

## 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, June 26, 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** Pastor Michael Sullivan, CUBC
3. **Pledge of Allegiance**
4. **Public Forum** in accordance with City Charter Section 2.10 (i)(b)

**(PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED DURING PUBLIC FORUM. EMAIL: [dbrissette@cariboumaine.org](mailto:dbrissette@cariboumaine.org))**

<b>5. Minutes</b>	<b>Pages</b>
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<b>14. Adjournment</b>	

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, May 22, 2023, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Morrill, Theriault, and Willey. Councilor Goughan was absent and excused.

Manager Thompson was present for the meeting.

Department Managers Brian Lajoie (Fire Chief) Ken Murchison (CEO/Zoning Administrator), Carl Grant (Finance Director), Michael Gahagan (Police Chief) and Gary Marquis (Superintendent of Parks and Recreation) were present for the meeting.

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

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

Mayor Smith read an invocation.

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

Mayor Smith led the Pledge of Allegiance.

**Council Agenda Item #3:** Public Forum

Mayor Smith explained that pursuant to Caribou Charter section 2.10 there shall be a timeslot of at least 15 minutes available at the beginning of each regularly scheduled meeting, for input from residents or taxpayers of Caribou. The Council will maintain a Rule of Procedure to allow the public to comment on agenda and non-agenda items at the start of each council meeting. All requests will be honored.

Procedure:

1. Individuals addressing the Council shall give their name and address and shall do so during the time period established and, in a manner, as described:

a.) Individuals addressing the Council shall give their name and address and shall limit their statements to not more than five minutes. The Council Chair, at his/her discretion, may allow more time to a speaker.

b.) Individuals wishing to appear on the Council agenda to address the council shall contact the City Manager no later than 5:00 p.m. on the Thursday before the Council meeting if they wish to appear on the agenda. This is not a requirement to address the Council during public input.

Nature of Address:

All comments need to be addressed to the Council at large and not to specific members.

Questions shall be asked of individual Council members only through the presiding officer.

Discussion will be limited to Council members and the person recognized as having the floor.

Any person making personal, inappropriate behavior while addressing the Council may be instructed to leave the meeting by presiding officer.

The Rules of procedure for addressing the Council were adopted by the City Council April 8, 2013.

Tammie Crouch, Caribou taxpayer/ business owner

“Good evening City Council Members

Forgive me in advance if I get emotional. It has been an emotional 15 weeks.

My name is Tammie Crouch, I am the matriarch of the family. I have owned a business in the City of Caribou and have been a taxpayer for the past 27 years. I reside in Woodland.

On May 6<sup>th</sup> my son and his family became the history of an EMT/First Responder alleged questionable actions. The victim of an irrational decision that placed my granddaughter and her friend in the same harm as the dog he shot.

Firing a .223-caliber weapon, capable of accuracy up to 250 yards. Firing a bullet that wobbles and corkscrews, designed to ricochet upon impact. Capable of entering an ankle and exiting a shoulder, mutilating my granddaughter’s beloved pet. Creating a traumatic experience that haunts her and will for the rest of her life. The trauma of begging, pleading and crying while her dog lays bleeding out and no one would put the pet out of his misery and pain. The trauma she has experienced has even affected the ACO of Woodland. That horrific day has changed the whole families’ lives. They cannot function in their normal lives. They do not sleep, eat or even engage in outside activities. The other family dog does not want to play or eat, just stands and watches for his brother to come home. Keeps on looking towards the woods where his brother was shot.

This man should be held to a higher standard, he should be able to make rational decisions under duress.

The Maine Department of Public Safety EMSS Rules has Statues and Rules of being an EMT ... §1 Rule #5 .... Acting or engaging in ways that are dangerous or injurious to the licensee (himself) or other persons ... subjects him to suspension or revocation of license.

My next concern for my family is if they, or I could be in need of emergency services at any given time at our residence or my place of business, what will be the action of this individual? Will his erratic decisions put our loved ones in jeopardy or not given the proper care and treatment, or our homes or business burn at the hands of this incapable or reckless EMT/First Responder?

Thank you for your time.”

**Council Agenda Item #5:** Minutes

- a. Regular City Council meeting – April 24, 2023
- b. Regular City Council meeting – May 8, 2023

Councilor Bagley suggested editing page 6 of the packet to change “BIG Final accounting” to “BIG engineering Study”. He also suggested correcting the votes on both Agenda Item #13 & 14 for Mayor Smiths votes to be reflected as yes rather than no.

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the minutes as amended.

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

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

a. Retirement of Ken Murchison

Manager Thompson explained that Mr. Murchison was born and raised in Caribou and is a graduate of Caribou High School. His first position in city government was in 2011 with an appointment to the Caribou Planning board. He began serving on the Caribou City Council in 2002 including serving as Mayor for Caribou’s Sesquicentennial year, 2009. By the time he had finished his Council service in 2013, he had been elected, appointed, and even elected as a write-in candidate.

In his time, Caribou built the new Wellness and Recreation Center and the Caribou Connector. Mr. Murchison has been a part of Aroostook Waste Solutions, formerly the Tri-Community Landfill, for many years and has agreed to continue his appointment to that board at the pleasure of the City Council.

In 2018, Mr. Murchison was hired by former City Manager Dennis Marker to serve as the City of Caribou Code Enforcement Officer / Zoning Administrator and staff support to the Caribou Planning Board. During these five years, the City developed the blight toolkit and has implemented several strategies to reduce blight in the community, established the Caribou Riverfront Renaissance and Age-Friendly Caribou committees, passed several amendments to chapter thirteen, and brought his GIS knowledge to Caribou and advocated for updated orthoimagery files to assist with planning and zoning.

We thank Mr. Murchison for his service to the department and wish him well as he starts his next adventure in retirement. We are having an open house on Ken’s last day, Thursday, May 25<sup>th</sup> from 2 to 4 pm here in the Caribou City Council chambers.

Mayor Smith presented Ken with a token of appreciation thanking him for his service.

Mr. Murchison stated that it has been an honor serve the city over the years in different ways. He explained that enjoyed working with people and seeing results from the different undertakings.

Council thanked Ken for his time and applauded him for his retirement.

b. Appointment of Kristina Drinkall as a Deputy City Clerk

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to appoint Kristina Drinkall as a Deputy City clerk for the ensuing year.



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

c. Appointment of Health Officer for a 3-year term – Brian Lajoie

Mayor Smith explained that in January, Scott Susi was appointed to act as the Health Officer for the City of Caribou for a 3-year term ending 12/31/2025. Mr. Susi left his city employment and so the City needs to appoint someone to fill the remainder of the appointment term.

The Fire Chief has traditionally been appointed to fill this position. Mr. Brian Lajoie has been named the new Chief of the Caribou Fire and Ambulance Department and is recommended to also be appointed as the Health Officer.

Motion made by Deputy Mayor Boma, seconded by Councilor Morrill to approve Brian Lajoie as the Caribou Health Officer as required by state statute for a 3-year term ending 12/31/2025.

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

d. Appointment of members to the Nylander Museum Board of Trustees

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the recommendation from the Library director for appointments to the Nylander Board.

Travis Michaud (3-year), Christina Kane-Gibson (3-year), Betheny C. Anderson (2-year), Jason Gillis (2-year), and Romeo Parent (1-year).

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

e. Discussion and possible action regarding the Caribou Development Committee

i. Member from the Caribou City Council – Daniel Bagley

ii. Member from the Planning Board – David Corriveau

iii. Member from the Caribou Economic Growth Council – Lydia Kieffer-Till

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to have a public hearing on June 26<sup>th</sup> to discuss changes to Chapter 22.

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

Motion made by Councilor Bagley, seconded by Mayor Smith to appoint Gary Marquis and Christina Kane-Gibson for 3-year terms, Troy Haney and James Nelson for 2-year terms, and Justin Staples for a 1-year term to the Caribou Development Committee.

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

Motion made by Mayor Smith, seconded by Councilor Willey to appoint Councilor Dan Bagley to the Caribou Development Committee as the Council representative.

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

Motion made by Councilor Theriault, seconded by Councilor Willey to confirm the appointments of David Corriveau from Planning Board and Lydia Kieffer-Till from the Caribou Economic Development Committee as members of the Caribou Development Committee.

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

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

a. Public Hearing – Zoning Change Request Map 7 Lot 26, I-2 to R-3

Open Public Hearing: 6:26 p.m.

Ken Murchison (CEO/Zoning Administrator) explained that the purpose of the public hearing is to rezone 201 York Street from Industrial to Residential.

Deputy Mayor Boma asked if making the changes would interfere or have an impact on the trail system.

Mr. Murchison stated that it would not have any impact on the trail system.

John Lajoie, property owner of 201 York Street

Mr. Lajoie explained that they have 34 acers and would like to have the property rezoned because his son would like to build a house on the land.

Councilor Willey asked Mr. Lajoie if he was only planning on building one house on the property.

Mr. Lajoie stated that one for sure with a possibility of two.

Closed Public Hearing: 6:30 p.m.

Motion made by Councilor Morrill, seconded by Councilor Theriault to rezone the property at 201 York Street, Map 7 Lot 26 from I-2 (Industrial) to R-3 (Rural Residential).

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

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

a. April 2023 Financials – Finance Director

Carl Grant (Finance Director) reviewed the April 2023 Financial report.

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the April 2023 Finance report as presented.

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

b. Code Enforcement Officer report on dangerous buildings

Ken Murchison (CEO/Zoning Administrator) explained that there are a number of properties that need attention. He explained that the dangerous building process should be started to try to remediate the issues at the different locations.

7 Water Street: There is a hole in the ground where there once stood a building that had recently burned.

24 Park Street: is owned by a mortgage company, the company stated that they encourage the city to secure the location and send a bill.

375 Belanger Road: The location is a Tax Acquired property, there are several tires and different violations at the property, and he suggests starting the eviction process for the people that are living there.

Council suggested that seeking assistance from Legal regarding 375 Belanger Road.

Motion made by Councilor Morrill, seconded by Mayor Smith to set a public hearing for June 26, 2023 for the properties at 7 Water Street and 24 Park Street.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Absent, 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 May 22, 2023

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

a. Authorization of MOU with IAFF Local 5191

Councilor Bagley asked if using an MOU was the proper way to make the changes.

Councilor Willey stated that this is a legal way of making the changes.

Manager Thompson explained that it is the best way because they do not want to reopen the entire contract for negotiation.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to approve the Memorandum of Understanding as presented.

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

b. Authorization of MOU with Nurture by Nature (Community Garden)

Gary Marquis explained that the MOU between the City and Nurture by Nature. He explained that Nurture by Nature is going to have a small area and the rest of the area will be a community

garden area. On the area for Nurture by Nature they are going to have a gazebo and raised beds. They have been working on getting donations to get this to take place.

The recent information that has been found is that the area would require rent to be paid to the City because of FAA regulations. Fair Market rent for garden/ tillable land goes from \$75.00 to \$175 per acer.

Councilor Willey asked if building a gazebo would work with the FAA Regulations.

Mr. Marquis stated that the gazebo is not going to be a very tall structure and that it would be open aired, the trees around the area are taller than the structure would be.

Councilor Morrill asked if the area would be lit at night.

Mr. Marquis explained that they plan to clean up some of the poles, but that there will be power to the park. They are not planning on lighting the area. He explained that he is working with Public Works on the water situation.

He stated that if everything gets approved tonight that he would be able to begin working and making progress on the project and that the open house is coming up very soon on June 28th.

Laura Bagley of Nurture by Nature

Ms. Bagley explained that back in August of 2022 she reached out to share her plans for the project. She stated that it has been a collaborative effort between herself and the City and they have received a great response. Her plan with the space that she has is to help to bring the joy of interacting with nature and nature-based groups around the community. She explained that there is a practice called therapeutic horticulture in which a person uses plants and plant related activities to improve wellness. Gardening has several different benefits from physical, social, emotional, and cognitive.

She explained that regarding the comments to the MOA would be difficult to work on this with a yearly contract and that it would be more reasonable to work on a two- or three-year contract giving her the time to apply for funding and grants to help for the community garden space.

Motion made by Councilor Willey, seconded by Councilor Theriault to approve the agreement with the amendments included pending more information about liability insurance.

Councilor Theriault asked if the liability insurance for the City could name Nurture by Nature as an additional insured.

Manager Thompson explained that MMA has already stated that Nurture by Nature would need to carry their own liability insurance.

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

c. Authorization for City Manager to sign contracts related to airport apron project

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to authorize City Manager Penny Thompson to execute the needed contracts and documents for the Caribou Municipal Airport apron project.

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

d. Resolution for Northern Border Regional Commission grant application

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to approve Resolution 05-01-2023 which will authorize Caribou City Manager Penny Thompson to make and sign the Northern Border Regional Commission (NBRC) Catalyst Program application, and should the project be selected for funding all NBRC investment documents that bind the applicant. This resolution of the Caribou City Council formally authorizes Penny Thompson, The Caribou City Manager, to apply for, receive and spend funding on behalf of the City of Caribou.

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

e. 2023 Spirit of America nominees

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to approve the nominations of Gary Cook and Keith Brown as Spirit of America recipients from the City of Caribou for the year 2023.

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

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

There were no items scheduled for discussion.

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

Councilor Bagley provided an update regarding the broadband report that he has received. He stated that he has received the final accounting from Business Investment Group and he will email it to all of the Council.

He also stated that in the past there had been discussions about land bank here in Caribou. Councilor Bagley explained that he has been talking to Mr. Haney from the Business Investment Group, regarding what such a program might look brainstorming ideas about laying out a project template and continue exploring some different ideas.

Councilor Morrill extended his gratitude to the EMS workers in the community as it is National EMS week.

Councilor Willey stated that the library's annual plant sale will be held on June 10<sup>th</sup> in the Caribou Room.

**Council Agenda Item #12:** Next Regular Meetings: June 26, July 24

May 22, 2023

23-11 Pg. 9

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

The council did not enter executive into session.

**Council Agenda Item #14:** Adjournment

Motion made by Councilor Morrill, seconded by Councilor Theriault to adjourn the meeting at 7:23 p.m.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Absent, 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: June 26, 2023**  
**Re: Introduction of the new owners of Bechard's Grill: John & Rae Rossignol**

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When Richard and Sandy Bechard relocated their restaurant into Caribou's Skyway Plaza, it was popular, and they quickly expanded. When the time came to write a new chapter in their lives, they offered their successful business for sale. Their buyer was nearer than they could imagine when their 'close cousins' John and Rae Rossignol stepped in to operate the business. They will keep the recognizable Bechard's name as the name has significance to the new owners as well.

We have asked John and Rae Rossignol to stop by tonight as we offer our very best wishes for the continued success of Bechard's Grill in Skyway Plaza. They will be closed for a short time to transition but we hope everyone can stop by after they reopen on July 10<sup>th</sup>.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: Introduction of the new owners of Big Bang Theater: Michael and Pat Cyr**

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The Caribou Movie Theater has been a staple on Sweden Street for many years. On June 1, Dow Theater Company sold the theater to Mike's Family Market, LLC. They are open now and have participated in the June 1 Thursdays on Sweden Street with ax throwing!

Mr. and Mrs. Cyr are residents of Caribou and currently own two other businesses here in Caribou, Mike's Quik Stop and Deli at 907 Presque Isle Road and First Choice Market and Deli at 342 Sweden Street.

We have asked Michael & Pat Cyr to stop by tonight as we offer our very best wishes for the continued success of Big Bang Theater.



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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: Birthday Greetings for Caribou's Boston Post Cane holder, Anna Marie Roberts**

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On July 5, 2023, Anna Marie Roberts will be 106 years young. Mrs. Roberts is Caribou's oldest citizen and the holder of the Boston Post Cane.

The City would like to send their best wishes for a very happy birthday.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: Recognition of Caribou Rehab and Nursing Center for Fifty Years**

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In May 1973, the Caribou Nursing Home opened with 60 beds and now, fifty years later, the Caribou Rehab and Nursing Center is still providing quality care here in Caribou with 67 beds and 128 employees. Phil Cyr has provided us with a brief history of the business on the next page.

We have asked Phil Cyr to stop by tonight as we offer our very best wishes for the continued success of the Caribou Rehab and Nursing Center.



# Caribou Rehab & Nursing Center

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10 Bernadette Street · Caribou, ME 04736 · 207-498-3102 · fax 207-493-7828

## Brief History of Caribou Rehab and Nursing Center Provided by: Phil Cyr

**Caribou Nursing Home** was built in the winter of 1972 -73 by Albert Cyr (Phil's father), a potato farmer from Hamlin, just outside Van Buren. The Nursing home opened in May of 1973 with 60 beds. In 1975, the home was expanded to 106 beds. Then in 1984 another 4 were added totaling 110 beds. Changes in who the state would pay for in 1993 caused a gradual decline bringing the facility to 67 beds today. In 2005 the name was changed to **Caribou Rehab and Nursing Center** to announce the new service of providing rehabilitation services for people with new joints or other medical issues.

At its peak of 110 beds, Caribou Rehab employed 140 staff. Today they have 128 and are looking for another 5 CNAs, which are in short supply. Caribou Rehab has serviced approximately 3700 residents in its 50-year history. In 2008, the federal government came out with a 5-star rating system. Eight years later in 2016, Caribou Rehab was the **ONLY** facility in all of Maine that had never lost its 5-star rating. In the past 15 years Caribou Rehab has lost the 5-star rating for a couple brief periods but remains the number one facility in Maine that has held the 5-star rating longer than any other Maine nursing facility.

“Our Service Says We Care”



**Resolution of congratulations, gratitude, and appreciation to  
Caribou Rehab and Nursing Center  
for Fifty Years of devoted service  
to the citizens of Caribou**

**WHEREAS** The City Council is the legal authority for the City of Caribou, and,

**WHEREAS**, Caribou Rehab and Nursing Center has provided devoted service to the citizens of Caribou for fifty years, and,

**WHEREAS**, Caribou Rehab and Nursing Center has provided meaningful employment through good-paying jobs while providing that care, and,

**WHEREAS**, Caribou Rehab and Nursing Center has consistently earned a 5-star federal rating and remains the top Maine facility by holding this 5-star rating longer than any other Maine facility, and,

**NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL**, that the City of Caribou recognizes fifty years of devoted service by Caribou Rehab and Nursing Center and extends congratulations and appreciation to Caribou Rehab and Nursing Center on behalf of the City of Caribou.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 26<sup>th</sup> day of June, 2023.

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Jody R. Smith, Mayor

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Attest: Danielle Brissette, City Clerk

[City Seal]

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: City of Caribou Spirit of America honorees: Gary Cook & Keith Brown**

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The Maine Spirit of America Foundation became incorporated with the State of Maine on October 16, 1990, as a 501 (c) (3) to establish a town volunteer recognition program. Every year the Spirit of America Foundation Tribute is presented in the name of 100+ Maine municipalities.

In years past, the City of Caribou has selected honorees for the Maine Spirit of America Foundation tribute. The criteria for the award is set by the municipality but should be a local person, group or project that is chosen for commendable community service. The Caribou City Council selects the tribute winner and presents the individual or group with a resolution.

The 2023 privilege granted to Maine municipalities to choose Spirit of America Foundation Tribute winners expires on June 30.

At the April 24 Caribou City Council meeting, a memo was provided to remind citizens of the award and the opportunity to nominate someone for the honor. At the May 22 Caribou City Council meeting, a memo announced the following nominations which were confirmed by the Caribou City Council:

**Gary Cook** of Caribou for his volunteer work in the Caribou United Baptist Church food pantry.

**Keith Brown** of Caribou for his volunteer work on the Caribou recreational trails.

Mr. Cook and Mr. Brown are here tonight.



2023 City of Caribou  
Spirit of America Foundation Tribute  
honors

# *Gary Cook*

for commendable community service.

Mr. Cook's name was brought forward by Deputy Tax Collector / Finance Assistant Denise Lausier. Gary Cook has provided many hours of volunteer service working in the food pantry at the Caribou United Baptist Church. The pantry was started in about 1996 when Francis Kirkpatrick of the CUBC Home Interest Committee said, "We can do better." After all these years, Mr. Cook says that the work has been done by a "small crew but a good crew" and he says that they "must have been called" to do this work and that the "power comes from the Lord".

We thank him for his dedication to the citizens of Caribou.

Therefore, be it resolved by the Caribou City Council, in sincere gratitude and appreciation, that Gary Cook is hereby recognized for his exemplary citizenship with the 2023 City of Caribou Spirit of America Foundation Tribute.

*Dated June 26, 2023*



2023 City of Caribou  
Spirit of America Foundation Tribute  
honors

# *Keith Brown*

for commendable community service.

Mr. Brown's name was brought forward by Caribou Parks & Recreation Superintendent Gary Marquis. Keith Brown has provided many hours of volunteer service working on the recreational trails and is a champion for the outdoor tourism economy. We thank him for his dedication to the citizens of Caribou.

Therefore, be it resolved by the Caribou City Council, in sincere gratitude and appreciation, that Keith Brown is hereby recognized for his exemplary citizenship with the 2023 City of Caribou Spirit of America Foundation Tribute.

*Dated June 26, 2023*

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: Dangerous Building Public Hearing at 7 Water Street, Map 31 Lot 171**

---

At the May 22, 2023, Caribou City Council meeting, a public hearing was set to determine if the structure at 7 Water Street is a dangerous building / structure.

The public hearing will be held tonight.

Suggested action:

If it is determined that 7 Water Street is a dangerous building / structure, please sign the Notice of Hearing which will be the next step in the process.



# 7 Water Street ~ Caribou, Maine

## *Dangerous Building Timeline*

- January 25, 2023: Fatal fire at 7 Water Street, Caribou
- February 13, 2023: Legal Notice of Condemned Building sent
- March 13, 2023: Legal Notice, Second Notice of Condemned Building sent
- April 4, 2023: Discharge of mortgage from Norstate Federal Credit Union, Book 6431 Page 17
- April 24, 2023: Legal Notice, Final Notice of Condemned Building sent
- May 15, 2023: Owners, Brian & Sharon Bickford filed for Chapter 7 bankruptcy
- May 22, 2023: CEO presented 7 Water Street as a dangerous building and requested that a public hearing be set for June 26, 2023
- May 26, 2023: Tax Lien Certificate for 2022, Book 6447 Page 192
- NOTE: Tax Lien Certificate for 2021, Book 6322 Page 343

## *Next Steps*

- June 26, 2023: Public Hearing will be held as scheduled
- If warranted, Hearing Notices will be signed
- June 2023: Hearing notices will be recorded at Southern Registry of Deeds
- Formal letters to be sent to owner (Bickford) and party-in-interest (CEGC)
- Informal notice with NOV from building official notifying of impending action
- July 2023: Notice of Hearing to be published in the Aroostook Republican (7/5, 7/12)
- Council set hearing date of July 24, 2023
- Public Hearing to determine if 7 Water Street is a dangerous building
- If yes, Findings and Order to be signed by Council
- August 2023: Findings and Order served upon owner & parties in interest (per statute)
- Staff will properly address any abandoned property (per statute)
- Findings and Order recorded at Southern Registry of Deeds (per statute)

**NOTICE OF HEARING Pursuant to 17 M.R.S.A. § § 2851-2859 (Dangerous Buildings)**

TO: Brian and Sharon Bickford  
76 Tourmaline Drive  
Lewiston ME 04240

You are hereby notified that the Municipal Officers of the City of Caribou, Maine will hold a hearing on July 24, 2023 at 6:00 pm at 25 High Street in the City Council Chambers to determine whether the remains of the building and land owned by Brian and Sharon Bickford and shown on Map 31, Lot 171 of the current Tax Maps of the City of Caribou, Maine on file at 25 High Street, is a nuisance or dangerous building within the meaning of 17 M.R.S.A. § 2851. If the Municipal Officers find that the building is a nuisance or dangerous, they may order appropriate corrective action, including but not limited to demolition and removal of the building. If their order is not complied with by the deadline stated in their order and no appeal is taken, the Municipal Officers may take the corrective action at municipal expense and recover all expenses, including reasonable attorney's fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the building is not a nuisance or dangerous and to oppose any corrective action ordered by the Municipal Officers.

Witness our hand and seals this 26<sup>th</sup> day of June 2023, the Municipal Officers City of Caribou, Maine

\_\_\_\_\_  
Daniel Bagley

\_\_\_\_\_  
Courtney Boma

\_\_\_\_\_  
R. Mark Goughan

\_\_\_\_\_  
John Morrill

\_\_\_\_\_  
Joan Theriault

\_\_\_\_\_  
Louella Willey

\_\_\_\_\_  
Jody Smith

**ACKNOWLEDGEMENT**

STATE OF MAINE  
County of Aroostook

Date: June 26, 2023

Then personally appeared before me the above-named Municipal Officers of the Municipality of Caribou and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of the said Municipality.

Before me,

\_\_\_\_\_  
Signature of Notary Public

**Danielle M. Brissette**

My commission expires: March 12, 2026

BICKFORD, BRIAN  
 BICKFORD, SHARON  
 76 TOURMALINE DRIVE  
 LEWISTON ME 04240

B4187P140

Inspection Witnessed By:

X	Date	Date Insp.
No./Date	Description	Date Insp.

Notes:

Caribou

Property Data			Assessment Record							
Neighborhood <b>44</b>			Year	Land	Buildings	Exempt	Total			
Tree Growth Year <b>0</b>			2010	4,900	65,700	0	70,600			
X Coordinate <b>0</b>			2011	4,900	65,700	0	70,600			
Y Coordinate <b>0</b>			2012	11,300	79,400	0	90,700			
Zone/Land Use <b>21 Commercial</b>			2013	11,300	79,400	10,000	80,700			
Secondary Zone			2014	11,300	79,400	10,000	80,700			
Topography <b>2 Rolling</b>			2015	11,300	79,400	10,000	80,700			
1.Level 4.Below St 7.LevelBog			2016	11,300	79,400	15,000	75,700			
2.Rolling 5.Low 8.			2017	11,300	79,400	20,000	70,700			
3.Above St 6.Swampy 9.			2018	11,300	79,400	20,000	70,700			
Utilities <b>2 Public Water 3 Public Sewer</b>			2019	11,300	79,400	20,000	70,700			
1.Public 4.Dr Well 7.Septic			2020	11,300	79,400	25,000	65,700			
2.Water 5.Dug Well 8.Holding Ta			2021	11,300	79,400	0	90,700			
3.Sewer 6.Shared Wel 9.None			2022	11,300	79,400	0	90,700			
Street <b>1 Paved</b>			2023	13,100	0	0	13,100			
1.Paved 4.Proposed 7.			<b>Land Data</b>							
2.Semi Imp 5.R/O/W 8.			<b>Front Foot</b>	<b>Type</b>	<b>Effective</b>		<b>Influence</b>		<b>Influence Codes</b>	
3.Gravel 6. 9.None					<b>Frontage</b>	<b>Depth</b>	<b>Factor</b>	<b>Code</b>		
TG PLAN YEAR <b>0</b>					11.					1.Use
ACTION NEEDED <b>0</b>					12.					2.R/W
<b>Sale Data</b>					13.					3.Topography
Sale Date			14.				4.Size/Shape			
Price			15.				5.Access			
Sale Type			<b>Square Foot</b>		<b>Square Feet</b>			6.Restriction		
1.Land 4.Mobile 7.C/I L&B			16.Lindley Estate				7.Vacancy			
2.L & B 5.Other 8.			17.				8.Semi-Improved			
3.Building 6.C/I Land 9.			18.				9.Fract Share			
Financing			19.				<b>Acres</b>			
1.Convent 4.Seller 7.			20.				30.Rear Land 3			
2.FHA/VA 5.Private 8.			<b>Fract. Acre</b>		<b>Acres/Sites</b>		31.Rear Land 4			
3.Assumed 6.Cash 9.Unknown			21.House Lot (Fra	22	0.06	100 %	0			
Validity			22.Baselot (Fract	44	1.00	50 %	0			
1.Valid 4.Split 7.Renovate			23.							
2.Related 5.Partial 8.Other			<b>Acres</b>							
3.Distress 6.Exempt 9.TO UPDATE			24.Houselot							
Verified			25.Baselot							
1.Buyer 4.Agent 7.Family			26.Lindley Estate							
2.Seller 5.Pub Rec 8.Other			27.							
3.Lender 6.MLS 9.			28.Rear Land 1	<b>Total Acreage</b>		0.06				
			29.Rear Land 2							

- 1.Use
- 2.R/W
- 3.Topography
- 4.Size/Shape
- 5.Access
- 6.Restriction
- 7.Vacancy
- 8.Semi-Improved
- 9.Fract Share
- Acres**
- 30.Rear Land 3
- 31.Rear Land 4
- 32.Dominant Easem
- 33.Servient Easem
- 34.Tillable
- 35.Pasture
- 36.Orchard
- 37.Softwood TG
- 38.Mixed Wood TG
- 39.Hardwood TG
- 40.Wasteland
- 41.Gravel Pit
- 42.Mobile Home Ho
- 43.
- 44.Lot Improvemen
- 45.Mobile Home
- 46.Golf Course pe





# City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

## Legal Notice Notice of Condemned Building

**To:** Brian Bickford  
76 Tourmaline Drive  
Lewiston, ME 04240

**Date:** February 13, 2023  
**Reference:** Tax Map 031 Lot 171  
**Address:** 7 Water Street  
Caribou, ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

While the City does not wish to visit a notice of violation to folks having experienced a devastating fire event, this property at 7 Water Street has been totally destroyed and now this site represents a danger to the neighborhood and blight to our community.

**Violation of Sections:** 108  
**Violation Description:** UNSAFE STRUCTURES AND EQUIPMENT  
**Date this violation was observed:** 02/13/2023

[A] **108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

[A] **108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

[A] **108.1.3 Structure unfit for human occupancy.** A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

[A] **108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease. **Because of these violations this building has been posted as unfit for occupancy, and occupancy is not legally permitted at this location until all code violations described are corrected.**

**You are hereby ordered to take the following corrective action: Secure building, provide plans for the demolition of this burnt-out and dangerous building and fill foundation hole (see attached photos). Properly dispose of waste and various scrap and garbage scattered around the property at 7 Water Street, Caribou, Maine.**

**You are ordered to take corrective action by: 03/13/2023**

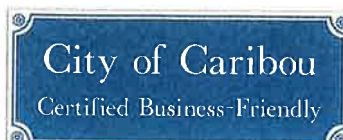
Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

Contact the office of Zoning Administrator & Code Enforcement Caribou City Office, by phone 493-5967, or by email at [kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org) if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection. To view the local ordinances and the 2015 International Property Maintenance Code adopted by the City of Caribou 01/23/2017 visit the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org).

Best Regards,

  
Kenneth Murchison

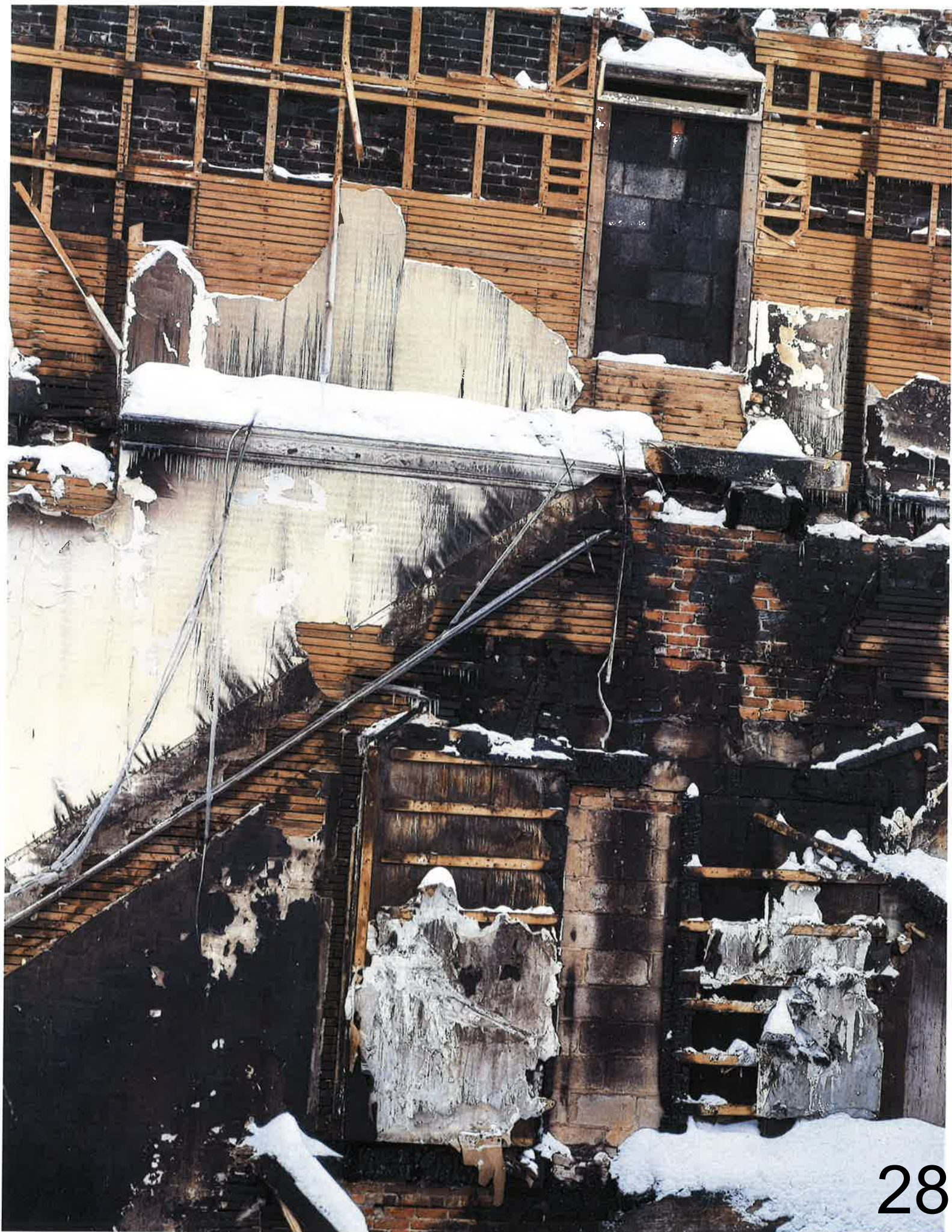
Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector



















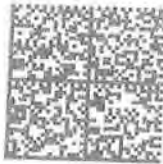
City of Caribou  
25 High Street  
Caribou, ME 04736

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 Return Receipt (electronic) \$ \_\_\_\_\_  
 Certified Mail Restricted Delivery \$ \_\_\_\_\_  
 Adult Signature Required \$ \_\_\_\_\_  
 Adult Signature Restricted Delivery \$ \_\_\_\_\_  
Postage \$ \_\_\_\_\_  
Total Postage and Fees \$ \_\_\_\_\_

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Sender  
Brian Bickford  
Street and Apt. No., or PO Box No.  
76 Tourmaline Drive  
City, State, ZIP+4®  
Leicester ME 04240  
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Brian Bickford  
76 Tourmaline Drive  
Lewiston ME 04240



9590 9402 5043 9092 9361 72

2. Article Number (Transfer from service label)

7021 0350 0001 8332 1262

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X:

- Agent
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

**Certified Mail**

- A receipt (this portion)
- A unique identifier for delivery.
- Electronic verification of delivery.
- A record of delivery (in signature) that is retained for a specified period.

**Important Reminders**

- You may purchase Certified Mail, First-Class Mail®, First-Class Mail® service or Priority Mail® service.
- Certified Mail service is not available for international mail.
- Insurance coverage is available for Certified Mail sent with Certified Mail service.
- Insurance coverage for Certified Mail service is available on certain Priority Mail items.
- For an additional fee, a return receipt may be requested on the following services:
  - Return receipt service
  - Return receipt service of delivery (including electronic version). For more information, complete PS Form 3811.
- Receipt: attach PS Form 3811.

PS Form 3800, April 2015





# City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

## Legal Notice 2<sup>nd</sup> Notice of Condemned Building

**To:** Brian Bickford  
76 Tourmaline Drive  
Lewiston, ME 04240

**Date:** March 13, 2023  
**Reference:** Tax Map 031 Lot 171  
**Address:** 7 Water Street  
Caribou, ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

While the City does not wish to visit a notice of violation to folks having experienced a devastating fire event, this property at 7 Water Street has been totally destroyed and now this site represents a danger to the neighborhood and blight to our community.

**Violation of Sections:** 108  
**Violation Description:** UNSAFE STRUCTURES AND EQUIPMENT  
**Date this violation was observed:** 02/13/2023

[A] **108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

[A] **108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

[A] **108.1.3 Structure unfit for human occupancy.** A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

[A] **108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

**Because of these violations this building has been posted as unfit for occupancy, and occupancy is not legally permitted at this location until all code violations described are corrected.**

**You are hereby ordered to take the following corrective action: Secure building, provide plans for the demolition of this burnt-out and dangerous building and fill foundation hole (see attached photos). Properly dispose of waste and various scrap and garbage scattered around the property at 7 Water Street, Caribou, Maine.**

**You are ordered to take corrective action by: 04/13/2023**

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

Contact the office of Zoning Administrator & Code Enforcement Caribou City Office, by phone 493-5967, or by email at [kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org) if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

To view the local ordinances and the 2015 International Property Maintenance Code adopted by the City of Caribou 01/23/2017 visit the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org).

Best Regards,

  
Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector



















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Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ \_\_\_\_\_

Return Receipt (electronic) \$ \_\_\_\_\_

Certified Mail Restricted Delivery \$ \_\_\_\_\_

Adult Signature Required \$ \_\_\_\_\_

Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postage  
\$ \_\_\_\_\_

**Total Postage and Fees**  
\$ \_\_\_\_\_

Postmark  
Here

Sent To  
*Brian + Sharon Bickford*  
Street and Apt. No., or PO Box No.  
*76 Tourmaline Drive*  
City, State, ZIP+4®  
*Lewiston ME 04240*

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
*Brian + Sharon Bickford*  
*76 Tourmaline Drive*  
*Lewiston, ME 04240*



9590 9402 5043 9092 9360 73

2. Article Number (Transfer from service label)

7021 0350 0001 8332 1361

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
**X**  Agent  
 Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type
- Adult Signature  Priority Mail Express®
- Adult Signature Restricted Delivery  Registered Mail™
- Certified Mail®  Registered Mail Restricted Delivery
- Certified Mail Restricted Delivery  Return Receipt for Merchandise
- Collect on Delivery  Signature Confirmation™
- Collect on Delivery Restricted Delivery  Signature Confirmation Restricted Delivery
- Insured Mail  Signature Confirmation Restricted Delivery (over \$500)

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt



# City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

## Legal Notice Final Notice of Condemned Building

**To:** Brian Bickford  
76 Tourmaline Drive  
Lewiston, ME 04240

**Date:** April 24, 2023  
**Reference:** Tax Map 031 Lot 171  
**Address:** 7 Water Street  
Caribou, ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property which is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

**Violation of Sections:** 108  
**Violation Description:** UNSAFE STRUCTURES AND EQUIPMENT  
**Date this violation was observed:** 02/13/2023

[A] **108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

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**Because of these violations this building has been posted as unfit for occupancy, and occupancy is not legally permitted at this location until all code violations described are corrected.**

If further action is warranted the City will seek relief as defined within Maine Revised Statute (MRS) Title 17: CRIMES, Chapter 91: NUISANCES, Subchapter 4: §2851 DANGEROUS BUILDINGS at your 7 Water Street, Caribou, Maine property. The municipal officers may after notice adjudge a building to be a nuisance or dangerous and may make and record an order prescribing what disposal must be made of that building. The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal is not filed or, is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. After recording an attested copy of the notice required in the registry of deeds located within the county where the building is situated, the municipality may seek a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. [PL 2019, c. 557, §1 (AMD).]

**You are hereby ordered to take the following corrective action: Secure building, provide plans for the demolition of this burnt-out and dangerous building and fill the foundation hole (see attached photos). Properly dispose of waste and various scrap and garbage scattered around the property at 7 Water Street, Caribou, Maine.**

**You are ordered to take corrective action by: 05/24/2023**

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

Contact the office of Zoning Administrator & Code Enforcement Caribou City Office, by phone 493-5967, or by email at [kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org) if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

To view the local ordinances and the 2015 International Property Maintenance Code adopted by the City of Caribou 01/23/2017 visit the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org).

Best Regards,

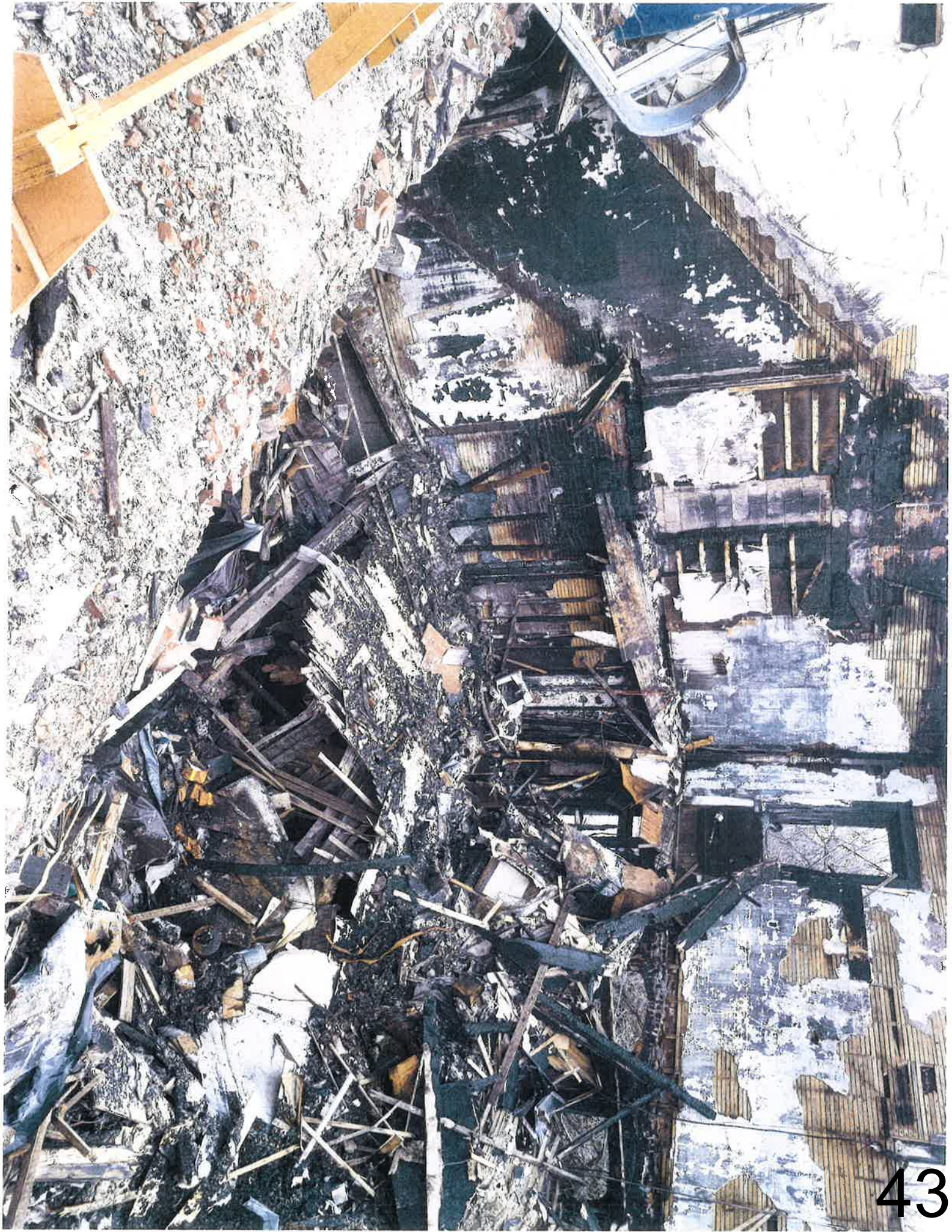
  
Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector



















**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
*Brian Bickford*  
*76 Tourmaline Drive*  
*Lewiston ME 04240*



9590 9402 6520 0346 5289 84

2. Article Number (Transfer from service label)  
**7021 0350 0001 8332 1439**

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
**X**  Agent  
 Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type
- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                               | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery           | <input type="checkbox"/> Registered Mail™                           |
| <input checked="" type="checkbox"/> Certified Mail®                    | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery            | <input type="checkbox"/> Signature Confirmation™                    |
| <input type="checkbox"/> Collect on Delivery                           | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery       |   |
| <input type="checkbox"/> Insured Mail                                  |   |
| <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) |   |

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.  
**CERTIFIED MAIL®**



7021 0350 0001 8332 1439  
 7021 0350 0001 8332 1439

**U.S. Postal Service™**  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

**Certified Mail Fee**  
 \$ \_\_\_\_\_

**Extra Services & Fees (check box, add fee as appropriate)**

<input type="checkbox"/> Return Receipt (hardcopy)	\$ _____
<input type="checkbox"/> Return Receipt (electronic)	\$ _____
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____
<input type="checkbox"/> Adult Signature Required	\$ _____
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____

**Postage**  
 \$ \_\_\_\_\_

**Total Postage and Fees**  
 \$ \_\_\_\_\_

Sent to: *Brian Bickford*  
 Street and Apt. No., or PO Box No. *76 Tourmaline Drive*  
 City, State, ZIP+4® *Lewiston ME 04240*

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Postmark Here



# City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

## Legal Notice Final Notice of Condemned Building

**To:** Brian Bickford  
76 Tourmaline Drive  
Lewiston, ME 04240

**Date:** April 24, 2023  
**Reference:** Tax Map 031 Lot 171  
**Address:** 7 Water Street  
Caribou, ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property which is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

**Violation of Sections:** 108  
**Violation Description:** UNSAFE STRUCTURES AND EQUIPMENT  
**Date this violation was observed:** 02/13/2023

[A] **108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

[A] **108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

[A] **108.1.3 Structure unfit for human occupancy.** A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

[A] **108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

**Because of these violations this building has been posted as unfit for occupancy, and occupancy is not legally permitted at this location until all code violations described are corrected.**

If further action is warranted the City will seek relief as defined within Maine Revised Statute (MRS) Title 17: CRIMES, Chapter 91: NUISANCES, Subchapter 4: §2851 DANGEROUS BUILDINGS at your 7 Water Street, Caribou, Maine property. The municipal officers may after notice adjudge a building to be a nuisance or dangerous and may make and record an order prescribing what disposal must be made of that building. The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal is not filed or, is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. After recording an attested copy of the notice required in the registry of deeds located within the county where the building is situated, the municipality may seek a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. [PL 2019, c. 557, §1 (AMD).]

**You are hereby ordered to take the following corrective action: Secure building, provide plans for the demolition of this burnt-out and dangerous building and fill the foundation hole (see attached photos). Properly dispose of waste and various scrap and garbage scattered around the property at 7 Water Street, Caribou, Maine.**

**You are ordered to take corrective action by: 05/24/2023**

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

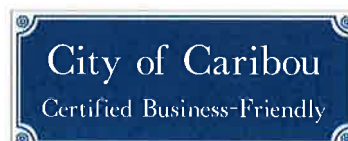
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To view the local ordinances and the 2015 International Property Maintenance Code adopted by the City of Caribou 01/23/2017 visit the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org) .

Best Regards,

  
Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector



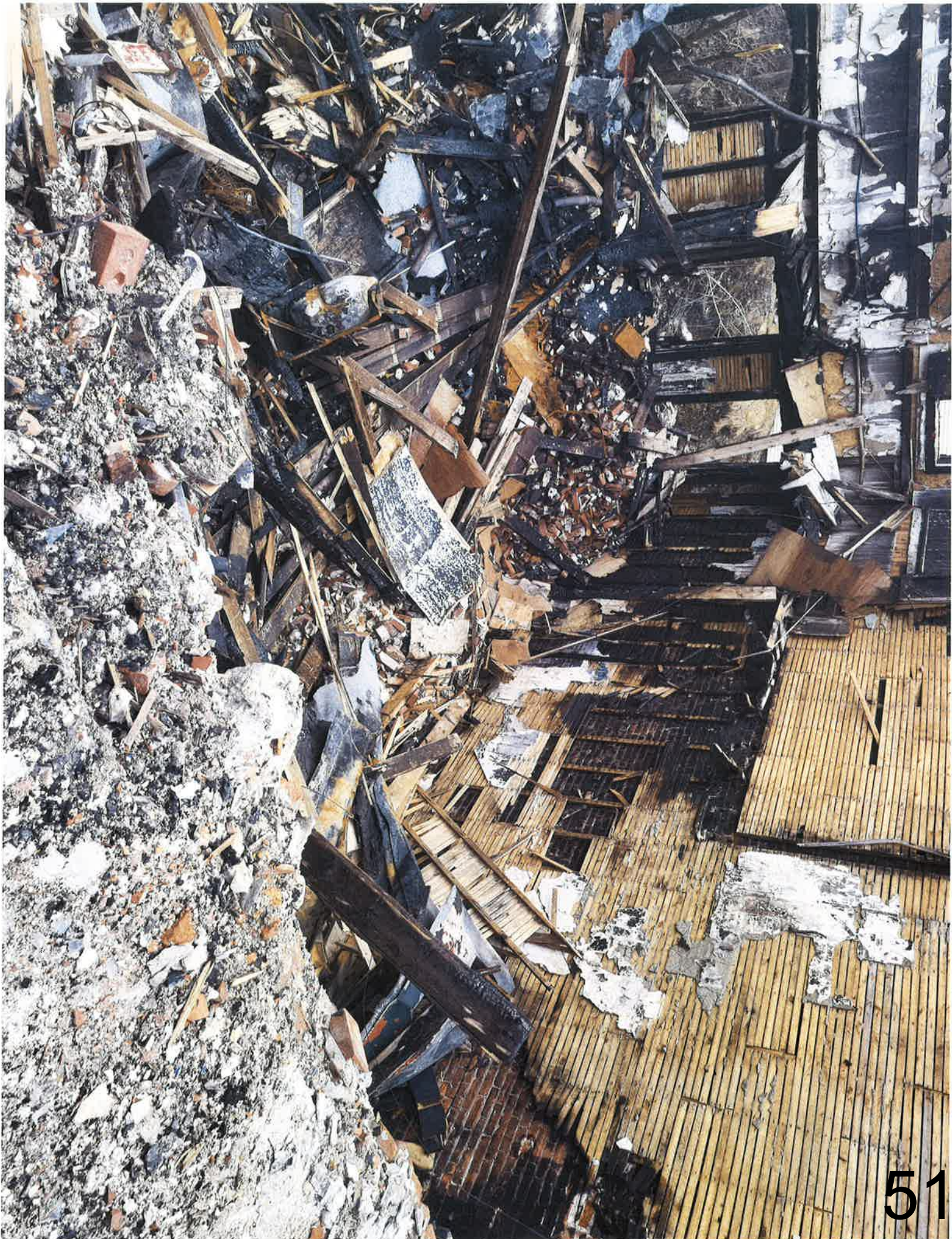


















**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Mayor and City Council Members  
From: Penny Thompson, City Manager  
Date: June 26, 2023  
Re: Dangerous Building Public Hearing at 24 Park Street, Map 35 Lot 73**

---

At the May 22, 2023, Caribou City Council meeting, a public hearing was set to determine if the structure at 24 Park Street is a dangerous building / structure.

The public hearing will be held tonight.

Suggested action:

If it is determined that 24 Park Street is a dangerous building / structure, please sign the Notice of Hearing which will be the next step in the process.

# 24 Park Street ~ Caribou, Maine

## *Dangerous Building Timeline*

- June 18, 2010: Received letter from Doonan, Graves & Longoria, regarding impending foreclosure by Deutsche Bank NA et al vs. Mueller
- July 23, 2010: Legal Notice of Violation sent to Jeffrey & Laurie Mueller
- August 8, 2012: Date of Death, Jeffrey Mueller JTROS with Laurie Mueller
- June 21, 2013: Complaint for Foreclosure by Civil Action, Book 5197 Page 130
- July 3, 2014: Legal Notice of Violation sent to Laurie Mueller
- June 6, 2017: Legal Notice of Violation sent to Laurie Mueller
- April 23, 2019: Legal Notice of Violation sent to Laurie Mueller
- May 20, 2019: Email from Laurie Mueller to CEO Murchison (does not believe is responsible)
- November 3, 2020: Certificate of Vacancy and Inspection Affidavit for Mr. Cooper Property Preservation
- May 14, 2021: Legal Notice of Violation sent to Laurie Mueller
- August 18, 2021: Affidavit of Vacant / Abandoned Property for Frederick's Property Preservation & Inspections
- May 10, 2022: Final Notice of Violation Nuisance / Dangerous Property
- May 22, 2023: CEO presented 24 Park Street as a dangerous building and requested that a public hearing be set for June 26, 2023
- June 15, 2023: Mortgage discharged Book 6456 Page 268

## *Next Steps*

- June 26, 2023: Public Hearing will be held as scheduled  
If warranted, Hearing Notices will be signed
- June 2023: Hearing notices will be recorded at Southern Registry of Deeds  
Formal letters to be sent to owner (Mueller)  
Informal notice with NOV from building official notifying of impending action
- July 2023: Notice of Hearing to be published in the Aroostook Republican (7/5, 7/12)

Council set hearing date of July 24, 2023

Public Hearing to determine if 24 Park Street is a dangerous building

If yes, Findings and Order to be signed by Council

August 2023:

Findings and Order served upon owner & parties in interest (per statute)

Staff will properly address any abandoned property (per statute)

Findings and Order recorded at Southern Registry of Deeds (per statute)



**NOTICE OF HEARING Pursuant to 17 M.R.S.A. § § 2851-2859 (Dangerous Buildings)**

TO: Laurie Mueller  
5 Mulberry Drive  
Presque Isle ME 04769

You are hereby notified that the Municipal Officers of the City of Caribou, Maine will hold a hearing on July 24, 2023 at 6:00 pm at 25 High Street in the City Council Chambers to determine whether the remains of the building and land owned by Laurie A. Mueller and shown on Map 35, Lot 73 of the current Tax Maps of the City of Caribou, Maine on file at 25 High Street, is a nuisance or dangerous building within the meaning of 17 M.R.S.A. § 2851. If the Municipal Officers find that the building is a nuisance or dangerous, they may order appropriate corrective action, including but not limited to demolition and removal of the building. If their order is not complied with by the deadline stated in their order and no appeal is taken, the Municipal Officers may take the corrective action at municipal expense and recover all expenses, including reasonable attorney’s fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the building is not a nuisance or dangerous and to oppose any corrective action ordered by the Municipal Officers.

Witness our hand and seals this 26<sup>th</sup> day of June 2023, the Municipal Officers City of Caribou, Maine

\_\_\_\_\_  
Daniel Bagley

\_\_\_\_\_  
Courtney Boma

\_\_\_\_\_  
R. Mark Goughan

\_\_\_\_\_  
John Morrill

\_\_\_\_\_  
Joan Theriault

\_\_\_\_\_  
Louella Willey

\_\_\_\_\_  
Jody Smith

**ACKNOWLEDGEMENT**

STATE OF MAINE  
County of Aroostook

Date: June 26, 2023

Then personally appeared before me the above-named Municipal Officers of the Municipality of Caribou and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of the said Municipality.

Before me,

\_\_\_\_\_  
Signature of Notary Public  
**Danielle M. Brissette**  
My commission expires: March 12, 2026

MUELLER, LAURIE A  
22 EDMONT DRIVE  
PRESQUE ISLE ME 04769

B3836P217 B4271P94 B5197P130 B6219P270 B6224P302

Previous Owner  
MUELLER, JEFFREY W. AND LAURIE A.  
71 MAIN STREET, APT 1

PRESQUE ISLE ME 04769  
Sale Date: 8/08/2012

Inspection Witnessed By:

X	Date	Date Insp.
No./Date	Description	Date Insp.

Notes:

Caribou

Property Data			Assessment Record						
Neighborhood <b>41 41</b>			Year	Land	Buildings	Exempt	Total		
Tree Growth Year <b>0</b>			2010	12,600	59,000	8,500	63,100		
X Coordinate <b>0</b>			2011	12,600	59,000	8,300	63,300		
Y Coordinate <b>0</b>			2012	14,800	56,700	10,000	61,500		
Zone/Land Use <b>11 Residential</b>			2013	14,800	56,700	0	71,500		
Secondary Zone			2014	14,800	56,700	0	71,500		
Topography <b>2 Rolling</b>			2015	14,800	56,700	0	71,500		
1.Level 4.Below St 7.LevelBog			2016	14,800	56,700	0	71,500		
2.Rolling 5.Low 8.			2017	14,800	56,700	0	71,500		
3.Above St 6.Swampy 9.			2018	14,800	56,700	0	71,500		
Utilities <b>2 Public Water 3 Public Sewer</b>			2019	14,800	56,700	0	71,500		
1.Public 4.Dr Well 7.Septic			2020	14,800	56,700	0	71,500		
2.Water 5.Dug Well 8.Holding Ta			2021	14,800	56,700	0	71,500		
3.Sewer 6.Shared Wel 9.None			2022	14,800	56,700	0	71,500		
Street <b>1 Paved</b>			2023	17,000	97,200	0	114,200		
1.Paved 4.Proposed 7.			<b>Land Data</b>						
2.Semi Imp 5.R/O/W 8.									
3.Gravel 6. 9.None			<b>Front Foot</b>	<b>Type</b>	<b>Effective</b>		<b>Influence</b>		<b>Influence Codes</b>
TG PLAN YEAR <b>0</b>			11.		<b>Frontage</b>	<b>Depth</b>	<b>Factor</b>	<b>Code</b>	
ACTION NEEDED <b>0</b>			12.				%		1.Use
<b>Sale Data</b>			13.				%		2.R/W
Sale Date			14.				%		3.Topography
Price			15.				%		4.Size/Shape
Sale Type							%		5.Access
1.Land 4.Mobile 7.C/I L&B							%		6.Restriction
2.L & B 5.Other 8.			<b>Square Foot</b>		<b>Square Feet</b>				7.Vacancy
3.Building 6.C/I Land 9.			16.Lindley Estate				%		8.Semi-Improved
Financing			17.				%		9.Fract Share
1.Convent 4.Seller 7.			18.				%		<b>Acres</b>
2.FHA/VA 5.Private 8.			19.				%		30.Rear Land 3
3.Assumed 6.Cash 9.Unknown			20.				%		31.Rear Land 4
Validity							%		32.Dominant Easem
1.Valid 4.Split 7.Renovate			<b>Fract. Acre</b>		<b>Acres/Sites</b>				33.Servient Easem
2.Related 5.Partial 8.Other			21.House Lot (Fra	21	0.25	100	%	0	34.Tillable
3.Distress 6.Exempt 9.TO UPDATE			22.Baselot (Fract	28	0.45	100	%	0	35.Pasture
Verified			23.	44	1.00	50	%	0	36.Orchard
1.Buyer 4.Agent 7.Family			<b>Acres</b>				%		37.Softwood TG
2.Seller 5.Pub Rec 8.Other			24.Houselot				%		38.Mixed Wood TG
3.Lender 6.MLS 9.			25.Baselot				%		39.Hardwood TG
			26.Lindley Estate				%		40.Wasteland
			27.				%		41.Gravel Pit
			28.Rear Land 1	<b>Total Acreage 0.70</b>					42.Mobile Home Ho
			29.Rear Land 2						
							%		44.Lot Improvemen
							%		45.Mobile Home
							%		46.Golf Course p

**Caribou**

Map Lot 035-073

Account 4681

Location 24 PARK STREET

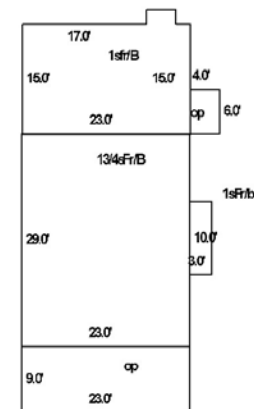
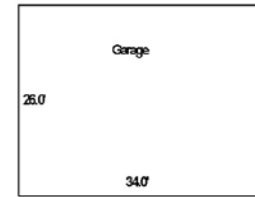
Card 1

Of 1

6/23/2023

Building Style <b>1 Conventional</b>	SF Bsmt Living <b>0</b>	Layout <b>1 Typical</b>
1.Conv. 5.Colonial 9.Condo	Fin Bsmt Grade <b>0 0</b>	1.Typical 4. 7.
2.Ranch 6.Split 10.Log	OPEN 5 OPTIONAL <b>0</b>	2.Inadeq 5. 8.
3.R Ranch 7.Contemp 11.Other	Heat Type <b>100% 5 Forced Warm Air</b>	3. 6. 9.
4.Cape 8.Cottage 12.Gambrel	1.HWB 5.FWA 9.No Heat	Attic <b>9 None</b>
Dwelling Units <b>1</b>	2.HWCI 6.GravWA 10.	1.1/4 Fin 4.Full Fin 7.
Other Units <b>0</b>	3.H Pump 7.Electric 11.	2.1/2 Fin 5.F/1/2 Stair 8.
Stories <b>4 One &amp; 1/2 Story</b>	4.Radiant 8.F/Wall 12.	3.3/4 Fin 6. 9.None
1.1 4.1.5 7.3.50	Cool Type <b>0% 9 None</b>	Insulation <b>1 Full</b>
2.2 5.1.75 8.4	1.Refrig 4.W&C Air 7.	1.Full 4.Minimal 7.
3.3 6.2.5 9.	2.Evapor 5. 8.	2.Heavy 5.Partial 8.
Exterior Walls <b>2 Vinyl</b>	3.H Pump 6. 9.None	3.Capped 6. 9.None
1.Wood 5.Shingles 9.Other	Kitchen Style <b>2 Typical</b>	Unfinished % <b>0%</b>
2.Vinyl 6.Brick 10.Alum	1.Modern 4.Obsolete 7.	Grade & Factor <b>3 Average 95%</b>
3.Compos. 7.Single 11.Log	2.Typical 5. 8.	1.E Grade 4.B Grade 7.AAA Grad
4.Asbestos 8.Concrete 12.Stone	3.Old Type 6. 9.None	2.D Grade 5.A Grade 8.MS Grade
Roof Surface <b>1 Asphalt Shingles</b>	Bath(s) Style <b>2 Typical Bath(s)</b>	3.C Grade 6.AA Grade 9.Same
1.Asphalt 4.Composit 7.	1.Modern 4.Obsolete 7.	SQFT (Footprint) <b>667</b>
2.Slate 5.Wood 8.	2.Typical 5. 8.	Condition <b>3 Below Average</b>
3.Metal 6.Rolled R 9.	3.Old Type 6. 9.None	1.Poor 4.Avg 7.V G
SF Masonry Trim <b>0</b>	# Rooms <b>0</b>	2.Fair 5.Avg+ 8.Exc
OPEN-3-CUSTOM <b>0</b>	# Bedrooms <b>1</b>	3.Avg- 6.Good 9.Same
OPEN-4-CUSTOM <b>0</b>	# Full Baths <b>1</b>	Phys. % Good <b>0%</b>
Year Built <b>1</b>	# Half Baths <b>0</b>	Funct. % Good <b>100%</b>
Year Remodeled <b>0</b>	# Addn Fixtures <b>0</b>	Functional Code <b>9 None</b>
Foundation <b>1 Concrete</b>	# Fireplaces <b>0</b>	1.Incomp 4.Plb/Heat 7.
1.Concrete 4.Wood 7.ICF		2.O-Built 5. 8.Frac Sha
2.C Block 5.Slab 8.		3.Style 6. 9.None
3.Br/Stone 6.Piers 9.		Econ. % Good <b>100%</b>
Basement <b>4 Full Basement</b>		Economic Code <b>None</b>
1.1/4 Bmt 4.Full Bmt 7.		0.None 3.No Power 7.
2.1/2 Bmt 5.Crawl Sp 8.		1.Location 4.Generate 8.
3.3/4 Bmt 6. 9.None		2.Encroach 9.None 9.
Bsmt Gar # Cars <b>0</b>		Entrance Code <b>6 Hanger</b>
Wet Basement <b>2 Damp Basement</b>		1.Interior 4.Vacant 7.
1.Dry 4.Dirt 7.		2.Refusal 5.Estimate 8.Exist R
2.Damp 5. 8.	3.Informed 6.Hanger 9.	
3.Wet 6. 9.	Information Code <b>5 Estimate</b>	
		1.Owner 4.Agent 7.Vacant
		2.Relative 5.Estimate 8.Exist R
		3.Tenant 6.Other 9.For Sale

Date Inspected 9/19/2011



**Additions, Outbuildings & Improvements**

Type	Year	Units	Grade	Cond	Phys.	Funct.	Sound Value
21 Open Frame	0	207	0 0	0	0 %	0 %	
7 1 Story Bsmt Fr	1991	353	9 100	4	0 %	100 %	
21 Open Frame	1991	24	9 100	4	0 %	100 %	
7 1 Story Bsmt Fr	0	30	0 0	0	0 %	0 %	
23 Frame Garage	1	884	2 100	2	0 %	100 %	
					%	%	
					%	%	
					%	%	
					%	%	
					%	%	
					%	%	

- 1.One Story Fram
- 2.Two Story Fram
- 3.Three Story Fr
- 4.1 & 1/2 Story
- 5.1 & 3/4 Story
- 6.2 & 1/2 Story
- 21.Open Frame Por
- 22.Encl Frame Por
- 23.Frame Garage
- 24.Frame Shed
- 25.Finished 1/2 S
- 26.1SFr Overhang
- 27.Unfin Basement
- 28.Unfinished Att
- 29.Finished Attic



## City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

Office of Housing & Code Enforcement  
**LEGAL NOTICE**  
Notice of Violation / Order for Corrective Action

Date: July 23, 2010

Reference: Map: 35 Lot: 73 Location known as: 24 Park St.

To: Jeffery & Laurie Mueller  
24 Park St.  
Caribou, Maine 04736

You are hereby notified that you are in violation of the Caribou Property Maintenance Code Section 108.2, Unsecured Vacant Structure & 303.4, Weeds.

Date violation was observed: July 23, 2010  
Description of violation: Entry to basement is open. Lawns not mowed.

You are hereby ordered to take the following corrective action by Friday, August 20, 2010 @ 4:00 P.M.:  
Secure building from entry and mow lawns.

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A, §4452, establishes a fine of \$100.00 to \$2,500.00 for each violation. A separate fine may be assessed for each day a violation continues. The City of Caribou may seek an order for Corrective Action, a Substantial Fine plus Attorney Fees and Court Costs in this action. Please contact the office of Housing & Code Enforcement @ City Hall or by phone 493-4234 X 214 if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

Sincerely,

Steve Wentworth  
Director of Housing & Code Enforcement

cc: City Manager, Fire Chief & Police Chief





## City of Caribou, Maine

### LEGAL NOTICE ORDER FOR CORRECTIVE ACTION

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

**To:** Laurie Mueller  
71 Main Street, Apartment 1  
Presque Isle, Maine 04769

**Date:** 7/3/2014

**Reference: Map:** 035 **Lot:** 073

**Location known as:** 24 Park Street

You are hereby notified that the referenced property is in violation of the Caribou City Ordinance Section 13-204 of Chapter 13, Land Use Ordinances.

**Sections:** 13-204.3 B District Regulations, General Requirements for Specific Districts, B. R1 and R-2 Districts

**Date violation was observed:** 7/3/2014

**Description of violation:** Weed and brush growth in excess of 10 inches.

**You are hereby ordered to:** Mow the lawns and cut the brush back from the building. This property is a fire hazard and harborage for unwanted animals. Action must be completed within 7 days.

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A, §4452, establishes a fine of \$100.00 to \$2,500.00 for each violation. A separate fine may be assessed for each day a violation continues. The City of Caribou may seek an order for Corrective Action, a substantial fine plus attorney fees and court costs in this action. Please contact the Code Enforcement Office at City Hall or by phone 493-3324 X 224 or email at [tmazzucco@cariboumaine.org](mailto:tmazzucco@cariboumaine.org) if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

Sincerely,

Tony L. Mazzucco  
Assistant City Manager/Code Enforcement Officer

cc: City Manager, Fire Chief & Police Chief



## City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone: (207) 493-3324  
Fax: (207) 498-3954  
www.cariboumaine.org

### LEGAL NOTICE

#### Notice of Violation / Order for Corrective Action

Date of Notice: 6/6/2017  
Reference: Map 35 Lot 73      Location: 24 Park Street  
To: Laurie A Mueller  
49 Main St, Apt C12  
Caribou ME 04736

You are hereby notified that you are in violation of the Article III Property Maintenance Code.

Date this violation was observed: 5/24/2017  
Violation of section: 108.1.5 #5  
Violation description: Structure in danger of collapse (foundation )  
Conditions present: Foundation has shifted, no longer adequately supporting structure.

You are hereby ordered to take the following corrective action:  
secure building and repair foundation or forward report  
from engineer attesting to adequacy

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A §4452 establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day a violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court costs in this action. Please contact this office at the Caribou Municipal Building at 25 High Street, phone: (207) 493 - 3324, extension # 3 or email: [taxassessor@cariboumaine.org](mailto:taxassessor@cariboumaine.org) if you have any questions.

Copies of the local ordinance and a link to the 2015 International Property Maintenance Code as adopted by the Caribou City Council on January 23, 2017 is available at the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org).

Sincerely,

Penny Thompson  
Tax Assessor / Code Enforcement Officer

Cc: City Manager, Fire Chief & Police Chief





## City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

### Legal Notice Notice of Violation

Date of Notice: 04/23/2019  
Reference: Map 35 – Lot 73, 24 Park Street

To: Laurie A. Mueller  
22 Edgemont Drive  
Presque Isle ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at your 24 Park street property.

Date this violation was observed: 04/22/2019

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

Violation of Sections: 108

Violation Description: UNSAFE STRUCTURES AND EQUIPMENT

**[A] 108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

**[A] 108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

**[A] 108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the *approved* building or fire code of the jurisdiction as related to the requirements for existing buildings.



2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the *code official* to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

Violation of Sections: 301

Violation Description: GENERAL REQUIREMENTS

**301.3 Vacant structures and land.** Vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

Violation of Sections: SECTION 302 EXTERIOR PROPERTY AREAS

Violation Description: Structure is open to the elements at the foundation.

**302.5 Rodent harborage.** Structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

**You are ordered to take corrective action: Secure building from eminent and further collapse of foundation, repair, maintain, or demolish (see attached photos) and remove or exterminate resident rodents. (See attached photos) You are ordered to take corrective action by:**


**05/23/2019**

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

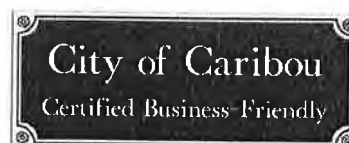
Contact the office of Zoning Administrator & Code Enforcement Caribou City Office, by phone 493-5967, or by email at [kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org) if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

To view the local ordinances and the 2015 International Property Maintenance Code adopted by the City of Caribou 01/23/2017 visit the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org) .

Best Regards,

  
Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector





## City of Caribou, Maine

*Municipal Building*  
25 High Street  
Caribou, ME 04736  
*Telephone (207) 493-3324*  
*Fax (207) 498-3954*  
[www.cariboumaine.org](http://www.cariboumaine.org)

### CERTIFICATE OF VACANCY

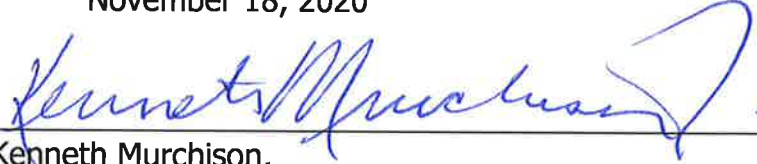
CERTIFICATE NUMBER: 2020 – 001

Property Location: 24 Park Street, Caribou, Maine  
City Map / Lot: Map 035 Lot 073  
Zoning District: Residential – 2  
Property Owner: Mr. Cooper Property Preservation  
Doing Business As: Mr. Cooper

Items inspected See attached Affidavit signed 11/03/2020.

Date of Issue: November 18, 2020

Approved By:

  
Kenneth Murchison,  
Code Enforcement Officer, City of Caribou



AFFIDAVIT

The undersigned performed an inspection at the property located at the following address in the State of Maine:

Address: 24 Park Street, Caribou, ME 04736

During such inspection, the undersigned observed the following conditions from the exterior of the property on the date set forth below [check all that apply]:

- One of more doors at the property are boarded up, broken off or unlocked
- 1 (insert number) of windows are boarded up, closed off or have broken window panes
- Gas, electric or water service to the property has been terminated OR utility consumption is low: Electrical Meter Removed (insert utility/utilities and amount of consumption)
- Rubbish, trash or debris has accumulated at the property
- Newspapers, flyers or mail has accumulated at the property
- Furnishings and personal property are absent from the property from the exterior
- Other reasonable evidence of abandonment exists at the property, including:  
Garage Empty except for Universal Waste (Television and Computer Monitor
- A municipal, county or state official, code enforcement officer, or law enforcement official was present during the inspection.
- The municipal, county or state official, code enforcement officer, or law enforcement official present determined that the property is abandoned.

I declare that the foregoing is true and correct.

Date: 11/03/2020

Contractor Signature: [Handwritten Signature]

Print name of Contractor: John Preaty

Notary:

State of Maine  
County of Hancock

The foregoing instrument was acknowledged before me this July 3 2020 (date), at Caribou, Maine, by Sarah Prouty (name of person acknowledged) to be his/her free act and deed.

[Signature]  
Notary Public Signature

Print Name of Notary Public

Notary Public, State of Maine

My Commission Expires: Jan. 24 2021  
(Seal optional)

Signature of attending official/officer: [Signature]

Print name of attending official/officer: Kenneth Murchison, Jr. CEO

Email: kmurchison@cariboumaine.org

Phone number: (207)493-5967



## City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

### Legal Notice Notice of Violation

Date of Notice: 05/14/2021  
Reference: Map 35 – Lot 73, 24 Park Street

To: Mr. Cooper  
P.O. Box 619098  
Dallas, TX 75261-9741

RE: Case Number: LB-05-20-01088  
Property Address: 24 Park Street  
Caribou, ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at your 24 Park Street property.

Date this violation was observed: 05/14/2019

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

**Violation of Sections:** 108

**Violation Description:** UNSAFE STRUCTURES AND EQUIPMENT

[A] **108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

[A] **108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

[A] **108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:



1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the *approved* building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the *code official* to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

Violation of Sections: 301

Violation Description: GENERAL REQUIREMENTS

**301.3 Vacant structures and land.** Vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

Violation of Sections: SECTION 302 EXTERIOR PROPERTY AREAS

Violation Description: Structure is open to the elements at the foundation.

**302.5 Rodent harborage.** Structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

**You are ordered to take corrective action: Secure building from eminent and further collapse of foundation, repair, maintain, or demolish (see attached photos) and remove or exterminate resident rodents. (See attached photos) You are ordered to take corrective action by:**

**IMDEIATE, this property has been left in decline for more than 10 years, we consider it to be a dangerous building and a blight upon our community.**

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

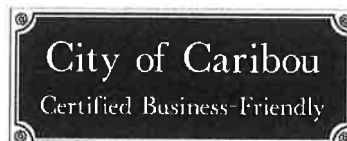
Contact the office of Zoning Administrator & Code Enforcement Caribou City Office, by phone 493-5967, or by email at [kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org) if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

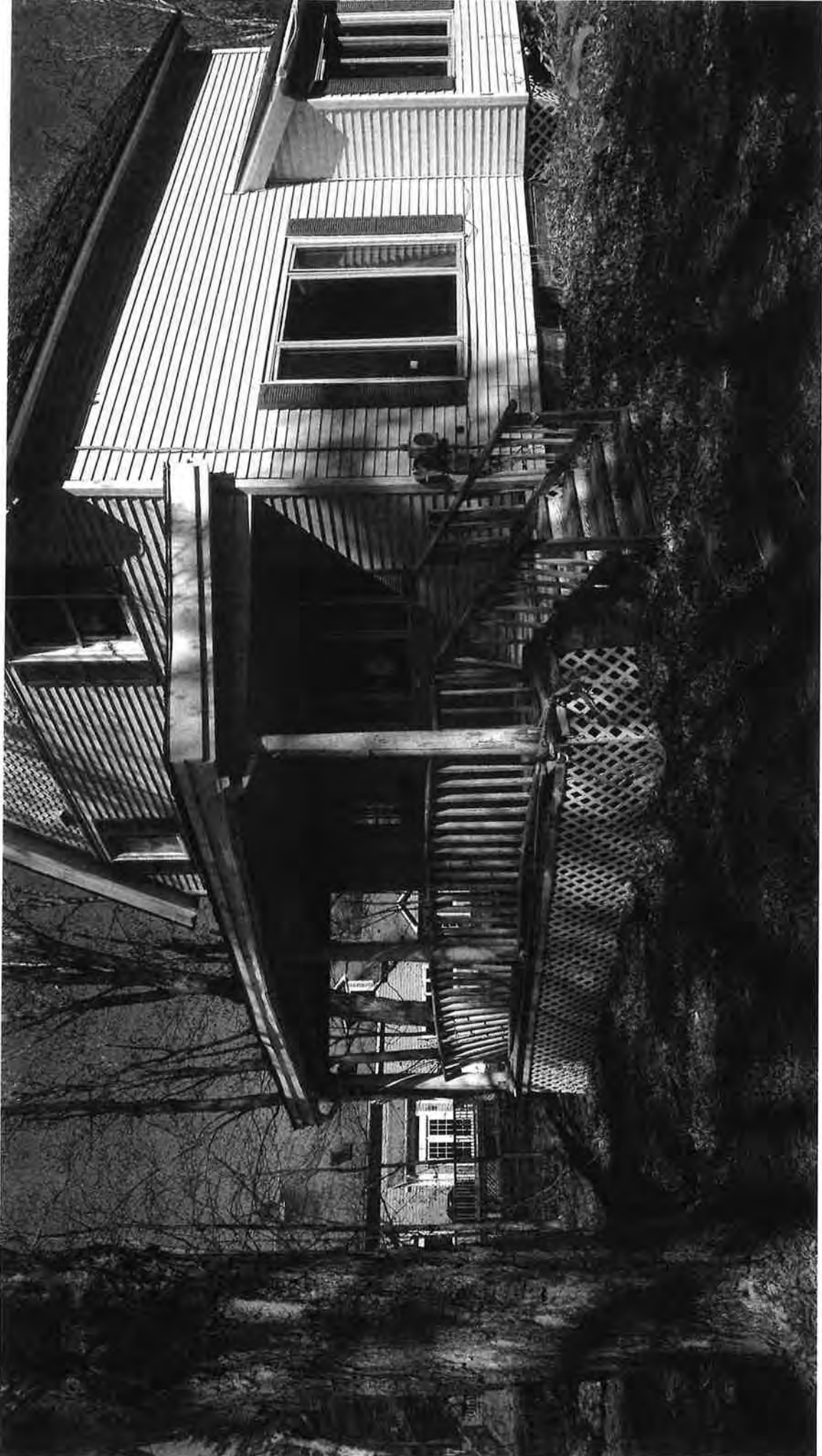
To view the local ordinances and the 2015 International Property Maintenance Code adopted by the City of Caribou 01/23/2017 visit the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org) .

Best Regards,

  
Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector















# NO TRESPASSING



In Case of Emergency, Vandalism  
or City Ordinance Violations  
Please contact:

**Mortgage Contracting Services**

813-387-1100

866-563-1100

Please contact us if you need to report a problem. If  
you leave a message please describe the problem  
and include the full property address.

MCS is unable to provide any information regarding  
the sale or rental of this property.

Work Order # \_\_\_\_\_

except 106, 140, 144, 148.

Revised 07/10/2017

Form

1, 685, 708, 744, 936

Place on all securing work orders. Place in front window (if front window is not available post

lient 511, post on all properties determined vacant. Post on all

Affidavit of Vacant/Abandoned Property

14 MRS § 6327 *et seq.*

Property Address: 24 Park Street Caribou Maine 04736

Mortgagor(s) Name(s): Laurie Mueller

Servicer: Shellpoint

Inspector Name: \_\_\_\_\_

Inspection Company: Frederick's Property Preservation & Inspections

Inspection Date: 08-18-21

Information of municipal, county or state official, code enforcement officer or law enforcement official present at the time of inspection:

Name: Kenneth Murchison, Jr.

Title: CEO

Contact Information: (207) 493-5967

Please check all of the following that apply:

The code enforcement officer or other public official named above determined that the property described herein is abandoned and/or vacant.

One or more written statements signed by the homeowner indicates a clear intent to abandon the property.

Three or more of the following apply to the property described herein:

One or more of the doors are boarded up, broken off or continuously unlocked;

Multiple windows are boarded up or closed off;

Multiple windowpanes are broken;

Gas, electric or water service to the property has been terminated or utility consumption is so low that it indicates the property is not regularly occupied;

- Rubbish, trash or debris has accumulated on the property;
- Newspapers, flyers or mail has accumulated on the property;
- Furnishings and personal property are absent from the property
- A mortgagee has changed the locks on the property and neither the mortgagor nor anyone on the mortgagor's behalf has requested entrance to, or taken other steps to gain access to, the property;
- A law enforcement agency has received reports of at least two (2) separate incidents of trespass, vandalism or other illegal acts being committed on the property in the 180 days before determination of abandonment/vacancy was sought;
- The mortgagor is deceased and there is no evidence that an heir or personal representative has taken possession of the property;
- There are other reasonable indicia of abandonment /vacancy (please describe and provide details):

Garage is empty except for Universal  
Waste (Television and Computer monitor  
\_\_\_\_\_  
\_\_\_\_\_



Check if applicable:

- Photographs Attached
- Report Attached
- Written statements from the homeowner
- Other attached (please describe): \_\_\_\_\_

Dated: 08/18/2021

Signed: *Kenneth Murchison*  
Print Name: Kenneth Murchison, J.

State of Maine

County of Aroostook

On August 18, 2021 (date), Kenneth Murchison  
(name of affiant) personally appeared before me and made oath to the foregoing affidavit.

Date: 08/18/2021

*Danielle M Brissette*

Notary Public

Seal:



AFFIDAVIT

The undersigned performed an inspection at the property located at the following address in the State of Maine:

Address: 24 Park Street, Caribou, ME 04736

During such inspection, the undersigned observed the following conditions from the exterior of the property on the date set forth below [check all that apply]:

- One of more doors at the property are boarded up, broken off or unlocked
- \_\_\_\_\_ (insert number) of windows are boarded up, closed off or have broken window panes
- Gas, electric or water service to the property has been terminated OR utility consumption is low: Electrical Meter Removed (insert utility/utilities and amount of consumption)
- Rubbish, trash or debris has accumulated at the property
- Newspapers, flyers or mail has accumulated at the property
- Furnishings and personal property are absent from the property from the exterior
- Other reasonable evidence of abandonment exists at the property, including:  
Garage Empty except for Universal Waste (Television and Computer Monitor)
- A municipal, county or state official, code enforcement officer, or law enforcement official was present during the inspection.
- The municipal, county or state official, code enforcement officer, or law enforcement official present determined that the property is abandoned.

I declare that the foregoing is true and correct.

Date: 08/12/2020

**Contractor Signature:** \_\_\_\_\_

Print name of Contractor: \_\_\_\_\_

**Notary:**

State of Maine

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date), at \_\_\_\_\_, Maine, by \_\_\_\_\_ (name of person acknowledged) to be his/her free act and deed.

\_\_\_\_\_  
Notary Public Signature  
Print Name of Notary Public  
Notary Public, State of Maine  
My Commission Expires: \_\_\_\_\_  
(Seal optional)

**Signature of attending official/officer:** \_\_\_\_\_

Print name of attending official/officer: Kenneth Murchison, Jr. CEO

Email: kmurchison@cariboumaine.org

Phone number: (207)493-5967



**U.S. Postal Service™**  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$
- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$

Postage

\$

Total Postage and Fees

\$

Sent To

*Mr. Cooper*

Street and Apt. No., or PO Box No.

*P.O. Box 619098*

City, State, ZIP+4®

*Dallas TX 75261-9741*

PS Form 3800, April 2015 PSN 7550-02-000-8047

See Reverse for Instructions



7021 0350 0001 8332 0579

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

*Mr. Cooper*  
*P.O. Box 619098*  
*Dallas, TX 75261-9741*



9590 9402 5043 9092 9367 76

2. Article Number (Transfer from service label)

7021 0350 0001 8332 0579

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

*Tyler Coles*

- Agent
- Addressee

B. Received by (Printed Name)

*Tyler Coles*

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt



## City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

### Legal Notice

#### Final Notice of Violation Nuisance/Dangerous Property

Date of Notice: May 10, 2022  
Reference: Map 35 – Lot 73, 24 Park Street

To: Mr. Cooper  
P.O. Box 619098  
Dallas, TX 75261-9741

RE: Case Number: LB-05-20-01088  
Property Address: 24 Park Street  
Caribou, ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at your 24 Park Street property.

Date this violation was observed: 05/14/2019 through 05/10/2022

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

**Violation of Sections:** 108

**Violation Description:** UNSAFE STRUCTURES AND EQUIPMENT

**[A] 108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

**[A] 108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

**[A] 108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not

Violation Description:

GENERAL REQUIREMENTS

**301.3 Vacant structures and land.** Vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

**Violation of Sections:** SECTION 302 EXTERIOR PROPERTY AREAS

**Violation Description:** Structure is open to the elements at the foundation.

**302.5 Rodent harborage.** Structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

**You are ordered to take corrective action: Secure building from eminent and further collapse of foundation, repair, maintain, or demolish (see attached photos) and remove or exterminate resident rodents. (See attached photos) You are ordered to take corrective action by:**

**IMDEIATE, this property has been left in decline for more than 10 years, we consider it to be a dangerous building and a blight upon our community. The City is justified in seeking relief as provided by Maine State Statute under Title 17: CRIMES, Chapter 91: NUISANCES, Subchapter 4: DANGEROUS BUILDINGS §2851. Dangerous buildings**

The municipal officers in the case of a municipality or the county commissioners in the case of the unorganized or deorganized areas in their county may after notice pursuant to section 2857 and hearing adjudge a building to be a nuisance or dangerous, in accordance with subsection 2-A, and may make and record an order, in accordance with subsection 3, prescribing what disposal must be made of that building. The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal pursuant to section 2852 is not filed or, if an appeal pursuant to section 2852 is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. [PL 2017, c. 136, §1 (AMD).]

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for each day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

Contact the office of Zoning Administrator & Code Enforcement Caribou City Office, by phone 493-5967, or by email at [kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org) if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

To view the local ordinances and the 2015 International Property Maintenance Code adopted by the City of Caribou 01/23/2017 visit the City of Caribou website: [www.cariboumaine.org](http://www.cariboumaine.org).

Best Regards,

  
Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector







In case of emergency, please contact:

**Cyprexx**

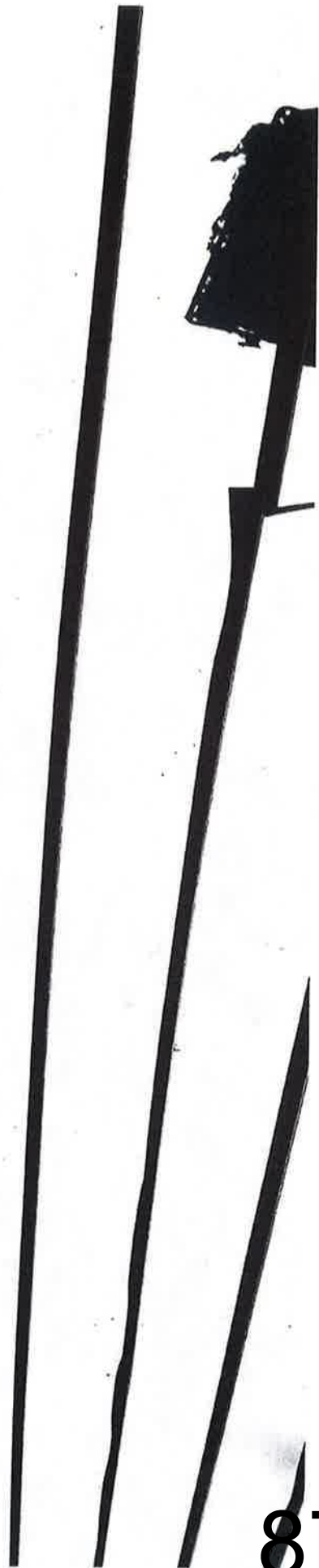
1-855-426-2705

This number is for emergencies only. Cyprexx is the maintenance company for this property and we do not have any sale or rental information.











# City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

## Legal Notice

### Final Notice of Violation Nuisance/Dangerous Property

Date of Notice: May 10, 2022  
Reference: Map 35 – Lot 73, 24 Park Street

To: Mr. Cooper  
P.O. Box 619098  
Dallas, TX 75261-9741

RE: Case Number: LB-05-20-01088  
Property Address: 24 Park Street  
Caribou, ME 04736

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at your 24 Park Street property.

Date this violation was observed: 05/14/2019 through 05/10/2022

You are hereby notified that you are in violation of the International Property Maintenance Code regarding conditions at the referenced property is in violation of the Caribou City Property Maintenance Code Section 108 UNSAFE STRUCTURES AND EQUIPMENT.

**Violation of Sections:** 108

**Violation Description:** UNSAFE STRUCTURES AND EQUIPMENT

**[A] 108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

**[A] 108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

**[A] 108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not



conform to the *approved* building or fire code of the jurisdiction as related to the requirements for existing buildings.

2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.

3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.

4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.

5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.

6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.

7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.

8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the *code official* to be a threat to life or health.

11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

Violation of Sections:

301



Violation Description:

GENERAL REQUIREMENTS

**301.3 Vacant structures and land.** Vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

**Violation of Sections:** SECTION 302 EXTERIOR PROPERTY AREAS

**Violation Description:** Structure is open to the elements at the foundation.

**302.5 Rodent harborage.** Structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

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Best Regards,

  
Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief, Police Chief and Building Inspector











In case of emergency, please contact:

**Cyprex**

1-855-426-2705

This number is for emergencies only. Cyprex is the maintenance company for this property and we do not have any sale or rental information.

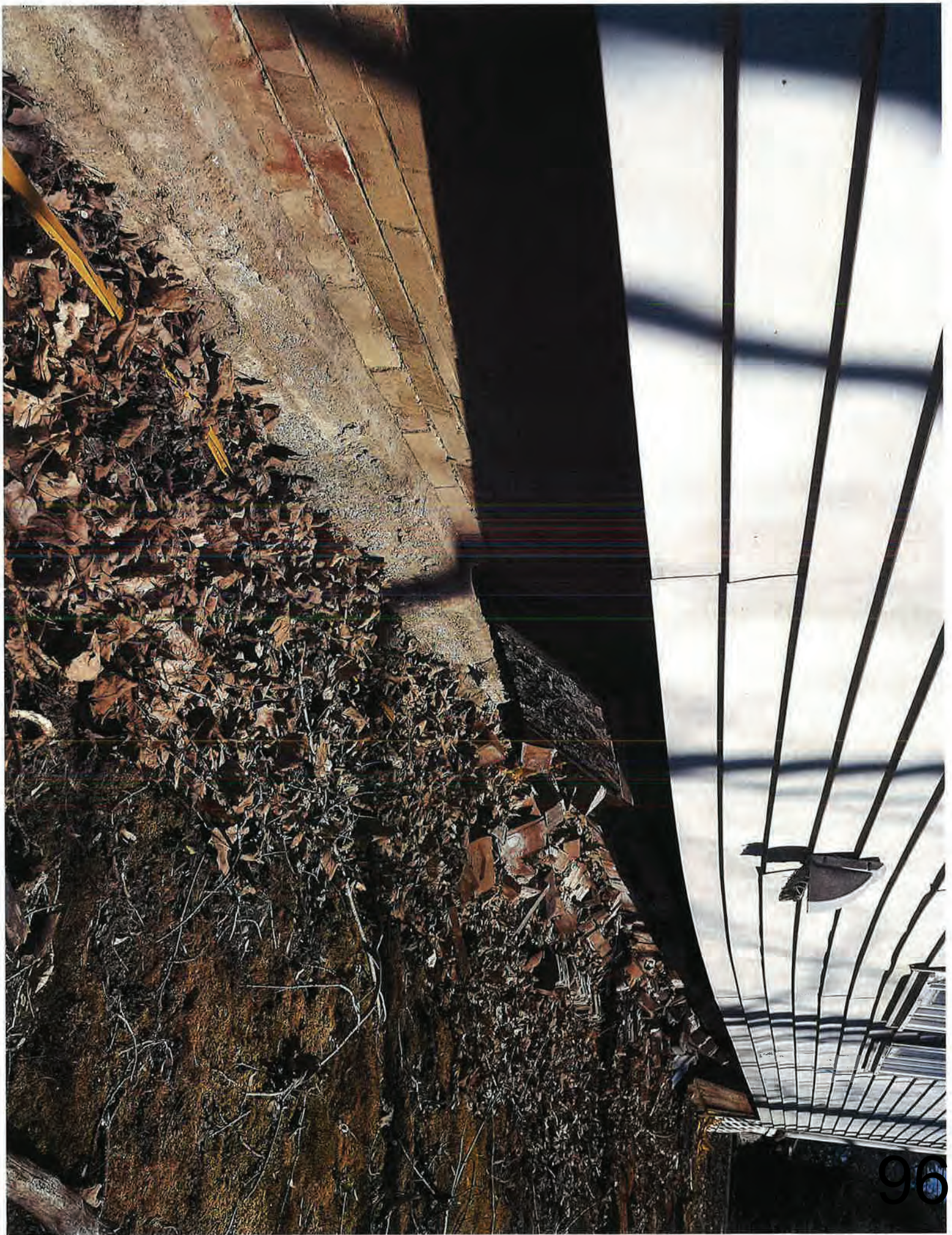




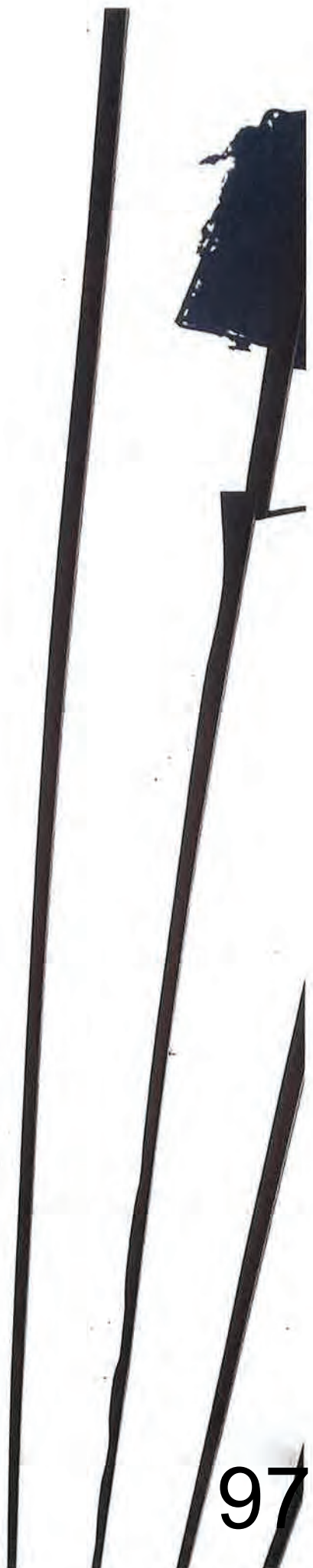


















**City of Caribou  
Administration  
MEMORANDUM**

**DATE:**       June 26, 2023  

**TO:**         Caribou City Council Members  

**FROM:**       Carl Grant, Finance Director  

**SUBJECT:**     Tax Acquired Property Offer  

An Offer has been received from Viking Group LLC for, Map 37 Lot 18, 8 Shirley Drive for 18,100. 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 \$18,100 for Map 37 Lot 18, 8 Shirley Drive.



# General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning	Beg Bal	Curr Mnth	--- Y T D ---		Balance
	Balance	Net	Net	Debits	Credits	Net
<b>1 - Gen Fund</b>	-793.23	194,049.00	0.00	24,914,542.19	25,108,591.19	0.00
<b>Assets</b>	<b>12,148,248.71</b>	<b>12,242,355.80</b>	<b>-251,422.16</b>	<b>6,727,123.11</b>	<b>9,900,675.67</b>	<b>9,068,803.24</b>
101-00 CASH (BANK OF MACHIAS)	6,843,888.34	6,739,124.55	186,027.63	3,973,460.39	6,312,923.44	4,399,661.50
102-00 RECREATION ACCOUNTS	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
103-00 NYLANDER CHECKING	1,826.10	1,825.34	-0.76	0.24	4.27	1,821.31
110-00 SECTION 125 CHECKING FSA	15,766.62	15,911.79	-505.84	16,064.35	5,015.26	26,960.88
110-08 2022 SECTION 125 CHECKING HRA	55,970.96	47,767.09	0.00	0.00	3,035.07	44,732.02
110-09 2023 SECTION 125 CHECKING HRA	0.00	0.00	-5,638.72	86,281.25	22,412.85	63,868.40
111-00 RETIREMENT INVESTMENT	3,000,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
111-01 RETIREMENT INVESTMENT SECUREI	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	595,857.77	598,997.91	-1,059.00	0.00	9,891.48	589,106.43
117-00 RLF #10 INVESTMENT	241,080.78	241,386.66	596.80	1,769.08	0.00	243,155.74
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	44,647.84	19,816.42	-17,682.91	163,670.00	183,112.59	373.83
124-00 GAS INVENTORY	15,695.85	5,851.20	11,574.01	57,730.00	48,070.99	15,510.21
125-00 ACCOUNTS RECEIVABLE	9,434.81	59,242.54	-221,820.79	456,533.12	489,594.21	26,181.45
126-00 SWEETSOFT RECEIVABLES	95,683.30	81,512.78	-7,599.53	822.02	68,164.23	14,170.57
130-00 COMSTAR RECEIVABLES	59,146.92	224,725.48	-30,290.86	482,121.40	606,458.51	100,388.37
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
180-00 DR. CARY CEMETERY INVESTMENT	1,050.55	1,051.09	0.00	0.52	0.00	1,051.61
181-00 HAMILTON LIBRARY TR. INVEST	1,893.69	1,898.05	0.00	4.27	0.00	1,902.32
182-00 KNOX LIBRARY INVESTMENT	10,411.75	10,441.28	0.00	29.01	0.00	10,470.29
183-00 CLARA PIPER MEM INV	674.84	675.19	0.00	0.35	0.00	675.54
184-00 JACK ROTH LIBRARY INVEST	14,122.19	14,223.92	0.00	78.45	0.00	14,302.37
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	34.69	0.00	7,622.94
187-00 DOROTHY COOPER MEM INV	49,628.45	49,721.48	0.00	92.03	0.00	49,813.51
189-00 MARGARET SHAW LIBRARY INV	13,145.23	13,154.68	0.00	16.34	0.00	13,171.02
190-00 GORDON ROBERTSON MEM INV	11,580.18	11,587.40	0.00	42.91	0.00	11,630.31
191-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	13.58	0.00	6,237.00
192-00 G. HARMON MEM INV	6,819.74	6,822.29	0.00	25.84	0.00	6,848.13
193-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	0.00	6.66	5,617.88
194-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	48.02	0.00	16,646.76
196-00 PHILIP TURNER LIBRARY INV	8,883.40	9,119.27	-12.50	1,960.32	1,924.35	9,155.24
198-00 TAX ACQUIRED PROPERTY	137,540.84	121,357.35	-1,699.64	0.00	10,010.51	111,346.84
198-19 TAX ACQUIRED PROPERTY 2019	-2,224.23	0.00	0.00	108.02	108.02	0.00
198-20 TAX ACQUIRED PROPERTY 2020	-6,173.76	0.00	0.00	1,011.03	1,011.03	0.00
198-21 TAX ACQUIRED PROPERTY 2021	-6,035.73	0.00	0.00	4,001.29	4,001.29	0.00
198-22 TAX ACQUIRED PROPERTY 2022	-1,749.77	0.00	0.00	4,890.17	4,890.17	0.00
198-23 TAX ACQUIRED PROPERTY 2023	-0.67	-0.67	0.00	84.86	84.19	0.00
200-22 2022 TAX RECEIVABLE	707,578.39	707,578.39	-420,123.81	1,242.71	708,821.10	0.00
200-23 2023 TAX RECEIVABLE	-69,028.36	-69,028.36	-42,871.48	4,491.69	204,587.66	-269,124.33
205-19 2019 LIENS RECEIVABLE	316.71	316.71	0.00	0.00	36.83	279.88
205-20 2020 LIENS RECEIVABLE	449.82	449.82	0.00	163.56	198.89	414.49
205-21 2021 LIENS RECEIVABLE	95,080.07	95,080.07	-9,208.97	532.23	20,949.88	74,662.42
205-22 2022 LIENS RECEIVABLE	0.00	0.00	341,834.03	344,816.64	2,982.61	341,834.03
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	201.06	0.00
210-12 2012 PP TAX RECEIVABLE	4,645.51	4,645.51	0.00	0.00	0.00	4,645.51
210-13 2013 PP TAX RECEIVABLE	4,936.98	4,936.98	0.00	0.00	0.00	4,936.98
210-14 2014 PP TAX RECEIVABLE	5,728.25	5,728.25	0.00	0.00	70.74	5,657.51
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43

# General Ledger Summary Report

Fund(s): ALL  
May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
210-17 2017 PP TAX RECEIVABLE	10,948.56	10,948.56	0.00	0.00	0.00	10,948.56
210-18 2018 PP TAX RECEIVABLE	11,450.12	11,450.12	0.00	0.00	0.00	11,450.12
210-19 2019 PP TAX RECEIVABLE	12,751.30	12,751.30	0.00	0.00	0.00	12,751.30
210-20 2020 PP TAX RECEIVABLE	14,702.37	14,702.37	-282.60	0.00	282.60	14,419.77
210-21 2021 PP TAX RECEIVABLE	12,955.10	12,955.10	0.00	0.00	0.00	12,955.10
210-22 2022 PP TAX RECEIVABLE	22,100.24	22,100.24	-1,148.70	0.07	7,191.72	14,908.59
210-23 2023 PP TAX RECEIVABLE	-646.52	-646.52	-0.07	0.00	11,352.26	-11,998.78
302-00 COURT ORDER	0.00	0.00	0.00	959.45	959.45	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	192,945.35	192,945.35	0.00
304-00 FICA W/H	18.26	18.26	0.00	234,166.86	234,166.86	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	54,764.78	54,764.78	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	80,462.27	80,462.27	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	56,607.08	56,607.08	73.65
307-01 MSRS EMPLOYER	-141.02	-141.06	-1,459.02	93,630.09	95,367.78	-1,878.75
308-00 AFLAC INSURANCE	-1.75	0.00	-0.11	2,964.58	2,965.17	-0.59
309-00 DHS WITHHOLDING	0.00	0.00	0.00	4,683.00	4,683.00	0.00
312-00 HEALTH INS. W/H	-25,826.25	-25,577.65	379.34	110,254.44	108,064.18	-23,387.39
314-00 UNITED WAY W/H	0.00	0.00	0.00	63.00	63.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	1,707.00	1,707.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	4,279.65	4,279.65	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	1,688.37	1,688.37	0.00
318-00 MMA INCOME PROTECTION	-8,170.03	-8,122.98	341.54	17,294.97	16,836.13	-7,664.14
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	11,459.00	11,459.00	0.00
320-00 ICMA RETIREMENT CORP	-664.83	0.00	0.00	56,748.72	56,748.72	0.00
320-01 ICMA EMPLOYER MATCH	-52.88	0.00	0.00	13,047.43	13,047.43	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	5,987.49	5,987.49	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,106.56	-2,106.56	-3.90	3,924.32	3,776.85	-1,959.09
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	580.00	580.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	13,705.98	13,705.98	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	2,661.33	2,661.33	0.00
329-00 SALES TAX COLLECTED	-309.54	-199.02	0.00	199.02	0.00	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-4,153.50	0.00	-6,508.25	106,268.25	120,534.00	-14,265.75
331-00 BOAT REG FEE INLAND FISHERIES	-95.00	0.00	-5,596.38	2,413.13	9,631.14	-7,218.01
332-00 SNOWMOBILE REG (F&W)	-12,062.51	0.00	4.00	24,516.96	24,516.96	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-18,192.56	4.00	18,196.56	-18,192.56
335-00 PLUMBING PERMITS (ST. OF ME)	-951.35	-141.35	-137.50	0.00	237.50	-378.85
336-00 CONCEALED WEAPON PERMIT	-120.00	-120.00	0.00	0.00	0.00	-120.00
338-00 CONNOR EXCISE TAX	3.76	3.76	1,252.64	20,001.62	26,948.40	-6,943.02
339-00 CONNOR BOAT EXCISE	75.80	75.80	-37.00	10.00	57.00	28.80
340-00 DOG LICENSES (ST. OF ME)	-635.00	0.00	-14.00	1,517.00	1,581.00	-64.00
341-00 FISHING LICENSES (ST. OF ME)	-275.00	0.00	-832.00	1,474.00	2,852.00	-1,378.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,660.50	0.00	-705.25	1,743.00	2,949.25	-1,206.25
346-00 AIRPORT RECEIVABLE	0.00	0.00	0.00	675.52	675.52	0.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	1,575.00	1,575.00	0.00
<b>Liabilities</b>	<b>7,809,344.38</b>	<b>8,224,506.23</b>	<b>-309,830.59</b>	<b>2,229,201.57</b>	<b>485,465.92</b>	<b>6,480,770.58</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,809,344.38	8,224,506.23	-309,830.59	2,229,201.57	485,465.92	6,480,770.58
352-00 NYLANDER MUSEUM RESERVE	9,490.86	9,490.86	0.00	0.00	0.00	9,490.86
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
360-01 AMERICA RESCUE PLAN ACT-NEU'S	596,583.01	598,997.91	-1,059.00	9,891.48	0.00	589,106.43
360-02 RIVERFRONT COMMITTEE RESERVE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00



**General Ledger Summary Report**

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
360-03 GENERAL ASSISTANCE RESERVE	5,632.75	5,632.75	-1,245.00	3,425.00	0.00	2,207.75
362-00 RLF #10 RESERVE	241,080.78	241,386.66	596.80	0.00	1,769.08	243,155.74
365-01 COMMUNITY POOL IMPROVEMENT	2,566.19	2,566.19	0.00	2,566.19	0.00	0.00
365-02 REC CENTER IMPROVEMENTS	1,787.68	1,787.68	0.00	0.00	0.00	1,787.68
365-03 LAND ACQUISITIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	164.79	164.79	-3,419.73	3,419.73	5,782.84	2,527.90
365-05 PARK IMPROVEMENT RESERVE	5,231.71	5,231.71	0.00	0.00	0.00	5,231.71
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	12,595.44	12,595.44	0.00	0.00	0.00	12,595.44
365-12 CRX/TOS RESERVE	7,391.28	7,391.28	-492.45	2,520.18	7,037.51	11,908.61
365-13 RECREATION - COLLINS POND	-1,363.91	-1,363.91	0.00	0.00	0.00	-1,363.91
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	5.14	5.14	0.00	5.14	0.00	0.00
365-20 SKI TRAIL/SNOW SHOE RENTAL	457.00	457.00	0.00	0.00	163.00	620.00
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.47	0.00	0.00
365-22 NON APPROP SKI RENTAL PROGRAM	13,374.87	13,374.87	0.00	4,791.92	1,430.00	10,012.95
365-24 CADET RESERVE	482.56	482.56	0.00	482.56	0.00	0.00
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	27,967.08	27,967.08	0.00	0.00	2,566.19	30,533.27
365-27 PARK VEHICLE RESERVE	4,730.00	4,730.00	0.00	0.00	0.00	4,730.00
366-00 ASSESSMENT RESERVE	-180.00	-180.00	0.00	0.00	0.00	-180.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	0.00	0.00	0.00	29,191.03
366-02 LIBRARY MEMORIAL FUND	64,016.07	64,016.07	673.49	3,242.47	2,738.11	63,511.71
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-01 POLICE DONATED FUNDS	19,554.61	18,636.86	0.00	186.69	50.00	18,500.17
367-02 POLICE DEPT EQUIPMENT	106,167.31	106,548.16	432.90	6,302.04	2,617.08	102,863.20
367-03 POLICE CAR RESERVE	-271.19	-271.19	0.00	36,193.88	4,750.00	-31,715.07
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	15,307.83	17,200.11	0.00	0.00	0.00	17,200.11
367-06 PD COMPUTER RESERVE	6,058.22	6,058.22	0.00	0.00	0.00	6,058.22
367-07 POLICE DIGITAL FILING	5,437.00	5,437.00	0.00	0.00	0.00	5,437.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,622.49	43,622.49	0.00	0.00	0.00	43,622.49
367-09 NEW POLICE STATION	1,796.02	1,796.02	0.00	360.00	482.56	1,918.58
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	45,833.00	0.00	8,167.00
368-01 FIRE EQUIPMENT RESERVE	-63,012.29	-63,012.29	0.00	8,639.15	0.00	-71,651.44
368-02 FIRE HOSE RESERVE	8,018.25	8,018.25	0.00	0.00	0.00	8,018.25
368-03 FIRE DEPT FOAM RESERVE	4,442.50	4,442.50	0.00	0.00	0.00	4,442.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	3,596.90	3,596.90	0.00	0.00	0.00	3,596.90
368-07 FIRE DISPATCH REMODEL	2,390.00	2,390.00	0.00	0.00	0.00	2,390.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	0.00	0.00	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	36,974.08	36,974.08	0.00	8,490.00	0.00	28,484.08
368-12 FIRE/AMB UNIFORM RESERVE	2,586.15	5,179.37	0.00	0.00	0.00	5,179.37
369-01 AMBULANCE SMALL EQUIP RESERVE	37,240.27	37,240.27	0.00	0.00	0.00	37,240.27
369-02 AMBULANCE STAIRCHAIRS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
369-03 AMBULANCE RESERVE	2,454.67	2,454.67	0.00	0.00	0.00	2,454.67
370-03 PW EQUIPMENT RESERVE	53,763.01	53,763.01	0.00	0.00	0.00	53,763.01
370-04 STREETS/ROADS RECONSTRUCTION	104,118.75	-30,297.25	0.00	0.00	130,000.00	99,702.75
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30

**General Ledger Summary Report**

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
370-06 FUEL TANK RESERVE	-19,489.50	-13,271.78	906.93	748.19	6,454.00	-7,565.97
370-07 PW BUILDING RESERVE	34,266.24	34,266.24	-13,948.00	13,948.00	0.00	20,318.24
370-09 RIVER ROAD RESERVE	-44,881.75	-44,881.75	0.00	0.00	0.00	-44,881.75
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48
371-01 ASSESSMENT REVALUATION RESERV	60,606.91	60,606.91	0.00	0.00	0.00	60,606.91
371-02 ASSESSING COMPUTER RESERVE	1,395.50	1,395.50	0.00	805.00	0.00	590.50
372-01 AIRPORT RESERVE	40,639.59	40,639.59	-4,900.00	4,900.00	0.00	35,739.59
372-04 AIRPORT HANGER SECURITY DEPOS	1,370.00	1,370.00	85.00	200.00	285.00	1,455.00
372-06 AIRPORT CARES ACT	16,455.64	16,455.64	0.00	0.00	0.00	16,455.64
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	61,176.92	61,176.92	0.00	1,773.36	0.00	59,403.56
373-04 VITAL RECORDS RESTORATION	3,276.50	3,276.50	0.00	0.00	0.00	3,276.50
373-05 BIO-MASS BOILERS	-2,697.49	-2,697.49	0.00	57,539.00	57,539.00	-2,697.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	60,509.16	60,509.16	0.00	0.00	0.00	60,509.16
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-12 NBRC BIRDS EYE	-27,203.55	-4,203.55	0.00	0.00	0.00	-4,203.55
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	0.00	57,539.00	0.00	59,062.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	0.00	0.00	0.00	21,102.81
373-22 2022 HRA RESERVE	55,970.96	47,767.09	0.00	3,035.07	83,400.00	128,132.02
373-23 2023 HRA RESERVE	0.00	0.00	-5,638.72	22,412.85	2,881.25	-19,531.60
373-50 2022 CAPITAL IMPROVEMENT LOAN	-256,956.54	-256,956.54	-21,445.00	21,445.00	0.00	-278,401.54
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	0.00	0.00	36,415.42
374-05 FACADE RESERVE	0.00	15,000.00	-1,850.00	3,350.00	0.00	11,650.00
380-01 CAPTS CDBG	-3,905.56	-3,905.56	-7,029.55	12,679.55	9,555.00	-7,030.11
380-03 TOURISM GRANT	-7,746.85	-8,299.35	0.00	3,199.44	0.00	-11,498.79
380-04 RESILIENCY GRANT	0.00	0.00	0.00	6,685.00	8,000.00	1,315.00
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	13,897.29	13,897.29	0.00	15,008.07	0.00	-1,110.78
388-00 HILLTOP TIF	8,026.18	8,026.18	0.00	0.00	0.00	8,026.18
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
399-00 PARKING LOT MAINTENANCE RES	56,366.51	56,366.51	0.00	0.00	0.00	56,366.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	392,968.39	399,380.17	0.00	0.00	0.00	399,380.17
406-00 TRAILER PARK RESERVE	51,397.71	56,195.86	0.00	0.00	0.00	56,195.86
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00
415-00 LIONS COMMUNITY CENTER RESERV	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	87,146.26	87,146.26	-4,984.56	68,479.36	0.00	18,666.90
419-00 DUE FROM CDC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
421-00 DEFERRED TAX REVENUE	905,895.88	927,016.39	0.00	0.00	0.00	927,016.39
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	0.00	34.69	7,622.94
423-00 DR. CARY CEMETERY TRUST FUND	1,050.55	1,051.09	0.00	0.00	0.52	1,051.61
424-00 HAMILTON LIBRARY TRUST FUND	1,893.69	1,898.05	0.00	0.00	4.27	1,902.32
425-00 KNOX LIBRARY MEMORIAL FUND	10,411.75	10,441.28	0.00	0.00	29.01	10,470.29
426-00 CLARA PIPER MEM FUND	674.84	675.19	0.00	0.00	0.35	675.54
427-00 JACK ROTH LIBRARY MEM FUND	14,122.19	14,223.92	0.00	395.00	78.45	13,907.37
429-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	6.66	0.00	5,617.88
430-00 D. COOPER MEM FUND	49,628.45	49,721.48	0.00	2,000.00	92.03	47,813.51



**General Ledger Summary Report**

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
432-00 MARGARET SHAW LIBRARY MEMORI	13,145.23	13,154.68	0.00	0.00	16.34	13,171.02
433-00 GORDON ROBERTSON MEM FUND	11,580.18	11,587.40	0.00	0.00	42.91	11,630.31
434-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	0.00	13.58	6,237.00
435-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	0.00	48.02	16,646.76
436-00 AMBULANCE REIMBURSEMENT	18,284.78	18,284.78	0.00	675.52	675.52	18,284.78
437-00 DEFERRED AMBULANCE REVENUE	298,075.15	306,238.26	0.00	0.00	0.00	306,238.26
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,883.40	9,119.27	0.00	1,911.85	48.47	7,255.89
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	0.00	0.00	188,540.10
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	0.00	0.00	0.00	194,790.77
456-01 2023 TAXPAYER RELIEF FUND	0.00	505,415.09	0.00	0.00	0.00	505,415.09
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-1,178.79	-1,178.79	941.00	279.00	1,555.00	97.21
461-00 CRAFT FAIR	10,745.60	10,745.60	-3,261.80	3,641.80	458.00	7,561.80
462-00 CDBG HOUSING REHABILITATION	3,927.87	3,927.87	0.00	48.00	0.00	3,879.87
465-01 STORY OF CARIBOU	732.00	732.00	0.00	0.00	0.00	732.00
465-02 CARIBOU CARES ABOUT KIDS	-1,636.39	0.00	12,500.00	0.00	15,050.00	15,050.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
467-01 SMALL BUSINESS SATURDAY	245.00	245.00	0.00	0.00	0.00	245.00
469-00 DENTAL INSURANCE	2,197.36	2,197.36	-104.87	8,249.41	8,402.80	2,350.75
470-00 EYE INUSRANCE	619.76	614.20	-34.57	1,444.75	1,432.41	601.86
471-00 RC2 TIF	105,493.72	105,493.72	0.00	0.00	9,000.00	114,493.72
472-00 ANIMAL WELFARE	16,675.21	16,739.21	116.00	50.00	2,392.00	19,081.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	0.00	0.00	0.00	88,575.53
478-00 G. HARMON MEM FUND	6,819.74	6,822.29	0.00	0.00	25.84	6,848.13
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	957,281.72	957,281.72	70,699.75	0.00	73,324.57	1,030,606.29
483-03 DUE TO FUND 3	915,685.81	927,875.49	7,804.30	0.00	36,114.22	963,989.71
483-04 DUE TO FUND 4	464,215.22	469,481.14	0.00	0.00	0.00	469,481.14
483-05 DUE TO FUND 5	4,034,026.40	4,034,026.64	4,021.00	0.00	6,811.68	4,040,838.32
484-02 DUE FROM FUND 2	-950,787.07	-953,003.25	-2,362.09	76,305.77	0.00	-1,029,309.02
484-03 DUE FROM FUND 3	-803,565.64	-804,312.40	-6,105.24	44,145.54	0.00	-848,457.94
484-04 DUE FROM FUND 4	-427,599.82	-427,708.71	-4,109.99	20,834.79	0.00	-448,543.50
484-05 DUE FROM FUND 5	-3,285,958.59	-3,356,433.27	-14,656.78	70,806.34	0.00	-3,427,239.61
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-3,920.70	-3,920.70	0.00	2,640.00	0.00	-6,560.70
490-00 T/A PROPERTY REMEDIATION RES	28,128.47	28,128.47	866.22	0.00	866.22	28,994.69
493-00 RSU 39 COMMITMENT	-1,082,828.06	-1,082,828.06	-312,899.43	1,564,497.15	0.00	-2,647,325.21
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	40.80	0.00	-10.00	398.40	493.60	95.20
497-00 DEATH RECORDS STATE FEE	123.60	0.00	64.00	646.00	783.20	137.20
498-00 MARRIAGE RECORDS STATE FEE	28.80	0.00	18.80	128.80	171.60	42.80
<b>Fund Balance</b>	<b>4,339,697.56</b>	<b>3,823,800.57</b>	<b>58,408.43</b>	<b>15,958,217.51</b>	<b>14,722,449.60</b>	<b>2,588,032.66</b>
500-00 EXPENDITURE CONTROL	0.00	0.00	-638,910.59	3,952,345.52	11,945,509.10	7,993,163.58
510-00 REVENUE CONTROL	0.00	0.00	697,319.02	10,804,150.99	2,776,940.50	-8,027,210.49
600-00 FUND BALANCE	4,339,697.56	3,823,800.57	0.00	1,201,721.00	0.00	2,622,079.57

# General Ledger Summary Report

Fund(s): ALL  
May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>2 - Snowmoible Trail Maintenance CONT'D</b>						
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	221,980.34	221,980.34	0.00
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>35,141.44</b>	<b>37,357.62</b>	<b>812.09</b>	<b>79,267.07</b>	<b>146,755.52</b>	<b>104,846.07</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	35,141.44	37,357.62	812.09	79,267.07	146,755.52	104,846.07
365-11 TRAIL MAINTENANCE RESERVE	41,636.09	41,636.09	69,149.75	5,942.50	70,449.75	106,143.34
483-01 DUE TO FUND 1	950,787.07	953,003.25	2,362.09	0.00	76,305.77	1,029,309.02
484-01 DUE FROM FUND 1	-957,281.72	-957,281.72	-70,699.75	73,324.57	0.00	-1,030,606.29
<b>Fund Balance</b>	<b>-35,141.44</b>	<b>-37,357.62</b>	<b>-812.09</b>	<b>142,713.27</b>	<b>75,224.82</b>	<b>-104,846.07</b>
500-00 Expense Control	0.00	0.00	-1,062.09	70,363.27	70,411.00	47.73
510-00 Revenue Control	0.00	0.00	250.00	72,350.00	2,874.82	-69,475.18
600-00 Fund Balance	-35,141.44	-37,357.62	0.00	0.00	1,939.00	-35,418.62
<b>3 - Housing Department</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>223,053.76</b>	<b>223,053.76</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-50,723.99</b>	<b>-62,166.91</b>	<b>-1,699.06</b>	<b>36,114.22</b>	<b>44,145.54</b>	<b>-54,135.59</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-50,723.99	-62,166.91	-1,699.06	36,114.22	44,145.54	-54,135.59
409-00 HOUSING RESERVE	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	803,565.64	804,312.40	6,105.24	0.00	44,145.54	848,457.94
484-01 DUE TO FUND 1	-915,685.81	-927,875.49	-7,804.30	36,114.22	0.00	-963,989.71
<b>Fund Balance</b>	<b>50,723.99</b>	<b>62,166.91</b>	<b>1,699.06</b>	<b>186,939.54</b>	<b>178,908.22</b>	<b>54,135.59</b>
500-00 Expense Control	0.00	0.00	-6,105.24	44,145.54	143,292.42	99,146.88
510-00 Revenue Control	0.00	0.00	7,804.30	142,794.00	35,615.80	-107,178.20
600-00 Fund Balance	50,723.99	62,166.91	0.00	0.00	0.00	62,166.91
<b>4 - FSS</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>85,565.79</b>	<b>85,565.79</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-31,615.40</b>	<b>-23,469.43</b>	<b>4,109.99</b>	<b>0.00</b>	<b>20,834.79</b>	<b>-2,634.64</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-31,615.40	-23,469.43	4,109.99	0.00	20,834.79	-2,634.64
409-00 HOUSING RESERVE	5,000.00	18,303.00	0.00	0.00	0.00	18,303.00
483-01 DUE TO FUND 1	427,599.82	427,708.71	4,109.99	0.00	20,834.79	448,543.50
484-01 DUE FROM FUND 1	-464,215.22	-469,481.14	0.00	0.00	0.00	-469,481.14
<b>Fund Balance</b>	<b>31,615.40</b>	<b>23,469.43</b>	<b>-4,109.99</b>	<b>85,565.79</b>	<b>64,731.00</b>	<b>2,634.64</b>
500-00 Expense Control	0.00	0.00	-4,109.99	20,834.79	64,731.00	43,896.21
510-00 Revenue Control	0.00	0.00	0.00	64,455.00	0.00	-64,455.00
600-00 Fund Balance	31,615.40	23,469.43	0.00	276.00	0.00	23,193.43



**General Ledger Summary Report**

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>5 - ECONOMIC DEV CONT'D</b>						
5 - ECONOMIC DEV	0.00	0.00	0.00	439,559.51	439,559.51	0.00
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-471,297.33</b>	<b>-400,822.89</b>	<b>14,616.78</b>	<b>6,811.68</b>	<b>77,578.02</b>	<b>-330,056.55</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-471,297.33	-400,822.89	14,616.78	6,811.68	77,578.02	-330,056.55
473-00 DOWNTOWN TIF	26,493.86	26,493.86	0.00	0.00	0.00	26,493.86
474-00 TRAIL GROOMER RESERVE	124.66	124.66	3,981.00	0.00	6,771.68	6,896.34
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	3,285,958.59	3,356,433.27	14,656.78	0.00	70,806.34	3,427,239.61
484-01 DUE FROM FUND 1	-4,034,026.40	-4,034,026.64	-4,021.00	6,811.68	0.00	-4,040,838.32
<b>Fund Balance</b>	<b>471,297.33</b>	<b>400,822.89</b>	<b>-14,616.78</b>	<b>432,747.83</b>	<b>361,981.49</b>	<b>330,056.55</b>
500-00 Expense Control	0.00	0.00	-14,657.02	70,807.31	361,940.00	291,132.69
510-00 Revenue Control	0.00	0.00	40.24	315,000.52	41.49	-314,959.03
600-00 Fund Balance	471,297.33	400,822.89	0.00	46,940.00	0.00	353,882.89
<b>Final Totals</b>	<b>-793.23</b>	<b>194,049.00</b>	<b>0.00</b>	<b>25,884,701.59</b>	<b>26,078,750.59</b>	<b>0.00</b>

## Expense Summary Report

Fund: 1

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	858,848.00	56,280.71	314,525.97	544,322.03	36.62
17 - HEALTH & SANITATION	266,338.00	22,150.00	88,600.00	177,738.00	33.27
18 - MUNICIPAL BUILDING	81,192.00	4,813.03	31,001.47	50,190.53	38.18
20 - GENERAL ASSISTANCE	43,047.00	1,667.35	15,980.80	27,066.20	37.12
22 - TAX ASSESSMENT	244,872.00	27,021.41	91,041.43	153,830.57	37.18
25 - LIBRARY	246,853.00	19,313.53	103,102.82	143,750.18	41.77
31 - FIRE/AMBULANCE DEPARTMENT	2,657,355.00	161,422.34	1,080,473.92	1,576,881.08	40.66
35 - POLICE DEPARTMENT	1,870,972.00	118,124.27	656,157.72	1,214,814.28	35.07
38 - PROTECTION	382,000.00	32,052.53	157,309.68	224,690.32	41.18
39 - CARIBOU EMERGENCY MANAGEMENT	14,130.00	247.11	3,506.45	10,623.55	24.82
40 - PUBLIC WORKS	2,709,266.00	125,649.19	957,719.13	1,751,546.87	35.35
50 - RECREATION DEPARTMENT	656,665.00	45,495.59	262,782.38	393,882.62	40.02
51 - PARKS	198,997.00	10,268.45	54,758.60	144,238.40	27.52
60 - AIRPORT	101,462.00	1,082.75	32,306.91	69,155.09	31.84
61 - CARIBOU TRAILER PARK	13,455.00	735.37	4,968.36	8,486.64	36.93
65 - CEMETERIES	6,850.00	4,250.00	4,250.00	2,600.00	62.04
70 - INS & RETIREMENT	90,452.00	3,505.16	21,724.68	68,727.32	24.02
75 - CONTRIBUTIONS	7,648.00	0.00	0.00	7,648.00	0.00
80 - UNCLASSIFIED	31,775.00	4,831.80	13,753.10	18,021.90	43.28
85 - CAPITAL IMPROVEMENTS	1,404,950.00	0.00	0.00	1,404,950.00	0.00
<b>Final Totals</b>	<b>11,887,127.00</b>	<b>638,910.59</b>	<b>3,893,963.42</b>	<b>7,993,163.58</b>	<b>32.76</b>



### Expense Summary Report

Fund: 2

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	70,411.00	1,062.09	70,363.27	47.73	99.93
Final Totals	70,411.00	1,062.09	70,363.27	47.73	99.93

### Expense Summary Report

Fund: 3  
May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	142,794.00	6,105.24	43,647.12	99,146.88	30.57
Final Totals	142,794.00	6,105.24	43,647.12	99,146.88	30.57



# Expense Summary Report

Fund: 4

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	64,731.00	4,109.99	20,834.79	43,896.21	32.19
Final Totals	64,731.00	4,109.99	20,834.79	43,896.21	32.19

# Expense Summary Report

Fund: 5

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	308,037.00	13,748.38	63,772.54	244,264.46	20.70
12 - NYLANDER MUSEUM	53,903.00	908.64	7,034.77	46,868.23	13.05
Final Totals	361,940.00	14,657.02	70,807.31	291,132.69	19.56



**Revenue Summary Report**

Fund: 1

May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	7,453,700.00	599,802.94	1,702,011.50	5,751,688.50	22.83
18 - MUNICIPAL BUILDING	2,000.00	0.00	0.00	2,000.00	0.00
20 - GENERAL ASSISTANCE	19,200.00	429.68	7,200.18	11,999.82	37.50
22 - TAX ASSESSMENT	1,037,800.00	598.00	598.00	1,037,202.00	0.06
23 - CODE ENFORCEMENT	6,000.00	867.50	2,137.50	3,862.50	35.63
25 - LIBRARY	5,000.00	681.68	1,314.53	3,685.47	26.29
31 - FIRE/AMBULANCE DEPARTMENT	1,620,913.00	85,639.90	671,838.91	949,074.09	41.45
35 - POLICE DEPARTMENT	65,777.00	2,838.00	9,838.44	55,938.56	14.96
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	600.00	1,800.00	25.00
40 - PUBLIC WORKS	202,667.00	0.00	45,118.00	157,549.00	22.26
50 - RECREATION DEPARTMENT	15,600.00	2,787.50	7,970.00	7,630.00	51.09
51 - PARKS	300.00	0.00	0.00	300.00	0.00
60 - AIRPORT	48,000.00	3,173.82	13,019.45	34,980.55	27.12
61 - CARIBOU TRAILER PARK	3,000.00	500.00	2,500.00	500.00	83.33
70 - INS & RETIREMENT	9,000.00	0.00	0.00	9,000.00	0.00
Final Totals	10,491,357.00	697,319.02	2,464,146.51	8,027,210.49	23.49

### Revenue Summary Report

Fund: 2

May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	72,350.00	250.00	2,874.82	69,475.18	3.97
Final Totals	72,350.00	250.00	2,874.82	69,475.18	3.97

### Revenue Summary Report

Fund: 3

May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	142,794.00	7,804.30	35,615.80	107,178.20	24.94
Final Totals	142,794.00	7,804.30	35,615.80	107,178.20	24.94



# Revenue Summary Report

Fund: 4

May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	64,455.00	0.00	0.00	64,455.00	0.00
Final Totals	64,455.00	0.00	0.00	64,455.00	0.00

### Revenue Summary Report

Fund: 5  
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	315,000.00	0.00	0.00	315,000.00	0.00
12 - NYLANDER MUSEUM	0.00	40.24	40.97	-40.97	----
Final Totals	315,000.00	40.24	40.97	314,959.03	0.01



**City Manager's Report  
June 26, 2023**

**Economic Projects**

<b>River Front - Powerplants</b>	Working on required items for the Brownfields Grant of \$900,000 for the diesel plant and smaller buildings; EPA and DEP are initiating a CERCLA action plan to remove some contaminants from the area. UCONN will be on site July 11 & 12.
<b>Broadband Initiative</b>	The Caribou Utilities District discussed this at their last meeting. Charter / Spectrum is still working on their grant contract with MCA.
<b>CDBG</b>	No new updates
<b>Ogren Dump Solar Project</b>	No new updates
<b>Events and Marketing</b>	The next Thursdays on Sweden Street is June 29. Theme: "A Salute to Veterans", live entertainment by the "No Pressure" and Northern Maine Brewing Company will be your hosts in the outdoor café.
<b>Landbank</b>	No new updates
<b>Chapter 13 Rewrite</b>	No new updates
<b>Federal American Rescue Plan Act</b>	Waiting for a decision from the Aroostook County Commissioners on our ARPA application for new turn-out gear (FIRE/EMS) and a body worn camera system (POLICE).
<b>Blight Cleanup</b>	No new updates
<b>Birdseye Cleanup</b>	No new updates
<b>Caribou Development Committee</b>	The group will have their second meeting next week. First meeting was May 31. Very energetic group.
<b>River Front - Master Plan</b>	NBRC Application was submitted on time. We will have an answer in August.
<b>Façade Improvement Program</b>	No new updates
<b>Aldrich ATV/Snowmobile Storage</b>	City Manager met with owner and provided additional information.
<b>Caribou Economic Growth Council</b>	No new updates
<b>Business Outreach</b>	Two local businesses have changed ownership recently. On agenda for tonight.



## Other Administrative Projects

<b>Tax Acquired Property Policy</b>	A Supreme Court case may affect the tax-acquired property process here in Maine. MMA and other attorneys are working on this. One bid on tonight's agenda.
<b>Nylander</b>	Proposed by-Laws for the Nylander Museum of Natural History Board of Trustees is on tonight's agenda.
<b>Fire Structural Work</b>	Sewell has done some work on this issue recently.
<b>Fire Station Renovations</b>	No new updates
<b>Police Station</b>	Public Safety Committee met via zoom with Ellen and Rob on May 24
<b>River Road</b>	No new updates
<b>Investment Policy</b>	No new updates
<b>Trailer Park Closure</b>	The park will be closing in July
<b>Cable Franchise Renewal</b>	No new updates
<b>Airport</b>	Citizen Advisory Committee meeting was held June 13
<b>Personnel Policy</b>	No new updates
<b>New LED Street lights</b>	No new updates
<b>Comp Plan Update</b>	Last session was May 25. Topic was Riverfront. Next work session will be on Thursday July 20 at the Wellness Center. Topic is Recreation.
<b>COVID-19 Status</b>	No new updates
<b>15 Prospect Street</b>	The City has received a response from Mr. Barretto
<b>Water Street Fire</b>	On tonight's agenda
<b>Age-Friendly Efforts</b>	Meeting held on May 23
<b>Personnel Changes</b>	All positions at the Caribou Fire & Ambulance Department have been filled
<b>Other Updates</b>	Caribou has been invited to participate in a competition at the National Brownfields conference to receive pro-bono consulting work on our reuse project.
<b>Administrative Approvals</b>	Extension of premises for Evergreen Lanes featuring Rendezvous Restaurant approved June 2.
<b>DOT Village Partnership</b>	Jarod was here June 8. Next step is for DOT to finalize a scope of work for the plan.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: Nylander Museum – Introduction of By-Laws**

---

The City Council has established a working board for the Nylander Museum of Natural History. One of their first tasks was to create by-laws. Those are attached for your review.

Suggested action:

Please review the by-laws and ask any questions. Library Director Peter Baldwin will be available to provide answers.

The Nylander Museum of Natural History Board of Trustees has requested that the Caribou City Council accept the by-laws with a motion, second, and affirmative vote.

## BYLAWS

Nylander Museum of Natural History

CARIBOU, MAINE

### ARTICLE I NAME, PURPOSE AND TYPE

Section 1. The name of this organization shall be "Nylander Museum of Natural History Board of Trustees" (hereinafter, the "Board").

Section 2. The Board shall be a working Board acting in an advisory and volunteer capacity for the City of Caribou and the Library Director of the Caribou Public Library.

PROVIDED that this Board shall not intervene or participate in any political campaign on behalf of (or in opposition to) any candidate for public office.

Section 3. It is desirable and necessary that all of the collections transferred 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, and enlarged. Said collections are to be maintained for the public good; The Museum shall display records, artifacts, relics, documents and other items of scientific, regional and cultural interest, keeping it free and open to the public; Promote use of the Museum for the intellectual, charitable and cultural enrichment of life in Caribou and the surrounding area.

Section 3. This Board is, and shall remain, a department of the City of Caribou and no part of the net earnings thereof shall inure to any individual member.

### ARTICLE II MEMBERSHIP

Section 1. The Membership of this Board shall be in such manner and for such term as appointed by the Caribou City Council.

Section 2. Should a Trustee be unable or unwilling to exercise the duties of office, the Board may recommend removal of said Trustee to the Caribou City Council by 3/5 vote of membership.

Section 3. Vacancies due to death, resignation, or removal by the Caribou City Council shall be filled in such a manner as determined by the Caribou City Council as soon as practicable.

### ARTICLE III OFFICERS



Section 1. The Board of Trustees shall consist of a President, Treasurer/Vice-President, and Clerk among appointed members of the Board.

Section 2. Each officer shall serve on an annual basis, as elected by a majority vote of members present at an annual meeting. No Trustee may hold more than one office and shall serve until a successor has been elected.

Section 3. An officer may be removed at the discretion of the Trustees by majority vote of current Trustees.

Section 4. Vacancies of any officers may be filled by nomination and election of the Board to serve until the next annual meeting at any regular or special meeting. New offices may be created, and elections held at any regular or special meeting as the Board finds necessary or desirable.

#### ARTICLE IV MEETINGS

Section 1. An annual meeting shall be held on the first Thursday in the month of June each year for the purpose of electing officers and setting a regular meeting schedule.

Section 2. Regular meetings shall be held at the Nylander Museum or acceptable alternative location within a municipal building of the City of Caribou at least six (6) times per year pursuant to a calendar set at the annual meeting.

Section 3. Any officer, trustee, or the Director may call a special meeting upon two (2) business day notice of the time and place of such meeting. In the absence of a special meeting, in the Directors discretion the Board may consider any item necessary before the next regularly scheduled meeting via EMAIL. Any action via EMAIL shall be by unanimous consent.

Section 4. A simple majority of the voting members of the Board of Trustees, excluding vacant seats, shall constitute a quorum for doing business.

Section 5. The business of the Board of Trustees shall be accomplished by a simple majority vote of those present and authorized to do business at a meeting of the Board; a quorum being present. For the purposes of being present, a Trustee may participate using teleconferencing or two way audio technology with the consent of the Board.

Section 6. Board members shall serve without compensation.

Section 7. The President shall preside at all meetings of the Board and shall perform such duties as directed by the Board of Trustees.

Section 8. The Treasurer/Vice President shall assist the President as the President requests, and represent the Board on appropriate occasions; The Treasurer shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Board.

Section 9. The Clerk shall be the official custodian of all records of the Board, shall keep the minutes of the Board, shall send all official correspondence in the name of the Board, and shall give all required notices and file all approved and signed minutes of any meeting with the City of Caribou.

ARTICLE V  
COMMITTEES

The committees of the Board shall be determined by the Board of Trustees as they deem advisable or convenient.

ARTICLE VI  
AMENDMENTS

Section 1. These By-Laws may be altered, modified, or amended upon majority vote of the Board of Trustees and subsequent approval of the Caribou City Council.

Betheny C. Anderson  
Travis Anderson

D. J. Arant  
Joseph

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: Charter amendment from the City Council Charter committee**

---

The Caribou City Council charter committee met and indicated that they would like to put the following charter change on the ballot at the November 7, 2023 election.

This was reviewed by City Attorney Rick Solman.

**Suggested action:**

Introduce Ordinance 3, 2023 series amending the Caribou City Charter. This would go to a referendum vote at the November 7, 2023 election.

The public hearing will be held at the July 24, 2023 meeting.



From the Caribou City Council Charter Committee for the November 2023 election, one question for the ballot amending Section 5.06 (b) (4).

**QUESTION 1**

Ordinance No. 3, 2023 Series

Shall the municipality approve the charter amendment reprinted (summarized) below?
YES
NO

**Amendment.**

**Caribou City Charter Section 5.06 Budget** (b)(4) is amended as follows: (underlined text is added, stricken text is deleted).

(4) Submissions of projects to voters. All capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum vote thereon. If a majority of ballots cast for a referendum question favors approval the improvement project is approved; ~~provided the total number of votes cast for and against the referendum question equals or exceeds 65% of the total number of registered voters in City of Caribou at the time of the election.~~ A project is defined as a complete list of capital expense purchases combined together to build a building, purchase vehicles or machinery, provide a service to the citizens of the city, or a combination thereof, and not currently part of the schedule of City assets.

**Ordinance No. 3, 2023 Series  
City of Caribou  
County of Aroostook  
State of Maine**

**AN ORDINANCE TO AMEND THE CARIBOU CITY CHARTER, TO AMEND THE  
CAPITAL IMPROVEMENT REFERENDUM PROCESS**

**WHEREAS**, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

**WHEREAS**, the Caribou City Charter outlines Financial Procedures in Chapter V ; and

**WHEREAS**, the Caribou City Charter outlines procedures for the Capital Expense Budget; and

**WHEREAS**, the Caribou City Charter recognizes that capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum; and

**WHEREAS**, any ordinance seeking to amend the charter must be approved by a vote of the citizens at the next general election.

**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, and Maine Revised Statutes, Title 30-A, §2104, presents for consideration of the voters, the following changes to the Charter.

**Section I. Amendment to the Capital Improvement Referendum Process**

**Caribou City Charter Section 5.06 Budget** (b)(4) is amended as follows: (underlined text is added, stricken text is deleted).

(4) Submissions of projects to voters. All capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum vote thereon. If a majority of ballots cast for a referendum question favors approval the improvement project is approved, ~~provided the total number of votes cast for and against the referendum question equals or exceeds 65% of the total number of registered voters in City of Caribou at the time of the election.~~ A project is defined as a complete list of capital expense purchases combined together to build a building, purchase vehicles or machinery, provide a service to the citizens of the city, or a combination thereof, and not currently part of the schedule of City assets.

**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 \_\_\_\_\_, and a public hearing being held on \_\_\_\_\_ was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_ day of \_\_\_\_\_ 2023. This ordinance shall become effective 24 hours after affirming vote of the citizens during the \_\_\_\_\_ election.

\_\_\_\_\_  
Daniel Bagley

\_\_\_\_\_  
Courtney Boma

\_\_\_\_\_  
R. Mark Goughan

\_\_\_\_\_  
John Morrill

\_\_\_\_\_  
Joan Theriault

\_\_\_\_\_  
Louella Willey

\_\_\_\_\_  
Jody Smith, Mayor

Attest:

\_\_\_\_\_  
Danielle Brissette, City Clerk



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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: First read – MOU for the Dust Bowl**

---

The Dust Bowl is coming to Caribou, September 14 – 17, 2023.

Staff have met with Troy Haney and Jim Gamage to work out details to allow the organizers to charge for the events they are holding at the Wellness Center on Friday September 15, 2023.

The schedule and draft MOU follows for your review.



## **DustBowl Schedule**

Starting September 1st

Scarecrow/Pumpkin Decorating contest leading up to the event

### **Thursday September 14th**

Kick Off Sponsor Party 6-9PM Location Evergreen Lanes

### **Friday, September 15th**

Downtown Dustbowl Street Party 4-9pm

4PM Food Trucks & Vendors open for Business

Antique Tractor & ATV Show

Bounce Houses, Vendors, Zip Line, games & other Attractions

Music by DJ

6:30 The Caribou FFA Great Pumpkin Drop!

7:30PM Rave X Stunt Show sponsored by Dead River

Fireworks to follow show

### **Saturday, September 16th**

Gates open @ 8AM for Grass Drag Pits

9AM General Admission Opens to Public

10 AM Grass Drags start & Vendors and Attractions Open

Zip Lines

Fun Zone

Axe throwing, bull ride, ect...

7:30-8PM approx start time Laser Show

9PM closing time

### **Sunday September 17th**

9AM Meet at the Mall for ATV Ride to the top of Mars Hill Mountain 10 AM take off

Lunch served at the mountain

10AM Gates open

Vendors & Attractions open

Car show Registration at 10-11

Car Show on Track from 11-2

Highway Tire Burn Out Competition at 2 until done

1PM Maine State Pullers Association Truck & Tractor Pull

3:00 Maine Outlaw Midgets Series & Maine Enduro Tour Races

4:00 Mark's Towing Demo Derby

5PM Event Ends See you all at the Snowbowl in March!

**MEMORANDUM OF UNDERSTANDING**  
**Between Spud Speedway and the City of Caribou**

WHEREAS, **Spud Speedway (DustBowl) and City of Caribou** will collaborate for the creation and promotion of the DustBowl event to be held September 15, 2023, at Caribou Wellness Center, Bennett Drive in Caribou, Maine.

WHEREAS, the above stated partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and division of roles and responsibilities pertaining to the event.

WHEREAS, the overall goal of this event is to bring awareness to our city, hospitality, and trail system, celebrate our community, and lead by example showing the collaboration between public and private entities working alongside each other for the good of all.

WHEREAS, monies collected at gate entrances are for DustBowl entity and will be staffed by DustBowl employees.

1. \$15 for ages 13 and up
2. \$5 for ages 6 to 12
3. Under 5 is Free

**Roles and Responsibilities**

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

**1) Spud Speedway (DustBowl) will:**

- Participate in regular (Monthly, bi-weekly, then weekly) event coordination meetings at a mutually agreed upon day/time.
- Develop sponsorship materials for solicitation of corporate sponsors.
- Provide a list of vendors, their licenses and COI with the Spud Speedway and City of Caribou named as additional insurers.
- Provide map of vendor location.
- Promote the event via social media, TV, radio, newsletters, posters, and banners.
- Write and distribute press releases about the event to local and statewide media.
- Staff entrances for admissions, staff outdoor café for security checks.
- Work with Aroostook EMA to develop an Emergency Action Plan.

**2) City of Caribou will:**

- Participate in regular (Monthly, bi-weekly, then weekly) event coordination meetings at a mutually agreed upon day/time.
- Provide barricades at Wellness Center property.
- Work with Aroostook EMA to develop an Emergency Action Plan.
- Share social media posts by Spud Speedway promoting the event.
- Provide City services as needed, but not limited to: Fire, Police, EMS, Public Works, Recreation Department. (i.e. loader, forktruck, skid steer, police presence, EMS on hand...)

**Spud Speedway (DustBowl)**

**City of Caribou, Maine**

**By:** Jim Gamage and Troy Haney

**By:** Penny Thompson

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: June 26, 2023**  
**Re: 2023 Tax Commitment**

Like many municipalities in Maine, Caribou needed to update values to maintain equity with the sales prices of homes in the current real estate market. This has been done. Staff have received a lot of questions on methodology so more information will be forthcoming.

This is a summary of the actions to be taken at the meeting when the Caribou City Council will set the 2023 tax rate and approved the other motions associated with the annual tax commitment.

1. Set a tax rate for the commitment of 2022 property taxes.  
Recommended Action: set the 2022 tax rate at \_\_\_\_\_;
2. Set the date of commitment for the 2023 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1).  
Recommended Action: Set a commitment date of \_\_\_\_\_;
3. Established a date that the 2023 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2).  
Recommended Action: Set the due date as \_\_\_\_\_ Staff Recommendation: (Estimated to be 2+ weeks after bill mailing).
4. Established a date for interest to begin accruing on any delinquent 2023 property taxes, pursuant to MRSA Title 36, §505 (4).  
Recommended Action: Set the date for interest to begin as \_\_\_\_\_ Staff Recommendation: Sunday October 1, 2023 (Typically October 1 annually. Note: last day to pay before interest begins would be Friday September 29, 2023, which will be noted on the tax bill.)
5. Established a rate of interest to be charged on delinquent 2023 property taxes, pursuant to MRSA Title 36, §505(4).  
Recommended Action: Set the rate of interest on delinquent taxes at \_\_\_\_\_% Staff Recommendation: 8% (Typically set at the state maximum. For 2023, the state maximum is 8%.)
6. Established a rate of interest for the overpayment and or abatement of property taxes for 2022, pursuant to MRSA Title 36 § 506-A.  
Recommended Action: Set the rate of interest on overpayment and or abatement of property taxes at \_\_\_\_\_% Staff Recommendation: 0% (Typically 0%)
7. Additionally, in speaking with the software provider – Trio – it is recommended that municipal offices close early on the last business day of the year to allow ample time to finish all year-end process while the Trio support line is available. Staff Recommendation: Close the city office at

1:00 pm on Friday December 29, 2023, so staff can complete the year end process. NOTE: Again, next year, the last business day of the year will NOT be December 31 because of the New Year's Day holiday. By deciding now to close the office early, staff can print this on the tax bills and alert taxpayers to the early closure. This was done last year and the increased communication about the closure was appreciated by taxpayers. The office will be closed. Employees will be working.

8. The changes to the revenue lines would be as follows:

Line Number	Description	Original Budget	Amended Budget ( )
R10-01-32	Property Taxes	\$ 3,615,900	\$
R10-01-34	Overlay	\$ 0	\$
R11-01-01	Economic Development (TIF)	\$ 315,000	\$
R22-01-04	Homestead Exemption	\$ 830,000	\$
R22-01-05	BETE Reimbursement	\$ 175,000	\$

**A few notes to the Caribou City Council and taxpayers:**

The reimbursement rate for Homestead Exemptions has increased from 73% to 76% in 2023.

There is more BETE eligible property this year with the inclusion of two solar farms who were not online April 1, 2023. Those will be exempt under the Renewable Energy exemption next year.



**Resolution 06-02-2023**

**A Resolution of the Caribou City Council  
Establishing the 2023 Tax Mil Rate and Collection Items**

**WHEREAS,** The City is authorized under Maine State law to levy and collect taxes as needed to cover adopted city budgets expenses, and

**WHEREAS,** The levying of taxes must be uniformly applied based on the taxable value of real estate and personal property, and

**WHEREAS,** the Assessors' Agents have completed calculation of 2023 taxable real estate and personal property values in accordance with State of Maine Assessing laws and practices, and

**WHEREAS,** The Caribou City Charter now requires the Council to set a tax mil rate prior to June 30, and

**NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL** that

- 1) the 2023 tax mil rate shall be \_\_\_\_\_
- 2) the date of commitment for the 2023 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1) shall be \_\_\_\_\_
- 3) Property taxes shall be due and payable, on \_\_\_\_\_ pursuant to MRSA Title 36, §505 (2).
- 4) Interest shall begin accruing on any delinquent 2023 property taxes on October 1, 2023, pursuant to MRSA title 36, §505 (4).
- 5) The rate of interest to be charged on delinquent 2023 property taxes, pursuant to MRSA Title 36, §505 (4) shall be four percent (8.0%).
- 6) The rate of interest to be applied for the overpayment and or abatement of property taxes for 2023, pursuant to MRSA Title 36, §506-A shall be zero percent (0.0%).
- 7) The revenue budget shall be amended as follow:

Line Number	Description	Original Budget	Amended Budget (.01980)
R10-01-32	Property Taxes	\$ 3,615,900	\$
R10-01-34	Overlay	\$ 0	\$
R11-01-01	Economic Development (TIF)	\$ 315,000	\$
R22-01-04	Homestead Exemption	\$ 830,000	\$
R22-01-05	BETE Reimbursement	\$ 175,000	\$

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 26<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Jody R. Smith, Mayor

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

[City Seal]





**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	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Applicants in Jurisdiction</b>	<b>35</b>	<b>0</b>	<b>39</b>	<b>6</b>	<b>28</b>								<b>108</b>
VAWA Preference	1	0	0	0	0								1
Veteran's Preference	2	0	0	0	0								2
Natural Disaster	0	0	0	1	1								2
Living in Caribou	19	0	29	5	15								68
Mainstream	16	0	16	3	8								43

**HOUSING CHOICE VOUCHER PROGRAM**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>HUD Allocated Vouchers</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	##	##	##	##	##	##	##	<b>2352</b>
<b>Total Vouchers Leased</b>	<b>174</b>	<b>172</b>	<b>176</b>	<b>176</b>	<b>170</b>								<b>868</b>
Port Out Vouchers	1	-	-	-	0								1
Homeownership Vouchers	1	1	1	1	1								5
All Other Housing Choice Vouchers	172	171	174	172	169								858
<b>YTD Openings</b>	<b>22</b>	<b>24</b>	<b>20</b>	<b>20</b>	<b>26</b>								<b>112</b>
<b>Applicants Pulled From Waiting List</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>56</b>	<b>0</b>								<b>82</b>
<b>Vouchers Issued</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>2</b>	<b>1</b>								<b>18</b>
<b>Vouchers Expired</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>12</b>								<b>20</b>
<b>Vouchers on Street</b>	<b>6</b>	<b>12</b>	<b>9</b>	<b>10</b>	<b>3</b>								<b>40</b>
<b>Total HAP Expense</b>	<b>\$ 83,917</b>	<b>\$ 84,098</b>	<b>\$ 85,943</b>	<b>\$ 85,871</b>	<b>\$ 84,700</b>	#	#	#	#	#	#	#	<b>\$ 424,529</b>
All Other Voucher	\$ 73,818	\$ 74,074	\$ 75,447	\$ 75,813	\$ 75,069								\$ 374,221
Port Out Payments	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Homeownership HAP	\$ 284	\$ 284	\$ 284	\$ 284	\$ 284								\$ 1,420
FSS Escrow, Participants Account	\$ 9,815	\$ 9,740	\$ 10,212	\$ 9,774	\$ 9,347								\$ 48,888
<b>Ave. Per Unit Cost</b>	<b>\$ 482</b>	<b>\$ 489</b>	<b>\$ 488</b>	<b>\$ 488</b>	<b>\$ 498</b>								<b>\$ 489</b>
<b>Lease Up Rates</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>
HUD Allocated -vs- Leased	89%	88%	90%	90%	87%								
HUD Funded -vs- HAP Expense	97%	97%	104%	104%	#DIV/0!								

**MAINSTREAM VOUCHERS**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Allocated Vouchers</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>480</b>
<b>Total Vouchers Leased</b>	<b>32</b>	<b>32</b>	<b>30</b>	<b>29</b>	<b>32</b>								<b>155</b>
<b>Total HAP Expense</b>	<b>\$ 14,685</b>	<b>\$ 15,588</b>	<b>\$ 13,655</b>	<b>\$ 14,789</b>	<b>\$ 15,309</b>	#	#	#	#	#	#	#	<b>\$ 74,026</b>
HAP Expense	\$ 14,014	\$ 15,213	\$ 13,280	\$ 14,087	\$ 14,607								\$ 71,201
FSS Escrow, Participants Account	\$ 671	\$ 375	\$ 375	\$ 702	\$ 702								\$ 2,825
<b>YTD Openings</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>11</b>	<b>8</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>325</b>
<b>Applicants Pulled from Waiting List</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>Vouchers Issued</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>1</b>								<b>10</b>
<b>Voucher Expired</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>								<b>1</b>
<b>Vouchers on Street</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>8</b>	<b>7</b>								<b>26</b>

**PORT IN / FOSTER YOUTH TO INDEPENDENCE**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Vouchers Leased</b>	<b>0</b>												<b>0</b>
FYI HAP	\$ -	\$ -	\$ -	\$ -	\$ -	#	#	#	#	#	#	#	\$ -

**EMERGENCY HOUSING VOUCHERS**

	Jan	Feb	Mar	April	May	Jun	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	12	12	14	##	##	##	##	##	##	##	147
<b>Total HAP Expenses</b>	<b>\$ 8,284</b>	<b>\$ 7,831</b>	<b>\$ 8,545</b>	<b>\$ 8,999</b>	<b>\$ 9,171</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$ 42,830</b>
Hap Expense	\$ 7,493	\$ 7,040	\$ 7,754	\$ 8,208	\$ 8,380								\$ 38,875
FSS Escrow, Participants Account	\$ 791	\$ 791	\$ 791	\$ 791	\$ 791								\$ 3,955
YTD Openings	2	3	3	3	1								12
Vouchers Issued	1	0	1	0	2								4
Voucher Expired	0	0	0	0	0								0
Vouchers on Street	0	0	1	0	2								3

**HOUSING QUALITY STANDARDS INSPECTIONS**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
Initial Inspection	6	3	4	1	6								20
Annual Inspection	0	0	0	0	1								1
Tenant/Landlord Requested	1	0	0	0	1								2
No Show			0	0	0								0
Reinspection(s)	0	0	0	0	1								1
				0									0
Other, Public Housing Authority Inspections	0	0	0	0	0								0
<b>Toal Inspections</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>

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

**SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Number of Participants</b>	<b>\$ 11,277</b>	<b>\$ 10,906</b>	<b>\$ 11,378</b>	<b>\$ 11,267</b>	<b>\$ 10,840</b>								<b>\$ 33,561</b>
Number Earning Escrow	59	59	61	65	62								306
FSS Escrow, Participants Account													0
<b>FSS Families, Disbursement</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>4</b>								<b>11</b>
FSS Disbursement Amount	\$ -	\$ 928.00	\$ 779.69	\$ 5,773.68	\$ 4,789.76								\$ 12,271
<b>FSS Graduate, Families</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>								<b>5</b>
FSS Graduate, Escrow	\$ 18,503	\$ -	\$ 7,490	\$ -	\$ -								\$ 25,993
				\$ -	\$ -								\$ -
<b>FSS Forfeiture, Families</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>								<b>\$ 2</b>
FSS Forfeiture, Escrow	\$ -	\$ -	\$ 284	\$ 856	\$ -								\$ 1,141

**LANDLORD INCENTIVE PROGRAM**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Signing Bonus</b>	<b>\$ 1,500</b>	<b>\$ 4,000</b>	<b>\$ 1,280</b>	<b>\$ 3,250</b>	<b>\$ 4,500</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>\$ 14,530</b>
Housing Choice Voucher	1	2	2	3	3								\$ 11
	\$ 750	\$ 1,500	\$ 1,280	\$ 2,250	\$ 2,250								\$ 8,030
Mainstream	1	2	0	0	3								6
	\$ 750	\$ 1,500	\$ -	\$ -	\$ 2,250								\$ 4,500
Emergency Housing Voucher	0	1	0	1	0								2
	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -								\$ -
<b>Security Deposit</b>	<b>\$ 1,393</b>	<b>\$ 3,240</b>	<b>\$ 2,250</b>	<b>\$ 1,560</b>	<b>\$ 1,333</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>\$ 9,776</b>
Housing Choice Voucher	1	2	2	1	1								7
	\$ 693.00	\$ 1,380.00	\$ 2,250.00	\$ 660.00	\$ 693.00								\$ 5,676.00
Mainstream	1	1	0	0	1								3
	\$ 700.00	\$ 1,210.00	\$ -	\$ -	\$ 640.00								\$ 2,550.00
Emergency Housing Voucher	0	1	0	1	0								2
	\$ -	\$ 650	\$ -	\$ 900	\$ -								\$ 1,550
<b>Repair Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>\$ 2</b>
Housing Choice Voucher	0	0	0	0	0								0
	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Mainstream	0	0	0	0	0								0
	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -

<b>Damage Reimbursements</b>	\$ 1,500	\$ 144	\$ -	\$ -	\$ -	#	#	#	#	#	#	#	#	\$ 1,644
Housing Choice Voucher	1	1	0	0	0									2
	\$ 1,500	\$ 144	\$ -	\$ -	\$ -									\$ 1,644
Mainstream	0	0	0	0	0									0
	\$ -	\$ -	\$ -	\$ -	\$ -									\$ 144

<b>Grand Total of Incentives</b>	\$ 4,393	\$ 7,384	\$ 3,530	\$ 4,810	\$ 5,833	#	#	#	#	#	#	#	#	\$ 25,950
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<b>ECONOMY</b>	\$ 129,782	\$ 115,829	\$ 119,943	\$ 120,243	\$ 119,803	#	#	#	#	#	#	#	#	\$ 605,599
<b>2023 YEAR TO DATE</b>	\$ 129,782	\$ 245,611	\$ 365,554	\$ 485,797	\$ 605,599									

<b>Percentage Increase, 2023-vs- 2022</b>	13.1%	5.5%	8.0%	8.4%	5.3%									8.1%
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<b>2022 MONTHLY ASSISTANCE</b>	\$ 112,788	\$ 109,495	\$ 110,299	\$ 110,147	\$ 113,467	#	#	#	#	#	#	#	#	
<b>YEAR TO DATE</b>	\$ 112,788	\$ 222,283	\$ 332,582	\$ 442,729	\$ 556,196	#	#	#	#	#	#	#	#	





# Caribou Public Library

## DIRECTOR'S REPORT

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

This month, the library has skipped spring entirely and gone straight into summer! While our summer reading program will be starting up next month, we still had plenty to do this month! We held a Volunteer Field Day this month to help shape up the Library gardens and to begin repainting the Gazebo. It has made a complete turn around, and is looking just perfect. This comes just in time for the Perennial sale coming on June 10<sup>th</sup>!

Furthering the exciting news, the Library has been chosen as the recipient of a \$20,000 grant from the LTC: Accessible Small and Rural Libraries Committee through the American Library Association, a \$9,000 grant from the Maine Community Foundation, and a \$1,000 donation from the Willey Foundation. All of this funding was sought after for the creation of a Bookmobile for the Library and the surrounding community. We are already looking at vehicles to purchase and seeking avenues for outfitting. We have applied for additional funding but have yet to hear back.

We also applied for a grant this month for \$5,200 through the Maine State Library's ARPA funding for Remote Workers to create a Hot Spot and Laptop Lending Program. This would allow us to have ~6 laptops and 11 Hot Spots available for public use for those who are in need of internet access in their home for remote work, telehealth needs, or building computer literacy skills.

The Director attended the Maine Library Associations Annual Conference this month. There, the Director was able to gain some new ideas for programming for older adults, the integration of AI into libraries, and policy development. We are already using some of this information to develop future services that we can offer our patrons.

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

Peter Baldwin

**CIRCULATION STATISTICAL COMPARISON**

<b>MATERIAL TYPE</b>	<b>MAY 2022</b>	<b>JUN 2022</b>	<b>JUL 2022</b>	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>	<b>JAN 2023</b>	<b>FEB 2023</b>	<b>MAR 2023</b>	<b>APR 2023</b>	<b>MAY 2023</b>
Adult books	579	630	518	540	652	556	560	751	519	925	866	703	750
Juvenile books	617	626	736	1,082	815	832	881	661	1,171	483	660	711	726
Teen/YA books	35	82	50	67	91	66	36	30	56	64	77	47	89
DVDs	94	89	132	106	137	109	107	137	119	127	135	58	108
eBooks/Audiobooks	178	128	163	136	142	151	133	141	306	271	363	373	364
Magazines	22	32	57	58	69	69	71	81	17	89	54	41	43
Interlibrary loans	33	33	24	28	33	40	21	40	21	31	29	21	28
Puzzles	5	7	0	0	2	1	2	4	16	0	1	0	6
STEAM	4	17	2	1	8	6	3	17	7	13	9	40	16
Renewals	420	350	385	534	348	387	480	434	410	371	382	334	416
<b>TOTAL NUMBERS</b>	<b>1,987</b>	<b>1,994</b>	<b>2,067</b>	<b>2,552</b>	<b>2,297</b>	<b>2,217</b>	<b>2,294</b>	<b>2,296</b>	<b>2,642</b>	<b>2,374</b>	<b>2,576</b>	<b>2,328</b>	<b>2,546</b>

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

MATERIAL TYPE	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023
Circulation	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576	2,328	2,546
Library Visitors	3,775	3,487	3,936	4,339	3,884	3,803	3,724	3,030	2,599	1,364	3,195	2,606	2,441
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	103	149	115	161	120	137	118	85	76	83	110	95	81
Books withdrawn	228	222	43	254	119	186	192	170	78	703	12	392	22
Program Participation	2,271	2,001	1,652	2,435	2,840	3,940	3,256	2,456	3,181	2,878	2,869	3,360	
New patrons	17	29	23	32	35	47	18	18	15	13	29	9	14
Archives (# of users)	32	28	34	41	58	42	42	25	42	37	36	73	44

\*\*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	2,546								12,466





**Board of Directors**  
**May 1, 2023**  
**5:30 p.m.**

**Present:** Doug Plourde, Chairman; Chris Bell, Penny Thompson, Dr. Shawn Laferriere, Mike Gahagan, Luke Dyer, Neal Griffitheth, Dr. Irene Djuanda, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regan Gallagher, CMO; Chelsea Desrosiers, CFO; Leslie Anderson, COO; Jenn Plant, RN, CNO; Paula Parent, RN, HR Director; Penny Wickstrom, HR Manager; Stew Rogeski, PHS; Chip Holmes and Sam Brown, Ovation Healthcare; and Peg McAfee

**Welcome:** Doug Plourde, Chairman, Board of Directors welcomed Stew Rogeski, PHS; Chip Holmes and Sam Brown, Ovation Healthcare;

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>REGULAR MEETING</b>			
<b>1. Call to Order</b>	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:31 p.m.	Informational.	
<b>2. Review and Approval of Minutes</b>	The minutes of April 3, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the April 3, 2023 meeting minutes as presented.	
<b>3. Report of Chief of Staff</b>	<p>Dr. Carl Flynn provided the following updates from the April 26<sup>th</sup> MSEC &amp; GMS Meetings:</p> <p><b>Treasurer's Corner</b> – Dr. Flynn reported that the Medical Staff Executive Committee voted to donate \$2500 for golf shirts for the 2023 Cary Classic Golf Tournament.</p> <p><b>Appointment Consulting Medical Staff – Kirsten Graff, MD (Pediatric Cardiology):</b> The complete appointment application and provider profile of Kirsten Graff, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Kirsten Graff, MD to the Consulting 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><b>Appointment Allied Health Professional Staff - Jodi Cote, PMHNP (Psychiatric):</b> The complete appointment application and provider profile of Jodi Cote, PMHNP was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Jodi Cote, PMHNP to the Allied Health Professional Staff with privileges as requested through December 31, 2024. Dr. Flynn was appointed as supervising physician and 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 Report of Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Kirsten Graff, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Jodi Cote, PMHNP to the Allied Health Professional Staff.</p>	



AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p><b>Appointment Courtesy Medical Staff – Maha Ghosn, MD (Internal Medicine):</b> The complete appointment application and provider profile of Maha Ghosn, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Dr. Ghosn reported one malpractice claim which is currently pending. The claim was reviewed by the Chief of Medicine 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 Maha Ghosn, 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>Dr. Flynn provided the following updates from the General Medical Staff Meeting:</p> <p><b>2023 Physician Recruitment Plan</b> – The General Medical Staff voted to approve the 2023 Physician Recruitment Plan as presented.</p> <p><b>Medical Staff BBQ</b> – Plans are being made to have a Medical Staff BBQ late May, early June for the new Tufts Medical Students, Kayla and Nicholas. Information will be provided when available.</p> <p><b>2023 Medical Record Deficiencies Over 30 Days</b> – Dr. Flynn reported compliance has improved.</p> <p><b>Department of Emergency Medicine</b> – Quality Indicators were reviewed at the meeting.</p> <p><b>Department of Medicine</b> – The department reviewed quality indicators, including Sepsis.</p> <p><b>Department of Rad/Path</b> – Discussion included the new CT Scanner and the purchase of a new MRI machine from Canon with a larger bore. Pathology coverage is being provided by Dahl Chase Pathology. Dr. Riemersma, Pathologist, was on site to visit departments late April.</p> <p><b>Department of Surgery</b> – The department reminded everyone to complete their medical records on time as required. Dr. Smith added a new privilege.</p> <p><b>Other</b> – Discussion took place at the General Medical Staff Meeting regarding return to in-person meetings. The Medical Staff is reviewing options. It was noted that meetings would probably be returning on-site in the future, however, a Zoom connection will also be optional for those off-campus thus meetings would be hybrid.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Maha Ghosn, MD to the Courtesy Medical Staff.</p>	





**Board of Directors  
May 1, 2023  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>4. Quality Management Committee, Patient Safety Committee, Dashboard</b></p>	<p><b>Tufts Medical School Graduation</b> – Dr. Swanberg was keynote speaker for the recent Tufts Medical School Graduation in Portland. Dr. Swanberg’s message was so well-received he has been invited to another Tufts Medical School event in Boston. Kris Doody, David Winslow, Dr. Flynn and Michelle Ayotte were in attendance at the graduation.</p> <p>Dr. Regen Gallagher reported the following from the April QM Committee Meeting:</p> <p><b>Old Business reviewed included:</b> Review of Expired Items in the OR and Advance Directives education tracking compliance in the Jefferson Cary Cancer Center.</p> <p><b>Utilization and Case Management reports reviewed included:</b> The Case Management Dashboard and Moon Notices were reviewed.</p> <p><b>Joint Commission Follow-up</b> – Dr. Gallagher noted that Cary is conducting a Focus Standard Assessment with department managers. This is to review the standards for each department assuring that Cary is up to date on all the requirements.</p> <p><b>QM Compliance Indicators reviewed were:</b> Reports were reviewed from Medical Staff Services, Nutritional Services and Environment of Care.</p> <p><b>2023 Dashboard</b> – Dr. Gallagher provided an overview of the new dashboard. Some core measures have changed. As this is a new dashboard, data is slowly being uploaded.</p> <p><b>Customer Satisfaction</b> – Leslie Anderson provided an overview of the patient satisfaction results. She noted that new information has been added to the 2023 dashboard, reporting includes the results for Q4 2022 and Q1 2023, results for the current period (4/22-3/23), results for the previous period (4/21-3/22) for ACU, ICU and Maternal/Child Units. One Day Surgery information is broken down as ODS overall, general surgery and orthopedic surgery. Quietness of the hospital continues to be a challenge however, good progress is being made with patient meals.</p> <p><b>Patient Complaints</b> – There have been 17 complaints during the first quarter of 2023 which is right on target for numbers compared to last year.</p> <p><b>Patient Safety Committee</b> – The April 12, 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>	





**Board of Directors**  
**May 1, 2023**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</b></p> <p><b>a. Report from Board Members – PHS, MSEC &amp; GMS, Department Leaders</b></p> <p><b>b. Strategic Plan 2023 Q1 Updates</b></p>	<p>Doug Plourde provided the following updates:</p> <p><b>Pines Health Services</b> – Jane McCall was not in attendance to provide updates.</p> <p><b>Medical Staff Executive Committee and General Medical Staff Meetings</b> – Doug Plourde was unable to attend the meetings.</p> <p><b>Department Leaders</b> – Kevin Barnes was not in attendance to provide updates.</p> <p><b>Strategic Plan 2023 Q1 Updates</b> – Kris Doody provided a summary of the 2023 Q1 updates to the Strategic Plan.</p>	<p>Informational.</p>	
<p><b>6. Report of CEO – Kris Doody</b></p> <p><b>a. Physician Recruitment and Retention</b></p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p><b>Physician Recruitment –</b></p> <ul style="list-style-type: none"> <li>• <b>Hem/Onc</b> – Dr. Elena Vaglia is now working full-time at the Jefferson Cary Cancer Center. Dr. Zimble will be providing part-time coverage during 2023.</li> <li>• <b>Pathology</b> – A contract has been negotiated with Dahl Chase for Pathology coverage. Dr. Rick Riemersma, Pathologist will be on site later this week.</li> <li>• <b>Emergency Medicine</b> – Cary continues to receive positive feedback about patient experience and from physician colleagues about the addition of Dr. Comfort Hines.</li> <li>• <b>Hospitalist</b> – Dr. Guillermo Noguera is interested in providing daytime coverage as an independent contractor. A letter of intent was presented to Dr. Noguera.</li> <li>• <b>Pediatrics</b> – With Dr. Karunasiri leaving, locums Dr. Abussa and Dr. Fritz will be assisting with coverage through the end of the year. Zoom interviews have been completed with interested pediatricians with additional interviews being scheduled.</li> <li>• <b>OB/GYN</b> – 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.</li> <li>• <b>ENT</b> – Discussions and contract negotiation are ongoing with Dr. Charles Kava, ENT from Rockport, Maine. He is interested in providing part-time coverage on a monthly basis in the Specialty Clinic, beginning Fall 2023.</li> <li>• <b>Ongoing Recruitment</b> – Recruitment is ongoing for pediatrics, primary care, orthopedics,</li> </ul>	<p>Informational.</p>	





**Board of Directors  
May 1, 2023  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>b. 2023 Physician Recruitment Plan</b></p> <p><b>c. 100<sup>th</sup> Anniversary Committee</b></p> <p><b>d. Veterans Activities</b></p> <p><b>e. Ovation Healthcare Consulting</b></p>	<p align="center">OB/GYN and anesthesia (CRNA).</p> <p><b>2023 Physician Recruitment Plan</b> – The 2023 Physician Recruitment Plan was included in the packet for review. The plan was approved as presented by the General Medical Staff.</p> <p><b>100<sup>th</sup> Anniversary Committee</b> – 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. Bill Flagg will be attending the Board meeting in June or July to provide updates on upcoming events.</p> <p><b>Veterans Activities</b> – Kris Doody has met with the new MVH CEO, Sharon Fusc. 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 was not completed according to the original timeline and the VA did not have a date of a possible opening.</p> <p><b>Ovation Healthcare Consulting</b> – 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>Chelsea Desrosiers and Chris Bell provided the following updates:</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the 2023 Physician Recruitment Plan as presented.</p>	
<p><b>7. Report of Finance &amp; Personnel Committee</b></p> <p><b>a. March Financials</b></p>	<p>Chelsea Desrosiers provided an overview of the March 2023 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for March.</p> <p><b>COVID Matrix Review</b> – The matrix was included in the packet for review.</p> <p><b>Finance &amp; Personnel Committee Recommendation</b> – The Finance &amp; Personnel Committee discussed movement of reserved operating funds at Katahdin Trust Company and a request to open a money market account and Certificate of Deposit Account Registry Service (CDARS), both would be secured within the FDIC limits related to their financial instrument composition. The committee proposed and approved \$1.5 million be moved to CDARS in varying terms from 6 to 12 months with allowing the CFO flexibility to decide rates and terms. The committee also proposed and approved transfer of \$500,000 from the reserved operating account to a newly set-up Money Market account with the CFO authorized to complete the necessary transactions with Katahdin Trust Company.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the recommendations from the Finance &amp; Personnel Committee to move \$1.5 million to CDARS in varying terms and to transfer \$500,000 from the reserved operating</p>	



AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>8. L'Acadie Quarterly Report</b></p>	<p><b>Amounts Generally Billed</b> – The 2023 Amounts Generally Billed based on 2022 activity for March 1, 2023 to February 29, 2024 was presented. This item is a requirement for our Financial Assistance Program (FAP) and denotes the upper limit on amounts to be billed to patients that qualify for the FAP. Cary Medical Center chose to round the allowed discount to 50.0%. The Finance &amp; Personnel Committee approved the Amounts Generally Billed and recommends approval by the Board of Directors.</p> <p><b>Other</b> – Kris Doody shared that Chelsea Desrosiers has been named Vice President of the HFMA Board of Directors. Chelsea also received the William G. Follmer Bronze Award. Ms. Desrosiers earned the honor for service to the Northern New England Chapter of Healthcare Financial Management Association (HFMA). Doug Plourde shared congratulations to Chelsea from the entire Board. Doug shared that members of the Administrative Staff are very active within the community and throughout Maine and New England, serving on various boards.</p> <p>Paula Parent provided the following updates:</p> <ul style="list-style-type: none"> <li>• There are currently 8 residents at L'Acadie. Cindi Ayotte, Manager, is currently working to fill the 9<sup>th</sup> bed with the right resident.</li> <li>• Three residents are currently attending the Day Hab program.</li> <li>• Staffing – there are currently no travelers. Open positions include: one RN, one cook and one housekeeping position.</li> <li>• L'Acadie's 2023-2024 license application has been completed and recently submitted along with a letter requesting a waiver for a full-time DON.</li> <li>• State Survey – L'Acadie continues to wait for the State survey. There were no surveys completed in 2022.</li> <li>• The staff are very pleased to be working at L'Acadie to assist the residents.</li> </ul>	<p>account to a newly set-up Money Market account with the CFO authorized to complete the necessary transactions with Katahdin Trust Company.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Amounts Generally Billed as presented.</p>	
	<p>Upon motion duly made and seconded, it was so voted to approve the L'Acadie Quarterly Report as presented.</p>		





**Board of Directors**  
**May 1, 2023**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>9. Safety Quarterly Report</b>	Leslie Anderson provided the following updates: <ul style="list-style-type: none"> <li>• 2023 EOC Safety Goals were approved January 16, 2023</li> <li>• A list of 1<sup>st</sup> quarter achievements was included in the report</li> <li>• MCI Drill – due to the pandemic, an MCI drill has not been completed in a few years. A drill will be completed in 2023.</li> <li>• Fire – A ballast fire occurred in the OR on March 22, 2023. All was controlled prior to the arrival of Caribou Fire and Ambulance. A review and mock drill for managing any OR fire is being completed.</li> <li>• Fire Drills – 2 have been completed at Cary and 3 completed at L’Acadie</li> <li>• Security – Q1 2023 aggressive and non-aggressive incidents and incidents where law enforcement responded were reviewed</li> <li>• The 2023 EOC Management Plans Goals tracking sheet was included for review.</li> </ul>	Upon motion duly made and seconded, it was so VOTED to approve the Safety Quarterly Report as presented.	
<b>10. Pines Health Services Quarterly Report</b>	Kris Doody provided the following updates: <ul style="list-style-type: none"> <li>• Pines had a clean, independent audit for 2022. There were no recommendations.</li> <li>• 340b – Pines is watching the program closely as Pharmacies are getting more of the dollars.</li> <li>• A law to rebase FQHC’s was scheduled to go into effect March 1<sup>st</sup> and didn’t. The law affects Medicaid and will improve FQHC’s reimbursement. More information will be provided when available.</li> </ul>	Informational.	
<b>11. Ovation Healthcare Updates</b>	Chip Holmes/Sam Brown provided the following updates: <ul style="list-style-type: none"> <li>• Sam Brown shared congratulations to Chelsea on her leadership role with HFMA and receiving the Follmer Award.</li> <li>• Chip Holmes noted receipt of the AHA Monthly Report. There is new existential challenges a disease of cost supply, caregivers, insurance companies and payors.</li> <li>• FQHC’s and other hospitals in the U.S. are experiencing aggressive surveying.</li> <li>• Across the country there is a need for hospitals to be ready for the regulatory environment. Hospitals are looking at executive leadership, all levels, growth, succession planning. These are new hospitals with Ovation.</li> <li>• Ovation is interested in creating new regional affiliations.</li> </ul>	Informational.	
<b>12. Other, Adjournment &amp; Next Meeting</b>	Other – Discussion ensued regarding the opportunity to return to in-person meetings. Kris stated that the Cary Admin Team is reviewing options. The Medical Staff has also started discussing the return to in-person meetings. The on-site meetings will probably begin with a hybrid model to include those who work off-campus or are unable to attend in-person.	Informational.	



Board of Directors  
May 1, 2023  
5:30 p.m.

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Executive Session – Upon motion duly made and seconded, it was so VOTED to go into Executive Session at approximately 6:40 p.m. The Board came out of Executive Session at approximately 6:50 p.m.</p> <p><u>Adjournment</u> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:51 p.m.</p> <p><u>Next Meeting</u> –The next meeting of the Board of Directors is scheduled for Monday, June 5, 2023, 5:30 p.m.</p>		

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

Respectfully submitted,

Kris Doody, RN, MSB, CEO