

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, May 8, 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
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 – April 10, 2023 02-08
6. Bid Openings, Awards, and Appointments Pages
 - a. Introduction of the new Chief of the Caribou Fire and Ambulance Department 09
 - b. Annual appointment of members to the Northern Maine Development Commission 10-11
7. Public Hearings and Possible Action Items
8. Reports by Staff and Committees Pages
 - a. Tax-Acquired property at 8 Shirley Drive 12-13
 - b. Manager's Report 14-16
9. New Business, Ordinances and Resolutions Pages
 - a. Request from RSU#39 for additional funds for capital project (track) 17-18
 - b. Countersign the RSU#39 Budget Validation Referendum Warrant 19-26
 - c. Conveyance of half of a paper street off Corriveau Street 27-30
 - d. Discussion and possible revision of Ordinance #1, 2023 Series - Chapter 22 Caribou Development Committee 31-37
 - e. Discussion and possible action on having one monthly meeting in June, July, and August 38
10. Old Business
11. Reports and Discussion by Mayor and Council Members Reports
12. Next Regular Meeting: May 22 39-49
13. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)
14. Adjournment

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting, Monday, April 10, 2023, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Theriault, and Willey. Councilor Bagley was present via Zoom. Councilors Goughan and Morrill were absent and excused.

Manager Thompson was present for the meeting.

Department Managers Gary Marquis (Superintendent of Parks & Recreation), Peter Baldwin (Library Director) and Kenneth Murchison (Zoning Administrator/CEO) were present for the meeting.

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

Council Agenda Item #2: Invocation/Inspirational Thought

Reverend Ron Rosser offered the invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Mayor Smith read an email from Matt Till:

“Dear Council Members,

My name is Matt Till, I work for Spectrum as a Maintenance Technician.

I apologize for not being in person tonight, I have a men's league basketball championship game at the rec, and I just can't miss it!

A few months ago I stood up and told the city council that I believed Spectrum was the way to go as far as city investment goes. I wanted to send a note today to reiterate that point.

Spectrum has the fastest, most reliable internet speeds, and the company depth that is needed to go along with providing and maintaining this service.

As I understand it, the Pioneer Broadband proposal would have an administrative employee and a few on-call electricians to provide service, maintain lines and provide emergency assistance. Further, it's my understanding that it is said, once this system is installed, there will be no maintenance required. I'd like you to please think about technology in general, in a broad sense, have you ever known it not to need updating?

In fact, the lines and fiber optic system need so much regular maintenance, that there are

7 full time maintenance technicians in Aroostook County, 3 that live here in Caribou. To put it in perspective, Spectrum has 11 full-time employees that live in Caribou alone. These employees along with their coworkers work to install and maintain quality service. This does not include the many customer service representatives that are involved locally and nationally. My point is, that it is going to take more than a part time service team and one administrative professional to keep a system like this working smoothly.

Lastly, I'd like to note that not only does Spectrum provide a needed service to local businesses and homeowners, it provides high quality jobs to more than 11 Caribou residents. These residents, and their families, are very involved in activities that support the Caribou community.

I'd like to see the City of Caribou support Spectrum in their proposal to bring line extensions to our area.

Thank you for listening.

Matt Till”

Council Agenda Item #5: Minutes

a. Regular City Council meeting – March 13, 2023

Motion made by Councilor Theriault, seconded by Councilor Willey to accept the March 13, 2023, minutes as presented.

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

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

a. Certificates of Recognition for Aroostook League Senior Scholar Athletes

Deputy Mayor Boma explained the Aroostook League has recently held its annual Senior Scholar athlete banquet and honored Senior Scholar Athletes from the 17 Aroostook League High Schools. Caribou High School had two students that have been named 2022-2023 Aroostook League Senior Scholar Athletes.

- i. Kayley Bell
- ii. George Ferland

Mayor Smith presented Kaylee Bell with a certificate.

b. Façade Improvement Grant Award – 149 Bennett Drive

Manager Thompson explained that the City has a façade improvement grant that business can apply for and receive funding to help with improvement projects to their facilities.

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

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to accept the results of the Façade Improvement Grant committee, and award a Façade Improvement grant in the amount of \$7,500 to Megan Dinneen for the property at 149 Bennett Drive in Caribou for a major façade improvement.

Ms. Dinneen came in and extended her gratitude for being awarded the grant for her business.

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

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

a. Public Hearing – Application for ARPA County funds

Open Public Hearing: 6:15 p.m.

Deputy Mayor Boma read a letter from the Caribou Fire and Ambulance Department:

“The Caribou Fire and Ambulance Department is requesting your assistance in funding new turnout gear for our firefighters. With 75% of our members with outdated, worn and sub-standard Personal Protective Equipment our members are at a much greater risk of being injured by fire or exposed to blood borne pathogens as well as harmful PFAS off gassing. Upgrading this sub-standard equipment has been a high priority for the Caribou Fire and Ambulance Department.

Our current replacement plan has tried purchasing new sets of gear. Unfortunately, with times being what they are and revenue being so tight, this goal is almost impossible to achieve 100% compliance with current standards. This extended replacement program extends the time that our members will be at risk when doing their jobs. We feel that when we reach 100% compliance with NFPA standards that the City replacement schedule could be maintainable by the Caribou Fire and Ambulance Department with yearly deposits in a capital account for future replacements.

This updated Personal Protective equipment would keep our members at the highest level of protection that is required, more importantly, they deserve. This turnout gear will provide our first responders with protective gear that will improve safety for entry operations into fire/EMS situations, that are most prevalent in our area and our surrounding communities and keep our first responders safer on the roadway’s we protect and there personal health. The gear we currently use is unsafe, worn out, most being older than ten years old, the reflective strips discolored and worn. We have had this gear repaired and cleaned on a regular schedule in order to keep it in the best condition possible. Many of the stitches have deteriorated to the point where they pull apart while firefighters are operating in hazardous areas. Most recently the gear has been used to protect staff during the COVID-19 outbreak, again getting used beyond its needs.

The total of \$91,000 represents the full amount of the project for replacing worn out gear with low PFAS gear and a proper gear extractor, washer. The lower PFAS will not only protect our firefighter during an incident but after, when the gear is washed it will have a lower amount of dangerous off gassing, unlike our traditional gear we have currently in use. The gear will also be properly sized for the firefighter allowing for the best protection in workable gear. With finical help from the County ARPA grant program it will not only keep our current firefighters safe, it will aid in recruitment of new volunteers by the public seeing the investment we are making in the safety of our local first responders. We can easily complete this project within the one-year requirement.

If awarded this grant we would be able to move quickly towards implementation. Within 60 days of the grant award we would have everyone fitted for the equipment. Within 12 months of the grant award we would be able to have this new equipment on site and be able to utilize it. We are ready to move forward for the safety of our department. I thank you for your consideration.

Respectfully,

Chief Scott Susi”

Mayor Smith read a letter from the Caribou Police Department.

“2023 American Rescue Plan Act

RE: Letter of Support

The Caribou Police Department would like to thank you for the opportunity to be part of the *Rescue Plan Act Application Grant Process*. As outlined in the Application, COVID-19 threw The Caribou Police Department into several daunting tasks never attempted by a city or town of our size. The Caribou Police Department became the only facility in Aroostook County to temporarily hold prisoners not only for Caribou, but for a half dozen other departments in Aroostook County. When the Aroostook County jail went offline in the early stages of COVID, The Caribou Police Department not only housed these prisoners, but we devised a technological plan with the jails, courts, and other facilities throughout Aroostook County so that prisoners could meet with their attorneys, meet with Judges, and be processed locally right from our facility.

The diversion of implementing these new tasks and staffing them with 14 officers took away from body worn camera purchases and updating our antiquated radio communications tower. It’s no secret that the above upgrades are not only imperative to reducing liability, but they are also essential for Caribou’s emergency infrastructure to remain viable. A recent study Conducted by [the University of Cambridge's Institute of Criminology](#), found that body-worn cameras reduced the use of force by roughly **50 percent**, and complaints against police also fell 90 percent during the study period compared with the previous year. If awarded the 2023 American Rescue

Plan Act Grant the City of Caribou would be able to move forward with modern technology upgrades that we could not afford to implement otherwise.

The officers and staff at the Caribou Police Department hereby submit this letter of support to be attached as part of the application process.

With Gratitude,

Sgt Keith Ouellette & Chief Michael Gahagan”

Manager Penny Thompson read a letter from the Caribou Professional Firefighters IAFF Local 5191:

“Caribou Fire and Ambulance Department provides fire coverage for five communities and additionally provides ambulance for twelve communities. Our current turn-out gear was purchased in 2015. This gear has reached the end of its useable life. Many of this gear was damaged in the wind storm that happened in December of 2022 when a tree fell on a propane tank at the Caribou Nursing home.

In August of 2022, the International Association of Firefighters (IAFF) joined forces with the Metro Chiefs to bring attention to the health risks posed by PFAS in turnout gear. PFAS also known as “forever chemicals” are a category of manufactured chemicals linked to cancer and other occupational diseases and are typically found in turnout gear. PFAS has been linked to cancer, which is the leading cause of death for firefighters. In a study published by the National Institute for Occupational Safety and Health identified that Firefighters have 14% higher risk of dying from cancer versus the general public. PFAS containing materials have been used in turnout gear since the 1940s to repel both oil and water.

The newer turnout gear that is now being manufactured today has lower PFAS containing material. According to guidance provided by the IAFF, PFAS-free turnout gear should be purchased when it become available. This new gear would greatly help with the health of the Firefighter of Caribou for many years to come.

Sincerely,
Scott Dow

President Caribou Professional Firefighters Local 5191”

Closed Public Hearing: 6:24 p.m.

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to approve the City of Caribou 2023 Aroostook County ARPA program application in the category of Public Health and Negative Economic Impact”

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

b. Public Hearing – Chapter 15 Nylander Museum

i. Library Director Peter Baldwin

Open Public Hearing: 6:25 p.m.

Mayor Smith explained that the City Council is working to get a board established and get the museum open and operating again.

Peter Baldwin (Library Director) explained that he does not believe that the Library should be removed as the administrator with establishing a working board. Under the library it would give access to funding, approval of payroll and to budgetary.

Councilor Willey explained that the Nylander Museum would be maintained as a Special Collection of the library.

Closed Public Hearing: 6:32 p.m.

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to approve the revised version of Chapter 15.

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

Council Agenda Item #8: Reports by Staff and Committees

a. Tax Acquired Property – Map 34 Lot 63, 20 Hillcrest

Gary Marquis (Superintendent of Parks & Recreation) requested that the city retain the property at 20 Hillcrest Avenue to provide access to the ballfields.

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to abate the taxes in the amount of \$567.41 and retain the property of 20 Hillcrest Ave, Map 34 Lot 63.

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

b. Manager's Report

Manager Thompson reviewed the City Manager's report dated April 10, 2023.

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

a. Maine DOT construction overlimit permit – West Gate Road

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to approve a Construction Overlimit Permit for Maine Department of Transportation for the Greenlaw Brook Number 2 Bridge Replacement Construction project #021696.00.

Councilor Bagley expressed his concerns regarding the blanket permission in regards to heavy equipment operating on the roadways.

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

b. NBRC Letter of Intent – Riverfront Master Plan

Councilor Willey explained that the letter of intent is because the Caribou Riverfront Renaissance Committee (CRRC) is working to apply for a grant and would like to receive the council’s permission to authorize staff to submit a letter of intent.

Motion made by Councilor Theriault, seconded by Councilor Willey to authorize City Staff to submit a Letter of Intent (LOI) for the NBRC Catalyst Grant Program 2023.

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

Council Agenda Item #10: Old Business

There were no items scheduled for discussion.

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

Councilor Bagley explained that information has been received from Pioneer with the study that was conducted by BIG.

Councilor Willey explained that the CCS group for Show Choir got a gold award, and the documents had no notes of needed improvement.

Motion made by Councilor Willey, seconded by Councilor Theriault to support any company who will complete line extensions at no cost to the City of Caribou for every current address in the City of Caribou. We welcome the current scope of services as outlined by Spectrum/Charter in the email received Monday April 10.

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

Council Agenda Item #12: Next Regular Meetings: Regular Meeting April 24

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under MRAA, 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 7:10 p.m.

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 8, 2023
Re: Introduction of the new Chief of the Caribou Fire and Ambulance Department

With the departure of Scott Susi, a vacancy was created. In accordance with the Caribou City Charter, the City Manager names a Fire Chief for an indefinite term. I would like to thank the members of the selection panel who helped me better understand the challenges and responsibilities of this position.

Tonight, I would like to introduce Brian Lajoie who will officially assume the role of Chief of the Caribou Fire and Ambulance Department on Tuesday May 9, 2023.

Chief Lajoie is a graduate of Caribou High School. He was educated at Northern Maine Technical College and Southern Maine Community College. Chief Lajoie began on the paid call force in Caribou in April 1992 and was hired as a career member of the department in October 1995. He was promoted to Captain in February 2016. Additionally, Chief Lajoie has been the treasurer for the Caribou volunteer fire department since 2002 and is a Master Mason with Caribou Masonic Lodge # 170 and Washburn Lodge # 193 and is ANAH Shrine member.

We thank him for his prior service to the department and wish him well as he assumes this new role as Chief of the Caribou Fire and Ambulance Department.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 8, 2023
Re: Annual appointment of members to the Northern Maine Development Commission

Annual community representative appointments are required for the Northern Maine Development Commission. Traditionally, the Mayor and the City Manager are appointed to represent the City of Caribou. A letter from NMDC Executive Director Robert Clark is included in the packet.

Suggested action:

If desired, please make a motion to appoint Mayor Jody Smith and City Manager Penny Thompson as the Northern Maine Development Commission membership appointments.



MEMORANDUM

TO: NMDC Member Communities/Counties
FROM: Robert P. Clark, Executive Director
DATE: April 28, 2023
RE: Appointments to the NMDC Membership

Enclosed herewith is a community representative appointment form for communities and counties who have appropriated dues for NMDC for the 2022-2023 fiscal year.

NMDC will be holding their annual election meeting in June, 2023 for the election of Executive Board members whose terms are expiring in 2023. The Executive Board is elected from the NMDC Membership, therefore your appointments to the NMDC Membership are critical to the structure of the Executive Board and the Commission as a whole. It is important for you, and for us, that your appointed representative be able to attend the NMDC Membership meetings and Executive Board meetings if elected to the Executive Board in June. Active participation by Board members is essential to ensure that your municipality/county is effectively represented in all NMDC activities and programs.

Your appointment(s) last year were: Jody Smith
Penny Thompson

We look forward to your community's representation on the NMDC Membership to help us further economic development and planning for Northern Maine.

A response on the enclosed form would be appreciated by June 2, 2023.

Thank you for your support of NMDC's mission. If you have any questions or need any additional information, please feel free to contact us at any time.

RPC/jd

**City of Caribou
Administration
MEMORANDUM**

DATE: _May 8, 2023_____

TO: _____Caribou City Council Members_____

FROM: _Carl Grant, Finance Director_____

SUBJECT: _Tax Acquired Property Offer_____

Attached please find the tax acquired property offer from Mr. Corriveau for, Map 37 Lot 18, 8 Shirley Drive. This property has been out to bid for a minimum bid of \$18,100 with no bids on this property.

Suggested Motion:

If considering this offer, please make motion to accept this offer of \$8,000 for Map 37 Lot 18, 8 Shirley Drive.

Carl Grant

From: Zac <zcorriveau@gmail.com>
Sent: Tuesday, May 2, 2023 8:07 AM
To: Carl Grant
Subject: 8 shirely drive

To whom it may concern,

I, Zachery Corriveau, would like to put in an offer on 8 shirley drive. Tax map 37, lot 18. I'm offering \$8000. House is in need of extensive repairs. It needs new foundation walls, a new roof and complete renovation of the inside of the house. Walls have started to separate as a result of one foundation wall completely caved in a roof sag that has ensued. I believe the septic needs to be replaced as it appears to have steel pipes leading to it so it would be an old system in need of updating. My offer would cover all back taxes, 2023 taxes, cud fees due, and fees for purchase. The siding needs yo be fixed or replaced and the furnace has been expose to the elements so it is also in need of replacing.

Thank you for your time,
Zachery Corriveau

--

Zac B. Corriveau

[This email comes from outside of your organization. Please be cautious opening or clicking on any attachments or links.]



**City Manager's Report
May 8, 2023**

Economic Projects

River Front - Powerplants	More vandalism has occurred at the power plants. Staff has reached out to Versant to work together to install cameras in the area.
Broadband Initiative	Staff has been in contact with Spectrum about the approval of the line extension grant from the Maine Connectivity Authority. Their first step is to sign a contract with MCA. They will keep us informed on the project.
CDBG	No new updates
Ogren Dump Solar Project	They are making some progress. Staff received a Business Equipment Tax Exemption form for the project which means that they have equipment on site but it is not yet generating power.
Events and Marketing	Brush clean up will begin Monday May 15. Public Works will make one pass through downtown neighborhoods. If you are in the country, please call. City Wide Yard Sale May 20 & 21; Thursdays on Sweden Events are being finalized. First one: June 1
Landbank	No new updates
Chapter 13 Rewrite	No new updates
Federal American Rescue Plan Act	Grant Application for County funds was submitted on time. The requested was for equipment to be used in the fire department and police department.
Blight Cleanup	No new updates
Birdseye Cleanup	No new updates
Caribou Development Committee	This is an agenda item on tonight's meeting
River Front - Master Plan	Staff was notified Friday that based on the NBRC Letter of Intent, Caribou has been invited to submit a complete application.
Façade Improvement Program	No new updates
Aldrich ATV/Snowmobile Storage	Staff has been working with the City Attorney on the road section in this area.
Caribou Economic Growth Council	No new updates
Business Outreach	Staff has been working on a couple of projects.

Other Administrative Projects

Tax Acquired Property Policy	One offer on tonight's agenda
Nylander	Appointments will be made at the next City Council meeting.
Fire Structural Work	No new updates
Fire Station Renovations	No new updates
Police Station	Paperwork to access the \$2,500,000 CDS request is ready to be submitted. Staff has been working with USDA and Artifex.
River Road	No new updates
Investment Policy	No new updates
Trailer Park Closure	No new updates
Cable Franchise Renewal	No new updates
Airport	No new updates
Personnel Policy	No new updates
New LED Street lights	No new updates
Comp Plan Update	There was a work session on April 27. Topic: Fiscal Capacity and Capital Investment. This is a required section of the 2024 Comprehensive Plan. Thank you to Councilors Goughan, Morrill and Bagley who attended.
COVID-19 Status	No new updates
15 Prospect Street	Mr. Barretto was served with an order to respond to the dangerous building complaint before May 8.
Water Street Fire	Norstate discharged their lien. Property owners have not responded to requests from code enforcement or CEGC.
Age-Friendly Efforts	No new updates
Personnel Changes	The City of Caribou has multiple open positions. See the website for details.
Other Updates	Major announcement from the County of Aroostook: In 2024 Aroostook County will be transitioning to a fiscal year of July 1 to June 30. (See attached email from Ryan Pelletier, County Administrator) Mayor Smith has expressed interest in transitioning the City of Caribou to a fiscal year to be in alignment with the County and the school.
Administrative Approvals	No new updates
DOT Village Partnership	This will part of the discussion at the DOT's June Work Plan meeting.

From: [Tammy Pelletier](#)
To: [Ryan D. Pelletier](#)
Subject: County Fiscal Year Change Update
Date: Thursday, April 20, 2023 12:59:45 PM
Importance: High

Good Afternoon,

At the April County Commissioners meeting, the Board took the formal vote to change the County fiscal year for the general fund from a Calendar (Jan-Dec) year to a Fiscal (July-June) year. This is pursuant to Title 30-A § 708. Alternative fiscal year. We have been keeping our municipal partners updated with this process since we began to reexplore last summer and held 3 public hearings over the course of 2022 to provide you all with information and updates along the way.

The decision yesterday means that beginning this summer, we will be developing a 6-month budget for the period January 1, 2024-June 30, 2024. This special 6-month budget will be a “bare bones” budget to cover the very necessary items during that specific timeframe only. Your community will receive the county tax bill for that period at the usual time of receiving tax bills (first quarter of 2024).

After that, we will begin working almost immediately on our regular 12-month budget for the period July 1, 2024-June 30, 2025. Your community will receive the county tax bill for that period in mid-summer. (I would anticipate early July). This 12-month budget will be due and payable at the normal time of September 30th of 2024 and interest beginning to accrue November 1st, 2024.

While the 12-month budget will be due in full as usual, the special 6-month budget will not. Your municipality will have the option to pay your special 6-month budget over a three-year period. We are offering this option to ease the burden on you and your taxpayers to absorb this additional cost. You certainly will be able to make the full payment of the 6-month budget in 2024 if you desire or shorten the payback period to two years if you wish.

We ask you to consider these options and we will be asking for your final decision as to how you wish to pay the 6-month budget next year in January/February. This will help us better understand what we will need to anticipate in short-term borrowing to meet our financial obligations over the transitional period.

Thank you all for your time and consideration and if you have any specific questions, feel free to reach out to me at any time.

Ryan

Ryan D. Pelletier, County Administrator
County of Aroostook
144 Sweden Street, Suite 101
Caribou, ME 04736

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 8, 2023
Re: Request from RSU#39 for additional funds for capital project (track)

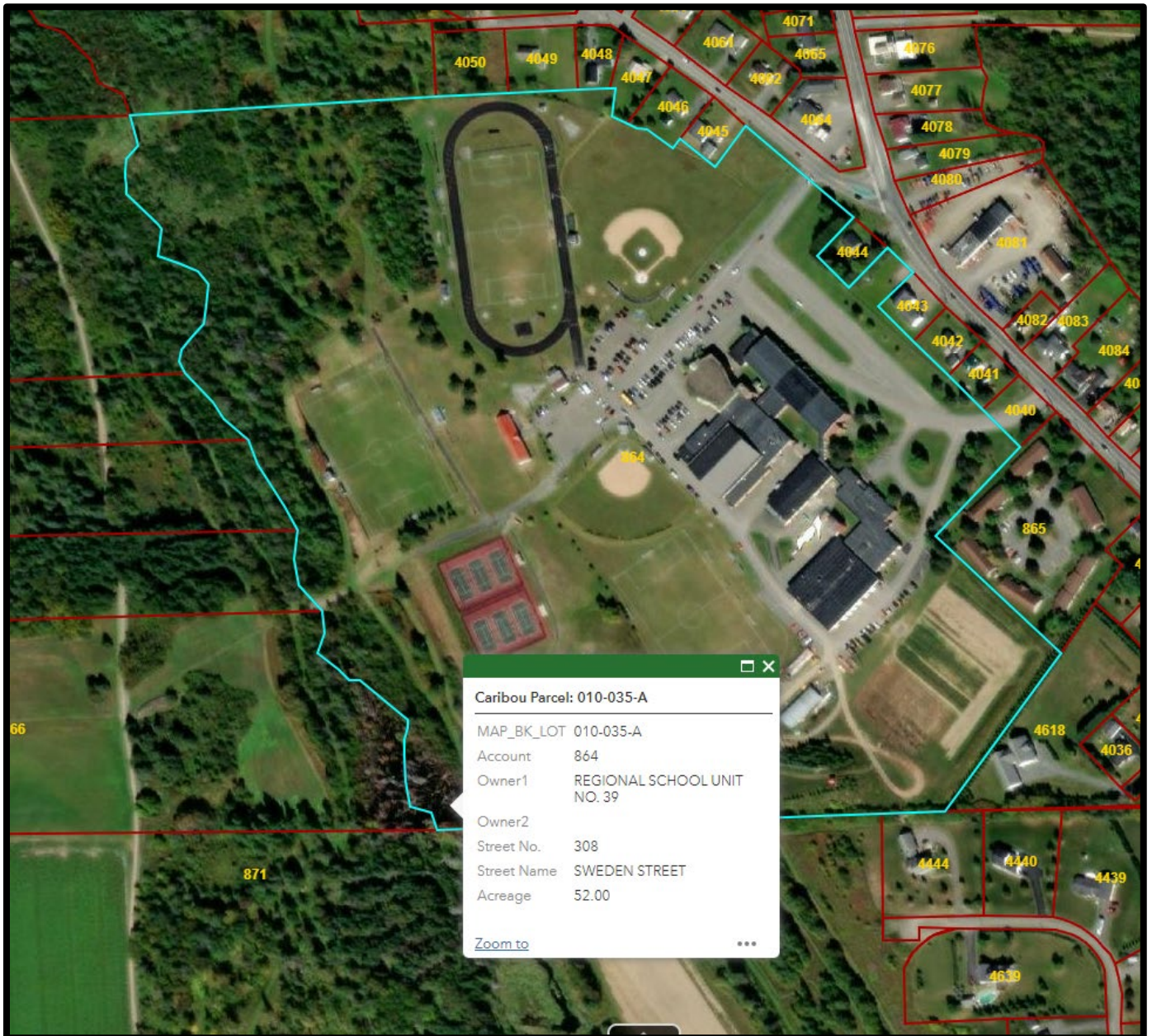
Representatives from Eastern Aroostook RSU#39 would like to discuss a community capital improvement project related to the track that is located at the Caribou High School. This track is used by individuals and groups as well as the school. By holding track meets and events, it brings added business into the area with the increased flow of traffic. The track is overdue for an upgrade.

The total amount required for the project is \$917,517. The RSU has funds available from a capital account and a reserve as well as \$608,467 in ESSER II funds which can be used for this project because it promotes a healthy learning environment and gets students outside. They have a shortfall of \$133,940 for the project and would like to request those funds from the City of Caribou since the track is available and used frequently by citizens in the community.

In 2021, the setting of the tax rate was delayed because additional funds were being made available from the State of Maine to schools for tax relief. When the tax rate was set at the July 26, 2021, meeting as Agenda item # 9, there was discussion about lowering the tax rate or setting the funds aside for future projects. The tax rate was not lowered and at a later meeting, the City Council voted to place \$194,790.77 in an account, G 1-456-00 named "Tax Relief Funds 2021". No funds have been spent from this account.

If the City Council wishes to fund this project from those reserve funds, please make certain that the motion includes the amount and the account number/name.

Community Track located at
Caribou High School
308 Sweden Street ~ Caribou



CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 8, 2023
Re: Countersign the RSU#39 Budget Validation Referendum Warrant

At a meeting on Wednesday April 26, 2023, the Regional School Unit Board of Regional School Unit No. 39 finalized their budget for the 2023 – 2024 school year. Part of this process is a Regional School Unit Budget Meeting that will be held at the **Caribou High School Performing Arts Center, 308 Sweden Street at 5:30 pm on Wednesday May 17, 2023.**

In advance of the meeting, the budget booklet will be loaded on the school's website:

<https://www.rsu39.org/page/budget>

At this same meeting, the Board signed the warrant and notice of election calling the Regional School Unit No. 39 budget validation referendum in accordance with 20-A MRSA §1486 for **June 13, 2023, at the Caribou Wellness Center, 55 Bennett Drive from 8:00 am to 8:00 pm.**

This warrant needs to be countersigned by the Caribou City Council.

Suggested action:

Please countersign the warrant and notice of election.

**WARRANT TO CALL REGIONAL SCHOOL UNIT NO. 39
BUDGET MEETING
(20-A M.R.S.A. §1485)**

TO: Timothy L. Doak, Superintendent of Schools of Regional School Unit No. 39 (the “Regional School Unit”) composed of the City of Caribou and the Town of Stockholm, State of Maine.

In the name of the State of Maine, you are hereby required to notify the voters of each of the municipalities within Regional School Unit No. 39, namely, the City of Caribou, and the Town of Stockholm, that a Regional School Unit Budget Meeting will be held at Caribou High School – Performing Arts Center, 308 Sweden Street in the City of Caribou, Maine at 5:30 P.M. on **May 17, 2023** for the purpose of determining the Budget Meeting articles set forth below.

ARTICLE 1A: To elect a moderator to preside at the meeting.

**ARTICLES 1 THROUGH 11 AUTHORIZE EXPENDITURES IN COST
CENTER CATEGORIES**

ARTICLE 1: To see what sum RSU No. 39 will be authorized to expend for Regular Instruction.

Board of Directors Recommends: \$6,908,892.82

ARTICLE 2: To see what sum RSU No. 39 will be authorized to expend for Special Education.

Board of Directors Recommends: \$2,838,191.85

ARTICLE 3: To see what sum RSU No. 39 will be authorized to expend for Career and Technical Education.

Board of Directors Recommends: \$1,704,677.61

ARTICLE 4: To see what sum RSU No. 39 will be authorized to expend for Other Instruction.

Board of Directors Recommends: \$629,673.02

ARTICLE 5: To see what sum RSU No. 39 will be authorized to expend for Student and Staff Support.

Board of Directors Recommends: \$1,402,763.72

ARTICLE 6: To see what sum RSU No. 39 will be authorized to expend for System Administration.

Board of Directors Recommends: \$753,604.28

ARTICLE 7: To see what sum RSU No. 39 will be authorized to expend for School Administration.

Board of Directors Recommends: \$768,409.20

ARTICLE 8: To see what sum RSU No. 39 will be authorized to expend for Transportation and Buses.

Board of Directors Recommends: \$1,209,597.63

ARTICLE 9: To see what sum RSU No. 39 will be authorized to expend for Facilities Maintenance.

Board of Directors Recommends: \$2,419,442.22

ARTICLE 10: To see what sum RSU No. 39 will be authorized to expend for Debt Service and Other Commitments.

Board of Directors Recommends: \$3,327,357.19

ARTICLE 11: To see what sum RSU No. 39 will be authorized to expend for All Other Expenditures including Nutrition

Board of Directors Recommends: \$90,500.00

ARTICLES 12 THROUGH 14 RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

ARTICLE 12: To see what sum RSU No. 39 will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum RSU No. 39 will raise and assess as each municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

Recommended amounts set forth below:

Total Appropriated (by municipality):		Total raised (by municipality):	
City of Caribou:	\$15,761,386.48	City of Caribou:	\$2,702,385.17
Town of Stockholm:	\$212,452.05	Town of Stockholm:	\$124,066.00
RSU Total Appropriated (Sum of above)	\$15,973,838.53	RSU Total Raised: (Sum of above)	\$2,826,451.17

Explanation: RSU No. 39's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that RSU No. 39 must raise and assess in order to receive the full amount of state dollars.

ARTICLE 13: To see what sum RSU No. 39 will raise and appropriate for the annual payments on debt service previously approved by RSU No. 39 voters for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of RSU No. 39's contribution to the total cost of funding public education from pre-kindergarten to grade 12.

Board of Directors Recommends: \$189,111.00

ARTICLE 14: (Written ballot required). To see what sum RSU No. 39 will raise and appropriate in additional local funds (**Recommend \$1,472,211.00**), which exceeds the State's Essential Programs and Services allocation model by (**Recommend \$1,472,211.00**) as required to fund the budget recommended by the Board of Directors.

The Board of Directors recommends **\$1,472,211.00** for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by **\$1,472,211.00**.

Explanation: The additional local funds are those locally raised funds over and above RSU No. 39's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve RSU No. 39 budget for educational programs.

Special Education
Transportation

ARTICLE 15 SUMMARIZES THE PROPOSED SCHOOL BUDGET

ARTICLE 15: To see what sum RSU No. 39 will authorize the Board of Directors to expend for the fiscal year beginning **July 1, 2023** and ending **June 30, 2024** from RSU No. 39's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

Board of Directors Recommends: \$22,053,109.54

ARTICLE 16 AUTHORIZES EXPENDITURE OF GRANTS AND OTHER RECEIPTS

ARTICLE 16: In addition to amounts approved in the preceding articles, shall the Board of Directors be authorized to expend other sums as may be received from federal or state grants or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

ARTICLE 17 AUTHORIZES THE ADULT EDUCATION PROGRAM AND RAISES THE LOCAL SHARE

ARTICLE 17: To see if RSU No. 39 will appropriate **\$243,500** for adult education and raise **\$243,500** as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

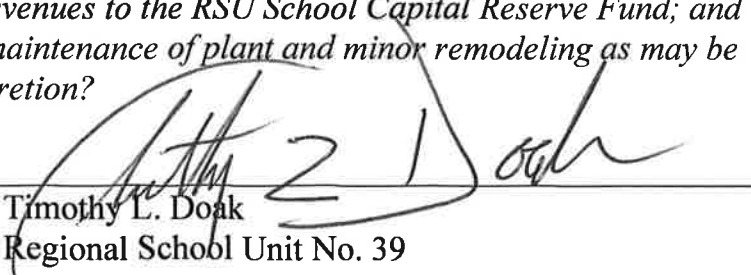
ARTICLE 18 - AUTHORIZES DISTRIBUTION OF ADDITIONAL STATE SUBSIDY RECEIVED

ARTICLE 18: To see if in the event that the RSU No. 39 receives more state education subsidy than the amount included in its budget, shall the School Board be authorized to use all or part of the additional state subsidy to increase expenditures for school purposes in cost center categories approved by the School Board, increase the allocation of finances in a reserve fund approved by the School Board, and/or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), for local property taxpayers for funding public education as approved by the School Board?

ARTICLE 19 - AUTHORIZES A TRANSFER TO THE CAPITAL RESERVE FUND

ARTICLE 19: Shall the School Board be authorized to transfer up to \$200,000 from unanticipated additional tuition revenues to the RSU School Capital Reserve Fund; and to expend such reserve funds for maintenance of plant and minor remodeling as may be needed at the School Board's discretion?

A true copy of the Warrant, attest:



Timothy L. Doak
Regional School Unit No. 39

**NOTICE OF AMOUNTS ADOPTED AT BUDGET MEETING
REGIONAL SCHOOL UNIT NO. 39
INFORMATION FOR VOTERS AT BUDGET VALIDATION REFERENDUM**

TO: Municipal Clerks of the City of Caribou and the Town Stockholm, State of Maine

In the name of the State of Maine and pursuant to 20-A M.R.S.A. §1486(2) you are hereby directed to display this Notice of Amounts Adopted at Budget Meeting at the polling places within your respective municipalities to assist the voters of Regional School Unit No. 39 (the “Regional School Unit”) in voting at the budget validation referendum to be held on **June 13, 2023** for the purpose of determining if the Regional School Unit budget for the **2023 – 2024** fiscal year that was adopted at the Regional School Unit budget meeting on **May 17, 2023** should be approved.

Cost Center Summary Budget Category	Amount Recommended by Regional School Unit Board	Amount Approved by Voters at the Budget Meeting*
Article 1: Regular Instruction	\$6,908,892.82	
Article 2: Special Education	\$2,838,191.85	
Article 3: Career & Technical Education	\$1,704,677.61	
Article 4: Other Instruction	\$629,673.02	
Article 5: Student & Staff Support	\$1,402,763.72	
Article 6: System Administration	\$753,604.28	
Article 7: School Administration	\$768,409.20	
Article 8: Transportation & Buses	\$1,209,597.63	
Article 9: Facilities Maintenance	\$2,419,442.22	
Article 10: Debt Service & Other Commitments	\$3,327,357.19	
Article 11: All Other Expenditures	\$90,500.00	
Summary of Total Authorized Expenditures	\$22,053,109.54	

Amounts recommended by RSU No. 39 Board of Education at April 26, 2023 meeting.

*Amounts to be completed by Superintendent of Schools under authority of Regional School Unit Board

The amount approved at the Regional School Unit budget meeting includes locally raised funds that exceed the maximum state and local spending target pursuant to 20-A M.R.S.A §15671-A(5).

Document to be completed and signed at the May 17, 2023 Regional School Unit No. 39 Budget Meeting.

Betheny Anderson

Jan Tompkins

Tanya Sleeper

Ron Willey

Lindsey Theriault

A majority of the Regional School Unit Board of Regional School Unit No. 39

Timothy L. Doak, Superintendent

**WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT NO. 39
BUDGET VALIDATION REFERENDUM
(20-A M.R.S.A. §1486)**

TO: Timothy L. Doak, Superintendent of Schools of Regional School Unit No. 39 (the “Regional School Unit”) composed of the City of Caribou and Town Stockholm, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 39, namely, the City of Caribou and the Town Stockholm an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers, who shall post the following warrant and notice of election:

**CITY OF CARIBOU
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Aroostook ss.

State of Maine

TO: Danielle M. Brissette, Clerk of Caribou: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE CITY OF CARIBOU:

You are hereby notified that a Regional School Unit No. 39 budget validation referendum election will be held at the Caribou Wellness Center, 55 Bennett Drive in the City of Caribou on **June 13, 2023** for the purpose of determining the following referendum articles:

Article 1: Do you favor approving the Regional School Unit No. 39 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

The voting on Article 1 shall be by secret ballot referendum. The polls will be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, April 26, 2023 at Caribou, Maine.

Betheny Anderson
Betheny Anderson

Jan Tompkins
Jan Tompkins

Tanya Sleeper
Tanya Sleeper

Ronald Willey
Ronald Willey

Lindsey Theriault
Lindsey Theriault

A majority of the Regional school Unit Board of Regional School Unit No. 39

A true copy of the Warrant and Notice of Election, attest:

Timothy L. Doak
Timothy L. Doak
Regional School Unit No. 39

Countersigned this _____ day of _____, 2023 at Caribou, Maine.

A majority of the municipal officers of the City of Caribou

A true copy of the Warrant and Notice of Election,

Danielle M. Brissette
Clerk
City of Caribou

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 8, 2023
Re: Conveyance of half of a paper street off Corriveau Street

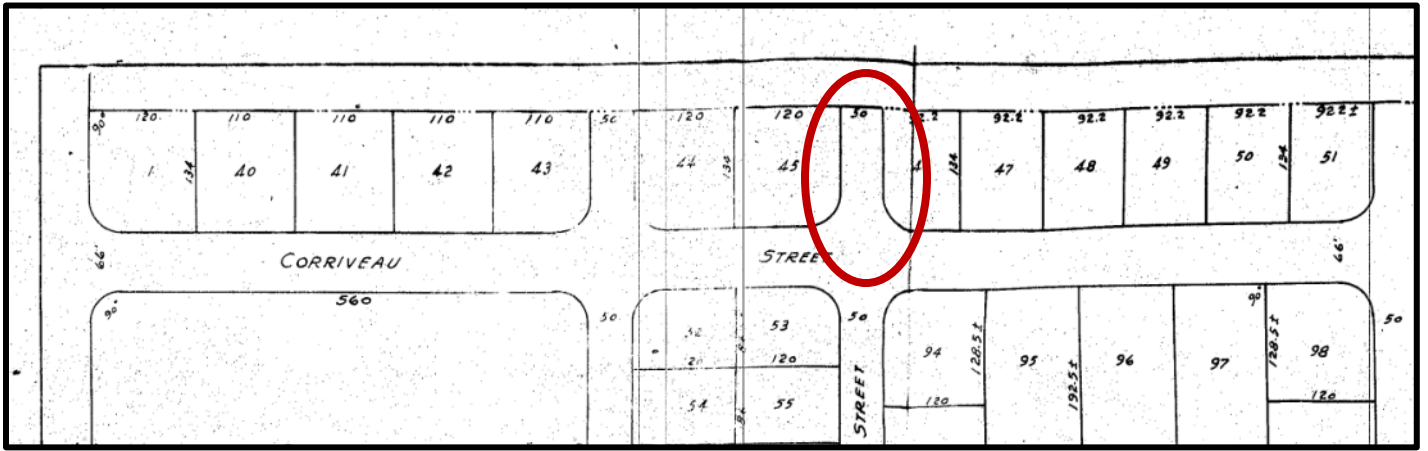
In October 2004, the City of Caribou conveyed a portion of a paper street, “the west one-half of Violette Street extension where it joins Lot 45” to William and Mary Lee Anderson in Book 4039 Page 25. The east half of the Violette Street extension was not conveyed at that time to the owner of Lot 46 from the 1956 subdivision.

J&A, LLC purchase Map 41 Lot 8, which is Lot 46 from the 1956 subdivision, in 2021. They have requested that the City of Caribou convey “the east half of Violette Street extension where it adjoins Lot 46” to J&A, LLC subject to a water and sewer line easement in favor of Caribou Utilities District.

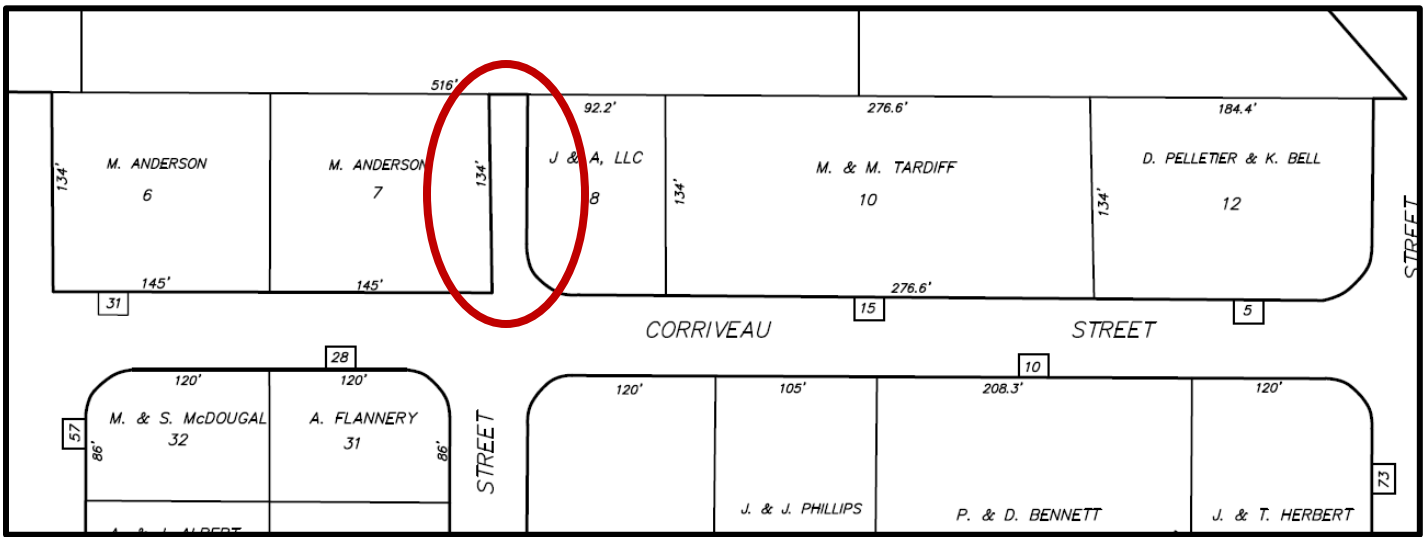
Suggested action:

Please make a motion and second to “the east half of Violette Street extension where it adjoins Lot 46 according to the survey and plan of the Walter J. and Rose Marie Corriveau subdivision by A.H. Rheinlander, Surveyor which is recorded at the Southern Aroostook Registry of Deeds in Volume 14, Page 31” to J&A, LLC subject to a water and sewer line easement in favor of Caribou Utilities District.

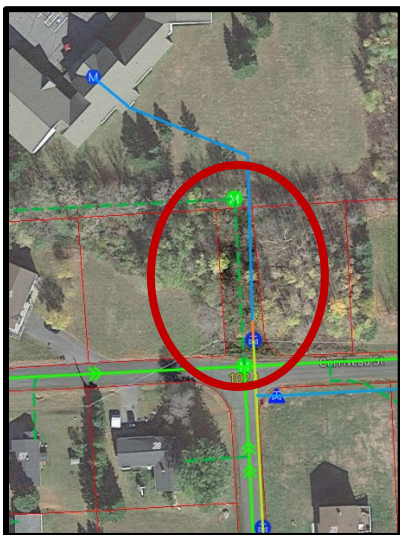
Map sections related to conveyance:



Original survey plan



2022 Tax Map 41



CUD Water & Sewer Easements



Aerial view of subject area

MUNICIPAL QUITCLAIM DEED
(Maine Statutory Short Form 11)

The **Inhabitants of the City of Caribou**, a body corporate and politic, located in the County of Aroostook, State of Maine, for consideration paid, releases to **J&A, LLC**, a Maine Limited Liability Company with a mailing address of 539 Access Highway, Caribou, ME 04736, the following piece or parcel of land located in Caribou, County of Aroostook and State of Maine, to wit:

A certain piece or parcel of land together with any buildings and improvements thereon situate in the City of Caribou, County of Aroostook, State of Maine being described as follows:

The east half of Violette Street extension where is adjoins Lot 46 according to the survey and plan of the Walter J. and Rose Marie Corriveau Subdivision by A.H. Rheinlander, Surveyor, which plan was projected on August 14, 1956, and recorded at the Southern Aroostook Registry of Deeds in Volume 14, Page 31.

This conveyance is to parts of paper streets that are shown of the aforesaid survey and plan but never developed as streets.

Excepting a water and sewer line easement in favor of Caribou Utilities District along the east side of said paper street.

The City of Caribou caused this instrument to be signed in its corporate name by the City Council on this ___ day of May, 2023

City of Caribou

Witness

By _____
Jody Smith -Councilor

Witness

By _____
Daniel T. Bagley -Councilor

Witness

By _____
Mark Goughan -Councilor

Witness

By _____
John Morrill -Councilor

Witness

By _____
Louella Willey - Councilor

Witness

By: _____
Courtney Boma - Councilor

Witness

By: _____
Joan Theriault- Councilor

State of Maine
Aroostook, ss.

_____, 2023

Personally appeared the above named Jody Smith, Daniel T. Bagley, Joan Theriault, Mark Goughan, John Morrill, Louella Willey, Courtney Boma and Joan Theriault who acknowledged the foregoing instrument to be their free act and deed in said capacity and the free act and deed of said City of Caribou

Before me, _____
Notary Public/Attorney at Law

[Print/Type Name of Notary/Attorney]

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 8, 2023
Re: Discussion of Ordinance 1, 2023 series, "An Ordinance to Adopt Chapter 22"

A first draft of the proposed Chapter 22 was presented at the January 9, 2023, meeting. Changes were made by Councilor Bagley. The Ordinance was introduced at the February 13, 2023, Caribou City Council meeting. The required public hearing was held March 13, 2023, and the ordinance passed.

Tonight it is on the agenda for additional discussion.

Introduced by Mayor Smith
On February 13, 2023

ORDINANCE No. 1, 2023 Series

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

An Ordinance To Adopt Chapter 22 creating the Caribou Development Committee

Short Title: An Ordinance to Adopt Chapter 22

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine; 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, economic development has been listed as an important priority by the Caribou City Council; and

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

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

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

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

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 22 Adopted

Chapter 22 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 February 13, 2023 and a public hearing being held on March 13, 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

Chapter 22 Caribou Development Committee

ARTICLE 1 Caribou Development Committee

Section

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

Chapter 22 Caribou Development Committee

ARTICLE I Caribou Development Committee

Sec. 22-101 Preamble

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

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

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

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

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

Sec. 22-102 Appointment and Tenure

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

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

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

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

Vacancies, due to death, resignation, or any other reason, shall be filled by a majority vote of the Caribou City Council.

Sec. 22-103 Responsibility

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

Sec. 22-104 Bylaws

The Committee shall adopt bylaws providing for the officers, organization, and activities of the Committee, including a provision for the appointment by the Committee of an unlimited number of additional non-voting members. The Committee's bylaws shall be approved initially and may be amended subsequently by a majority vote of the Committee. The initial by-laws, and any subsequent amendments to the bylaws, shall be forwarded by the City Manager to the City Council for review and approval, before those bylaws or amendments take effect.

Sec. 22-105 Compensation Benefits

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

Sec. 22-106 Purpose

The purpose of Caribou Development Committee shall be to:

- Coordinate with the City Manager, City staff, the Caribou Planning Board, the Caribou Economic Growth Council, the Caribou Riverfront Renaissance Committee, and the Caribou Airport Advisory Committee to develop a comprehensive economic development strategy for the next 10-year period (2023 – 2033)
- Build and maintain broad community support for development efforts through public testimony and social media presence
- Encourage broader access to economic incentives for quality job creation and tax base enhancement
- Recommend measures to reduce barriers to economic growth, while recognizing regulatory functions
- Develop initiatives that support existing and future business
- Identify and pursue potential resources to aid in economic development efforts

- Assist firms in finding appropriate development sites for expansion
- Encourage downtown revitalization and neighborhood business development
- Serve as a resource for information and technical assistance, to strengthen programs that encourage entrepreneurship
- Promote redevelopment of existing vacant lots within the urban compact zone, underutilized land, and brownfields properties
- Recommend measures to maintain and improve Caribou’s position as a tourist destination
- Improve commercial, recreational, entertainment and hospitality opportunities for citizens of Caribou and surrounding communities
- Coordinate with the Caribou Planning Board to recommend potential zoning and land use changes that will encourage greater economic development across the City, support and contribute to the “Economy” section of the Comprehensive Plan
- Coordinate with the Caribou Economic Growth Council to recommend deserving businesses for funding support
- Coordinate with the Caribou Riverfront Renaissance Committee to recommend short-term, mid-term, and long-term strategies and initiatives for riverfront redevelopment
- Coordinate with the Caribou Airport Advisory Committee to recommend measures to expand the utilization and development of airport facilities

Sec. 22-107 Funding

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

Sec. 22-108 Reporting Requirements

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

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



MEMO

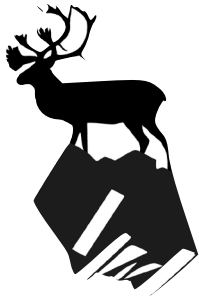
To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: May 8, 2023
Re: Discussion and possible action on having one monthly meeting in June, July, & August

The current calendar for Caribou City Council meetings calls for two meetings a month – the second and fourth Monday of each month.

On tonight’s agenda is a discussion to reduce the number of meetings in the summer months of June, July, and August by cancelling the meeting on the second Monday of the month. If a second meeting is needed, one can be scheduled with proper notice.

Suggested action:

If the City Council desires to reduce the number of summer meetings, please make a motion to cancel the meetings scheduled for: June 12, July 10, and August 14.



Caribou Public Library

DIRECTOR'S REPORT

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

April is a chilly month, but the flowers have begun to bloom, and we are finally beginning to see some grass. In between our regular programs, we have been planning a garden revamp for the spring season, one that will integrate some new flowers into our butterfly garden and allow our Gazebo to be repainted! With spring comes renewal, and so the Library always takes this time to assess our programs and facilities, and decide on improvements throughout the year!

As a part of this effort, we held a “Garden Stone Painting”, where people were invited to come and paint stones that will go in our garden this year! We had many kids and parents alike participate. The stones are vibrant and colorful, and will be placed in the garden as soon as we begin replanting!

Our Children’s Librarian Kirsten, who is responsible for the innovative and creative programs we see in our Children’s Library, attended Reading Round-Up this April! While there, she attended many seminars on programming ideas for our youth, and came back with a lot of amazing ideas. Kirsten was also able to chat with some librarians from around the state, making connections with other libraries that will prove to be important in the development of our Library.

One of our staff, Cathy, has been working on reconfiguring our Seed Library! To this end, she ran a program called a “Seed Swap”, where people from the community came to the Library to swap seeds and talk about growing conditions. It was quite insightful, and a wonderful way to get the community involved with the services of our library. The Seed Library itself is almost ready to go, with new additions being cataloged. The seeds are always free at the Library!

Our Handcrafters groups have gained continuous attention with a record of 15 individuals seen for one session in April. The kids come to learn how to crochet, and all of the adults help to teach them while working on their own projects! It has been wonderful to see so many people engaging in their hobby work while using the Library as

a safe space to do it. Our volunteer, Sami, has been wonderful with the kids and continues to amaze and impress us.

The Director met with the American Association of University Women on April 6th. They are a lovely group of women who are all about community development. The Director was able to discuss our wealth of programs and services, and how they benefit the community. The group itself was able to give us some ideas for the future, especially where it regards outside funding requests for future projects.

In some darker news, the library did experience a bit of technical trouble this month. Our internet and phones went down several times, but Bob Sowers, of Oak Leaf Systems, was willing to come and deal with the issues quickly and fully. The Library ended April with full control over its network once again.

Our book groups, however, have been amazing to attend. The Elementary school book group now has 7 members, all of whom loved the books that have been chosen so far. Our Middle & High School book group has been feeling the same. While they will be breaking soon for the summer, I'm sure the kids will love what we are planning for their last meeting before the summer. The Adult Book Discussion Group has also gathered quite the following. There have consistently been 8 members, all of whom bring valuable insight into the literature of the books themselves. Attending this program has been a delight, as the members are so engaged and bring a wealth of experiences to interpret each title. We look forward to seeing this program continue.

It was National Library Week from April 23rd through the 24th. The Library Board of Trustees each showed their appreciation for the staff, bringing treats, gifts, and lunches for the staff. All of the staff are appreciative, and feel it nice to know that the library board notices and supports the work and effort they put in to making this library a great place for everyone.

Lastly, this month saw the revival of the Cookies & Coloring Program! We had many adults and kids alike gather at the library to collaboratively color large sheets of paper, while dining on some cookies and juice. Now that there seems to be more interest, this program will continue throughout the summer.

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

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023
Adult books	509	579	630	518	540	652	556	560	751	519	925	866	703
Juvenile books	673	617	626	736	1,082	815	832	881	661	1,171	483	660	711
Teen/YA books	37	35	82	50	67	91	66	36	30	56	64	77	47
DVDs	128	94	89	132	106	137	109	107	137	119	127	135	58
eBooks/Audiobooks	128	178	128	163	136	142	151	133	141	306	271	363	373
Magazines	19	22	32	57	58	69	69	71	81	17	89	54	41
Interlibrary loans	49	33	33	24	28	33	40	21	40	21	31	29	21
Puzzles	10	5	7	0	0	2	1	2	4	16	0	1	0
STEAM	18	4	17	2	1	8	6	3	17	7	13	9	40
Renewals	472	420	350	385	534	348	387	480	434	410	371	382	334
TOTAL NUMBERS	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576	2,328

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023
Circulation	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576	2,328
Library Visitors	3,610	3,775	3,487	3,936	4,339	3,884	3,803	3,724	3,030	2,599	1,364	3,195	2,606
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	133	103	149	115	161	120	137	118	85	76	83	110	95
Books withdrawn	25	228	222	43	254	119	186	192	170	78	703	12	392
Program Participation	2,243	2,271	2,001	1,652	2,435	2,840	3,940	3,256	2,456	3,181	2,878	2,869	
New patrons	19	17	29	23	32	35	47	18	18	15	13	29	9
Archives (# of users)	52	32	28	34	41	58	42	42	25	42	37	36	73

**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	2,328									9,920



**Board of Directors
April 3, 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, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Paula Parent, RN, HR Director; Penny Wickstrom, HR Manager; Sam Brown, QHR; Mary Jalbert and Jason Badeau, Berry Dunn; and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Sam Brown, Ovation Healthcare; Mary Jalbert and Jason Badeau, Berry Dunn.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
2022 Year-End Audit	Cary Medical Center Audited Financials – Cary Medical Center’s 2022 draft audited financials were presented by Mary Jalbert, CPA, Principal and Jason Badeau, CPA, of Berry Dunn via ZOOM. Information, including the presentation and draft audited financials, was uploaded to BoardEffect. Discussion ensued regarding whether there were issues obtaining the Caribou Hospital District Information. The Auditors reported there were no issues obtaining the information and no concerns. Chelsea Desrosiers, CFO; her staff and members of the Administrative Team were congratulated on another successful audit.	Upon motion duly made and seconded, it was so VOTED to approve the 2022 Audited Financials as presented.	
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:59 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of March 6, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the March 6, 2023 meeting minutes as presented.	
3. Report of Chief of Staff	Dr. Carl Flynn provided the following updates from the March 22 nd MSEC Meeting: Medical Record Deficiencies over 30 Days – The MSEC reviewed the most recent report of February 2023. It was noted that completion of medical records will continue to be a focus for the Medical Staff Executive Committee. Peer Review Reports – The peer review summaries for Q2, Q3, Q4, 2022 were reviewed by the committee. Dr. Flynn noted there was nothing of significance in the reports. Endoscopy Equipment – The new endoscopy equipment has been set up and training is completed. The new equipment is a significant improvement from the previous equipment. Feedback has been	Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented. Informational. Informational. Informational.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>positive.</p> <p>Appointment Courtesy Medical Staff - Bernard Gallacher, MD (Anesthesiology): The complete appointment application and provider profile of Bernard Gallacher, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment Bernard Gallacher, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2024. Dr. Whiting was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff - Vonzell Williams, MD (Internal Medicine): The complete appointment application and provider profile of Vonzell Williams, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment Vonzell Williams, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2024. Dr. Swanberg was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff - Robin Gwaltney, MD (Tele-Radiology): The complete appointment application and provider profile of Robin Gwaltney, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment of Robin Gwaltney, MD to the Consulting Medical Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff - Anne De Lonais, MD (Emergency Medicine): The complete appointment application and provider profile of Anne De Lonais, MD was reviewed with no discrepancies. She reported one malpractice claim, closed without payment. The report from the National Practitioner's Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment Anne De Lonais, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2024. Dr. Harrigan was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Bernard Gallacher, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Vonzell Williams, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Robin Gwaltney, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Anne De Lonais, MD to the Courtesy Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Consulting Medical Staff – Joseph Horner, DO (Tele-Radiology): The complete appointment application and provider profile of Joseph Horner, DO was reviewed with no discrepancies. He did report two malpractice claims, both are closed without payment. The report from the National Practitioner’s Data Bank contained no reports. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Joseph Horner, DO to the Consulting Medical Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Joseph Horner, DO to the Consulting Medical Staff.</p>	
	<p>Appointment Consulting Medical Staff – Faraz Khan, MD (Tele-Radiology): The complete appointment application and provider profile of Faraz Khan, MD was reviewed with no discrepancies. He did report two malpractice claims, one closed without payment, and one pre-trial settlement. The report from the National Practitioner’s Data Bank contained one malpractice settlement payment. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Faraz Khan, MD to the Consulting Medical Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Faraz Khan, MD to the Consulting Medical Staff.</p>	
	<p>Appointment Consulting Medical Staff – Jennifer Kim, MD (Tele-Radiology): The complete appointment application and provider profile of Jennifer Kim, MD was reviewed with no discrepancies. She did report one malpractice claim, pre-trial settlement. The report from the National Practitioner’s Data Bank contained one malpractice settlement payment. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Jennifer Kim, MD to the Consulting Medical Staff with privileges as requested through June 30, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Jennifer Kim, MD to the Consulting Medical Staff.</p>	
	<p>New Privilege Request - Wayne Smith, MD (Anesthesiology): - Dr. Wayne Smith has requested Basic Point of Core Ultrasound Privileges including: Gastric, Lung, Cardiac, Fast Vascular Venous Access, and Nerve Block. The reports from the National Practitioner’s Data Bank contained no reports. Dr. Smith completed documented training including completion of cases. He is now wanting to pursue certification and needs to complete 100 cases to become certified. It was noted</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the new privilege request of Wayne Smith, MD.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>this would be completed in the operating room in the presence of the physicians. The Department of Surgery reviewed and recommended approving the new privilege as requested with a FPEE plan for Dr. Smith to log all his cases and notify the Medical Staff Services once he has completed 100 cases; the Department of Surgery will review at that time to determine if the FPEE has been met. Upon motion duly made and seconded it was so VOTED to recommend approving the additional privileges requested by Wayne Smith, MD with the FPEE plan. Privileges will be approved through June 30, 2024 with his current appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation - Michael Epstein, MD - The resignation of Michael Epstein, MD was received effective March 10, 2023. Upon motion duly made and seconded it was so VOTED to recommend approving the resignation Michael Epstein, MD as presented. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation - Marsha Naydich, MD - The resignation of Marsha Naydich, MD was received effective December 31, 2022. Upon motion duly made and seconded, it was so VOTED to recommend approving the resignation of Dr. Marsha Naydich. This recommendation was forwarded to the Board of Directors for action.</p> <p>Department of Radiology/Pathology – The new CT scanner has been installed. Training continues for new modalities. Imaging volume is high and routine tests are being pushed further out into the calendar. It was noted that if there is a patient needing an urgent exam providers should contact Dr. Laferriere so he can review the schedule to accommodate the request. A new MRI machine is being researched for purchase and install in Fall 2023.</p> <p>Department of Surgery – The department reviewed the peer review reports. The importance of medical records completion was discussed at the meeting.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Dr. Michael Epstein.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Dr. Marsha Naydich.</p> <p>Informational.</p> <p>Informational.</p>	
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regen Gallagher reported the following from the March QM Committee Meeting:</p> <p>Old Business reviewed included: Rehab Completion of Visit Summary, US Echo Conclusivity Goal and Research of Options for heated meal delivery carts.</p> <p>Utilization and Case Management reports reviewed included: Readmission Rates, QIO Report of Hospital Care Transitions.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – PHS MSEC</p>	<p>QM Compliance Indicators reviewed were: Reports were reviewed from Nutritional Services and OR.</p> <p>2022 Dashboard – Dr. Gallagher reviewed inpatient core measure sepsis and elective deliveries. The outpatient core measure fibrinolytic therapy received within 30” will not be monitored in 2023. The new 2023 Dashboard will be provided at the May meeting.</p> <p>Customer Satisfaction – Leslie Anderson reported that work is ongoing to improve customer satisfaction in the areas of communication about medication, care transitions, meals and quietness of the hospital environment. One Day Surgery continues to have good scores.</p> <p>Patient Safety Committee – The March 8, 2023 minutes were included in the packet for informational purposes.</p> <p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – Dr. Laferrere reported the State of Maine passed legislation to rebase FQHC’s. Once the preliminary information was received Pines discovered an error with the new FQHC calculation rate. Dr. Vaglia, Hematology/Oncology began in the Jefferson Cary Cancer Clinic on March 31st.</p> <p>Medical Staff Executive Committee Meeting – Chris Bell reported that imaging volume has increased. There have been some imaging scheduling issues that are being worked through. Power Share is the program utilized to exchange images with other hospitals. There have been issues with Maine Medical needing to review the images prior to downloading the information into their system. Power Share is working with Maine Medical to assure files are not corrupt when they are being exchanged.</p> <p>CEO Performance Evaluation – Doug Plourde reported that the CEO Performance Evaluation is completed. If you wish to have a copy of the evaluation please contact Peg. A few board members shared that they prefer a scale of 1-5 format for review, compilation and consistencies with the ability to add comments. Doug requested information from Ovation if they have some CEO evaluation form options to share. Sam Brown indicated they do have evaluations to share. Sam will research and respond with some evaluation options. The next CEO Evaluation is due in December 2023.</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>b. 100th Anniversary Committee</p> <p>c. Veterans Activities</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> • Hem/Onc – Dr. Elena Vagia arrived, started orientation and working full-time at the Jefferson Cary Cancer Center. Dr. Zimble will be providing part-time coverage during 2023. • Pathology – A contract is being negotiated with Dahl Chase for Pathology coverage. • Emergency Medicine – Cary continues to receive positive feedback about patient experience with Dr. Comfort Hines. • Hospitalist – Dr. Vonzell Williams is providing daytime locum coverage in April. Dr. Maha Ghosn is providing 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 began 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 the near future. 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 Bossie 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 provided coverage at the end of March. • ENT – Discussions continue with Dr. Kava, an ENT from Maine. He is interested in providing part-time coverage on a monthly basis. • Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN 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 is available in the CEO Report.</p> <p>Veterans Activities – Kris Doody reported she recently met with the new MVH CEO, Sharon Fusco. MVH has requested additional reimbursement from the State. The Veteran’s Administration Clinic has requested an extension of their current contract for VA Clinic leased space. The new clinic in Presque Isle is not completed.</p>	<p>Informational.</p>	



Board of Directors
April 3, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>d. Ovation Healthcare Consulting</p>	<p>Ovation Healthcare Consulting – Nutritional Services is consulting with Ovation’s cooking staff and Executive Chef. Laboratory Services inventory project is ongoing and will ‘go live’ in two of the four areas being reviewed. The project is scheduled to continue for the next 3 months.</p>	<p>Upon motion duly made and seconded, it was so VOTED to support submission of the Congressional Designated Spending Request for funding for conversion of Cary’s EMR to EPIC.</p>	
<p>e. Other</p>	<p>Other – Kris Doody reported Cary Medical Center has submitted a Congressionally Designated Spending Request to the Federal Government for funding for conversion of Cary’s EMR to EPIC. Senator Susan Collins’ notification of the funding should be announced in the fall of 2023. Discussion ensued. It was noted the conversion of Cary’s EMR to EPIC would allow for records to be shared between Pines Health Services and other hospitals in Maine and beyond. The Medical Staff is very supportive of Cary’s submission requesting funding.</p> <p>Firefighter/Paramedic Loss – Kris Doody shared the recent loss of Captain Danny Raymond, Firefighter & Paramedic in Caribou from a motor vehicle accident. The Caribou Fire and Ambulance and our Emergency Medicine employees are devastated. Cary Medical Center delivered food to the firehouse on several occasions within the few days following the accident. Food was also provided to Cary’s ER as the staff in the department worked closely with Danny over the years. Cary Medical Center and Pines Health Services will be sponsoring a light pole through the “Captain Danny Raymond Light Up the Community Fund”. This is a fund to replace the outdated lights for the holidays, Mr. Raymond was in charge of this event for many years assuring lights were hung all around town for everyone to enjoy.</p>	<p>Upon motion duly made and seconded, it was so VOTED to support the Congressional Designated Spending Request for funding for conversion of Cary’s EMR to EPIC.</p>	
<p>7. Report of Finance & Personnel Committee</p> <p>a. February Financials</p>	<p>Chelsea Desrosiers and Chris Bell provided the following updates:</p> <p>February Financials - Chelsea Desrosiers provided an overview of the February 2023 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for February.</p> <p>COVID Matrix Review – The matrix was included in the packet for review.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p>	
<p>8. Ovation Healthcare Updates</p>	<p>Sam Brown provided the following updates:</p> <ul style="list-style-type: none"> • Congratulations to Chelsea and her team on a clean 2022 independent audit. • During the Leadership Conference 2023 held in Phoenix, AZ the new name of Ovation Healthcare was announced. 	<p>Informational.</p>	