

## 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, February 12, 2024**, in the Council Chambers located at 25 High Street, **6:00 pm**.



THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY'S YOUTUBE CHANNEL.

1. Roll Call
2. Invocation/Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email [dbrissette@cariboumaine.org](mailto:dbrissette@cariboumaine.org)**)

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a. Executive Session under 1 MRSA §405.6.C for Economic Development matters	
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 on Monday, August 28, 2023, with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Goughan, Theriault and Willey. Councilor Morrill was absent and excused.

Manager Thompson was present for the meeting.

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

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

Mayor Smith read an invocation.

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

Mayor Smith led the Pledge of Allegiance.

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

Melinda Barnard, Caribou Resident

Ms. Barnard provided the following statement:

“Four years ago, I was provided with a job opportunity that would allow me to return to Caribou after living away for a decade. I received that offer the day after I delivered my youngest daughter, I was still in the hospital at that time. While I was excited about the opportunity I had one big hurdle ahead of me, securing childcare for an infant within the next 8 weeks. I immediately set to work and began calling the very short list of licensed providers who could take infants, the list quickly grew shorter as I was told there were no openings available, and waitlists were up to a yearlong. I was fortunate to find a single opening at a facility in Caribou.

At this time last week, I was sitting in a room full of parents and received the news that the facility that has had a key part in my daughter’s growth and development into an incredibly smart, caring, and joyful little human would be closing. I looked around the room as people absorbed the news, several with tears and fear in their eyes because of the impact this could potentially have on their ability to provide for their family. I will say I was one of the luckier ones in that room. Nora starts PreK at Caribou Community School this week, my dad is retired and is willing to get her off the bus, that along with my husband’s job that is primarily remote at this time, we can make it work for the time-being. We are still heartbroken by this loss for our family.

When I returned to the area I knew I wanted to play an active role in the community, making contributions that would help Caribou be a place that my children want to stay/return to. This was one of my big motivations for sitting as a member of the Riverfront Redevelopment Committee, a position that I am thrilled and honored to hold. I see economic and community development as a key piece to reversing the outmigration trend that we have seen since the closure of the base. Having adequate and affordable childcare is a critical aspect to having a

quality workforce that supports economic growth. Had I not been able to find childcare four years ago, I certainly wouldn't be standing here today.

In the Council's 2022 Priorities and Goals reviewed at your meeting on January 3<sup>rd</sup> of this year, Affordable Childcare Barriers was ranked 9<sup>th</sup> on the priority list in the economic development category. Only two of the councilors that were sitting at that time ranked it within their top 5 priorities and reviewing the budget for the next year, please do some research into municipally supported childcare programs and think about the far-reaching positive impact it could have here. I believe you would see a valuable return on investment in recruitment and retention of workforce and businesses who feel that there are supports in place that will help them to be successful. Many of the "solutions" that I have heard in the last week are reactive band aid that don't fix a larger problem and are not sustainable. It takes a village to raise a child, I hope this village will take this as a wakeup call to develop a plan and a proactive solution that supports working families in to the future. "

Jim Cyr, Caribou Resident

Mr. Cyr came in to speak about Caribou and stated that it was a child-friendly community. He stated that the library is a treasured place in the community and is concerned that there may be transients residing in the back and that there has also been graffiti on the facility making the area not fit for children.

Peter Baldwin (Library Director) explained that they have installed closed loop cameras to monitor the area.

Councilor Goughan stated that it is hard to believe that its happening and that there is someone living there.

Councilor Willey stated that Peter has been very diligent regarding the issues and the vandalism that has occurred there in the past.

**Council Agenda Item #5:** Minutes

- a. Regular City Council meeting – June 26, 2023
- b. Special City Council meeting – August 14, 2023

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to accept the minutes from June 26<sup>th</sup> and August 14<sup>th</sup> as presented.

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

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

- a. Appointment to the Nylander Board of Directors

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to appoint Robert Carlson to the Nylander Board of Directors with a term ending on December 31, 2023.

b. Award Contract for the QEP for the Brownfields project at the Caribou Diesel Electric Plant

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to retain County Environmental Engineering, Inc. as the Qualified Environmental Professional (QEP) for the Caribou Diesel Electric Power Plant and Outbuildings Brownfields Cleanup project for an amount not to exceed \$82,000.

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

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

There were no items scheduled for discussion.

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

a. Update about taxpayer feedback on market adjustments

Joe Salley (Assessors Agent) joined via Zoom and explained that most of the kickback or feedback so far is mainly questions on why the values increased. Some citizens stated that they believed that the valuation was too high and that there was a lack of advanced notice to the tax payers.

Mr. Salley stated that all land went up by 15% and all buildings went up as well.

Manager Thompson explained that there are appeal options, and that Mr. Salley would be in the area September 11<sup>th</sup> and 12<sup>th</sup> to meet with taxpayers and make recommendations to the Board of Assessors.

b. Election memo for November 7, 2023 election

Motion made by Deputy Mayor Boma, seconded by Councilor Bagley to set the start time as 8:00 a.m. and to appoint Danielle Brissette as Election Warden, Cherie Garman & Kristina Drinkall as Deputy Wardens for the November 7, 2023 election.

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

c. July 2023 Financials – Finance Director

Carl Grant (Finance Director) reviewed the July 2023 Financial Report.

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to accept the July 2023 Financial report as presented.

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

d. Manager's Report

Manager Thompson reviewed the City Managers report dated August 28, 2023.



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

- a. Request by Maine DOT for an overlimit permit, Project 018984.00 (Bridge Street)

Motion made by Councilor Theriault, seconded by Councilor Willey to approve a Construction Overlimit Permit for Maine Department of Transportation for the Bridge Street over Caribou Stream Construction project #018984.00.

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

- b. Request to cancel the September 11, 2023 regularly scheduled City Council meeting

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to cancel the September 11, 2023 Regular City Council Meeting.

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

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

- a. Findings and Order – 24 Park Street, Map 35 Lot 73

Motion made by Councilor Theriault, seconded by Mayor Smith to approve and sign the findings and order to be delivered to the owner of 24 Park Street and will be recorded at the Southern Registry of Deeds in Houlton.

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

- b. Final Draft: Ordinance 3, 2023 Series, Charter Amendment, an Ordinance to Amend the Capital Improvement Referendum Process

Mayor Smith explained that the Council has previously voted and held a public hearing and that the charter change will be on the ballot November 7, 2023.

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

Councilor Goughan apologized regarding his frustration earlier in the meeting. He also stated that he believes that this is a historical building that should be worked on and utilized.

**Council Agenda Item #12:** Next Regular Meetings: September 11<sup>th</sup> and 25<sup>th</sup>

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

Council did not enter executive session.

**Council Agenda Item #14:** Adjournment

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to adjourn the meeting at 7:03 p.m.

August 28, 2023

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

Danielle Brissette, Secretary

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

The Caribou City Council held a City Council meeting on Monday, August 28, 2023, with the following members present; Deputy Mayor Boma, Councilors Bagley, Morrill, Theriault and Willey. Mayor Smith and Councilor Goughan were absent and excused.

Manager Thompson was present for the meeting.

Department managers Carl Grant (Finance Director) 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 Spectrum and YouTube.

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

Deputy Mayor Boma read an invocation.

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

Deputy Mayor Boma led the Pledge of Allegiance.

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

Jane McCall , Caribou Resident and interim Superintendent of RSU # 39

Ms. McCall came in and explained to the Council that she would like to work to bridge the gap between the school board and Council and provided a list of school board meetings to the Council.

**Council Agenda Item #5:** Minutes

a. Regular City Council meeting – July 10, 2023

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the minutes from July 10<sup>th</sup> as presented.

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

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

a. Recognition of Caribou City Clerk Danielle Brissette for obtaining Certified Clerk of Maine status

Manager Thompson read a memo from Kim McLaughlin, Chairperson of the Maine Town and City Clerk’s Association Certification Committee.



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**Maine Town & City Clerks' Association**

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Local Government Center • 60 Community Drive  
Augusta, Maine 04330-9486  
1-800-452-8786 (In Maine) • 207-623-8428  
Fax 207-626-5947

September 8, 2023

Penny Thompson, City Manager  
City of Caribou  
25 High St  
Caribou, ME 04736-2710

Dear Ms. Thompson:

Congratulations are in order for the City of Caribou and for Danielle Brissette, City Clerk. The Maine Town & City Clerks' Association has awarded Danielle Certification, which carries the distinction of Certified Clerk of Maine (CCM) status. This certification process has required many hours of dedication to achieve. The certification process requires that applicants receive training in a number of courses that relate to their field of expertise and continue with this education in an effort to retain their certification status.

Danielle will be recognized for receiving this certification at the MTCCA's Annual Meeting & Networking Day on September 12, 2023 at the Augusta Civic Center in Augusta.

The MTCCA understands the investment of time and resources it takes to achieve this status. Benefits of certification include an expanded network of peers, an enhanced knowledge of applicable state and federal laws, exposure to broadened processes in municipalities across the State, and instills a deeper sense of confidence. In addition, municipalities may further benefit with reduced fees for insurance and bonds for this individual.

Again, congratulations. Danielle Brissette joins a prestigious group of municipal clerks who approach their career with the utmost professionalism!

Sincerely,

Kim McLaughlin, Certification Committee Chairperson  
Maine Town & City Clerks' Association

cc: Danielle Brissette

**Representing Over 400 Municipalities**

b. Recognition of Roland Anderson who will be 100 years old on 10-06-2023

Deputy Mayor Boma and the Council send best wishes to Mr. Anderson wishing him a happy birthday. They signed a card to be mailed to him.

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

There were no items scheduled for discussion.

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

a. Nordic Lakers Snowmobile Trail system – Superintendent of Parks & Recreation

Gary Marquis explained that the Nordic Lakers have disbanded their club and have reached out to him to see if he could absorb the 13 miles of trails that they currently groom. Mr. Marquis stated that the trails are not too far out of the way and desperately need to be continued. The club would release the funds and groomer to Caribou to help with the transition. The groomer would be kept by Caribou and be able to be stored in Axel siding to continue use for the section of trail.

Motion made by Councilor Willey, seconded by Councilor Morrill to accept the 13 miles of trails groomer and funding from the Nordic Lakers Snowmobile Trail Club.

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

b. August 2023 Financials – Finance Director

Carl Grant (Finance Director) reviewed the August 2023 Finance report.

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

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

c. Manager’s Report

Manager Thompson reviewed the City Managers report dated September 25, 2023.

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

a. Introduction of Ordinance 4 – 2023 Series “An Ordinance Amending Chapter 17 General Assistance”

Councilor Morrill introduced Ordinance No. 4, 2023 Series, An Ordinance Amending Chapter 17 General Assistance.

b. Discussion and possible action to cancel the October 10, 2023 regularly scheduled City Council meeting

Council had a brief discussion regarding the possibility of cancelling or continuing with the regularly scheduled meeting for October 10<sup>th</sup>.

Motion made by Councilor Theriault, seconded by Councilor Willey to cancel the October 10, 2023 City Council meeting.

Roll Call Vote: D. Bagley – No, Morrill – No, J. Theriault – Yes, L. Willey – Yes, C. Boma – Yes, (Motion fails for lack of quorum)

c. Designation of MMA Voting Delegate Credentials for the MMA Annual Business Meeting 10/6/2023

Motion made by Councilor Willey, seconded by Councilor Theriault to authorize City Manager Penny Thompson to appoint a voting delegate and an alternate who will attend the MMA Convention.

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

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

a. RSU #39 Request for \$164,500 in funding for the Caribou High School Track Facility

Jane McCall, interim Superintendent for RSU #39 came in to talk to the council about the need for funding for the track facility project that would benefit the community. She explained that Evan Graves had come to share the vision in the spring of the year and since then the groundwork has been started and the surface of the track has been removed. The department is working to use funds that were previously acquired and additional funds that they are working to get to complete the project. Ms. McCall stated that in November they will have a referendum on the ballot regarding a bond for \$660,000 to help with resurfacing the tennis courts, replacing scoring and timing building and much more at the facility.

Council had a brief discussion regarding the proposal and thought it would be best to wait for the results of the bond issue and to have the full council present to make decisions on the matter.

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

Councilor Bagley stated that he attended the Development Committee meeting and they had lots of wonderful ideas and that he is excited for the next meeting and more discussion. He is also wondering about land banking because it was discussed at the Planning Board meeting and not at a Council meeting.

Councilor Theriault reminded everyone to go to the dust bowl, she also stated that they had a Nylander meeting and that it looks beautiful inside, it's clean and well proportioned.

Councilor Willey stated that the Library Board is beginning to work on getting basket donations for their upcoming fundraiser and discussing items to be addressed such as paint and steps. She also expressed concern about nuisance properties.

Deputy Mayor Boma stated that they are working to schedule a meeting for the Police Department, and that she has heard from residents regarding the rat problems and encourages code to continue to send notices of violation.

Councilor Morrill congratulated the Caribou Fire department on their win at the Muster and thanked Public Works for assisting with a paving job, he extended his gratitude to Caribou Police department for continuing to keep the city safe.

**Council Agenda Item #12:** Next Regular Meetings: October 10 & October 23

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

Council did not enter executive session.

**Council Agenda Item #14:** Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn the meeting at 6:56p.m.

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

Danielle Brissette, Secretary

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

The Caribou City Council held a City Council meeting on Monday, January 22, 2024, with the following members present; Mayor Boma, Deputy Mayor Theriault, Councilors Bagley, Kelley, Lovewell and Smith. Councilor Morrill was absent and excused.

Manager Thompson was present for the meeting.

Department Managers Carl Grant (Finance Director), Lisa Plourde (Housing Director), Brian Lajoie (Fire Chief), Michael Gahagan (Police Chief), Gary Marquis (Director of Parks and Recreation), and Peter Baldwin (Library Director) were present for the meeting.

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

**Council Agenda Item #2:** Pledge of Allegiance

Mayor Boma led the Pledge of Allegiance

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

Mayor Boma read an email submitted by Michelle Smith:

*“City Council Members:*

*1.11.24*

*I was pretty surprised with the change to the Council meetings where the ‘invocation’ was abruptly halted and the Council members did not appear to even know. The ‘invocation’ wasn’t specific to any denomination and it did not seem to be provocative in the least.*

*We are ‘one nation under God’ as the United States of America. That is part of the ‘pledge’ that is stated during each council meeting, at schools, and throughout our country. A pledge is a ‘commit’ a ‘solemn promise’, so it seems a bit odd to have pledged and then forsaken the pledge by booting God out of the meetings.*

*It’s a dark world we live in and it gets darker as the days go by, it would be good for our city, our state and our country to remember and put forth the Light, lest we find ourselves fighting against God Himself. “For even though they knew God, they did not honor Him as God or give thanks, but they became futile in their reasonings, and their senseless hearts were darkened.”*

*I hope that you all will reconsider re-implementing the ‘invocation’ prayer as our city, our state and our country need help, and that help is only going to come from God.*

*Thank you,  
Michele Smith  
Caribou, ME”*

**Council Agenda Item #4:** Minutes

There were no minutes submitted for approval.



**Council Agenda Item #5:** Bid Openings, Awards, and Appointments

a. Appointment to the RSU#39 Strategic Planning Committee

Mayor Boma presented the information to the Council and asked them to think if they would like to be appointed and that appointments would be made at the next meeting.

b. 2024 Appointments to Caribou Congregate Housing Development Corporation

Motion made by Councilor Smith, seconded by Deputy Mayor Theriault to appoint Danielle Brissette and Lisa plourde to the Caribou Congregate Housing Board.

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

c. Tenant appointment to Caribou Housing Authority Board of Commissioners

Motion made by Councilor Smith, seconded by Deputy Mayor Theriault to appoint Matthew Perreault to the Caribou Housing Authority Board of Commissioners.

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

**Council Agenda Item 6:** Public Hearings and Possible Action Items

a. Dangerous Building Public Hearing – 273 Sweden Street, Map 37 Lot 60

Open Public Hearing: 6:12 p.m.

Penny Thompson, City Manager, and acting Code Enforcement Officer provided information to the Council and audience regarding the hearing for 273 Sweden Street, Map 37 Lot 60. The packet of information provides details regarding establishing ownership of the property and a timeline of events that started on January 25, 2023, with a fire at the residence in which the roof and chimney collapsed. Following the fire, the property assessment was reduced to 700 for the buildings on the property which is just for the sheds on the property. She presented information such as the tax information sheet showing that the taxes were still being billed to the same owners, Michael Quimby and Ashley Thomas. Ms. Thompson also provided copies of letters from Code Enforcement, the City Attorney, notices of hearing and the advertisement that was in the newspaper. The information was all sent to the owners of record by regular mail and certified mail.

Closed Public Hearing: 6:21 p.m.

Motion made by Councilor Smith, seconded by Deputy Mayor theriault that based on the evidence and testimony presented, it is the decision of the Caribou City Council that the building at 273 Sweden Street (Map 37 Lot 60) is a nuisance or dangerous building because it meets the definition of a building adjudged a nuisance or dangerous under the standard in 17 MRSA §2851 (2-A) because it is structurally unsafe, unstable and unsanitary; constitutes a fire hazard; is unsuitable and improper for the use or occupancy to which it is put; constitutes a hazard to health and safety because of inadequate maintenance, dilapidation, obsolescence, abandonment and is

otherwise dangerous to life and property and therefor, this building must be disposed of by demolition. Therefor, pursuant to 17 MRSA §2851 the property owners are ordered, within 30 days of service of this order, secure the building, pay app property taxes in full and present a plan and timeline for demolition of the structure. Pursuant to 17 MRSA §2851 the owners are hereby ordered to complete the demolition of this building in accordance with all applicable City of Caribou ordinances, within 90 days of service of this order. Regular project updates shall be given to the City of Caribou Code Enforcement Department.

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

**Council Agenda Item #7:** Reports by Staff and Committees

a. Update on MainePERS agenda item from last meeting (Chief of Police)

Chief Michael Gahagan of the Caribou Police department explained that the Police Department will not be going forward with the dispatch position and that the resolution can be discontinued.

b. Funds to be reserved for 2024 Tax Relief (Finance Director)

Carl Grant (Finance Director) explained that at the January 8, 2024 meeting he was asked to put together a number for tax relief for 2024 from lapsed appropriations for 2025. The city has additional revenue to budget in the revenue sharing of \$182,431, homestead of \$208,327 and BETE of \$217,740 totaling \$608,498.

Motion made by Councilor Smith, seconded by Deputy Mayor Theriault to appropriate \$608,498 from 2025 lapsed to a new reserve account to be used for tax relief in 2024.

c. March 5, 2024 Presidential Primary (City Clerk)

Danielle Brissette (City Clerk) explained that she is asking for the Council to set the start time for the March 5<sup>th</sup> election at 8:00 AM and to appoint her as the Election Warden and Kristina Drinkall as the Deputy Warden for the election.

Motion made by Deputy Mayor Theriault, seconded by Councilor Smith to set the start time as 8:00 a.m. and to appoint Danielle Brissette as Election Warden, and Kristina Drinkall as Deputy Warden for the March 5, 2024 Presidential Primary Election.

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

d. City Manager's Report

Manager Thompson reviewed the City Manager's report dated January 22, 2024.

**Council Agenda Item #8:** New Business, Ordinances and Resolutions

a. Discussion of Invocation / Inspirational Thought agenda item

Manager Thompson explained that at the last regular meeting the invocation and inspirational thought was not added as an item on the meeting agenda. This brought questions and comments from members of the City Council. Ms. Thompson provided some history for the Council and stated that at a regular City Council meeting held on January 13, 2020, Mayor Goughan announced that there would be a couple of new policies in 2020. The first was a reminder about silencing cell phones and the second was that there would be an invocation. He introduced the speaker who read the prayer that Fort Fairfield reads before their meeting. After that time, a minister or layperson would offer an invocation or inspirational thought, or the Fort Fairfield prayer would be read prior to the beginning of the meeting.

At the beginning of each year, after a Mayor is elected, I have asked the Mayor if he/she wanted to continue the practice. It is not in the charter or otherwise required.

Information from Legal Services, Maine Municipal Association was also provided to the members of the Council.

Council had a brief discussion regarding their thoughts of opening with an invocation/inspirational thought and of the possibility of having a policy in place to accompany having it as part of the meeting.

Motion made by Councilor Smith, seconded by Councilor Lovewell to continue to have the invocation at the beginning of the meetings.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Smith – Yes, J. Theriault – No, C. Boma – No. (So voted)

b. 2024 Municipal Budget – Overview of 2024 Municipal Budget

c. Presentation of Nylander Budget (Department 12)

Peter Baldwin (Library Director) reviewed the proposed 2024 budget for Department 12.

d. Presentation of Library Budget (Department 25)

Peter Baldwin (Library Director) reviewed the proposed 2024 budget for Department 25.

e. Presentation of Police & EMA Budgets (Department 35 & 39)

Chief Michael Gahagan (Police Chief) reviewed the proposed 2024 budgets for Departments 35 and 39.

f. Presentation of Recreation, Parks & Snow Trail Budgets (Departments 50, 51 & 52)

Gary Marquis (Superintendent of Parks & Recreation) reviewed the proposed 2024 budgets for departments 50, 51 and 52.

**Council Agenda Item #9:** Old Business

There were no items scheduled for discussion.

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

Councilor Bagley wanted to introduce two new initiatives, the Caribou Horizons Youth Council – this would be to give the youth a voice in the community, it would be a formal advisory board made up of Juniors and Seniors selected by the school and appointed by the Council.

Councilor Bagley also wants to discuss land bank options and or possible ordinance changes.

Motion made by Councilor Bagley seconded by Councilor Smith to discuss the Caribou Horizons Youth Council at the upcoming meeting on February 26<sup>th</sup>.

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

Mayor Boma stated that they have recently held a meeting regarding the Police Station and fundraising goals. They also discussed possibly trying to partner with the Rotary and Kiwana’s clubs, having rooms/features sponsored and to display plaques like at Cary Medical Center. There are also talks of having a trash and treasure sale event to raise money as well.

**Council Agenda Item #11:** Next Regular Meetings: February 12 & 26, 2024

**Council Agenda Item #12:** Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, § 405.6)

a. Discussion with the Nylander Museum of Natural History Board of Trustees

Motion made by Deputy Mayor Theriault, seconded by Councilor Kelley to enter into executive session at 7:44 p.m. for a discussion with the Nylander Museum of Natural History Board of Trustees under MRSA, Title 1 §405.6.A.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Smith – Abstain, J. Theriault – Yes, C. Boma – Yes. (So voted)

Councilor Smith did not stay for executive session.

Council exited executive session at 8:45 p.m.

Council had a brief discussion centered around giving feedback to the City Manager regarding duties and priorities.

**Council Agenda Item #13:** Adjournment

Motion made by Councilor Bagley, seconded by Deputy Mayor Theriault to adjourn the meeting at 9:24 p.m.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Smith – Yes, J. Theriault – Yes, C. Boma – 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: February 12, 2023**  
**Re: Certificate of Recognition for Madelynn Deprey for 1,000 career points as a Junior**

---

Caribou High School has a long history of high performing student athletes. The Caribou City Council would like to take this opportunity to recognize Madelynn Deprey for her recent achievement of scoring her 1,000<sup>th</sup> career point as a Junior. Ms. Deprey is here tonight with her teammates along with Lady Vikings Varsity Basketball Coach, Kayla Brown and Athletic Director, Evan Graves.

Suggestion Action:

Congratulations to the coaches and athletes.

Present certificate to Ms. Deprey.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: February 12, 2024**  
**Re: Planning Board appointment**

---

The Caribou Planning Board received an email from member Justin Staples that he would no longer be able to serve. In January, two citizens brought their names forward for the positions held by two incumbent members who were re-appointed.

Those applying are Daniel Amero and Maura Bishop. Their applications follow this memo.

Both applicants were contacted by the Caribou City clerk and are still interested in serving.

In January, Daniel Amero was appointed to the Caribou Housing Authority Board of Commissioners while Maura Bishop was not appointed to a committee.

Both applicants are well qualified, and the Planning Board reviewed both applications and would be happy to have either one serve with them on the Caribou Planning Board.

**Suggested Action**

Please make a motion to nominate an applicant for the seat expiring on 12/31/2025, second, have discussion and then vote.



CITIZEN BOARD APPLICATION

Name: Daniel S. Amero

Professional or Civic Activities (include other committees you have served on):

- Caribou Viking Riders ATV Club (Board of Directors)
- Presque Isle Kiwanis Club (Vice President) October 2023 - October 2024
- Arundel Chamber of Commerce - Business Ambassador

Education:

Some College UMCC/UMPI

Present Employer Name & Address:

Self Employed

Job Title: Owner / Franchisee

H&R Block Presque Isle / Amero Realty

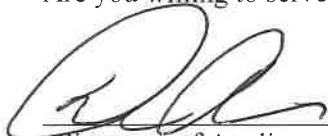
I am interested in serving on the following committee(s):

Caribou Development, Caribou Housing, Planning Board

Are you willing to serve on ANY committee if needed?

Yes

No

  
Signature of Applicant

9-18-2023  
Date

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

RECEIVED  
SEP 19 2023  
19  
BY: \_\_\_\_\_



CITIZEN BOARD APPLICATION

Name: Maura Bishop

Professional or Civic Activities (include other committees you have served on):

I have not served on any committees however, feel with my profession I am able to bring analytical perspective to the community.

Education: Northern Maine Community College

BA-AS Business Administration / May 2024 graduate

Will be continuing on at UMPI for my masters in Business with a focus in Management.

Present Employer Name & Address: Savilinx LLC.

74 Orion Street Brunswick, ME 04011

Job Title:

Business Development Operations Coordinator (Business Analyst)

I am interested in serving on the following committee(s):

Caribou Development Committee  
Planning Board

Are you willing to serve on ANY committee if needed?

Yes

No

Maura Bishop  
Signature of Applicant

11-30-2023  
Date

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736





**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: February 12, 2023**  
**Re: Public Hearing on Ordinance 1, 2024 Series, amendment to Chapter 22, Caribou Development Committee**

---

At their December meeting, the Caribou Development Committee requested that an additional non-voting ex-officio member be added to the committee, the General Manager of the Caribou Utilities District. Mr. Kirkpatrick's assistance has been very valuable to the group so far and the committee desires to make this partnership official within Chapter 22.

The change to the ordinance would need to be approved by the Caribou City Council following a public hearing on the ordinance changes. Tonight, the Public Hearing is scheduled.

For the Public Hearing:

Mayor Boma will open the public hearing.

The manager will read the memo with the history of the ordinance.

Ask for any comment from those present at the hearing.

Ask for any questions or comments from the members of the Caribou City Council.

When everyone has been heard, close the public hear and ask for the wishes of the Caribou City Council.

Suggested Motion:

Motion to adopt Ordinance 1, 2024 series, an amendment to Chapter 22, Caribou Development Committee.

Second the motion.

Ask for discussion.

Vote.

Here is the redline copy  
of Chapter 22

**Chapter 22 Caribou Development Committee**  
**ARTICLE 1 Caribou Development Committee**

Section

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

**Chapter 22 Caribou Development Committee**

**ARTICLE I Caribou Development Committee**

**Sec. 22-101 Preamble**

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

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

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

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

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

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

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

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

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

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

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

**Sec. 22-103 Responsibility**

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

**Sec. 22-104 Bylaws**

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

**Sec. 22-105 Compensation Benefits**

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

**Sec. 22-106 Purpose**

The purpose of Caribou Development Committee shall be to:

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

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

**Sec. 22-107 Funding**

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

**Sec. 22-108 Reporting Requirements**

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

Here is the proposed Ordinance 1  
amending Chapter 22

Introduced by Councilor Morrill  
On January 8, 2024

**ORDINANCE No. 1, 2024 Series**

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

**An Ordinance Amending Section 22-102 Appointment and Tenure of Chapter 22 Caribou Development Committee, Article I Caribou Development Committee**

Short Title: An Ordinance Amending Chapter 22 Caribou Development Committee

**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 City of Caribou has adopted as part of its ordinances and regulations Section 22-102 Appointment and Tenure of Chapter 22 Caribou Development Committee, Article I Caribou Development Committee; and

**WHEREAS**, the City of Caribou has created the Caribou Development Committee within the City to provide economic benefits to the community; and

**WHEREAS**, the Caribou City Council has determined that an amendment to Section 22-102 Appointment and Tenure of Chapter 22 Caribou Development Committee, Article I Caribou Development Committee is necessary; and

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

**Section I. Chapter 22 Section 22-102 Appointment and Tenure**

The following amendment will be made:

“In addition, the Committee will include ~~two~~ three ex-officio members without voting privileges: one member of the Caribou City Council (appointed by a majority vote of the Caribou City Council), the General Manager of the Caribou Utilities District and the City Manager.”

**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 January 8, 2024, and a public hearing being held on February 12, 2024, was duly passed by the City Council of the City of Caribou, Maine, this 12<sup>th</sup> day of February, 2024. This ordinance shall become effective 30 days after adoption by the Council.

\_\_\_\_\_  
Courtney Boma, Mayor

\_\_\_\_\_  
Joan Theriault, Deputy Mayor

\_\_\_\_\_  
Jody Smith, Councilor

\_\_\_\_\_  
John Morrill, Councilor

\_\_\_\_\_  
Dan Bagley, Councilor

\_\_\_\_\_  
Jennifer Kelley, Councilor

\_\_\_\_\_  
Tamara Lovewell, Councilor

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

## FINANCIAL NOTES

For period ending December 31, 2023

Unaudited

### GENERAL LEDGER

Assets for the month ended at 14,197,161.21, with a cash balance of 7,634,841.47. 2023 tax receivables for the month came in at 321,637.37 collected for the month of December. Total collected YTD is 7,902,369.84 a rate of 90.7% collected, compared to last year at this same time we were at 91.3%, about .6% less than last year.

Liabilities came in at 9,741,830.33 and the fund balance ended at 4,455,330.88.

### Expenses

December expenses for the month were a total of 1,673,411.64 with a YTD percentage to budget of 98.3%, down 1.7% to budget. This is due to wages and benefits being down with staff shortages in Police department.

### Revenues

Revenues for the month were at 997,337.12 with a YTD percentage to budget of 109.3%, this is a 9.3% increase over the budget. This is due to the commitment, with assessments over budget in renewable energy and homestead exemptions.

Excise tax collection was at 94,993.68 for the month with a YTD collection of 1,663,415.85, this is over budget by 9.1%.

Revenue Sharing came in at 159,528.63 for the month with a YTD collection of 2,132,431.10, this is over budget by 9.4% or 182,431.10.

### Investment Report

Philip Turner CD renewed for one year at 5.00% and Ken Matthews CD renewed for 6 months at 3.75%.

\*Please find the addition of a line graph of the revenue view for 2023 to budget.

# General Ledger Summary Report

Fund(s): ALL

December

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund	-500.00	107,049.00	0.00	72,885,192.98	72,992,241.98	0.00
<b>Assets</b>	<b>12,148,248.71</b>	<b>12,242,355.80</b>	<b>-492,383.25</b>	<b>34,527,469.49</b>	<b>32,572,664.08</b>	<b>14,197,161.21</b>
101-00 CASH (BANK OF MACHIAS)	6,843,888.34	6,739,124.55	-245,784.47	18,722,379.91	17,826,662.99	7,634,841.47
102-00 RECREATION ACCOUNTS	51,620.01	67,210.01	12,498.36	12,498.36	0.00	79,708.37
103-00 NYLANDER CHECKING	1,826.10	1,825.34	-0.69	0.24	9.35	1,816.23
110-00 SECTION 125 CHECKING FSA	15,766.62	15,911.79	-495.13	19,148.80	12,291.12	22,769.47
110-08 2022 SECTION 125 CHECKING HRA	55,970.96	47,767.09	0.00	0.00	47,767.09	0.00
110-09 2023 SECTION 125 CHECKING HRA	0.00	0.00	-13,308.99	127,621.52	81,137.88	46,483.64
111-00 RETIREMENT INVESTMENT	3,000,000.00	1,500,000.00	0.00	427.14	0.00	1,500,427.14
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	-1,355.39	699.37	19,965.16	579,732.12
116-01 CD NORSTATE FEDERAL CREDIT UN.	0.00	0.00	3,045.11	248,637.02	0.00	248,637.02
116-02 CD COUNTY FEDERAL CREDIT UNI	0.00	0.00	2,133.62	177,433.03	0.00	177,433.03
116-03 CD TD	0.00	0.00	3,482.24	248,594.00	0.00	248,594.00
117-00 RLF #10 INVESTMENT	241,080.78	241,386.66	1,240.22	6,707.12	0.00	248,093.78
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	7,156.11	266,550.00	253,767.42	32,599.00
124-00 GAS INVENTORY	15,695.85	5,851.20	13,723.44	119,868.25	111,086.70	14,632.75
125-00 ACCOUNTS RECEIVABLE	9,434.81	59,242.54	68,397.34	932,101.50	802,755.95	188,588.09
126-00 SWEETSOFT RECEIVABLES	95,683.30	81,512.78	0.00	822.02	82,334.80	0.00
130-00 COMSTAR RECEIVABLES	59,146.92	224,725.48	8,596.73	1,361,118.20	1,352,037.61	233,806.07
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	-6,540.01	0.00	6,540.01	34,982.19
180-00 DR. CARY CEMETERY INVESTMENT	1,050.55	1,051.09	0.53	2.13	29.95	1,023.27
181-00 HAMILTON LIBRARY TR. INVEST	1,893.69	1,898.05	4.39	17.39	0.00	1,915.44
182-00 KNOX LIBRARY INVESTMENT	10,411.75	10,441.28	112.52	354.81	0.00	10,796.09
183-00 CLARA PIPER MEM INV	674.84	675.19	0.35	1.39	0.00	676.58
184-00 JACK ROTH LIBRARY INVEST	14,122.19	14,223.92	-241.81	523.61	395.00	14,352.53
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	53.60	164.79	0.00	7,753.04
187-00 DOROTHY COOPER MEM INV	49,628.45	49,721.48	-1,498.68	1,116.63	2,000.00	48,838.11
189-00 MARGARET SHAW LIBRARY INV	13,145.23	13,154.68	153.70	472.22	0.00	13,626.90
190-00 GORDON ROBERTSON MEM INV	11,580.18	11,587.40	141.86	463.49	0.00	12,050.89
191-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	15.24	59.01	0.00	6,282.43
192-00 G. HARMON MEM INV	6,819.74	6,822.29	83.53	273.49	0.00	7,095.78
193-00 BARBARA BREWER FUND	5,616.14	5,624.54	65.56	194.47	6.66	5,812.35
194-00 RODERICK LIVING TRUST	16,581.87	16,598.74	-5,348.64	266.43	5,433.00	11,432.17
196-00 PHILIP TURNER LIBRARY INV	8,883.40	9,119.27	80.35	2,152.52	3,823.70	7,448.09
198-00 TAX ACQUIRED PROPERTY	137,540.84	121,357.35	0.00	0.00	14,084.66	107,272.69
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	1,976.58	1,976.58	0.00
198-21 TAX ACQUIRED PROPERTY 2021	-6,035.73	0.00	0.00	5,555.59	5,555.59	0.00
198-22 TAX ACQUIRED PROPERTY 2022	-1,749.77	0.00	0.00	6,444.47	6,444.47	0.00
198-23 TAX ACQUIRED PROPERTY 2023	-0.67	-0.67	0.00	4,955.96	4,955.29	0.00
200-22 2022 TAX RECEIVABLE	707,578.39	707,578.39	0.00	1,242.71	708,821.10	0.00
200-23 2023 TAX RECEIVABLE	-69,028.36	-69,028.36	-321,637.37	8,710,131.42	7,902,369.84	738,733.22
200-24 2024 TAX RECEIVABLE	0.00	0.00	-15,224.08	2,613.93	93,764.79	-91,150.86
201-23 2023 TAX STABILIZED TAX RECEIV	0.00	0.00	0.00	159,332.58	0.00	159,332.58
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	-170.60	3,959.61	84,248.64	14,791.04
205-22 2022 LIENS RECEIVABLE	0.00	0.00	-2,147.39	345,002.61	145,456.05	199,546.56
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	201.06	0.00

**General Ledger Summary Report**

Fund(s): ALL  
December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
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	-48.03	0.00	317.62	12,395.86
210-16 2016 PP TAX RECEIVABLE	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43
210-17 2017 PP TAX RECEIVABLE	10,948.56	10,948.56	0.00	0.03	0.00	10,948.59
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	227.22	12,524.08
210-20 2020 PP TAX RECEIVABLE	14,702.37	14,702.37	0.00	0.00	495.82	14,206.55
210-21 2021 PP TAX RECEIVABLE	12,955.10	12,955.10	0.00	0.00	569.06	12,386.04
210-22 2022 PP TAX RECEIVABLE	22,100.24	22,100.24	-122.46	0.07	8,846.48	13,253.83
210-23 2023 PP TAX RECEIVABLE	-646.52	-646.52	-3,268.77	311,151.75	257,292.94	53,212.29
210-24 2024 PP TAX RECEIVABLE	0.00	0.00	0.00	0.00	10.38	-10.38
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	413,038.98	413,038.98	0.00
304-00 FICA W/H	18.26	18.26	0.00	546,087.64	546,087.64	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	127,713.92	127,713.92	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	182,220.40	182,220.40	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.04	145,868.47	145,868.43	73.69
307-01 MSRS EMPLOYER	-141.02	-141.06	-577.85	234,896.02	237,211.25	-2,456.29
308-00 AFLAC INSURANCE	-1.75	0.00	1.25	6,957.06	6,957.06	0.00
309-00 DHS WITHHOLDING	0.00	0.00	0.00	8,781.00	8,781.00	0.00
312-00 HEALTH INS. W/H	-25,826.25	-25,577.65	-4,296.38	249,026.87	250,016.60	-26,567.38
314-00 UNITED WAY W/H	0.00	0.00	0.00	156.00	156.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	3,614.50	3,614.50	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	9,841.65	9,841.65	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	3,508.17	3,508.17	0.00
318-00 MMA INCOME PROTECTION	-8,170.03	-8,122.98	-770.76	40,543.02	40,956.19	-8,536.15
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	20,518.60	20,518.60	0.00
320-00 ICMA RETIREMENT CORP	-664.83	0.00	0.00	134,029.15	134,029.15	0.00
320-01 ICMA EMPLOYER MATCH	-52.88	0.00	0.00	28,716.72	28,716.72	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	16,097.03	16,097.03	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,106.56	-2,106.56	-150.08	9,239.19	9,335.00	-2,202.37
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,480.00	1,480.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	32,565.76	32,565.76	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	6,589.96	6,589.96	0.00
329-00 SALES TAX COLLECTED	-309.54	-199.02	-34.65	233.67	34.65	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-4,153.50	0.00	2,964.00	306,549.00	306,549.00	0.00
331-00 BOAT REG FEE INLAND FISHERIES	-95.00	0.00	0.00	18,302.12	18,302.12	0.00
332-00 SNOWMOBILE REG (F&W)	-12,062.51	0.00	3,069.00	35,558.46	35,558.46	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	70.00	56,043.79	56,043.79	0.00
335-00 PLUMBING PERMITS (ST. OF ME)	-951.35	-141.35	0.00	0.00	960.00	-1,101.35
336-00 CONCEALED WEAPON PERMIT	-120.00	-120.00	180.00	180.00	0.00	60.00
338-00 CONNOR EXCISE TAX	3.76	3.76	2,755.89	64,102.32	64,102.32	3.76
339-00 CONNOR BOAT EXCISE	75.80	75.80	0.00	1,108.80	1,119.80	64.80
340-00 DOG LICENSES (ST. OF ME)	-635.00	0.00	253.00	2,875.00	2,875.00	0.00
341-00 FISHING LICENSES (ST. OF ME)	-275.00	0.00	0.00	4,667.00	4,667.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,660.50	0.00	361.00	7,516.50	7,516.50	0.00
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	3,900.00	3,900.00	0.00
<b>Liabilities</b>	<b>7,809,051.15</b>	<b>8,224,506.23</b>	<b>305,837.16</b>	<b>8,472,066.43</b>	<b>9,989,390.53</b>	<b>9,741,830.33</b>

# General Ledger Summary Report

Fund(s): ALL

December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,809,051.15	8,224,506.23	305,837.16	8,472,066.43	9,989,390.53	9,741,830.33
352-00 NYLANDER MUSEUM RESERVE	9,490.86	9,490.86	0.00	6,020.93	20,000.00	23,469.93
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	427.14	3,000,427.14
360-01 AMERICA RESCUE PLAN ACT-NEU'S	596,583.01	598,997.91	-22,637.63	41,247.40	21,981.61	579,732.12
360-02 RIVERFRONT COMMITTEE RESERVE	10,000.00	10,000.00	10,000.00	0.00	10,000.00	20,000.00
360-03 GENERAL ASSISTANCE RESERVE	5,632.75	5,632.75	0.00	3,425.00	973.14	3,180.89
360-04 DOT VPI	0.00	0.00	0.00	0.00	50,000.00	50,000.00
362-00 RLF #10 RESERVE	241,080.78	241,386.66	1,240.22	0.00	6,707.12	248,093.78
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	10,000.00	11,787.68
365-03 LAND ACQUISTIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	164.79	164.79	0.00	4,314.37	10,782.84	6,633.26
365-05 PARK IMPROVEMENT RESERVE	5,231.71	5,231.71	0.00	600.00	1,089.00	5,720.71
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	5,000.00	-4,458.33
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	8,490.93	9,279.04	20,255.33	18,367.57
365-13 RECREATION - COLLINS POND	-1,363.91	-1,363.91	0.00	0.00	10,000.00	8,636.09
365-17 RECREATION VAN RESERVE	0.00	0.00	0.00	0.00	5,000.00	5,000.00
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	-750.46	8,915.13	8,600.00	13,059.74
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	5,000.00	9,730.00
365-28 VETERAN MEMORIAL PARK RESERVE	0.00	0.00	0.00	395.20	5,958.04	5,562.84
365-29 LAKERS RESERVE	0.00	0.00	-2,195.80	4,963.57	44,400.00	39,436.43
366-00 ASSESSMENT RESERVE	-180.00	-180.00	180.00	0.00	180.00	0.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	0.00	5,634.39	52,600.00	76,156.64
366-02 LIBRARY MEMORIAL FUND	64,016.07	64,016.07	-370.81	63,121.69	39,549.12	40,443.50
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
366-14 LIBRARY BOARD OF TRUSTEES RESE	0.00	0.00	962.00	0.00	4,482.25	4,482.25
367-01 POLICE DONATED FUNDS	19,554.61	18,636.86	1,453.29	1,565.42	1,650.00	18,721.44
367-02 POLICE DEPT EQUIPMENT	106,167.31	106,548.16	16,023.96	38,458.91	97,165.44	165,254.69
367-03 POLICE CAR RESERVE	-271.19	-271.19	-1,714.55	43,929.03	59,635.29	15,435.07
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	-3,000.00	6,360.00	100,482.56	95,918.58
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	45,833.00	54,000.00	62,167.00
368-01 FIRE EQUIPMENT RESERVE	-63,012.29	-63,012.29	-22,929.95	31,569.10	0.00	-94,581.39
368-02 FIRE HOSE RESERVE	8,018.25	8,018.25	0.00	0.00	451.03	8,469.28
368-03 FIRE DEPT FOAM RESERVE	4,442.50	4,442.50	0.00	1,050.00	4,000.00	7,392.50
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	850.00	0.00	2,746.90

**General Ledger Summary Report**

Fund(s): ALL  
December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
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	-14,000.00	19,499.60	8,256.52	-8,087.03
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	-38,620.00	48,900.00	0.00	-11,925.92
368-12 FIRE/AMB UNIFORM RESERVE	2,586.15	5,179.37	-912.00	34,364.14	30,328.64	1,143.87
369-01 AMBULANCE SMALL EQUIP RESERVE	37,240.27	37,240.27	0.00	145,539.44	126,003.99	17,704.82
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	50,000.00	52,454.67
370-03 PW EQUIPMENT RESERVE	53,763.01	53,763.01	0.00	47,156.01	167,922.40	174,529.40
370-04 STREETS/ROADS RECONSTRUCTION	104,118.75	-30,297.25	25,000.00	163,696.87	425,646.84	231,652.72
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	35,000.00	40,178.30
370-06 FUEL TANK RESERVE	-19,489.50	-13,271.78	3,544.13	3,303.34	15,688.41	-886.71
370-07 PW BUILDING RESERVE	34,266.24	34,266.24	0.00	21,448.00	13,000.00	25,818.24
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 RESERVA	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	-6,663.70	86,527.31	176,384.02	130,496.30
372-04 AIRPORT HANGER SECURITY DEPOS	1,370.00	1,370.00	0.00	200.00	465.00	1,635.00
372-06 AIRPORT CARES ACT	16,455.64	16,455.64	0.00	16,455.64	0.00	0.00
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	11,365.89	0.00	31,365.89	31,393.29
373-03 MUNICIPAL BUILDING RESERVE	61,176.92	61,176.92	-3,677.38	12,151.74	0.00	49,025.18
373-04 VITAL RECORDS RESTORATION	3,276.50	3,276.50	-950.00	50,950.00	53,450.00	5,776.50
373-05 BIO-MASS BOILERS	-2,697.49	-2,697.49	0.00	115,078.00	116,078.00	-1,697.49
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	5,244.66	65,753.82
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	4,203.55	0.00	4,203.55	0.00
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	0.00	174,592.00	174,639.00	116,648.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	-4,203.55	4,203.55	0.00	16,899.26
373-22 2022 HRA RESERVE	55,970.96	47,767.09	0.00	131,167.09	83,400.00	0.00
373-23 2023 HRA RESERVE	0.00	0.00	-13,308.99	81,137.88	127,621.52	46,483.64
373-50 2022 CAPITAL IMPROVEMENT LOAN	-256,956.54	-256,956.54	0.00	165,025.01	422,000.00	18.45
373-51 GENERAL GOVERNMENT TRAINING F	0.00	0.00	1,800.00	0.00	1,800.00	1,800.00
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	2,930.00	0.00	33,485.42
374-05 FACADE RESERVE	0.00	15,000.00	8,333.33	5,350.00	8,333.33	17,983.33
380-01 CAPTS CDBG	-3,905.56	-3,905.56	1.11	12,679.55	16,585.11	0.00
380-03 TOURISM GRANT	-7,746.85	-8,299.35	1,498.79	3,199.44	11,498.79	0.00
380-04 RESILIENCY GRANT	0.00	0.00	0.00	6,685.00	8,000.00	1,315.00
380-05 BROWNFIELD GRANT	0.00	0.00	-595.00	3,742.14	0.00	-3,742.14
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	-5,927.03	26,862.13	11,854.05	-1,110.79
388-00 HILLTOP TIF	8,026.18	8,026.18	0.00	56,283.44	54,627.30	6,370.04
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	12,498.36	0.00	12,498.36	79,708.37
399-00 PARKING LOT MAINTENANCE RES	56,366.51	56,366.51	0.00	0.00	10,000.00	66,366.51
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	6,540.01	0.00	6,540.01	405,920.18
406-00 TRAILER PARK RESERVE	51,397.71	56,195.86	1,919.62	0.00	1,919.62	58,115.48
407-00 COUNTY TAX	2.13	2.13	0.00	675,423.98	675,423.98	0.00

**General Ledger Summary Report**

Fund(s): ALL

December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
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	-2,452.60	81,847.32	25,000.00	30,298.94
419-00 DUE FROM CDC (1280)	41,522.20	41,522.20	-6,540.01	6,540.01	0.00	34,982.19
421-00 DEFERRED TAX REVENUE	905,895.88	927,016.39	192,824.59	0.00	192,824.59	1,119,840.98
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	53.60	0.00	164.79	7,753.04
423-00 DR. CARY CEMETERY TRUST FUND	1,050.55	1,051.09	0.53	29.95	2.13	1,023.27
424-00 HAMILTON LIBRARY TRUST FUND	1,893.69	1,898.05	4.39	0.00	17.39	1,915.44
425-00 KNOX LIBRARY MEMORIAL FUND	10,411.75	10,441.28	112.52	0.00	354.81	10,796.09
426-00 CLARA PIPER MEM FUND	674.84	675.19	0.35	0.00	1.39	676.58
427-00 JACK ROTH LIBRARY MEM FUND	14,122.19	14,223.92	153.19	395.00	523.61	14,352.53
429-00 BARBARA BREWER FUND	5,616.14	5,624.54	65.56	6.66	194.47	5,812.35
430-00 D. COOPER MEM FUND	49,628.45	49,721.48	501.32	2,000.00	1,116.63	48,838.11
432-00 MARGARET SHAW LIBRARY MEMORI	13,145.23	13,154.68	153.70	0.00	472.22	13,626.90
433-00 GORDON ROBERTSON MEM FUND	11,580.18	11,587.40	141.86	0.00	463.49	12,050.89
434-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	15.24	0.00	59.01	6,282.43
435-00 RODERICK LIVING TRUST	16,581.87	16,598.74	84.36	5,433.00	266.43	11,432.17
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	-70,678.70	70,678.70	0.00	235,559.56
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,883.40	9,119.27	80.35	1,911.85	240.67	7,448.09
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
448-00 NYLANDER DONATIONS	0.00	0.00	0.00	0.00	3,000.00	3,000.00
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	188,540.10	0.00	0.00
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	0.00	383,330.87	383,330.87	194,790.77
456-01 2023 TAXPAYER RELIEF FUND	0.00	505,415.09	0.00	505,415.09	0.00	0.00
456-02 2024 TAXPAYER RELIEF FUND	0.00	0.00	608,498.00	0.00	608,498.00	608,498.00
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	0.00	804.25	1,555.00	-428.04
461-00 CRAFT FAIR	10,745.60	10,745.60	156.00	5,357.71	9,343.00	14,730.89
462-00 CDBG HOUSING REHABILITATION	3,927.87	3,927.87	0.00	48.00	0.00	3,879.87
463-00 MISC EVENTS	-251.87	0.00	4,203.55	0.00	4,203.55	4,203.55
465-00 THURSDAYS ON SWEDEN	-41.36	0.00	0.00	0.00	105.00	105.00
465-01 STORY OF CARIBOU	732.00	732.00	5,000.00	0.00	5,000.00	5,732.00
465-02 CARIBOU CARES ABOUT KIDS	-1,636.39	0.00	2,644.29	30,194.29	30,194.29	0.00
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	503.34	20,192.79	20,882.58	2,887.15
470-00 EYE INUSRANCE	619.76	614.20	116.74	3,385.17	3,515.97	745.00
471-00 RC2 TIF	105,493.72	105,493.72	0.00	4,200.00	103,521.79	204,815.51
472-00 ANIMAL WELFARE	16,675.21	16,739.21	420.00	54.00	3,166.00	19,851.21
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
476-00 FLEET VEHICLE ACCOUNT	0.00	0.00	0.00	0.00	100.00	100.00
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	83.53	0.00	273.49	7,095.78
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	1,250.00	0.00	135,555.79	1,092,837.51
483-03 DUE TO FUND 3	915,685.81	927,875.49	22,130.82	0.00	130,880.87	1,058,756.36
483-04 DUE TO FUND 4	464,215.22	469,481.14	16,383.30	0.00	64,454.50	533,935.64
483-05 DUE TO FUND 5	4,034,026.40	4,034,026.64	5,927.03	0.00	600,808.29	4,634,834.93
484-02 DUE FROM FUND 2	-950,787.07	-953,003.25	-6,909.47	132,552.73	0.00	-1,085,557.98



# General Ledger Summary Report

Fund(s): ALL  
December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
484-03 DUE FROM FUND 3	-803,565.64	-804,312.40	-12,441.32	129,672.71	0.00	-933,985.11
484-04 DUE FROM FUND 4	-427,599.82	-427,708.71	-5,421.32	53,119.47	0.00	-480,828.18
484-05 DUE FROM FUND 5	-3,285,958.59	-3,356,433.27	-62,668.63	300,705.19	0.00	-3,657,138.46
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
488-01 BUSINES DISTRCT HOLIDAY LIGHTS	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00
490-00 T/A PROPERTY REMEDIATION RES	28,128.47	28,128.47	0.00	0.00	3,353.30	31,481.77
493-00 RSU 39 COMMITMENT	-1,082,828.06	-1,082,828.06	-370,918.09	4,102,905.21	4,102,905.00	-1,082,828.27
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	-60.40	1,135.20	1,135.20	0.00
497-00 DEATH RECORDS STATE FEE	123.60	0.00	-156.80	1,885.60	1,885.60	0.00
498-00 MARRIAGE RECORDS STATE FEE	28.80	0.00	-22.00	467.20	467.20	0.00
<b>Fund Balance</b>	<b>4,339,697.56</b>	<b>3,910,800.57</b>	<b>-798,220.41</b>	<b>29,885,657.06</b>	<b>30,430,187.37</b>	<b>4,455,330.88</b>
500-00 EXPENDITURE CONTROL	0.00	0.00	-1,673,411.64	11,794,913.23	11,996,219.60	201,306.37
510-00 REVENUE CONTROL	0.00	0.00	997,337.12	16,572,086.17	17,545,221.81	973,135.64
600-00 FUND BALANCE	4,339,697.56	3,910,800.57	-122,145.89	1,518,657.66	888,745.96	3,280,888.87
<b>2 - Snowmoible Trail Maintenance</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>418,929.40</b>	<b>418,929.40</b>	<b>0.00</b>
<b>Liabilities</b>	<b>35,141.44</b>	<b>37,357.62</b>	<b>-74,778.94</b>	<b>264,886.76</b>	<b>261,883.70</b>	<b>34,354.56</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
365-11 TRAIL MAINTENANCE RESERVE	41,636.09	41,636.09	-80,438.41	129,330.97	129,330.97	41,636.09
483-01 DUE TO FUND 1	950,787.07	953,003.25	6,909.47	0.00	132,552.73	1,085,555.98
484-01 DUE FROM FUND 1	-957,281.72	-957,281.72	-1,250.00	135,555.79	0.00	-1,092,837.51
<b>Fund Balance</b>	<b>-35,141.44</b>	<b>-37,357.62</b>	<b>74,778.94</b>	<b>154,042.64</b>	<b>157,045.70</b>	<b>-34,354.56</b>
500-00 Expense Control	0.00	0.00	-1,941.94	81,692.64	70,411.00	-11,281.64
510-00 Revenue Control	0.00	0.00	76,720.88	72,350.00	84,695.70	12,345.70
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>405,347.58</b>	<b>405,347.58</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-50,723.99</b>	<b>-62,166.91</b>	<b>-9,689.50</b>	<b>130,880.87</b>	<b>129,672.71</b>	<b>-63,375.07</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
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	12,441.32	0.00	129,672.71	933,985.11
484-01 DUE TO FUND 1	-915,685.81	-927,875.49	-22,130.82	130,880.87	0.00	-1,058,756.36
<b>Fund Balance</b>	<b>50,723.99</b>	<b>62,166.91</b>	<b>9,689.50</b>	<b>274,466.71</b>	<b>275,674.87</b>	<b>63,375.07</b>
500-00 Expense Control	0.00	0.00	-14,441.32	131,672.71	143,492.42	11,819.71
510-00 Revenue Control	0.00	0.00	24,130.82	142,794.00	132,182.45	-10,611.55
600-00 Fund Balance	50,723.99	62,166.91	0.00	0.00	0.00	62,166.91



### General Ledger Summary Report

Fund(s): ALL

December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>4 - FSS CONT'D</b>						
4 - FSS	0.00	0.00	0.00	193,640.00	193,640.00	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>-31,615.40</b>	<b>-23,469.43</b>	<b>373.05</b>	<b>64,454.50</b>	<b>64,454.50</b>	<b>-23,469.43</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-31,615.40	-23,469.43	373.05	64,454.50	64,454.50	-23,469.43
409-00 HOUSING RESERVE	5,000.00	18,303.00	11,335.03	0.00	11,335.03	29,638.03
483-01 DUE TO FUND 1	427,599.82	427,708.71	5,421.32	0.00	53,119.47	480,828.18
484-01 DUE FROM FUND 1	-464,215.22	-469,481.14	-16,383.30	64,454.50	0.00	-533,935.64
<b>Fund Balance</b>	<b>31,615.40</b>	<b>23,469.43</b>	<b>-373.05</b>	<b>129,185.50</b>	<b>129,185.50</b>	<b>23,469.43</b>
500-00 Expense Control	0.00	0.00	-16,756.35	64,454.50	64,731.00	276.50
510-00 Revenue Control	0.00	0.00	16,383.30	64,455.00	64,454.50	-0.50
600-00 Fund Balance	31,615.40	23,469.43	0.00	276.00	0.00	23,193.43
<b>5 - ECONOMIC DEV</b>						
Assets	0.00	0.00	0.00	1,273,456.89	1,273,456.89	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>56,741.60</b>	<b>671,284.34</b>	<b>372,093.41</b>	<b>-700,013.82</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-471,297.33	-400,822.89	56,741.60	671,284.34	372,093.41	-700,013.82
473-00 DOWNTOWN TIF	26,493.86	26,493.86	0.00	70,476.05	54,616.54	10,634.35
474-00 TRAIL GROOMER RESERVE	124.66	124.66	0.00	0.00	16,771.68	16,896.34
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	62,668.63	0.00	300,705.19	3,657,138.46
484-01 DUE FROM FUND 1	-4,034,026.40	-4,034,026.64	-5,927.03	600,808.29	0.00	-4,634,834.93
<b>Fund Balance</b>	<b>471,297.33</b>	<b>400,822.89</b>	<b>-56,741.60</b>	<b>602,172.55</b>	<b>901,363.48</b>	<b>700,013.82</b>
500-00 Expense Control	0.00	0.00	-62,668.94	240,232.03	362,740.00	122,507.97
510-00 Revenue Control	0.00	0.00	5,927.34	315,000.52	538,623.48	223,622.96
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>-500.00</b>	<b>107,049.00</b>	<b>0.00</b>	<b>75,176,566.85</b>	<b>75,283,615.85</b>	<b>0.00</b>

## Expense Summary Report

Fund: 1  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	858,848.00	687,938.67	1,425,261.39	-566,413.39	165.95
17 - HEALTH & SANITATION	266,338.00	22,686.84	266,336.84	1.16	100.00
18 - MUNICIPAL BUILDING	81,192.00	10,760.87	73,802.93	7,389.07	90.90
20 - GENERAL ASSISTANCE	43,047.00	5,969.47	34,575.60	8,471.40	80.32
22 - TAX ASSESSMENT	244,872.00	26,748.80	214,368.40	30,503.60	87.54
25 - LIBRARY	246,853.00	27,997.29	241,265.29	5,587.71	97.74
31 - FIRE/AMBULANCE DEPARTMENT	2,657,355.00	260,056.87	2,464,389.51	192,965.49	92.74
35 - POLICE DEPARTMENT	1,870,972.00	147,545.92	1,591,811.46	279,160.54	85.08
38 - PROTECTION	382,000.00	31,985.17	382,212.93	-212.93	100.06
39 - CARIBOU EMERGENCY MANAGEMENT	14,130.00	2,450.05	12,700.79	1,429.21	89.89
40 - PUBLIC WORKS	2,709,266.00	331,226.20	2,534,392.86	174,873.14	93.55
50 - RECREATION DEPARTMENT	656,665.00	46,703.98	619,201.01	37,463.99	94.29
51 - PARKS	198,997.00	16,534.58	161,386.80	37,610.20	81.10
60 - AIRPORT	101,462.00	10,341.99	82,076.29	19,385.71	80.89
61 - CARIBOU TRAILER PARK	13,455.00	2,835.60	13,455.00	0.00	100.00
65 - CEMETERIES	6,850.00	0.00	6,250.00	600.00	91.24
70 - INS & RETIREMENT	90,452.00	2,502.65	71,058.58	19,393.42	78.56
75 - CONTRIBUTIONS	7,648.00	0.00	7,648.00	0.00	100.00
80 - UNCLASSIFIED	31,775.00	39,126.69	78,676.95	-46,901.95	247.61
85 - CAPITAL IMPROVEMENTS	1,317,950.00	0.00	1,317,950.00	0.00	100.00
<b>Final Totals</b>	<b>11,800,127.00</b>	<b>1,673,411.64</b>	<b>11,598,820.63</b>	<b>201,306.37</b>	<b>98.29</b>

### Expense Summary Report

Fund: 2  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	70,411.00	1,941.94	81,692.64	-11,281.64	116.02
Final Totals	70,411.00	1,941.94	81,692.64	-11,281.64	116.02

### Expense Summary Report

Fund: 3  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	142,794.00	14,441.32	130,974.29	11,819.71	91.72
Final Totals	142,794.00	14,441.32	130,974.29	11,819.71	91.72

### Expense Summary Report

Fund: 4  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	64,731.00	16,756.35	64,454.50	276.50	99.57
Final Totals	64,731.00	16,756.35	64,454.50	276.50	99.57

### Expense Summary Report

Fund: 5  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	308,037.00	55,541.84	208,812.80	99,224.20	67.79
12 - NYLANDER MUSEUM	53,903.00	7,127.10	30,619.23	23,283.77	56.80
Final Totals	361,940.00	62,668.94	239,432.03	122,507.97	66.15

**Revenue Summary Report**

Fund: 1

December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	7,453,700.00	312,974.44	7,969,271.15	-515,571.15	106.92
18 - MUNICIPAL BUILDING	2,000.00	0.00	0.00	2,000.00	0.00
20 - GENERAL ASSISTANCE	19,200.00	3,359.22	15,120.45	4,079.55	78.75
22 - TAX ASSESSMENT	1,037,800.00	394,634.00	1,530,793.37	-492,993.37	147.50
23 - CODE ENFORCEMENT	6,000.00	0.00	5,735.00	265.00	95.58
25 - LIBRARY	5,000.00	478.14	4,133.57	866.43	82.67
31 - FIRE/AMBULANCE DEPARTMENT	1,620,913.00	104,698.63	1,614,371.56	6,541.44	99.60
35 - POLICE DEPARTMENT	65,777.00	1,430.00	20,144.32	45,632.68	30.63
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	202,667.00	166,628.16	223,362.32	-20,695.32	110.21
50 - RECREATION DEPARTMENT	15,600.00	10,215.47	23,802.97	-8,202.97	152.58
51 - PARKS	300.00	0.00	20.00	280.00	6.67
60 - AIRPORT	48,000.00	2,419.06	44,870.93	3,129.07	93.48
61 - CARIBOU TRAILER PARK	3,000.00	500.00	3,000.00	0.00	100.00
70 - INS & RETIREMENT	9,000.00	0.00	7,467.00	1,533.00	82.97
Final Totals	10,491,357.00	997,337.12	11,464,492.64	-973,135.64	109.28

### Revenue Summary Report

Fund: 2  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	72,350.00	76,720.88	84,695.70	-12,345.70	117.06
Final Totals	72,350.00	76,720.88	84,695.70	-12,345.70	117.06



### Revenue Summary Report

Fund: 3  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	142,794.00	24,130.82	132,182.45	10,611.55	92.57
Final Totals	142,794.00	24,130.82	132,182.45	10,611.55	92.57

### Revenue Summary Report

Fund: 4  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	64,455.00	16,383.30	64,454.50	0.50	100.00
Final Totals	64,455.00	16,383.30	64,454.50	0.50	100.00

### Revenue Summary Report

Fund: 5  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	315,000.00	5,927.03	538,580.07	-223,580.07	170.98
12 - NYLANDER MUSEUM	0.00	0.31	42.89	-42.89	----
Final Totals	315,000.00	5,927.34	538,622.96	-223,622.96	170.99

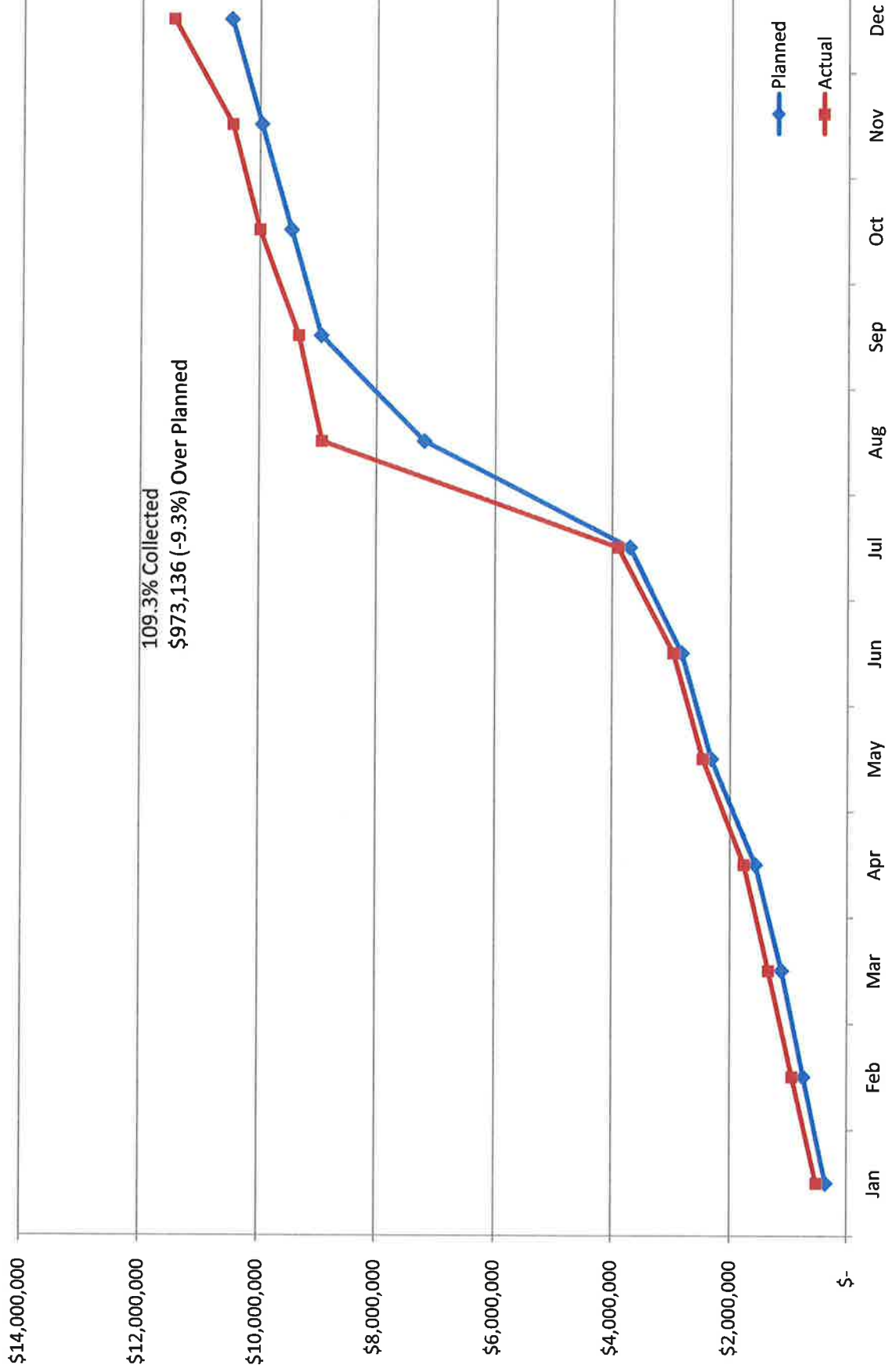
City of Caribou  
Investment Report  
December

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					3.00%		64,168.08	7,634,841.47
Machias Savings Bank	Section 125 Checking Acct					3.00%		1,043.34	69,253.11
Machias Savings Bank	American Rescue Plan Act Checking Acct					3.00%		4,346.03	579,732.12
ACFS & Loans	Retirement Saving Acct					4.35%		11,027.64	1,500,427.14
ACFS & Loans	Retirement Saving Acct Secured					2.00%		5,501.09	1,500,000.00
Norstate Federal Credit Union	Certificate of Deposit	9/13/2023	9/13/2024	365	245,000.00	4.90%	12,002.55	3,045.11	248,637.02
County Federal Credit Union	Certificate of Deposit	9/18/2023	9/18/2024	365	175,000.00	4.80%	8,406.65	2,133.62	177,433.03
TD Bank	Certificate of Deposit	9/28/2023	9/28/2024	365	245,000.00	5.55%	13,597.50	3,427.32	248,594.00
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDBG) (Originated from State of Maine Grant)					3.00%		1,866.04	248,093.78

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.20%		0.53	1,023.27
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.20%		0.35	676.58
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	1.20%		84.36	11,432.17
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2021	9/25/2024	1095	1,868.91	0.90%	50.46	4.39	1,915.44
ACFS & Loans	Knox Library Trust (CD)	4/13/2023	4/13/2028	1825	3,559.22	4.10%	729.64	38.25	3,670.13
ACFS & Loans	Knox Library Trust (CD)	4/8/2023	4/8/2024	365	6,911.07	3.95%	272.99	74.27	7,125.96
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2023	4/13/2028	1825	14,302.37	4.10%	2,931.99	153.19	14,352.53
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2023	7/19/2024	365	49,925.20	4.05%	2,021.97	501.32	48,838.11
County Federal Credit Union	Philip Turner Library Mem(CD)	10/30/2023	10/30/2024	365	9,285.47	5.00%	464.27	80.35	7,448.09
Machias Savings Bank	Margaret Shaw Library Mem(CD)	3/2/2023	3/2/2025	730	13,170.91	4.55%	1,198.55	153.70	13,626.90
Machias Savings Bank	Gordon Robertson Mem(CD)	3/2/2023	3/2/2024	365	11,592.16	4.75%	550.63	141.86	12,050.89
ACFS & Loans	Memorial Investment(CD)	12/13/2023	3/12/2024	91	6,282.00	0.95%	14.88	15.24	6,282.43
Machias Savings Bank	G. Harmon Memorial(CD)	3/2/2023	3/2/2024	365	6,823.98	4.75%	324.14	83.53	7,095.78
County Federal Credit Union	Ken Matthews Scholarship(CD)	11/24/2023	5/24/2024	180	7,722.83	3.75%	142.82	53.60	7,753.04
Machias Savings Bank	Barbara Brewer Fund(CD)	3/2/2023	3/2/2025	730	5,596.91	4.55%	509.32	65.56	5,812.35

\*Market Value does not reflect interest received due to the fact that interest will be received quarterly and recorded as a revenue  
 \*\*Checking Value does not reflect interest received due to the fact that interest will be received monthly and recorded as a revenue

City of Caribou  
 2023 Revenue Budget  
 As of 31 Dec 23





**City Manager's Report  
February 12 , 2024**

**Economic Projects**

<b>River Front - Powerplants</b>	The CRRC (Riverfront Development Committee) is the steering committee for the River Front Power Plants Brownfields project. A public hearing was held on Tuesday January 30 at 6:00 pm to discuss the ABCA and the Community Engagement Plan. There is a 30-day comment period on the ABCA open.
<b>Broadband Initiative</b>	No new updates.
<b>CDBG</b>	No new updates.
<b>Ogren Dump Solar Project</b>	No new updates.
<b>Events and Marketing</b>	Trails are open. Have fun, be safe and please patronize our Caribou businesses. There will be an eclipse on April 8, 2024. Caribou is in the path of totality.
<b>Landbank</b>	Councilor Bagley has information to present about moving forward with a Landbank Initiative. This will be on the March 25 City Council meeting agenda.
<b>Chapter 13 Rewrite</b>	The Caribou Planning Board met on February 8 and this was discussed.
<b>Federal American Rescue Plan Act</b>	Letters of Interest are due next week.
<b>Blight Cleanup</b>	The Caribou Planning Board is prioritizing this for 2024.
<b>Birdseye Cleanup</b>	No new updates.
<b>Caribou Development Committee</b>	Next meeting is Wednesday February 27, 2024 @ 6 pm. Icebreaker was held January 29.
<b>River Front - Master Plan</b>	Staff has received a "partial notice to proceed" for NEPA review but not for the Riverfront Master Plan.
<b>Façade Improvement Program</b>	The Spring Façade Improvement Grant period is now open with a March 15 application deadline.
<b>Aldrich ATV/Snowmobile Storage</b>	No new updates.
<b>Caribou Economic Growth Council</b>	CEGC met on Thursday January 25, 2024 @ 7am. 2024 Theme is "Compliance".
<b>Business Outreach</b>	Business newsletter will be going out soon with tools to prepare for Eclipse visitors.

**Other Administrative Projects**

<b>Tax Acquired Property Policy</b>	No new updates.
<b>Nylander</b>	"Dino Days" are coming during February break.
<b>Fire Structural Work</b>	No new updates.
<b>Fire Station Renovations</b>	No new updates.
<b>Police Station</b>	On tonight's agenda.
<b>River Road</b>	No new updates.
<b>Investment Policy</b>	No new updates.
<b>Trailer Park Closure</b>	No new updates.
<b>Cable Franchise Renewal</b>	No new updates.
<b>Airport</b>	No new updates.
<b>Personnel Policy</b>	No new updates.
<b>New LED Street lights</b>	No new updates.
<b>Comp Plan Update</b>	No new updates.
<b>LD 2003 Implementation</b>	Planning Board received a document for their review from NMDC.
<b>15 Prospect Street</b>	No new updates.
<b>Water Street Fire</b>	No new updates.
<b>Age-Friendly Efforts</b>	Met on Tuesday 1/23/2024. Stay tuned for more details on upcoming programs.
<b>Personnel Changes</b>	New Assistant City Clerk Patricia Romano started in her position on Friday February 9.
<b>DOT Village Partnership</b>	Kick-off meeting will be Friday March 1.
<b>Aroostook Waste Solutions</b>	Met on Friday January 26.
<b>Cary Medical Center</b>	The 100th anniversary of Jefferson Cary's vision for a Caribou community hospital will be celebrated in 2024.
<b>Other Updates</b>	Caribou is blessed with amazing volunteers and service organizations.
<b>Administrative Approvals</b>	No new updates.

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: February 12, 2024**  
**Re: Aroostook Agency on Aging, Access Points Project in Aroostook County**

---

The Aroostook Agency on Aging is rolling out a new program called “Access Points” to provide greater outreach to area residents. Caribou has been identified as a community that could benefit from this program, and the Caribou Public Library has been identified as a location that would meet the needs of the program.

Tonight, Ginny Joles and Judy Anderson are here to provide a high-level overview of the Access Points project.

The MOU and BAA from Agency on Aging are included with this packet, as well as a press release from earlier this year.

**Suggested Action**

Please make a motion to authorize the City Manager to sign the agreements with the Agency on Aging to locate an Access Points location in Caribou at the Caribou Public Library.

Second, have discussion and then vote.



July 24, 2023

CONTACT: Mark Putnam

Communication and Development Coordinator

207-760-6276 [Mark.putnam@aroostookaging.org](mailto:Mark.putnam@aroostookaging.org)

## Access Points grant will help Agency on Aging deliver services closer to where people live

**PRESQUE ISLE, Maine** -- Efforts to expand and improve the aging network in Aroostook County are moving forward thanks to federal funding and the recent hiring of a project coordinator with strong connections to leaders across the region and beyond.

The Aroostook Agency on Aging, with overwhelming support from Maine's Congressional Delegation and regional partners, recently received \$862,000 in Congressional Directed Spending. The Access Points project is now poised to establish or strengthen local connections to services, consultation and meeting space, recreation, and enrichment.

Marking its 50<sup>th</sup> anniversary, the Agency was established in 1973 as part of the federal Older Americans Act and its ongoing mission is to assist older people in leading independent and meaningful lives in their own communities and homes.

"Getting older is a natural part of life. It's something each of us does every day. And yet it can be hard to accept, hard to talk about, and most of all, hard to plan for. We are committed to our goal to be the trusted resource for older persons and their family caregivers no matter where they live. Access points will allow us to meet residents where they are," said Joy Barresi Saucier, Executive Director.

"Through the Access Points for Aging project, our Agency staff, volunteers, and partners will focus on strengthening the aging network throughout Aroostook County. We're here to be a navigator to guide and support aging adults and family caregivers. This program aims to deliver services closer to home for those we serve," she added.

Barresi Saucier said her organization is grateful to Maine's federal delegation for understanding the importance of this project and supporting its development. She also credits the Agency's board of directors for identifying the need to expand knowledge of and access to programs and services in its ongoing strategic planning process.

One of the first objectives of Access Points for Aging was to find the best candidate to lead the initiative.

Virginia "Ginny" Joles of Mapleton, who has compiled a successful career in public relations, and served her community in various leadership roles since retiring several years ago, was hired recently as project coordinator.

Joles and Agency staff are currently meeting with leaders in Ashland, Fort Kent, and Danforth to discuss opportunities to create or enhance spaces that would become access points for older people. The network will extend to various other communities throughout the entire county. The project, she said, will broaden and deepen the Aroostook Agency on Aging's footprint in each community as the "go-to" provider of information and services for the aging population.

"These spaces or access points will be used by a variety of age-friendly stakeholders for a multitude of events or meetings while allowing the Aroostook Agency on Aging space to offer events, presentations, educational opportunities and more," Joles said.

As the Agency partners with hub communities, Joles will conduct a community needs assessment, in collaboration with municipalities and tribal units, age-friendly organizations, hospitals or health centers, and other stakeholders to determine what physical space, infrastructures, and technologies already exist and what needs to be added to elevate those spaces to become primary access points for older people. For its part, the Agency will support the access points by purchasing furnishings, equipment, and technology such as videoconferencing devices.

Ultimately, Joles added, Agency employees and volunteers will host regular office hours and programming in the space to create a consistent presence. "Providing services close to home will have a big impact on the citizens of this region. I am excited to be part of the project," she said.

Access points, and the video conferencing technologies in each, will provide opportunities for older citizens who would have previously been limited by geographic distances and/or lack of reliable and affordable transportation to receive services or important information. For example, Joles said an exercise class being taught in Caribou could be transmitted to access points throughout Aroostook, or a special speaker on the topic of respiratory health being presented in Houlton could be shared with the entire County via the access point network.

"The potential of interconnectivity is one that will continue to develop with time and as needs of the aging population evolve," Joles added.

Barresi Saucier believes successful implementation of the Access Points project not only serves the needs of older persons in Aroostook, but it will also provide an efficient model for collaboration, service, and outreach that emphasizes cooperation among a variety of stakeholders in a vast, rural geographic area.

"We have barriers of weather, transportation, and technology. Our goal is to break those barriers," Barresi Saucier said, adding, "access points will serve as a place to bring people together and that's what those we serve have told us -- that as important as the content of the program is, just as important is creating a connection with others in their home communities."

For more information on Access Points for Aging, please call the Aroostook Agency on Aging at 764-3396 or toll-free at 800-439-1789.



**CONNECTING AGING NETWORK** -- Access Points for Aging Coordinator Ginny Joles, center, discusses dual-monitor teleconferencing technology with Aroostook Agency on Aging staff Tamara Cote, IT Manager, and Corinthian Dockery, Help Desk Technician.

### ***About Aroostook Agency on Aging***

The mission of the Aroostook Agency on Aging is to improve the quality of life and promote the well-being of older people in our communities. For more than 50 years, the agency has served as a resource, helping people to access information and services, while also advocating to assure the rights we all value are respected. This Agency complies with applicable Federal civil rights laws and does not discriminate on the basis of physical or mental disability, race, color, creed, age, gender, gender identity, sexual orientation, religion, ancestry, or national origin in admission to, access to, or operation of its services, programs, or activities.

#### **Federal Grant Funding Disclosure**

The Aroostook Agency on Aging is supported in part by the Administration for Community Living (ACL) of the United States (U.S.) Department of Health and Human Services (HHS). The contents are those of the Agency and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government. For more information, please visit the ACL website, [www.acl.gov](http://www.acl.gov).



**MEMORANDUM OF UNDERSTANDING  
Between**

**Aroostook Agency on Aging  
And  
The City of Caribou**

**WHEREAS**, the Aroostook Agency on Aging will collaborate with **The City of Caribou** to assist older people in leading independent and meaningful lives in their own communities and homes.

**WHEREAS**, the partners herein desire to enter into a Memorandum of Understanding (MOU) setting forth the services to be provided by the collaborative.

**Roles and Responsibilities**

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

**1) The Aroostook Agency on Aging will:**

- Assist with community needs assessment
- Assist with site location, space to facilitate group activity
- Develop community access points scope of offering
- Jointly identify anticipated start-up costs and asset values
- Assist in the organization of an existing space
- Purchase, install, and maintain ownership of initial furnishings, equipment, and technology for at least 3 years
- Update existing technology or provide new technologies to best utilize the space
- Provide necessary IT support and equipment maintenance
- Offer Agency programs and establish regular Agency office hours
- Promote a safe environment
- Provide marketing and signage for site
- Provide certificate of liability insurance for Agency staff/volunteers, programs, and Agency-owned assets
- Provide electronic scheduling assistance via Microsoft 365 Outlook, update Agency offering on calendar regularly
- Collaborate with Town to develop sustainability plan, which could include fundraising efforts

**2) The City of Caribou will:**

- Collaborate with the Agency to enhance Agency programming
- Identify additional community services to enhance the mission
- Establish regular hours of access points site operation

- Provide utilities for site, including heat, electricity, internet, building maintenance, parking lot upkeep
- Internet must be a minimum of 10-20 MBPS bandwidth, CAT6 line
- Jointly identify anticipated start-up costs and asset values
- Identify key staff/point of contact for initiative
- Identify one volunteer to be Access Point Champion, serving at least one year on the Access Point Advisory Council
- Allow for Access Points signage to be installed
- Maintain site schedule utilizing Microsoft 365 Outlook calendar; print/post/share calendar of events
- Provide Certificate of Liability for site and for all non-Agency activities and events
- Comply with Business Associate Agreement (BAA) which addresses HIPAA compliance (See attached)
- Maintain and provide logs and usage records, documenting number of events and number of attendees
- Provide event pre-surveys and post-surveys to track program effectiveness
- Collaborate with Agency to develop sustainability plan, which could include fundraising efforts

### **Indemnification**

**The City of Caribou** agrees to jointly and severally indemnify, defend and hold Aroostook Agency on Aging harmless from and against all liability, loss, damage, or expense, including attorney's fees which may be incurred or sustained by reason of the failure of **The City of Caribou** to fully comply with the terms and obligations of this MOU.

Likewise, Aroostook Agency on Aging agrees to jointly and severally indemnify, defend and hold **The City of Caribou** harmless from and against all liability, loss, damage, or expense, including attorney's fees which may be incurred or sustained by reason of the failure of Aroostook Agency on Aging to fully comply with the terms and obligations of this MOU.

### **Severability**

Should any part of this MOU be rendered or declared invalid by a court of competent jurisdiction of the State of Maine, such invalidation of such part or portion of this MOU shall not invalidate the remaining portions thereof, and they shall remain in full force and effect.

### **Assignment**

This MOU may not be assigned or transferred by either party without prior written consent of the other party.

### **Term**

This MOU will commence on the date of acceptance by both parties and remain in effect for one year. Either party may extend this agreement with a 30-day written notice to the other party.

**Termination**

Either party may terminate this MOU with a 30-day written notice. In the event this MOU is terminated prior to the three-year contract date, furnishings and technology will be returned to the Agency.

**For Aroostook Agency on Aging**

**For The City of Caribou**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Executive Director  
Title

\_\_\_\_\_  
City Manager  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Business Associate Agreement**

The purpose of this Agreement is to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), its implementing regulations (45 CFR Parts 160-164), any applicable state privacy laws, any applicable state security laws, any requirements of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 (the “HITECH Act”) and any regulations adopted or to be adopted pursuant to HIPAA or the HITECH Act that relate to the obligations of Business Associates, including without limitation the HIPAA Omnibus Rule (collectively “HIPAA”). Business Associate recognizes and agrees it is obligated by law to meet the applicable provisions of HIPAA.

### **Definitions**

#### Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

#### Specific definitions:

(a) Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the **City of Caribou**.

(b) Covered Entity. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Aroostook Agency on Aging.

(c) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

### **Obligations and Activities of Business Associate**

Business Associate agrees to:

(a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;

(c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;

(d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(e) Make available protected health information in a designated record set to the covered entity necessary to satisfy covered entity's obligations under 45 CFR 164.524;

(f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 CFR 164.526;

(g) Maintain and make available the information required to provide an accounting of disclosures to the covered entity as necessary to satisfy covered entity's obligations under 45 CFR 164.528;

(h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

#### **Permitted Uses and Disclosures by Business Associate**

(a) Business associate may only use or disclose protected health information for the purposes for which such protected health information was retained.

(b) Business associate may use or disclose protected health information as required by law.

(c) In any instance when the Business Associate requests, uses or disclosed protected health information under this agreement or in accordance with another agreement that exists between the covered entity and the business associate, the business associate shall use a Limited Data Set, if practicable. Otherwise, Business Associate may use or disclose only the minimum amount of protected health information necessary to accomplish the intended purpose of the use, disclosure or request as required by 45 CFR Part 164.

(d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the specific uses and disclosures set forth below.

(e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.

(f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes



for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.

### **Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions**

(a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate's use or disclosure of protected health information.

(b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.

(c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate's use or disclosure of protected health information.

### **Permissible Requests by Covered Entity**

Covered entity shall not request business associate to use or disclose protected health information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by covered entity.

### **Term and Termination**

(a) Term. The Term of this Agreement shall be effective on the Effective Date and shall continue in effect until all obligations of the Parties have been met, unless the covered entity terminates for cause as authorized in paragraph (b) of this Section.

(b) Termination for Cause. Business associate authorizes termination of this Agreement by covered entity, if covered entity determines business associate has violated a material term of the Agreement and business associate has not cured the breach or ended the violation within the time specified by covered entity.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity or, if agreed to by covered entity, destroy the remaining protected health information that the business associate still maintains in any form;

3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out at in paragraphs (e) and (f) above under "Permitted Uses and Disclosures By Business Associate" which applied prior to termination; and
5. Return to covered entity or, if agreed to by covered entity, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

(d) Survival. The obligations of business associate under this Section shall survive the termination of this Agreement.

**Miscellaneous**

(a) Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.

(c) Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf as of the Effective Date.

**Aroostook Agency on Aging**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Joy Barresi Saucier  
Executive Director

**City of Caribou**

By: \_\_\_\_\_ Date: \_\_\_\_\_

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: February 12, 2024**  
**Re: Presentation on the progress of the Caribou Police Station project by Artifex**

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In 2017, the City of Caribou began to explore options for a new building to house the Caribou Police Department, and the possibility of moving the Fire and EMS Department into the same building as the Police Department. In 2018, a Citizen's Advisory Group was formed to look at alternatives. In 2019, City Manager Dennis Marker led a committee to conduct a Request for Qualifications process which identified Artifex AE as the firm with that best fit the criteria. Unfortunately, momentum on the project slowed during the pandemic but in 2021, the City Council was able to move forward with Artifex to assess the current location and programs, evaluate locations for a new location, and consider floor plans that fit with the service programs of the police department.

In June 2022, voters in Caribou voted in favor of moving forward with a plan to construct a police station at a cost not to exceed \$10,000,000. The City of Caribou was successful in securing a Congressionally Directed Spending request in the amount of \$2,500,000 from Senator Susan Collins. The Caribou Organization Promoting Public Safety (COPPS) has been organized to identify grants and other funding sources to assist with the construction and furnishing of the new Caribou Police Station.

At the March 27, 2023, City Council meeting, a contract for the project was signed with Artifex to provide architectural and engineering services for the project.

Tonight, the City Council will receive a presentation on the schematic and design work done by Artifex AE and Manns Woodward Studios and request the City Council's approval. Additionally, to move forward, there would need to be an approval of the contract with S. W. Cole for the geotechnical explorations and engineering work needed at the intended site (\$31,900).

**Suggested Action**

Please make a motion to approve the Schematic Design and Design Development documents as presented, second, have discussion and then vote.

Please make a motion to approve the contract with S.W. Cole as presented, second, have discussion and then vote.

# City of Caribou

## Caribou Police Department

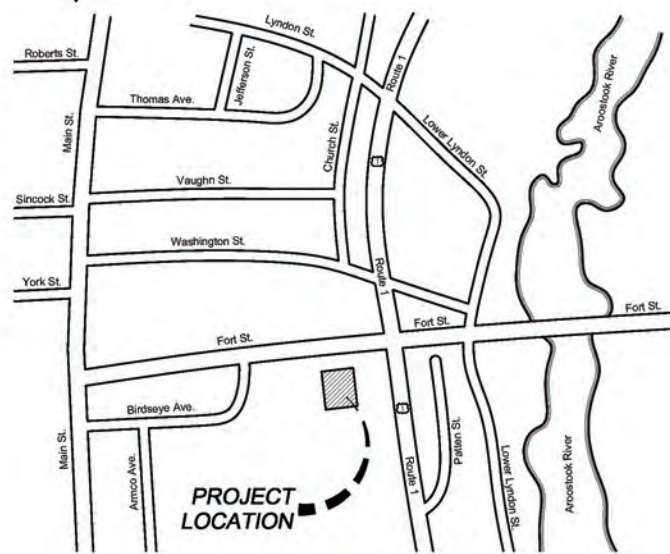
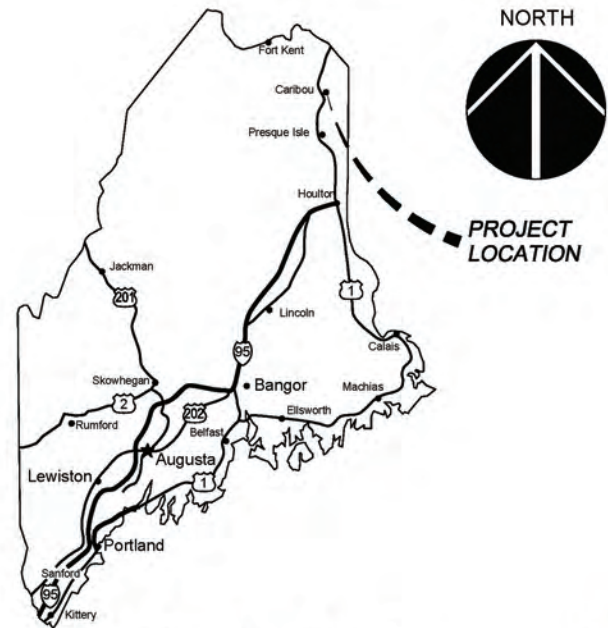
### Schematic Design Package

Project No. 2023102

February 8th, 2024

#### INDEX OF DRAWINGS

- Site Plan
- Basement Floor Plan
- First Floor Plan
- Structural Section
- Framing Scheme - Basement
- Framing Scheme - First Floor
- Framing Scheme - Roof
- Typical Details
- Exterior Render - Front
- Exterior Render - Rear



#### "STATEMENT AND NOTICE OF COOPERATION"

RELEASE OF THESE PLANS CONTEMPLATES FURTHER COOPERATION AMONG THE OWNER, HIS CONTRACTOR AND THE ARCHITECT. DESIGN AND CONSTRUCTION ARE COMPLEX. ALTHOUGH THE ARCHITECT AND HIS CONSULTANTS HAVE PERFORMED THEIR SERVICES WITH DUE CARE AND DILIGENCE, THEY CANNOT GUARANTEE PERFECTION. COMMUNICATION IS IMPERFECT, AND EVERY CONTINGENCY CANNOT BE ANTICIPATED. ANY AMBIGUITY OR DISCREPANCY DISCOVERED BY THE USE OF THESE PLANS NEED BE REPORTED IMMEDIATELY TO THE ARCHITECT. FAILURE TO NOTIFY THE ARCHITECT COMPOUNDS MISUNDERSTANDING AND INCREASES CONSTRUCTION COSTS. A FAILURE TO COOPERATE BY A SIMPLE NOTICE TO THE ARCHITECT RELIEVES THE ARCHITECT FROM RESPONSIBILITY FOR ALL CONSEQUENCES. CHANGES MADE FROM THE PLANS WITHOUT CONSENT OF THE ARCHITECT ARE UNAUTHORIZED, AND RELIEVE THE ARCHITECT OF RESPONSIBILITY FOR ALL CONSEQUENCES ARISING OUT OF SUCH CHANGES. IN MANY CASES SUCH RELIEF OF RESPONSIBILITY INCLUDES RELIEF OF OWNER RESPONSIBILITY. THE CONTRACTOR AND HIS SUBCONTRACTORS NEED BE DILIGENT IN THESE MATTERS AT ALL TIMES PRIOR TO AND DURING CONSTRUCTION. REFER TO CONTRACT GENERAL AND SUPPLEMENTAL CONDITION AND SPECIFICATIONS (PROJECT MANUAL) FOR ADDITIONAL DETAILS AND CONDITIONS.

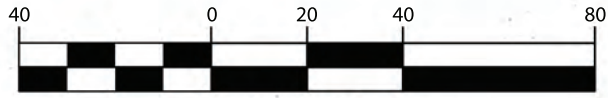


410-344-1460  
WWW.MWSARCH.COM

PHONE: 207-974-3028  
www.artifexae.com

175 Exchange St.  
Bangor, ME 04401

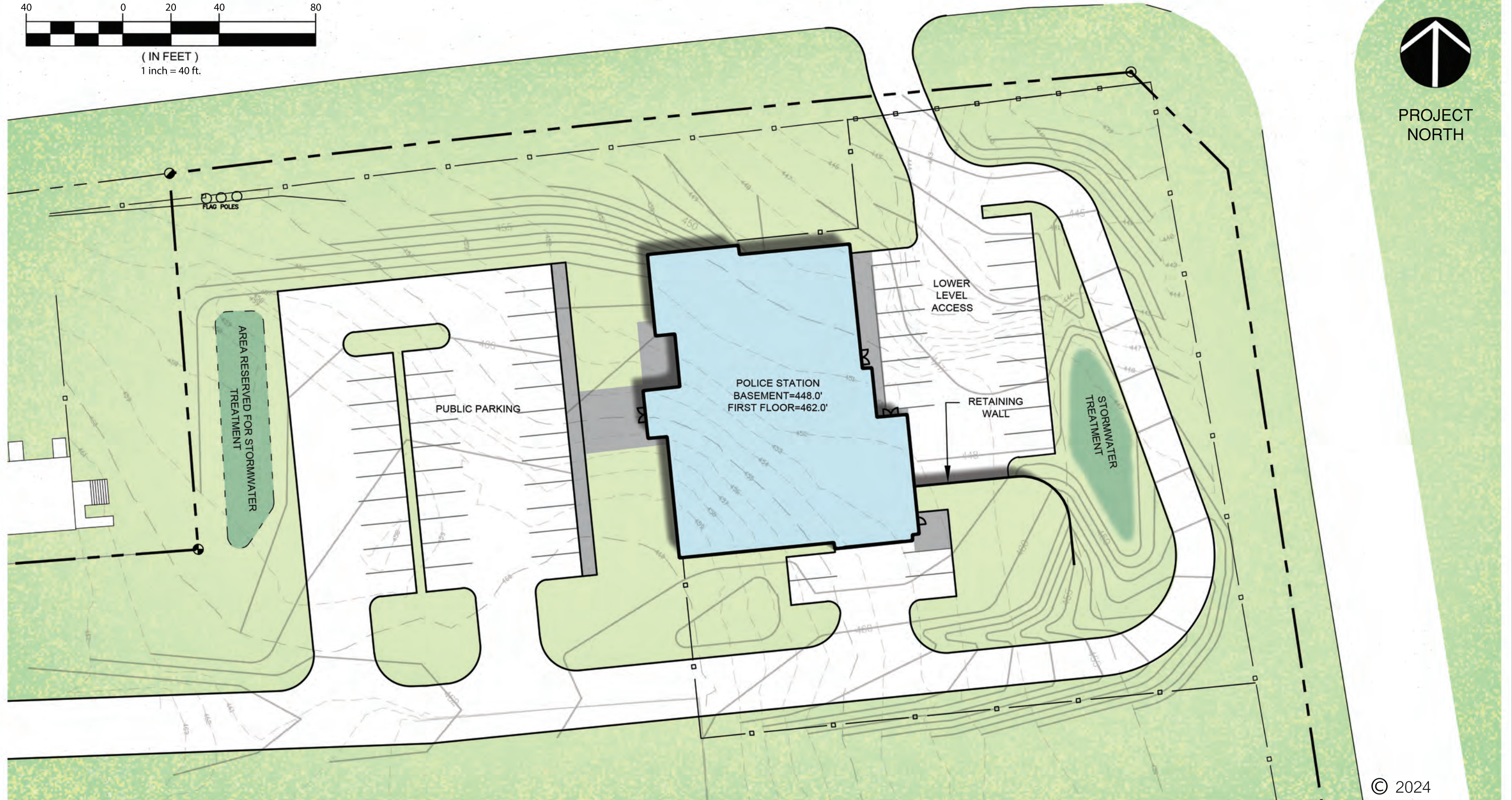




( IN FEET )  
1 inch = 40 ft.



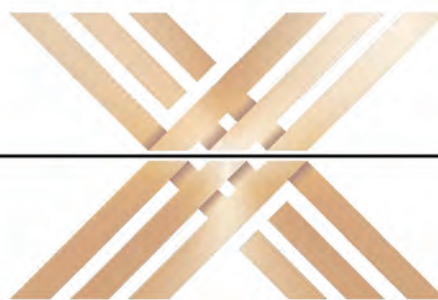
PROJECT  
NORTH



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# Site Plan

City of Caribou  
Caribou Police Department  
Project No. 2023102 February 8th, 2024



410-344-1460  
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PHONE: 207-974-3028 175 Exchange St.  
www.artifexae.com Bangor, ME 04401



**PRESENTATION LEGEND**

- PUBLIC ACCESS
- CIVILIAN & COMMAND STAFF
- SWORN STAFF
- RESTRICTED ACCESS
- CITY STAFF ACCESS



11,897 GROSS SQL



PROJECT NORTH

# Basement Floor Plan

City of Caribou  
Caribou Police Department  
Project No. 2023102 February 8th, 2024



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**PRESENTATION LEGEND**

- PUBLIC ACCESS
- CIVILIAN & COMMAND STAFF
- SWORN STAFF
- RESTRICTED ACCESS
- CITY STAFF ACCESS



11,897 GROSS SQL



PROJECT NORTH



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# First Floor Plan

City of Caribou  
 Caribou Police Department  
 Project No. 2023102 February 8th, 2024

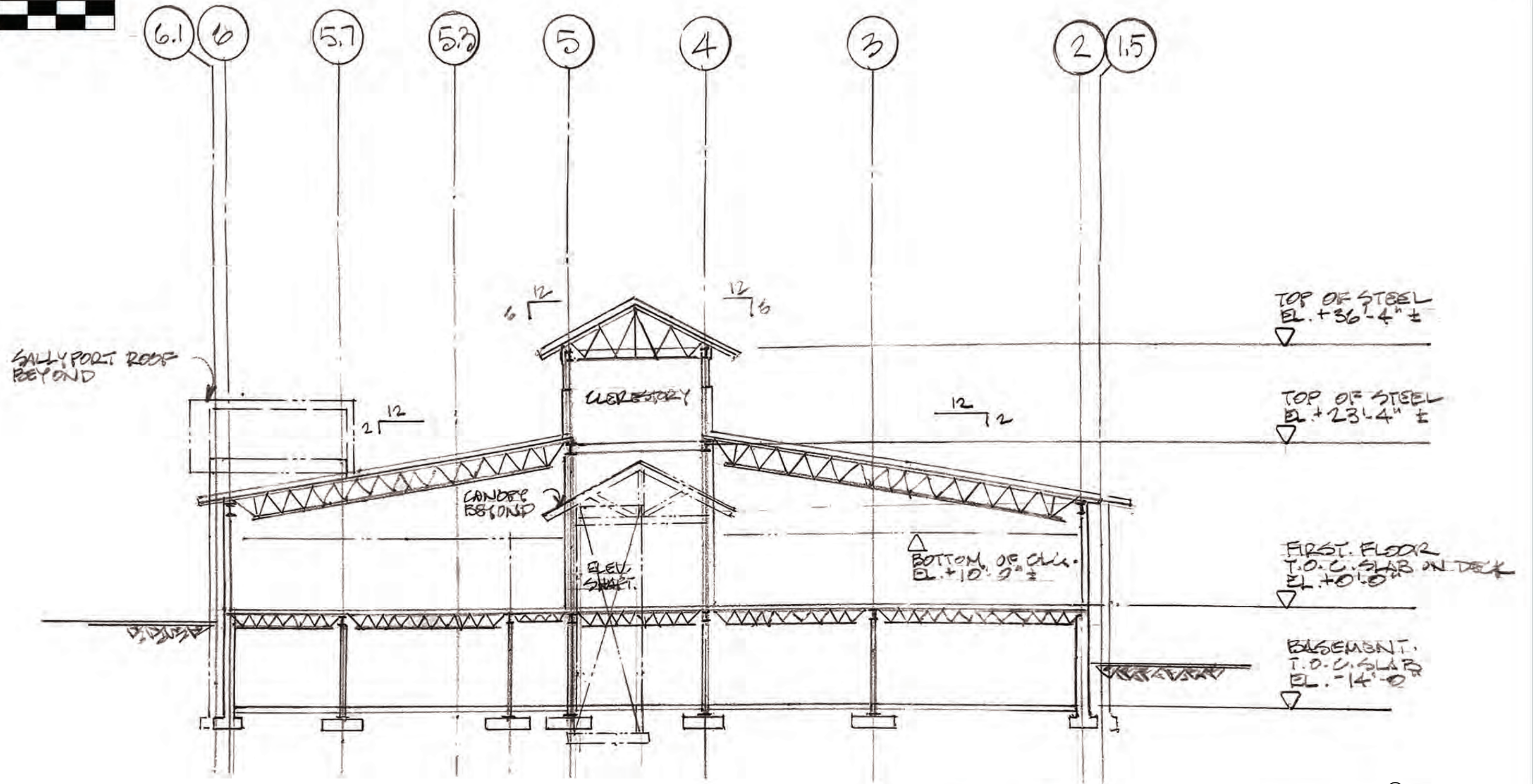
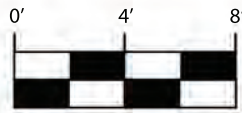


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PHONE: 207-974-3028 175 Exchange St.  
 www.artifexae.com Bangor, ME 04401

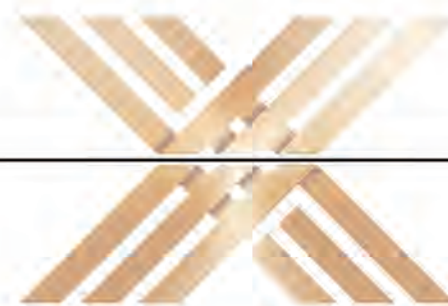




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# Structural Section

City of Caribou  
 Caribou Police Department  
 Project No. 2023102 February 8th, 2024

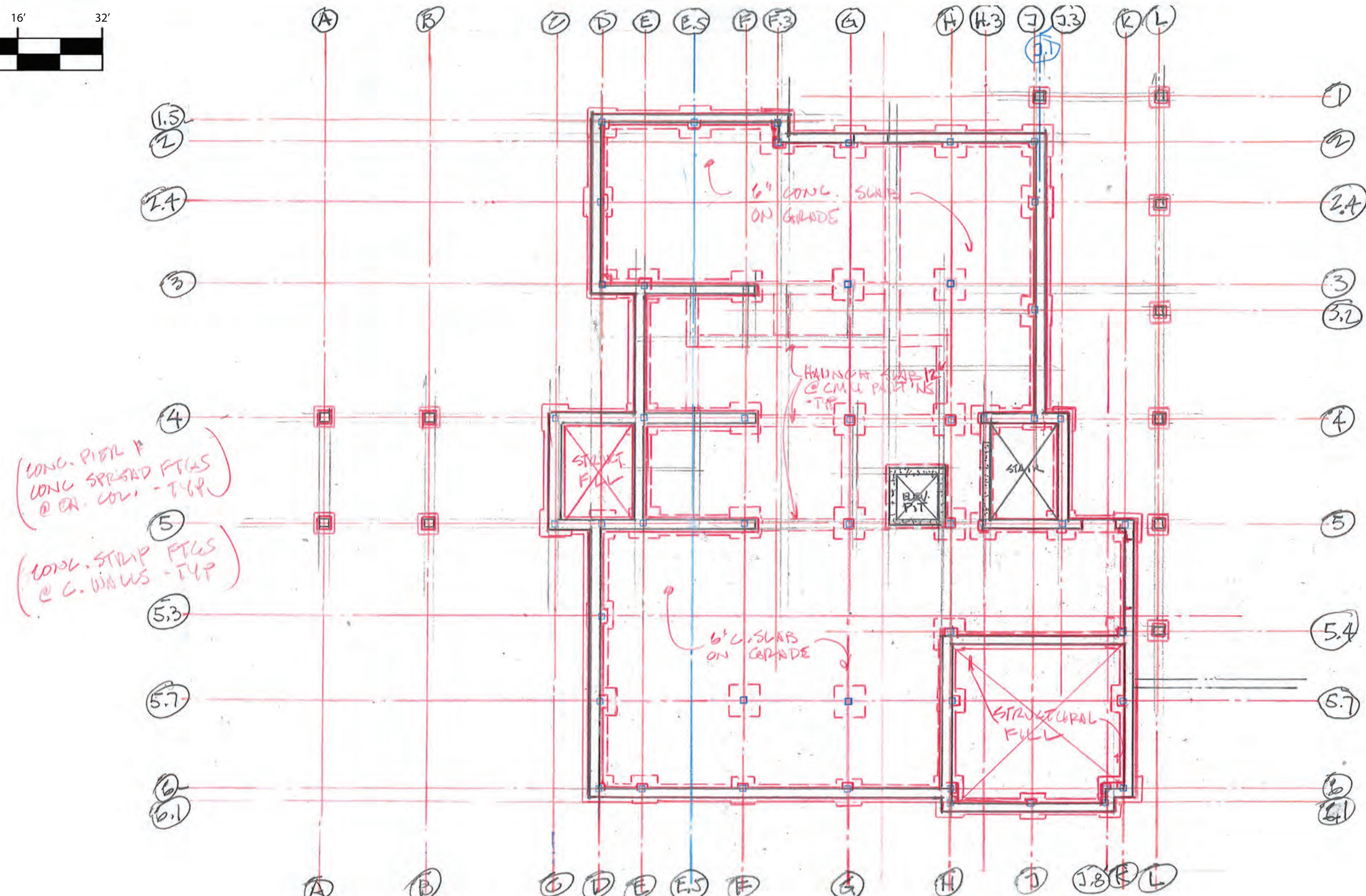


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# Framing Scheme - Basement

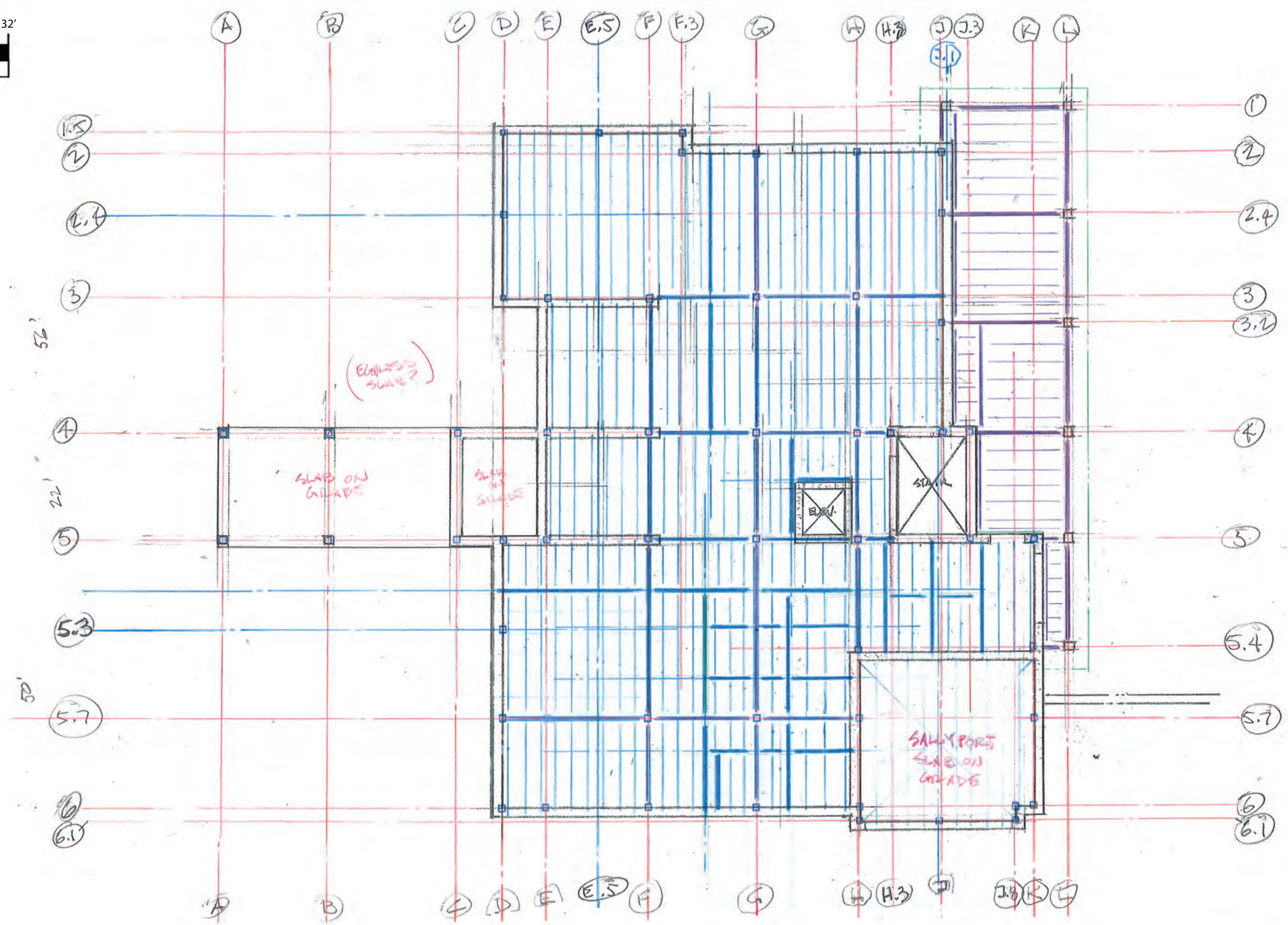
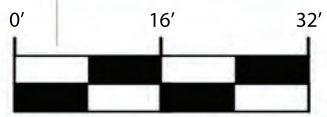


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# Framing Scheme - First Floor

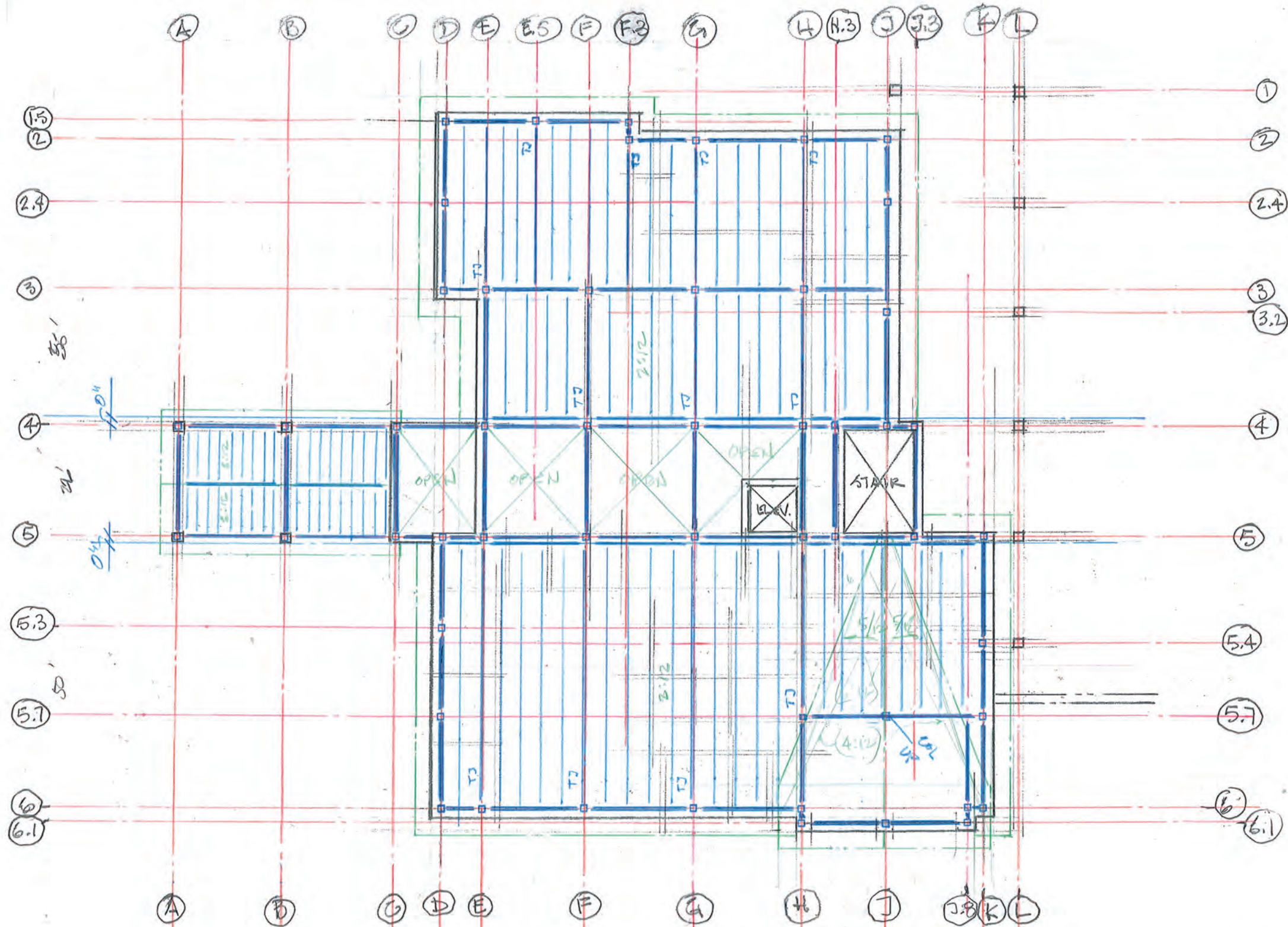


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# Framing Scheme - Roof

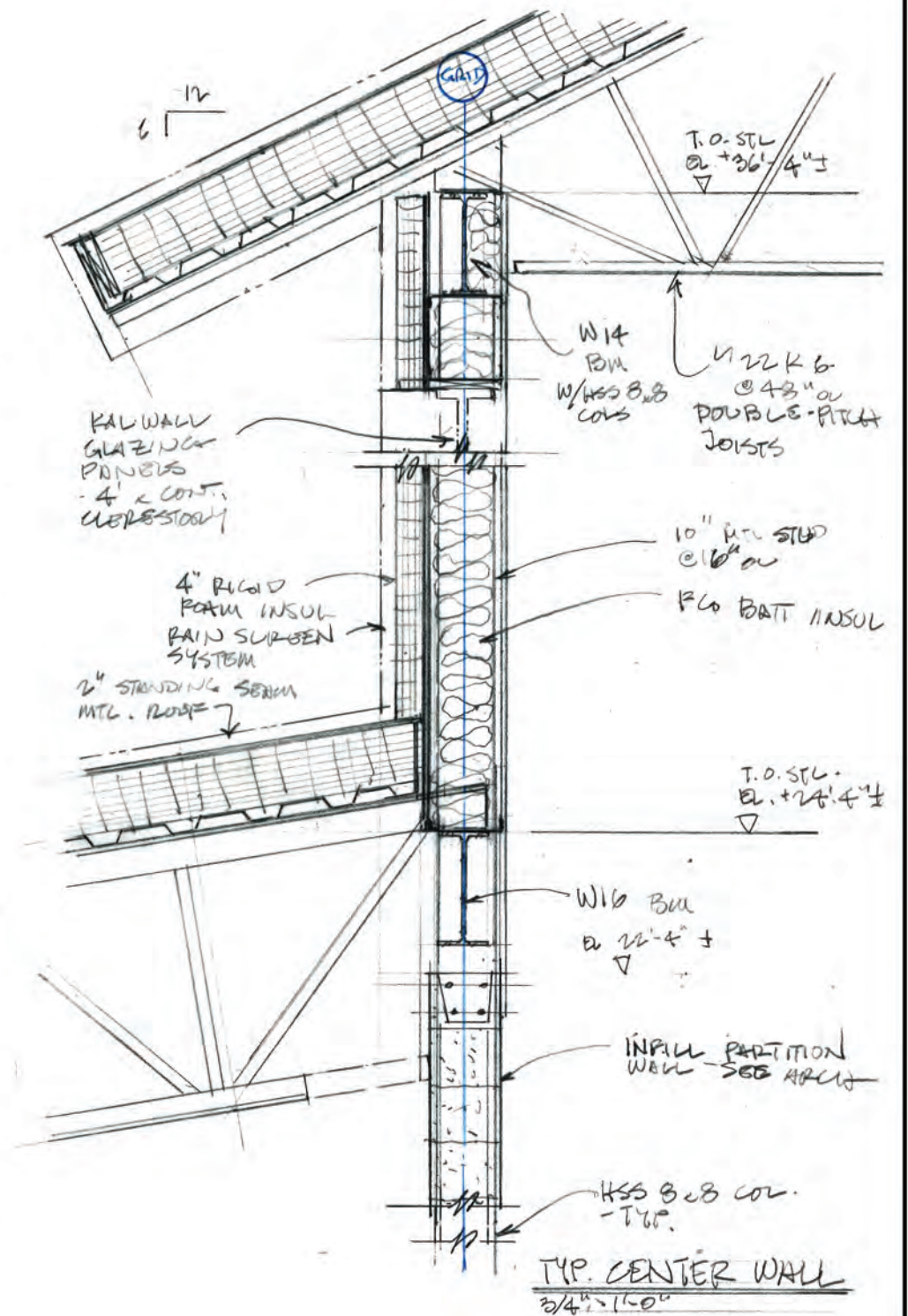
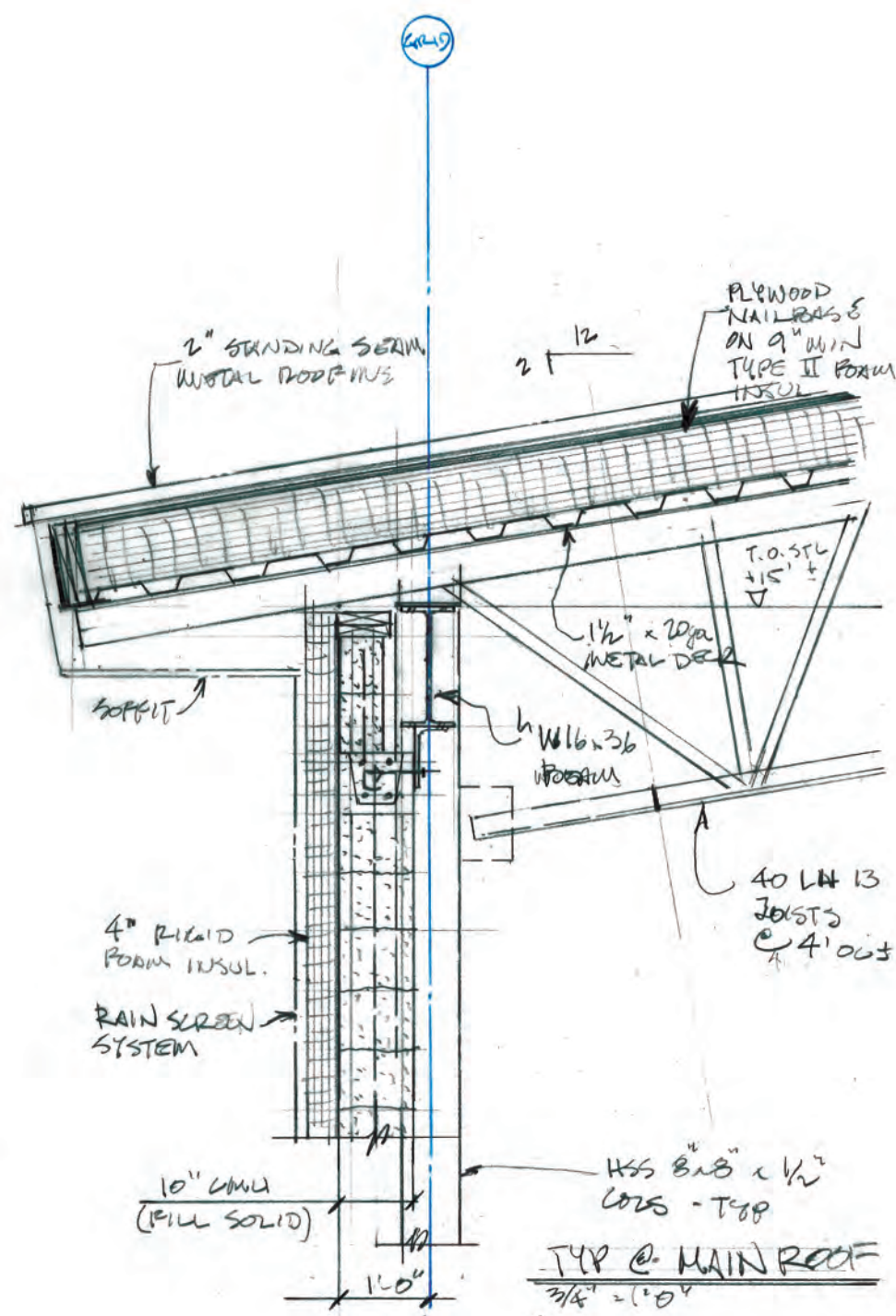
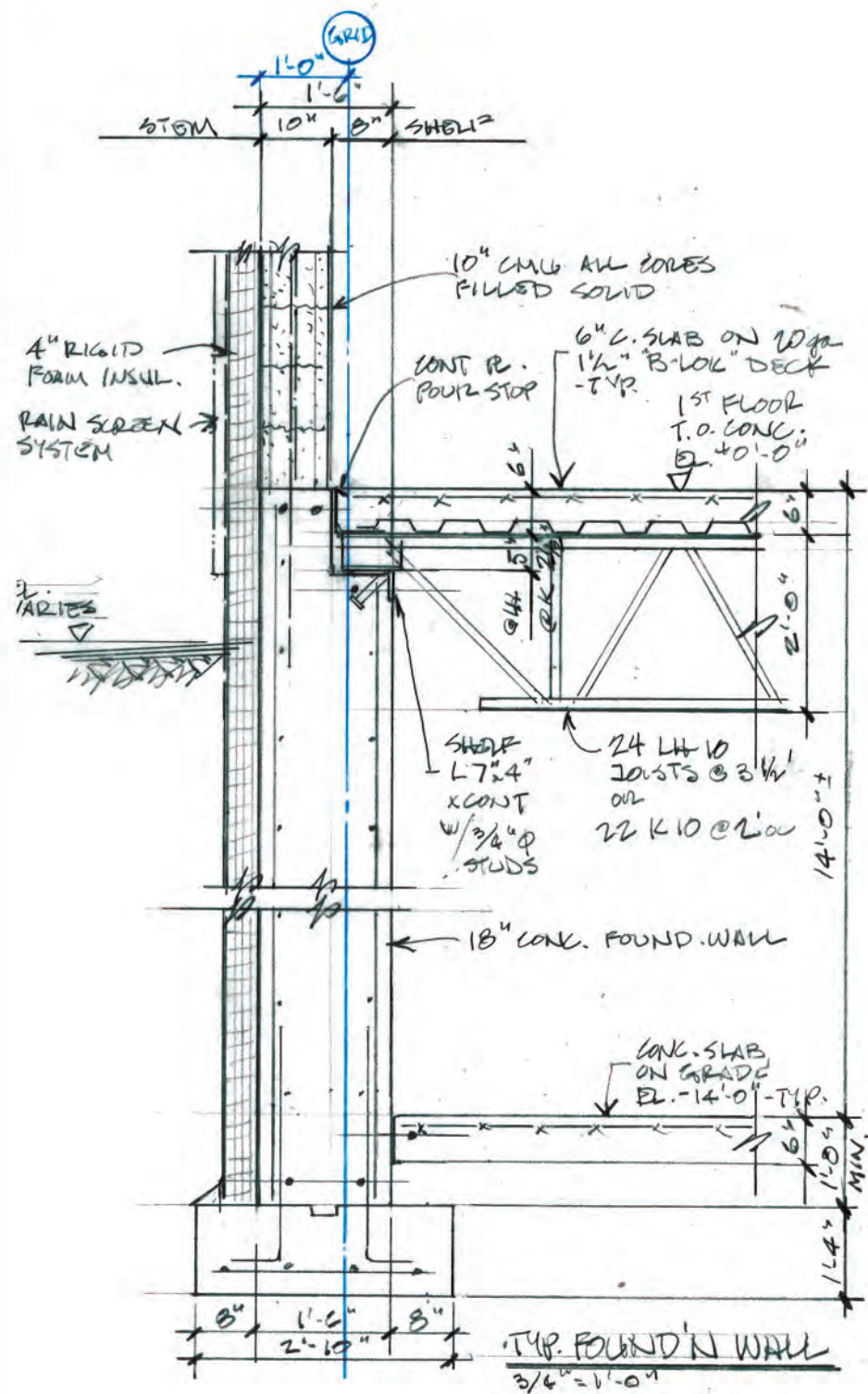
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# Typical Details

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 Caribou Police Department  
 Project No. 2023102 February 8th, 2024



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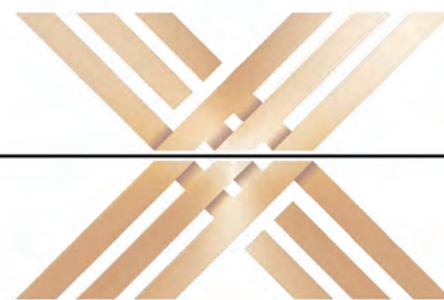
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## Exterior Render - Front

City of Caribou  
Caribou Police Department  
Project No. 2023102    February 8th, 2024



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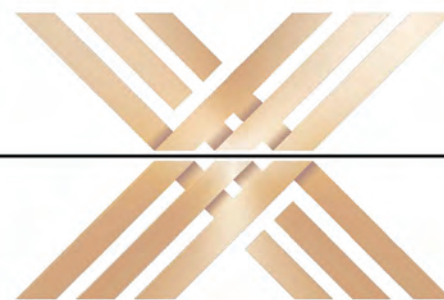
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## Exterior Render - Rear

City of Caribou  
Caribou Police Department  
Project No. 2023102    February 8th, 2024



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23-2455 S

December 18, 2023

City of Caribou, Maine  
C/o: Artifex Architects-Engineers  
Attention: Raysshelly Lizotte, P.E.  
175 Exchange Street  
Bangor, ME 04401

Subject: Proposal  
Explorations and Geotechnical Engineering Services  
Proposed Police Station  
Fort Street  
Caribou, Maine

Dear Shelly:

As requested, we have prepared this Proposal to provide explorations and geotechnical engineering services for the subject project. The purpose of our services is to obtain subsurface information in order to provide geotechnical recommendations for foundations and earthwork associated with the proposed construction.

#### **SITE AND PROPOSED CONSTRUCTION**

The site is located at the southwest parcel at the intersection of Fort Street and U.S. Route 1 in Caribou, Maine. We understand the site currently consists of open grassed surfaced areas. Based on the provided Test Boring Location Plan (Plan), dated December 5, 2023, we understand the overall site generally slopes downward from southwest to northeast from about elevation 463 to 429 feet (project datum).

Based on our conversations and the provided Plan, we understand development plans call for the construction of a new police station, occupying a footprint of about 9,000 square feet. We understand the building will be two-stories, including a full, walk-out, basement. We anticipate the building will be wood- or steel-framed with basement floor slabs and spread footing foundations. Based on the Plan, we understand the basement

level is proposed at a Finish Floor Elevation (FFE) of 448.0 feet and the first floor is proposed at a FFE of 462.0 feet. Based on the existing grading shown on the Plan, we anticipate tapered cuts up to about 12 feet will be required to achieve the proposed basement FFE. We understand the eastern portion of the basement area will be daylighted to a lower-level parking area near the basement FFE. Based on the proposed site grades, we understand the building will include a ground level entrance to the first floor along the western side of the building. Details regarding proposed structural loading are unknown at this time.

We understand the eastern portion of the site will include new lower level parking areas, including about 16 parking spots, and stormwater management areas. Additionally, we understand a new retaining wall is proposed along the southern extents of the lower-level parking area for grade separation between the upper and lower parking areas. We understand the retaining wall is proposed over a linear distance of about 80 feet and up to 13 feet in height. We understand the southern and western portions of the site will include new parking areas, access drives and stormwater management areas.

### **ANTICIPATED CONDITIONS**

Based on our previous experience near the project site and available soil mapping, we anticipate the subsurface profile likely consists of surficial fills from previous site development overlying glacial till mantling bedrock.

### **SCOPE OF SERVICES**

S. W. Cole Engineering, Inc. (S.W.COLE) will coordinate an exploration program consisting of test borings, complete soils laboratory testing and make a geotechnical evaluation of the subsurface findings relative to foundations and earthwork associated with the proposed construction.

Exploration & Testing: As requested by Artifex, we plan to complete 21 test borings at the locations shown on the Test Boring Location Plan, prepared by Artifex. We will perform 4 test borings within the building footprint to depths of 30 feet, or refusal, if shallower. If refusal surfaces are encountered above 30 feet, we will attempt to obtain 5 feet of rock core from each boring using NQ rock coring techniques. We will perform 9 test borings along the building perimeter to depths of 30 feet, or refusal, if shallower. We will perform 8 test borings over the remainder of the site to depths of 10 feet, or refusal,



if shallower. The soils in the test borings will be sampled at 2 to 5-foot intervals using a split spoon sampler and Standard Penetration Test (SPT) methods.

The test borings will be made by Seaboard Drilling working under subcontract to S.W. COLE. We will pre-mark the exploration locations in the field and contact DigSafe and OKTODIG to notify member and non-member utilities prior to drilling. CLIENT will furnish to S.W. COLE a dimensioned plan identifying the type and location of underground utilities and/or other manmade objects beneath the site. S.W. COLE will determine the need to engage a subcontractor, on Clients' behalf, to locate underground utilities and/or other manmade objects in the immediate vicinity of proposed subsurface explorations. Neither S.W. COLE nor its subcontractors shall be responsible for any loss arising from damage to or contact with buried utilities and/or other manmade objects that were not brought to the attention of S.W. COLE prior to commencement of S.W. COLE's exploration program.

Laboratory Testing: The soil samples obtained from the explorations will be returned to our laboratory for moisture content and gradation testing.

Analysis & Report: We will evaluate the subsurface findings relative to foundations and earthwork associated with the proposed construction. Our findings will be presented in a written report including:

- Summary of Subsurface Conditions (soil, bedrock, and groundwater)
- Excavation and Dewatering Considerations
- Recommendations for Site and Subgrade Preparation
- Geotechnical Parameters for Spread Footings, as appropriate
- Seismic Soil Site Class (IBC 2015, N-Value method)
- Recommendations for Foundation Drainage
- Subgrade Modulus for Floor Slabs
- Recommendations for Backfill and Compaction
- Suitability for Re-Use of Site Soils

An exploration location plan (base plan provided by CLIENT), logs of the explorations, and soils laboratory test results will be attached to our report. Our report will be provided in reproducible portable document file (pdf) format.

**SCHEDULE**

Based on current schedules, we anticipate test borings can begin within 4 weeks of notice to proceed. Our report will be available within 2 weeks after completion of the explorations. We can provide preliminary information prior to report submittal to assist the project schedule.

**BUDGET AND COMPENSATION**

S.W.COLE will charge a lump sum fee of \$31,900 for the services described herein. Private utility locating services will be charged as an additional fee at a unit rate of \$250 per hour. Post-report consultation and construction phase services are not included in the fee but can be provided on an additional unit-rate basis, as needed.

Additional test borings will be charged at an additional rate of \$20 per foot in soil and \$50 per foot in rock if the work can be performed within the allotted drilling schedule. If the additional explorations require additional drill days, we will charge an additional \$4,900 per day.

**TERMS AND CONDITIONS**

Services provided by S.W.COLE are subject to our attached Terms and Conditions. To confirm our understanding, please return a signed copy of this Proposal for our files. The signed Proposal will constitute our contract.

Sincerely,

**S. W. Cole Engineering, Inc.**

Nathan D. Strout, P.E.  
Senior Geotechnical Engineer



Timothy J. Boyce, P.E.  
Vice President

NDS:tjb

**CONTRACT ACCEPTANCE**

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

TEL./EMAIL: \_\_\_\_\_



## **S. W. Cole Engineering, Inc. Terms and Conditions**

The following Terms and Conditions, together with the attached Proposal or Agreement (Agreement) constitute the terms of the agreement between S. W. Cole Engineering, Inc. (S.W. COLE) and the party that authorizes performance of services (Client) with respect to the performance of any services.

### **1. Scope of Services**

S.W.COLE shall perform the services described in the attached Agreement, and “services” referenced herein refer to these services.

### **2. S.W.COLE’s Responsibility**

- 2.1 Perform services in accordance with the attached Proposal/Agreement.
- 2.2 Perform services in a manner that is consistent with other similar firms providing similar services in the same geographic area at the time services are rendered.
- 2.3 Comply with federal, state and local laws in so far as applicable to the services contemplated under this Agreement.
- 2.4 Maintain professional licenses necessary for the performance of services.
- 2.5 Inform Client of changes in conditions or circumstances that could impact the cost or timing of services.
- 2.6 Pay all applicable employment taxes and benefits for S.W.COLE’s employees.

### **3. Client Responsibilities**

- 3.1 Furnish to S.W.COLE, as needed for performance of S.W.COLE’s services, the following. Client acknowledges that S.W.COLE has the right to reasonably rely on information provided.
  - 3.1.1 any existing data, including, without limitation, borings, probings and subsurface explorations, environmental reports, laboratory tests, and other data relative to site exploration, design or construction of the project;
  - 3.1.2 property boundary, easement, right-of-way, topographic and utility surveys, other information depicting existing subsurface utilities and structures, and property descriptions.
- 3.2 Give prompt written notice to S.W.COLE whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of S.W.COLE’s services.
- 3.3 Arrange for S.W.COLE, its agents, subcontractors and representatives to have safe access to the site and buildings thereon, and other locations as required, at reasonable times throughout the performance of the services.
- 3.4 Acknowledge that S.W.COLE is a corporation and agree that any claim made by the Client arising out of any act or omission of any present or past officer or employee of S.W.COLE in the execution or performance of this Agreement, shall be made against S.W.COLE and not against such officer or employee.

### **4. Insurance**

S.W.COLE maintains worker’s compensation insurance of a form and in the amount required by state law. S.W.COLE maintains general liability, automobile liability and professional liability coverage. Certificates for insurance coverage will be provided to the Client upon request and S.W.COLE will promptly notify the Client of any impending change in coverage. S.W.COLE shall comply with Client’s reasonable requests for special endorsements, additional limits, additional coverages, et al., providing these are available to S.W.COLE, and Client remunerates S.W.COLE for the cost thereof.

### **5. Engagement of Laboratories and Others**

If so requested or agreed by the Client, S.W.COLE will engage the services of laboratories, drillers, testing firms and subconsultants (third parties) to perform suitable aspects of the services. Invoices for such third-party services will be reviewed for accuracy and completeness by S.W.COLE. If acceptable, payment to these third parties will be made directly by

S.W. COLE. S.W. COLE will recommend the use of such third parties with reasonable care but does not guarantee their services and will not be liable for their errors or omissions.

## **6. Billing and Payment**

- 6.1 The Client shall pay S.W. COLE in accordance with the rates and charges set forth in this Agreement or otherwise agreed upon. S.W. COLE will generally submit invoices for services rendered and expenses incurred during the previous period on a four (4) week periodic basis. For projects billed at unit rates, reimbursable expenses (e.g., mileage, tolls, lodging, supplies) will be invoiced at cost plus 5 percent; unless otherwise set forth in the Agreement, subcontracted services (e.g., explorations or laboratory testing) will be invoiced at cost plus 15 percent.
- 6.2 Payment will be due upon receipt of S.W. COLE's invoice. Payments due S.W. COLE and unpaid under the terms of this Agreement shall bear interest from thirty (30) days after the date payment is due at the rate of one and one half (1.5) percent per month (18 percent per annum). If S.W. COLE is compelled to take action to collect past due payments, the Client will reimburse S.W. COLE for all costs and expenses of collection, including without limitation all court costs and reasonable attorney's fees.
- 6.3 If the scope of the project or of S.W. COLE's services is changed materially, the amount of compensation shall be equitably adjusted between the Client and S.W. COLE.
- 6.4 If the project is suspended or abandoned in whole or part, S.W. COLE shall be compensated for all services performed prior to receipt of written or oral notice from the Client of such suspension or abandonment, together with other expenses then due and project closeout costs. If the project is resumed after being suspended for more than three (3) months, S.W. COLE's compensation shall be equitably adjusted between the Client and S.W. COLE.
- 6.5 Provided that S.W. COLE gives Client thirty (30) calendar days' written notice about the additional amounts involved, S.W. COLE shall have the right to increase the compensation payable by Client to S.W. COLE if performance of this Agreement extends beyond twelve (12) months.
- 6.6 No deductions shall be made from S.W. COLE's compensation on accounts or sums withheld from payments to contractors, nor shall payment to S.W. COLE be contingent upon financing arrangements or receipt of payment from any third party.
- 6.7 If the Client fails to make payment when due S.W. COLE for services and other expenses, S.W. COLE may, upon seven (7) days' written notice to Client suspend performance of services under this Agreement. Unless payment in full is received by S.W. COLE within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, S.W. COLE shall have no liability to Client for delay or damage caused to Client or others because of such suspension of services.

## **7. Ownership of Instruments of Service**

Plans, specifications, reports, boring logs, calculations, field data, field notes, laboratory and field test data, estimates, and similar documents and materials (other than samples) prepared by or for S.W. COLE as instruments of service are S.W. COLE's property. S.W. COLE shall retain these instruments of service for three (3) years following submission of project deliverables, during which period S.W. COLE's instruments of service will be made available for Client's review at any reasonable time. If Client wants S.W. COLE to retain instruments of service for a longer period, Client shall notify S.W. COLE in writing before expiration of the retention period otherwise prevailing. Client shall remunerate S.W. COLE for additional storage at a fee agreed to by S.W. COLE and the Client. Any reuse or modification of any such documents by Client, without S.W. COLE's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold S.W. COLE harmless from all claims; damages; and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through the Client.

## **8. Limitation of Remedies**

Client and S.W. COLE have discussed the risks and rewards associated with this project, as well as S.W. COLE's fee for services. Client and S.W. COLE agree to allocate certain of the risks so that, to the fullest extent permitted by law, S.W. COLE's total aggregate liability to Client is limited to \$50,000.00 or the fee of S.W. COLE, whichever is greater, for any and all injuries, damages, claims, losses, expenses or claim expenses (including attorneys' fees) arising out of this Agreement

based on any cause or under any theory of liability. Such causes or legal theories include, but are not limited to, S.W.COLE's negligence, errors, omissions, strict liability, breach of contract, breach of warranty, and claims for indemnification or contribution. It is intended by the parties that this provision shall apply to the obligations set forth in Paragraph 10 of this Agreement. Client further expressly agrees that unless otherwise mutually agreed to in writing by both parties, all subsequent work performed by S.W.COLE on behalf of Client concerning the property covered by this Agreement will be pursuant to an addendum to this Agreement. This Limitation of Remedies clause will extend to, and applies to, all subsequent work performed by S.W.COLE and/or its subcontractors for Client for this property.

In the event Client does not wish to limit S.W.COLE's liability for this work, or subsequent work done under this project number, to the greater of \$50,000 or S.W.COLE's fee, S.W.COLE may agree to a higher limitation of remedy if the parties mutually agree in writing to an increase in S.W.COLE's fee because of the higher risk S.W.COLE may assume. Otherwise, this clause shall remain in effect.

### **9. Subsurface Risks**

Client recognizes that special risks occur whenever engineering or related disciplines are applied to identify subsurface conditions. Even a comprehensive sampling and testing program, implemented with appropriate equipment and experience by personnel who function in accordance with a professional standard of practice, may fail to detect certain conditions. For similar reasons, actual environmental, geological, and geotechnical conditions that S.W.COLE inferred to exist between sampling points may differ significantly from those that actually exist. The Client will not hold S.W.COLE responsible for such special risks.

### **10. Indemnification and Hold Harmless**

Subject to all otherwise applicable statutes of limitations and repose, and the provisions set forth in Section 8 above, S.W.COLE agrees to indemnify and hold Client, its directors, shareholders, employees, and assigns harmless for all claims, damages and causes of actions, to the extent such claims, damages and causes of action are caused by S.W.COLE's negligent acts, errors, or omissions.

Client agrees to indemnify and hold S.W.COLE, its past and present directors, shareholders, employees, and assigns harmless for all claims, damages and causes of actions, against S.W.COLE related to the performance of the services in connection with this project, unless such claims are based on or arise out of S.W.COLE's negligent acts or omissions.

### **11. Construction Phase Responsibilities**

11.1 Definitions: Test(s) or Testing are defined herein as measurement, examination and other activities to assess the characteristics or performance of materials. Observation or Observe are defined herein as the act of visual evaluation, based on S.W.COLE's professional judgement, to evaluate general conformance with project requirements. Inspect or Inspection is defined herein as the visual determination of general conformance with specific project requirements. Contractor is defined herein as the general contractor as well as their subcontractors or subconstructors of any tier, retained to perform construction work on the project for which S.W.COLE is performing services under this Agreement.

11.2 No Control Over Contractor's Work: When S.W.COLE's services include the performance of any services during the construction phase of the project (including any visits to the site) S.W.COLE shall not, during such visits or as a result of any observations of construction, supervise, direct or have control over Contractor's work or schedule nor shall S.W.COLE have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor(s) furnishing and performing its (their) work. S.W.COLE does not guarantee the performance of the construction contract by the Contractor(s) and does not assume responsibility for contractor's failure to furnish and perform its (their) work in accordance with the contract documents.

- 11.3 Submittal Review: If S.W.COLE's contract with the Client so requires, S.W.COLE shall review (or take other appropriate action in respect of) shop drawings, samples and other data which Contractor(s) is (are) required to submit, but only for conformance with the design concept of the project and compliance with the information given in the contract documents. Such review or other actions shall not extend to means, methods, techniques, sequences or procedures of manufacture (including the design of manufactured products) or construction, or to safety precautions and programs incident thereto. S.W.COLE's review or other actions, as described above, shall not relieve the Contractor(s) of (a) its (their) obligations regarding review and approval of any such submittals; and (b) its (their) exclusive responsibility for the means, methods, sequences, techniques and procedures of construction, including safety of construction.
- 11.4 Variation of Materials Characteristics and Conditions: Observations and standardized sampling, inspection, and testing procedures indicate conditions of materials and construction activities only at the precise location where and precise time when S.W.COLE performed Services. Client recognizes that conditions of materials and construction activities at other locations may vary from those measured, observed, or inspected, and that conditions at one location and time cannot be relied on to indicate the conditions at other locations and times, even when the materials involved appear to be identical. Notwithstanding the foregoing, S.W.COLE may make inferences based upon the information derived from these procedures to formulate professional opinions about conditions in other areas. S.W.COLE is responsible only for those data, interpretations, and recommendations about the actual materials and construction activities it observes, inspects, samples, or tests. Even if performed on a continuous basis, services do not and should not be interpreted to mean that S.W.COLE is observing, inspecting, or testing all materials on the project. S.W.COLE is not responsible for other parties' interpretations or use of the information S.W.COLE developed.
- 11.5 Scheduling and Frequency of Observations: Client acknowledges that Client, directly or indirectly through its designee, has the sole right and sole responsibility to determine the extent, frequency, and scheduling of observations, inspections, and testing performed by S.W.COLE. Accordingly, Client also acknowledges that S.W.COLE bears no responsibility for damages that may accrue because S.W.COLE did not perform observations, inspections, or testing that Client failed to request or schedule.
- 11.6 Sampling, Observation, Inspection and Test Locations: Unless specifically stated otherwise, the scope of services intentionally excludes surveying the project site or precisely identifying sampling, observation, inspection, or test locations, depths, or elevations. In accordance with customary practice, S.W.COLE will base sampling, observation, inspection, and test locations, depths, and elevations on field estimates and information furnished by Client and its representatives. Unless stated otherwise in S.W.COLE's report(s), such locations, depths, and elevations are approximate.
- 11.7 No Responsibility for Site Safety: Client agrees that S,W, COLE shall have no responsibility for site safety under any circumstances.

## 12. Delays

Except as specifically set forth in this Agreement, neither party shall hold the other responsible or liable for damages or delays in performance caused by acts of God, interruptions in the availability of labor, criminal or malicious acts if by third parties, or other events beyond the control of the other party, or that could not have been reasonably foreseen or prevented. For this purpose, such acts or events shall include unusually severe weather affecting performance of services, floods, epidemics, war, riots, strikes, lockouts, or other industrial disturbances, protest demonstrations, unanticipated project site conditions, and inability, with reasonable diligence, to supply personnel, equipment, or material to the project, and cyber security events or attacks, including but not limited to ransomware, denial-of-service (DoS), distributed denial-of-service (DDoS), man-in-the-middle (MitM), phishing, data extortion, malware, and other cyber security events or attacks. Should such acts or events occur, both parties shall use their best efforts to overcome the difficulties arising and to resume as soon as reasonably possible the normal pursuit of the services under the Proposal for the specific project. Delays within the scope of this provision which cumulatively exceed thirty (30) days in any six (6) month period shall, at the option of either party, make this Agreement subject to termination or to renegotiation.

## 13. Hazardous Substances

- 13.1 The Client warrants that the Client has informed S.W.COLE of any hazardous substances which may be present if



- the Client has knowledge or has any reason to assume or suspect that hazardous substances may be present at the subject property.
- 13.2 If during the course of the investigation hazardous substances are encountered, S.W.COLE retains the right to suspend work immediately unless S.W.COLE and the Client agree upon amendments to the contract which include provisions for revision of the scope of services, adjustment of budget estimates, and revised terms and conditions. If an amended Agreement is not made between the Client and S.W.COLE within seven (7) days of S.W.COLE's notice of suspension of work, further work under the contract will be terminated. The Client shall pay all fees and charges incurred under the provisions of the proposal through the date of termination.
- 13.3 The Client agrees to compensate S.W.COLE for the cost of decontamination of equipment, replacement of equipment, or other costs incident to the discovery of hazardous substances.
- 13.4 The Client agrees that samples, drill cuttings and other objects containing hazardous substances are not the responsibility of S.W.COLE. The Client agrees that the contaminated samples, contaminated drill cuttings, and other contaminated materials are the responsibility of the Client and are to be disposed of through arrangements selected and made by the Client.
- 13.5 The Client agrees that, in the event S.W.COLE does not discover hazardous substances at the subject site, it is understood that S.W.COLE cannot maintain that no hazardous substances exist at the subject site.
- 13.6 The Client recognizes the Client's responsibility to inform the property owner, if the property is not owned by the Client, of the discovery of hazardous substances or suspected hazardous substances. The Client further recognizes the Client's responsibility to make any disclosures of the discovery of hazardous substances or suspected hazardous substances required by law to the appropriate governing agencies.
- 13.7 The Client waives any claim against S.W.COLE and agrees to defend, indemnify, and save S.W.COLE harmless from any claim or liability for injury or loss of any type arising from the following. The Client shall remain liable for and shall pay all fees and charges incurred by S.W.COLE in defense of any such claim.
- S.W.COLE's discovery of hazardous substances or suspected hazardous substances, including any costs caused by delay of the project and any cost associated with possible reduction of the property's value.
  - All consequences of disclosures made by S.W.COLE which are required by governing law.
  - The application of a joint and several liability concept that would in any manner hold or seek to hold S.W.COLE responsible for creating a hazardous condition or permitting one to exist.
  - Cross contamination caused by sampling.
  - S.W.COLE's failure to detect hazardous sub-stances through techniques consistent with other professionals performing similar services in the geographic area at the time that the services are performed.

#### **14. Oral Acceptance of Agreement**

This Agreement's Terms and Conditions, of which this provision is a part, have been established in large measure to allocate certain risks between Client and S.W.COLE, and S.W.COLE will not initiate service without formal agreement on Terms and Conditions set forth in this Agreement. For purposes of convenience, Client may choose to accept this Agreement orally or to orally authorize S.W.COLE to initiate services. In that event, Client specifically agrees that, as a material element of the consideration S.W.COLE requires to execute the services indicated herein, oral acceptance or authorization to initiate services shall be considered by both parties to constitute formal acceptance of all terms and conditions of this Agreement. Unilateral modification of this Agreement subsequent to S.W.COLE's initiation of service is expressly prohibited. Furthermore, all preprinted terms and conditions on Client's purchase order or S.W.COLE's purchase order acknowledgement form are inapplicable to this Agreement and S.W.COLE's involvement in Client's project.

#### **15. Claims and Dispute Resolution**

- 15.1 Certificate of Merit: Client shall refrain from filing a professional negligence or negligent misrepresentation claim against S.W.COLE, either directly or via a third-party claim, until Client provides to S.W.COLE a certificate of merit prepared and signed by an independent consultant currently practicing the same discipline as CONSULTANT and licensed in the project state. To be valid, the certificate of merit shall identify: 1) the name, business address,

telephone number, and license number of the individual completing the certificate of merit; 2) the method that the individual used to identify the standard of care against which S.W.COLE's performance was evaluated; and 3) each error or omission the certifier contends is a violation of the standard of care and what S.W.COLE should have done to have maintained the standard of care. Said certificate shall be presented to S.W.COLE at least thirty (30) calendar days before the filing of any claim or initiation of any judicial or arbitration proceeding against S.W.COLE.

15.2 Dispute Resolution: Any claim, dispute or other matter in question arising out of or related to this agreement shall be subject to a meet and confer session as a condition precedent to mediation. The meet and confer session shall be attended by members senior management of the Client and S.W.COLE who shall have full authority to bind their respective party with respect to the claim, dispute or other matter in question. The meet and confer session shall take place within 30 days after a request by either party unless the parties mutually agree otherwise. If the parties reach a mutually acceptable resolution, they then shall prepare appropriate documentation memorializing the resolution. If the parties cannot reach a mutually acceptable resolution, they shall proceed to mediation in accordance with this agreement.

If the parties cannot reach a mutually acceptable resolution through the meet and confer session, S.W.COLE and Client agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of this date of this Agreement, except that this section shall not limit S.W.COLE's right to pursue all legal remedies for collection of its invoices.

If mediation is unsuccessful in resolving the dispute, the parties agree that the dispute will be resolved through litigation in a court of competent jurisdiction.

15.3 Consequential Damages: Client shall not be liable to S.W.COLE and S.W.COLE shall not be liable to Client for any consequential damages incurred by either due to the fault of the other, regardless of: the nature of this fault; or whether it was committed by Client or S.W.COLE, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.

## 16. Miscellaneous

- 16.1 This Agreement shall be governed and construed in accordance with the laws of the state in which the project is located.
- 16.2 Section headings in this Agreement are included herein for convenience of reference only and shall not constitute a part of the Agreement or for any other purpose.
- 16.3 The Client and S.W.COLE respectively bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such party with respect to all covenants of this Agreement. Neither the Client nor S.W.COLE shall assign, sublet or transfer any interest in this Agreement without the written consent of the other. This section shall not, however, apply to any subrogation rights (if any) of any insurer of either party. This section shall survive the completion or termination of this Agreement for any reason and shall remain enforceable between parties.
- 16.4 This Agreement represents the entire and integrated agreement between the Client and S.W.COLE and supersedes all prior negotiations, representations or agreements, either written or oral, and may be amended only by written instruments signed by both Client and S.W.COLE.
- 16.5 Where the services include subsurface explorations, the Client acknowledges that the use of exploration equipment may alter or damage the terrain, vegetation, structures, improvements, or property at the site and Client accepts that risk. Provided that S.W.COLE uses reasonable care, S.W.COLE shall not be liable for such alteration or damage. Prior to drilling or digging on the Site, Client will furnish documents or other information to S.W.COLE that allows it to properly identify the type and location of utility lines and/or other manmade objects beneath the Site's



surface. S.W.COLE will take reasonable precautions to avoid damaging man-made objects, which may include engaging a subcontractor on Client's behalf to locate manmade objects prior to drilling or digging on the Site. Client shall, to the fullest extent permitted by law, waive any claim against S.W.COLE, and indemnify, defend and hold S.W.COLE harmless from any claim or liability for injury or loss arising from damage to or contact with buried utility lines or other buried manmade objects that were not called to S.W.COLE's attention or which are not properly identified, marked or represented on drawings furnished to S.W.COLE.

- 16.6 The proposed language of any certificates, affidavits or certifications requested of S.W.COLE or S.W.COLE's consultants shall be submitted to S.W.COLE for review and approval at least fourteen (14) days prior to execution. The Client shall not request certification and/or affidavits that would require knowledge or services beyond the scope of this Agreement or beyond the professional qualifications and engineering experience of S.W.COLE.
- 16.7 Any estimates or opinions of project or construction quantities and costs are provided by S.W.COLE on the basis of S.W.COLE's experience and represents its best judgment. Since S.W.COLE has no control over the cost of labor, materials, equipment or services furnished by others or over competitive bidding or market conditions, it cannot guarantee that proposals, bids or actual project costs or construction costs will not vary from any estimates or opinions of costs prepared by S.W.COLE.
- 16.8 Samples for materials testing projects will be disposed of after laboratory test results have been reported. For other types of projects, S.W.COLE will dispose of all soil, rock, and other samples ninety (90) days after submission of S.W.COLE's initial report. Client may request, in writing, that any such samples be retained beyond such date, and in such case S.W.COLE will ship such samples to the location designated by Client, at Client's expense. S.W.COLE may, upon written request, arrange for further storage of samples at mutually agreed storage charges. S.W.COLE will not give Client prior notice of intention to dispose of samples. S.W.COLE will not be responsible for disposing of contaminated samples.
- 16.9 In the course of providing services to the Client, the Client may request S.W.COLE to communicate directly with other individuals or firms involved with the project. It is understood that any such direct communication with third parties is done as a convenience to and for the sole benefit of the Client and is an extension of S.W.COLE's services to the Client. The Client expressly agrees that S.W.COLE's services, including these third-party communications are provided for the exclusive use of the Client and the Client understands and agrees that only the Client shall have a right to rely on documents, interpretations, opinions, recommendations or conclusions provided by S.W.COLE, or any consultation given in connection with S.W.COLE's services. In the event that Client requests that S.W.COLE communicate directly with a third party, including but not limited to, architects, engineers, other designers, or contractors, regarding our services, provides S.W.COLE's instruments of service to such third parties, or Client requests that S.W.COLE review the designs of such third parties, Client agrees to indemnify and hold S.W.COLE harmless from claims brought against S.W.COLE by those third parties arising out of or related to their use of documentation or other information provided by S.W.COLE.



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**RE:** 2024 City Budget process  
**DATE:** February 12, 2024

---

Per the City Charter, Section 5.06 Budget

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

### A. Timing of Budget Presentation

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

### B. Complete City Budget

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

### C. Set the Rate of Taxation

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

### Where we are now:

We have two departments that were scheduled to present but are unable to attend tonight. They will present at the February 26 City Council meeting.

Due to the number of items on the agenda tonight, we might get through all departments on the agenda!

Recommendation: The City Manager recommends adding a Special City Council meeting on Monday March 18, which is the third Monday in March. This is when the charter says the public hearing and vote should be on the budget. Further, the only agenda item on the agenda for this special meeting should be the Public Hearing and vote on the 2024 Caribou Municipal Budget.

### Suggested Action:

Make a motion to add a Special City Council meeting for Monday March 18 for a Public Hearing and vote on the 2024 Caribou Municipal Budget.

Second – Discussion - Vote



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**RE:** 2024 Municipal Expense Budget  
**DATE:** February 12, 2024

---

Per the City Charter, Section 5.06 Budget

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

Tonight, the following departments will present budgets and answer questions from the City Council and the public:

Public Works	Department 40	David Ouellette, Public Works Director
Airport	Department 60	David Ouellette, Public Works Director
Insurance & Retirement	Department 70	Carl Grant, Finance Director
Unclassified	Department 80	Carl Grant, Finance Director
General Government	Department 10	Carl Grant, Finance Director; Danielle Brissette, City Clerk / GA Administrator Penny Thompson, City Manager
General Assistance	Department 20	Danielle Brissette, City Clerk / GA Administrator
Other Departments as time allows:		
Economic Development	Department 11	Penny Thompson, City Manager
Assessment / CEO	Department 22	Penny Thompson, City Manager
Health & Sanitation	Department 17	Penny Thompson, City Manager
Municipal Buildings	Department 18	Penny Thompson, City Manager
Trailer Park	Department 61	Penny Thompson, City Manager
Cemeteries	Department 65	Penny Thompson, City Manager
Contributions	Department 75	Penny Thompson, City Manager

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS							
SALARIES							
001-01 REGULAR PAY	646,851.96	653,183.09	799,010.00	716,029.93	1,031,412.00	232,402.00	29.09%
Number from Finance							
001-02 OVERTIME	71,025.65	108,389.06	142,000.00	95,257.45	122,000.00	-20,000.00	-14.08%
Number from Finance							
SALARIES	717,877.61	761,572.15	941,010.00	811,287.38	1,153,412.00	212,402.00	22.57%
OFFICE SUPPLIES							
003-01 POSTAGE	52.22	350.21	50.00	0.00	50.00	0.00	.00%
003-02 ADVERTISING	582.30	684.00	300.00	0.00	300.00	0.00	.00%
003-07 PAPER	0.00	44.99	40.00	52.98	40.00	0.00	.00%
003-08 OFFICE SUPPLIES	36.90	0.00	250.00	17.99	250.00	0.00	.00%
003-11 EQUIPMENT RENTAL	852.12	858.72	900.00	554.62	700.00	-200.00	-22.22%
003-12 SOFTWARE	840.00	840.00	700.00	1,070.00	1,000.00	300.00	42.86%
OFFICE SUPPLIES	2,363.54	2,777.92	2,240.00	1,695.59	2,340.00	100.00	4.46%
AUDIT							
AUDIT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TRAVEL EXPENSES							
010-02 MEALS & LODGING	0.00	298.99	300.00	0.00	300.00	0.00	.00%
010-05 TRAVEL EXPENSES	0.00	131.41	300.00	0.00	250.00	-50.00	-16.67%
TRAVEL EXPENSES	0.00	430.40	600.00	0.00	550.00	-50.00	-8.33%
TRAINING & EDUCATION							
011-02 TRAINING & EDUCATION	0.00	40.00	300.00	510.28	500.00	200.00	66.67%
New employees							
TRAINING & EDUCATION	0.00	40.00	300.00	510.28	500.00	200.00	66.67%
ELECTIONS							
ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CAR ALLOWANCE							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
CAR ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
NEW EQUIPMENT							
014-01 NEW EQUIPMENT	2,729.98	1,108.93	3,500.00	3,360.37	3,500.00	0.00	.00%
NEW EQUIPMENT	2,729.98	1,108.93	3,500.00	3,360.37	3,500.00	0.00	.00%
TELEPHONE							
015-01 CELL PHONE	720.00	720.00	720.00	720.00	720.00	0.00	.00%
015-04 TELEPHONE	1,062.01	1,061.16	1,100.00	1,061.16	1,100.00	0.00	.00%
TELEPHONE	1,782.01	1,781.16	1,820.00	1,781.16	1,820.00	0.00	.00%
MISC INCOME							
MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00	.00%
COMMUNICATIONS							
017-03 INTERNET	539.40	539.40	540.00	639.40	600.00	60.00	11.11%
COMMUNICATIONS	539.40	539.40	540.00	639.40	600.00	60.00	11.11%
HEALTH INSURANCE							
018-01 HEALTH INSURANCE	227,190.83	220,076.09	262,131.00	245,312.85	279,434.00	17,303.00	6.60%
Number for Finance							
HEALTH INSURANCE	227,190.83	220,076.09	262,131.00	245,312.85	279,434.00	17,303.00	6.60%
MISC. EXPENSE							
019-01 MISC EXPENSE	1,242.14	1,616.82	1,500.00	20,176.55	1,500.00	0.00	.00%
MISC. EXPENSE	1,242.14	1,616.82	1,500.00	20,176.55	1,500.00	0.00	.00%
HEALTH OFFICER							
HEALTH OFFICER	0.00	0.00	0.00	0.00	0.00	0.00	.00%
HEATING FUEL							
026-03 HEATING FUEL	11,177.49	14,519.92	16,000.00	13,932.03	13,000.00	-3,000.00	-18.75%
HEATING FUEL	11,177.49	14,519.92	16,000.00	13,932.03	13,000.00	-3,000.00	-18.75%
ELECTRICITY							
027-01 P.W. MAIN GARAGE	10,473.62	12,978.88	13,500.00	15,661.16	13,500.00	0.00	.00%

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
027-02 P.W. COLD STORAGE	481.35	594.61	650.00	677.36	650.00	0.00	.00%
027-03 P.W. SAND DOME	284.70	318.90	356.00	325.53	350.00	-6.00	-1.69%
027-04 P.W. OUTSIDE LIGHTS	230.58	269.54	288.00	309.38	300.00	12.00	4.17%
027-11 ELECTRICITY	376.66	521.95	525.00	598.81	575.00	50.00	9.52%
027-12 PW PUMP HOUSE	451.27	499.80	550.00	551.81	550.00	0.00	.00%
ELECTRICITY	12,298.18	15,183.68	15,869.00	18,124.05	15,925.00	56.00	.35%
WATER							
028-05 WATER	1,524.40	1,729.85	1,834.00	1,896.00	1,900.00	66.00	3.60%
WATER	1,524.40	1,729.85	1,834.00	1,896.00	1,900.00	66.00	3.60%
SEWER							
029-01 SEWER	507.81	663.31	676.00	587.76	600.00	-76.00	-11.24%
SEWER	507.81	663.31	676.00	587.76	600.00	-76.00	-11.24%
BUILDING SUPPLIES							
030-01 BUILDING SUPPLIES	569.01	864.06	900.00	813.07	900.00	0.00	.00%
BUILDING SUPPLIES	569.01	864.06	900.00	813.07	900.00	0.00	.00%
BUILDING MAINTENANCE							
031-01 BUILDING MAINTENANCE	5,054.98	4,744.11	5,000.00	8,249.61	5,000.00	0.00	.00%
BUILDING MAINTENANCE	5,054.98	4,744.11	5,000.00	8,249.61	5,000.00	0.00	.00%
PROPERTY INSURANCE							
032-01 PROPERTY INSURANCE	2,763.84	2,880.45	2,848.00	3,204.00	3,560.00	712.00	25.00%
PROPERTY INSURANCE	2,763.84	2,880.45	2,848.00	3,204.00	3,560.00	712.00	25.00%
WORKERS COMPENSATION							
034-01 WORKERS COMPENSATION	35,238.00	31,442.77	28,672.00	25,876.91	25,162.00	-3,510.00	-12.24%
Number from Finance							
WORKERS COMPENSATION	35,238.00	31,442.77	28,672.00	25,876.91	25,162.00	-3,510.00	-12.24%

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
VEHICLE INSURANCE							
036-01 VEHICLE INSURANCE	26,761.26	27,502.50	28,289.00	28,883.48	29,477.00	1,188.00	4.20%
VEHICLE INSURANCE	26,761.26	27,502.50	28,289.00	28,883.48	29,477.00	1,188.00	4.20%
SOCIAL SECURITY							
038-01 SOCIAL SECURITY	55,234.92	55,186.50	71,987.00	59,192.58	88,236.00	16,249.00	22.57%
Number from Finance							
SOCIAL SECURITY	55,234.92	55,186.50	71,987.00	59,192.58	88,236.00	16,249.00	22.57%
CITY & STATE RETIREMENT							
040-01 CITY & STATE RETIREMENT	8,871.22	11,930.08	12,500.00	10,580.67	12,500.00	0.00	.00%
Number for Finance							
CITY & STATE RETIREMENT	8,871.22	11,930.08	12,500.00	10,580.67	12,500.00	0.00	.00%
OFFICE SUPPORT							
OFFICE SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT MAINTENANCE							
051-05 EQUIPMENT MAINTENANCE	153,527.66	146,908.52	163,000.00	179,031.30	163,000.00	0.00	.00%
With mechanics							
051-08 SNOW PLOW REPAIRS	12,588.48	14,184.89	14,000.00	12,882.96	14,000.00	0.00	.00%
EQUIPMENT MAINTENANCE	166,116.14	161,093.41	177,000.00	191,914.26	177,000.00	0.00	.00%
JANITORIAL SERVICES							
JANITORIAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CLOTHING ALLOWANCE							
070-01 UNIFORMS	0.00	756.40	0.00	0.00	0.00	0.00	.00%
070-03 CLOTHING	4,359.97	3,881.84	6,000.00	4,366.02	6,000.00	0.00	.00%
Lots of new employees							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
070-04 BOOTS	2,147.83	2,566.06	2,200.00	1,878.66	2,200.00	0.00	.00%
Lots of new employees							
CLOTHING ALLOWANCE	6,507.80	7,204.30	8,200.00	6,244.68	8,200.00	0.00	.00%
RADIO MAINTENANCE							
071-01 VEHICLE	700.00	179.85	700.00	556.04	700.00	0.00	.00%
071-03 RADIO MAINTENANCE	122.25	0.00	150.00	0.00	150.00	0.00	.00%
RADIO MAINTENANCE	822.25	179.85	850.00	556.04	850.00	0.00	.00%
TIRES							
074-01 TIRES	1,200.00	1,536.00	1,500.00	383.06	1,500.00	0.00	.00%
074-03 HEAVY EQUIPMENT	3,762.50	5,812.07	6,000.00	1,287.23	6,000.00	0.00	.00%
074-04 TRUCKS	7,200.00	9,216.00	9,200.00	7,298.46	9,200.00	0.00	.00%
TIRES	12,162.50	16,564.07	16,700.00	8,968.75	16,700.00	0.00	.00%
GAS/OIL/FILTERS							
075-01 GAS/OIL/FILTERS	6,061.99	10,199.19	12,000.00	8,069.60	9,500.00	-2,500.00	-20.83%
Less gas equipment							
GAS/OIL/FILTERS	6,061.99	10,199.19	12,000.00	8,069.60	9,500.00	-2,500.00	-20.83%
DIESEL							
076-01 DIESEL	57,728.02	125,309.12	135,000.00	107,542.55	128,000.00	-7,000.00	-5.19%
DIESEL	57,728.02	125,309.12	135,000.00	107,542.55	128,000.00	-7,000.00	-5.19%
EQUIPMENT RESERVES							
EQUIPMENT RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SALARY REIMBURSEMENT							
SALARY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AMBULANCE SERVICE							



### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
AMBULANCE SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SAFETY MATERIAL							
109-01 SAFETY MATERIAL	2,244.24	2,421.97	2,500.00	1,952.81	2,500.00	0.00	.00%
End of year							
SAFETY MATERIAL	2,244.24	2,421.97	2,500.00	1,952.81	2,500.00	0.00	.00%
EQUIPMENT RENTAL							
EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TOOLS - SHOP							
111-01 TOOLS - SHOP	1,330.85	925.96	1,750.00	1,758.91	1,800.00	50.00	2.86%
Broken or lost shop tools (union contract)							
TOOLS - SHOP	1,330.85	925.96	1,750.00	1,758.91	1,800.00	50.00	2.86%
TOOLS - ROAD/GROUND							
112-01 TOOLS - ROAD/GROUND	1,339.93	1,227.26	1,250.00	1,250.00	1,250.00	0.00	.00%
Road tools							
TOOLS - ROAD/GROUND	1,339.93	1,227.26	1,250.00	1,250.00	1,250.00	0.00	.00%
PROPANE							
113-01 PROPANE	87.47	0.00	100.00	146.17	100.00	0.00	.00%
PROPANE	87.47	0.00	100.00	146.17	100.00	0.00	.00%
INDUSTRIAL GAS/SOLVENT							
114-01 INSUSTRIAL GAS/SOLVENT	1,700.40	1,577.28	1,700.00	1,558.47	1,700.00	0.00	.00%
INDUSTRIAL GAS/SOLVENT	1,700.40	1,577.28	1,700.00	1,558.47	1,700.00	0.00	.00%
LUBRICANTS							
115-01 LUBRICANTS	13,073.60	14,905.70	15,000.00	19,670.66	19,000.00	4,000.00	26.67%
Price increases (all)							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
LUBRICANTS	13,073.60	14,905.70	15,000.00	19,670.66	19,000.00	4,000.00	26.67%
SALT & CALCIUM							
116-01 ROCK SALT	88,178.99	152,593.04	149,600.00	95,976.42	149,500.00	-100.00	-.07%
1700 tons @ \$88/ton							
116-02 LIQUID DEICER	26,940.65	38,495.15	41,000.00	40,238.12	41,000.00	0.00	.00%
4 loads @ \$2.25 / gal							
SALT & CALCIUM	115,119.64	191,088.19	190,600.00	136,214.54	190,500.00	-100.00	-.05%
GRAVEL							
117-01 GRAVEL	2,982.00	3,961.00	3,500.00	0.00	2,500.00	-1,000.00	-28.57%
GRAVEL	2,982.00	3,961.00	3,500.00	0.00	2,500.00	-1,000.00	-28.57%
CRUSHED STONE							
CRUSHED STONE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
LIQUID ASPHALT							
LIQUID ASPHALT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SHIM & PATCH							
120-01 SHIM & PATCH	42,114.43	41,198.57	48,500.00	45,151.43	45,000.00	-3,500.00	-7.22%
Price increase \$100/ton							
120-02 PATCH	19,099.19	24,429.16	20,000.00	23,348.57	16,000.00	-4,000.00	-20.00%
Price increase \$100/ton							
SHIM & PATCH	61,213.62	65,627.73	68,500.00	68,500.00	61,000.00	-7,500.00	-10.95%
ASPHALT							
121-01 ASPHALT	400,000.00	524,526.00	557,000.00	512,176.05	540,000.00	-17,000.00	-3.05%
Town 2710 ton @ \$100; Country 2587 ton @ \$100							
ASPHALT	400,000.00	524,526.00	557,000.00	512,176.05	540,000.00	-17,000.00	-3.05%
CULVERTS & GAURD RAILS							
122-01 CULVERTS & GAURD RAILS	5,437.93	8,134.20	12,000.00	11,370.36	12,000.00	0.00	.00%
CULVERTS & GAURD RAILS	5,437.93	8,134.20	12,000.00	11,370.36	12,000.00	0.00	.00%

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
SIGNS							
123-01 SIGNS	0.00	2,372.77	3,000.00	3,572.92	4,500.00	1,500.00	50.00%
New software / equipment							
SIGNS	0.00	2,372.77	3,000.00	3,572.92	4,500.00	1,500.00	50.00%
SIDEWALKS							
124-01 SIDEWALKS	3,622.50	3,000.00	3,000.00	3,000.00	3,000.00	0.00	.00%
SIDEWALKS	3,622.50	3,000.00	3,000.00	3,000.00	3,000.00	0.00	.00%
STREET CURBING							
STREET CURBING	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TRAFFIC PAINT							
126-01 TRAFFIC PAINT	11,159.50	17,632.01	18,000.00	23,019.25	19,000.00	1,000.00	5.56%
Price increases							
TRAFFIC PAINT	11,159.50	17,632.01	18,000.00	23,019.25	19,000.00	1,000.00	5.56%
VEHICLE PAINT							
127-01 VEHICLE PAINT	2,775.00	1,483.12	2,500.00	2,601.51	2,500.00	0.00	.00%
VEHICLE PAINT	2,775.00	1,483.12	2,500.00	2,601.51	2,500.00	0.00	.00%
EQUIPEMENT RENTAL INC							
EQUIPEMENT RENTAL INC	0.00	0.00	0.00	0.00	0.00	0.00	.00%
FEMA GRANT (STORM DAMAGE)							
FEMA GRANT (STORM DAMAGE)	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CONSTRUCTION MATERIAL							
130-01 CONSTRUCTION MATERIAL	2,735.82	4,839.74	4,500.00	5,503.34	5,000.00	500.00	11.11%
CONSTRUCTION MATERIAL	2,735.82	4,839.74	4,500.00	5,503.34	5,000.00	500.00	11.11%
SAND ACCOUNT							
131-01 SAND ACCOUNT	42,400.00	65,000.00	67,500.00	70,173.90	69,750.00	2,250.00	3.33%
4500 yard @ \$15.50 (price increase)							

**Custom Budget Report**

**Expense**

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
SAND ACCOUNT	42,400.00	65,000.00	67,500.00	70,173.90	69,750.00	2,250.00	3.33%
MUNICIPAL MAINTENANCE							
132-01 MUNICIPAL MAINTENANCE	6,600.00	7,006.73	8,000.00	8,569.52	8,000.00	0.00	.00%
Mostly weed spraying							
MUNICIPAL MAINTENANCE	6,600.00	7,006.73	8,000.00	8,569.52	8,000.00	0.00	.00%
TOOLS INSURANCE							
TOOLS INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
DRUG/ALCOHOL TESTING							
134-01 DRUG/ALCOHOL TESTING	650.25	815.00	900.00	1,220.00	900.00	0.00	.00%
DRUG/ALCOHOL TESTING	650.25	815.00	900.00	1,220.00	900.00	0.00	.00%
RINK EQUIPMENT							
RINK EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
POOL SUPPLIES							
POOL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
POOL MAINTENANCE							
POOL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PROGRAM FEES							
PROGRAM FEES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
STREET RECONSTRUCTION							
STREET RECONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CONTRACTED SERVICES							
CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.00%

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 40-01 PUBLIC WORKS / PUBLIC WORKS CONT'D							
PUBLIC WORKS	2,037,598.07	2,393,684.70	2,709,266.00	2,451,658.03	2,925,166.00	215,900.00	7.97%
PUBLIC WORKS	2,037,598.07	2,393,684.70	2,709,266.00	2,451,658.03	2,925,166.00	215,900.00	7.97%
<b>Expense Totals:</b>	<b>2,037,598.07</b>	<b>2,393,684.70</b>	<b>2,709,266.00</b>	<b>2,451,658.03</b>	<b>2,925,166.00</b>	<b>215,900.00</b>	<b>7.97%</b>

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 60-01 AIRPORT / AIRPORT							
SALARIES							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
COMPUTER MAINTENANCE							
COMPUTER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TRAVEL EXPENSES							
TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CAR ALLOWANCE							
CAR ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TELEPHONE							
015-04 TELEPHONE	970.32	970.32	1,000.00	970.32	1,000.00	0.00	.00%
TELEPHONE	970.32	970.32	1,000.00	970.32	1,000.00	0.00	.00%
COMMUNICATIONS							
017-03 INTERNET	659.40	604.45	750.00	0.00	750.00	0.00	.00%
COMMUNICATIONS	659.40	604.45	750.00	0.00	750.00	0.00	.00%
MISC. EXPENSE							
019-01 MISC EXPENSE	126.00	272.48	300.00	50.00	250.00	-50.00	-16.67%
MISC. EXPENSE	126.00	272.48	300.00	50.00	250.00	-50.00	-16.67%
HEATING FUEL							
026-03 HEATING FUEL	6,709.31	7,036.42	11,500.00	8,321.71	10,000.00	-1,500.00	-13.04%
HEATING FUEL	6,709.31	7,036.42	11,500.00	8,321.71	10,000.00	-1,500.00	-13.04%
ELECTRICITY							
027-11 ELECTRICITY	832.83	1,006.75	1,200.00	1,678.35	1,675.00	475.00	39.58%
027-14 AIRPORT HANGER	1,581.85	2,083.34	2,300.00	2,612.53	2,600.00	300.00	13.04%
ELECTRICITY	2,414.68	3,090.09	3,500.00	4,290.88	4,275.00	775.00	22.14%
WATER							
028-05 WATER	546.10	906.28	975.00	688.20	700.00	-275.00	-28.21%
WATER	546.10	906.28	975.00	688.20	700.00	-275.00	-28.21%
SEWER							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 60-01 AIRPORT / AIRPORT CONT'D							
029-01 SEWER	250.80	455.81	470.00	260.86	300.00	-170.00	-36.17%
SEWER	250.80	455.81	470.00	260.86	300.00	-170.00	-36.17%
BUILDING SUPPLIES							
030-01 BUILDING SUPPLIES	73.85	0.00	100.00	0.00	100.00	0.00	.00%
BUILDING SUPPLIES	73.85	0.00	100.00	0.00	100.00	0.00	.00%
BUILDING MAINTENANCE							
031-01 BUILDING MAINTENANCE	1,260.01	2,787.51	2,500.00	1,556.81	1,500.00	-1,000.00	-40.00%
BUILDING MAINTENANCE	1,260.01	2,787.51	2,500.00	1,556.81	1,500.00	-1,000.00	-40.00%
PROPERTY INSURANCE							
032-01 PROPERTY INSURANCE	1,947.59	1,922.02	1,883.00	1,964.52	2,046.00	163.00	8.66%
PROPERTY INSURANCE	1,947.59	1,922.02	1,883.00	1,964.52	2,046.00	163.00	8.66%
LIABILITY INSURANCE							
037-01 LIABILITY INSURANCE	2,499.00	2,499.00	2,500.00	2,499.00	2,600.00	100.00	4.00%
LIABILITY INSURANCE	2,499.00	2,499.00	2,500.00	2,499.00	2,600.00	100.00	4.00%
SOCIAL SECURITY							
038-01 SOCIAL SECURITY	691.35	1,101.16	1,300.00	1,252.54	1,530.00	230.00	17.69%
SOCIAL SECURITY	691.35	1,101.16	1,300.00	1,252.54	1,530.00	230.00	17.69%
CITY & STATE RETIREMENT							
CITY & STATE RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MANDATED IMMUNIZATIONS							
MANDATED IMMUNIZATIONS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT MAINTENANCE							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 60-01 AIRPORT / AIRPORT CONT'D							
051-05 EQUIPMENT MAINTENANCE	8,421.08	2,656.87	5,000.00	4,065.93	5,000.00	0.00	.00%
Equipment is 17 years old, Capital 2024							
EQUIPMENT MAINTENANCE	8,421.08	2,656.87	5,000.00	4,065.93	5,000.00	0.00	.00%
FEES FROM OTHER TOWNS							
FEES FROM OTHER TOWNS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
GAS/OIL/FILTERS							
GAS/OIL/FILTERS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
DIESEL							
076-01 DIESEL	2,081.61	6,400.11	8,000.00	6,293.88	6,800.00	-1,200.00	-15.00%
DIESEL	2,081.61	6,400.11	8,000.00	6,293.88	6,800.00	-1,200.00	-15.00%
LUBRICANTS							
LUBRICANTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
RENTAL INCOME							
RENTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AIR CONSULTANT CONTRACT							
153-01 AIR CONSULTANT CONTRACT	3,975.00	4,875.00	5,200.00	5,200.00	5,200.00	0.00	.00%
PW Director 52 weeks @ \$100/week							
AIR CONSULTANT CONTRACT	3,975.00	4,875.00	5,200.00	5,200.00	5,200.00	0.00	.00%
AIRPORT EQUIPMENT PURCHASE							
AIRPORT EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SNOW PLOWING							
155-01 SNOW PLOWING	5,328.95	9,860.81	15,484.00	11,522.42	15,500.00	16.00	.10%
Number from Finance							



### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 60-01 AIRPORT / AIRPORT CONT'D							
SNOW PLOWING	5,328.95	9,860.81	15,484.00	11,522.42	15,500.00	16.00	.10%
RUNWAY LIGHTS							
156-01 RUNWAY LIGHTS	1,558.35	0.00	2,000.00	905.46	2,000.00	0.00	.00%
RUNWAY LIGHTS	1,558.35	0.00	2,000.00	905.46	2,000.00	0.00	.00%
RUNWAY MAINTENANCE							
157-01 RUNWAY MAINTENANCE	500.00	2,512.30	4,000.00	500.00	6,000.00	2,000.00	50.00%
Runway crackseal project 2024							
RUNWAY MAINTENANCE	500.00	2,512.30	4,000.00	500.00	6,000.00	2,000.00	50.00%
CTP ROAD REPAIRS							
CTP ROAD REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
GARBAGE COLLECTION							
GARBAGE COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AIRPORT RESERVE							
AIRPORT RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
COMMERCIAL FACILITIES RENT							
COMMERCIAL FACILITIES RENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AVGAS							
420-01 AVGAS	18,631.35	35,000.00	35,000.00	27,907.56	30,000.00	-5,000.00	-14.29%
Should be elsewhere, reimbursed from sales							
AVGAS	18,631.35	35,000.00	35,000.00	27,907.56	30,000.00	-5,000.00	-14.29%
AIRPORT	58,644.75	82,950.63	101,462.00	78,250.09	95,551.00	-5,911.00	-5.83%
AIRPORT	58,644.75	82,950.63	101,462.00	78,250.09	95,551.00	-5,911.00	-5.83%
<b>Expense Totals:</b>	<b>58,644.75</b>	<b>82,950.63</b>	<b>101,462.00</b>	<b>78,250.09</b>	<b>95,551.00</b>	<b>-5,911.00</b>	<b>-5.83%</b>

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 70-01 INS & RETIREMENT / INS & RETIREMENT							
SALARIES							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
RECORDS MAINTENANCE							
RECORDS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AUDIT							
007-02 GASB 45	0.00	0.00	3,200.00	0.00	3,200.00	0.00	.00%
AUDIT	0.00	0.00	3,200.00	0.00	3,200.00	0.00	.00%
COMPUTER MAINTENANCE							
COMPUTER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TRAVEL EXPENSES							
TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MISC INCOME							
MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00	.00%
HEALTH INSURANCE							
HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MISC. EXPENSE							
MISC. EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WORKERS COMPENSATION							
034-01 WORKERS COMPENSATION	0.00	0.00	3,500.00	0.00	3,500.00	0.00	.00%
WORKERS COMPENSATION	0.00	0.00	3,500.00	0.00	3,500.00	0.00	.00%
UNEMPLOYMENT COMPENSATION							
035-01 UNEMPLOYMENT COMPENSATION	26,165.71	16,125.62	15,500.00	8,397.28	11,572.00	-3,928.00	-25.34%
UNEMPLOYMENT COMPENSATION	26,165.71	16,125.62	15,500.00	8,397.28	11,572.00	-3,928.00	-25.34%
LIABILITY INSURANCE							

**Custom Budget Report**

**Expense**

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 70-01 INS & RETIREMENT / INS & RETIREMENT CONT'D							
037-01 LIABILITY INSURANCE	28,538.50	29,431.32	29,642.00	29,064.43	28,488.00	-1,154.00	-3.89%
LIABILITY INSURANCE	28,538.50	29,431.32	29,642.00	29,064.43	28,488.00	-1,154.00	-3.89%
SOCIAL SECURITY							
038-01 SOCIAL SECURITY	0.00	108.62	0.00	71.38	0.00	0.00	.00%
SOCIAL SECURITY	0.00	108.62	0.00	71.38	0.00	0.00	.00%
BONDS							
BONDS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CITY & STATE RETIREMENT							
040-01 CITY & STATE RETIREMENT	0.00	0.00	110.00	0.00	110.00	0.00	.00%
CITY & STATE RETIREMENT	0.00	0.00	110.00	0.00	110.00	0.00	.00%
\$1000 DED PAYMENTS							
041-01 \$1000 DED PAYMENTS	1,000.00	3,000.00	3,000.00	446.65	3,000.00	0.00	.00%
\$1000 DED PAYMENTS	1,000.00	3,000.00	3,000.00	446.65	3,000.00	0.00	.00%
COMPENSATED ABSENCES							
043-01 COMPENSATED ABSENCES	25,000.00	25,000.00	25,000.00	25,000.00	30,000.00	5,000.00	20.00%
COMPENSATED ABSENCES	25,000.00	25,000.00	25,000.00	25,000.00	30,000.00	5,000.00	20.00%
REIMBURSEMENTS							
REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
REFUNDS/REIMBURSEMENTS							
REFUNDS/REIMBUR SEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
RECOGNITIONS & AWARDS							
046-01 RECOGNITIONS & AWARDS	2,116.01	2,780.63	4,000.00	2,379.13	4,000.00	0.00	.00%
RECOGNITIONS & AWARDS	2,116.01	2,780.63	4,000.00	2,379.13	4,000.00	0.00	.00%

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 70-01 INS & RETIREMENT / INS & RETIREMENT CONT'D							
BOOKS & PERIODICALS							
BOOKS & PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
RENTAL INCOME							
RENTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MEMORIAL DAY FLAGS							
MEMORIAL DAY FLAGS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BONUS TRANSIT PROGRAM							
BONUS TRANSIT PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MDOT BTP REIMBURSEMENT							
MDOT BTP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WAGE & CLASSIFICATION							
WAGE & CLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SECTION 125 EXPENSE							
311-01 SECTION 125 EXPENSE	6,243.94	6,158.45	6,500.00	5,891.00	6,500.00	0.00	.00%
SECTION 125 EXPENSE	6,243.94	6,158.45	6,500.00	5,891.00	6,500.00	0.00	.00%
EMPLOYEE CONTINGENCY							
EMPLOYEE CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	.00%
INS & RETIREMENT	89,064.16	82,604.64	90,452.00	71,249.87	90,370.00	-82.00	-.09%
INS & RETIREMENT	89,064.16	82,604.64	90,452.00	71,249.87	90,370.00	-82.00	-.09%
<b>Expense Totals:</b>	<b>89,064.16</b>	<b>82,604.64</b>	<b>90,452.00</b>	<b>71,249.87</b>	<b>90,370.00</b>	<b>-82.00</b>	<b>-.09%</b>

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 80-01 UNCLASSIFIED / UNCLASSIFIED							
SALARIES							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
RECORDS MAINTENANCE							
RECORDS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
LEGAL FEES							
LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
NEW EQUIPMENT							
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MAINTENANCE COMMUNITY CENTER							
MAINTENANCE COMMUNITY CENTER	0.00	0.00	0.00	0.00	0.00	0.00	.00%
HEATING FUEL COMM CENTER							
HEATING FUEL COMM CENTER	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SOCIAL SECURITY							
038-01 SOCIAL SECURITY	0.00	523.36	500.00	0.00	500.00	0.00	.00%
SOCIAL SECURITY	0.00	523.36	500.00	0.00	500.00	0.00	.00%
COMPENSATED ABSENCES							
COMPENSATED ABSENCES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
REIMBURSEMENTS							
REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
REFUNDS/REIMBURSEMENTS							
045-01 REFUNDS/REIMBURSEMENTS	270.00	0.00	275.00	0.00	275.00	0.00	.00%
REFUNDS/REIMBURSEMENTS	270.00	0.00	275.00	0.00	275.00	0.00	.00%
G.A. STATE							
G.A. STATE	0.00	0.00	0.00	0.00	0.00	0.00	.00%

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 80-01 UNCLASSIFIED / UNCLASSIFIED CONT'D							
SPECIAL EVENTS							
SPECIAL EVENTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MDOT BTP REIMBURSEMENT							
MDOT BTP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TAX LIEN COSTS							
200-01 TAX LIEN COSTS	14,173.41	15,159.86	17,500.00	16,933.04	17,500.00	0.00	.00%
TAX LIEN COSTS	14,173.41	15,159.86	17,500.00	16,933.04	17,500.00	0.00	.00%
ABATEMENTS							
201-00 ABATEMENTS	0.00	559.31	0.00	0.00	0.00	0.00	.00%
201-01 ABATEMENTS	16,085.53	10,142.63	13,500.00	61,738.78	20,000.00	6,500.00	48.15%
ABATEMENTS	16,085.53	10,701.94	13,500.00	61,738.78	20,000.00	6,500.00	48.15%
BAD DEBT WRITE OFF							
BAD DEBT WRITE OFF	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WEATHER BUREAU BDLG REIMB							
WEATHER BUREAU BDLG REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.00%
OIL CLEAN UP (PLYMOUTH)							
OIL CLEAN UP (PLYMOUTH)	0.00	0.00	0.00	0.00	0.00	0.00	.00%
POLICE SMALL EQUIPMENT RESERVE							
POLICE SMALL EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WELCOME TO CARIBOU SIGN							
WELCOME TO CARIBOU SIGN	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WAGE & CLASSIFICATION							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 80-01 UNCLASSIFIED / UNCLASSIFIED CONT'D							
WAGE & CLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	.00%
LIBRARY BATHROOM RENOVATIONS							
LIBRARY BATHROOM RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
DOWNTOWN INFRASTRUCTRE							
DOWNTOWN INFRASTRUCTRE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
UNCLASSIFIED	30,528.94	26,385.16	31,775.00	78,671.82	38,275.00	6,500.00	20.46%
UNCLASSIFIED	30,528.94	26,385.16	31,775.00	78,671.82	38,275.00	6,500.00	20.46%
<b>Expense Totals:</b>	<b>30,528.94</b>	<b>26,385.16</b>	<b>31,775.00</b>	<b>78,671.82</b>	<b>38,275.00</b>	<b>6,500.00</b>	<b>20.46%</b>

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 10-01 GENERAL GOVERNMENT / Gen Govt							
SALARIES							
001-01 REGULAR PAY	380,805.37	404,443.87	440,184.00	426,333.55	523,688.00	83,504.00	18.97%
Number from Finance, assumes 2% COLA. Also includes one new FT position.							
SALARIES	380,805.37	404,443.87	440,184.00	426,333.55	523,688.00	83,504.00	18.97%
COUNCIL SALARIES							
002-01 COUNCIL SALARIES	12,650.00	12,510.00	12,500.00	11,250.00	12,500.00	0.00	.00%
COUNCIL SALARIES	12,650.00	12,510.00	12,500.00	11,250.00	12,500.00	0.00	.00%
OFFICE SUPPLIES							
003-01 POSTAGE	4,793.60	5,177.98	7,000.00	5,741.50	7,000.00	0.00	.00%
003-02 ADVERTISING	3,693.15	4,562.10	5,000.00	4,816.93	5,000.00	0.00	.00%
003-03 COPIER RENTAL	6,354.31	5,996.31	6,900.00	6,142.72	6,900.00	0.00	.00%
003-05 PRINTER INK	2,038.40	2,652.92	2,700.00	2,443.08	2,700.00	0.00	.00%
003-07 PAPER	1,077.87	1,646.18	1,500.00	1,625.38	1,700.00	200.00	13.33%
003-08 OFFICE SUPPLIES	7,526.15	8,498.69	8,700.00	9,102.03	8,700.00	0.00	.00%
003-10 ANNUAL REPORT	1,095.23	890.00	1,100.00	1,210.00	1,210.00	110.00	10.00%
OFFICE SUPPLIES	26,578.71	29,424.18	32,900.00	31,081.64	33,210.00	310.00	.94%
RECORDS MAINTENANCE							
RECORDS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
LEGAL FEES							
005-04 LEGAL FEES	20,872.92	4,843.00	20,000.00	20,222.40	20,000.00	0.00	.00%
LEGAL FEES	20,872.92	4,843.00	20,000.00	20,222.40	20,000.00	0.00	.00%
LEGAL FEES							
LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AUDIT							



### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 10-01 GENERAL GOVERNMENT / Gen Govt CONT'D							
007-01 AUDIT	19,500.00	19,000.00	28,500.00	28,500.00	30,200.00	1,700.00	5.96%
Audit amount was set by contract after 3-year bid process in 2022							
AUDIT	19,500.00	19,000.00	28,500.00	28,500.00	30,200.00	1,700.00	5.96%
COMPUTER MAINTENANCE							
008-01 COMPUTER MAINTENANCE	51,454.36	54,319.25	55,000.00	57,421.47	55,000.00	0.00	.00%
008-02 HOSTED SERVICES	8,584.12	9,955.68	11,000.00	11,241.73	11,000.00	0.00	.00%
008-03 GIS	0.00	28.50	0.00	0.00	0.00	0.00	.00%
008-04 COMPUTER UPGRADES	0.00	18,750.00	5,000.00	4,739.64	5,000.00	0.00	.00%
COMPUTER MAINTENANCE	60,038.48	83,053.43	71,000.00	73,402.84	71,000.00	0.00	.00%
PROFESSIONAL DUES							
009-01 SUBSCRIPTIONS	0.00	0.00	405.00	220.00	220.00	-185.00	-45.68%
009-04 PROFESSIONAL DUES	8,154.00	7,895.86	9,000.00	8,529.40	9,000.00	0.00	.00%
PROFESSIONAL DUES	8,154.00	7,895.86	9,405.00	8,749.40	9,220.00	-185.00	-1.97%
TRAVEL EXPENSES							
010-01 MILEAGE	849.30	763.45	2,100.00	1,752.98	2,500.00	400.00	19.05%
010-02 MEALS & LODGING	1,319.61	2,467.98	10,200.00	2,699.38	7,500.00	-2,700.00	-26.47%
010-04 CONFERENCE FEE	835.00	340.00	2,200.00	140.00	2,200.00	0.00	.00%
TRAVEL EXPENSES	3,003.91	3,571.43	14,500.00	4,592.36	12,200.00	-2,300.00	-15.86%
TRAINING & EDUCATION							
011-02 TRAINING & EDUCATION	1,014.77	2,076.70	2,900.00	2,531.50	3,500.00	600.00	20.69%
TRAINING & EDUCATION	1,014.77	2,076.70	2,900.00	2,531.50	3,500.00	600.00	20.69%
ELECTIONS							
012-01 ELECTIONS	6,721.90	7,797.08	10,000.00	9,654.77	16,526.00	6,526.00	65.26%
Three elections in 2024, increase in state minimum wage.							

### Custom Budget Report

Expense							
	2021	2022	2023	2023	2024	Init Req vs	Init Req vs
	Actual	Actual	Budget	Actual	Initial	Last Yr Bud	Last Yr Bud
						Change \$	Change %
Dept/Div: 10-01 GENERAL GOVERNMENT / Gen Govt CONT'D							
012-02 CONTRACTED EXPENSES	0.00	508.05	1,000.00	1,232.98	4,615.00	3,615.00	361.50%
Three elections in 2024							
ELECTIONS	6,721.90	8,305.13	11,000.00	10,887.75	21,141.00	10,141.00	92.19%
CAR ALLOWANCE							
CAR ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
NEW EQUIPMENT							
014-01 NEW EQUIPMENT	2,350.00	1,399.00	1,200.00	711.18	1,500.00	300.00	25.00%
Finance requesting new chair							
NEW EQUIPMENT	2,350.00	1,399.00	1,200.00	711.18	1,500.00	300.00	25.00%
TELEPHONE							
015-01 CELL PHONE	186.48	344.79	480.00	240.00	480.00	0.00	.00%
015-04 TELEPHONE	4,799.57	4,784.51	5,000.00	4,782.05	5,000.00	0.00	.00%
TELEPHONE	4,986.05	5,129.30	5,480.00	5,022.05	5,480.00	0.00	.00%
COMMUNICATIONS							
017-03 INTERNET	1,259.40	1,259.40	1,300.00	1,259.78	1,300.00	0.00	.00%
COMMUNICATIONS	1,259.40	1,259.40	1,300.00	1,259.78	1,300.00	0.00	.00%
HEALTH INSURANCE							
018-01 HEALTH INSURANCE	141,557.45	144,729.59	144,037.00	135,857.36	161,130.00	17,093.00	11.87%
Number from finance: premium + HRA, includes one new FT position.							
HEALTH INSURANCE	141,557.45	144,729.59	144,037.00	135,857.36	161,130.00	17,093.00	11.87%
MISC. EXPENSE							
019-01 MISC EXPENSE	8,494.86	2,717.18	8,000.00	4,387.62	8,000.00	0.00	.00%
MISC. EXPENSE	8,494.86	2,717.18	8,000.00	4,387.62	8,000.00	0.00	.00%
COMPUTERS							
COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
APPROPRIATION ALLOWANCE							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 10-01 GENERAL GOVERNMENT / Gen Govt CONT'D							
APPROPRIATION ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
HEATING FUEL							
HEATING FUEL	0.00	0.00	0.00	0.00	0.00	0.00	.00%
ELECTRICITY							
ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BUILDING SUPPLIES							
BUILDING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BUILDING MAINTENANCE							
BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WORKERS COMPENSATION							
034-01 WORKERS COMPENSATION	5,962.68	5,966.03	1,986.00	3,073.04	2,373.00	387.00	19.49%
Number from finance							
WORKERS COMPENSATION	5,962.68	5,966.03	1,986.00	3,073.04	2,373.00	387.00	19.49%
UNEMPLOYMENT COMPENSATION							
UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	.00%
VEHICLE INSURANCE							
036-01 VEHICLE INSURANCE	1,613.82	1,582.50	1,574.00	1,564.50	1,555.00	-19.00	-1.21%
VEHICLE INSURANCE	1,613.82	1,582.50	1,574.00	1,564.50	1,555.00	-19.00	-1.21%
SOCIAL SECURITY							
038-01 SOCIAL SECURITY	27,659.71	29,044.36	33,674.00	31,086.86	39,837.00	6,163.00	18.30%
Number from Finance, assumes 2% COLA. Also includes one new FT position.							
SOCIAL SECURITY	27,659.71	29,044.36	33,674.00	31,086.86	39,837.00	6,163.00	18.30%

**Custom Budget Report**

**Expense**

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 10-01 GENERAL GOVERNMENT / Gen Govt CONT'D							
CITY & STATE RETIREMENT							
040-01 CITY & STATE RETIREMENT	9,214.46	5,110.12	15,508.00	11,249.51	18,476.00	2,968.00	19.14%
Number from Finance, assumes 2% COLA. Also includes one new FT position.							
CITY & STATE RETIREMENT	9,214.46	5,110.12	15,508.00	11,249.51	18,476.00	2,968.00	19.14%
\$1000 DED PAYMENTS							
\$1000 DED PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
RECOGNITIONS & AWARDS							
RECOGNITIONS & AWARDS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT MAINTENANCE							
EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
VEHICLE REPAIR							
073-01 VEHICLE REPAIR	356.08	550.50	1,200.00	820.50	1,200.00	0.00	.00%
VEHICLE REPAIR	356.08	550.50	1,200.00	820.50	1,200.00	0.00	.00%
TIRES							
074-01 TIRES	669.00	80.00	1,000.00	170.00	800.00	-200.00	-20.00%
TIRES	669.00	80.00	1,000.00	170.00	800.00	-200.00	-20.00%
GAS/OIL/FILTERS							
075-01 GAS/OIL/FILTERS	455.78	764.97	1,000.00	309.65	1,000.00	0.00	.00%
GAS/OIL/FILTERS	455.78	764.97	1,000.00	309.65	1,000.00	0.00	.00%
BAD DEBT ALLOWANCE							
BAD DEBT ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
DARE PROGRAM EXPENSE							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 10-01 GENERAL GOVERNMENT / Gen Govt CONT'D							
DARE PROGRAM EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SALARY REIMBURSEMENT							
SALARY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
LIQUID ASPHALT							
LIQUID ASPHALT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
MUNICIPAL MAINTENANCE							
MUNICIPAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
DRUG/ALCOHOL TESTING							
DRUG/ALCOHOL TESTING	0.00	0.00	0.00	0.00	0.00	0.00	.00%
NO. ME DEV. COMM							
NO. ME DEV. COMM	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SOIL & WATER CONSERVATION							
SOIL & WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CHRISTMAS LIGHTS							
CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
DOWNTOWN INFRASTRUCTRE							
DOWNTOWN INFRASTRUCTRE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CONTRACTED SERVICES							
CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
COMMUNITY PROJECTS							
COMMUNITY PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
SLUM/BLIGHT REMOVAL							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 10-01 GENERAL GOVERNMENT / Gen Govt CONT'D							
SLUM/BLIGHT REMOVAL	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Gen Govt	743,919.35	773,456.55	858,848.00	813,063.49	979,310.00	120,462.00	14.03%
GENERAL GOVERNMENT	743,919.35	773,456.55	858,848.00	813,063.49	979,310.00	120,462.00	14.03%
<b>Expense Totals:</b>	<b>743,919.35</b>	<b>773,456.55</b>	<b>858,848.00</b>	<b>813,063.49</b>	<b>979,310.00</b>	<b>120,462.00</b>	<b>14.03%</b>

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 20-01 GENERAL ASSISTANCE / GENERAL ASSISTANCE							
SALARIES							
001-01 REGULAR PAY	13,386.35	11,045.24	13,050.00	12,596.87	13,050.00	0.00	.00%
Number from finance, assumes 2% COLA							
SALARIES	13,386.35	11,045.24	13,050.00	12,596.87	13,050.00	0.00	.00%
OFFICE SUPPLIES							
003-01 POSTAGE	142.62	12.36	125.00	18.36	100.00	-25.00	-20.00%
003-08 OFFICE SUPPLIES	0.00	32.47	50.00	0.00	50.00	0.00	.00%
OFFICE SUPPLIES	142.62	44.83	175.00	18.36	150.00	-25.00	-14.29%
LEGAL FEES							
LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
TRAVEL EXPENSES							
010-04 CONFERENCE FEE	0.00	0.00	200.00	47.35	300.00	100.00	50.00%
TRAVEL EXPENSES	0.00	0.00	200.00	47.35	300.00	100.00	50.00%
TRAINING & EDUCATION							
011-02 TRAINING & EDUCATION	90.00	130.00	300.00	130.00	300.00	0.00	.00%
TRAINING & EDUCATION	90.00	130.00	300.00	130.00	300.00	0.00	.00%
NEW EQUIPMENT							
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
HEALTH INSURANCE							
018-01 HEALTH INSURANCE	6,849.81	5,173.44	6,369.00	5,427.06	6,482.00	113.00	1.77%
Number from finance, assumes 2% COLA							
HEALTH INSURANCE	6,849.81	5,173.44	6,369.00	5,427.06	6,482.00	113.00	1.77%
MISC. EXPENSE							
019-01 MISC EXPENSE	71.25	97.50	100.00	78.68	150.00	50.00	50.00%
MISC. EXPENSE	71.25	97.50	100.00	78.68	150.00	50.00	50.00%

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 20-01 GENERAL ASSISTANCE / GENERAL ASSISTANCE CONT'D							
COMPUTERS							
COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
HEATING FUEL							
HEATING FUEL	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BUILDING MAINTENANCE							
BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BLDG INSURANCE COMM CENTER							
BLDG INSURANCE COMM CENTER	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WORKERS COMPENSATION							
034-01 WORKERS COMPENSATION	0.00	0.00	18.00	0.00	22.00	4.00	22.22%
Number from Finance							
WORKERS COMPENSATION	0.00	0.00	18.00	0.00	22.00	4.00	22.22%
SOCIAL SECURITY							
038-01 SOCIAL SECURITY	915.74	767.43	998.00	881.14	999.00	1.00	.10%
Number from Finance							
SOCIAL SECURITY	915.74	767.43	998.00	881.14	999.00	1.00	.10%
CITY & STATE RETIREMENT							
040-01 CITY & STATE RETIREMENT	0.00	0.00	137.00	0.00	138.00	1.00	.73%
Number from Finance							
CITY & STATE RETIREMENT	0.00	0.00	137.00	0.00	138.00	1.00	.73%
COMPENSATED ABSENCES							
COMPENSATED ABSENCES	0.00	0.00	0.00	0.00	0.00	0.00	.00%
REIMBURSEMENTS							
REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.00%



### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 20-01 GENERAL ASSISTANCE / GENERAL ASSISTANCE CONT'D							
OFFICE SUPPORT							
OFFICE SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT MAINTENANCE							
051-05 EQUIPMENT MAINTENANCE	1,100.00	1,200.00	1,200.00	1,200.00	1,500.00	300.00	25.00%
WelPac (per GA Administrator)							
EQUIPMENT MAINTENANCE	1,100.00	1,200.00	1,200.00	1,200.00	1,500.00	300.00	25.00%
CONNOR ADMIN FEE							
CONNOR ADMIN FEE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
GA CITY							
053-01 G.A. CITY	7,617.25	6,535.28	20,000.00	13,110.27	25,000.00	5,000.00	25.00%
053-02 GA STATE	0.00	0.00	500.00	0.00	500.00	0.00	.00%
GA CITY	7,617.25	6,535.28	20,500.00	13,110.27	25,500.00	5,000.00	24.39%
G.A. STATE							
G.A. STATE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CODE MAINTENANCE							
CODE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AUDIO VISUAL DISPLAYS							
AUDIO VISUAL DISPLAYS	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CONTRACTUAL ALLOWANCE							
CONTRACTUAL ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.00%
AIR CONSULTANT CONTRACT							
AIR CONSULTANT CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	.00%
WORKFARE SUPERVISION							

### Custom Budget Report

#### Expense

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Initial	Init Req vs Last Yr Bud Change \$	Init Req vs Last Yr Bud Change %
Dept/Div: 20-01 GENERAL ASSISTANCE / GENERAL ASSISTANCE CONT'D							
WORKFARE SUPERVISION	0.00	0.00	0.00	0.00	0.00	0.00	.00%
GENERAL ASSISTANCE	30,173.02	24,993.72	43,047.00	33,489.73	48,591.00	5,544.00	12.88%
GENERAL ASSISTANCE	30,173.02	24,993.72	43,047.00	33,489.73	48,591.00	5,544.00	12.88%
<b>Expense Totals:</b>	<b>30,173.02</b>	<b>24,993.72</b>	<b>43,047.00</b>	<b>33,489.73</b>	<b>48,591.00</b>	<b>5,544.00</b>	<b>12.88%</b>

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: February 12, 2024**  
**Re: Acceptance of the Findings and Order on 273 Sweden Street, Dangerous Building**

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The Caribou City Council held a public hearing at their last meeting on Monday January 22 and based on the evidence and testimony presented, it is the decision of the Caribou City Council that the building at 273 Sweden Street (Map 37 Lot 60) is a nuisance or dangerous because it meets the definition of a building adjudged a nuisance or dangerous under the standard in 17 M.R.S.A. § 2851 (2-A) because it is structurally unsafe, unstable and unsanitary; constitutes a fire hazard; is unsuitable and improper for the use or occupancy to which it is put; constitutes a hazard to health and safety because of inadequate maintenance, dilapidation, obsolescence, abandonment, and is otherwise dangerous to life and property and therefore, this building must be disposed of by demolition.

Staff has prepared a Findings and Order document. This is required to be recorded at the registry and served on the property owners.

**Suggested Action**

Please make a motion to approve and sign the Findings and Order as presented.

Second the motion, have discussion and then vote.

## **FINDINGS AND ORDER**

Pursuant to 17 M.R.S.A. §§ 2851 – 2859  
(Dangerous Buildings)

(Page 1 of 2)

TO: Ashley L. Thomas and Michael L. Quimby  
P O Box 343  
Caribou Maine 04736

RE: 273 Sweden Street Map 37 Lot 60 in Caribou, Maine (subject property)

On Monday January 22, 2024, at 6:00 pm Eastern Standard Time at 25 High Street in Caribou (Aroostook County) Maine, the Municipal Officers of the City of Caribou, Maine held a hearing to determine whether the remains of the building owned by you and located on land owned by you and shown on Map 37 Lot 60 of the current tax maps of the City of Caribou, Maine on file at 25 High Street, commonly known as 273 Sweden Street in Caribou, Maine is a nuisance or dangerous within the meaning of 17 M.R.S.A. § 2851. Notice of this hearing was duly served on you as the owner and on all parties-in-interest.

The following person was present and testified: Penny Thompson, City Manager, and the Acting Code Enforcement Officer for the City of Caribou who has been certified by the State of Maine, Department of Public Safety to serve in that capacity and has been duly appointed and sworn in as the Acting Code Enforcement Officer for the City of Caribou.

Based on the testimony and other evidence presented and made part of the record, the Municipal Officers find the following facts: On January 25, 2023, there was a fire at the subject property. The City of Caribou Code Enforcement department sent a Notice of Condemned Building in February 2023 and April 2023 to the owners of record. In September 2023, A Notice of Violation and order for Corrective Action was sent to the owners of record. No action was taken to repair or secure the property as ordered. In October 2023, the City attorney sent a letter requesting action be taken on the building to the owners of record. In November 2023, a public hearing was set to determine if the subject property is a dangerous building under 17 MRSA §§ 2851 - 2859. The required notice given to the owners of record that a public hearing would be held on January 22, 2024. Testimony was given that an unsafe condition exists because the building has burned, foundation is collapsing, and other elements required for human habitation are missing.

Based on the foregoing findings, the Municipal Officers conclude that the building commonly known as 273 Sweden Street in Caribou, Maine (Map 37 Lot 60) is a nuisance or dangerous because it meets the definition of a building adjudged a nuisance or dangerous under the standard in 17 M.R.S.A. § 2851 (2-A) because it is structurally unsafe, unstable, and unsanitary; is unsuitable and improper for the use or occupancy to which it is put; constitutes a hazard to health

and safety because of inadequate maintenance and is otherwise dangerous to life and property and therefore, this building must be disposed of by demolition.

Therefore, pursuant to 17 M.R.S.A. § 2851, you are hereby ORDERED to, within 30 days of service of this order, secure the building, pay all property taxes in full, and present a plan and timeline for demolition of the structure. Pursuant to 17 M.R.S.A. § 2851, you are hereby ORDERED to complete the demolition of this building in accordance with all applicable City of Caribou ordinances, within 90 days of service of this order. Regular project updates shall be given to the City of Caribou Code Enforcement Department.

This decision may be appealed to Superior Court under the Maine Rules of Civil Procedure, Rule 80B. If this order is not timely complied with and no timely appeal is taken, the Municipal Officers may undertake the ordered corrective action at municipal expense and recover all expenses, including reasonable attorney's fees, by means of a special tax or civil action.

Dated: February 12, 2024, the Municipal Officers City of Caribou, Maine:

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

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

\_\_\_\_\_  
Jennifer Kelley

\_\_\_\_\_  
Tamara Lovewell

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

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

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

#### ACKNOWLEDGEMENT

STATE OF MAINE, County of Aroostook

Date: February 12, 2024

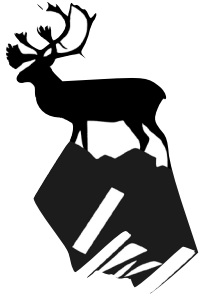
Then personally appeared before me at Caribou, Maine the above-named Municipal Officers of the Municipality of Caribou and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of the said Municipality.

Before me,

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

**Danielle M. Brissette**

My commission expires: March 12, 2026



# Caribou Public Library

## DIRECTOR'S REPORT

**To: Mayor and City Councilors**  
**Penny Thompson, City Manager**  
**From: Peter Baldwin, Library Director**  
**January 2024 Report**

In the winter months, the library normally sees a decrease in usage as more of our patrons focus on new year activities and colder weather interferes with library visits. This year, however, we are excited to say that our circulation for January is higher than any month in over two years.

During January, the library chose to focus its efforts on refreshing our collection and working toward inventory management. This is an entire staff project that involves parsing through each shelf and maintaining accurate inventory records. This year also includes the reorganization of our collection to allow for the growth we have been seeing in our Large Print collection, and the integration of other sections that once lived on their own.

The Director attended a meeting with the President of the Nylander Museum Board of Trustees and the Library Board of Trustees. This meeting was to begin opening communication between both organizations and begin preparing ideas on how the two organizations can collaboratively support each others programs and ideas. We are excited to report a myriad of ideas that can become regular events at both institutions that cater to the unique educational offerings prided by both.

Lastly, the Director attended a City Council meeting to present the Library's Budget. The presentation went well, and we await the next phase of the budget process.

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>JAN 2023</b>	<b>FEB 2023</b>	<b>MAR 2023</b>	<b>APR 2023</b>	<b>MAY 2023</b>	<b>JUN 2023</b>	<b>JUL 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>	<b>DEC 2023</b>	<b>JAN 2024</b>
Adult books	519	925	866	703	750	508	505	559	500	545	560	524	751
Juvenile books	1,171	483	660	711	726	647	735	761	503	502	684	720	777
Teen/YA books	56	64	77	47	89	61	118	81	48	58	82	77	70
DVDs	119	127	135	58	108	82	47	112	129	126	120	113	122
eBooks/Audiobooks	306	271	363	373	364	269	176	180	409	490	252	151	441
Magazines	17	89	54	41	43	20	50	18	27	24	73	24	54
Interlibrary loans	21	31	29	21	28	56	21	27	17	28	26	23	50
Puzzles	16	0	1	0	6	0	0	0	0	0	0	10	2
STEAM	7	13	9	40	16	18	6	11	15	9	11	24	3
Renewals	410	371	382	334	416	383	453	395	351	511	460	443	523
<b>TOTAL NUMBERS</b>	<b>2,642</b>	<b>2,374</b>	<b>2,576</b>	<b>2,328</b>	<b>2,546</b>	<b>2,044</b>	<b>2,111</b>	<b>2,144</b>	<b>1,999</b>	<b>2,293</b>	<b>2,268</b>	<b>2,109</b>	<b>2,793</b>

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

MATERIAL TYPE	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024
Circulation	2,642	2,374	2,576	2,328	2,546	2,044	2,111	2,144	1,999	2,293	2,268	2,109	2,793
Library Visitors	2,599	1,364	3,195	2,606	2,441	2,997	3,230	3,072	3,172	2,915	3,802	2,854	2,371
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	76	83	110	95	81	121	86	92	78	85	85	37	61
Books withdrawn	78	703	12	392	22	32	41	40	43	35	28	284	40
Program Participation	3,181	2,878	2,869	3,360	3,034	2,260	2,168	4,606	6,099	4,290	4,294	3,844	
New patrons	15	13	29	9	14	24	23	20	23	25	19	14	23
Archives (# of users)	42	37	36	73	44	41	39	36	41	37	26	31	42

\*\*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	2,044	2,111	2,144	1,999	2,293	2,268	2,109	27,434
2024	2,793												2,793



# Nylander Museum of Natural History

## DIRECTOR'S REPORT

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

In the month of January, the museum remained open on Saturdays only as the winter months have lower attendance. During this time, the Director and members of the Board have been hard at work designing and planning program offerings for the rest of the year.

One such area is Dino Days. One of the traditional events of the museum, Dino Days will be making a reappearance February 20<sup>th</sup> – 24<sup>th</sup>. Throughout January, ideas were discussed for different programs that could be done to bring in guests to the museum. In addition to themed displays, we have also chosen and prepared three programs.

The museum will have a “Dig your own Dino” program, where children can learn about archaeology while exhuming their own dinosaur encased in plaster. Museum Aide Alex has been working on setting up the materials necessary for this and ensuring there are enough to go around. The museum will also put on a “Fossil Making” program, designed to teach about fossilization while children cast and decorate their own fossils. Lastly, there will be a “Dino Drawing Contest” from February 1<sup>st</sup> through 24<sup>th</sup>. Participants will draw dinosaurs in their natural habitat and the public will vote on their favourites. The top six will be framed at the museum and the artists will win a prize donated by Christina Kane-Gibson.

The Museum Aides have both continues to work with Microsoft Access, and SQL integrations have begun to build a more comprehensive database structure under the supervision of the Director.

Peter Baldwin