

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a Regular City Council Meeting on **Monday, January 09, 2023**, 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.

**\*\*AGENDA REVISED 1/6/2023\*\***



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 –	<b>Pages</b>
a. December 12, 2022, Regular City Council meeting	02-05
b. January 3, 2023, Organizational City Council meeting	06-10
6. Bid Openings, Awards, and Appointments	
7. Public Hearings and Possible Action Items	
8. Reports by Staff and Committees	
a. Police Department Notification – Police Chief	11-13
b. November Financial Report – Finance Director	14-30
c. Consider abatement request on Personal Property Account – Finance Director	31-32
d. 2023 Taxpayer Relief Fund reserve account	33-34
9. New Business, Ordinances and Resolutions	
a. City Council member appointments to City Council committees and Liaison roles	35-38
b. Establish timeline to present and discuss the 2023 Municipal Budget	39
c. First read: Caribou Development Committee	40-44
10. Old Business	
a. Caribou Hospital District Board – vote to officially terminate appointed board members	45
b. Appointments to the Caribou Utilities District Board of Trustees	46
11. Reports and Discussion by Mayor and Council Members	<b>Reports</b>
12. Next Regular Meetings: January 23, February 13 & 27	47
13. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)	
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 regular City Council meeting on Monday, December 12, 2022, with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Morrell, Morrill, Goughan, Theriault, and Willey. Councilor elect Dan Bagley was present at the meeting.

Manager Thompson was present for the meeting.

Department managers Carl Grant (Finance Director), Gary Marquis (Superintendent of Parks and Recreation) and Scott Susi (Fire Chief) were present for the meeting.

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

**Council Agenda Item #2:** Invocation/Inspirational Thought

Mayor Smith read an invocation.

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

Mayor Smith led the Pledge of Allegiance.

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

Troy Haney, Caribou Resident

Mr. Haney came to propose an idea for the Former Caribou Trailer Park. He explained that the city needs more places to stay for people coming here. He is proposing using the former trailer park to construct a rental space with trail access. He explained that they would be log cabins built on trailer frames and he just wanted to try to get a pulse from the council on what they thought of the idea.

Council had a brief discussion regarding their thoughts and concerns regarding utilizing the former trailer park for short term rentals and explained that one of the first things is to find out what is allowed through the FAA.

**Council Agenda Item #5:** Minutes

- a. Minutes for the Regular City Council meeting on September 26, 2022
- b. Minutes for the Regular City Council meeting on October 11, 2022
- c. Minutes for the Regular City Council meeting on October 24, 2022
- d. Minutes for the Regular City Council meeting on November 28, 2022

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the minutes, and move the slate as presented.

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

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

- a. In appreciation for the City council service of City Councilor Doug Morrell

Penny read an email from a unanimous citizen:

“This note is to say goodbye to Councilor Doug Morrill. Doug has performed an outstanding service to the taxpayers of the city of Caribou. For those people who love Trump, you likewise got to love Councilor Doug Morrill. The similarities are amazing. Like it or not they both speak their minds while continuing to fight uphill battles unhindered by the yapping chihuahuas nipping at their heels trying to bring them down. Too bad those chihuahuas just didn’t know the charter.

So, Doug, you can return to your private life with your head held high. You have done an excellent job overseeing how the public dollar is spent. You will be missed.”

Mayor Smith presented Councilor Morrell with a desk clock and his name plate and thanked him for his time on Council.

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

There were not items scheduled for discussion.

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

a. Bid on Tax Acquired property

Carl Grant (Finance Director) explained that he has been presented an offer and received the full payment of what was asked for when a property had gone out for bid for 274 Access Highway.

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to accept the offer for the tax acquired property, Map 11, Lot 31-B.

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. 2023 Caribou Fire and Ambulance Fee Schedule

Scott Susi (Fire Chief) explained the proposed fee schedule that he would like to implement starting the first of the year. He stated that he has updated the fees using the new base fee CMS (Medicare) has provided for the upcoming year and added in the rural designator which is 3% and the super rural designator of 22.6% to come up with the max allowable rate.

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the new fee schedule as presented to start January 1, 2023.

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

c. End of the year financial considerations

Manager Thompson explained that the city has received \$363,453 more than budgeted and still has a December payment to receive from revenue sharing. This money is supposed to be used to offset taxation and reduce the amount in the commitment. She stated that the plan would be to put the funds into a reserve account to use for the 2023 tax commitment.

d. Manager’s Report

Manager Thompson reviewed the City Manager’s Report dated December 12, 2022.

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

a. 2023 Contract for Computer Network Support Services with Oak Leaf

Councilor Morrill asked if the new contract contained an increase.

Manager Thompson explained that the new contract does contain an increase of \$100 per month, and that there was no increase last year.

Motion made by Councilor Morrell, seconded by Deputy Mayor Boma to accept the contract with Oakleaf 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 #10:** Old Business

There were no items scheduled for discussion.

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

Councilor Goughan wished everyone a Merry Christmas and Happy Holiday season. He also sends his condolences to the family of John Swanberg.

Councilor Willey agreed with Councilor Goughan and sends her condolences to the Swanberg family. She stated that recently the library had been defaced and that it looks like they believe they have found the person behind the vandalism. Councilor Willey also thanked Troy Haney, and the rec for everything that they do to put on events here in Caribou.

Councilor Theriault wishes everyone a Merry Christmas and Happy Holiday. She too sends her condolences to the family of John Swanberg. She stated that on a lighter note there seems to be a very positive vibe in Caribou.

Deputy Mayor Boma stated that she agrees with the previous sentiments for the Swanberg family and also wishes everyone a Happy Holiday season.

Councilor Morrill wishes everyone happy holidays and also said that it has been a pleasure serving the citizens of Caribou by being on the council this year, he thanked Councilor Morrell for his time and for helping him to learn different things while being new on the Council.

Councilor Morrell sends his condolences to the Swanberg family. He explained that Caribou has lost a true asset and an advocate.

Mayor Smith also sends his condolences to the Swanberg family and thanked the employees for their work throughout the year.

**Council Agenda Item #12:** Next Regular Meetings: January 3, 2023 Organizational meeting

**Council Agenda Item #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

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to enter Executive session under 1 MRSA, §405.6.A to discuss personnel matters - Non-Union Compensation for 2023.

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 7:35 p.m.

Motion made by Councilor Morrill, seconded by Councilor Willey to approve Non-Union Compensation effective for 1/1/2023 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)

**Council Agenda Item #14:** Adjournment

Motion made by Councilor Morrill, seconded by Councilor Willey to adjourn the meeting at 7:36 p.m.

Vote was unanimous.

Danielle Brissette, Secretary

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

The Caribou City Council held an Organizational Meeting, Monday, January 3, 2023, at 6:00 p.m. in Council Chambers with the following members present Councilors Bagley, Boma, Goughan, Morrill, Smith, Theriault, and Willey.

Penny Thompson, City Manager was also present.

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

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

**Council Agenda Item #2:** Invocation/inspirational thought

Councilor Smith read an invocation.

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

The council led the Pledge of Allegiance.

**Council Agenda Item #4:** Swearing in of Elected Officials

The City Clerk administered the oath of office to Daniel Bagley and Joan Theriault for a term of three years.

**Council Agenda Item #5:** Election of Council Chairperson/Mayor and Deputy Mayor for 2023

Motion made by Councilor Theriault, seconded by Councilor Boma to nominate Jody Smith for Council Chairperson/Mayor for 2023.

Motion made by Councilor Morrell, seconded by Councilor Goughan to nominate R. M. Goughan for Council Chairperson/Mayor for 2023.

Jody Smith was elected Council Chairperson/Mayor for 2023 by secret ballot with a vote of six for Smith.

Motion made by Councilor Willey, seconded by Councilor Theriault to nominate Councilor Boma for Council Deputy Chairperson/Deputy Mayor for 2023

The vote for Councilor Boma to be the Deputy Mayor for 2023 was unanimous

**Council Agenda Item #6:** Public Forum

There were no public comments.

**Council Agenda Item #7:** Bid Openings, Awards, and Appointments

a. Drawing for the 2023 City of Caribou dog licensing award by Mayor

Mayor Smith picked the winning tag number from a tote containing the tag numbers of the dogs that were licensed by December 31, 2022 for the upcoming year. The winner of the drawing is

Logan Cyr for their dog Hunter. A \$50.00 gift certificate for veterinary services will be sent to their local veterinarian.

b. Appointment of City Administrative Officers

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to appoint City Administrative Officers

- |      |   |  |
|------|---|--|
| i.   | City Manager:                               | Penny Thompson   |
| ii.  | City Treasurer:                             | Carl Grant   |
| iii. | City Tax Collector:                         | Carl Grant   |
| iv.  | City Clerk & Registrar of Voters:           | Danielle Brissette   |
| v.   | Overseer of the General Assistance Program: | Danielle Brissette   |
| vi.  | City Auditor:                               | Felch & Company, LLC   |
| vii. | Legal Officer(s)                            | Rick Solman (General)<br>Bernstein Shur (Personnel &<br>Collective Bargaining) |

c. Approval of Administrative Appointments

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to approve the Administrative Appointments

- |     |                    |               |
|-----|--------------------|---------------|
| i.  | Deputy Treasurer:  | Holli Doody   |
| ii. | Deputy City Clerk: | Cherie Garman |

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

d. Discussion of Caribou Hospital District Board – Will be discussed later in Executive Session.

e. Appointment of Members to Committees and Advisory Boards

i. Caribou Housing Authority Board

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to re-appoint Jay Kamm, James Belanger and Gail Michaud to the Caribou Housing Authority Board.

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

ii. Caribou Utilities District

No members were appointed to the CUD board, they have moved it to later in the meeting.

iii. Library Board of Trustees

Motion made by Deputy Mayor Boma, seconded by Councilor Morrell to reappoint Heather Hale and Wanda Theriault for 2-year terms and Kathryn Olmstead and Lisa Wilcox for 3-year terms to the Caribou Library Board of Trustees.

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

iv. Planning Board

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to appoint David Corriveau, Frank McElwain, and Frances “Liz” Mockler to the Planning Board for 3-year terms.

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

v. Recreation Commission

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to appoint Andrea Flannery for a term of 1-year and Jane Mavor-Small for a 3-year term.

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

vi. Zoning Board of Appeals

Motion made by Councilor Morrill, seconded by Councilor Theriault to put it back out for applications for the Zoning Board of Appeals.

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

vii. Airport Advisory Committee

Motion made by Councilor Morrill, seconded by Councilor Theriault to appoint Andrea Flannery for a 3-year term.

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

viii. Caribou Riverfront Renaissance Committee

Councilor Bagley explained that he is currently on the Committee and that his position would also need to be filled on the board.

Motion made by Councilor Morrill, seconded by Councilor Theriault to appoint Andrea Flannery and David Belyea to the Caribou Riverfront Renaissance Committee for a term of three years.

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)

ix. Cary Medical Center Board of Directors

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to appoint Irene Djuanda, MD, and Luke Dyer to the Cary Medical Center Board of Directors each for a 3-year term.



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

x. Hospital Board of Trustees

This board has been suspended and will be discussed in executive session; no action required.

xi. Board of Assessors

There were no applications received, no action required.

xii. Caribou Utilities District

Motion made by Councilor Theriault, seconded by Councilor Willey to table the discussion until the January 9<sup>th</sup> meeting to allow time for more applicants to fill the vacancies.

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

xiii. Planning Board

The remaining position on the planning board will be advertised and appointed at a later date.

**Council Agenda Item #8:** New Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action regarding the 2023 Council Meeting Calendar
- b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2023 Commitment Date
- c. Discussion and Possible Action Regarding Manager Authorization to Approve Treasurer Warrants
- d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2023

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to move the slate for agenda items 8 A, B C and D.

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

**Council Agenda Item #9:** First-read items for upcoming City Council meetings

- a. Discussion of City Council member appointments to City Council committees and liaison roles.

Mayor Smith urged the Council to make sure to get the information to the City Manager for the roles that they are interested in for the upcoming year.

- b. Discussion of City Council priorities for 2023

Council had a brief discussion regarding their concerns regarding blight and economic development. Council will let Manager Thompson what categories they would like to see for discussion for the upcoming year.

**Council Agenda Item #10:** Reports and Discussion by Mayor and Council Members

Councilor Theriault would like to know if there is anything going on with the Nylander.

Manager Thompson stated the employee is still working to cataloging all the items in the museum.

Councilor Willey explained that the library has received a \$20,000 grant from the King foundation for the genealogy and archive room.

Deputy Mayor Boma would like to schedule a Public Safety Building committee meeting.

Councilor Bagley said that he is excited to be on the Council and suggested having a work session to discuss the liaison roles and the priorities rather than having a meeting.

Councilor Morrill explained that he thinks that 2023 is going to be a big year for the city, and that we have excellent staff. He said that Caribou is growing, and he is anxious for 2023.

Mayor Smith welcomed the new Councilor Dan Bagley and returning Councilor Joan Theriault for their new 3-year term. He also extended his gratitude to the Council for allowing him to be Mayor for another year.

**Council Agenda Item #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

Motion made by Councilor Willey, seconded by Councilor Theriault to enter into executive session under 1 MRSA §405.6.E Consultation with attorney regarding Caribou Hospital District Board at 6:47 pm.

Council exited executive session at 7:58 pm.

No action was taken.

**Council Agenda Item #11:** Next Meeting

January 9, 2023

**Council Agenda Item #12:** Adjournment

Motion made by Deputy Mayor Boma, seconded by Councilor Morrill to adjourn the meeting at 8:00 pm.

Vote was unanimous to adjourn the meeting.

Danielle Brissette, Secretary

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Michael Gahagan, Chief of Police**  
**RE: Police Department Notification**  
**DATE: January 9, 2023**

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On the following page is a required notification from the Caribou Police Department.



# CARIBOU POLICE DEPARTMENT

25 High Street, Suite 4  
Caribou, Me 04736

(207) 493-3301  
Fax: (207) 493-4201

December 16, 2022

SUBJECT: Notification to Civilian Governing Body and Local Community

On May 25, 2022, Presidential Executive Order (EO) 14074 “Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety” was signed.

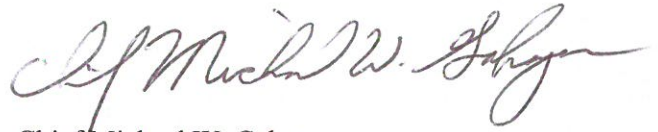
In accordance with EO 14074 (Section 12), State, Tribal, local, and Territorial Law Enforcement agencies (LEAs) must:

- 1) Notify their Civilian Governing Body (CGB) (*i.e.*, *City Council, County Government or other local governing body*) of its intent to request property from Federal sources (to include Federal funds or grants).
- 2) Notify the Local Community of its request for property transfers, purchases from Federal funds, agencies or subcontractors (including existing transfer contracts or grants).

The Caribou Police Department may request the below controlled property items from the Law Enforcement Support Office (LESO), or other Federal source:

AIRCRAFT ACCESSORIES, COMPONENTS, MISC	FACEMASK	RANGE FINDER, LASER
AIRCRAFT REPAIR PARTS/COMPONENTS	FLASHLIGHTS	RANGE FINDER-TARGET DESIGNATOR, LASER
AIRCRAFT, FIXED WING	FLOODLIGHT	RED DOT SIGHT
AIRCRAFT, ROTARY WING	FORWARD LOOKING INFRARED IMAGING SYSTEM	RIFLESCOPE
ALL TERRAIN VEHICLE (ATV)	GENERATOR SET	SCANNER, X-RAY, BAGGAGE
AMMUNITION CONTAINER	GLOBAL POSITIONING SATELLITE (GPS)	SEARCHLIGHT
AMPLIFIER	HEAVY EQUIPMENT/VEHICLES	SHIELD, BALLISTIC
ANALYZER, HAZARDOUS MATERIAL IDENTIFICATION	INSULATION BLANKET	SHIPPING CONTAINER
ANTENNA	LANDING SEARCHLIGHT	SIGHT, BORE, OPTICAL
ARMORED VEHICLE	LIFE PRESERVER, VEST	SIGHT, HOLOGRAPHIC
BALLISTIC BLANKET	MAGNIFIER	SIGHT, INFINITY
BARRIER, VEHICLE ARRESTING, PORTABLE	MARKER, IDENTIFICATION	SIGHT, REFLEX
BINOCULAR	MARKSMANSHIP TRAINER	SMALL ARMS STORAGE RACKS
BLANKETS	MEDICAL/FIRST AID SUPPLIES	SPOTTING INSTRUMENT, OPTICAL
BREATHING APPARATUS	MISC SMALL ARMS PARTS	TARGET, TRAINING, MOBILE
CAMERA SYSTEM	MISCELLANEOUS COMMUNICATION EQUIPMENT	TELESCOPE
COMPASS	MULTIMEDIA PROJECTION SET	TENTS/PORTABLE SHELTERS
COMPUTER SYSTEM	NAVIGATION SET, SATELLITE SIGNALS	THERMAL CAMERA
CONTAINER, AMMUNITION	NIGHT VISION DEVICE	THERMAL CAMERA ACCESSORIES
CONTAINER, K-9 TRANSPORT	NIGHT VISION GOGGLE	TRAINING AID/SIMULATORS
CONVERSION KIT, RIFLE	NON-ARMORED HMMWV	TRAINING AIDES/DEVICES
COVERALLS	OFFICE EQUIPMENT	TRANSLATION DEVICE
DECONTAMINATION DEVICES	OFFICE SUPPLIES	TRUCK, CARGO
DECONTAMINATION SYSTEM	PORTABLE RADIO	TRUCK, TANK
DEEP WATER FORDING KIT	PREFAB & PORTABLE BUILDINGS	VEHICLE REPAIR PARTS/COMPONENTS
DETECTOR, GAS	PROTECTIVE EYEWEAR	WARM WEATHER CLOTHING/SHOES
DIVER'S SUIT	PUBLIC ADDRESS SET	SMALL ARMS PARTS/ACCESSORIES
EXPLOSIVE ORDNANCE DISPOSAL ROBOT	RADIOS	SMALL ARMS

Pursuant to EO 14074 (Section 12), this memo fulfills the requirement to notify the Civilian Governing Body (CGB) and Local Community of my agency's intent to request the controlled property items identified in the list above.

A handwritten signature in dark ink, reading "Michael W. Gahagan". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Chief Michael W. Gahagan  
Caribou Police Department

# General Ledger Summary Report

12/15/2022

Fund(s): ALL  
November

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	4,406.30	-1,500,000.00	0.00	63,800,534.73	62,300,534.73	0.00
<b>Assets</b>	<b>11,073,934.32</b>	<b>11,008,315.66</b>	<b>-810,683.66</b>	<b>30,563,093.93</b>	<b>28,790,916.02</b>	<b>12,780,493.57</b>
101-00 CASH (BANK OF MACHIAS)	6,142,727.37	6,167,147.14	-277,743.66	16,322,824.49	15,462,364.25	7,027,607.38
102-00 RECREATION ACCOUNTS	29,570.42	51,620.01	0.00	0.00	0.00	51,620.01
103-00 NYLANDER CHECKING	1,826.31	1,826.39	-0.92	0.71	1.00	1,826.10
110-00 SECTION 125 CHECKING FSA	15,050.98	15,071.58	-954.39	14,715.27	12,853.31	16,933.54
110-07 2021 SECTION 125 CHECKING HRA	68,742.83	61,577.23	0.00	14,348.28	75,925.51	0.00
110-08 2022 SECTION 125 CHECKING HRA	0.00	0.00	-8,625.28	129,747.45	70,168.22	59,579.23
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	241,970.39	83,008.06	-543.46	569,727.10	22,262.15	630,473.01
117-00 RLF #10 INVESTMENT	80,678.16	80,691.92	203.41	160,115.29	0.00	240,807.21
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	-6,226.03	8,031.30	10,494.41	272,964.00	263,227.46	17,767.84
124-00 GAS INVENTORY	10,496.16	13,701.60	11,700.10	119,980.00	117,985.75	15,695.85
125-00 ACCOUNTS RECEIVABLE	59,266.39	85,832.40	-55,223.30	692,611.71	749,879.44	28,564.67
126-00 SWEETSOFT RECEIVABLES	298,075.09	298,075.15	-131.93	373,852.77	575,100.16	96,827.76
130-00 COMSTAR RECEIVABLES	0.00	0.00	-28,072.25	753,276.15	607,296.61	145,979.54
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	47,666.98	47,666.98	0.00	0.00	0.00	47,666.98
180-00 DR. CARY CEMETERY INVESTMENT	1,078.74	1,079.16	0.00	1.34	29.95	1,050.55
181-00 HAMILTON LIBRARY TR. INVEST	1,876.49	1,880.81	0.00	12.88	0.00	1,893.69
182-00 KNOX LIBRARY INVESTMENT	10,295.77	10,324.82	0.00	86.93	0.00	10,411.75
183-00 CLARA PIPER MEM INV	673.74	674.00	0.00	0.84	0.00	674.84
184-00 JACK ROTH LIBRARY INVEST	18,044.55	18,160.88	0.00	305.52	0.00	18,466.40
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,548.68	7,552.48	0.00	16.69	0.00	7,569.17
187-00 DOROTHY COOPER MEM INV	51,426.00	51,465.75	0.00	162.70	0.00	51,628.45
189-00 MARGARET SHAW LIBRARY INV	13,112.40	13,120.66	0.00	24.57	0.00	13,145.23
190-00 GORDON ROBERTSON MEM INV	11,562.23	11,566.60	0.00	13.58	0.00	11,580.18
191-00 MEMORIAL INVESTMENT	6,198.47	6,202.43	0.00	12.45	0.00	6,214.88
192-00 G. HARMON MEM INV	6,809.52	6,812.10	0.00	7.64	0.00	6,819.74
193-00 BARBARA BREWER FUND	5,582.55	5,591.00	0.00	25.14	0.00	5,616.14
194-00 RODERICK LIVING TRUST	16,536.62	16,547.19	0.00	34.68	0.00	16,581.87
196-00 PHILIP TURNER LIBRARY INV	8,855.72	8,863.49	0.00	219.91	200.00	8,883.40
198-00 TAX ACQUIRED PROPERTY	162,181.12	146,913.21	23,791.50	23,791.50	33,163.87	137,540.84
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	7,995.61	7,995.61	0.00
198-20 TAX ACQUIRED PROPERTY 2020	0.00	0.00	0.00	17,471.87	17,471.87	0.00
198-21 TAX ACQUIRED PROPERTY 2021	0.00	0.00	0.00	26,258.30	26,258.30	0.00
198-22 TAX ACQUIRED PROPERTY 2022	0.00	0.00	0.00	18,202.49	18,202.49	0.00
200-21 2021 TAX RECEIVABLE	711,328.14	712,472.67	0.00	470.34	712,943.01	0.00
200-22 2022 TAX RECEIVABLE	-83,711.79	-83,711.79	-428,075.53	8,132,528.41	7,105,378.57	943,438.05
200-23 2023 TAX RECEIVABLE	0.00	0.00	-4,033.01	1,185.08	54,467.11	-53,282.03
205-16 2016 LIENS RECEIVABLE	9.29	9.29	0.00	0.00	9.29	0.00
205-17 2017 LIENS RECEIVABLE	569.72	569.72	0.00	0.00	569.72	0.00
205-18 2018 LIENS RECEIVABLE	177.75	177.75	0.00	0.00	177.75	0.00
205-19 2019 LIENS RECEIVABLE	316.71	316.71	0.00	0.00	0.00	316.71
205-20 2020 LIENS RECEIVABLE	71,234.16	72,378.69	-14,337.34	0.00	71,928.87	449.82
205-21 2021 LIENS RECEIVABLE	0.00	0.00	-13,709.28	251,622.20	119,387.77	132,234.43
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	0.00	201.06
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	521.10	4,645.51
210-13 2013 PP TAX RECEIVABLE	5,467.93	5,467.93	0.00	0.00	530.95	4,936.98
210-14 2014 PP TAX RECEIVABLE	6,210.55	6,210.55	-198.19	0.00	432.58	5,777.97
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48

# General Ledger Summary Report

Fund(s): ALL  
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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-16 2016 PP TAX RECEIVABLE	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43
210-17 2017 PP TAX RECEIVABLE	10,954.95	10,954.95	0.00	0.00	6.39	10,948.56
210-18 2018 PP TAX RECEIVABLE	11,926.49	11,926.49	0.00	0.00	476.37	11,450.12
210-19 2019 PP TAX RECEIVABLE	12,744.96	12,744.96	0.00	100.00	5.70	12,839.26
210-20 2020 PP TAX RECEIVABLE	16,138.82	16,138.82	0.00	0.00	1,363.44	14,775.38
210-21 2021 PP TAX RECEIVABLE	27,987.77	27,987.77	-28.15	100.92	14,777.98	13,310.71
210-22 2022 PP TAX RECEIVABLE	-67.73	-67.73	-24,457.67	293,207.85	269,024.50	24,115.62
210-23 2023 PP TAX RECEIVABLE	0.00	0.00	0.00	0.00	646.52	-646.52
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	352,369.98	352,369.98	0.00
304-00 FICA W/H	18.26	18.26	0.00	466,940.18	466,940.18	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	109,205.10	109,205.10	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	153,582.91	153,582.91	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	115,134.41	115,134.41	73.65
307-01 MSRS EMPLOYER	-140.08	-140.10	-0.08	169,390.19	169,391.11	-141.02
308-00 AFLAC INSURANCE	-1.84	0.00	-0.13	7,774.24	7,775.99	-1.75
309-00 DHS WITHHOLDING	0.00	0.00	0.00	5,552.00	5,552.00	0.00
312-00 HEALTH INS. W/H	-24,820.25	-24,600.71	2,438.81	241,076.73	238,802.54	-22,326.52
314-00 UNITED WAY W/H	0.00	0.00	0.00	141.00	141.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	3,380.00	3,380.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	10,097.40	10,097.40	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	3,510.00	3,510.00	0.00
318-00 MMA INCOME PROTECTION	-7,836.47	-7,836.47	410.14	35,538.23	35,076.28	-7,374.52
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	25,315.65	25,315.65	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	-664.83	144,966.49	145,631.32	-664.83
320-01 ICMA EMPLOYER MATCH	0.00	0.00	-52.88	28,894.99	28,947.87	-52.88
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	13,519.09	13,519.09	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,010.67	-2,010.67	72.74	8,464.95	8,412.57	-1,958.29
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,410.00	1,410.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	33,678.56	33,678.56	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	5,554.49	5,554.49	0.00
329-00 SALES TAX COLLECTED	-104.40	-104.40	-145.17	152.46	247.08	-199.02
330-00 VEHICLE REG FEE (ST. OF ME)	-2,837.00	0.00	273.50	266,672.75	271,933.25	-5,260.50
331-00 BOAT REG FEE INLAND FISHERIES	-144.00	0.00	0.00	17,436.19	17,436.19	0.00
332-00 SNOWMOIBLE REG (F&W)	-14,704.23	0.00	-4,589.75	22,446.50	27,256.25	-4,809.75
333-00 ATV REGISTRATION (F&W)	0.00	0.00	619.50	56,350.66	56,504.16	-153.50
335-00 PLUMBING PERMITS (ST. OF ME)	-2,006.35	-141.35	-92.50	0.00	707.50	-848.85
336-00 CONCEALED WEAPON PERMIT	-300.00	-300.00	0.00	880.00	700.00	-120.00
338-00 CONNOR EXCISE TAX	-104.24	-104.24	212.43	48,602.17	52,030.62	-3,532.69
339-00 CONNOR BOAT EXCISE	69.80	69.80	0.00	166.20	160.20	75.80
340-00 DOG LICENSES (ST. OF ME)	-702.00	0.00	-155.00	2,089.00	2,432.00	-343.00
341-00 FISHING LICENSES (ST. OF ME)	-289.00	0.00	0.00	4,148.00	4,148.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,953.00	0.00	934.50	6,430.75	6,698.75	-268.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	4,200.00	4,200.00	0.00
<b>Liabilities</b>	<b>7,250,695.03</b>	<b>7,396,071.39</b>	<b>-518,388.27</b>	<b>5,952,378.05</b>	<b>6,603,337.63</b>	<b>8,047,030.97</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,250,695.03	7,396,071.39	-518,388.27	5,952,378.05	6,603,337.63	8,047,030.97
352-00 NYLANDER MUSEUM RESERVE	-8,197.97	-8,197.97	0.00	0.00	17,688.83	9,490.86
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
360-01 AMERICA RESCUE PLAN ACT-NEU'S	241,970.39	241,970.39	-543.46	47,660.11	402,272.73	596,583.01
360-02 RIVERFRONT COMMITTEE RESERVE	0.00	0.00	2,000.00	0.00	9,000.00	9,000.00
360-03 GENERAL ASSISTANCE RESERVE	0.00	0.00	0.00	0.00	5,632.75	5,632.75



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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
362-00 RLF #10 RESERVE	80,678.16	80,691.92	203.41	0.00	160,115.29	240,807.21
365-01 COMMUNITY POOL IMPROVEMENT	2,566.19	2,566.19	0.00	0.00	0.00	2,566.19
365-02 REC CENTER IMPROVEMENTS	2,414.06	2,414.06	-271.64	1,381.88	755.50	1,787.68
365-03 LAND ACQUISTIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	22,493.76	22,493.76	0.00	42,328.97	20,000.00	164.79
365-05 PARK IMPROVEMENT RESERVE	3,766.31	3,766.31	0.00	0.00	1,465.40	5,231.71
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	12,595.44	12,595.44	0.00	0.00	0.00	12,595.44
365-12 CRX/TOS RESERVE	1,932.82	1,932.82	1,493.95	4,241.19	9,699.65	7,391.28
365-13 RECREATION - COLLINS POND	10,921.50	10,921.50	0.00	12,285.41	0.00	-1,363.91
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	5.14	5.14	0.00	0.00	0.00	5.14
365-20 SKI TRAIL PROGRAM	277.00	277.00	0.00	0.00	120.00	397.00
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	13,112.71	12,008.09	2,685.00	2,859.39	4,025.00	13,173.70
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	27,967.08	27,967.08	0.00	0.00	0.00	27,967.08
365-27 PARK VEHICLE RESERVE	4,730.00	4,730.00	0.00	0.00	0.00	4,730.00
366-00 ASSESSMENT RESERVE	-360.00	-360.00	0.00	0.00	180.00	-180.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	0.00	0.00	0.00	29,191.03
366-02 LIBRARY MEMORIAL FUND	42,542.80	42,542.80	-119.87	3,671.99	2,480.63	41,351.44
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	600.00	1,808.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-01 POLICE DONATED FUNDS	27,683.44	27,567.81	0.00	8,175.70	112.50	19,504.61
367-02 POLICE DEPT EQUIPMENT	59,673.59	61,497.41	1,632.86	11,303.08	51,551.73	101,746.06
367-03 POLICE CAR RESERVE	1,719.21	1,719.21	0.00	0.00	33,355.60	35,074.81
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,349.39	16,349.39	-380.00	4,607.40	3,565.84	15,307.83
367-06 PD COMPUTER RESERVE	8,388.22	8,388.22	0.00	3,830.00	1,500.00	6,058.22
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	3,563.00	0.00	5,437.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,622.49	43,622.49	0.00	0.00	0.00	43,622.49
367-09 NEW POLICE STATION	6,336.02	6,336.02	0.00	4,540.00	0.00	1,796.02
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	0.00	0.00	54,000.00
367-11 SOP DEVELOPMENT/CONSULTATION	0.00	0.00	0.00	3,750.00	3,750.00	0.00
368-01 FIRE EQUIPMENT RESERVE	-115,030.29	-115,030.29	0.00	0.00	65,000.00	-50,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	4,988.00	8,000.00	8,018.25
368-03 FIRE DEPT FOAM RESERVE	1,443.50	1,443.50	0.00	1,001.00	4,000.00	4,442.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	4,164.90	4,164.90	0.00	1,368.00	800.00	3,596.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	0.00	0.00	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	36,974.08	36,974.08	0.00	0.00	0.00	36,974.08
368-12 FIRE/AMB UNIFORM RESERVE	308.00	4,566.59	0.00	1,980.44	0.00	2,586.15
369-01 AMBULANCE SMALL EQUIP RESERVE	14,320.27	14,320.27	0.00	0.00	22,920.00	37,240.27
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	4,000.00	7,000.00
369-03 AMBULANCE RESERVE	2,454.67	2,454.67	0.00	0.00	0.00	2,454.67
370-03 PW EQUIPMENT RESERVE	109,155.16	109,155.16	7,988.27	114,025.62	58,633.47	53,763.01
370-04 STREETS/ROADS RECONSTRUCTION	106,696.35	106,696.35	0.00	266,993.60	130,000.00	-30,297.25
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30



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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
370-06 FUEL TANK RESERVE	-59,533.75	-29,633.30	845.91	315.73	10,459.52	-19,489.51
370-07 PW BUILDING RESERVE	34,546.39	34,546.39	-280.15	280.15	0.00	34,266.24
370-09 RIVER ROAD RESERVE	-55,881.75	-55,881.75	0.00	0.00	11,000.00	-44,881.75
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	4,745.00	0.00	60,606.91
371-02 ASSESSING COMPUTER RESERVE	-204.50	-204.50	0.00	0.00	1,600.00	1,395.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	2,700.00	0.00	0.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	730.00	0.00	0.00
372-01 AIRPORT RESERVE	74,939.89	74,939.89	0.00	34,300.30	0.00	40,639.59
372-04 AIRPORT HANGER SECURITY DEPOSITS	1,430.00	1,430.00	0.00	430.00	370.00	1,370.00
372-06 AIRPORT CARES ACT	0.00	0.00	0.00	14,544.36	31,000.00	16,455.64
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	104,188.62	90,997.12	0.00	14,608.20	0.00	76,388.92
373-04 VITAL RECORDS RESTORATION	776.50	776.50	0.00	0.00	2,500.00	3,276.50
373-05 BIO-MASS BOILERS	1,037.51	1,037.51	0.00	113,175.00	109,440.00	-2,697.49
373-07 T/A PROPERTY REMEDIATION RESERVE	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	46,160.88	46,160.88	0.00	14,348.28	28,696.56	60,509.16
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-12 NBRC BIRDS EYE	-59,203.55	-27,203.55	0.00	0.00	0.00	-27,203.55
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	0.00	0.00	0.00	116,601.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	0.00	0.00	0.00	21,102.81
373-21 2021 HRA RESERVE	68,742.83	61,577.23	0.00	75,925.51	14,348.28	0.00
373-22 2022 HRA RESERVE	0.00	0.00	-8,625.28	68,968.22	128,547.45	59,579.23
373-50 2022 CAPITAL IMPROVEMENT LOAN	0.00	0.00	0.00	256,956.54	0.00	-256,956.54
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	0.00	0.00	36,415.42
380-01 CAPTS CDBG	-0.64	-0.64	0.00	5,304.92	1,400.00	-3,905.56
380-03 TOURISM GRANT	0.00	0.00	-1,373.81	6,359.35	0.00	-6,359.35
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	15,569.33	15,569.33	0.00	6,893.07	12,985.47	21,661.73
388-00 HILLTOP TIF	4,732.12	4,732.12	-62,587.07	62,587.07	65,881.13	8,026.18
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	29,570.42	51,620.01	0.00	0.00	0.00	51,620.01
399-00 PARKING LOT MAINTENANCE RESERVE	56,366.51	56,366.51	0.00	0.00	0.00	56,366.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	392,968.39	392,968.39	0.00	0.00	0.00	392,968.39
406-00 TRAILER PARK RESERVE	44,753.41	57,262.18	0.00	6,104.47	240.00	51,397.71
407-00 COUNTY TAX	2.13	2.13	0.00	603,037.60	603,037.60	2.13
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00
415-00 LIONS COMMUNITY CENTER RESERVE	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	83,485.66	83,485.66	-75.61	25,311.50	28,972.10	87,146.26
419-00 DUE FROM CDC (1280)	47,666.98	47,666.98	0.00	0.00	0.00	47,666.98
421-00 DEFERRED TAX REVENUE	859,755.36	905,895.88	0.00	0.00	0.00	905,895.88
422-00 KEN MATTHEWS SCHOLARSHIP FUND	7,548.68	7,552.48	0.00	0.00	16.69	7,569.17
423-00 DR. CARY CEMETERY TRUST FUND	1,078.74	1,079.16	0.00	29.95	1.34	1,050.55
424-00 HAMILTON LIBRARY TRUST FUND	1,876.49	1,880.81	0.00	0.00	12.88	1,893.69
425-00 KNOX LIBRARY MEMORIAL FUND	10,295.77	10,324.82	0.00	0.00	86.93	10,411.75
426-00 CLARA PIPER MEM FUND	673.74	674.00	0.00	0.00	0.84	674.84
427-00 JACK ROTH LIBRARY MEM FUND	18,044.55	18,160.88	-524.40	3,889.10	305.52	14,577.30
429-00 BARBARA BREWER FUND	5,582.55	5,591.00	0.00	0.00	25.14	5,616.14
430-00 D. COOPER MEM FUND	51,426.00	51,465.75	0.00	2,000.00	162.70	49,628.45

## General Ledger Summary Report

Fund(s): ALL  
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
432-00 MARGARET SHAW LIBRARY MEMORI	13,112.40	13,120.66	0.00	0.00	24.57	13,145.23
433-00 GORDON ROBERTSON MEM FUND	11,562.23	11,566.60	0.00	0.00	13.58	11,580.18
434-00 MEMORIAL INVESTMENT	6,198.47	6,202.43	0.00	0.00	12.45	6,214.88
435-00 RODERICK LIVING TRUST	16,536.62	16,547.19	0.00	0.00	34.68	16,581.87
436-00 AMBULANCE REIMBURSEMENT	19,267.07	19,267.07	485.83	3,064.27	2,081.98	18,284.78
437-00 DEFERRED AMBULANCE REVENUE	433,982.22	298,075.15	0.00	0.00	0.00	298,075.15
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,855.72	8,863.49	0.00	0.00	19.91	8,883.40
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	0.00	0.00	188,540.10
456-00 TAX REFIEF FUNDS 2021	0.00	194,790.77	0.00	0.00	0.00	194,790.77
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-805.82	-805.82	0.00	1,557.97	1,185.00	-1,178.79
461-00 CRAFT FAIR	6,480.19	6,480.19	-971.49	3,115.59	7,444.00	10,808.60
462-00 CDBG HOUSING REHABILITATION	3,921.87	3,921.87	0.00	0.00	6.00	3,927.87
463-00 MISC EVENTS	-251.87	-251.87	0.00	0.00	0.00	-251.87
465-00 THURSDAYS ON SWEDEN	-41.36	-41.36	0.00	0.00	0.00	-41.36
465-01 STORY OF CARIBOU	732.00	732.00	0.00	0.00	0.00	732.00
465-02 CARIBOU CARES ABOUT KIDS	0.00	0.00	-1,248.50	12,186.39	12,500.00	313.61
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
469-00 DENTAL INSURANCE	2,122.85	2,122.85	-521.38	18,410.25	18,032.90	1,745.50
470-00 EYE INSURANCE	577.68	577.68	-36.91	3,091.16	3,063.59	550.11
471-00 RC2 TIF	111,599.42	111,599.42	-57,408.83	74,943.83	68,838.13	105,493.72
472-00 ANIMAL WELFARE	13,587.21	13,655.21	226.00	50.00	2,720.00	16,325.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	0.00	0.00	0.00	88,575.53
478-00 G. HARMON MEM FUND	6,809.52	6,812.10	0.00	0.00	7.64	6,819.74
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	837,346.46	837,346.46	29,700.00	0.00	112,935.26	950,281.72
483-03 DUE TO FUND 3	813,456.89	821,692.91	7,272.70	0.00	86,842.83	908,535.74
483-04 DUE TO FUND 4	406,290.10	406,290.10	5,265.92	0.00	52,659.20	458,949.30
483-05 DUE TO FUND 5	3,531,343.23	3,531,343.31	98,099.10	0.00	499,436.72	4,030,780.03
484-02 DUE FROM FUND 2	-793,962.35	-796,149.74	-50,000.00	147,128.65	0.00	-943,278.39
484-03 DUE FROM FUND 3	-696,922.70	-697,738.65	-7,631.49	98,001.01	0.00	-795,739.66
484-04 DUE FROM FUND 4	-377,711.29	-377,820.67	-3,547.29	45,347.94	0.00	-423,168.61
484-05 DUE FROM FUND 5	-2,901,682.68	-2,947,470.64	-167,171.81	331,466.18	0.00	-3,278,936.82
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-1,500.70	-1,500.70	0.00	2,420.00	0.00	-3,920.70
490-00 T/A PROPERTY REMEDIATION RES	20,487.90	20,487.90	0.00	0.00	6,550.52	27,038.42
493-00 RSU 39 COMMITMENT	-1,082,828.12	-1,082,828.12	-312,899.43	3,340,730.51	3,653,630.00	-769,928.63
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	64.00	0.00	15.60	854.00	948.40	94.40
497-00 DEATH RECORDS STATE FEE	183.20	0.00	-81.20	1,504.00	1,601.20	97.20
498-00 MARRIAGE RECORDS STATE FEE	21.60	0.00	-3.20	407.20	434.00	26.80
Fund Balance	3,818,832.99	5,112,244.27	-292,295.39	27,285,062.75	26,906,281.08	4,733,462.60
500-00 EXPENDITURE CONTROL	0.00	0.00	-656,799.51	10,488,930.46	11,851,082.82	1,362,152.36
510-00 REVENUE CONTROL	0.00	0.00	364,504.12	15,061,610.29	15,055,198.26	-6,412.03
600-00 FUND BALANCE	3,818,832.99	5,112,244.27	0.00	1,734,522.00	0.00	3,377,722.27

# General Ledger Summary Report

Fund(s): ALL  
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	324,101.91	324,101.91	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	35,459.53	37,646.92	0.00	202,829.36	259,438.65	94,256.21
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	35,459.53	37,646.92	0.00	202,829.36	259,438.65	94,256.21
365-11 TRAIL MAINTENANCE RESERVE	78,843.64	78,843.64	-20,300.00	89,894.10	112,310.00	101,259.54
483-01 DUE TO FUND 1	793,962.35	796,149.74	50,000.00	0.00	147,128.65	943,278.39
484-01 DUE FROM FUND 1	-837,346.46	-837,346.46	-29,700.00	112,935.26	0.00	-950,281.72
Fund Balance	-35,459.53	-37,646.92	0.00	121,272.55	64,663.26	-94,256.21
500-00 Expense Control	0.00	0.00	0.00	59,234.55	62,098.71	2,864.16
510-00 Revenue Control	0.00	0.00	0.00	62,038.00	2,564.55	-59,473.45
600-00 Fund Balance	-35,459.53	-37,646.92	0.00	0.00	0.00	-37,646.92
3 - Housing Department						
Assets	0.00	0.00	0.00	316,342.84	316,342.84	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-55,138.01	-62,558.08	358.79	86,842.83	98,001.01	-51,399.90
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-55,138.01	-62,558.08	358.79	86,842.83	98,001.01	-51,399.90
409-00 HOUSING RESERVE	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	696,922.70	697,738.65	7,631.49	0.00	98,001.01	795,739.66
484-01 DUE TO FUND 1	-813,456.89	-821,692.91	-7,272.70	86,842.83	0.00	-908,535.74
Fund Balance	55,138.01	62,558.08	-358.79	229,500.01	218,341.83	51,399.90
500-00 Expense Control	0.00	0.00	-7,631.49	98,001.01	125,499.00	27,497.99
510-00 Revenue Control	0.00	0.00	7,272.70	131,499.00	86,842.83	-44,656.17
600-00 Fund Balance	55,138.01	62,558.08	0.00	0.00	6,000.00	68,558.08
4 - FSS						
Assets	0.00	0.00	0.00	161,198.14	161,198.14	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-28,578.81	-23,469.43	-1,718.63	52,659.20	45,347.94	-30,780.69
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-28,578.81	-23,469.43	-1,718.63	52,659.20	45,347.94	-30,780.69
409-00 HOUSING RESERVE	0.00	5,000.00	0.00	0.00	0.00	5,000.00
483-01 DUE TO FUND 1	377,711.29	377,820.67	3,547.29	0.00	45,347.94	423,168.61
484-01 DUE FROM FUND 1	-406,290.10	-406,290.10	-5,265.92	52,659.20	0.00	-458,949.30
Fund Balance	28,578.81	23,469.43	1,718.63	108,538.94	115,850.20	30,780.69
500-00 Expense Control	0.00	0.00	-3,547.29	45,347.94	52,419.00	7,071.06
510-00 Revenue Control	0.00	0.00	5,265.92	63,191.00	52,659.20	-10,531.80
600-00 Fund Balance	28,578.81	23,469.43	0.00	0.00	10,772.00	34,241.43

# General Ledger Summary Report

Fund(s): ALL  
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
Debits					Credits	
5 - ECONOMIC DEV CONT'D						
5 - ECONOMIC DEV	0.00	0.00	0.00	1,202,928.98	1,202,928.98	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-382,619.46	-336,831.58	31,171.81	666,047.11	527,427.66	-475,451.03
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-382,619.46	-336,831.58	31,171.81	666,047.11	527,427.66	-475,451.03
473-00 DOWNTOWN TIF	-6,356.70	-6,356.70	0.00	30,610.39	63,082.65	26,115.56
474-00 TRAIL GROOMER RESERVE	3,245.83	3,245.83	-33,900.90	132,000.00	128,878.83	124.66
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
477-01 CEA GAGNON'S RENTAL PROPERTY	0.00	0.00	-1,000.00	1,000.00	1,000.00	0.00
477-02 CEA IRVING	0.00	0.00	-1,000.00	1,000.00	1,000.00	0.00
477-03 CEA PELLETIER ENTERPRISES	0.00	0.00	-1,000.00	1,000.00	1,000.00	0.00
477-04 CEA NORTH STATE TRANSPORT	0.00	0.00	-1,000.00	1,000.00	1,000.00	0.00
483-01 DUE TO FUND 1	2,901,682.68	2,947,470.64	167,171.81	0.00	331,466.18	3,278,936.82
484-01 DUE FROM FUND 1	-3,531,343.23	-3,531,343.31	-98,099.10	499,436.72	0.00	-4,030,780.03
Fund Balance	382,619.46	336,831.58	-31,171.81	536,881.87	675,501.32	475,451.03
500-00 Expense Control	0.00	0.00	-31,171.89	174,855.79	363,368.60	188,512.81
510-00 Revenue Control	0.00	0.00	0.08	315,000.08	312,132.72	-2,867.36
600-00 Fund Balance	382,619.46	336,831.58	0.00	47,026.00	0.00	289,805.58
Final Totals	4,406.30	-1,500,000.00	0.00	65,805,106.60	64,305,106.60	0.00

# Expense Summary Report

Fund: 1  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	791,567.00	82,547.45	717,429.64	74,137.36	90.63
17 - HEALTH & SANITATION	257,578.00	21,510.00	238,080.00	19,498.00	92.43
18 - MUNICIPAL BUILDING	74,790.00	5,540.44	61,906.46	12,883.54	82.77
20 - GENERAL ASSISTANCE	41,071.00	3,209.22	21,659.54	19,411.46	52.74
22 - TAX ASSESSMENT	209,159.00	14,691.18	178,733.51	30,425.49	85.45
25 - LIBRARY	231,669.00	15,834.29	192,275.13	39,393.87	83.00
31 - FIRE/AMBULANCE DEPARTMENT	2,622,708.00	177,215.24	2,178,854.16	443,853.84	83.08
35 - POLICE DEPARTMENT	1,763,342.00	128,776.88	1,527,897.89	235,444.11	86.65
38 - PROTECTION	367,000.00	29,537.69	323,047.99	43,952.01	88.02
39 - CARIBOU EMERGENCY MANAGEMENT	13,594.00	247.09	8,868.88	4,725.12	65.24
40 - PUBLIC WORKS	2,475,356.00	105,552.26	2,165,848.55	309,507.45	87.50
50 - RECREATION DEPARTMENT	566,616.00	43,144.19	508,478.70	58,137.30	89.74
51 - PARKS	181,930.00	11,274.70	160,093.10	21,836.90	88.00
60 - AIRPORT	100,135.00	3,932.30	77,312.35	22,822.65	77.21
61 - CARIBOU TRAILER PARK	12,650.00	987.83	9,773.64	2,876.36	77.26
65 - CEMETERIES	6,850.00	476.00	6,726.00	124.00	98.19
70 - INS & RETIREMENT	91,376.00	2,861.12	74,066.77	17,309.23	81.06
75 - CONTRIBUTIONS	7,648.00	4,600.00	7,647.60	0.40	99.99
80 - UNCLASSIFIED	31,275.00	4,861.63	25,461.73	5,813.27	81.41
85 - CAPITAL IMPROVEMENTS	451,110.00	0.00	451,110.00	0.00	100.00
Final Totals	10,297,424.00	656,799.51	8,935,271.64	1,362,152.36	86.77

## Expense Summary Report

Fund: 2  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	62,038.00	0.00	59,173.84	2,864.16	95.38
Final Totals	62,038.00	0.00	59,173.84	2,864.16	95.38

## Expense Summary Report

Fund: 3  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	125,499.00	7,631.49	98,001.01	27,497.99	78.09
Final Totals	125,499.00	7,631.49	98,001.01	27,497.99	78.09

## Expense Summary Report

Fund: 4  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	52,419.00	3,547.29	45,347.94	7,071.06	86.51
Final Totals	52,419.00	3,547.29	45,347.94	7,071.06	86.51



## Expense Summary Report

12/15/2022

Page 1

Fund: 5  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	308,853.00	29,892.90	157,529.26	151,323.74	51.00
12 - NYLANDER MUSEUM	53,173.00	1,278.99	15,983.93	37,189.07	30.06
Final Totals	362,026.00	31,171.89	173,513.19	188,512.81	47.93

# Revenue Summary Report

Fund: 1  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,774,015.00	277,689.74	7,448,761.43	-674,746.43	109.96
18 - MUNICIPAL BUILDING	2,000.00	0.00	0.00	2,000.00	0.00
20 - GENERAL ASSISTANCE	20,000.00	505.00	7,939.44	12,060.56	39.70
22 - TAX ASSESSMENT	1,045,000.00	0.00	869,999.15	175,000.85	83.25
23 - CODE ENFORCEMENT	10,025.00	282.50	6,522.50	3,502.50	65.06
25 - LIBRARY	5,100.00	0.00	3,232.30	1,867.70	63.38
31 - FIRE/AMBULANCE DEPARTMENT	1,855,543.00	57,617.81	1,490,569.49	364,973.51	80.33
35 - POLICE DEPARTMENT	87,220.00	5,970.00	64,311.77	22,908.23	73.74
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	200,699.00	11,279.50	77,262.50	123,436.50	38.50
50 - RECREATION DEPARTMENT	6,600.00	925.00	11,721.25	-5,121.25	177.59
51 - PARKS	300.00	0.00	50.00	250.00	16.67
60 - AIRPORT	44,000.00	9,734.57	53,982.14	-9,982.14	122.69
61 - CARIBOU TRAILER PARK	0.00	500.00	3,715.00	-3,715.00	----
70 - INS & RETIREMENT	10,000.00	0.00	16,023.00	-6,023.00	160.23
Final Totals	10,062,902.00	364,504.12	10,056,489.97	6,412.03	99.94

## Revenue Summary Report

Fund: 2  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	62,038.00	0.00	2,564.55	59,473.45	4.13
Final Totals	62,038.00	0.00	2,564.55	59,473.45	4.13

## Revenue Summary Report

Fund: 3  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	131,499.00	7,272.70	86,842.83	44,656.17	66.04
Final Totals	131,499.00	7,272.70	86,842.83	44,656.17	66.04

## Revenue Summary Report

Fund: 4  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	63,191.00	5,265.92	52,659.20	10,531.80	83.33
Final Totals	63,191.00	5,265.92	52,659.20	10,531.80	83.33

# Revenue Summary Report

Fund: 5  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	315,000.00	0.00	312,131.93	2,868.07	99.09
12 - NYLANDER MUSEUM	0.00	0.08	0.71	-0.71	----
Final Totals	315,000.00	0.08	312,132.64	2,867.36	99.09

**City of Caribou**  
**Finance Department**  
**MEMORANDUM**

**DATE:**     \_January 9, 2023\_\_\_\_\_

**TO:**       \_Council\_\_\_\_\_

**FROM:**     \_Carl Grant, Finance Director\_\_\_\_\_

**SUBJECT:**   \_Tax Abatements\_\_\_\_\_

Please consider abating the following personal property taxes:

Account #179 principal amount \$361.90 taxes from 2011

This account has been worked for the last twelve years and the business has closed.

**PP Account 179 Detail**  
**as of 01/09/2023**

Name: BROADWAY SUPPLY

Location: 40 BROADWAY STREET

Assessment: 7,800

2011-1 Period Due:  
1) 361.90

Mailing C/O BMW REALTY  
Address: 33 ALDRICH DRIVE  
CARIBOU ME 04736

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2011-1 R					201.06	160.84	0.00	361.90
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
Account Totals as of 01/09/2023					201.06	160.84	0.00	361.90

**Per Diem**

2011-1	0.0391
Total	0.0391

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



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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: January 9, 2023**  
**Re: Revenue Sharing**

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In 2022, Revenue Sharing was fully funded, and the amount received by the City of Caribou exceeded the amount budgeted by \$505,415.09. As discussed at the December meeting, after receiving the advice below from MMA Legal, it was determined that once the final number was received, the excess funds would be used to offset the property tax burden for Caribou citizens in 2023.

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 a generally accepted that any funds received from the state pursuant to section 5681 must be used to directly reduce the commitment.”

**Requested Action**

Please make a motion to “Create a reserve account for 2022 Revenue Sharing funds received over the budgeted amount, a total of \$505,415.09, to reduce the property tax burden in 2023. This reserve account shall be called the ‘2023 Taxpayer Relief Fund’”.

Second. Vote.

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

Account	Period	Journal	Check	Date	Journal Type	Credits	Debits	Description
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
	12	902		12/22/2022	Cash Receipts	141,961.79	0.00	12/22/2022 C/R

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**RE:** Mayoral Appointment of City Council Committees  
**DATE:** January 9, 2023

---

City Charter, Section 2.03, provides that the Mayor is to appoint all City Council Committees, name the Chairperson of said Committees and determine the duties of said Committees.

Mayor Smith is speaking with members of the 2023 Caribou City Council and will make appointments to the Caribou City Council committees.

In this packet is a list of committee and liaison appointments without names.

**Suggested action:**

Discuss with Mayor Smith.

### 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." 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		Review capital requests as part of the budget process. Multiple meetings prior to budget approval. <b>Deadline: Have recommendation back to Council by February 15 for incorporation into the final 2023 budget (deadline to present to City Council is March 1.)</b>
Member		
Member		
Staff	City Manager	
CEGC		
Board Member		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		Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep		
Investment		
Chair		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		
Member		
Staff	Finance Director	
Staff	City Manager	
NMDC General Board		
Board Member	Jody Smith	Meets annually. Typically the Mayor is appointed to NMDC General Board. City Manager is also appointed to the NMDC Executive Board which meets more frequently.
Board Member	City Manager	
Personnel		
Chair		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		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
Alternate	City Manager	members.

Airport		
Chair		Review airport consultant contract, annual capital master plan and FBO operations. Investigate charter service opportunities and receive reports on lease operations.
Member		
Member		
Staff	PW Director	
Staff	City Manager	
Highway / Protection		
Chair		Review work plan with PW Director for annual paving. Consider multi-modal transportation services and improvement projects (e.g. sidewalks, street crossings, bus stations, etc.). Consider new street light locations. <b>Deadline: Review Annual road plan before April 2021</b>
Member		
Member		
Staff	PW Director	
Staff	CEO	
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. The Public Works union contract expires this year on 12/31/2023.
Member		
Staff	Legal Counsel	
	Respective Dept. Heads	
Municipal Buildings		
Chair		Completion of police station design study and fire station renovation project. Additional consideration of asset management systems.
Member		
Member		
Staff	City Manager	
Staff	Respective Dept. Heads	
Council Charter Committee		
Chair		Recommend changes to City Charter to full City Council to go out to the Caribou voters.
Member		
Member		
Staff	City Manager	
Public Safety Committee		
Chair		Evaluate police station and prepare ballot measure.
Member		
Member		
Staff	Police Chief	
Staff	Police Sargent	
Staff	City Manager	

Liaison Roles		
Board	Liaison	Committee Purpose
Airport Advisory Committee		Meets as needed to discuss operations, policies, community outreach events and fund raising opportunities
Caribou Riverfront Renaissance Committee		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		Meets monthly to discuss operations, policies and fund raising opportunities
Nylander Museum		Meets monthly to discuss operations, policies and fund raising opportunities
Planning Board		Meets monthly to review development proposals, regulations, zoning and land use matters.
Recreation Board		Meets monthly to discuss operations, policies and fund raising opportunities



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**RE:** 2023 City Budget  
**DATE:** January 9, 2023

Per the City Charter, Section 5.06 Budget

The budget process shall be divided into three processes: Expense Budget, Capital Expense Budget and Income Budget.

### A. Expense Budget

- On or before January 15: The City Manager shall submit to the City Council a draft budget report detailing operation expenses for the fiscal year.
- On or before February 15: The City Manager will have each City Department Head present a detailed Expense Budget Report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- On or before March 1: The City Manager will provide the City's final written detailed Expense Budget Report for the ensuing year to the City Council.
- On or before the third Monday in March: The City Manager will hold a public hearing and vote on the City's final detailed expense budget for the ensuing year.

### B. Capital Expense Budget

- On or before January 15: The City Manager shall submit to the City Council a capital budget report detailing capital needs for the fiscal year.
- On or before February 15: The City Manager will have each City Department Head present their written detailed Capital Expense Report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- On or before March 1: The City Manager will provide the City's final detailed Capital Expense Budget Report for the ensuing year to the City Council.
- On or before the third Monday in March: The City Manager will hold a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.

### C. Income Budget

- ⊗ On or before January 15: The City Manager will provide detailed Income Estimate Report to the City Council for current year.
- ⊗ On or before February 15: The City Manager shall provide a written estimated Income Budget for the current year to the City Council and Caribou's citizens. This estimated Income Budget must provide the following detailed income information for each main general ledger account and each general ledger sub-account: three year average of actual income, previous year's income budget, previous year's actual income, proposed current year income budget, and proposed level of taxation for municipal budget based on previous year valuation.

### D. Complete City Budget

On or before May 31: The City Manager will finalize the complete City Budget for the current year including all three elements: expense, capital expense, and income. The City Council has the opportunity to reduce the expense or capital expense budget if needed based on the current income budget, but cannot increase the expense or capital expense budget.

### E. Set the Rate of Taxation

The City Council will set the rate of taxation for the City based on the approved budgets of the City, County and RSU 39 on or before the 30th of June each year.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: January 9, 2023**  
**Re: First Read: Caribou Development Committee**

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Local businessman Troy Haney brought up the idea of creating a citizen committee to advance the Economic Development efforts within the City of Caribou. It was based upon the same idea as the Caribou Riverfront Renaissance Committee (Chapter 20 in the City of Caribou ordinances). This would be another tool in the City of Caribou Economic Development toolbox and would complement the ongoing work of the Caribou Economic Growth Council and staff.

A first draft of the proposed Chapter 22 is attached for your review.

At a later meeting, this would be introduced as an ordinance and a public hearing would be held.

**Requested Action**

This is a "First Read". No action is required at this time.

Please provide feedback on the proposed ordinance.



## **Chapter 22 Caribou Development Committee**

### **ARTICLE 1 Caribou Development Committee**

#### **Section**

22-101	Preamble
22-102	Appointment and Tenure
22-103	Responsibility
22-104	Bylaws
22-105	Compensation Benefits
22-106	Purpose
22-107	Funding
22-108	Reporting Requirements

## **Chapter 22 Caribou Development Committee**

### **ARTICLE I Caribou Development Committee**

#### **Sec. 22-101 Preamble**

WHEREAS, economic development has been listed as an important priority by the Caribou City Council; and

WHEREAS, there has been increased interest by developers as evidenced by the number of commercial real estate transactions in recent years; and

WHEREAS, portions of the City of Caribou business district are located in a Tax Increment Financing Districts; and

WHEREAS, there is a desire to organize a standing committee, appointed by the Caribou City Council, for the purpose of promoting community growth and development within the City of Caribou and;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARIBOU MAINE HEREBY establishes the “Caribou Development Committee”, whose purpose is to utilize existing and potential natural, financial and citizen resources to support existing commercial activities, attract new and complimentary businesses to Caribou, and strengthen industry relationships while maintaining and leveraging the iconic character of our community.

#### **Sec. 22-102 Appointment and Tenure**

IT IS THEREFORE ADOPTED by the Caribou City Council pursuant to Sec. 2.11 of the Caribou City Charter, as follows:

The Caribou Development Committee (hereinafter, “the Committee”) is hereby designated a formal standing committee of the City of Caribou, initially composed of five members of the public, who shall be appointed by the City Council and the Committee will include two ex-officio members with voting privileges: one member of the Caribou Planning Board (appointed by a vote of the members), and one member of the Caribou Economic Growth Council (appointed by a vote of the members). In addition, the Committee will include two ex-officio members without voting privileges: one member of the Caribou City Council (appointed by a vote of the Caribou City Council), and the City Manager.

Public members shall be appointed for year-three terms; except however, initial appointments shall be made as follows: two for three-year terms, two for two-year terms and one for a one-year term.

Ex-officio members shall serve indefinitely, at the pleasure of the appointing authority.

### **Sec. 22-103 Responsibility**

The City Manager shall be responsible for the organization, administration, and operation of the Committee; except however, said responsibilities may be delegated to the Committee, as the City Manager deems appropriate.

### **Sec. 22-104 Bylaws**

The Committee shall adopt by-laws providing for the officers, organization, and activities of the Committee, including a provision for the appointment by the Committee of an unlimited number of additional non-voting members. The Committee's by-laws, which shall be initially approved and may be subsequently amended, by a majority vote of the voting members. All by-laws shall be forwarded by the City Manager to the City Council.

### **Sec. 22-105 Compensation Benefits**

No member of the Committee, other than employees of the City in other capacities serving ex officio pursuant to section (a) and any persons who may be specifically employed by the City for Committee-related activities, shall receive any compensation for Committee activities, nor shall any person serving on the Committee be deemed an agent or employee of the City, being entitled to any customary employment benefits, specifically including, but not limited to workers' compensation benefits.

### **Sec. 22-106 Purpose**

The purpose of Caribou Development Committee shall be to:

- Define the meaning of "economic development" and set SMART (specific, measurable, achievable, relevant, and time-based) goals for the committee that:
  - Maintain broad community support regarding the direction of development efforts
  - Encourage broader access to economic incentives for quality job creation and tax base enhancement
  - Reduce barriers to economic growth while recognizing regulatory function
  - Develop municipal initiatives that support existing and future business
  - Identify and pursue additional resources to aid in economic development efforts
  - Assist firms in finding appropriate development sites for expansion
  - Encourage downtown revitalization and neighborhood business development
  - Retain and expand riverfront development while recognizing environmental constraints
  - Strengthen programs which encourage entrepreneurship by becoming a resource for information and technical assistance
  - Promote redevelopment of existing vacant lots within the urban compact zone, underutilized land, and brownfields properties
  - Maintain and improve Caribou's position as a tourist destination
  - Improve commercial, recreational, entertainment and hospitality opportunities for citizens of Caribou and surrounding communities

**Sec. 22-107    Funding**

All grant applications seeking funds more than \$2,500.00 shall be approved by the City Council, and all funds related to the Committee's activities shall be administered through the City Manager's office.

**Sec. 22-108    Reporting Requirements**

The Committee shall file an annual report with the City Council on or before January 31<sup>st</sup> of each year, covering goals, activities, and accomplishments during the preceding year.

**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 9, 2023**

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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 the Caribou Hospital District Board meeting held on November 22, 2022.

The Caribou City Council met with legal counsel in executive session after the January 3, 2023, meeting. Tonight, there will be an opportunity for the City Council to discuss the matter in open session.

**Suggested action:**

Make a motion to officially terminate the appointments of the Caribou Hospital District Board members with unexpired terms. Those members are Mr. Tim Todd, whose term was due to expire on 12/31/2023, and Mr. Doug Plourde, whose term was due to expire on 12/31/2024. (Mr. Bryan Cullins' term expired on December 31, 2022.)

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**RE:** Appointments to the Caribou Utilities District Board of Trustees  
**DATE:** January 9, 2023

The Caribou City Council did not make appointments to the Caribou Utilities District Board of Trustees at the organizational meeting on January 3, 2023.

There are two appointments related to terms which expired on December 31, 2023. A third vacancy for a 2-year term was created upon the unexpected passing of Board of Trustees member, John Swanberg. In making the nominations, please specify for a 3-year term (2) or a 2-year term. The following applications have been received by the City Clerk:

CITIZEN BOARDS			
BOARD/COMMISSION	CONTACT PERSON	TERM ENDING 12/31/2022	APPLICATION RECEIVED
Board of Assessors	Penny Thompson	Michael Quinlan	
Caribou Utilities District	Hugh Kirkpatrick	Janine Murchison	Janine Murchison
		Nancy Solman	Nancy Solman
		Vacancy (2 Years)	Andrea Flannery
			David Martin
			Gary Aiken
			Philip McDonough II
Caribou Hospital District Trustees	Peggy McAfee	Bryan Cullins	David Martin
			Erica Raymond
			Susan White
Planning Board	Kenneth Murchison	Daniel Bagley - 1 year	
Recreation Commission	Gary Marquis	Troy Barnes - Resigned - 2 Years	Evan Graves
Zoning Board of Appeals	Kenneth Murchison	George Howe	
		Lewis Cousins	

**Suggested action:**

Make a motion to appoint two members for 3-year terms and one member for the balance of an unexpired term of 2-years.

# Monthly Permit Report

December 2022

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	0	51	1	62
HOMES	0	2	1	5
MOBILE HOMES	0	2	0	3
MULTI-FAMILY	0	0	0	1
COMMERCIAL	0	7	0	19
EXEMPT	0	1	0	4
PLUMBING PERMITS				
INTERNAL	1	14	3	25
EXTERNAL	1	9	0	15
DEMO PERMITS	1	17	1	17
SIGN PERMITS	0	13	0	10

Year-to-Date is      January 2022                      to                      December 2022