

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, December 11, 2023**, in the Council Chambers located at 25 High Street, **6:00 pm**. **THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY'S YOUTUBE CHANNEL.**

- 1. Roll Call**
- 2. Invocation/Inspirational Thought**
- 3. Pledge of Allegiance**
- 4. Public Forum** 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)
- 5. Minutes** Pages
 - a. Minutes for the Regular City Council meeting on November 13, 2023 02-06
- 6. Bid Openings, Awards, and Appointments**
 - a. In appreciation for the City Council service of City Councilors R. Mark Goughan & Louella Willey 07-08
 - b. Cleanup bids and update, Account # 3093, Map 31 Lot 9 (15 Prospect Street) 09
- 7. Public Hearings and Possible Action Items**
 - a. Public Hearing for Caribou Riverfront Redevelopment Committee requested ordinance changes 10-13
- 8. Reports by Staff and Committees**
 - a. Manager's Report 14-27
- 9. New Business, Ordinances and Resolutions**
 - a. Approval of Beano and Game of Chance Licenses 28
- 10. Old Business**
- 11. Reports and Discussion by Mayor and Council Members** Reports
- 12. Next Regular Meeting:** January 2, 2024 Organizational Meeting 29-41
- 13. Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6)
- 14. Adjournment**

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

Certificate of Mailing/Posting

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

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

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

Manager Thompson was present for the meeting.

Department managers Carl Grant (Finance Director) and Peter Baldwin (Library Director) were present for the meeting.

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

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read and invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Input

There were no comments made by the public.

Council Agenda Item #5: Minutes

There were no minutes submitted for approval.

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

a. Maine DOT Village Partnership Initiative contract award

Manager Thompson explained that on November 2nd there was a review panel that met to review and score the two proposals received. These were scored and the proposal with the highest combined score would be selected, and at that time the sealed bid would be opened. Proposals were received from both Sewall and TYLin.

Councilor Bagley explained that both proposals received were very good and that the DOT provides excellent guidelines and criteria for the selection process.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to move forward with the Maine DOT VPI, and to authorize City Manager Penny Thompson to sign a contract with TYLin and Rasor for the DOT VPI Transportation study in Caribou.

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

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

a. Public Hearing, renewal of a Registered Nonprofit Dispensary permit for Safe Alternatives

Open Public Hearing: 6:06 p.m.

Manager Thompson explained that Safe Alternatives is a Registered Nonprofit Dispensary licensed under the state of Maine and located at 1137 Presque Isle Road. The Safe Alternatives operating permit expires on November 14, 2023. City licensing procedures require that a public hearing must be conducted by the City Council before a nonprofit dispensary permit can be issued/reissued. City departments have reviewed the requested renewal and have determined that there are no violations of local zoning or land use ordinances, there have been no unreasonable disturbances to peace, disorderly conduct, vandalism, or other violations of law caused by business patrons or employees, and operations. The property was inspected on Thursday, November 2, 2023, by the Chief of Police, Fire Chief and Acting Code Enforcement Officer/City Manager.

Staff recommends the approval of the license with the condition that Safe Alternatives continues to comply with all applicable laws and ordinances including, but not limited to remaining a licensable dispensary under the State of Maine.

Closed Public Hearing: 6:08 p.m.

Motion made by Councilor Willey, seconded by Councilor Theriault to approve the operating permit for Safe Alternatives at 1137 Presque Isle Road.

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

Council Agenda Item #8: Reports by Staff and Committees

Peter Baldwin (Library Director) came to share news about the opportunity to acquire a new book mobile for the library. He explained that he has received grant money that will help with the purchase of the vehicle, and that he understands that it will mean additional funds will be needed in the future for upkeep, repairs, and insurance, but how it will greatly be able to impact Caribou and eventually the surrounding areas.

Councilor Morrill asked if they have looked at getting used through the police or public works.

Mr. Baldwin explained that that they have looked at that avenue and what they have found would not work or would require being worked on after obtaining the vehicle. He stated that Dave at Public Works suggested going through a dealership because the vehicle would be ready for the road and would not require work to be ready for the road.

Councilor Theriault asked if the Book Mobile would be used to also visit other towns.

Mr. Baldwin explained that they plan to start here locally by visiting daycares and nursing homes then eventually growing to being able to visit other towns as well. He explained that he does currently works with other towns.

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to proceed with the Book Mobile.

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

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

a. Waivers for properties to be acquired through the automatic lien foreclosure process

Manager Thompson explained that in the packet information has been provided regarding the properties. She explained that there is a spread sheet that outlines the properties and if they have had any concerns regarding code, fire and police departments. Manager Thompson also stated that traditionally the Council has waived foreclosure on all properties owned by Merlin One LLC and any mobile homes in mobile home parks.

Carl Grant (Finance Director) explained that if the Council does choose to waive the 2021 foreclosure, then they would still have the opportunity to foreclose against liens for 2022, it would just delay the process until next year.

Councilor Willey asked that if the City knocked it down would the City have to absorb the cost.

Mr. Grant explained that with the sale of the property the City would be made whole for any costs incurred with the property before any funds went back to the previous property owner.

Motion made by Councilor Bagley, seconded by Councilor Willey to waive the automatic foreclosure process for the 2021 taxes for real estate accounts; 140, 193, 285, 711, 1071, 1755, 1823, 1867, 2114, 2199, 2549, 2976, 2977, 3098, 3213, 3343, 3376, 3652, 3975, 4129, 4804, 4877, 4883, 5069, and 5121.

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

Council Agenda Item #10: Old Business

a. 15 Prospect Street – Soliciting bids for removal of demolition debris

Manager Thompson explained that a fire occurred at 15 Prospect Street in September.

Mr. Barretto has limited means to clean up the property. He has been trying to take some loads to the landfill and salvaging what he can. However, staff continues to receive complaints about this property on a weekly basis.

One option would be to solicit bids to remove the debris and assess a special tax at the next commitment. If the tax isn't paid in the time frame allowed and the property becomes tax acquired, the tax lien would automatically foreclose unless waived. Then the city would need to go through the process in place at that time for handling tax acquired property.

If the city initiates a clean-up of the property, the City should also investigate placing a mechanic's lien until the tax lien could be placed in case it is sold prior to the 2024 commitment.

Council had a brief discussion regarding the unsafe conditions at the address and that they agree that something needs to be done.

Motion made by Councilor Morrill, seconded by Councilor Theriault to solicit bids to clean up the property at 15 Prospect Street.

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

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

Councilor Bagley stated that the broadband committee is currently exploring options and does not have any recommendations at this time.

Councilor Morrill stated that the new cells are almost completed at the landfill.

Councilor Theriault stated that the Nylander had a great turnout for the event with the owls and have lots of plans for future events.

Councilor Willey stated that the library board has a meeting tomorrow night and that Small Business Saturday raffle tickets are available.

Council Agenda Item #12: Next Regular Meetings: November 27, December 11

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

a. Executive Session, MRSA Title 1 §405 (6)(e)

Motion made by Councilor Willey, seconded by Councilor Theriault to enter executive session at 6:45 p.m. to consult with the attorney under MRSA Title 1 § 405 (6)(e).

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

Council exited executive session at 8:12 p.m.

Motion made by Councilor Willey, seconded by Councilor Morrill to accept Resolution 11-01-2023, “A Resolution of the Caribou City Council Clarifying Expectations of Cary Medical Center, A Department of the City of Caribou”.

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

b. Executive Session, MRSA Title 1, §405(6)(d), Union Negotiations – Public Works

Motion made by Councilor Morrill, seconded by Councilor Willey to enter executive session at 8:17 om pursuant to MRSA Title 1 §405(6)(d), for Union Negotiations – Public Works.

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

Council exited executive session at 8:51 p.m.

No action taken.

November 13, 2023

23-20 Pg. 1

Council Agenda Item #14: Adjournment

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to adjourn the meeting at 8:53 p.m.

Roll Call Vote: D. Bagley – Yes, Boma – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes, C. (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: December 11, 2023
Re: Appreciation for the City Council service of City Councilor R. Mark Goughan

Tonight, is the final City Council meeting for 2023 and the end of the current 3-year term of service for City Councilor R. Mark Goughan.

Councilor Goughan served for twelve (12) years on the Caribou City Council, including several years as Mayor.

Councilor Goughan did not seek re-election for another term on the Caribou City Council so tonight we express our appreciation for the projects and decisions he championed while on the City Council.

Requested Action

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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: December 11, 2023
Re: Appreciation for the City Council service of City Councilor Louella Willey

Tonight, is the final City Council meeting for 2023 and the end of the 3-year term of service for City Councilor Louella Willey.

Councilor Willey did not seek re-election for another term on the Caribou City Council so tonight we express our appreciation for the projects and decisions she championed while on the City Council.

Requested Action

Mayor Smith will present Councilor Willey with her name plate and a clock.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: December 11, 2023
RE: 15 Prospect Street – Dangerous Building

The above referenced property was determined to be a nuisance in the fall of 2022. A life safety inspection in December 2022 started a dangerous building action in the Spring of 2023. A fire occurred at the property in September 2023.

Mr. Barretto has limited means to clean up the property. He has been trying to take some loads to the landfill and salvaging what he can. However, staff continue to receive complaints about this property on a weekly basis.

At the November 13, 2023, City Council meeting, it was voted to have staff solicit bids from contractors. Bids were solicited with a due date of December 7 in time for this Caribou City Council meeting.

Updates: The City had a court date on Friday December 1 @ 8:30 am.
The Judge has said that he will provide us with a decision in a few weeks.

DHHS has contacted staff about doing a walk-thru to determine if they can help him get into a better living situation. This is scheduled for Thursday December 14.

Staff will keep the four bids received prior to the due date. We do not have a decision from the Judge to know if we can proceed with the removal of the dangerous building. We will attempt to contact those who have made bids to let them know of the delay.

Suggested Action:

Please discuss and provide any input or direction to staff.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: December 11, 2023
Re: Caribou Riverfront Redevelopment Committee requested ordinance changes

At a recent meeting of the Riverfront committee, staff brought up inconsistencies in Chapter 20 which established the Caribou Riverfront Redevelopment Committee. The committee voted that the official name would be Caribou Riverfront Redevelopment Committee as both Caribou Riverfront Redevelopment Committee and Caribou Riverfront Renaissance Committee are mentioned in the Chapter.

There were a couple of other edits. All edits are shown on the following pages.

Since the change to the ordinance would need to be approved by the Caribou City Council following a public hearing on the ordinance changes, the public hearing will be held tonight.

Suggested Action:

Open the public hearing.

Receive any comments and questions from the public.

Close the public hearing.

Receive any comments and questions from members of the Caribou City Council.

If these changes are acceptable, please make a motion to "adopt the proposed changes to Chapter 20 Riverfront Redevelopment Committee as presented".

Second

Discussion

Vote

Chapter 20 Riverfront Redevelopment Committee

ARTICLE 1 Riverfront Redevelopment Committee

Section

20-101	Preamble
20-102	Appointment and Tenure
20-103	Responsibility
20-104	Bylaws
20-105	Compensation Benefits
20-106	Purpose
20-107	Funding
20-108	Reporting Requirements

Chapter 20 Caribou Riverfront ~~Renaissance- Redevelopment~~ Committee (CRRC)

ARTICLE I Riverfront Redevelopment Committee

Sec. 20-101 Preamble

WHEREAS, riverfront redevelopment has been listed as a priority in the 2014-2024 City of Caribou Comprehensive Plan and outlined prominently in the 2004 Caribou Recreational Trails Study; and

WHEREAS, the riverfront was once a thriving area of our community; and

WHEREAS, the riverfront has become a neglected, underused and forgotten asset of the City; and

WHEREAS, the members of the current Riverfront Development Committee now believe that its base of support and its activities must be moved into the “community as a whole” for greater participation and effectiveness;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARIBOU MAINE HEREBY establishes the “Caribou Riverfront ~~Renaissance- Redevelopment~~ Committee (CRRC)”, whose purpose is to utilize planning tools to identify and prioritize riverfront assets, set goals and ultimately restore interests of renewed commercial, residential and recreational opportunities while celebrating the riverfront as vital part of our community.

Sec. 20-102 Appointment and Tenure

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

(a.) The Caribou Riverfront ~~Renaissance- Redevelopment~~ Committee (hereinafter, “the Committee”) is hereby designated a formal Committee of the City of Caribou, initially composed of five members of the public, who shall be appointed by the City Council. In addition, the Committee will include five ex-officio members: one member of the City Council, to be appointed by the City Council; up to three members of the City Staff, to be appointed by the City Manager; and the City Manager.

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

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

Sec. 20-103 Responsibility

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

Sec. 20-104 Bylaws

(c) The Committee shall adopt by-laws providing for the officers, organization and activities of the Committee, including a provision for the appointment by the Committee of an unlimited number of additional members. The Committee's by-laws and any subsequent amendments to the bylaws shall be approved by the City ~~Manager~~ Council.

Sec. 20-105 Compensation Benefits

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

Sec. 20-106 Purpose

(e) The purpose of Caribou Riverfront ~~Renaissance- Redevelopment~~ Committee (CRRC) shall be to:

- Develop the Caribou Riverfront District as an historic, artistic, cultural, and commercial district, a destination not only to attract tourists from outside of our region, but also a place for residents to enjoy and patronize as outlined in Caribou's Comprehensive Plan.
- Facilitate economic development for Caribou and the region
- Improve recreational, commercial, entertainment and hospitality opportunities for citizens of Caribou and surrounding communities
- Attract tourism from outside community

Sec. 20-107 Funding

(f) All grant applications seeking funds in excess of \$2500.00 shall be approved by the City Council, and all funds related to the Committee's activities shall be administered through the City Manager's office.

Sec. 20-108 Reporting Requirements

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



**City Manager's Report
December 11 , 2023**

Economic Projects

River Front - Powerplants	EPA talking internally about the CERCLA action.
Broadband Initiative	MCA is "continuing to collectively work through the process of cross-referencing Charter's data with the latest version of the FCC Maps to ensure that all unserved locations in the community are served as part of this grant."
CDBG	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	Small Business Saturday was November 25
Landbank	No new updates.
Chapter 13 Rewrite	No new updates.
Federal American Rescue Plan Act	No new updates.
Blight Cleanup	Staff continues to work on multiple blighted properties.
Birdseye Cleanup	No new updates.
Caribou Development Committee	Next meeting is Wednesday December 13
River Front - Master Plan	No new updates.
Façade Improvement Program	No new updates.
Aldrich ATV/Snowmobile Storage	No new updates.
Caribou Economic Growth Council	No new updates.
Business Outreach	Development Committee is working on some outreach activities.

Other Administrative Projects

Tax Acquired Property Policy	No new updates.
Nylander	City Manager attended the Nylander Board meeting Thursday. Great group of dedicated members.
Fire Structural Work	No new updates.
Fire Station Renovations	No new updates.
Police Station	Police Station meeting on Friday December 15.
River Road	No new updates.
Investment Policy	No new updates.
Trailer Park Closure	No new updates.
Cable Franchise Renewal	No new updates.
Airport	No new updates.
Personnel Policy	No new updates.
New LED Street lights	No new updates.
Comp Plan Update	No new updates.
LD 2003 Implementation	No new updates.
15 Prospect Street	Hearing in Superior Court on Friday December 1.
Water Street Fire	No new updates.
Age-Friendly Efforts	Senior Santa tree is now up at the Wellness Center.
Personnel Changes	Public Works, Caribou Police Department, Caribou Public Library, City Clerk and Caribou Code Enforcement all hiring.
DOT Village Partnership	No new updates.
Aroostook Waste Solutions	There will not be a meeting in December.
Cary Medical Center	The 100th anniversary of Jefferson Cary's vision for a Caribou community hospital will be celebrated in 2024.
Other Updates	There will be an eclipse on April 8, 2024. Caribou is in the path of totality.
Administrative Approvals	Liquor license and Special Amusement for Sports Inn. Recycler license for AIM Recycling.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: December 11, 2023
Re: Supplement to the City Manager's Report – Fuel / Electricity Comparisons

At the last meeting, a request was made for information regarding fuel and electricity expenditures compared to 2022.

The department reports are attached.

Public Works reports that they are “on track with budget” but did not have the time to prepare a report.

Requested Action

No action requested. This is for informational purposes.

CITY HALL
ELECTRIC AND HEATING
2023

	BUDGET	YTD	YTD EST	BALANCE REMAINING TO BUDGET	PREVIOUS YEAR	COMPARISON 23 to 22
25 HIGH						
ELECTRIC	16,000.00	17,313.55	20,776.26	(4,776.26)	15,622.53	133%
HEAT	7,600.00	4,004.80	4,805.76	2,794.24	7,592.35	63%
111 HIGH						
ELECTRIC	3,100.00	2,315.56	2,778.67	321.33	2,558.74	109%

REC AND PARKS
ELECTRIC AND HEATING
2023

	BUDGET	YTD	YTD EST	BALANCE REMAINING TO BUDGET	PREVIOUS YEAR	COMPARISON 23 to 22
55 BENNETT						
ELECTRIC	36,000.00	29,239.00	35,086.80	913.20	26,182.17	134%
HEAT	49,500.00	33,508.88	40,210.66	9,289.34	30,666.05	131%
TEAGUE ELEC	12,500.00	14,312.09	17,174.51	(4,674.51)	3,522.87	488%
SOUICIE ELEC	3,500.00	1,067.71	1,281.25	2,218.75	1,126.92	114%
900 MAIN						
ELECTRIC SHOP	6,500.00	1,780.44	2,136.53	4,363.47	1,833.87	117%
HEAT	12,000.00	7,187.10	8,624.52	3,375.48	8,316.01	104%
PARK N RIDE ELEC	1,200.00	215.81	258.97	941.03	205.31	126%
COLLIN PD ELEC	1,200.00	238.47	286.16	913.84	252.01	114%



CARIBOU FIRE & AMBULANCE DEPARTMENT



Chief Brian P. Lajoie
121 High Street
Caribou, ME 04736
firechief@cariboumaine.org

In comparison in the last 3 years in Electricity and Fuel usage for dept. 31, Fire and Ambulance Department. Reporting in December.

2023: Electricity is at a YTD of \$12,545.48 which is **(\$2,045.48)** over budget. Percent spent to date is **119.48 %**

Heating Fuel is at YTD of \$12,446.07 which is \$16,553.93 under budget. Percent spent to date is 42.92%

2022: Electricity was at a YTD of \$11,005.96 which was **(\$688.96)** over budget. Percent spent to date was **106.68 %**

Heating Fuel is at YTD of \$23,425.47 which was \$6,101.53 under budget. Percent spent to date was 79.34%

2021: Electricity was at a YTD of \$8,253.22 which was **(\$1,053.22)** over budget. Percent spent to date was **114.63 %**

Heating Fuel is at YTD of \$21,396.67 which was **(\$4,396.67)** over budget. Percent spent to date was **125.86%**

CARIBOU PUBLIC LIBRARY

30 HIGH ST.

CARIBOU, ME 04736

(207)493-4124

Oil (Dead River E25-01-026-03)

Oil for 2021 cost \$8,545.39 more than 2022. However, oil consumption has only increased by 340.2GAL. Considering the library uses almost 5,000 gallons per year, this is a nominal fluctuation that can be attributed to weather fluctuations. There is a decrease in oil costs, expenditure, and use in 2023 resulting in a cost decrease of \$6,528.01 from 2022 to 2023.

The Annual Average price per gallon increased a total of \$1.47, from \$2.24 in 2021 to \$3.71 in 2022, and decreased ~\$0.80 in 2023.

* Expense and financial input pulled from TRIO

** Gallon information gathered from Dead River.

Oil Costs		
2021	2022	2023
429.65	597.16	949.12
594.62	835.56	528.68
467.67	996.61	731.44
401.18	730.26	761.91
386.19	782.4	850.82
614.47	734.98	826.21
516.75	657.94	488.97
510.22	703.89	649.68
473.78	1073.53	776.3
399.69	917.03	470.83
249.95	967.59	419.12
510.19	1457.56	502.22
500.3	2045.56	933.59
966.84	1763.32	578.03
680.64	953.61	491.63
873.35	905.95	117.95
1010.25	465.55	1277.61
979.05	416.35	1008.12
519.01	525.48	501.47
	781.42	237.48
	290.34	
	217.11	
	809.99	

	2021	2022	2023
Total Gallons	4945.6	5285.8	4479.7
Total Cost	11083.8	19629.19	13101.18
Avg \$/Gal	2.241144	3.71357	2.924566

CARIBOU PUBLIC LIBRARY

30 HIGH ST.

CARIBOU, ME 04736

(207)493-4124

Electricity (Versant Power E25-01-027-01)

The rate of electricity increased another \$0.02 per kW/hr this year. This is a total of \$0.04 increased over 3 years, resulting in higher expenditures for electricity. The expenses on electricity increased by ~\$400 in 2023, with lowered kW/hr usage. If the rates had not been raised, there would have been a \$645.75 decrease in 2023 from 2022.

*Expense and Financial information pulled from TRIO

** Electricity Usage Data gathered from Versant Power

Electric Usage			
	2021	2022	2023
Total kW/hr	30324	30776	29436
Total Cost	5006.74	5629.46	6030.1
Avg \$/kW	0.165108	0.182917	0.204855

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: December 11, 2023
Re: Supplement to the City Manager's Report – Aroostook Waste Solutions comparison

At the last meeting, a request was made for information regarding Aroostook Waste Solutions expenditures compared to 2022.

Aroostook Waste Solutions has provided the attached information for your review. The owner rate has remained the same from 2023 to 2024 and the tonnage has been consistent so no increase is forecasted for 2024.

Requested Action

No action requested. This is for informational purposes.

**Owner Community Revenues - Calendar Year 2024
Preliminary Budget - Board Meeting to be held October 27, 2023**

2024 Calendar Year - 3 year average					
Owner Community	3-year Average Tonnage	2024 price/ ton (same as prior year)	Estimated 2024 Amount	2024 Total Budget	2023 Monthly Amount
Caribou	6,090.75	\$ 43.79	\$ 266,714.09	\$ 266,700	\$ 22,225
Fort Fairfield	2,414.67	\$ 43.79	\$ 105,738.55	\$ 105,720	\$ 8,810
Limestone	1,021.05	\$ 43.79	\$ 44,711.63	\$ 44,700	\$ 3,725
Presque Isle	7,489.68	\$ 43.79	\$ 327,973.23	\$ 327,960	\$ 27,330
	17,016.16		\$ 745,137.50	\$ 745,080	\$ 62,090

Calculation of Owner Community Tonnage Average to use 2024					
	Caribou	Fort Fairfield	Limestone	Presque Isle	Total
2023 (forecast MSW only)	6,180.56	2,271.37	950.05	7,646.43	17,048.41
2022 (MSW only)	6,205.21	2,478.86	1,035.22	7,460.57	17,179.86
2021 (MSW only)	5,886.49	2,493.79	1,077.87	7,362.05	16,820.20
sum	18,272.26	7,244.02	3,063.14	22,469.05	51,048.47
current 3 year average	6,090.75	2,414.67	1,021.05	7,489.68	17,016.16
MSW tonnage 1-1-2023 to 9-30-2023	4,635.42	1,703.53	712.54	5,734.82	12,786.31
CDD tonnage 1-1-2023 to 9-30-2023 (see note below)	-	-	-	-	-
	4,635.42	1,703.53	712.54	5,734.82	12,786.31
Estimated Annual Tonnage - 2023	6,180.56	2,271.37	950.05	7,646.43	17,048.41

OWNER COMMUNITY INCOME:

Note (CDD Resident Exception): Effective Dec 1, 2014, Owner Communities no longer “pays for” CDD (through the inclusion in their 3-year rolling average to determine their annual budget amount they pay each year) except if a resident of the owner community is completing a do-it-yourself project at their primary residence, and transporting the debris in their own vehicle.

As of January 1, 2021, AWS Board Members decided to use MSW Tonnage only in calculating their 3-year rolling average.

As of January 1, 2022, AWS MSW rate increased by \$1/ton (from \$40.51/ton to \$41.51/ton due to increase mandated by MDEP)

At 6-24-2022 Board Meeting, AWS Board Members voted to implement a \$1/ton increase in tipping fees for MSW at the landfills in order to cover the cost of the \$1/ton increase in State of Maine fees becoming effective August 8, 2022. That increase is also applicable to the Owner Communities. Since the Owner Communities assessment is calculated on an annual basis and then divided into 12 equal monthly payments, Mark Draper determined the increase in fees for August through December 2022 as follows:

	Original 2022 Annual Budget	Original 2022 Owner Tip Fee	Original Annual Tonnage	Original Monthly Tonnage	New Monthly Amount at \$42.51/ton Aug-Dec 2022	2022 Modified Budget		
						(7 months @ \$41.51/ton)	5 Months @ \$42.51/ton	Adjusted Total
Caribou	\$ 266,700	\$ 41.51	\$ 6,425	535	\$ 22,743	\$ 155,575	\$ 113,714	\$ 269,289
Fort Fairfield	\$ 105,720	\$ 41.51	\$ 2,547	212	\$ 9,012	\$ 61,670	\$ 45,061	\$ 106,731
Limestone	\$ 44,700	\$ 41.51	\$ 1,077	90	\$ 3,826	\$ 26,075	\$ 19,130	\$ 45,205
Presque Isle	\$ 327,960	\$ 41.51	\$ 7,901	658	\$ 27,972	\$ 191,310	\$ 139,858	\$ 331,168
	\$ 745,080				\$ 63,552	\$ 434,630	\$ 317,762	\$ 752,392

6-2-2022 - Per notice received from MDEP, 2 Maine laws were passed that resulted in increases to the fees on MSW AND MSW ash, and on CDD:

1) Increases the current \$1 per ton fee on MSW AND MSW ash to \$2 per ton. Effective Date is August 8, 2022; AND

2) A \$3 per ton increase on CDD (in addition to the current \$2/ton fee on CDD) – Effective Date is January 1, 2023

NOTE: Board Members approved the \$1 per ton fee on MSW effective August 8, 2022, which increased Owner Community price per ton from \$41.51 to \$42.51 due to increase mandated by MDEP.

- At AWS Board Meeting held 9-23-2022 AND 11-18-2022, Board Members approved the following for 2023 CY: 1) 3% increase in their MSW tip fee from \$42.51 to \$43.79; AND 2) \$5/ton increase in CDD fee from \$42.51 to \$47.51/ton. Note: At 11-18-2022 Board Meeting, Board Members DID NOT approve the Additional Contributions by Owners (Total of \$49,903) to Reserve - Closure/PCC.
- In preparing AWS Preliminary Budget for 2024, AWS used Owner Community rates the same as in prior year (2024 MSW tip fee = \$43.79/ton /2024 CDD rate = \$47.51/ton)

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: December 11, 2023
Re: Supplement to the City Manager's Report – United States Post Office consolidation

An email was received from the Postal Worker's union regarding a proposed change to the mail processing operations in Maine. This is copied from the email:

"I am reaching out to all state and local representatives, and town leaders hoping to gain support for the opposition for the potential of the United States Postal Service consolidating mail processing operations from the Hampden Maine Mail Processing Plant into the Southern Maine Processing Plant. If this consolidation takes place, this will impact all Maine people and businesses.

In the Postal Service's failed attempt at this back in 2012, it was proven that the public service the USPS provides, the service of mail delivery First Class Mail and Mainer's prescriptions would be degraded and delayed as a result of this consolidation. In addition, this consolidation would mean good paying jobs would leave Eastern Maine and would be transferred to Southern Maine. These facts have not changed.

Senator Susan Collins sent a letter to the Postmaster General on 11/29/2023 strongly opposing any consolidation of mail processing in the State of Maine. I would like to point out that in Postmaster General's 10 year Delivering for America Plan, the intent is that when the new Regional Distribution Centers are constructed and operational, the end plan is for all (mail cancellations) to be done at these Regional Distribution Centers. Southern Maine Processing & Distribution Center is not identified as a Regional Distribution Center in the ten-year plan. This means that eventually all the mail in Maine will be shipped to Massachusetts to be cancelled creating even longer delays in mail service."

Requested Action

Discuss and advise staff if the Caribou City Council would like to draft a letter opposing this consolidation.

SUSAN M. COLLINS
MAINE

413 DIRKSEN SENATE OFFICE BUILDING
WASHINGTON, DC 20510-1904
(202) 224-2523
(202) 224-2093 (FAX)

United States Senate

WASHINGTON, DC 20510-1904

COMMITTEES:
APPROPRIATIONS
VICE CHAIR
HEALTH, EDUCATION,
LABOR, AND PENSIONS
SELECT COMMITTEE
ON INTELLIGENCE

November 29, 2023

The Honorable Louis DeJoy
Postmaster General
United States Postal Service
475 L'Enfant Plaza SW
Washington, D.C. 20260

Dear Postmaster General DeJoy:

I am writing to express my strong opposition to any consolidation of the two United States Postal Service (USPS) processing facilities serving Maine.

USPS recently announced a study to "begin a Mail Processing Facility Review (MPFR) at the Eastern Maine Processing and Distribution Center (P&DC) in Hampden ME." According to USPS, this study is "to see if it makes operational sense to consolidate the remaining outgoing operations into the Southern Maine P&DC in Scarborough." A consolidation proposal would not "make operational sense" and would have a detrimental effect on both operational services and postal customers in Maine. Thus, I am requesting that USPS halt all consideration of efforts to consolidate these operations.

In 2012, a similarly misguided proposal was considered and rejected following strong opposition from USPS customers, community leaders, local businesses, and postal employees. After review, USPS recognized the importance of the facility in Hampden to maintaining reliable operations and meeting USPS' universal service obligation. Maine's large size makes it impossible for the Postal Service to reliably serve the entire state with just one processing plant in Scarborough. I made this point in 2012 during my testimony at the Postal Service's public hearing examining the proposal to close the Eastern Maine P&DC. In my testimony, I referenced showing then Postmaster General Patrick Donahue a map of Maine "to illustrate our vast distances." I am enclosing a recent highway mileage map of Maine to illustrate this point once again. As you may know, Scarborough is located just south of Portland and Hampden is just south of Bangor. More than 130 miles separate the two facilities.

Approximately 350 people attended the 2012 hearing, and the overwhelming sentiment was strong opposition to the closure. In addition to my remarks, former Senator Olympia Snowe, twelve state and local elected leaders, eight postal employees, and several customers spoke on the proposal, all in opposition.

Following the hearing, Deborah Essler, then USPS Northern New England District Manager, was reported by the *Bangor Daily News* as saying that USPS "really wanted to know what the public thought and what you saw tonight was some very well-thought-out content. It wasn't just emotion and tonight was really perfect the way the crowd conducted itself and gave us specifics to look at." Over a decade later, the "well-thought-out content" and "specifics" remain the same.

There is a clear geographic necessity for separate postal facilities in Scarborough and Hampden. Mail sent from Fort Kent to Wallagrass, 10 miles away, travels to the center in Hampden, 192 miles away, for processing. It then returns the following day by truck to Wallagrass, which is 182 miles away. These are already long distances, but without the Eastern Maine P&DC, this mail would instead be transported to Scarborough, 322 miles away from Fort Kent, and then get trucked another 312 miles back to Wallagrass.

The Postal Service must avoid cuts that would drive customers to use alternative services. Businesses have made decisions about locating to the area around the Eastern Maine P&DC because of the presence of this facility. Businesses cannot simply relocate to Scarborough, taking jobs vital to the region with them. Postal customers engaged in e-commerce will face needless shipping delays if consolidation occurs. Decisions will be made by these businesses and customers about the best way to proceed, and if they leave the USPS system, they will not come back.

This proposal also jeopardizes the reliable delivery of medication for Mainers who rely on mail order pharmacies and deliveries from federal agencies such as the U.S. Department of Veterans' Affairs for their prescriptions, a critical concern for the oldest state in the nation. In addition, residents will certainly see their local mail delayed. Since the pandemic, the Postal Service has struggled to maintain reliable service in Maine. Earlier this year, the USPS Office of Inspector General issued a report noting significant deficiencies with mail operations in southern Maine. Consolidation would only add to the documented challenges USPS is facing in providing reliable service.

The interests of local employees should be respected as well. USPS has a well-documented hiring shortage and must continue to meet the workforce where they live, instead of considering the closure of facilities and moving additional operations to locations where the Postal Service already faces hiring challenges.

The notice from USPS stated that "it may be determined that a consolidation should not occur because it would not provide any cost savings or would negatively impact service." This would certainly be the case, and I strongly urge the Postal Service to reject any consolidation proposal.

I appreciate your consideration of these comments. My office is ready to provide any additional information that may be required demonstrating the importance of this facility to the people of Maine.

Sincerely,



Susan M. Collins
United States Senator

Maine Mileage Diagram





City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 493-4207
www.cariboumaine.org

To: Mayor and Council Members
From: Danielle M. Brissette, City Clerk
Date: November 22, 2023
Re: Approval of Beano of Games of Chance Licenses

The American Legion Post #15 has applied for licenses to run the following Games of Chance:

1. Bingo- to be held no more than 3 times per week
2. Texas Hold 'Em- to be held no more than 2 times per month
3. Sealed tickets- sold no more than 5 times per week
4. Cards – played no more than five times per week

The Lister-Knowlton VFW Auxiliary has applied for a license to run the following Games of Chance:

1. Bingo- to be held no more than 2 times per week

The Knights of Columbus have applied for licenses to run the following Games of Chance:

1. Bingo – to be held no more than one time per week
2. Sealed Tickets – sold no more than one time per week

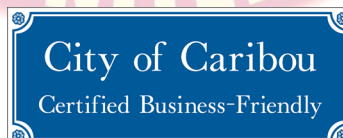
The Lister-Knowlton VFW Post 9389 has applied for a license to run the following Games of Chance:

1. Bingo – to be held no more than two times per week
2. Cards/Cribbage - daily 8:00 a.m. to 4:00 p.m.

The licenses would be good from January 1, 2024 - December 31, 2026

The Police Chief, Fire Chief and Code Enforcement have all reviewed and are okay with them.

Staff is recommending Council Approval.





**Board of Directors
October 2, 2023
5:30 p.m.**

Present: Doug Plourde, Chairman; Penny Thompson, Chris Bell, Kevin Barnes, Mike Gahagan, Neal Griffith, Jane McCall, Dr. Irene Djuanda, Dr. Carl Flynn, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Jenn Plant, RN, CNO; Paula Parent, RN, HR Director; Norm Collins, PHS; Chip Holmes, Ovation Healthcare and Peg McAfee

Zoom: Luke Dyer, Mike Quinlan, Erika Sundrud, Ovation Healthcare

Welcome: Doug Plourde, Chairman, welcomed Norm Collins, PHS Board of Directors; Chip Holmes, Sam Brown and Erika Sundrud, Ovation Healthcare

EMPLOYEE TESTIMONIALS: Several of the recent employee testimonials recorded with WAGM were viewed. The testimonials show how employees can grow within Cary Medical Center. These testimonials are being broadcast on WAGM-TV.

EDUCATION: Chip Holmes provided an educational update on the Healthcare Landscape and Ovation Healthcare Positioning. Chip reports that in May 2024 Cary Medical Center will celebrate a 40 year relationship with Ovation Healthcare.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 6:06 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of September 11, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the September 11, 2023 meeting minutes as presented.	
3. Report of Chief of Staff	<p>Dr. Carl Flynn provided the following updates from the September 19th MSEC & GMS Meetings:</p> <p>Update on Double C-Pap and Baby Software Vent – Two Hi-flow towers will be converted for pediatric c-pap. Parts have been ordered for the conversion. The pediatric software for the vent is no longer made and therefore is not an option.</p> <p>Dr. Crystal's Qualifications for Honorary Medical Staff – The Medical Staff Executive Committee discussed the qualifications for Honorary Medical Staff. The committee recommended revision of the Medical Staff Bylaws regarding qualifications for Honorary Medical Staff.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>The drafted revised Medical Staff Bylaws regarding the Honorary Medical Staff qualifications will be presented at the November MSEC Meeting.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Courtesy Medical Staff - Alexander Bolton, DO (Internal Medicine): The complete appointment application and provider profile of Alexander Bolton, DO was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. It was noted Dr. Bolton is not an Active Medical Staff member at another hospital. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment, waiving the requirement for Active Medical Staff membership at another hospital, of Alexander Bolton, DO to the Courtesy Staff with privileges as requested through June 20, 2025. Dr. Swanberg was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff - Frederick Eyerer, MD (Pathology): The complete appointment application and provider profile of Frederick Eyerer, 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 Frederick Eyerer, MD to the Consulting Staff with privileges as requested through June 30, 2025. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action</p> <p>Appointment Consulting Medical Staff - Malachy Sullivan, MD (Cardiologist): The complete appointment application and provider profile of Malachy Sullivan, 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 Malachy Sullivan, MD to the Consulting Staff with privileges as requested through June 30, 2025. Dr. Swanberg was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Nominating Committee for 2024 Elections – Dr. Flynn reported it is time to select the nominating committee for the 2024 elections. He requested 3 volunteers to serve on the committee.</p> <p>Information from the General Medical Staff Meeting includes:</p> <p>2023 Medical Record Deficiencies Over 30 Days – Dr. Flynn reported a significant improvement in timely completion of medical records. The outliers currently are locums who are not here to complete their records in a timely fashion.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Alexander Bolton, DO to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Frederick Eyerer, MD to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Malachy Sullivan, MD to the Consulting Medical Staff.</p> <p>Informational.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Report from Department of Emergency Medicine – The department reported on their quality indicators and possibility for workstation reconstruction. Patient complaints have decreased significantly.</p> <p>Report from Department of Medicine – The department reported on their quality indicators. The department reported same day Fentanyl testing is not an option with the current equipment. It will be at least another year before this is an option. The latest results of patient receiving double CT Scans was discussed. The goal is 3% and Cary's recent results were 60%; the denominator was also smaller than anticipated at twelve. This is being monitored for outpatient procedures only. Providers were asked to keep this in mind when ordering CT scans in the outpatient setting.</p> <p>Report from Department of Rad/Path – The department is working on getting a new quality indicator for Pathology. The new MRI, scheduled to arrive on Friday, should be in place and running by the end of October.</p> <p>Kris Doody reported the following from the August QM Committee Meeting:</p> <p>Old Business reviewed Included: Radiology review of CT Abdomen Studies without contrast noted 12 patients received a second CT with contrast. This included a variety of physicians and no provider had more than one patient that needed a second CT.</p> <p>Utilization and Case Management reports reviewed Included: Readmission rates, delays in stay (external and internal), QIN-QIO Hospital Care Transition report, Case Management HCAHPS.</p> <p>Patient Safety reports reviewed Included: Hand hygiene compliance.</p> <p>QIM Compliance Indicators reviewed were: Nutritional Services and Pharmacy.</p> <p>2023 Dashboard – Information on inpatient core measures, medical staff quality indicators, departmental quality indicators were included on the dashboard.</p> <p>Customer Satisfaction – There has been significant improvement in patient satisfaction in some areas, including communication with nurses, doctors, care transitions and discharge information. One Day Surgery satisfaction results continues to remain high.</p> <p>Overall Star Rating – Cary Medical Center received a 5 Star rating from CMS (Medicare).</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – Departmental Leadership, PHS, MSEC & GMS</p>	<p>Patient Safety Committee – The minutes were included in the packet for informational purposes.</p> <p>Doug Plourde provided the following updates:</p> <p>Departmental Leadership – Mike Gahagan reported the meeting was very informative. It was good to experience the exchange of communication among the managers. The managers are currently working on the 2024 budget preparation.</p> <p>Pines Health Services – Mike Quinlan stated he was unable to attend the Pines Board Meeting.</p> <p>MSEC & GMS Meetings – Penny Thompson reported that Dr. Flynn covered the two meetings during his report. There was nothing additional to add.</p>	<p>Informational.</p>	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment and Retention</p> <p>b. MRI Project</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Surgical Podiatrist – Dr. Jackson Law, Surgical Podiatrist, and his family, completed a site visit September 13th – 18th. We are in early contract discussions with Dr. Law. Hospitalist – Dr. Alexander Bolton, locum hospitalist, is interested in a permanent position. He will be covering through the end of the year and possibly into the beginning of 2024 while we recruit for a permanent hospitalist for 2024. Site visits are being planned. Pediatrics – With Dr. Karunasiri's recent departure, locums Dr. Abussa, Dr. Hanna and Dr. Fritz will be assisting with coverage through the end of the year. Zoom interviews have been completed with interested pediatricians. Site visits are being planned. Site Visits – There are several site visits being scheduled. Dylan Quелlette, CRNA will be onsite October 18th and 19th; Dr. Kara Dwight, OB/GYN will be visiting October 19th and 20th; Dr. Sarah Singh, Hospitalist full-time will be visiting October 29th and 30th. Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN and anesthesia (CRNA). <p>MRI Project – Chelsea Desrosiers reported the MRI project is going well. Install took place on September 22nd. Room renovation is ongoing. This new machine offers a shorter scan time, is quieter for some studies and has an MR theatre for patients bothered with claustrophobia, providing scenery for viewing.</p>	<p>Informational.</p>	



**Board of Directors
October 2, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>c. Organizational Changes</p>	<p>Organizational Changes – Kris Doody shared that she was hoping to announce the name of the new Chief Facilities and Project Officer today, but the candidate withdrew. Recruitment is ongoing to fill the position.</p> <p>Other – Four interviews will be scheduled in the next two weeks for the Jefferson Cary Foundation Executive Director position.</p> <p>COO – Cary Medical Center and Pines Health Services staff bid farewell to Leslie Anderson at an afternoon gathering in the Chan Center. Members of Administration and the Board of Directors celebrated Leslie the same evening.</p> <p>Administrative Office Space – Chelsea Desrosiers, CFO/COO will now have an office in the Administrative wing at Cary. She will continue to maintain an office on 24 Sweden Street.</p>		
<p>7. Report of Finance & Personnel Committee a. August Financials</p>	<p>Chelsea Desrosiers and Chris Bell provided the following updates:</p> <p>August Financials - Chelsea Desrosiers provided an overview of the August 2023 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, and net income (loss).</p> <p>Other – Chelsea reported that Finance & Personnel discussed the increasing expense associated with purchased services. The Admin Team has prioritized slowing the cost of purchased services by year-end and determining the impact on the 2024 budget.</p> <p>2022 Retirement Contribution – The Finance & Personnel Committee unanimously approved the match/accrual. The deadline for Cary to fund the match is October 15th. It was noted that in 2021 the match was ½ of a percent. The Finance and Personnel Committee recommends approval by the Board of Directors to fund the retirement match at a cost of approximately \$425,000.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee August as presented.</p>	
<p>8. Ovation Healthcare Updates</p>	<p>Chip Holmes stated if anyone has any questions regarding the Ovation presentation to contact Kris or Peg.</p>	<p>Informational.</p>	
<p>9. Other, Adjournment & Next Meeting</p>	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:34 p.m.</p>	<p>Informational.</p>	



Board of Directors
October 2, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<u>Next Meeting</u> –The next meeting of the Board of Directors is scheduled for Monday, November 6, 2023, 5:30 p.m.		

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

Respectfully submitted,

Kris Doody, RN, MSB, CEO



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

Present: Doug Plourde, Chairman; Penny Thompson, Kevin Barnes, Mike Gahagan, Neal Griffith, Dr. Regen Gallagher, Dr. Shawn Laferriere, Dr. Irene Diuanda, Dr. Carl Flynn, Kris Dooddy, RN, CEO; Chelsea Desrosiers, CFO; Jenn Plant, RN, CNO; Paula Parent, RN, HR Director; Penny Wickstrom, HR Manager; Erika Sundrud, Ovation Healthcare and Peg McAfee
Zoom: Mike Quinlan

Welcome: Doug Plourde, Chairman, welcomed Erika Sundrud, Ovation Healthcare

EDUCATION: Paula Parent provided an educational update on Cary's Safety Record. Information included a review of Cary's worker compensation rates for the past 20 years, experience rating, forecasting expected loss. The data depicts a decreasing mod ratio over the past 5 years from 1.09 to current 0.65.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:50 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of October 2, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the October 2, 2023 meeting minutes as presented.	
3. Report of Chief of Staff	<p>Dr. Carl Flynn provided the following updates from the October 25th MSEC Meeting:</p> <p>Treasurer's Corner – Dr. Flynn reported that the MSEC discussed doing something significant for Cary's 100th Anniversary in 2024. Committee members suggested a possible scholarship. Ideas are being collected and will be presented at a later date for discussion.</p> <p>Medical Record Deficiencies over 30 Days – Dr. Flynn reported that deficiencies have improved.</p> <p>Proposed Medical Staff Bylaws Change – The MSEC reviewed and approved changes to the bylaws regarding qualifications for Honorary Medical Staff. The bylaws will be forwarded to the General Medical Staff in December for review and approval.</p> <p>Nominating Committee – Dr. Flynn reported that the committee, consisting of Dr. Swanberg, Dr. Diuanda and Dr. Laferriere has been working on the slate for 2024-2025 elections.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Once approved by the General Medical Staff the changes will be sent to the BOD for review and approval.</p> <p>A Nominating Committee report will be provided in December.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Department of Radiology Initial Assessment, Monitoring, and Pharmacologic Interventions for Coronary CTA Policy – the policy was review and approved by the MSEC with the addition of signature lines for the Department of Medicine Chief, Medical Review Committee Chair, and the Chief Nursing Officer.</p> <p>Resignation – Lawrence Crystal, DPM – The resignation of Lawrence Crystal, DPM was presented with an effective date of July 11, 2023. Upon motion duly made and seconded, it was so VOTED to accept the resignation of Lawrence Crystal, DPM as submitted. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Matthew Rowe, MD – The resignation of Matthew Rowe, MD was presented effective September 13, 2023. Upon motion duly made and seconded, it was so VOTED to recommend accepting the resignation of Matthew Rowe, MD as requested. This recommendation was forwarded to the Board of Directors for action.</p> <p>Department of Surgery – The DOS decided to offer hybrid meetings.</p> <p>Medical Education, Ethics & Research Committee – A CME about Suicide Prevention is being offered.</p> <p>Other – Dr. Flynn spoke about Dr. David Jones recent passing. Dr. Jones was the Medical Director at the Aroostook House of Comfort. He was a previous Emergency Room physician at Cary. He had invited Dr. Flynn to provide some shift coverage at the Aroostook House of Comfort. Dr. Flynn is now covering up to 11 shifts per month.</p>	<p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Lawrence Crystal, DPM.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Matthew Rowe, MD.</p> <p>Informational.</p> <p>Informational.</p> <p>The Medical Staff is looking at a potential donation to the House of Comfort.</p>	
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regen Gallagher reported the following from the October QM Committee Meeting:</p> <p>Utilization and Case Management reports reviewed included: Case Management Dashboard reporting the highest external delays for Q3 2023 at 833 and denied days with letters of denial at 544; Delays in Stay, Readmission Rates, CHF Readmission Assessments & Training, Hospital Wide Readmission Reports, Standardized Complication Measure for THA/TKA, Excessive Days in Hospital for AMI, HF and Pneumonia, Payment Base Measures AMI/HF/Pneumonia/THA/TKA.</p> <p>QM Compliance Indicators reviewed were: Lab, Nutritional Services, EOC, Security, Patient Access and Education.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – Departmental Leadership, PHS, MSEC</p>	<p>QM Plans 2024 – Departmental QM Plans are due by November 30th. The plans will be reviewed by a subcommittee of QM members with presentation at the December QM Meeting.</p> <p>2023 Dashboard – Dr. Gallagher provided an overview of the Dashboard including: Inpatient and outpatient core measures, patient safety, Medical Staff and Departmental quality Indicators. Most data has been uploaded through Q3 2023, some departments have outliers. Work is ongoing for uploading data.</p> <p>Customer Satisfaction – Dr. Gallagher reported there are no new updates since last month.</p> <p>Patient Safety Committee – The minutes were included in the packet for informational purposes.</p> <p>Doug Plourde provided the following updates:</p> <p>Departmental Leadership – No report.</p> <p>Pines Health Services – Mike Gahagan reports the Pines Board Meeting was informative. The Board reported replacing exam tables in many exam rooms in all primary care locations. The money was made available through a grant. Insurance rates have decreased as well as the Mod rate.</p> <p>MSEC Meeting – Neal Griffith reported that Dr. Flynn covered the meeting during his report. There was nothing additional to add.</p> <p>Reappointment of Board Member - Doug Plourde reported that Mike Gahagan has agreed to be reappointed for an additional 3 year term.</p> <p>Nominating Committee Report – Doug reported that Cary keeps an ongoing list of names that are potential candidates to serve as Board Members. The list is reviewed when there are vacancies on any Board. Committee members spoke with Clara Collins and Meegan Thompson about their potential interest in serving on Cary's Board of Directors. Clara is a resident of Caribou and works in the family business, S.W. Collins. Meegan is a resident of Caribou and owns Northern Maine Dental. Both Clara and Meagan are honored to be asked and are very interested in serving on the Board of Directors. The Nominating Committee recommends that Clara Collins and Meagan Thompson each be appointed to 3-year terms on Cary's Board of Directors.</p>	<p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to forward the Nominating Committee's recommendation to the Caribou City Council to reappoint Mike Gahagan for an additional 3 year term and that Clara Collins and Meegan Thompson each be appointed to a 3 year term on the Board of Directors.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment and Retention</p> <p>b. MRI Project</p> <p>c. Laboratory Project</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Surgical Podiatrist – Dr. Jackson Law, Surgical Podiatrist, completed a site visit September 13th – 18th. Options for loan reimbursement and early contract discussions with Dr. Law have begun. Hospitalist – Dr. Alexander Bolton, locum hospitalist, will be covering through the end of the year and into the beginning of 2024 while we recruit for a permanent hospitalist for 2024. Dr. Ghosn, locum, has been offered an independent contract agreement with a start date of January 2024. A site visit was conducted with Dr. Sarah Singh October 29th-30th. She is completing Internal Medicine Residency and is available September 2024. A zoom interview was completed with Dr. Amir Emami. A working site visit is being planned with Dr. Emami. His fiancé is from Ashland. Pediatrics – Locums Dr. Abussa, Dr. Hanna and Dr. Fritz will be assisting with coverage into 2024. Zoom interviews have been completed with interested pediatricians. Dr. Karunasiri has been offered a 3 year contract for part time coverage. Dr. Karunasiri will provide coverage December 8th-18th. Anesthesia – Dylan Ouellette, CRNA, completed a site visit October 18th and 19th. Dylan accepted the offer extended to him. He will begin mid-February 2024. OB/GYN – Dr. Kara Dwight, OB/GYN, completed her site visit October 19th and 20th. Dr. Dwight accepted the offer extended to her. She will begin orientation in December and start part-time in January 2024. Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN and anesthesia (CRNA). <p>MRI Project – Chelsea Desrosiers reported the MRI project has been completed and patients have been scheduled since October 23rd. Dr. Laferriere reported there is still some work to complete in body imaging, with updates and changes by the end of December. Patients are happy with the new machine, including the theatre experience.</p> <p>Laboratory Project – Dr. Gallagher reported the lab project includes expanding the blood draw station to three chairs with a larger space for staff. The current draw station will have to be moved in order to complete the project. The renovated space will be available for use by year-end.</p>	<p>Informational.</p>	



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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Unannounced Survey – Kris Doody reported Cary had an unannounced survey starting on Monday, October 23rd. Three State surveyors were on site for 2.5 days. The survey was to investigate a potential EMTALA violation and two patient complaints, one in the ER and one for Discharge Planning. Prior to the surveyor's departure they indicated there were potentially no deficiencies associated with the patient complaints.</p> <p>The State provided a report on November 6, 2023 to the two patient complaints noting there were no deficiencies and that Cary Medical Center was in substantial compliance. The EMTALA complaint is a Federal requirement and a final decision is provided by CMS, which has not been received.</p> <p>Other – Kris Doody shared a copy of the card received from Dale Gordon, FNP for her recent recognition of 35 years of service was included in the packet for review.</p> <p>Chelsea Desrosiers provided the following updates:</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. September Financials</p>	<p>September Financials - Chelsea Desrosiers provided an overview of the September 2023 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, and net income (loss).</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported</p>	
<p>8. L'Acadie Quarterly Report</p>	<p>Paula Parent provided the following updates:</p> <ul style="list-style-type: none"> • L'Acadie currently has 9 residents • There are openings for a full-time CNA and a cook • Work is ongoing to assure readiness for the next State Survey anticipated for Spring 2024 • Emergency Preparedness Plan & Exercises include: propane training, monthly environmental rounds, fire drills (conducted once per shift per quarter), bomb/suspicious package tabletop discussion with exercise and evacuation of building, documentation is being sent to monthly Safety Committee Meetings • Nursing Readiness includes: Individual patient plan (IPP) – any changes to the plan are being updated with an IPP meeting with guardian - changes to the plan are reviewed on a quarterly basis and as needed; Pharmacy Review – is conducted quarterly and scheduled through 2024. • The EOC Dashboard indicates compliance in all areas with date documentation. 	<p>Upon motion duly made and seconded, it was so VOTED to approve the L'Acadie Quarterly Report as presented.</p>	
<p>9. Safety Quarterly Report</p>	<p>Paula Parent provided the following updates:</p> <ul style="list-style-type: none"> • 3rd Quarter Achievements include: Management of Aggressive Behaviors (MOAB) and De- 	<p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>escalation Training, Propane Leak Training for Nutritional Services and L'Acadie, Hospital-wide MCI Drill, Fire Drill in Surgical Services with Evacuation of Patients, L'Acadie conducted a tabletop with Van Buren Fire Department Chief, Aroostook County Sheriff, Pines Health Services, Cary and L'Acadie continue with monthly Hospital-Wide Environment of Care Rounds</p> <ul style="list-style-type: none"> The EOC Dashboard was included in the report denoting compliance and dates for each item completed for Safety, Emergency and Life Safety Management Emergency Preparedness includes: preparation on 9/14/2023 for Hurricane Lee – a multidisciplinary team met to review Cary's 96-hour sustainability and response; on 9/14/2023 departmental leadership scheduled meetings to address the "Boil-Water" order in preparation for potential issues in clinical and non-clinical areas. The Security Report included information to date for incidents, aggressive, non-aggressive and aggressive incidents where law enforcement responded The MEMIC Executive Report as of 9/30/2023 was included in the report for reference. 	<p>Safety Quarterly Report as presented.</p>	
<p>10. Pines Health Services Quarterly Report</p>	<p>Kris Doody reported the following:</p> <ul style="list-style-type: none"> Information is available in the CEO Report in the packet Cary is awaiting news from the U.S. Senator Collins office on the \$9.8M Congressional funding for Cary Medical Center to obtain EPIC for its electronic medical records. When other facilities have EPIC, patient information uploaded into EPIC automatically is available at any institution that also has EPIC. Dr. Al Tzee, Dentist, began seeing patients on October 16th in Pines Dental Practice located at Women's & Children's Center. Pines has now completed 1.5 years with the new EMR – Epic. Pines Financials for September report a \$500K positive bottom line for the month and a \$900K positive bottom line year to date. Penny reports HR continues to work on recruitment with a focus on: engaging talent, accelerate hiring, electrifying onboarding and intensifying retention. Pricing for Pines benefits have not increased compared to last year. 	<p>Informational.</p>	
<p>11. Ovation Healthcare Updates</p>	<p>Erika Sundrud provided the following updates:</p> <ul style="list-style-type: none"> The Vermont Collaboration held a 2 day event recently. Erika thanked Kris for participating via Zoom and sharing Cary's relationship with Pines Health Services, FQHC. Planning for consulting services is ongoing for 2024. Ovation will be conducting a Mock Survey for Cary's Triennial Joint Commission Survey 	<p>Informational.</p>	



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

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	February 2024-February 2025. The Mock Survey is planned for Q1 2024. Ovation continues to provide support for the FOR (Financial Operation Review). <ul style="list-style-type: none"> • Supply Chain Ops Assessment Phase II with Elevate Support/Vailfy is being evaluated. • Trustee education webinars are scheduled on a monthly basis. November's webinar is "Being the Best Board You Can Be" 		
12. Other, Adjournment & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:48 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, December 4, 2023, 5:30 p.m.</p>	Informational.	

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

Kris Doody, RN, MSB, CEO