

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Thursday, January 2, 2025**, in the Council Chambers located at 25 High Street, **6:00 pm**.



THE MEETING WILL BE BROADCAST ON SPECTRUM CABLE CHANNEL 8 & 1301 AND THE CITY OF CARIBOU YOUTUBE CHANNEL.

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These boards and commissions have an equal number of applications and open positions:	
i. Board of Assessors (1)	
ii. Cary Medical Center Board of Directors (4)	
iii. Caribou Development Committee (2)	
iv. Caribou Hospital District Board of Trustees (1)	
v. Caribou Housing Authority Board of Commissioners (1)	
vi. Caribou Riverfront Redevelopment Committee (1)	
vii. Caribou Public Library Committee (2)	
viii. Recreation Commission (2)	
This board has more open positions than applicants:	
i. Caribou Utilities District (2)	
ii. Airport Advisory Committee (1)	
iii. Planning Board (1)	
iv. Zoning Board of Appeals (1)	
These committees and boards require a decision (more applicants than open positions):	
i. Aroostook Waste Solutions Board of Directors (2)	
ii. Nylander Museum Board of Trustees (2)	
8. New Business & Adoption of Ordinances and Resolutions	
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| a. Discussion of City Council priorities for 2025 | 15 |
| b. Discussion of City Council member appointments to City Council committees & liaison roles | 16-22 |
| 10. Reports and Discussion by Mayor and Council Members | |
| 11. Executive Session(s) (May be called to discuss matters identified under 1 MRSA §405.6) | |
| 12. Next Meeting: TBD (see agenda item 8a) | |
| 13. 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 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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Swearing in of Elected Officials
DATE: January 2, 2025

As required by the City Charter¹, the regular election of municipal officials shall be held on the first Tuesday of November after the first Monday in each year, in the manner provided in Article VII. The terms of municipal officials shall begin the first business day of January.

Suggested Action:

The City Clerk will swear in Jody Smith and Paul Watson, who were duly elected at the November 5 election.

¹ Caribou City Charter section 2.01(c)



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Mayoral and Deputy Mayor Election for 2025
DATE: January 2, 2025

As required by the City Charter² the Council needs to elect from among the Council members a Chairperson/Mayor and a Deputy Chairperson/Deputy Mayor for 2025.

Suggested Action:

Ballots will be distributed for written submission for the position of Chairperson/Mayor of the City of Caribou for 2025, votes will be counted immediately upon collection and certified by the City Clerk.

Suggested Action:

Ballots will be distributed for written submission for the position of Deputy Chairperson/Deputy Mayor of the City of Caribou for 2025, votes will be counted immediately upon collection and certified by the City Clerk.

² Caribou City Charter, Section 2.03

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Dog Licensing Raffle
DATE: January 2, 2025

The City Clerk's office incentivized dog owners to license their dogs before the first of the year by including all licensees in a prize drawing for a \$50 gift certificate for veterinary services. Licensees were told that the City Council would select the winner during their first meeting in January.

Suggested Action:

The newly elected Chairperson/Mayor will randomly select the \$50 prize winner during the Council meeting.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointment of Administrative City Officers for 2025
DATE: January 2, 2025

The City Charter requires several city positions to be appointed by the Council³. It is recommended that the following individuals be appointed to the following offices for 2025.

Penny Thompson	City Manager ⁴ (Appointed to an indefinite term per charter)
Carl Grant	City Treasurer ⁵
Carl Grant	Tax Collector ⁶
Danielle Brissette	City Clerk ⁷ and Registrar of Voters
Danielle Brissette	Overseer of General Assistance
Felch & Company LLC	City Auditor ⁸
Solman & Hunter	City Legal Officer ⁹ (General)
Bernstein Shur	City Legal Officer (Personnel and Collective Bargaining)
Brian Lajoie	Health Officer by State statute ¹⁰ for a 3-year term

Suggested action:

Motion to approve as presented.

Second. Discussion. Vote.

³ Caribou City Charter, Section 2.19

⁴ Caribou City Charter, Section 3.01

⁵ Caribou City Charter, Section 2.19(a)(1)

⁶ Caribou City Charter, Section 2.19(a)(4)

⁷ Caribou City Charter, Section 2.19(a)(2)

⁸ Caribou City Charter, Section 2.19(a)(3)

⁹ Caribou City Charter, Section 4.03

¹⁰ MRS Title 22 §451.1



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Approval of Administrative Appointments for 2025
DATE: January 2, 2025

The City Charter provides that certain positions are to be appointed administratively but receive approval from the City Council. The city administration is seeking approval of the City Council for the following administrative appointments in 2025.

Kristina Drinkall	Deputy City Clerk ¹¹
Holli Doody	Deputy Treasurer ¹²
Gary Marquis	Acting City Manager ¹³ (during temporary absence or disability of the city manager)

Suggested action:

Motion to approve as presented.

Second. Discussion. Vote.

¹¹ Caribou City Charter, Section 2.07

¹² Caribou City Charter, Section 2.19(a)(1)

¹³ Caribou City Charter, Section 3.03

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointments to Caribou Boards and Commissions
DATE: January 2, 2025

The following individuals have expressed interest in serving on the following community or advisory boards. The Council may make any appointments it feels appropriate.

CITIZEN BOARDS			
BOARD/COMMISSION	CONTACT PERSON	TERM ENDING 12/31/2024	APPLICATION RECEIVED
Airport Advisory Committee	Penny Thompson	John Gibson	
Aroostook Waste Solutions	Penny Thompson	Kenneth Murchison	Kenneth Murchison
Board of Assessors	Penny Thompson	John Weeks	
Caribou Housing Authority of Commissioners	Lisa Plourde	Matthew Perreault	Mary Patt
Caribou Utilities District	Jonathan Helstrom	Phil McDonough II	
		Jay Kamm	Jay Kamm
Cary Board of Directors	Peggy McAfee	Shawn Laferrier	Doug Plourde
		Jane White-McCall	Jane-White-McCall
		Christopher Bell	Carl Flynn
		Neal Griffeth	Neal Griffeth
Caribou Hospital District Trustees	Peggy McAfee	Erica Raymond	Erica Raymond
Caribou Library Board of Trustees	Peter Baldwin	Wanda Theriault	Carole S Belanger
		Heather Hale	Heather Hale
Nylander Board of Trustees	Peter Baldwin	Jason Gillis	Jason Gillis
		Betheny Anderson	Gail Hagelstein
			Betheny Anderson
Planning Board	Code Enforcement	James Belanger Jr	
Recreation Commission	Gary Marquis	Kyle Corrigan	Kyle Corrigan
		Casey Plourde	Casey Plourde
Zoning Board of Appeals	Code Enforcement	Travis Michaud	
Caribou Development Committee	Penny Thompson	Troy Haney	Troy Haney
		James Nelson	James Nelson
Caribou Riverfront Redevelopment	Penny Thompson	Mark Draper	Mark Draper



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointments to Caribou Boards and Commissions
DATE: January 2, 2025

The individuals listed on page 6 of this packet have expressed interest in serving on the following community or advisory boards. The City Council may make any appointments they feel appropriate.

These boards and commissions have an equal number of applications and open positions:

- Board of Assessors (1)
- Cary Medical Center Board of Directors (4)
- Caribou Development Committee (2)
- Caribou Hospital District Board of Trustees (1)
- Caribou Housing Authority Board of Commissioners (2)
- Caribou Public Library Committee (2)
- Caribou Riverfront Committee (2)
- Recreation Commission (2)

These boards have more open positions than applicants. Staff will continue to look for other members of this board.

- Caribou Utilities District (2)

There are also boards and committees without any applications for vacant positions. Staff will also work to find candidates to present to the City Council.

Suggested action:

Motion to appoint the following:

- John Weeks to the Board of Assessors for a 3-year term.
- Jane White-McCall, Carl Flynn, Neal Griffeth and Doug Plourde to the Cary Medical Center Board of Directors, each for a 3-year term.
- Troy Haney and James Nelson, to the Caribou Development Committee, each for a 3-year term.
- Erica Raymond to the Caribou Hospital District Board of Trustees for a 3-year term.
- Mary Pratt to the Caribou Housing Authority Board of Commissioners for a 5-year term.
- Heather Hale and Carole S. Belanger to the Library Board of Trustees, each for a 3-year term.
- Mark Draper to the Caribou Riverfront Development Committee for a 3-year term.
- Kyle Corrigan and Casey Plourde to the Recreation Commission, each for a 3-year term.
- Jay Kamm to the Caribou Utilities District for a 3-year term.

Second. Discussion. Vote.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Appointments to Caribou Boards and Commissions
DATE: January 2, 2025

The individuals listed on page 6 of the packet have expressed interest in serving on the following committees or boards. The City Council may make any appointments they feel appropriate.

Note regarding Aroostook Waste Solutions: traditionally the two seats allotted to the City of Caribou have been held by a public member and a member of the Caribou City Council. Both need to be appointed annually by the Caribou City Council, according to the AWS by-laws. The City Manager is the alternate member of the Aroostook Waste Solutions Board of Directors.

Aroostook Waste Solutions Board of Directors (2)

Nylander Museum Board of Trustees (2)

The Nylander Board of Trustees has three persons interested in two positions.

Suggested action:

After reviewing the list of citizens who have offered to serve on the citizen boards, please make the following motions. Second. Discussion. Vote. (for each Citizen Board)

Motion to appoint Ken Murchison (citizen member) and _____ (City Council member) and City Manager Penny Thompson as the alternate member, to the Aroostook Waste Solutions Board of Directors, each for a 1-year term.

Motion to appoint _____ and _____, to the Nylander Board of Trustees, each for a 3-year term.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Council Meeting Schedule for 2025
DATE: January 2, 2025

According to the Caribou City Charter, the Council shall conduct Regular Meetings at least once in every month¹⁴. Additional special meetings, work sessions or emergency meetings may also be convened in accordance with Maine Open and Public Meeting laws and the Caribou City Charter.

2025 Budget Adoption Schedule from the charter¹⁵:

Draft budget to City Council by January 15

Budget public forum by February 15

Final budget to City Council by March 1

Public hearing & vote by the third Monday in March (March 17, 2025)

All meetings will be held in the Council Chambers at 25 High Street unless otherwise noticed. The proposed meeting time is 6pm.

At this meeting, the City Council could set the January meetings and, after giving direction to the City Manager, a schedule can be created for adoption at the next regular meeting.

Suggested Action:

Motion to schedule regular City Council meetings for Monday January 13, 2025, and Monday January 27, 2025, at 6:00 pm in the Caribou City Council chambers at 25 High Street.

Second. Discussion. Vote.

¹⁴ Caribou City Charter, Section 2.10 (a)

¹⁵ Caribou City Charter, Article V Financial Procedures

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



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Collection of Property Tax Prior to 2025 Commitment
DATE: January 2, 2025

It is proposed that the Council authorize the Tax Collector to accept payments of property tax prior to the 2025 commitment date. Maine state statute¹⁶ provides that cities may authorize prepayment and pay interest on the payments, “at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid...” The municipality is obligated to return any excess money paid over the final commitment amount.

Suggested Action:

Motion to authorize the Tax Collector to accept early payments of 2025 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

Second. Discussion. Vote.

¹⁶ MRSA Title 36 §506



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: City Manager Authorization to Sign Warrants
DATE: January 2, 2025

It is proposed that the City Manager, Penny Thompson, be authorized to approve the City Treasurer's Warrants for the 2025 calendar year. The city charter already authorizes the manager to be the purchasing agent for the City¹⁷. However, Maine state statute¹⁸ requires an annual vote of the municipal officers to authorize warrant approvals pertaining to wages and benefits or disbursement of state fees. If authorization is not granted to the Manager or other designated municipal officer, then the full Council will need to approve all wage and benefit warrants. This would mean the council would need to approve each payroll.

Suggested Action:

Motion to authorize the City Manager to review and approve all Treasurer Warrants for 2025.

Second. Discussion. Vote.

¹⁷ Caribou City Charter, Section 3.04 (11)

¹⁸ MRS A Title 30-A §5603 (2) (A) (1)



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: Provision of a Tax Club for 2025
DATE: January 2, 2025

The Tax Club allows for persons to participate in a program whereby their 2025 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2025 Commitment has been made, the final payment on their actual 2025 commitment, the difference between their 2024 commitment versus their 2025 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November, and December as part of the program. Many taxpayers find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

Suggested Action:

Motion to authorize a Tax Club for 2025 as previously established. Providing for 12 equal payments of an accounts tax liability with no applied interest in October, November, and December for club participants.

Second. Discussion. Vote.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: City Council member priorities for 2025
DATE: January 2, 2025

One task to be completed early in the year is for the members of the Caribou City Council to provide direction to the City Manager on the priorities for the year.

In 2024, members of the Caribou City Council provided their top two priorities with the thought being that by having fewer areas of focus, staff could make greater progress on fewer priorities. Before that, the members of the Caribou City Council gave priorities in several categories. The members of the Caribou City Council can decide which method to determine priorities for 2025.

It is a good idea to know what the City Council's priorities are for the year prior to finalizing the expense and capital budgets as those priorities can inform tough decisions in a tight budget year.

Suggested Action:

Please provide direction to the City Manager on how the members of the Caribou City Council would like to handle prioritizing projects in 2025.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: City Council member appointments to committee and liaison roles for 2025
DATE: January 2, 2025

Another task to be completed at the first regular meeting is for the Mayor to appoint members of the Caribou City Council to serve on various committees and in liaison roles.

If members could look at the list and descriptions and indicate their committee preferences as soon as possible, the matrix can be prepared for the next regular meeting. I have included both a copy of the 2024 appointments and a blank copy of the spreadsheet on the following pages. If new members are looking for a quick “cheat sheet”, here are the appointments of Councilor Morrill in 2024:

Caribou Housing Authority Board of Commissioners, Aroostook Waste Solutions Board of Directors, Labor Relations committee, Municipal Buildings committee, and was the City Council representative to the Façade Improvement Grant committee.

Suggested Action:

Please look over the enclosed, ask questions, and indicate your assignment preferences to the City Manager as soon as possible. Staff will compile the requests and forward them to the Mayor. If everyone could have their requests to me before Thursday January 9, the appointments can be made at the next regular meeting on Monday January 13, 2025 (if so set in agenda item 8a).

Mayoral appointment of City Councilors for 2024 Committees.

City Charter, Section 2.03 provides, "The Mayor shall, subject to the approval of the City Council, appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees." According to action of City Council during the January 4, 2021 meeting, all red and green appointments will be considered for the Charter test of 80% attendance at committee meetings to which a Councilor is appointed. Liaison roles will not apply toward the attendance test.

Council Committees by Charter, Statute or Agreement		
Role	Member	Committee Purpose
Capital Budget Committee		
Chair	Courtney Boma	Review capital requests as part of the budget process. Multiple meetings prior to budget approval. Deadline: Have recommendation back to Council by February 15 for incorporation into the final 2024 budget (deadline to present to City Council is March 1.)
Member	Joan Theriault	
Member	Jennifer Kelley	
Staff	City Manager	
Caribou Economic Growth Council		
Board Member	Tamara Lovewell	The CEGC is made up of citizens who manage an economic investment/loan program on behalf of the City. Meets monthly at 7am on the third Thursday
City Rep	City Manager	
Caribou Housing Authority Board of Commissioners		
Council Rep	Tamara Lovewell	Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep	John Morrill	
Investment Committee		
Chair	Jody Smith	Conducts annual review of investment policy and considers potential options for economic stimulus funds. Committee may be made up of citizens. Meets as needed.
Member	Dan Bagley	
Member	Jennifer Kelley	
Staff	Finance Director	
Staff	City Manager	
Northern Maine Development Commission General Board		
Board Member	Courtney Boma	Meets annually. Typically the Mayor is appointed to NMDC General Board and the City Manager is appointed to both the NMDC General and Executive Board (which meets more frequently).
Board Member	City Manager	
Personnel Committee		
Chair	Courtney Boma	Discuss Personnel policies with emphasis on policy updates, benefit options, wage surveys. All Councilors are part of this committee unless a smaller citizens' board is established.
Staff	Finance Director	
Staff	City Manager	
Aroostook Waste Solutions Board of Directors		
Board Member	John Morrill	Meets monthly. Caribou has two voting members on AWS Board of Directors. Traditionally, one member is from the City Council, and one is a citizen member. City Manager serves as alternate to voting members.
Citizen Member	Ken Murchison	
Alternate	City Manager	

Highway / Protection Committee		
Chair	Joan Theriault	Review work plan with PW Director for annual paving. Consider multi-modal transportation services and improvement projects (e.g. sidewalks, street crossings, bus stations, etc.). Consider new street light locations. Deadline: Review Annual road plan before April 2024
Member	Tamara Lovewell	
Member	Jody Smith	
Staff	PW Director	
Staff	CEO	
Staff	City Manager	
Labor Relations Committee		
Chair	City Manager	Act as authorized bargaining agents on behalf of the city council in order to prepare tentative agreements for council approval. The Fire/EMS union contract expires this year on 12/31/2024.
Member	John Morrill	
Staff	Legal Counsel Respective Dept. Heads	
Municipal Buildings Committee		
Chair	Jennifer Kelley	Discuss capital needs for municipal buildings, prioritize projects, and makes recommendations to the capital committee. Will also consider asset management systems as needed.
Member	John Morrill	
Member	Jody Smith	
Staff	City Manager	
Staff	Respective Dept. Heads	
City Council Charter Committee		
Chair	Tamara Lovewell	Recommend changes to the Caribou City Charter to the full City Council to go out to the Caribou voters for approval.
Member	Dan Bagley	
Member	Joan Theriault	
Staff	City Manager	
Public Safety Committee		
Chair	Courtney Boma	Work to facilitate the construction of the police station approved by the voters in 2022. Also partners with the Caribou Organization Promoting Public Safety (COPPS) a 501(C)(3) charitable entity that was formed to apply for grants not available to municipalities for public safety improvements.
Member	Joan Theriault	
Member	Jennifer Kelley	
Staff	Police Chief	
Staff	City Manager	

Liaison Roles

Board	Liaison	Committee Purpose
Airport Advisory Committee	Dan Bagley	Meets as needed to discuss operations, policies, community outreach events and fund raising opportunities
Caribou Development Committee	Dan Bagley	Meets monthly for the purpose of promoting community growth and development within the City of Caribou.
Caribou Riverfront Redevelopment Committee	Tamara Lovewell	Meets monthly to discuss the best way to identify and prioritize riverfront assets, set goals and ultimately restore and renew commercial, residential and recreational opportunities on the Aroostook River.
Façade Improvement Grant	John Morrill	Meets twice annually to review facade improvement grant applications in the Downtown Tax Increment Financing (TIF) District and makes award recommendations to the Caribou City Council.
Library	Jennifer Kelley	Meets monthly to discuss operations, policies and fund raising opportunities
Nylander Museum	Jennifer Kelley	Meets monthly to discuss operations, policies and fund raising opportunities
Planning Board	Jody Smith	Meets monthly to review development proposals, regulations, zoning and land use matters.
Recreation Board	Courtney Boma	Meets monthly to discuss operations, policies and fund raising opportunities

Mayoral appointment of City Councilors for 2025 Committees.

City Charter, Section 2.03 provides, "The Mayor shall, subject to the approval of the City Council, appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees." According to action of City Council during the January 4, 2021 meeting, all red and green appointments will be considered for the Charter test of 80% attendance at committee meetings to which a Councilor is appointed. Liaison roles will not apply toward the attendance test.

Council Committees by Charter, Statute or Agreement		
Role	Member	Committee Purpose
Capital Budget Committee		
Chair		Review capital requests as part of the budget process. Multiple meetings prior to budget approval. Deadline: Have recommendation back to Council by February 15 for incorporation into the final 2025 budget (deadline to present to City Council is March 1.)
Member		
Member		
Staff	City Manager	
Caribou Economic Growth Council		
Board Member		The CEGC is made up of citizens who manage an economic investment/loan program on behalf of the City. Meets monthly at 7am on the third Thursday
City Rep	City Manager	
Caribou Housing Authority Board of Commissioners		
Council Rep		Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep		
Investment Committee		
Chair		Conducts annual review of investment policy and considers potential options for economic stimulus funds. Committee may be made up of citizens. Meets as needed.
Member		
Member		
Staff	Finance Director	
Staff	City Manager	
Northern Maine Development Commission General Board		
Board Member		Meets annually. Typically the Mayor is appointed to NMDC General Board and the City Manager is appointed to both the NMDC General and Executive Board (which meets more frequently).
Board Member	City Manager	
Personnel Committee		
Chair		Discuss Personnel policies with emphasis on policy updates, benefit options, wage surveys. All Councilors are part of this committee unless a smaller citizens' board is established.
Staff	Finance Director	
Staff	City Manager	
Aroostook Waste Solutions Board of Directors		
Board Member		Meets monthly. Caribou has two voting members on AWS Board of Directors. Traditionally, one member is from the City Council, and one is a citizen member. City Manager serves as alternate to voting members.
Citizen Member		
Alternate	City Manager	

Airport Committee		
Chair		Review airport consultant contract, annual capital master plan and FBO operations. Investigate charter service opportunities and receive reports on lease operations.
Member		
Member		
Staff	PW Director	
Staff	City Manager	
Highway / Protection Committee		
Chair		Review work plan with PW Director for annual paving. Consider multi-modal transportation services and improvement projects (e.g. sidewalks, street crossings, bus stations, etc.). Consider new street light locations. Deadline: Review Annual road plan before April 2025
Member		
Member		
Staff	PW Director	
Staff	CEO	
Staff	City Manager	
Labor Relations Committee		
Chair	City Manager	Act as authorized bargaining agents on behalf of the city council in order to prepare tentative agreements for council approval. The police unions contract expires this year on 12/31/2024.
Member		
Staff	Legal Counsel Respective Dept. Heads	
Municipal Buildings Committee		
Chair		Discuss capital needs for municipal buildings, prioritize projects, and makes recommendations to the capital committee. Will also consider asset management systems as needed.
Member		
Member		
Staff	City Manager	
Staff	Respective Dept. Heads	
City Council Charter Committee		
Chair		Recommend changes to the Caribou City Charter to the full City Council to go out to the Caribou voters for approval.
Member		
Member		
Staff	City Manager	
Public Safety Committee		
Chair		Work to facilitate the construction of the police station approved by the voters in 2022. Also partners with the Caribou Organization Promoting Public Safety (COPPS) a 501(C)(3) charitable entity that was formed to apply for grants not available to municipalities for public safety improvements.
Member		
Member		
Staff	Police Chief	
Staff	City Manager	

Liaison Roles

Board	Liaison	Committee Purpose
Airport Advisory Committee		Meets as needed to discuss operations, policies, community outreach events and fund raising opportunities
Caribou Development Committee		Meets monthly for the purpose of promoting community growth and development within the City of Caribou.
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Façade Improvement Grant		Meets twice annually to review facade improvement grant applications in the Downtown Tax Increment Financing (TIF) District and makes award recommendations to the Caribou City Council.
Library		Meets monthly to discuss operations, policies and fund raising opportunities
Nylander Museum		Meets monthly to discuss operations, policies and fund raising opportunities
Planning Board		Meets monthly to review development proposals, regulations, zoning and land use matters.
Recreation Board		Meets monthly to discuss operations, policies and fund raising opportunities