

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, April 10, 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.

1. **Roll Call**
2. **Invocation/Inspirational Thought** – Ron Rosser
3. **Pledge of Allegiance**
4. **Public Forum** (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
5. **Minutes** Pages
 - a. Regular City Council meeting – March 13, 2023 02-07
6. **Bid Openings, Awards, and Appointments**
 - a. Certificates of Recognition for Aroostook League Senior Scholar Athletes 08
 - i. Kayley Bell
 - ii. George Ferland
 - b. Façade Improvement Grant award – 149 Bennett Drive 09
7. **Public Hearings and Possible Action Items**
 - a. Public Hearing – County ARPA application 10-15
 - b. Public Hearing – Chapter 15 Nylander Museum 16-19
 - i. Library Director Peter Baldwin
8. **Reports by Staff and Committees**
 - a. Tax Acquired Property – Map 34 Lot 63, 20 Hillcrest Avenue 20
 - b. Manager's Report 21-22
9. **New Business, Ordinances and Resolutions**
 - a. Maine DOT construction overlimit permit – West Gate Road 23-32
 - b. NBRC Letter of Intent – Riverfront Master Plan 33
10. **Old Business**
11. **Reports and Discussion by Mayor and Council Members** Reports
12. **Next Regular Meetings:** Regular Meeting April 24 34-53
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, Caribou City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting, Monday, March 13, 2023, in the Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Morrill, Theriault and Willey. Councilor Goughan was present via Zoom.

Manager Thompson was present for the meeting.

Department Managers Carl Grant (Finance Director) Peter Baldwin (Library Director, Scott Susi (Fire Chief), Michael Gahagan (Police Chief), Gary Marquis (Superintendent of Parks and Recreation), Kenneth Murchison (CEO/Zoning Administrator) Lisa Plourde (Housing Director), and Dave Ouellette (Public Works Director) were present at 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

Reverend Ron Rosser offered an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Input

There were no comments made by the public.

Council Agenda Item #5: Minutes

a. Regular City Council meeting – February 13, 2023

Motion made by Councilor Willey, seconded by Councilor Morrill to accept the minutes from the February 13, 2023 meeting as presented.

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)

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

a. 2023 Brain Injury Awareness Day Proclamation

Mayor Smith read the proclamation that proclaiming March 2023 as Brain Injury Awareness Month in Caribou.

b. Certificates of Recognition for organizing the 2023 Caribou Snowbowl

Mayor Smith presented Troy Haney & Jim Gamage with certificates for organizing the Snowbowl.

Jim Gamage and Troy Haney explained that it was a fun winter activity in the City of Caribou and it brought lots of business to town. He extended his gratitude to Soderberg's Construction,

St. Peters and many others including Manager Thompson, Dave Ouellette, Gary Marquis, Chief Gahagan, and Chief Susi who helped to make the event a success.

c. Certificates of Recognition for Maine State Champion athletes

- i. MPA Girls State Wrestling – Jocelyn Parlin and Grace Jean
- ii. MPA Nordic Skiing, Individual Overall – Kayley Bell
- iii. MPA Fall 2022 E-Sports Rocket League Champions “Gilson’s Goons”
- iv. MPA Class B Boys Alpine Ski Team

Mayor Smith presented certificates to both the athletes and the coaches in recognition of their accomplishments.

Athletic Director – Evan Graves

Individual State Champion for Nordic Skiing – Kayley Bell Head

Coach – Lydia Streinz

Assistant Coach – George Ferland

Individual State Champion for Girls Wrestling – Jocelyn Parlin

Individual State Champion for Girls Wrestling – Grace Jean

Head Coach – Casey Ryan

Fall 2022 E-Sports Rocket League Champions “Gilson’s Goons”

Head Coach – Kyle Gilson

Alex Belanger, Brady Jalbert, Noah Anderson, Justin Walton, and Ben Leavitt

Class B Boys Alpine Ski Team Head Coach – Neal Sleeper

Assistant Coach – Travis Prashaw

Elliott Sleeper, Edison Sleeper, Calvin Hersey, Jaden Picard, Jude Shea, and Tait Margeson

The coaches extended their gratitude to the community and the City for the support of the athletes.

Council Agenda Item #7: Public Hearings and Possible Action Items

a. Public Hearing – Ordinance No.1, 2023 Series “An Ordinance to Adopt Chapter 22”

Mayor Smith explained that local businessman Troy Haney brought up the idea of creating a citizen committee to advance the Economic Development efforts within the City of Caribou. He explained that it is based on the same idea of the Caribou Riverfront Renaissance Committee and would be used as another tool in the Economic Development toolbox.

Open Public Hearing: 6:31 p.m.

There were no comments made by the public.

Close Public Hearing: 6:32 p.m.

Motion made by Councilor Bagley, seconded by Councilor Willey to accept Ordinance 1, 2023 Series, “An Ordinance to Adopt Chapter 22” with the amendments.

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

b. Public Hearing – 2023 Municipal Expense Budget

Open Public Hearing: 6:35 p.m.

There were no comments made by the public.

Close Public Hearing: 6:36 p.m.

Council Agenda Item #8: Reports by Staff and Committees

a. Tax Acquired Property purchase – Finance Director

Carl Grant (Finance Director) explained that he has received an offer from Tracy Babin for tax acquired property, Map 16, Lot 8, 34 Plante Road. This offer is from the previous owner, and did not make the January 31, 2023, deadline. Payment has been received. The outstanding balance on the account is \$1,360.14.

Motion made by Councilor Morrill, seconded by Mayor Smith to accept the offer Map 16 Lot 8 34 Plante Road.

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)

b. Maine DOT Municipal Partnership Agreement for paving on Route 228

Dave Ouellette (Public Works Director) explained that this is for a future project repairing Route 228 and that even if the agreement is entered into you are still able to back out if needed. He explained that there is a cost share and that the public works department can use their time and work as in kind towards the share.

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to authorize City Manager Penny Thompson to execute the agreement with the Maine DOT for the calendar Year 2024 Municipal Partnership Agreement for a section of Route 228 in Caribou.

Councilor Morrill asked where the money comes from for the project, and if it would come out of the 2024 capital.

Manager Thompson answered that yes it would come from the 2024 capital budget.

Dave Ouellette explained that money is put aside yearly to help fund these projects.

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)

c. City Manager’s Report

Manager Thompson reviewed the City Manager’s Report dated March 13, 2023

Councilor Morrill asked if there was money available for landbanks and if it could be accessed.

Kenneth Murchison (CEO/Zoning Administrator) explained that the state’s landbank committee is still being formed and that at this time the City can receive and convey land.

d. Committee Reports

i. Broadband Committee

Councilor Bagley stated that the Broadband committee met on the 7th of March along with Gary Aiken of the Caribou Utilities District Board.

He explained that they are currently working with Spectrum to receive a final offer that may be different from the offer that was previously heard due to grants for the project. In talking with Mr. Aiken they found out that the application for the grant was denied and that the CUD would not proceed unless grant money is provided.

Councilor Bagley explained that he has also requested a copy of the Engineering study by March 31st from the Business Investment Group.

ii. Airport Committee

Councilor Bagley explained that the Airport Committee met on March 3rd in the City manager’s office. He stated that they discussed different aspects of what is taking place at the airport and what the needs are, such as new snow removal equipment with a cost of roughly \$500,000. They are also assuming a 10% cost share (with the FAA/DoT covering 90%). The committee agreed to submit a recommendation to the Capital Committee for \$50, 000 in 2024 to cover the expense.

They are also suggesting that they change the Public Works Director stipend from \$100/week to \$150/week for all the work and help that he does at the airport.

The committee also discussed ideas for redevelopment of the trailer park which is located on city owned airport property. The committee agreed that the proposal to establish a community garden in a small portion of the trailer park area was approved in November 2022. They do not believe that it should raise an objection from the FAA, as no buildings are planned to be built except for maybe a small storage shed or gazebo. They also discussed the idea of building short-term rental cabins in the trailer park to help serve ATV and Snowmobile owners. The committee did note several challenges related to the idea and stated that it could be an uphill battle to obtain approval through the FAA as it is for non-aviation purposes. In conclusion they believe that it would not be the best fit for the use of the land.

In the master plan they have planned the apron project. They also believe that the master plan is still good for another 5 years.

Dave Ouellette (Public Works Director) thanked the committee for inviting him to the meetings. He explained that in a previous discussion he found out that the new tank cannot go in the same spot. He also stated that he does suggest getting jet fuel and leaving the tank in the ground because it is good until 2029.

Chief Susi added that Angel Flight will assist in buying a tank and filling it with fuel as long as the City continues to fill the tank after. He said that he would forward the contact information to Councilor Bagley.

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

a. Discussion and possible action on Chapter 15: Nylander Museum

Manager Thompson explained before the acceptance for the 2023 Municipal Budget members of the Council asked about discussing reestablishing a volunteer working board for the Nylander Museum. She stated that she used the previous ordinance that was in place prior to the repeal in December 2021 and also Ordinance 22, 2021 series which was offered as an alternative to disbanding the Nylander Museum Board of Trustees.

Councilor Willey expressed concern regarding putting the board under direct supervision of the Library Director.

Councilor Morrill stated that he believes that he agrees with getting the Nylander going again and that it should be able to stand on its own and be its own entity.

The Council had a brief discussion and is interested in finding members for a working board to help to run the Nylander Museum.

Councilor Morrill introduced Ordinance No 2, 2023 Series, an ordinance amending Chapter 15: Nylander Museum.

There will be a public hearing during the first meeting of April.

b. Discussion and possible action on 2023 Municipal Expense budget

Councilor Bagley stated that he is concerned regarding the Riverfront Appropriation for the master plan and the heating fuel and electric numbers for the Recreation center.

Councilor Morrill stated that he is concerned that over the years the reserve funds have been depleted and not replaced. He would like to see the reserve accounts be funded. He stated that the reserve accounts need to be reestablished for the future for when something happens.

Councilor Goughan explained that as far as the reserve accounts go there has always been around \$700,000 away and that it was last year's council that only put away \$400,000. He stated that this council is now in charge and if they want to put that money back or they could do what was done last year, which was roughly \$400,000 which is underfunded.

Councilor Boma stated that there is only so much you can do and that the departments still need to be able to function. She explained that she does not see where they can concern themselves with things that they cannot control.

Councilor Willey explained that she agrees with Courtney and John and that they need to remember that some of the numbers are due to the adjustments that were made in salaries and in employee retirement. She said that those are things that needed to be done and had been left hanging, but that they did what they had to do to get back where people needed to live.

Councilor Theriault stated that she agrees with some of the previous comments and that there are things that the council cannot control and there are things that need to be done to keep the infrastructure up, she explained that it needs to look good and needs to function. She stated that two or three years ago the Council voted to reduce the mil rate by a full mil to give money back that they did not have to give back. When something is done like that the cut had to happen somewhere, and it was not pretty. They are still working at trying to keep it flat but they don't believe they should cut just for the sake of cutting when it is all needed to run the city. She said she does not believe that it is wasted.

Councilor Goughan explained that yes, a mil was given back to the taxpayers, but everything was fully funded that year.

Mayor Smith stated that he is comfortable and that he thinks that they may be able to keep the mil rate flat and stable. He suggested that the City Manager go back with the department heads to see if there are any changes that can be made.

Council had a brief discussion and concluded that they would like to have one way communication via email that all of the council could see each other's thoughts without conducting business regarding the budget.

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

There was no further discussion.

Council Agenda Item #12: Next Regular Meetings: Joint meeting with Planning Board March 14, regular Meeting March 27

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

Council did not enter executive session.

Council Agenda Item #14: Adjournment

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to adjourn the meeting at 7:34 p.m.

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)

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: April 10, 2023
Re: Certificates of Recognition for Caribou High School Aroostook League Senior Scholar Athletes Kayley Bell and George Ferland

The Aroostook League held its annual Senior Scholar Athlete banquet on March 16 and honored Senior Scholar Athletes from the 17 Aroostook League High Schools. All representatives have demonstrated outstanding academic, athletic, and leadership accomplishments over their high school years.

Eastern Aroostook RSU 39 and Caribou High School are pleased to announce that students Kayley Bell and George Ferland have been named the 2022 - 2023 Aroostook League Senior Scholar Athletes.



Suggestion Action:

Present certificates to students



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 10, 2023
RE: Spring 2023 Façade Improvement Grant

In October 2022, Martin and Meghan Dineen purchased the property at 149 Bennett Drive in Caribou to be the new home of “Skin By Meghan Dinneen” – a skin esthetic facility from procedures to medical grade skin care. The exterior has been remodeled to include new windows, siding, and lighting.

The façade improvement committee met on March 28 and voted unanimously to award \$7,500 for a major façade improvement remodel.

Before:



After:



Suggested action:

To affirm the decision of the committee, please make a motion to “accept the results of the Façade Improvement Grant committee and award a Façade Improvement grant in the amount of \$7,500 to Meghan Dinneen for the property at 149 Bennett Drive in Caribou for a major façade improvement”.



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: April 10, 2023
Re: County of Aroostook ARPA Grant application – Public Hearing

A Letter of Intent was sent to the County of Aroostook for the 2023 ARPA Program.

The City of Caribou received a Notification Eligibility Email from the County that the project was eligible to a move to the full application process.

A part of the application process is having a public hearing which will be held tonight.

The grant application is for a 50/50 match for needed protective gear for the Fire and Ambulance Departments and emergency communications equipment including a new tower for the Emergency Operations Center.

A copy of the Letter of Intent is attached.

Suggested action:

Open the Public Hearing and receive comments.

After the public hearing is adjourned, please “make a motion to approve the City of Caribou 2023 Aroostook County ARPA program application in the category of Public Health and Negative Economic Impact”



*Aroostook County Commissioners Office
Aroostook County
144 Sweden Street, Suite 1
Caribou, Maine 04736*

2023 AMERICAN RESCUE PLAN ACT GRANT LETTER OF INTENT

Due at the County Commissioners Office on or before February 17, 2023.

****Broadband Letters of Intent will have a Rolling Deadline for 2023 until all Funds are Awarded.**

Letters of Intent must be submitted via email to the ARPA Program Administrator, Steve Pelletier, at steve.pelletier@aroostook.me.us

If you would like to be considered for ARPA funding you are required to submit a ***Letter of Intent (LOI)*** as part of the application submission. By submitting this form, you are notifying the County that you intend to apply for ARPA funds for an eligible project before the application deadline. If you choose not to apply after submitting the LOI, you do not need to notify the County.

Eligibility to submit an application does not imply final project approval or funding. It will be used to assess eligibility and identify a potential project. You will receive a Notification Eligibility Email from the County if your proposed project is determined to be eligible. If awarded, funds will not be available until after July 1, 2023. If the County Administration has any questions, they will contact you via email.

2023 ARPA Grant Letter of Intent

1. Applicant Information

Applicant:	City of Caribou, Maine	Phone:	207 493 3324
Address:	25 High Street	Fax:	207 498 3954
City/Zip:	Caribou 04736	Email:	pthompson@cariboumaine.org
Authorized Person:	Penny Thompson		
Project Location:	25 High Street & 121 High Street Caribou		
DUNS Number:	060991452		
SAMS EIN Number:	UEI: PGFDS82PF1A2		
Non-Profit 501(c)(3) Date:	Click or tap here to enter text.	*Provide Determination Letter	
Contact Person:	Penny Thompson	Phone:	207 493 5961
	Click or tap here to enter text.	Email:	pthompson@cariboumaine.org

2. Multi-Jurisdictional Applicant Information

Application Lead Organization

Applicant:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
Address:	Click or tap here to enter text.	Fax:	Click or tap here to enter text.
City/Zip:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Authorized Person:	Click or tap here to enter text.		
Project Location:	Click or tap here to enter text.		
DUNS Number:	Click or tap here to enter text.		
Non-Profit 501(c)(3) Date:	Click or tap here to enter text.	*Provide Determination Letter	
Contact Person:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
	Click or tap here to enter text.	Email:	Click or tap here to enter text.

Sub-Applicant

Applicant:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
Address:	Click or tap here to enter text.	Fax:	Click or tap here to enter text.
City/Zip:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Authorized Person:	Click or tap here to enter text.		
Project Location:	Click or tap here to enter text.		
DUNS Number:	Click or tap here to enter text.		
Non-Profit 501(c)(3) Date:	Click or tap here to enter text.	*Provide Determination Letter	
Contact Person:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
		Email:	Click or tap here to enter text.

****Please add additional lines for additional organizations**

3. Eligibility Activity Categories

X	Public Health and Negative Economic Impact - Maximum Request \$150,000.00
	Investments In Infrastructure – Maximum Request - \$300,000.00
	**Broadband – Maximum Request - \$150,000.00

4. Project Information

Provide a clear, concise description of the proposed project using the space below. The scope of work should be very specific in identifying how the funds will be used to meet the ARPA Grant Program Statement Guidelines within eligible activity categories. **Maximum of 1000 words.**

The COVID-19 pandemic exposed insufficiencies in the equipment currently used by City of Caribou first responders. Upgrading facilities, equipment and PPE have become a priority as the Caribou City Council and city administration have come to better understand ways to keep citizens and employees safe from hazards. Additionally, The Maine Municipal Association has recommended use of ARPA funds to update EMS equipment as a priority public health project to ensure community safety and welfare. COVID-19 has raised the standard for “best practice” equipment and essential worker facilities to newer, state-of-the-art technology previously thought to be out of the reach of smaller rural communities.

The Caribou Fire and Ambulance department serves many communities in central Aroostook County with both ambulance and fire service. Older turnout gear like that currently used, contains synthetic chemicals in this protective gear which is associated with various health risks, including an increased risk of liver and kidney cancer. The chemicals responsible are a group of fluorinated compounds called per- and polyfluoroalkyl substances commonly referred to as PFAS. They are used in firefighter turnout gear to increase its ability to repel oil and water. The International Association of Fire Fighters and the Metropolitan Fire Chiefs Association have released a joint statement advising firefighters to reduce their exposure to PFAS. Due to mounting evidence of the health and environmental risks, the Environmental Protection Agency (EPA) has increased regulations limiting permissible uses of PFAS. Because of these EPA actions, more PFAS-free products should be produced. The IAFF and Metro Chiefs advise fire departments to replace current gear with equivalent PFAS-free gear when it becomes available. Furthermore, it is important that each member of the department has their own gear as it needs to be specially fit and free from cross – contamination. After the economic downturn with COVID-19, full funding for upgrading PPE to support Caribou’s health and safety workforce has not been available.

The estimated total cost for turnout gear with a lower PFAS content and to replace the extractor to maintain the turnout gear is \$91,000.

Another way that the City of Caribou plans to support the health and safety workforce is by making adaptations to public facilities by transitioning to a new body worn camera system. Currently, the Caribou Police Department only has enough body worn cameras for half of the department and all cameras in the vehicles are outdated and out of warranty. This technology is an important part of modern police work as footage is used in all cases and will present an accurate depiction of the law enforcement incident giving better protection for officers and the public.

This will allow footage to be automatically downloaded when the officer or vehicle enters the station. This system will reduce user errors and save time. It will also assist in the department’s effort to stop the spread of diseases like COVID-19 by allowing each officer to have their own body worn camera and will remove the need for all officers to use the manual downloading equipment when entering the station. The time saved can be used to better serve citizens and assist other departments with their holding facility needs. Other than the Aroostook County jail in Houlton, the Caribou police station is the only other holding facility. During COVID-19, the importance of the Caribou facility was evident to everyone when there were closures in the County Jails like Houlton.

Emergency communications are a critical component of responding to emergencies in our rural area. For an equitable recovery, it is important that rural departments have equal access to respond to emergencies. Technology is rapidly changing and therefore, to safeguard staff and the communities we serve, the Caribou City Council will be placing funds into reserve to upgrade the radio and repeater system in the next few years. With an investment of Aroostook county ARPA funds, this project can be completed in 2023. The current quote for two radios and the repeater system is \$13,000.

Further, there is a need for a communications tower upgrade at the Emergency Operations Center (EOC). Currently, the tower has a bend in one of the sections. There is a need to combat the negative impact of the COVID-19 public health emergency communication efforts related to any future public health emergencies. If the Emergency Operations Center needs to be activated in an emergency, communications are a critical tool for public safety professionals. In addition to being used by law enforcement, this tower is used by citizen ham radio operators.

The City of Caribou is currently working with a contractor to obtain the cost to upgrade the communications tower with a free-standing tower on a base at the EOC but early indications are that it will be between \$10,000 and \$15,000. For this letter of intent, I will use \$12,000. We will have a firm number for the application if the City of Caribou is invited to apply.

5. Cost Estimates and Project Funding

Provide an estimated project cost, amount of ARPA funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. ***A minimum 25% cash match of the total grant award is required for Public Health and Negative Economic Impact Projects, 50% for Water and Sewer Infrastructure Projects, and 100% for Broadband Projects. Match amounts may come from any public or private source dependent upon Federal Funding requirements.***

Total Estimated Project Cost:	\$189,000	ARPA Grant Request:	\$94,500
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Funding Source	Amount	Date Secured
ARPA NEU funds	\$94,500	June 30, 2022

*****Funding Sources Must be Committed by the Application Deadline Date.***

Applicant Certifications

- a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct; and
- b. This Letter of Intent complies with all applicable State and Federal laws and regulations; and
- c. With the exception of administrative costs, verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state, local government, non-profit organizations, and sub-recipients which are receiving ARPA funding may obtain a financial

- b. This Letter of Intent complies with all applicable State and Federal laws and regulations; and
- c. With the exception of administrative costs, verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state, local government, non-profit organizations, and sub-recipients which are receiving ARPA funding may obtain a financial interest in or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to ARPA activities.
- d. Approval of this Letter of Intent by the County to submit a final application does not imply final project approval or funding.

<i>Renny Thompson</i>	City of Caribou	February 17, 2023
Signature of Authorized Person	Name of Organization	Date

Signature of Each Participating Applicant in a Multi-Jurisdictional Application

Signature of Authorized Person	Name of Organization	Date

Signature of Authorized Person	Name of Organization	Date

Signature of Authorized Person	Name of Organization	Date



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 10, 2023
RE: Public Hearing: Chapter 15: Nylander Museum

Prior to the acceptance of the 2023 Municipal Budget, members of the Caribou City Council asked about discussing reestablishing a volunteer working board for the Nylander Museum. I went back to the Chapter 15 ordinance that was in place prior to the repeal in December 2021 and also Ordinance 22, 2021 series which was offered as an alternative to disbanding the Nylander Museum Board of Trustees in December 2021.

At the March 13, 2023 Caribou City Council meeting, a draft of a revised Chapter 15 was presented to start the discussion. Updates to the draft were made at the meeting and the revised ordinance was then introduced.

The next step is to have a public hearing which is scheduled for tonight.

Suggested action:

Please hold the public hearing. Then if desired, act on the revised ordinance.

If the Caribou City Council wishes to accept the revised ordinance, the ordinance will take effect in 30 days.

**Introduced by Councilor Morrill
On March 13, 2023**

ORDINANCE No. 2, 2023 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance To Amend Chapter 15 – Nylander Museum

Short Title: An Ordinance to Amend Chapter 15

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine; and

WHEREAS, the City of Caribou has adopted Chapter 15, Nylander Museum as part of its ordinances and regulations, which outlines the organization and duties of the Nylander Museum Board of Trustees; and

WHEREAS, the Caribou City Council is required by the City Charter Section 2.11 (1) to adopt by ordinance to “adopt or amend an administrative code or establish, alter, or abolish any City department, office or agency; and

WHEREAS, the Nylander Museum is a City department, currently regarded as a special collection of the Caribou Public Library, located in a building owned by the City of Caribou; and

WHEREAS, the Nylander Museum, contains a collection of artifacts owned by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, currently under the supervision of the Caribou Public Library and its Library Director, with no regular full-time or regular part-time employees employed by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, that would benefit from a volunteer working advisory board organized under Chapter 15 of the City of Caribou ordinances; and

WHEREAS, the Nylander Museum is a City department and the City Council of the City of Caribou desires to alter the organization of the Nylander Museum by reestablishing a volunteer working advisory board; and

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

Section I. Chapter 15 Revisions

Chapter 15 and its related exhibits are hereby amended as indicated in the attached Exhibit A.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance, being introduced on March 13, 2023 and a public hearing being held on April 10, 2023 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2023. This ordinance shall become effective thirty (30) days after adoption by the Council.

Jody Smith, Mayor

Courtney Boma, Deputy Mayor

Dan Bagley, Councilor

R. Mark Goughan, Councilor

John Morrill, Councilor

Joan Theriault, Councilor

Lou Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

Exhibit A

Chapter 15 Nylander Museum

ARTICLE I GENERALLY

Sec. 15-101 ~~Nylander Museum, Department Structure~~

Board of Trustees Established; Appointment; Term; Purpose

Whereas, it is desirable and necessary that all of the collections sold by the late Olof Nylander to the City of Caribou and all other collections donated by others and kept in the Nylander Museum be properly cared for, preserved, added to, and maintained for the use of the public, and for the public good, and for the maintenance, upkeep, and repair of the Nylander Museum, for which said collections are maintained.

Whereas, it is desirable that there be established a board of trustees of the Nylander Museum to advise on its affairs, composed of five (5) voting members who shall be appointed by the Caribou City Council within thirty (30) days after the acceptance of this ordinance by the Caribou City Council, as hereinafter provided, but none of such members of the Caribou City Council shall be eligible for such office of trustees, and whenever any of said trustees becomes a member of said Caribou City Council, he/she shall automatically cease to be such trustee. The Caribou City Council shall appoint a member of the City Council or the City Manager to serve as a non-voting member, ex-officio, in addition to the five (5) voting trustees, who shall serve at the Caribou City Council's pleasure. Initially, the Caribou City Council shall appoint trustees of the Board in the following manner: One (1) trustee for a period of one year; two (2) trustees for a period of two (2) years; two (2) trustees for a period of three (3) years. The respective terms of the trustees shall expire with the end of the municipal year, and whenever a trustee's term shall terminate for any reason before his term shall have expired, the City Council shall appoint a new trustee to finish the unexpired term. At the expiration of the initial terms, trustees will serve a three-year term.

As soon as convenient after the members of said board have been appointed, said trustees shall hold a meeting in the City of Caribou, and organize by the election of a President, Treasurer, Clerk, and, when necessary, all other needful officers and agents.

Whenever a vacancy occurs in the office of President, Treasurer, or Clerk, it shall be promptly filled by said Board of Trustees.

The Board of Trustees shall ordain and establish such by-laws as are necessary for their own convenience. All by-laws must be approved by affirmative vote of the Caribou City Council. Members of the Board shall be eligible to any office under the Board and shall be sworn into office the City Clerk of the City of Caribou.

The Nylander Museum shall be regarded as a special collection of the Caribou Public Library. The Library Director of the Caribou Public Library shall be responsible for the budget and staff resources that will support the mission of the Nylander Museum. In doing so, The President of the Board of Trustees or the Library Director shall make regular updates to the Caribou City Council and the City Manager.

**CARIBOU PARKS & RECREATION DEPARTMENT
55 BENNETT DR.
CARIBOU, ME. 04736
207-493-4224
207-493-4225 Fax**

MEMO

**TO: Mayor Jody Smith
CC: Caribou City Council/ Penny Thompson
FROM: Gary Marquis
RE: Tax acquired property
DATE: March 30, 2023**

Mayor Smith and City Councilors:

I am writing this memo to you as I have been informed of a piece of land that is now in the hands of the City. It is 20 Hilcrest Ave, Map 34 Lot 63 which is located behind our new ballfield. Manager Thompson mentioned this piece of property as she remembered a conversation back a few years ago that if any tax acquired property came into the possession of the City that abutted the new park it would be considered keeping it in City hands as this would be another access point to the Park, whether for maintenance or expansion. I am asking for this parcel to remain as City property for this purpose. Thank you for your consideration in this matter. Please feel free to contact me about this property.

Thank you.

**Gary Marquis
Supt. Of Parks and Recreation**



**City Manager's Report
April 10, 2023**

Economic Projects

River Front - Powerplants	Waiting to hear about Brownfields application. We were told by UCONN that they are hearing that successful applications will be notified in late May.
Broadband Initiative	Information has been received by the City Council Broadband Committee from Pioneer.
CDBG	No new updates
Ogren Dump Solar Project	The developer has reached out. The project was not online April 1 so they have applied for a Business Equipment Tax Exemption. It will be online by April 1, 2024 at which time they will apply for a Renewable Energy Exemption.
Events and Marketing	City Wide Yard Sale May 20 & 21; Thursdays on Sweden Events are being finalized.
Landbank	No new updates
Chapter 13 Rewrite	No new updates
Federal American Rescue Plan Act	On tonight's agenda. The City will be applying for funds from Aroostook County and use City ARPA funds as a match.
Blight Cleanup	No new updates
Birdseye Cleanup	Students at UCONN are working on a potential design for the site.
Caribou Development Committee	Approved at the March 13 meeting. We will have candidates for the member spots at the next meeting.
River Front - Master Plan	On tonight's agenda. The CRRC riverfront committeesubmitting a NBRC grant Letter of Intent to request funds for a Riverfront master plan.
Façade Improvement Program	On tonight's agenda. Great recipient this year and we are already getting calls for the fall 2023 program.
Aldrich ATV/Snowmobile Storage	No new updates
Caribou Economic Growth Council	At last meeting discussed plans to proceed with legal action on two accounts. CEGC has funds to lend to businesses!
Business Outreach	The City is partnering with CKG Creative to design rack cards. The first ones have been well received.

Other Administrative Projects

Tax Acquired Property Policy	One parcel on tonight's agenda
Nylander	On tonight's agenda
Fire Structural Work	No new updates
Fire Station Renovations	Staff has applied for a Congressionally Directed Spending request to bridge the shortfall to make needed changes
Police Station	Had a video chat with Ellen Angel from Artifex on next steps
River Road	Versant has been working towards a solution to the pole that was in the path of the temporary alignment.
Investment Policy	No new updates
Trailer Park Closure	No new updates
Cable Franchise Renewal	No new updates
Airport	Very informative conversation with the FAA regarding the current mobile home park site which is a part of the Caribou Municipal Airport property. The recent inquiry about residential units "raised some flags" about overall airport operations. Staff has been made aware of items that must be brought into compliance so that the FAA will keep funding infrastructure projects at the airport.
Personnel Policy	No new updates
New LED Street lights	Staff was contacted by RealTerm because R L Todd said that there were lights which need attention. Staff will investigate.
Comp Plan Update	There was a good article in the Maine Town & City magazine published by the Maine Municipal Association about challenges faced by other communities in Maine.
COVID-19 Status	No new updates
15 Prospect Street	No new updates
Water Street Fire	No new updates
Age-Friendly Efforts	There was a meeting of Age-Friendly Caribou. There are some good programs being scheduled.
Personnel Changes	The City of Caribou has multiple open positions. See the website for details. There will be some staff recognitions at the next meeting. Interviews for the Chief of Fire & Ambulance will be held next week.
Other Updates	At the Cary Medical Center Board of Directors' meeting there was a discussion of the VA clinic. They have extended their lease again with Cary. The City has signed up to be a part of the Maine Workforce Development Compact to receive funding assistance on courses.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 10, 2023
**RE: Greenlaw Brook Number 2 Bridge Replacement Construction
Overlimit Permit for Maine Department of Transportation project # 021696.00**

The City has received confirmation that the Maine Department of Transportation will do the Greenlaw Brook Number 2 Bridge Replacement Construction project # 021696.00 and is seeking a Construction Overlimit Permit.

A copy of the paperwork received by the City Clerk is on the following pages.

Suggested action:

If the agreement is satisfactory, please “make a motion to approve a Construction Overlimit Permit for Maine Department of Transportation for the Greenlaw Brook Number 2 Bridge Replacement Construction project # 021696.00”



STATE OF MAINE
 DEPARTMENT OF TRANSPORTATION
 16 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0016

Janet T. Mills
 GOVERNOR

Bruce A. Van Note
 COMMISSIONER

Danielle Brissette, Clerk
 City of Caribou
 25 High Street
 Caribou, ME 04736

Subject: Greenlaw Brook Number 2 Bridge Replacement
 Project No: 021696.00
 City of Caribou
 Town of Limestone

Dear Ms. Brissette:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area". A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "*the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers*". In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 624-3410.

Sincerely,


 George M. Macdougall
 Contracts & Specifications Engineer
 Bureau of Project Development

Return this AGREEMENT, when completed, to:

Maine Department of Transportation
ATTN.: George Macdougall, Contracts & Specifications Engineer
#16 State House Station, Child Street
Augusta, Maine 04333-0016

Project: 021696.00
Location: West Gate Road

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the **City of Caribou** agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlimit loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The Maine DOT will assist in determining the amount of the bond if requested. A suggested format for a general construction overlimit bond is attached. A suggested format for a construction overlimit permit is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

CITY OF CARIBOU
By the Municipal Officials

SPECIAL PROVISION 105
CONSTRUCTION AREA

A Construction Area located in the **City of Caribou** and **Town of Limestone** has been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

- (a) The section of highway under construction in the city of Caribou and town of Limestone, Aroostook County on West Gate Road over Greenlaw Brook.
- (b) (West Gate Road) over Greenlaw Brook station 11+00.00 to station 18+84.00 of the construction plus approaches.

Per 29-A § 2382 (7) MRSA, the MDOT may “*issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:*

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.”

The Municipal Officers for the **City of Caribou** agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area”.

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

GENERAL GUIDANCE

CONSTRUCTION OVERLIMIT PERMIT AND BONDING

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

However, in this case we're dealing with *Construction Permits* involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit “*for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation*”. According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.

Frequently Asked Questions:

A. Why sign the document in advance of the actual construction contract?

Response: There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

B. Different roads may require different levels of scrutiny. How is a posted road handled?

Response: Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permits are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation or falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

SPECIAL PROVISION 105
OVERLIMIT PERMITS

Title 29-A § 2382 MRSA Overlimit Movement Permits.

1. Overlimit movement permits issued by State. The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation

2. Permit fee. The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.

3. County and municipal permits. A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality

4. Permits for weight. A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.

5. Special mobile equipment. The Secretary of State may grant a permit, for no more than one year, to move pneumatic-tire equipment under its own power, including Class A and Class B special mobile equipment, over ways and bridges maintained by the Department of Transportation. The fee for that permit is \$15 for each 30-day period.

6. Scope of permit. A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.

7. Construction permits. A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.

8. Gross vehicle weight permits. The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;

B. Municipal officers, for all other ways and bridges within that city and compact village limits; and

C. The county commissioners, for county roads and bridges located in unorganized territory.

9. Pilot vehicles. The following restrictions apply to pilot vehicles.

A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.

B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

9-A. Police escort. A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.

B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.

C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

10. Taxes paid. A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

11. Violation. A person who moves an object over the public way in violation of this section commits a traffic infraction.

Section History:

PL 1993, Ch. 683, §A2 (NEW).

PL 1993, Ch. 683, §B5 (AFF).

PL 1997, Ch. 144, §1,2 (AMD).

PL 1999, Ch. 117, §2 (AMD).

PL 1999, Ch. 125, §1 (AMD).

PL 1999, Ch. 580, §13 (AMD).

PL 2001, Ch. 671, §30 (AMD).

PL 2003, Ch. 166, §13 (AMD).

PL 2003, Ch. 452, §Q73,74 (AMD).

PL 2003, Ch. 452, §X2 (AFF).

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



MEMO

TO: Caribou Planning Board
FROM: Mark Draper, Chair, CRRC
**RE: Caribou Riverfront Renaissance Master Plan
Northern Border Regional Commission Grant**
DATE: April 10, 2023

The Caribou Riverfront Renaissance Committee (CRRC) was busy in 2022 raising awareness and money, for a strategic master plan for better utilization of Caribou's assets along the Aroostook River.

City of Caribou Special Projects Coordinator Karen Gorman working with the Riverfront Renaissance Committee has identified a grant opportunity through the Northern Border Regional Commission (NBRC) Catalyst Program to aid us in the funding of our Master Plan Project.

Caribou's application will request \$40,000 with a \$10,000 local contribution to engage a consultant to provide an analysis and plan (Master Plan) for appropriate, sustainable economic development in the downtown riverfront redevelopment district with a reasonable prospect for implementation, with potential for acquisition of key properties in the project area, as exhibited by local business letters of commitment and area partnerships.

A component of the application is the Letter of Intent (LOI). We ask that the Caribou City Council approve the project in concept and support the submittal of a letter of intent for this NBRC Catalyst Grant and allow the CRRC to explore this funding option.

Suggested Action:

Please move to authorize City Staff to submit a Letter of Intent (LOI) for the NBRC Catalyst Grant Program 2023.

Second. Vote.

Sincerely Submitted

Mark Draper, Chair CRRC

CFAD Monthly Report

February 2023

Fire Calls 18_Ambulance Calls201 _Canceled Calls 2= Total Calls 221_

See Attached Breakdowns:

- Alarms for Fires (33)- 2
- Alarms for Rescues (66) -1
- Silent Alarms -15
- Total Hours Pumped –
- Gallons of Water Used – 10,503
- Amt. of Hose used -60 ’
- Ladders Used (in Feet):
- (75’ Aerial)_ ’
- Thermal Imaging Camera Used -1
- Gas Meter Used-
- Rescue Sled & Snowmobile-
- Rescue Boat -
- Jaws Used -
- Miles Traveled by All Units –4,044
- Color Guard Trng./Ceremonies- mhrs.
- ALS Calls -85
- BLS Calls -116
- Amb. Calls Canceled- 2
- Target Calls (Drug Behavioral)-12
- PIFT Transfers-1
- Long Distance Transfers- 6
- Calls Turned Over - 12
- Total Out of Town Calls-52
- No Transports- 39
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City-
- Total Est. Fire Loss-
- Total Maintenance Hours –
- Total Training Hours – 187.33

MUTUAL AID TO:

- Presque Isle Fire Dept. - F1 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 -1
- Life Flight - 1

MUTUAL AID FROM:

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

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

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	4/3	2	
Stockholm	10/5		
Connor	6/2	1	
New Sweden	7/1		
Limestone	15/1		
Caswell			
Fort Fairfield			
Presque Isle		1	
Van Buren			
Bangor	2		
Perham			
Mad. Lake Twp.			
Cyr Plt.			
Washburn			
Westmanland			

Scott Susi, CFAD Chief

Fire Breakdowns

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

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	1
19. Aid to Ambulance (10-55's) (322)	3
20. Aid to Police (551)	1
21. Investigation (Smoke, CO, or Alarm) 11	(smoke) 5 (CO) (Alarm) 6
22. Service Calls (500)	1
23. Ambulance Calls (300)	201

Canceled Calls- 2

Fire/Rescue- 18

Total Calls for the Month 221_

—

CFAD Monthly Report

March 2023

Fire Calls 18_Ambulance Calls 213_Canceled Calls 3_ = Total Calls 234 _

See Attached Breakdowns:

- Alarms for Fires (33)- 3
- Alarms for Rescues (66) -2
- Silent Alarms -13
- Total Hours Pumped –
- Gallons of Water Used – 25
- Amt. of Hose used - ’
- Ladders Used (in Feet)’:
 - (75’ Aerial)- 75’
- Thermal Imaging Camera Used - 6
- Gas Meter Used-
- Rescue Sled & Snowmobile-2
- Rescue Boat -
- Jaws Used -
- Miles Traveled by All Units – 4,877
- Color Guard Trng./Ceremonies-12 mhrs.
- ALS Calls - 91
- BLS Calls -122
- Amb. Calls Canceled- 3
- Target Calls (Drug Behavioral)-9
- PIFT Transfers-
- Long Distance Transfers-4
- Calls Turned Over -16
- Total Out of Town Calls- 67
- No Transports- 39
- Est. Fire Loss, Caribou -
- Est. Fire Loss, out of City-
- Total Est. Fire Loss-
- Total Maintenance Hours -10
- Total Training Hours – 172.84

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 -1
- Life Flight - 4

MUTUAL AID FROM:

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

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

Location	# of Amb. Resp./N/T's	# Of Fire Resp.	Man Hrs.
Woodland	11	1	
Stockholm	3		
Connor	7		
New Sweden	12		
Limestone	30	1	
Caswell	1		
Fort Fairfield			
Presque Isle	2		
Van Buren	1		
Bangor			
Perham			
Mad. Lake Twp.			
Cyr Plt.			
Washburn			
Hamlin			

Scott Susi, CFAD Chief

Fire Breakdowns

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

Other Incidents

16. Haz-Mat (400)	
17. False Calls (740)	
18. Mutual Aid Calls (571)	4
19. Aid to Ambulance (10-55's) (322)	
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm)	(smoke) 5 (CO) (Alarm) 2
22. Service Calls (500)	
23. Ambulance Calls (300)	213

Canceled Calls-3

Fire/Rescue- 18

Total Calls for the Month234 _

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CARIBOU HOUSING AUTHORITY
 - HOUSING CHOICE VOUCHER -
 - MAINSTREAM PROGRAM -
 - FOSTER YOUTH PROGRAM -
 - EMERGENCY HOUSING VOUCHER PROGRAM -
 FAMILY SELF-SUFFICIENCY PROGRAM
 LANDLORD PARTICIPATION INCENTIVE PROGRAM

WAITING LIST STATISTICS

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Applicants in Jurisdiction	35	0	39										74
VAWA Preference	1	0	0										1
Veteran's Preference	2	0	0										2
Natural Disaster	0	0	0										0
Living in Caribou	19	0	29										48
Mainstream	16	0	16										32

HOUSING CHOICE VOUCHER PROGRAM

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
HUD Allocated Vouchers	196	196	196	##	##	##	##	##	##	##	##	##	2352
Total Vouchers Leased	174	172	176										522
Port Out Vouchers	1	-	-										1
Homeownership Vouchers	1	1	1										3
All Other Housing Choice Vouchers	172	171	175										518

YTD Openings	22	24	20										66
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Applicants Pulled From Waiting List	0	26	0										26
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Vouchers Issued	0	11	4										15
Vouchers Expired	1	2	0										3
Vouchers on Street	6	12	9										27

Total HAP Expense	\$ 83,917	\$ 84,430	\$ 85,991	#	#	#	#	#	#	#	#	#	\$ 254,338
All Other Voucher	\$ 73,818	\$ 74,406	\$ 75,322										\$ 223,546
Port Out Payments	\$ -	\$ -	\$ -										\$ -
Homeownership HAP	\$ 284	\$ 284	\$ 457										\$ 1,025
FSS Escrow, Participants Account	\$ 9,815	\$ 9,740	\$ 10,212										\$ 29,767

Ave. Per Unit Cost	\$ 482	\$ 491	\$ 489										\$ 487
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Lease Up Rates	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
HUD Allocated -vs- Leased	89%	88%	90%										89%
HUD Funded -vs- HAP Expense	97%	97%	92%										95%

MAINSTREAM VOUCHERS

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	40	40	40	40	40	40	40	40	40	40	40	40	480
Total Vouchers Leased	32	32	31										95

Total HAP Expense	\$ 14,685	\$ 15,588	\$ 14,165	#	#	#	#	#	#	#	#	#	\$ 44,438
HAP Expense	\$ 14,014	\$ 15,213	\$ 13,790										\$ 43,017
FSS Escrow, Participants Account	\$ 671	\$ 375	\$ 375										\$ 1,421

YTD Openings	8	8	9										25
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Applicants Pulled from Waiting List	0	13	0										13
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Vouchers Issued	0	2	7										9
Voucher Expired	1	0	0										1
Vouchers on Street	0	2	9										11

PORT IN / FOSTER YOUTH TO INDEPENDENCE

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Vouchers Leased	0												0
FYI HAP	\$ -	\$ -	\$ -	#	#	#	#	#	#	#	#	#	\$ -

EMERGENCY HOUSING VOUCHERS

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	15	15	15	15	15	15	15	15	15	15	15	15	180
Total Vouchers Leased	13	12	13										38

Total HAP Expenses	\$ 8,271	\$ 7,028	\$ 7,741	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ 23,040
Hap Expense	\$ 7,480	\$ 6,237	\$ 6,950										\$ 20,667
FSS Escrow, Participants Account	\$ 791	\$ 791	\$ 791										\$ 2,373

YTD Openings	2	3	2										7
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Vouchers Issued	1	0	1										2
Voucher Expired	0	0	0										0
Vouchers on Street	0	0	1										1

HOUSING QUALITY STANDARDS INSPECTIONS

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Initial Inspection	6	3	4										13
Annual Inspection	0	0	0										0
Tenant/Landlord Requested	1	0	0										1
No Show			0										0
Reinspection(s)	0	0	0										0
Other, Public Housing Authority Inspections	0	0	0										0
Total Inspections	7	3	4	0	0	0	0	0	0	0	0	0	14

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

SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Number of Participants	\$ 11,277	\$ 10,906	\$ 11,378										\$ 33,561
Number Earning Escrow	59	59	61										179
FSS Escrow, Participants Account													0

FSS Families, Disbursement	0	2	3										5
FSS Disbursement Amount	\$ -	\$ 928.00	\$ 779.69										\$ 1,708

FSS Graduate, Families	4	0	1										5
FSS Graduate, Escrow	\$ 18,503	\$ -	\$ 7,490										\$ 25,993

FSS Forfeiture, Families	0	0	1										\$ 1
FSS Forfeiture, Escrow	\$ -	\$ -	\$ 284										\$ 284

LANDLORD INCENTIVE PROGRAM

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Signing Bonus	\$ 4,500	\$ 4,500	\$ 750	#	#	#	#	#	#	#	#	#	\$ 9,750
Housing Choice Voucher	3	6	1										\$ 10
	\$ 2,250	\$ 4,500	\$ 750										\$ 7,500
Mainstream	3	0	0										3
	\$ 2,250	\$ -	\$ -										\$ 2,250
Emergency Housing Voucher	0	0	0										0
	\$ -	\$ -	\$ -										\$ -

Security Deposit	\$ 1,922	\$ 1,800	\$ 730	#	#	#	#	#	#	#	#	#	\$ 4,452
Housing Choice Voucher	1	1	1										3
	\$ 1,172.00	\$ 675.00	\$ 730.00										\$ 2,577.00
Mainstream	1	1	0										2
	\$ 750.00	\$ 1,125.00	\$ -										\$ 1,875.00
Emergency Housing Voucher	0	0	0										0
	\$ -	\$ -	\$ -										\$ -

Repair Grants	\$ -	\$ -	\$ -	#	#	#	#	#	#	#	#	#	\$ -
Housing Choice Voucher	0	0	0										0
	\$ -	\$ -	\$ -										\$ -
Mainstream	0	0	0										0
	\$ -	\$ -	\$ -										\$ -

Damage Reimbursements	\$ -	\$ -	\$ -	#	#	#	#	#	#	#	#	#	\$ -
Housing Choice Voucher	0	0	0										0
	\$ -	\$ -	\$ -										\$ -
Mainstream	0	0	0										0
	\$ -	\$ -	\$ -										\$ 144

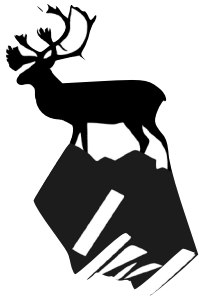
Grand Total of Incentives	\$ 6,422	\$ 6,300	\$ 1,480	#	#	#	#	#	#	#	#	#	\$ 14,202
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GRAND TOTAL OF ASSISTANCE INTO LOCAL ECONOMY	\$ 131,798	\$ 114,274	\$ 117,647	#	#	#	#	#	#	#	#	#	\$ 363,719
2023 YEAR TO DATE	\$ 131,798	\$ 246,072	\$ 363,719										

Percentage Increase, 2023-vs- 2022	14.4%	4.2%	6.2%										8.3%
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2022 MONTHLY ASSISTANCE	\$ 112,788	\$ 109,495	\$ 110,299	#	#	#	#	#	#	#	#	#	#
YEAR TO DATE	\$ 112,788	\$ 222,283	\$ 332,582	#	#	#	#	#	#	#	#	#	#



Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Penny Thompson, City Manager**
From: Peter Baldwin, Library Director
March 2023 Report

March was Maine's first attempt at spring. While the snow continued to batter our doors, inside we began our preparations for spring. From the removal of the snowy decor to the spring themed childrens board, the Library is ready for that most favorite of seasons.

In March, we at the Library celebrate Dr. Suess Day! Our Children's Librarian, Kirsten, put on one wonderful show in the Children's room. There was a reading of "Happy Birthday to You!" by Dr. Suess, and Miss Kirsten read it to the children's delight. The children also participated in a Dr. Suess-inspired scavenger hunt, and snacked on some birthday cupcakes. By the end, there were 11 smiling faces wishing a Happy Birthday to one of our most popular Children's Authors.

All of our Book Groups met this month, which also includes our newest "Adult Book Discussion" group! The adults read "All the Light We Cannot See", and met eagerly to discuss. Many of the members were excited that the library has started this program again as they have missed being a part of the book club. The Elementary and Middle/High School Book Clubs also met this month, boasting a combined total of 21 readers! These clubs are some of the library's favourite as we love seeing how much the kids love the books, or to discuss the parts that they don't like. It is always helpful to know what our young people are into these days, even if we are not so young anymore ourselves!

The Handcrafter's group has gotten an upgrade this month! Due to the wealth of interest by our younger members, the handcrafters group has now supplied a special time dedicated to our little makers. Headed up by a new volunteer, Samantha Matley, kids are now encouraged to come for a whole hour to get a hands-on learning experience from

someone who is not only great with their hands, but also with kids! The last crafting sessions had a total of 21 participants!

The library is always happy to play host to some of the community focused groups that serve Caribou. This month meetings were held at the library for the Aroostook Council on Healthy Living, Great Decisions, Roller Derby, the Aroostook County Genealogical Society, Augmentative Language Learners Group, and more! These groups keep growing and we love to see them each month!

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

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Adult books	612	509	579	630	518	540	652	556	560	751	519	925	866
Juvenile books	662	673	617	626	736	1,082	815	832	881	661	1,171	483	660
Teen/YA books	55	37	35	82	50	67	91	66	36	30	56	64	77
DVDs	129	128	94	89	132	106	137	109	107	137	119	127	135
eBooks/Audiobooks	177	128	178	128	163	136	142	151	133	141	306	271	363
Magazines	24	19	22	32	57	58	69	69	71	81	17	89	54
Interlibrary loans	29	49	33	33	24	28	33	40	21	40	21	31	29
Puzzles	9	10	5	7	0	0	2	1	2	4	16	0	1
STEAM	17	18	4	17	2	1	8	6	3	17	7	13	9
Renewals	479	472	420	350	385	534	348	387	480	434	410	371	382
TOTAL NUMBERS	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Circulation	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576
Library Visitors	3,890	3,610	3,775	3,487	3,936	4,339	3,884	3,803	3,724	3,030	2,599	1,364	3,195
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	165	133	103	149	115	161	120	137	118	85	76	83	110
Books withdrawn	48	25	228	222	43	254	119	186	192	170	78	703	12
Program Participation	2,040	2,243	2,271	2,001	1,652	2,435	2,840	3,940	3,256	2,456	3,181	2,878	
New patrons	43	19	17	29	23	32	35	47	18	18	15	13	29
Archives (# of users)	43	52	32	28	34	41	58	42	42	25	42	37	36

**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	2,296	25,688
2023	2,642	2,374	2,576										7,592

Monthly Permit Report

March 2023

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	3	10	0	1
HOMES	1	1	0	0
MOBILE HOMES	0	0	0	0
MULTI-FAMILY	0	0	0	0
COMMERCIAL	2	6	0	1
EXEMPT	0	2	0	0
PLUMBING PERMITS				
INTERNAL	1	3	0	2
EXTERNAL	0	0	0	0
DEMO PERMITS	2	3	0	0
SIGN PERMITS	1	2	0	1

Year-to-Date is January 2023 to March 2023



Board of Directors
March 6, 2023
5:30 p.m.

Present: Doug Plourde, Chairman; Chris Bell, Penny Thompson, Kevin Barnes, Dr. Shawn Laferriere, Jane McCall, Mike Gahagan, Luke Dyer, Neal Griffith, Dr. Irene Djuanda, Mike Quinlan, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Paula Parent, RN, HR Director; Penny Wickstrom, HR Manager; Chip Holmes, QHR and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Betty Hatch, PHS and Chip Holmes, QHR.

Education: 2022 Year In Review – Kris Doody provided an overview of the 2022 Year In Review.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:32 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of February 6, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the February 6, 2023 meeting minutes as presented.	
3. Report of Chief of Staff	<p>Dr. Irene Djuanda provided the following updates from the February 15th MSEC Meeting:</p> <p>Medical Record Deficiencies Over 30 Days Report – The Medical Staff Executive Committee reviewed the January report. There was an increase in the number of deficiencies that exceed 30 days. The Chief of Staff sent letters to four providers who have been regularly exceeding 30 days to complete their records. Most of the providers have completed their outstanding medical records.</p> <p>Endoscope Purchase Update – Some of the new endoscopes items have been received. Additional items, including the cystoscopy equipment were delayed.</p> <p>Department of Medicine – The department reported that Dr. Baggott, has signed a contract, privileging and credentialing are in process. Dr. Baggott will be providing reads for PFT's.</p> <p>Department of Radiology/Pathology – Quotes are being finalized for a new MRI. Administration is working on Pathology coverage with the upcoming 2023 departure of Dr. Maheshwari.</p> <p>Oncology – Dr. Vaglia's Maine license was approved and will be issued as of February 15, 2023. Her credentialing is in process.</p>	Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.	



**Board of Directors
March 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regen Gallagher reported the following from the January QM Committee Meeting:</p> <p>Utilization and Case Management reports reviewed included: The Committee reviewed the Case Management Dashboard, Readmission Rates and Delays in Stay. It was noted there are currently 8 patients on letters of denial.</p> <p>QM Compliance Indicators reviewed were: Reports were reviewed from Rehab, Radiology, OR, L'Acadie, Jefferson Cary Cancer Center and Nutritional Services.</p> <p>2022 Dashboard – Dr. Gallagher noted there is not alot of new information to report for clinical quality measures. There have been ongoing technical glitches with data input to the dashboard, thus incomplete data for departmental quality indicators. The departmental leaders are working on the new 2023 indicators. A question was posed regarding the infection rate post-surgery. Discussion ensued. Dr. Gallagher reported that the infection rate post-surgery is very low.</p> <p>Customer Satisfaction – Leslie Anderson reported that work is ongoing to improve customer satisfaction in the areas of hospital environment for cleanliness and quietness, communication about medication and care transitions.</p> <p>Patient Safety Committee – The February 8, 2023 minutes were included in the packet for informational purposes.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – PHS MSEC, Departmental Leadership</p>	<p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – Chris Bell attended the Pines Health Services Annual Meeting and provided the following updates. Kris Doody provided the 2022 Year in Review overview. There were two Board reappointments, Stev Rogeski and Dana Rattray. The officers for 2023 are: Tanya Sleeper, Chair; Diane Gove, Vice Chair; Stev Rogeski, Finance & Personnel Chair; Dana Rattray, Secretary and Kris Doody, Clerk. The revised organizational chart was reviewed and approved. The current bylaws were reviewed and approved. Riverside Holdings Company, which was established when Pines created the Presque Isle Health Center, was discussed. The QM Committee meets monthly. Dr. Dumont provided updates on clinical quality measures. Issues with the 340b program have been completed.</p> <p>Medical Staff Executive Committee Meeting – No report was provided.</p>	<p>Informational.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment and Retention</p>	<p>Departmental Leadership – Dr. Djuanda reported that issues with staffing are ongoing due to COVID and vacancies. Staff, however, are very committed to Cary Medical Center and work through the issues together.</p> <p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Hem/Onc – Dr. Elena Vaglia has signed a contract with plans to begin full-time at the Jefferson Cary Cancer Center. Both the Department of State and Federal waivers have been approved, the next step is stamping her Visa in Athens, Greece and moving to Caribou. The Maine Board of Licensure granted her license effective February 15, 2023. Per immigration requirements, Dr. Vaglia needs to begin practicing in 30 days. Plans are for her to begin full time in March. Dr. Zimble has signed a Pines contract and will be providing part-time coverage during 2023. Pathology – Zoom interviews continue to be scheduled with interested candidates. Dr. Boone will continue working part-time in 2023. He also provided a name of a potential pathology candidate. All options for pathology coverage are being reviewed. Emergency Medicine – Dr. Comfort Hines, an experienced ER physician completed orientation in the ED in January and started full-time February 2023. Dr. Hines and her husband have purchased a home in Fort Fairfield and own a home in Appleton, Maine. There have been positive written comments about Dr. Hines posted on social media. Dr. Yazdani provided information for a full-time candidate, Dr. Britt Anderson. A zoom interview was conducted with Dr. Anderson. Hospitalist – With the departure of Dr. Borna, a locum night-time hospitalist has been secured through a locum company beginning March 2023, Dr. Vonzell Williams and April 2023, Dr. Maha Ghosn. Dr. Ghosn was a locum for 3 years at EMMC in Bangor. She will provide locum coverage through the end of the year as a nocturnist, two weeks on, two weeks off. She has 20 years of hospitalist experience and begins coverage in April. Coverage is being discussed with Dr. Suzette Millington-Bufong. Dr. Guillermo Noguera completed a zoom interview late Fall 2022. A site visit is being scheduled with Dr. Noguera in April. Dr. Noguera is looking for a permanent position. Pediatrics – Zoom interviews have been completed with interested pediatricians with additional interviews being scheduled. OB/GYN – Dr. Karen Bosnie will continue to provide one weekend per month coverage through 2023. A locum OB/GYN, Dr. Tanner, has been secured to assist with coverage. Dr. Josette Chamberlain will provide coverage at the end of March. Zoom interviews will be 	<p>Informational.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>b. 100th Anniversary Committee</p> <p>c. Veterans Activities</p> <p>d. QHR Consulting</p> <p>e. Other</p>	<p>scheduled with permanent candidates.</p> <ul style="list-style-type: none"> ENT – Discussions continue with Dr. Kava, an ENT from Maine. He is interested in providing coverage on a monthly basis. Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN, emergency medicine, hospital medicine and anesthesia (CRNA). <p>100th Anniversary Committee – Kris Doody reported the committee continues to meet and plan celebration activities from September 24, 2023 through September 24, 2024. More information will be shared as it becomes available.</p> <p>Veterans Activities – Kris Doody reported there are two concerns of local Veterans; the move of the VA Clinic out of Caribou and the status of MVH in Caribou. An in-person meeting has been rescheduled with the new CEO, Sharon Fusco. The stakeholder report from Berry Dunn has been received and sent to all Board members.</p> <p>QHR Consulting – Nutritional Services consulting with QHR's cooking staff and the Executive Chef are ongoing. Laboratory Services inventory process has begun and will continue for the next 3-4 months.</p> <p>Other – Kris Doody reported that the Caribou Hospital District held its Annual Meeting on February 28, 2023. Officers are as follows: President, Erica Raymond; Clerk, Sue White; Treasurer, David Martin. A resolution was approved regarding banking and signatory cards to remove the old members and add the new treasurer, David Martin. Bylaws were discussed. The bylaws have been provided to the attorney for legal review, including the City Chart and State legislation regarding the District. Doug Plourde was thanked for his many years of dedication to the Caribou Hospital District Board.</p> <p>CEO Evaluation – Doug Plourde reminded everyone that the CEO Evaluation needs to be completed and returned by Friday, March 10th.</p> <p>Executive Session – Doug Plourde announced that after QHR provides their updates the Board of Directors will go into Executive Session.</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. January Financials</p>	<p>Chelsea Desrosiers and Chris Bell provided the following updates:</p> <p>January Financials - Chelsea Desrosiers provided an overview of the January 2023 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses,</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance &</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>COVID funding and net income (loss) for January.</p> <p>COVID Matrix Review – The matrix was included in the packet for review.</p> <p>Pines Health Services - Chelsea Desrosiers provided an overview of Pines financials.</p>	<p>Personnel Committee as reported.</p>	
<p>8. Nursing Quarterly Report</p>	<p>Jenn Plant provided the following updates:</p> <ul style="list-style-type: none"> Nursing recruitment is ongoing for ACU, ED, Maternal Child, One Day Surgery, OR, SCU and Supervision. CNA recruitment is ongoing for ACU, ED, L'Acadie, Oncology and SCU Cardiopulmonary is recruiting for a Respiratory Therapist Department specific vacancies were reviewed New hires: two full-time RNs ICU and ACU in January; two full-time RNs ACU, 1 part-time ICU, 1 part-time ACU for February/March; two full-time new nurse grads ACU, 1 FT NNG ICU, 1 FT NNG Maternal Child, two FT NNG ED in June; in September 1 FT NNG ED and 1 FT NNG ACU, both Canadian citizens 2023 has 155 employees 142 RNs, 3 LPNs and 10 NNGs. 97 FT, 15 PT, 43 On-call employees Patient safety measures are medication barcode scanning, Inpatient falls and AHA education compliance Jenn reported the endoscopy system was installed today and will be in use tomorrow, March 7th. Training will be completed today. There have been some travelers, however Jenn has created a tracking system for locum use. The system is to manage locum use as needed and compared to budget. The Board of Directors thanked Jenn for her tracking system. 	<p>Upon motion duly made and seconded, it was so VOTED to approve the Nursing Quarterly Report as presented.</p>	
<p>9. Compliance Quarterly Report</p>	<p>Dr. Regen Gallagher provided the following updates:</p> <ul style="list-style-type: none"> The Compliance Risk Assessment was reviewed. The following items to review were highlighted: EMTALA, Screening for non-credentialed providers, HIPAA Privacy and Security, Price Transparency Rule/No Surprise Billing Act, 3 Day Qualifying Stay/CAH Inpatient Criteria, Conflicts of Interest and Timely Documentation. Audits – standard Financial audits include: Bad Debt Analysis, Hospital and Uncompensated Care Data, Low-Volume Hospital Adjustments, L'Acadie Audit Transmittal, Quarterly Credit Balance reporting for Q3 and Q4 2022, S-10 Final Adjustments Audits – Human Resources - Sure Check Exclusion checks; HIPAA – Federal Reporting is complete for 2022; investigations – two were completed 	<p>Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report as presented.</p>	



Board of Directors
March 6, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Contracts – New contracts included 1 per diem physician and 1 per diem CRNA. There were no renewals Compliance Hotline – There have been no calls to date to the Compliance Hotline. 		
10. Quorum Health Resources Updates	<p>Chip Holmes provided the following updates:</p> <ul style="list-style-type: none"> Chip thanked Leslie Anderson for participating in the food, nutrition services and culinary concierge services assessment. Chip also thanked Leslie for participating in the inventory for the Laboratory. Chip thanked Dr. Gallagher for completion of the Compliance Risk Assessment. Chip reported the return on investments is included in the Consulting Support Deployment Plan. Chip reported he will be in attendance at the QHR Leadership Conference in Phoenix, AZ. QHR will be announcing a new name by mid-week. The company has changed a lot over the last 3 years with mergers and acquisitions. The name change is due to another company assuming the Quorum name. Chip congratulated everyone on another successful year through many transitions. Chip is making plans to visit Cary this summer. 	Informational.	
11. Other, Adjournment & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:50 p.m.</p> <p>Executive Session – Upon motion duly made and seconded, it was so VOTED to go into Executive Session on a personnel matter. The Board of Directors came out of Executive Session at approximately 7:38 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, April 3, 2023, 5:30 p.m.</p>	Informational.	

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

Respectfully submitted,

Kris Doody, RN, MSB, CEO