussion regarding buildings that do not meet code receive some step-up enforcement. He also commended the City Manager and Police Chief regarding the trip they took and the important information that they were able to provide regarding the Police Department. He thanked the Caribou Snowmobile club for coming to the meeting tonight and for everything that they do.

Councilor Theriault reminded that the Arts and Crafts fair is this weekend at the High School.

Councilor Willey stated that the library has a new logo and that they have two baskets to raffle for Small Business Saturday.

Councilor Goughan expressed his condolences to Mr. White and stated that he knows several families that have been through similar situations. He explained that his very own family over the course of four years and three trips through rehab.

Councilor Morrill asked what happened to the Blight Committee.

October 11, 2022

22-22 Pg. 3

Councilor Goughan explained that the Blight Committee was set up to work in phases, the first year was for set up, second was to put the plan into action and in the third year we were in the start of the COVID pandemic, and it was handed back to the city officials.

**Council Agenda Item #9:** Next Regular Meetings: October 24, November 14 & 28, December 12

**Council Agenda Item #10:** Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, § 405.6.C)

Council did not enter executive session.

**Council Agenda Item #11:** Adjournment

Motion made by Councilor Morrill, seconded by Councilor Willey to adjourn the meeting at 6:58 p.m.

Danielle Brissette, Secretary

**Council Agenda Item #1:** Roll Call

The Caribou City Council held a City Council Meeting on Monday, October 24, 2022, in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Morrell, Morrill, Goughan, Theriault and Willey.

Manager Thompson was present for the meeting.

Department managers Kenneth Murchison (CEO/Zoning Administrator) and Gary Marquis (Superintendent of Parks & Recreation) were present for the meeting.

**Council Agenda Item #2:** Invocation

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

Skylar Hooey, Caribou Resident

Ms. Hooey came in today to voice her concerns regarding the Brown House. She stated that she wants to know why something wasn't done sooner, and that she is sick and tired of people dying because of what has happened because of that property.

Tristian Soucier, Limestone Resident

Ms. Soucier explained that she is a survivor of the Brown house. She explained how they give young people drugs and explained her experiences at the residence and some of the situations that she had encountered. She stated that she has even been followed and received letters from what she called the "Brown House Crew".

Elaine Beaupre, Caribou Resident

Ms. Beaupre came to express her concern regarding drugs and stated that her granddaughter passed away at the house next to the brown house from drugs.

**Council Agenda Item #5:** Minutes

There were no minutes submitted for approval.

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

There were no items scheduled for discussion.

**Council Agenda Item #7:** Public Hearings

There were no items scheduled for discussion.

**Council Agenda Item #8:** Reports by Staff and Committees

a. September 2022 Financial Reports

Carl Grant (Finance Director reviewed the September 2022 Financial Report.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the September 2022 Financial Report as presented.

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

b. Tax Acquired property out for bid – 28 Goldfrank Drive

Carl Grant (Finance Director) explained that there were no bids received through the bid process.

c. Code Enforcement Officer report from the Planning Board concerning medical cannabis retail store

Kenneth Murchison (CEO/Zoning Administrator) came to ask for clarification of what the City Council would like to see for an ordinance regarding medical cannabis retail stores in Caribou. He explained that he was able to attend a round table discussion and that the state is trying to get communities to welcome the industry into their towns.

Council had a brief discussion regarding the options about opting in to having medical cannabis retail stores, they talked about taking it to the voters for their choice on whether or not the city decides to opt in. They also discussed the fact that MMA is having a workshop on November 30<sup>th</sup> to discuss the legality and information.

Council by consensus would like to attend the MMA workshop first then later meet with the planning board to have a workshop to discuss the options and how they would like to move forward.

d. Code Enforcement Officer request to have 15 Prospect Street declared a “Nuisance Property” under 17 MRSA § 2802

Kenneth Murchison (CEO/Zoning Administrator) explained that he would like to have the property located at 15 Prospect Street, Map 31 Lot 9 declared as a nuisance/dangerous property.

Mr. Murchison explained that there has been a long history of deficiencies, unanswered Notices of Violation and multiple incident reports at the address. He would like to start the process of declaring the property a nuisance property as defined by the State of Maine MRSA Title 17: CRIMES, Chapter 91: NUISANCE, Subchapter 4: DANGEROUS BUILDINGS subsection 2851.

Mr. Murchison explained that there have been as many as seven Notices of Violations with the instructions that they must contact the Code Enforcement Officer when corrective actions are taken to schedule an inspection, and as of now the property owner has been unwilling to comply.

Motion made by Councilor Morrill, seconded by Councilor Theriault to set a Public Hearing to determine whether the property at 15 Prospect Street, Map 31, Lot 9 is a dangerous or nuisance to be held on November 14, 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)

e. City Manager’s Report

Manager Thompson reviewed the City Manager's Report dated October 24, 2022.

Councilor Morrell asked if Council could get an update on the young man that took his life in Caribou from the State Police. He also congratulated Bob Plourde on his sale of his business and welcomed Houlton Power Sports to the community.

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

- a. Introduce a public hearing for 2022 EPA Brownfields Cleanup Grant

Motion made by Councilor Morrell, seconded by Councilor Willey to set a public hearing at the November 14, 2022, regular City Council meeting for the City of Caribou application for an EPA Cleanup Grant request funding the remedial activities for the Steam and Diesel Plants located at 142 Lower Lyndon Street.

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

**Council Agenda Item #10:** Old Business

There were no items scheduled for discussion.

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

Councilor Willey reminded everyone to watch for raffle tickets to become available for the library's Small Business Saturday basket raffle.

**Council Agenda Item #12:** Next Regular Meetings: November 14 & 28, December 12

**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: AFL-CIO (Public Works) & Teamsters (Police Sergeants)

This item was postponed.

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

- a. Consultation between Municipal Officers and the Code Enforcement Officer regarding administrative warrants in the prosecution of alleged violations of local ordinances. (Blighted nuisance properties)

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to enter executive session at 7:46 p.m. to consult between Municipal Officers and the Code Enforcement Officer regarding administrative warrants in the prosecution of alleged violations of local ordinances under MRSA, Title 1, §405.6.H

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 exited executive session at 8:25 p.m.

No action was taken.

**Council Agenda Item #15:** Adjournment

Motion made by Councilor Theriault, seconded by Councilor Morrill to adjourn the meeting at 8:25 p.m.

Vote was unanimous.

Danielle Brissette, Secretary

**Council Agenda Item #1:** Roll Call

The Caribou City Council held a City Council Meeting on Monday, November 28, 2022, in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Morrell, Morrill, Goughan, Theriault and Willey.

Manager Thompson was present for the meeting.

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

**Council Agenda Item #2:** Invocation

Mayor Smith read an invocation.

**Council Agenda Item #3:** Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

**Council Agenda Item #4:** Public Forum

There were no comments made by the public.

**Council Agenda Item #5:** Minutes

a. Minutes for the Regular City Council meeting on November 14, 2022

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the minutes from November 14, 2022 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

There were no items scheduled for discussion.

**Council Agenda Item #8:** Reports by Staff and Committees

a. Presentation of October Financials – Finance Director

Carl Grant (Finance Director) reviewed the October 2022 Financial report.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the October 2022 Minutes as presented.

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

b. Caribou Community Garden – Superintendent of Parks & Recreation

Gary Marquis (Superintendent of Parks & Recreation) came in to speak about the Caribou Community Garden and the benefits to the residents. Mr. Marquis explained that he has been working with Laura

Bagley. Community gardens are places where people can come together and grow. The spaces provide opportunity for people with no area for a garden to be able to have a spot to grow their own fresh produce. They are proposing a community garden at the location that was the known as the Caribou Trailer Park. They would like to set this up because there is already water and roads in the area. Ms. Bagley has a nonprofit that she uses to help projects such as this and it is called Nurtured by Nature.

Council had a brief discussion regarding the project and their optimism and the fact that school age kids can even get community service helping with the project.

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to allow Caribou Parks & Rec to go forward with the project of the Caribou Community Garden.

c. Manager's Report

Manager Thompson reviewed the City Manager's Report dated November 28, 2022.

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

a. Maine DOT Village Partnership Initiative- Jarod Farn-Guillette, Maine DOT

Jarod Farn-Guillette of Maine DOT came to explain the Village Partnership Initiative (VPI). He explained that DOT would like to assist federal funds to help people go from point A to B, and then to have them spend money when they get there. He explained the PPI which is the planning phase, the municipality has to request the process and they take a public, democratic and diplomatic approach to come up with a matrix of solutions. He explained that there are both Spot and large transformative plans, the spot improvement plan is typically in the area of \$500,000 and the Large Transformative ranges from \$5,000,000 to \$35,000,000.

Mr. Farn-Guillette explained that for every \$1 the municipality invests in the project, the state will match and will leverage \$8 federal dollars. He stated that this is a once in a generation opportunity to make the investment in transportation infrastructure.

Councilor Morrill asked how we get started and get the ball rolling.

Mr. Farn-Guillette answered to have the city manager email him to start the process and to come back to go over a scope of services. He explained that when the meeting takes place, he likes to have the City Manager, someone from Public Works, a Public Safety Official, and an elected official to be involved.

Councilor Willey asked if this is limited to something directly related to transportation?

Mr. Farn-Guillette explained that this pertains to multimodal transportation, such accessing ATV, sled, bike trails.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to allow City Manager to begin negotiations with Maine DOT regarding the VPI type concept.

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. Approval of 3-yr agreement with Teamsters Local 340 Police Sergeants

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to accept the 3-year agreement with Teamsters Local 340 Police Sergeants as presented.

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)

c. Resolution updating the Caribou Police department union retirement plan

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to approve the resolution.

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)

d. Hospital District Board

Motion made by Councilor Willey, seconded by Theriault that the three current members be suspended, and all actions taken in the last 30 days be put in abeyance until the Caribou City Council has had the opportunity to review those actions.

Councilor Theriault explained that two members on the Hospital District Board voted to give \$250,000 in donations to the CUD Broadband project. Some of the voting members will profit from the job making it a possible conflict of interest.

Councilor Morrell expressed his concern that in the bylaws they should not be able to sit on both boards, he is concerned that the signers for the loan were not as they should have been. The signatures required are the chair and the treasurer of the board.

Councilor Willey stated that to her understanding the charter was changed after Mr. Plourde was appointed.

Councilor Morrill stated that this is a controversial issue, and he believes that until there is a legal definition that no actions should be taken. He said that he supports the motion and believes that it should all be put aside for now.

Deputy Mayor Boma explained that the bylaws should not have been changed after someone is reappointed, the individual should have been removed then reappoint another member.

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:** Old Business

There were no items scheduled for discussion

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

Councilor Willey stated that the library has received \$1,300 for the Small Business Saturday raffle sales. The next event they will be hosting is for children to shop for their families.

Councilor Morrill stated that he is disheartened by the recent movement of money from the sewer account to the broadband account in the amount of \$200,000. He stated that if the money is in the account, he believes that it should be given back to the ratepayers and that they should have been out front about the moving of the funds. He believes that everyone should play above board and that the people should be informed.

Councilor Theriault agrees that the money from the wastewater account should not be moved to the broadband account.



Kris Doody added that Cary Medical Center stated that she wanted to make a statement before leaving the subject of the hospital. She said that she thinks we should be very proud of the largest employer in town and that they have done an excellent job over almost 100 years of existence and if there's questions, lets talk about it. She said she does not want to say that the hospital nor the district is a mess and the current situation that just happened is extremely unfortunate but that we need to be mindful of the fine work that the district and the operating board have done for many decades and the improvements, additions, to the Chan center and Veteran's Facility. She said that we need to give credit to people that have served on the boards in the past such as Ted Turnquist, Keith Drew, Dave Wakem, Norm Collins, and Doug Plourde just to name a few. They have served the Hospital community very well and she does not want that to be left unsaid.

Councilor Morrell said he agrees and is not going to say that they are not doing a good job, but when it comes to business that everyone has to follow the rules. This starts with loans and who signs for them according to the law. He continued explaining that he did not see anything in the Charter that states that anybody else can change who borrows the money.

**Council Agenda Item #12:** Next Regular Meetings: December 12

**Council Agenda Item #13:** Special joint meeting with the Planning Board on November 30, 2022, 2:00p.m.

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

a. 1 MRSA §405.6.C Economic Development, encouraging retention of local business

Motion made by Councilor Morrill, seconded by Councilor Willey to enter executive session at 7:13 p.m. to discuss Economic Development

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 exited executive session at 7:56 p.m.

No action taken.

B. 1 MRSA, §405.6.A Personnel matters – City Manager Annual Review

Motion made by Councilor Willey, seconded by Mayor Smith to enter executive session at 8:00 p.m. to discuss Personnel matters under 1 MRSA, §405.6.A.

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 exited executive session at 8:02 p.m.

Motion made by Mayor Smith, seconded by Deputy Mayor Boma to accept the manager's annual review 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 #15:** Adjourn

November 28, 2022

22-25 Pg. 5

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to adjourn the meeting at 8:08 p.m.  
Vote was unanimous.

Danielle Brissette, Secretary

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 12, 2022**  
**Re: Appreciation for the City Council service of Doug Morrell**

---

Tonight, is the final City Council meeting for 2022 and the end of the 3-year term of service for City Councilor Doug Morrell. Councilor Morrell did not seek re-election for another term on the Caribou City Council so tonight we express our appreciation for the projects and decisions he championed while on the City Council.

**Requested Action**

Mayor Smith will present Councilor Morrell with his name plate and a clock.

**City of Caribou  
Administration  
MEMORANDUM**

<b>DATE:</b> <u>December 12, 2022</u>
<b>TO:</b> <u>Caribou City Council Members</u>
<b>FROM:</b> <u>Carl Grant, Finance Director</u>
<b>SUBJECT:</b> <u>Tax Acquired Property Offer</u>

An offer has been received from Jason and Jacqueline McLaughlin for tax acquired property, Map 11 Lot 31-B, 274 Access Highway. This property has been out to bid for a minimum bid of \$2,500 with no bids on this property. Payment has been received in Full. Outstanding balance on account is 1,033.99 plus 2022 tax of 235.50 would be total of 1,269.49. There are administrative fees to record deed, but no outstanding utilities.

**Suggested Motion:**  
If considering this offer, please make motion to accept this offer with Map and Lot number stated in motion.

**RE Account 1019 Detail  
as of 12/12/2022**

Name: WHITE, JOEY - DEC  
Location: 274 ACCESS HIGHWAY  
Acreage: 1 Map/Lot: 011-031-B  
Book Page: B4742P280

Land: 10,000  
Building: 0  
Exempt 10,000  

---

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 *					235.50	17.20	55.66	308.36
2020-1 L *					235.50	42.02	65.74	343.26
2019-1 L *					245.50	71.74	65.13	382.37
2018-1 L *					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					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
2007-1 L *					0.00	0.00	0.00	0.00
2006-1 L *					0.00	0.00	0.00	0.00
2005-1 L *					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
Account Totals as of 12/12/2022					716.50	130.96	186.53	1,033.99

**Per Diem**

2021-1	0.0393
2020-1	0.0523
2019-1	0.0614
Total	0.1530

Exempt Codes: 10 - Municipal

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

# CARIBOU FIRE AND AMBULANCE

121 High Street  
Caribou, ME 04736-2710

Fax 207-493-4222  
Phone: 207-493-4204

[firechief@cariboumaine.org](mailto:firechief@cariboumaine.org)

Chief Scott Susi

8 December 2022

Re: 2023 Caribou Fire and Ambulance Fee schedule

Manager Thompson, I would like the opportunity to present the proposed Fire and Ambulance 2023 fee schedule for approval by the Caribou City Council. As in the past, I have fees approved before implantation. I have updated the fees using the new base fee CMS (Medicare) has provided for the upcoming year added in our rural designator (3%) and added in our super rural designator (22.6%) to come up with a max allowable rate.

I would like to have the fees approved in this meeting, 12 December 2022, so I can have the new rates uploaded into the system for a January 1<sup>st</sup> start. Thank you for your consideration.

Chief Scott Susi MECFO/II

2023 Dept. 31 Fee schedule

Caribou Fire & Ambulance Fee Schedule

**Ambulance charges:**

Billing Code	Current Charges	New Charge	Medicare Allowable / MAINECARE Allowable
A0428 BLSN	\$313.00	<b>\$365.00</b>	\$263.81
A0428 BLSN-Non	\$342.00	<b>\$365.00</b>	\$266.47
A0429 BLS- Emer	\$492.00	<b>\$536.00</b>	\$426.35
A0426 ALS1	\$372.00	<b>\$402.00</b>	\$319.76
A0427 ALS1-Emer	\$588.00	<b>\$636.00</b>	\$506.29
A0427 ALS Backup	\$492.00	<b>\$500.00</b>	\$0.00
A0433 ALS2	\$852.00	<b>\$920.00</b>	\$732.97
A0434 SPCare	\$1,008.00	<b>\$1,088.00</b>	\$866.33
A0429 AWT	\$500.00	<b>\$500.00</b>	\$0.00
A0425 Land Mile 1-17	\$14.00	<b>\$20.00</b>	\$12.81
18-50		\$7.62	\$4.79
50 or more		\$7.62	\$4.79

\*Non-Mutual Aid Community Ambulance charge \$500.00

\*Outside Community No Transport Charge \$500.00

**Fire Department Charges:**

Fire reports \$10.00

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 12, 2022**  
**Re: End of the Year Financial Considerations**

---

In 2022, Revenue Sharing was fully funded, and the amount received by the City of Caribou exceeded the amount budgeted by \$363,453 to date with another payment to be made in December.

From MMA Legal:

“Although the law states that the assessors must reduce an amount equal to the amount the municipal officers “estimate to be received” under the revenue sharing law, this section is commonly interpreted to require all revenue sharing funds be used to reduce the commitment. This is supported by the Legislative intent stated in [30-A M.R.S. § 5681](#) (which is cited in 36 M.R.S. § 714). In this section, the Legislature expressly states that the purpose of revenue sharing (or providing state funds to municipalities) is to reduce the property tax burden. It recognizes that municipal services rely heavily on property taxes and therefore state funds are provided to municipalities to ensure municipalities can continue providing these services without increasing property taxes. For this reason, it is generally accepted that any funds received from the state pursuant to section 5681 must be used to directly reduce the commitment.”

The plan is to set aside the excess funds into a reserve account to use to offset taxation in 2023. The next page shows the funds received so far in 2022.

**Requested Action**

No action required until the meeting in January. This is just an information agenda item.



**Account Detail**  
**Periods 1 to 12**

<b>Account</b>	<b>Period</b>	<b>Journal</b>	<b>Check</b>	<b>Date</b>	<b>Journal Type</b>	<b>Credits</b>	<b>Debits</b>	<b>Description</b>
R 10-01-18		GENERAL GOVERNMENT / Gen Govt - STATE REVENUE SHARING						
	1	36		1/24/2022	Cash Receipts	155,546.45	0.00	01/24/2022 C/R
	2	121		2/23/2022	Cash Receipts	180,087.01	0.00	02/23/2022 C/R
	3	190		3/22/2022	Cash Receipts	86,639.14	0.00	03/22/2022 C/R
	4	275		4/21/2022	Cash Receipts	99,428.28	0.00	04/21/2022 C/R
	5	358		5/25/2022	Cash Receipts	326,079.24	0.00	05/25/2022 C/R
	6	423		6/22/2022	Cash Receipts	182,194.89	0.00	06/22/2022 C/R
	7	516		7/22/2022	Cash Receipts	236,039.65	0.00	07/22/2022 C/R
	8	592		8/24/2022	Cash Receipts	146,519.89	0.00	08/24/2022 C/R
	9	688		9/22/2022	Cash Receipts	160,805.93	0.00	09/22/2022 C/R
	10	750		10/21/2022	Cash Receipts	229,343.10	0.00	10/21/2022 C/R
	11	824		11/22/2022	Cash Receipts	160,769.72	0.00	11/22/2022 C/R



**Economic Projects**

<b>River Front - Powerplants</b>	No new updates
<b>Broadband Initiative</b>	No new updates
<b>CDBG</b>	No new updates
<b>Ogren Dump Solar Project</b>	No new updates
<b>Events and Marketing</b>	Small Business Saturday: We have a winner of our Caribou \$1,000 Shopping Spree! Congratulations Steven Packard.
<b>Landbank</b>	No new updates
<b>Chapter 13 Rewrite</b>	No new updates
<b>Federal American Rescue Plan Act</b>	No new updates
<b>Blight Cleanup</b>	No new updates
<b>Birdseye Cleanup</b>	No new updates
<b>60 Access Highway</b>	No new updates
<b>River Front - Master Plan</b>	No new updates
<b>Façade Improvement Program</b>	No new updates
<b>Aldrich ATV/Snowmobile Storage</b>	No new updates
<b>Jarosz Storage - Limestone St</b>	No new updates
<b>Business Outreach</b>	The Visit Caribou website is live! We are getting great feedback. We have investors who are interested in a reuse at the Caribou Trailer Park.

**Other Administrative Projects**

<b>Tax Acquired Property Policy</b>	One property on the agenda tonight.
<b>Nylander</b>	No new updates
<b>Fire Structural Work</b>	No new updates
<b>Fire Station Renovations</b>	No new updates
<b>Police Station</b>	No new updates
<b>River Road</b>	No new updates
<b>Investment Policy</b>	No new updates
<b>Trailer Park Closure</b>	No new updates
<b>Fish Hatchery Bridge</b>	No new updates
<b>Cable Franchise Renewal</b>	No new updates
<b>Airport</b>	No new updates
<b>Personnel Policy</b>	No new updates
<b>New LED Street lights</b>	No new updates
<b>Comp Plan Update</b>	No new updates
<b>COVID-19 Status</b>	No new updates
<b>Administrative Approvals</b>	Approvals for Bechard's Grille for Liquor license and special amusement licenses
<b>Personnel Changes</b>	No new updates
<b>Age-Friendly Efforts</b>	The Senior Santa tree is on display in the Wellness Center so if you are feeling generous this holiday season, stop in and leave gifts for our older residents.
<b>Other Updates</b>	Happy holidays to all

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 12, 2022**  
**Re: 2023 Contract for Computer Network Support Services with Oak Leaf**

---

The City of Caribou has received the 2023 Contract for Computer Network Support Services with Oak Leaf. The new contract reflects a modest increase of \$100/month.

Oak Leaf provides the City with fantastic service, and we are very pleased with his knowledge and willingness to stop by anytime to help with our computer issues.

**Requested Action**

Please review and if acceptable, please make a motion, second and after a discussion, please vote to approve the 2023 Contract for Computer Network Support Services with Oak Leaf.

## **Contract for Computer Network Support Services**

This agreement for Professional Services, is by and between Oak Leaf Systems, Inc., a corporation, with its principal office at 128 Sweden Street, Caribou, Maine (hereinafter "Oak Leaf Systems"), and the City of Caribou, a municipality, with its principal office at 25 High Street, Caribou, Maine (hereinafter "City").

WHEREAS, the City finds that Oak Leaf Systems is qualified and willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS Oak Leaf Systems and the City wish to enter into agreement to describe the framework under which services will be provided.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

### **1.0 Services**

#### **1.1 Computer and Network Services**

##### **Computer Support and Maintenance**

The annual maintenance contract includes troubleshooting and support services for the City's existing network devices, seven firewall devices, and three (3) servers located at the City Office, Caribou Public Library, Public Works office, Parks and Recreation department, Fire Department, Police Department and Ambulance Billing Department. Furthermore, support services shall be provided for City owned computers in their offices throughout Caribou. Support services will include setup and configuration, file and printer access, Internet access, e-mail, general network support and general computer support.

##### **IT Management Services**

Oak Leaf will provide IT and Project Management services as needed as part of this contract to plan for necessary systems and infrastructure to support business objectives. In addition, our management services will include maintenance and monitoring of existing systems, including developing a thorough understanding of the City's business processes so appropriate technology can be selected and recommended. Part of this will include proactive recommendations of technology that could help improve various processes, and/or provide more robust reliable systems required to support day to day operations.

##### **Hardware**

Oak Leaf will also provide services to diagnose and repair defective hardware on all computers and network devices. When applicable, Oak Leaf will work with the City to obtain all parts under any manufacturer's warranty still in effect. If no warranty is in effect on the failed equipment, the City will be responsible for the cost of replacing the equipment as needed.

##### **Software**

Oak Leaf will provide support services for the following software: Windows 10, 8, 7, 2019 Server and Office 365 services and applications. In addition, we will work with City staff and software vendors for proprietary or non-standard software to obtain support for those products, including TRIO, Amazon/Ortivus and HaPPy.

##### **Antivirus**

Antivirus service will be included free of charge for City-owned PC and Mac computers as part of this agreement going forward.

##### **Infrastructure Maintenance**

Oak Leaf will also provide preventative network maintenance, which includes general preventative maintenance for the servers, hubs and switches, firewalls, and cabling in the aforementioned offices. Oak Leaf will provide network mapping of the entire network and track IP addressing throughout the wide area network to ease identification of location for addition and removal of networked devices. Preventative maintenance includes regular inspection of physical devices and environment, and review of pertinent systems logs.

### **New Installations**

In addition to supporting existing computer hardware and software, we will also provide installation services for new computer equipment as part of this agreement. Installation of new equipment/software shall be limited to no more than ten (10) new desktop computers during the duration of this agreement. New equipment shall be defined as equipment not owned by the City at the starting date of this agreement.

### **Network Security Checks**

Oak Leaf will provide a security risk assessment of the City's network on a quarterly basis. As part of this, we will provide detailed quarterly examination of the server for application of necessary security fixes, and other known threats. In addition, we will update firewall software with vendor supplied updates on a quarterly basis to address any security holes in it. Finally, we will assess the latest available fixes and patches for the various desktop computers in the office and make recommendations about which one(s) to apply for security reasons.

### **General IT Consulting**

Oak Leaf will provide general consulting services to City management to help design, develop, and implement various technologies and plans to support the business plans and objectives of the City. Furthermore, we will work with City staff to provide additional expertise about information technology when required for procurement of outside funding or when required for documentation of systems by various entities.

### **Exceptions**

In general, Oak Leaf will provide information technology related support services to the City to support its business needs and objectives. Under the terms of this agreement, installation or running of cable for network or other use is not included and shall be governed by a separate agreement. In addition, web development, web hosting, and application development services are also not included in this agreement and shall be governed by a separate contract.

## **1.2 Service Level Agreement (SLA)**

Oak Leaf Systems will provide timely response to support issues, system failures and maintenance tasks to maintain functional computer and telephone systems.

### **Response Times**

Oak Leaf will provide support through a combination of telephone, on-site and remote administration services for City offices. Oak Leaf guarantees the following response times:

- **System Down Emergency** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Urgent Support Call** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Non-Critical Issues** - Non-critical issues will be scheduled according to Oak Leaf staff availability. In most cases, that will be provided as a next business day service.

The City will be entitled to one (1) network support professional responding to problem(s) at a time under the terms of this agreement. In the event multiple simultaneous critical issues arise, the City will be responsible for prioritizing issues and Oak Leaf staff will fix the issues as quickly as possible according to the prioritization given. Oak Leaf shall not be responsible for delays in correcting issues resulting from shipping or other delays with replacement of hardware by a third party, whether Oak Leaf staff arrange for replacement and/or shipping of failed equipment or not.

## Coverage

This service level agreement is for the following coverage.

Option	Coverage
12 x 5	This SLA will be available Monday through Friday between 7:00 a.m. and 7:00 p.m., excluding holidays.

## Definitions

The following definitions shall apply to all support calls.

### System Down Emergency

A system down emergency is defined as a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact more than one (1) computer.

An example of system down emergency is the inability of more than one computer to send/receive e-mails.

### Urgent Support Call

An urgent support call is defined as:

- 1) a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact one (1) computer.
- 2) A problem or problems that is/are impacting normal use of more than one (1) computer

Examples of urgent support calls include the inability of one computer to send/receive e-mail while all other computers are working properly, inability of one computer to access the file server while all others are working properly.

### Non-critical Issues

All other support issues are defined as non-critical.

Examples of non-critical issues include installation of new software, equipment, or implementation of new features on any computer to enable features not previously used, user needs assistance learning new functions, or computer needs to have latest service pack installed for maintenance of up to date systems.

## SLA Terms and Conditions

SLA terms and conditions require that the City notify Oak Leaf about critical system emergencies that require emergency response as defined above using Oak Leaf's SLA Response Method. That response method currently is to call in to Oak Leaf's voice mail system and leave a message in the designated mailbox. Oak Leaf on call staff will automatically be notified of the waiting message and will respond according to the terms outlined above. Oak Leaf reserves the right to change the notification method at any time, but will provide thirty (30) days advance written notice before any change is made.

## Penalty

Oak Leaf guarantees response times according to the aforementioned conditions and methods of response. If Oak Leaf staff do not respond in the time specified, the City will be entitled to a credit of one percent (1%) of the monthly contract fee for the month in which the service call was initiated for every thirty (30) minutes late the initial response is provided, up to a maximum of fifteen (15) percent of the total monthly contract amount aggregated on all calls in any one month.

Client is responsible for providing written notification of late service call within thirty (30) days of incident and providing documentation to support claim.

### **Limitation of Liability**

In no event will Oak Leaf Systems, its licensors, officers, employees or suppliers have any liability to CUSTOMER for any damages, including but not limited to lost profits, loss of business, loss of use or of data, any unauthorized access to, alteration, theft, or destruction of CUSTOMER'S computers, computer systems, data files, programs or information, or costs of procurement of substitute goods or services, or for any indirect, special, or consequential damages however caused. The parties agree that the terms in this LIMITATION OF LIABILITY section represent a reasonable allocation of risk. The foregoing LIMITATION OF LIABILITY and exclusion of certain damages shall apply, regardless of the success or effectiveness of other remedies.

CUSTOMER'S sole remedy arising out of or related to this agreement shall be limited to a refund of fees paid by CUSTOMER for the services giving rise to the liability during the one year period immediately preceding the date the alleged liability arose.

### **1.3 Force Majeure**

Acts of God, or of the public enemy, acts of government, fires, flood, epidemics, labor disputes, unavoidable material delays, or freight embargo which may cause Vendor not to perform under this agreement shall constitute an excusable delay.

### **2.0 Cost and Schedule**

See attached Schedule A.

### **3.0 COMPLETE AGREEMENT**

This agreement, including any attachments, constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications, representations, understandings, and agreements, either oral or written between the parties of any official or representative thereof. This agreement shall be modified only by an instrument in writing and signed by duly authorized representatives of the parties.



IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year indicated below.

The City of Caribou, Maine

OAK LEAF SYSTEMS, INC.

\_\_\_\_\_

\_\_\_\_\_

Penny Thompson

Robert S. Sowers

City Manager

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Schedule A**                    **Contract Costs, Term, and Payments**

**1.0**            **Computer and Network Support**

Oak Leaf Systems will provide computer and network support services as described herein for a fee of \$32,400.

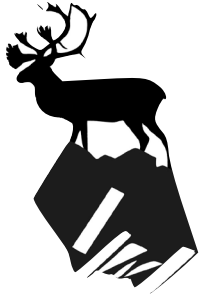
**7.0**            **TERM**

This contract shall be effective for a period of twelve (12) months from the date indicated below.

Effective Date:    January 1, 2023

**8.0**            **Payment Schedule**

All fees contained herein shall be billed in twelve (12) equal monthly invoices.



# Caribou Public Library

## DIRECTOR'S REPORT

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

November is the month for many exceptional celebrations! We have Thanksgiving, Black Friday, Small Business Saturday, Veteran's Day, and, our personal favourite, Book Lovers Day! We celebrated most of these in the Library with special programs for children and adults all month long.

We held a special children's program before Thanksgiving where the kids got to make Handprint Turkeys with their families! This was in place of our regular storytime. There has also been a "Gratitude Tree" in the Children's Room all month for kids to write what they are thankful for this year. At the end of the month, the tree was full of little leaves with such gratitudes like "My Family", "My Dog", "My Sister", and "The Library". Our Children's Craft also involved creating your own foam turkey, that 11 kids took home! Our Children's Room also includes a brand new volunteer named Kennedy who is doing her Student Service Learning Hours. She has caught on quickly and is a true delight to have around the Library.

The Library Board and Library Director were also hard at work this month having our Small Business Saturday Events! All month long we sold tickets for our Small Business Basket Raffle. These baskets were worth a combined total of ~\$1800, with all included items being donated from our local businesses! We love to see their support and have begun making "Thank-you" letters to all of them. We had 37 businesses donate this year, and we are grateful for every one of them. This Basket Raffle was able to raise \$1300 for the Library!

On Small Business Saturday we held 2 other events, a Shopper's Breakfast and an Author Stroll. The Shopper's Breakfast was held at the Caribou Wellness Center during the beginning of the Ornament Scavenger Hunt. We had scones from Farm's Bakery, coffee from Tim Hortons, and cookies and water from the Caribou Hannafords. There was a huge turnout for this, and we expect such a crowd next year!

Our Author Stroll was also a big success. We have 5 local authors including Kathryn Olmstead, Vaughn C. Hardacker, Beverley Knowles, Raynold Gauvin, and Dena Winslow. All of these authors met with people to discuss, sign, and sell their books. Some of the authors mentioned how much they love events like these as it gives them a greater chance to meet people who may be unfamiliar with their genre but are excited to learn. They also mentioned that they relished an opportunity to meet other local authors that they may not have a chance to meet personally otherwise.

We've had a number of outside groups use the Library this month including the Aroostook Council for Healthy Living, the Cary Medical Center Cancer Support Group, the Central Aroostook Assc., and informal seminars from the AARP about applying for Medicare.

Unfortunately, we have had some issues this month. The Library Building and Gazebo were defaced for the second time this year in the same area. The Caribou Police have been looking into this to find who is responsible.

That's all for us at the Library, tune in next month for more Library Fun!

Peter Baldwin

**CIRCULATION STATISTICAL COMPARISON**

<b>MATERIAL TYPE</b>	<b>NOV 2021</b>	<b>DEC 2021</b>	<b>JAN 2022</b>	<b>FEB 2022</b>	<b>MAR 2022</b>	<b>APR 2022</b>	<b>MAY 2022</b>	<b>JUN 2022</b>	<b>JUL 2022</b>	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>
Adult books	610	529	729	554	612	509	579	630	518	540	652	556	560
Juvenile books	586	432	584	455	662	673	617	626	736	1,082	815	832	881
Teen/YA books	75	43	40	51	55	37	35	82	50	67	91	66	36
DVDs	210	164	122	98	129	128	94	89	132	106	137	109	107
eBooks/Audiobooks	127	139	25	158	177	128	178	128	163	136	142	151	133
Magazines	96	65	36	15	24	19	22	32	57	58	69	69	71
Interlibrary loans	28	36	26	33	29	49	33	33	24	28	33	40	21
Puzzles	14	8	17	1	9	10	5	7	0	0	2	1	2
STEAM	4	15	26	35	17	18	4	17	2	1	8	6	3
Renewals	496	407	434	309	479	472	420	350	385	534	348	387	480
<b>TOTAL NUMBERS</b>	<b>2,246</b>	<b>1,838</b>	<b>2,039</b>	<b>1,709</b>	<b>2,193</b>	<b>2,043</b>	<b>1,987</b>	<b>1,994</b>	<b>2,067</b>	<b>2,552</b>	<b>2,297</b>	<b>2,217</b>	<b>2,294</b>

**YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON**

MATERIAL TYPE	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022
Circulation	2,246	1,838	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294
Library Visitors	4,213	3,782	3,248	3,046	3,890	3,610	3,775	3,487	3,936	4,339	3,884	3,803	3,724
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	173	227	138	93	165	133	103	149	115	161	120	137	118
Books withdrawn	70	321	655	18	48	25	228	222	43	254	119	186	192
Program Participation	2,407	2,092	1,462	1,507	2,040	2,243	2,271	2,001	1,652	2,435	2,840	3,940	
New patrons	12	19	16	13	43	19	17	29	23	32	35	47	18
Archives (# of users)	37	24	31	29	43	52	32	28	34	41	58	42	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	2,294		23,392

**CFAD Monthly Report  
November 2022**

**Fire Calls 18\_Ambulance Calls 209\_Canceled Calls2 \_= Total Calls 229\_**

**See Attached Breakdowns:**

- |  |                                     |
|--|-------------------------------------|
| - Alarms for Fires (33)- 4                       | - ALS Calls - 99                    |
| - Alarms for Rescues (66) -                      | - BLS Calls - 110                   |
| - Silent Alarms -14                              | - Amb. Calls Canceled- 2            |
| - Total Hours Pumped – 2:40.                     | - Target Calls (Drug Behavioral)-16 |
| - Gallons of Water Used – 22,500                 | - PIFT Transfers-1                  |
| - Amt. of Hose used -650 ’                       | - Long Distance Transfers -3        |
| - Ladders Used (in Feet)’:<br>- (75’ Aerial)_75’ | - Calls Turned Over - 21            |
| - Thermal Imaging Camera Used - 5                | - Total Out of Town Calls- 52       |
| - Gas Meter Used- 1                              | - No Transports- 45                 |
| - Rescue Sled & Snowmobile-                      | - Est. Fire Loss, Caribou -         |
| -Rescue Boat -                                   | - Est. Fire Loss, out of City-      |
| -Jaws Used -                                     | -Total Est. Fire Loss-              |
|  | -Total Maintenance Hours - 7        |
| -Miles Traveled by All Units – 3,716             | -Total Training Hours – 315.03      |
| -Color Guard Trng./Ceremonies- 6 mhrs.           |                                     |

**MUTUAL AID TO:**

- Presque Isle Fire Dept. - F A-
- Fort Fairfield Fire Dept -.F A -
- Limestone Fire Dept..
- Washburn Fire Dept.-
- Stockholm Fire Dept. .
- North Lakes Fire Dept.
- Crown Ambulance
- Van Buren Ambulance -
- Life Flight - 4

**MUTUAL AID FROM:**

- Presque Isle Fire Dept.- 1
- Fort Fairfield Fire Dept -
- Limestone Fire Dept.-1
- Washburn Fire Dept.-1
- 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)**

<b>Location</b>	<b># of Amb. Resp./N/T's</b>	<b># Of Fire Resp.</b>	<b>Man Hrs.</b>
Woodland	7	2	69
Stockholm	4		
Connor	2		
New Sweden	2	1	
Limestone	28		
Caswell	4		
Fort Fairfield			
Presque Isle	1		
Van Buren			
Bangor			
Perham			
Mad. Lake Twp.	1		
Westmanland			
Washburn			
Houlton			

\_\_\_\_\_  
Scott Susi, CFAD Chief

## Fire Breakdowns

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



**Other Incidents**

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	
19. Aid to Ambulance (10-55's) (322)	2
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm)	(smoke ) 3 (CO) (Alarm )7
22. Service Calls (500)	
23. Ambulance Calls (300)	209

Canceled Calls- 2

Fire/Rescue- 18

Total Calls for the Month\_ 229

—

# Monthly Permit Report

November 2022

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	2	51	1	61
HOMES	0	2	0	4
MOBILE HOMES	0	2	0	3
MULTI-FAMILY	0	0	0	1
COMMERCIAL	0	7	1	19
EXEMPT	0	1	0	4
PLUMBING PERMITS				
INTERNAL	1	13	0	22
EXTERNAL	1	8	1	15
DEMO PERMITS	0	16	1	16
SIGN PERMITS	0	13	0	10

Year-to-Date is     January 2022                     to                     November 2022



**Board of Directors  
November 7, 2022  
5:30 p.m.**

**Present:** Doug Plourde, Chairman; Chris Bell, Vice Chairman; Penny Thompson, Carl Soderberg, Mike Quinlan, Kevin Barnes, Dr. Shawn Laferriere, Jane McCall, Dr. Irene Diuanda, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Leslie Anderson, COO, Jenn Plant, CNO, Bill Flagg, Community & Public Relations Directors; Penny Wickstrom, HR Manager; Chip Holmes, Kyle Lattimore and Ginnie Berg, QHR and Peg McAfee

**Welcome:** Doug Plourde, Chairman, Board of Directors welcomed Kyle Lattimore, Ginnie Berg and Chip Holmes, QHR and Bill Flagg.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>Education</b>	<b>Community Health Needs Assessment (CHNA) Results –</b> Kyle Lattimore and Ginnie Berg, QHR Consultants provided an overview of the Community Health Needs Assessment (CHNA) results that were included in the Board packet. Discussion ensued. Bill Flagg shared how pleased Cary is with the outstanding response from the community. Almost 500 community members completed surveys.	Upon motion duly made and seconded, it was so VOTED to approve the Community Health Needs Assessment as presented.	
<b>REGULAR MEETING</b>			
<b>1. Call to Order</b>	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:54 p.m.	Informational.	
<b>2. Review and Approval of Minutes</b>	The minutes of October 3, 2022 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the October 3, 2022 meeting minutes as presented.	
<b>3. Report of Chief of Staff</b>	Dr. Carl Flynn provided the following updates from the October 26 <sup>th</sup> MSEC Meeting:  <b>Appointment Active Medical Staff- Karen Bossie, DO (OB/GYN):</b> The complete appointment application and provider profile of Karen Bossie, DO 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 Karen Bossie, DO to the Active Medical Staff with privileges as requested through December 31, 2023. Dr. Wall was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.  Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Karen Bossie, DO to the Active Medical Staff.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p><b>Resignation –Roseann Freundel, DO</b> - The resignation of Roseann Freundel, DO was received. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Roseann Freundel, DO effective August 30, 2022 as requested. This was forwarded to the Board of Directors for action.</p> <p><b>Resignation- Marie Tanzer, MD</b> - The resignation of Marie Tanzer, MD was received. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Marie Tanzer, MD effective September 26, 2022 as requested. This was forwarded to the Board of Directors for action.</p> <p><b>Physician Capital Equipment</b> – The Medical Staff Executive Committee voted to prioritize Anesthesia pumps on the physician capital equipment list.</p> <p><b>Endoscope Purchase Update</b> – The quote from the vendor was incomplete with items missing and quoting refurbished, pre-owned equipment. A new quote was requested with all new equipment. Administration will work on this item until the needed equipment/scopes have been purchased.</p> <p><b>Department of Emergency Medicine</b> – The MSEC discussed quality measures. The department continues to work on improvement compliance with quality indicators.</p> <p><b>Department of Radiology/Pathology</b> – The temporary CT Scanner will arrive on November 14<sup>th</sup>. The current scanner will be taken off line starting November 21<sup>st</sup>.</p> <p><b>Dr. Ann Lin</b> – Dr. Flynn shared that Dr. Ann Lin passed and her services were held last week. Several staff members from Cary and Pines were in attendance at Dr. Lin’s Celebration of Life.</p> <p><b>General Medical Staff Meeting Attendance</b> – Dr. Flynn reported the medical staff is strategizing on how to increase physician attendance at the General Medical Staff Meetings. The MSEC will discuss possible incentives to increase attendance.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Roseann Freundel, DO.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Marie Tanzer MD.</p>	
<p><b>4. Quality Management Committee, Patient Safety Committee, Dashboard</b></p>	<p>Dr. Regen Gallagher reported the following from the October QM Committee Meeting:</p> <p><b>Old Business Included:</b> Reprocessing of contaminated instruments, QM sub-group to review Sepsis.</p> <p><b>Utilization and Case Management reports reviewed included:</b> Case Management query rate,</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>readmission rates, delays in stay (internal and external), Case Management dashboard.</p> <p><b>Patient Safety Reports included:</b> COVID immunization rates, population health assessment, hospital value based purchasing report.</p> <p><b>Joint Commission Follow-up</b> – The Joint Commission Annual Application has been submitted.</p> <p><b>QM Compliance Indicators reviewed were:</b> Pulmonary &amp; Cardiac Rehab, Health Information Services, Security, PACU/OR, Medical Staff Services, Nutritional Services, Radiology and Rehab.</p> <p><b>Patient Safety Committee</b> – The October 12<sup>th</sup> Patient Safety Committee Meeting was cancelled.</p> <p><b>QM Plans</b> – A sub-group will review all QM Plans prior to being submitted to the QM Committee for review and approval. All plans should be approved by the committee in December.</p> <p><b>2022 Dashboard</b> – There is no additional new information. The next quarter will be reported in December.</p> <p><b>Customer Satisfaction</b> – Leslie Anderson provided the following updates. Cary's current Star Rating is 5 Star for Customer Service satisfaction. Cary's overall rating is 4 Star. Customer Satisfaction for overall rating and willingness to recommend Cary have improved. Several patient satisfaction categories have seen significant improvement, including: nurses treat you with courtesy and respect, nursing listen carefully, call button help as soon as wanted, doctors treat you with courtesy and respect, doctors listen carefully to you and explain in a way you understand and quietness of Cary's environment. Work continues on care transitions with hopes to improve compliance.</p> <p><b>Patient Complaints</b> – There were 17 complaints Q3 2022. Most were perception of care. All complaints were resolved.</p>	presented.	
<p><b>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</b></p> <p><b>a. Report from Board Members – PHS</b></p> <p><b>Departmental</b></p>	<p>Doug Plourde provided the following updates:</p> <p><b>Pines Health Services</b> – No report provided as Mike Gahagan was unable to attend the meeting.</p> <p><b>Departmental Leadership</b> – Penny Thompson shared she attended the meeting via Zoom. There</p>	Informational.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>6. Report of CEO – Kris Doody</b></p> <p><b>a. Physician Recruitment</b></p> <p><b>b. COVID – 19</b></p> <p><b>c. Projects – Maternal/Child Renovations</b></p>	<p>are staffing issues but all are doing okay. Cary has established a “Come Home” recruitment campaign.</p> <p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p><b>Physician Recruitment –</b></p> <ul style="list-style-type: none"> <li>• <b>Hem/Onc</b> – Dr. Elena Vaglia has signed a contract with plans to begin full-time at the Jefferson Cary Cancer Center at the end of 2022. Dr. Zimble is planning to separate from his locum contract and is willing to help Cary Medical Center through 2023 by providing 8 weeks coverage.</li> <li>• <b>OB/GYN</b> – Dr. Karen Bossie, Caribou native and OB/GYN, is available to provide weekend call coverage. A working site visit was scheduled with Dr. Coletta Hargis, an experienced OB/GYN will be scheduled for a working site visit in November. There are a couple new leads that are being pursued.</li> <li>• <b>Emergency Medicine</b> – Dr. Comfort Hines, an experienced ER physician, was extended a contract. She returned a fully executed contract with the intent to begin working in the ED in January 2023. Dr. Hines and her husband live in Arizona but have a home in Maine. They will be locating to Caribou.</li> <li>• <b>Hospitalist</b> – There currently is a Hospitalist vacancy. A couple leads have been pursued to fill the vacancy. Site visits are being planned for Dr. Guillermo Noguera, a friend of Dr. Insignares and Dr. Chantelle Begian, who has connections in Canada.</li> <li>• <b>Pediatrics</b> – Zoom interviews have been completed with a couple pediatricians. Plans are to have a couple additional Zoom interviews.</li> <li>• <b>Ongoing Recruitment</b> – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN, emergency medicine and anesthesia (CRNA).</li> </ul> <p><b>COVID – 19</b> – Dr. Gallagher reported Cary’s guidelines have been updated. Staff can now wear a source mask when not with patients, otherwise an N-95 mask is still required. The Cafeteria has been opened for in-person dining with mindfulness of social distancing. Cary has moved to a self-screening platform. COVID boosters are also being offered.</p> <p><b>Maternal/Child Renovations</b> – Leslie Anderson reported that renovations on Maternal/Child are complete with a delay in new furnishings.</p>	<p>Informational.</p>	



**Board of Directors  
November 7, 2022  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>d. Air Handling Update</b></p>	<p><b>Air Handling Project</b> – The projected end date for the Air Handling Project is December 15<sup>th</sup>.</p>		
<p><b>7. Report of Finance &amp; Personnel Committee</b> <b>a. September Financials</b></p>	<p>Chelsea Desrosiers and Carl Soderberg provided the following updates:   <b>September Financials</b> - Chelsea Desrosiers provided an overview of the September 2022 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for September.   <b>COVID Matrix Review</b> – The matrix was included in the packet for review.   <b>2021 Plan Year Retirement Employer Contribution</b> – Chelsea Desrosiers reported that Administration reviewed options and decided to fund a ½% employer contribution to the 2021 plan year retirement for employees. This impacts approximately 300 employees.   <b>2023 Health Insurance Premiums and Plan Design</b> – Chelsea Desrosiers reported that the Finance &amp; Personnel Committee approved the following recommendation: a 5% increase in employee health insurance premiums. A plan design change has been reviewed and is recommended that spouses that participate on Cary’s health insurance plan be requested to seek coverage through their employer, if their employer offers health insurance. The Committee recommended full board approval.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the 5% increase in employee health insurance premiums and change in plan design for spouses.</p>	
<p><b>8. MRHC Quarterly Report</b></p>	<p><b>MRHC Quarterly Report</b> – Kris Doody reported that the future of MRHC has been under review. Four of the six members of the MRHC are also members of CCPM. When MRHC is dissolved, the two members still have the option to join CCPM. The December Board of Managers meeting is scheduled to finalize the dissolution. Currently there are a lot of duplicate services offered by each entity.</p>	<p>Informational.</p>	
<p><b>9. Pines Health Services Quarterly Report</b></p>	<p><b>Pines Health Services Quarterly Report</b> – Kris Doody provided updates on the EMR transition. Pines Health Services is working through the transition with EPIC/OCHIN. Pines 2023 budget is underway. Pines continues to prepare for the HRSA Operational Site Visit. Pines is working through the rebasing for MaineCare, with consultant Guidehouse. The rebasing goes into effect in March 2023.</p>	<p>Informational.</p>	
<p><b>10. Safety Quarterly Report</b></p>	<p>Leslie Anderson provided the following updates:</p> <ul style="list-style-type: none"> <li>• Environment of Care Goals were reviewed for Q3 2022</li> <li>• 4 EOC goals have been completed through Q3 2022</li> <li>• 4 Safety Management Plan Goals, all completed except Simply Safety Trainings have not</li> </ul>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Safety Quarterly Report as presented.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>been completed due to COVID and the inability to meet in person</p> <ul style="list-style-type: none"> <li>• 7 Security Management Plan Goals – Active threat training is complete, MOAB training is ongoing, weapons and contraband policies are up to date</li> <li>• 6 Hazardous Materials/Waste Management Plan Goals – Hazardous waste list updated, still need to complete hazardous waste decontamination training</li> <li>• 15 Emergency Management Plan Goals – All have been completed except for another table top MCI drill and one child abduction on the Maternal Child Unit</li> <li>• 2 Life Safety Management Plan Goals – both fire drills, with patient evacuation, in MRI and OR have been completed</li> <li>• Medical Equipment Management Plan – ongoing work to enhance the equipment preventive maintenance list</li> <li>• Utilities Management Plan – Gas leak/evacuation education completed at Cary and L’Acadie</li> <li>• Aggressive and Non-aggressive incidents were shown in a graph form</li> <li>• Work is underway to develop the 2023 Environment of Care Goals</li> </ul>		
<p><b>11. Quorum Health Resources Updates</b></p>	<p>Chip Holmes provided the following comments:</p> <ul style="list-style-type: none"> <li>• Supply Chain on-site. Tim is working with Jonathan. He was very complimentary of Cary.</li> <li>• Request received regarding nutritional services/culinary arts consultation.</li> <li>• Risk Assessment results will be provided by November 15<sup>th</sup>.</li> <li>• Thanks to Ginnie and Kylee for their work on the Community Health Needs Assessment.</li> <li>• Chip commented on his observations about Cary and Pines: constantly caring, experienced and disciplined organizations, with the increases in: cost of people (human resources), supplies, contacts with payors, Medicare Advantage programs, ER volumes, patient case mix and security needs. Cary and Pines leans in, they strike a balance for accountability and staying to plan (strategic plan) and adapting to the environment.</li> </ul>	<p>Informational.</p>	
<p><b>12. Other, Adjournment &amp; Next Meeting</b></p>	<p><b>Adjournment</b> – Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:00 p.m.</p> <p>Other – Kris Doody reminded everyone to go to the polls to vote tomorrow. Penny Thompson reported polls in Caribou are open 8 a.m. – 8 p.m.</p> <p><b>Next Meeting</b> –The next meeting of the Board of Directors is scheduled for Monday, December 5, 2022, 5:30 p.m.</p>	<p>Informational.</p>	





**Board of Directors  
November 7, 2022  
5:30 p.m.**

Respectfully submitted,

Kris Doody, RN, MSB, CEO

